

**Town of High River - Foothills County
Intermunicipal Committee Meeting**

October 8, 2026

1:00 pm

Foothills County Administration Office

309 Macleod Trail South – High River



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**Town of High River - Foothills County
Intermunicipal Committee Meeting
Hosted by: Town of High River**

March 31, 2026

1:00 pm

JOINT COUNCIL CHAMBERS

309 Macleod Trail S.W., High River



Present: **Foothills County**
Reeve Rob Siewert (Chair)
Councillor R.D. McHugh
Councillor Benita Estes

Town of High River
Mayor Craig Snodgrass
Councillor Michael Nychyk
Councillor Jenny Jones

Staff: Ryan Payne, CAO
Present: Sherri Barrett, Legislative Services
Melanie Michaud, Legislative Services

Chris Prosser, CAO
Jody Hipkin, Legislative Services

1. CALL TO ORDER

Reeve Siewert called the meeting to order at 1:09 pm.

1.1 Acknowledgement of Co-Chairs

Resolution #01/2026

Moved By: Councillor Estes

That it be acknowledged that co-chairs for 2026 are Reeve Siewert with Councillor McHugh as alternate for Foothills County, and Mayor Snodgrass with Councillor Nychyk as alternate for the Town of High River.

Carried

2. ADDITIONS/CHANGES TO AGENDA

Resolution #02/2026

Moved By: Mayor Snodgrass

That the agenda for the Intermunicipal Committee be adopted as presented.

Carried

3. REVIEW/CONFIRMATION OF PREVIOUS MEETING NOTES

3.1 Intermunicipal Committee – September 23, 2025

Resolution #03/2026

Moved By: Mayor Snodgrass

That the minutes of the September 23, 2025, Intermunicipal Committee meeting be adopted as presented.

Carried

4. GENERAL MUNICIPAL UPDATES

4.1 Flood Recovery Agreement and Funds

Chief Administrative Officer Prosser advised that the Town of High River Council has approved \$4.0 Million, however, there are three projects outstanding and near completion. The Town of High River can proceed with the transfer of the \$4.0 Million of uncommitted funds to be transferred within the next month.

Resolution #04/2026

Moved by: Mayor Snodgrass

That the Intermunicipal Committee acknowledge the update on the Flood Recovery Agreement and Funds.

Carried

5. NEXT MEETING DATE

The next meeting of the Town of High River / Foothills County Intermunicipal Committee is to be determined.

6. ADJOURNMENT

Resolution #05/2026

Moved by: Mayor Snodgrass

That the March 31, 2026, Intermunicipal Committee Meeting be adjourned at 1:13 p.m.

Carried

IMC REPORT

SUBJECT(S): HIGH RIVER AG SOCIETY WATER LINE
REPORT PREPARED BY: MELANIE MICHAUD, FOOTHILLS COUNTY
REPORT PRESENTED BY: REEVE ROB SIEWERT

SUMMARY

On August 26, 2026, Foothills County Council passed the following resolution:

RESOLUTION 680-26:

That Council direct Administration to begin discussions with the High River Ag Society to determine scope, cost and time frame for the proposed water and sewer infrastructure project. Further, that the request be added to an upcoming Foothills County/ High River IMC agenda for discussion.

- Discussions between Foothills County and the Town of High River have indicated that, should both Councils support the request, Administration will proceed with revisions to the agreement.
- If the Ag Society seeks wastewater support, responsibility for providing and evaluating such support rests with the Town of High River rather than Foothills County.
- Foothills County and Town of High River Operations staff are working collaboratively to determine the precise connection point of the existing water line, including whether it is located before or after the Foothills County meter.

APPENDICES:

Appendix A: Letter dated August 13, 2026 from High River Ag Society



Box 5271. High River, T1V 1M4

Info@highriverag.com

403-652-7349

August 13, 2026

Dear Mr Siewert,

Re: Request for Support: Water and Sewer Infrastructure Upgrade at the High River Ag Society (HRAS)

On behalf of the Board and staff of the High River Agricultural Society (HRAS), I am writing to request the Foothills County and Town of High River's support in addressing an urgent infrastructure need at our grounds; an upgrade to our incoming water main and associated sewer capacity. This work is essential to public safety, to the continued growth of our events, and to our ability to expand use of our facility.

