



**AGENDA**  
**Intermunicipal Committee**  
**9:00 AM - Tuesday, March 10, 2026**  
Town of Diamond Valley Council Chambers  
514 Windsor Avenue, Diamond Valley

[LIVE STREAM the Meeting](#)

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- A. CALL TO ORDER
- B. ADOPTION OF AGENDA
  - B.1. Intermunicipal Committee Meeting Agenda - March 10, 2026  
  
**Proposed Motion:** that the Agenda for the March 10, 2026 Diamond Valley/Foothills County IMC be adopted as circulated.
- C. MINUTES OF PREVIOUS MEETING
  - C.1. Adoption of the Minutes of the Intermunicipal Committee meeting held on December 9, 2025  
  
**Proposed Motion:** that the Minutes of the Intermunicipal Committee meeting held December 9, 2025 be adopted as presented.
- D. BUSINESS
  - D.1. Intermunicipal Development Plan Discussion
  - D.2. Annexing Adjacent Roads - request for update  
- requested by Councillor Jonathan Gordon
  - D.3. Incident Communications and Public Information  
- presented by Councillor Jonathan Gordon
- E. CLOSED SESSION  
*None scheduled*
- F. NEXT MEETING DATE  
The next meeting is scheduled for June 9, 2026 at 9:00am at the Foothills County Office.
- G. ADJOURNMENT

**MINUTES OF THE DIAMOND VALLEY AND FOOTHILLS COUNTY  
INTERMUNICIPAL COMMITTEE MEETING**

**December 9, 2025, 10:30 a.m.**

Present: Councillor Benita Estes (Chair)  
Councillor Laura Kendall  
Councillor Cindy Holladay  
Councillor Jonathan Gordon

Administration: FC Ryan Payne, Chief Administrative Officer  
FC Drew Granson, Deputy Director of Planning  
FC Aamani Sidhu, Planner  
DV Kari Florizone, Planning Manager  
FC Heather Hemingway, Director of Planning  
DV Verna Staples, Legislative Services Manager  
FC Garity Stanley, Legislative Services Assistant

Guests FC Councillor Oel, Alternate Representative  
DV Councillor Ted Bain, Alternate Representative

Absent: DV Adam Davey, Chief Administrative Officer

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**A. Call to Order**

Called to order at 10:41 a.m.

**B. Introduction of New Members**

The Diamond Valley/Foothills County Intermunicipal Committee introduced its members.

**C. Appointment of Co-Chairs**

CAO Payne called for nominations for the Foothills County co-chair on the Diamond Valley/Foothills County Intermunicipal Committee

Councillor Kendall nominated Councillor Estes. Councillor Estes accepted the nomination for co-chair.

No other nominations were received.

Councillor Estes was acclaimed as co-chair of the Diamond Valley/Foothills County Intermunicipal Committee.

Councillor Estes called for nominations for the Diamond Valley co-chair for the Diamond Valley/Foothills County Intermunicipal Committee.

Councillor Holladay nominated Councillor Gordon. Councillor Gordon accepted the nomination for co-chair.

No other nominations were received.

Councillor Gordon was acclaimed as co-chair of the Diamond Valley/Foothills County Intermunicipal Committee.

**E. Adoption of Agenda**

**Resolution 26**

**Moved By:** Jonathan Gordon

That the agenda for the December 9, 2025, Diamond Valley/Foothills County IMC be adopted as presented.

**CARRIED**

**F. Minutes of Previous Meeting**

F.1 Adoption of the Diamond Valley/Foothills County IMC Minutes - September 9, 2025

**Resolution 27**

**Moved By:** Cindy Holladay

That the Minutes of the Intermunicipal Committee meeting held on September 9, 2025 be adopted as presented.

**CARRIED**

**G. Business Items**

G.1 Intermunicipal Committee - Terms of Reference

A. Sidhu presented the Diamond Valley/Foothills Counter Intermunicipal Committee Terms of Reference.

**Resolution 28**

**Moved By:** Cindy Holladay

That the Intermunicipal Committee confirms that the current Terms of Reference remain satisfactory and that no amendments are required at this time.