Growth whilst managing an Aging System

HRAS is one of Alberta's oldest agricultural societies, and our grounds host many Events including Jackpots, Benefits, the Medieval Fayre & Tournament, High School Rodeos, CGRA Rodeos, 4H Events and of course our own four flagship events; the two Junior Rodeos, Guy Weadick Pro Rodeo and the Battle of the Foothills Chuckwagon Races. All our Events have grown substantially in recent years, drawing increasing national and international visitors alongside our strong local support. This year set new attendance records; our Grandstand sold out all four nights of the chuckwagon races and two of three nights of the Rodeo. However, that growth has also exposed the real limits of our infrastructure; during the chuckwagon races, visitor volume caused our water system to run out of water entirely, a frightening situation given that water flow is also what feeds our fire suppression capability.

The Need: 8-Inch Water Main Upgrade

Our current incoming water line is undersized for the volume of people now using the site, and for the washroom, concession, and bar facilities that support them. We are requesting support to upgrade this line to an 8-inch main from the Town system. This upgrade would:

- Provide adequate fire suppression flow across the facility and restore reliable water and washroom service at peak attendance.
- Allow us to responsibly increase capacity in our office building, including a planned lease of the top floor to a school.
- Enable a fire suppression sprinkler system in our indoor arena, currently capped by the Fire Marshal at 251 persons because our water supply cannot support sprinklers for a larger crowd.

Interestingly, our indoor arena is physically capable of safely holding far more than 251 people, but the cap is set by water capacity, not the size of the space. Last year, you may recall that the weather caused

us a few issues; we had to postpone our Rodeo; and the Chuckwagons were a challenge for sure. As ever, the Community was amazing and supported us so well, but the weather did hit our Cabaret hard. If we had been able to, we would have moved the show indoors but due to our capacity of 251, this was just not possible. As a result of not being able to use the indoor space, our numbers fell short and attendance, along with revenue, took a direct hit. We also regularly turn away renters and event organizers whose expected attendance exceeds that limit. This is lost revenue for HRAS and lost events for High River. An 8-inch main would let us install proper sprinkler coverage, raise that occupancy limit, and turn an underused asset into a genuine weather-contingency venue and a recurring revenue stream. This matters year-round: the arena operates twelve months a year and sees its heaviest use in winter, when few other large indoor spaces are available in the region.

As an interim step for next year, we are also looking to replace or renovate our aging washrooms - possibly with rented portable units, while this permanent work is scoped and funded. This is a stop-gap, not a solution.

Why We Are Asking for Help

HRAS is not-for-profit, and the Guy Weadick Rodeo and Battle of the Foothills are the only two events we Ticket. We keep those tickets reasonably priced so a family can still enjoy an affordable day out, which means we rely heavily on grants and sponsorship; competitive, ever-changing sources of funding, to cover both operations and capital improvements.

We want the County and Town to know HRAS is a responsible steward of the support it receives. After a difficult period, a strengthened Board has brought the Society out of a serious debt cycle; and since then, we have continued paying down our facility mortgage and retiring a significant portion of our equipment loan. Both flagship events were profitable again this year, and we are committing a percentage of those profits back into the property. We have also recently secured a significant grant to improve accessibility at our west bleachers and invested in our mezzanine and event bar facilities. We have attracted some new Sponsors, which is exciting and those relationships are of course everything to us so we do everything we can to ensure all Sponsors and Partners feel valued. We literally could not operate without them.

Even so, a water and sewer upgrade of this scale, on a property with the age and utility demands of ours, is a cost we cannot responsibly absorb alone. We are seeking the County and Town's partnership, whether direct funding, grant guidance, cost-sharing, or connection to other funding programs, to help us complete this critical work.

What This Means for High River

This is a public safety investment in fire suppression for a facility that draws tens of thousands of visitors year-round, and an economic development investment that lets our grounds safely support new uses such as a school tenancy, and an indoor arena that can finally be booked and filled at its real capacity rather than capped at 251. That change gives High River a larger, weather-resilient event venue while creating a recurring revenue stream that reduces HRAS's reliance on grants and sponsorship over time; allowing us to put those monies towards the Events and other Projects at the Grounds.

Next Steps

We would welcome the opportunity to meet with County and Town representatives to walk through the scope of this project and discuss what forms of support may be available. We are so grateful for the County and Town's longstanding partnership with the Agricultural Society and hopeful we can work together to keep this facility safe, sustainable, and growing for the benefit of High River.

Thank you for your time and consideration. Please don't hesitate to contact me directly to arrange a meeting with the Board or request further information and we hope you will consider this request for support.

Kind regards

Liz Ellwood

On behalf of the Board of the High River Ag Society

IMC REPORT

SUBJECT(S): HIGHWOOD RIVER ARMOURING UPDATE

REPORT PREPARED BY: MELANIE MICHAUD, FOOTHILLS COUNTY

REPORT PRESENTED BY: REEVE ROB SIEWERT

SUMMARY

On July 8, 2026, Foothills County Council passed the following resolution:

RESOLUTION 645-26:

That Council direct Administration to make a request to AEPA to request a scope change to existing flood mitigation grants to add bank armouring to a section of the Highwood River adjacent to a portion of NE 30-18-29 W4M (Roll 1829307500) and to engage engineering support.

- There are currently two properties under review, located at NE 30-18-29 W4M and NE 33-18-29 W4M.
- An engineering report for NE 30-18-29 W4M has been provided to the Province, while inspections of NE 33-18-29 remain underway to identify and evaluate any potential risks.
- The Province is currently reviewing the submitted reports along with the request to reallocate a portion of the buyout funds to support the work required at the identified properties.

IMC REPORT

SUBJECT(S): PRE-DETERMINED DATES FOR MEETINGS

REPORT PREPARED BY: JODY HIPKIN, TOWN OF HIGH RIVER

REPORT PRESENTED BY: MELANIE MICHAUD, FOOTHILLS COUNTY AND
ALEISHA POLLETT, TOWN OF HIGH RIVER

MOTION(S) PROPOSED BY ADMINISTRATION

That the Foothills County / Town of High River Intermunicipal Committee schedule pre-determined dates for the 2027 Foothills County / Town of High River Intermunicipal Committee Meetings as follows:

- February 18, 2027 @ 1:00 p.m.
- June 10, 2027 @ 1:00 p.m.
- October 21, 2027 @ 1:00 p.m.

SUMMARY

To improve the efficiency of scheduling Foothills County / Town of High River Intermunicipal Committee Meetings, staff from both Foothills County and the Town of High River propose that meetings are scheduled in advance for the following year.

In accordance with the Foothills County / Town of High River Intermunicipal Committee Terms of Reference, specifically S. 9.3 a) that states, "The Committee should make every reasonable effort to hold a minimum of three (3) regular meetings per year" the recommendation is to schedule three (3) meetings per year, at regular intervals, to support continued discussions.

For 2027, the following dates are suggested:

- February 18, 2027 @ 1:00 p.m.
- June 10, 2027 @ 1:00 p.m.
- October 21, 2027 @ 1:00 p.m.

These dates, or others if the Committee members advise, will be scheduled in the Foothills County / Town of High River Intermunicipal Committee Member's calendars, as well as the calendars of Administrative staff for each municipality, to ensure the dates are secured.

REQUEST OF IMC

Consider adopting the pre-determined dates for the 2027 Foothills County / Town of High River Intermunicipal Committee Meetings.

APPENDICES

Foothills County / Town of High River Intermunicipal Committee Terms of Reference.

TERMS OF REFERENCE:
INTERMUNICIPAL COMMITTEE
Foothills County / Town of High River

Adopted by the Council of Foothills County on January 26, 2022 (Resolution 57-2022)
Adopted by the Council of the Town of High River on February 14, 2022 (Resolution RC30-2022)

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1.0 Background

The Town of High River and Foothills County Intermunicipal Committee (“IMC”, or “the Committee”) was established in late 1996, initially as the “Liaison Committee”, for the purpose of developing an Intermunicipal Development Plan. The Liaison Committee later became known as the Intermunicipal Committee.

In early 1997, the IMC recommended approval of the terms of reference for the Intermunicipal Development Plan (IDP). The IDP was prepared by both County and Town staff, was reviewed by the Committee, and was eventually adopted by both municipal Councils in November of 2000. In 2011-2012, the IMC assisted with the development of a new IDP. The bylaws adopting the previous IDP were rescinded, and bylaws were passed by each municipality adopting the new IDP in May 2012. The IDP was subsequently amended in 2018 to facilitate an annexation application by the Town.

In 2017, the Calgary Metropolitan Region Board (CMRB) was established by the province, requiring mandatory collaboration between the 10 regional municipalities. Despite the addition of regional planning to the municipal frameworks, both the Town and County recognize the importance of maintaining the ongoing cooperative efforts and discussions that take place through the IMC.

Since its establishment, the IMC has met to discuss issues of mutual concern such as annexations, transportation planning, recreation planning, and servicing. As development pressures continue to increase in the area surrounding High River and along the Highway 2 and Highway 2A corridors, it is important that the two municipalities continue to work together to manage growth in an ordered and sustainable manner by adhering to the IDP policies.