**CARRIED**

G.2 Draft Terms of Reference for an Intermunicipal Development Plan Review and Update

Deputy Director of Planning D. Granson provided a brief overview and timelines for the draft Terms of Reference (TOR) for an Intermunicipal Development Plan Review and Update.

J. Gordon noted a clerical error in 5.2 and suggested using consistent wording when referring to the terms of reference as new or revised.

D. Granson noted that, within the terms of reference, the content of the Intermunicipal Development Plan (IDP) is yet to come. Under the review process, they could establish a standard schedule, with amendments permitted as the Committee deemed appropriate.

K. Florizone noted that current processes would remain in effect until the new IDP is adopted.

D. Granson explained that the TOR were basically developed subsequent to a motion made in September 2025.

K. Florizone shared that the current IDP is not working for Diamond Valley. The annexation and amalgamation were not adequately addressed in the current IDP, creating issues with boundary development conditions for roads and access between the two municipalities, as well as with any boundary conditions that may affect County residents.

J. Gordon expressed that the challenge is in the delay from the developer's perspective and the process. Given these challenges, is there a way within the plans and maintenance to amend the current IDP for developers to get shovels in the ground?

K. Florizone explained the challenge with trying to amend the current IDP is that if you change one portion, it affects other areas of the IDP.

C. Holladay emphasized the importance of the two municipalities holding regular meetings, as communication will be key to this process. Information needs to flow between the two towns.

H. Hemingway would not anticipate that it would include an urban growth corridor for the Town of Diamond Valley (future annexation lands) at this stage, which could make it easier to plan. If a TOR is approved by both Councils, they could establish a schedule for the parties to meet to advance the project. Both municipalities want to complete this. If there are any concerns with the Terms of Reference, they may propose changes. At the next meeting in February, we will take the TOR to Council for approval; once approved, it will be assigned a budget and capacity and can proceed. This project will involve public consultation.

C. Holladay noted that future urban growth areas are not required by the MGA, but it would be important for both parties to agree on.

CAO Payne would endeavour to have the recommendation go to Council after Council's strategic meeting prior to the next IMC meeting.

K. Florizone shared that dates have not been provided beyond the adoption of the TOR, as they do not yet know whether the Councils are in agreement to allocate staff time and resources to the project.

H. Hemingway - a rough estimate of cost and time

K. Florizone noted that costs and time estimates for Diamond Valley will need to include consultants in a timely way, with other projects and priorities on the go.

**Resolution 29**

**Moved By:** Jonathan Gordon

That the Intermunicipal Committee recommends that the Draft Terms of Reference for the Intermunicipal Development Plan review and update be referred to the respective Councils for consideration and adoption with suggested amendments and for each respective administration to provide a summary of estimated time and costs to undertake the project.

**CARRIED**

**Resolution 30**

**Moved By:** Cindy Holladay

The Committee recommends that the Diamond Valley Council discuss urban growth areas and provide direction back to the Intermunicipal Committee.

**CARRIED**

G.3 Intermunicipal Collaboration Framework (ICF) - Letter of Confirmation - Minister of Municipal Affairs

**Resolution 31**

**Moved By:** Laura Kendall

That the IMC acknowledge the letter from Municipal Affairs confirming receipt of the Intermunicipal Collaboration Framework.

**CARRIED**

H. **Administrative Updates**

None

I. **Round Table**

The following items were discussed at the round table:

- Diamond Valley Development Pressures - Currently reviewing staffing level at Diamond Valley as a result of increased workload, development

projects, area structure plans, review of land use bylaw and the combination of the two land use bylaws.

- Regional Dinner - The Town of Okotoks has reached out to Foothills County to see if there is interest in restarting the dinners. Foothills County will co-host a dinner in the new year to bring the six municipalities together.

**K. Next Meeting Date**

**Resolution 32**

**Moved By:** Cindy Holladay

That the Diamond Valley/Foothills County Intermunicipal Committee meetings be scheduled quarterly in 2026, on the second Tuesday of the month starting at 9:00 a.m.

**CARRIED**

**L. Adjournment**

**Resolution 33**

**Moved By:** Jonathan Gordon

That the Diamond Valley/Foothills County Intermunicipal Committee adjourn at 11:40 a.m.

**CARRIED**

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Councillor Estes

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Councillor Gordon