2.0 Purpose

The purpose of the IMC is to:

- a) Foster a productive working relationship between the Town and County.
- b) Facilitate the ongoing sharing of information between elected officials and municipal staff.
- c) Provide recommendations to both Councils on intermunicipal matters, including recommendations for lands of mutual interest.
- d) Oversee the implementation of, and amendments to, the IDP.
- e) Play a role in the resolution of intermunicipal disputes as outlined in the IDP.
- f) Act as a negotiation committee on matters such as proposed annexations, servicing agreements, or joint planning areas, when directed by the respective Councils to do so.
- g) Provide a forum in which to review and comment on a range of topics of interest to both municipalities.
- h) Cooperatively address provincial and regional matters of mutual interest

3.0 Objectives

Objectives of the IMC include:

- a) Developing an understanding of each other's strategic priorities and implementing mutual goals through open communication.
- b) Maintaining positive intermunicipal relations through communication and collaboration.
- c) Facilitating positive outcomes for residents of both municipalities by recommending joint plans, processes, and programs to the respective Councils.
- d) Achieving the goals of the IDP by supporting the implementation of its policies, including joint initiatives.
- e) Furthering mutual municipal goals and objectives by jointly advocating at the regional and provincial level.

4.0 Scope

The following are examples of topics that may be discussed by the Committee; however, it is acknowledged that the IMC is able to address any item of an intermunicipal or regional nature, that it deems important.

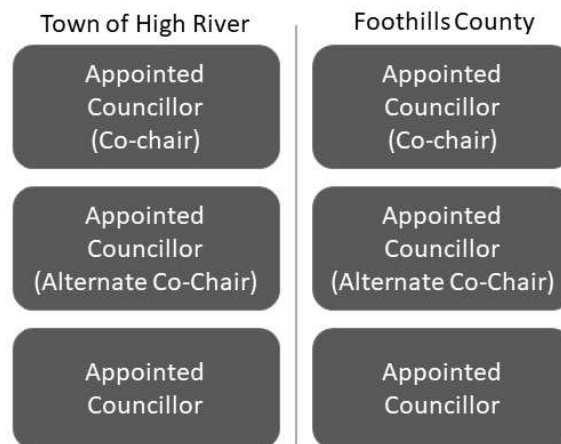
- a) Provincial and regional planning initiatives,
- b) Intermunicipal Planning,
- c) Annexation and growth management,
- d) Transportation including roads, pathways, and public transit,
- e) Intermunicipal servicing strategies and service agreements,
- f) The High River Regional Airport,
- g) Recreation facilities planning and management,
- h) Flood mitigation,
- i) Emergency response services,
- j) Operation and management of the shared Administration Building.

5.0 Constraints

The IMC has no official legislative status or decision-making authority but can provide recommendations to the municipal Councils for ratification and/or to render a formal decision. This includes recommendations to, or requests for direction from the Councils, to direct Administration to undertake work related to IMC matters.

6.0 Membership

Membership Composition



6.1 Committee Members and Co-Chairs

- Up to a maximum of three (3) Councillors from each municipality shall be appointed by each Council as Committee Members.
- Each Council will appoint one Committee Member each for the positions of Co-Chair and Alternate Co-Chair.
- At the first IMC meeting subsequent to each municipality's organizational meeting, the Committee will acknowledge the Co-Chairs and Alternate Co-Chairs put forward by the municipal Councils.
- In the absence of the Co-Chair from the hosting municipality, the Alternate Co-Chair from that municipality will assume the Roles and Responsibilities of the Chair. Should both the appointed Co-Chair and Alternate Co-Chair from the hosting municipality be absent, then the Co-Chair or Alternate Co-Chair from the other municipality may assume the duty of Chair, at the discretion of the Committee.

6.2 Guests of the Committee

On an issue-specific basis, the Committee may request discussions to include elected officials and staff from both municipalities or other jurisdictions, as well as consultants, or CMRB administration, as deemed appropriate.

6.3 Administrative Support Staff

- Each municipality must provide staff to support the work of the Committee; however, staff are not considered Committee Members.
 - The Town has chosen to provide a member of its Legislative Services Division as a minimum level of administrative support for the Committee. Additional staff members may be assigned by the CAO.
 - The County has chosen to have their CAO delegate the Administrative Support Staff responsibilities, at their discretion.

- b) The Chief Administrative Officer (CAO) from each municipality or their delegate will oversee Administrative Support Staff in the preparation and execution of meetings, ensuring the overall function of the Committee as it relates to these Terms of Reference.

7.0 Governance

7.1 Quorum

- a) Quorum is required before the Chair can open an IMC meeting.
- b) Quorum is defined as a minimum of two (2) Committee Members from each municipality being in attendance at an IMC meeting.

7.2 Voting and Making Recommendations to the Municipal Councils

- a) While the Committee is not a legislative body, it must vote on motions put forward by Committee Members in order to provide recommendations to the municipal Councils.
- b) Recommendations are determined by voting and only Committee Members are eligible to vote.
- c) Voting is done by a show of hands to determine a consensus position.
- d) If a motion is not supported unanimously, the Committee Members must decide if the matter:
 - i. requires more discussion and another motion to reach consensus;
 - ii. should be postponed and reconsidered at a subsequent meeting;
 - iii. will not achieve a unanimous vote and the motion stands; or
 - iv. might be resolved utilizing one of the processes outlined in the Conflict Resolution section of this document.
- e) If a motion is not supported unanimously then the meeting notes must include an explanation for the dissenting position.

7.3 Conflict Resolution

It is a primary objective of the IMC to maintain strong relationships between the municipalities and develop a better understanding of each other's strategic priorities through open communication.

In the interest of maintaining a strong relationship, the Town and the County have jointly developed an Intermunicipal Development Plan and have a number of joint agreements in place. Should either party determine that some aspect of the IDP or an existing agreement is outdated, is no longer suitable, is not functioning as intended, or if they disagree with the other municipality's interpretation of the IDP or an existing agreement, then they will bring the issue to the attention of both CAOs. The CAOs will discuss and determine the most appropriate process to address the issue.

If the issue in question is related to:

- a) Lack of agreement on proposed amendments to the IDP
- b) Lack of agreement on any proposed statutory plan, land use bylaw, or amendment to either located within or affecting the Plan area; or
- c) Lack of agreement on an interpretation of the IDP.

Then it is appropriate to follow the Communication and Dispute Resolution Protocol as outlined in the IDP.

If the issue is related to another matter, the CAOs will bring the item to the attention of the IMC with a recommendation on what steps could be taken to resolve it.

8.0 Roles and Responsibilities

8.1 Committee Members

Each Committee Member is responsible for:

- a) Upholding the Joint Statement on Intermunicipal Relations from the IDP which states the Town and County *“will maintain a positive relationship based on mutual respect, clear and open communication, cooperation and collaboration. We will endeavour to carefully balance autonomy with unity, manage complexity and streamline intermunicipal processes. This will be facilitated through regular and consistent face to face meetings between staffs and Intermunicipal Committee Members.”*
- b) Committing to meeting regularly throughout the year.
- c) Representing the interests of their municipality and working cooperatively to fulfill the purpose and achieve the Objectives, of the Committee.
- d) Sharing information, communicating concerns and ensuring continued cooperative relations between the two municipalities.
- e) Reporting to and communicating from their respective Councils regarding Committee business.
- f) Managing conflicting positions and building trust and partnership, while striving to respect viewpoints and differences between the two municipalities.
- g) Voting on motions when requested to do so by the Chair.
- h) Adhering to these Terms of Reference.

8.2 Chair

The municipalities will alternate chairing meetings. The acting Chair for each meeting is responsible for:

- a) Confirming quorum, opening the meeting, and asking Committee Members to confirm the agenda and approve the meeting notes from the previous meeting.
- b) Keeping discussion on topic, facilitating the agenda, and ensuring all members of the Committee are given the opportunity to contribute.
- c) Subsequent to a motion being proposed by a Committee Member, the Chair must request the Committee Members vote on the motion.

8.3 Administrative Support Staff

Staff assigned as Administrative Support to the Committee will alternate hosting meetings. Administrative Support staff are responsible for delegating their Role and Responsibilities if they cannot coordinate or attend a meeting of IMC.

8.3.1 Meeting Preparation & Coordination

Administrative Support Staff from both municipalities are jointly responsible for the general administrative and coordination of meetings, including:

- a) Meeting agenda preparation, as it relates to each municipality,
 - i. No less than 2 weeks before the scheduled meeting, unless varied by the CAOs all agenda items put forth by a municipality must be approved by the respective CAOs prior to inclusion of the item. This includes items proposed for a closed meeting of the Committee.
 - ii. At the discretion of the CAOs, agenda items should include a written report to support Committee discussion of the item. If it is determined a report is not required, then at a minimum, each agenda item must include a recommended motion.
 - iii. Each CAO, or their delegate, is responsible for approving the written reports and recommended motions for agenda items put forth by their municipality.
 - iv. No less than one (1) week in advance of the meeting, finalized agendas with applicable reports and recommended motions are to be distributed to the Committee by Administrative Support Staff and made available to the public.
- b) Notwithstanding 8.3.1.a) iii., reports for closed meeting items are to be kept confidential and not shared or discussed with the public.
- c) Coordinating those wishing to present to the Committee and ensuring that the appropriate staff members from their respective municipality are available to facilitate the Committee's discussion of agenda items.
- d) The Administrative Support Staff from the hosting municipality is responsible for preparing the room for the meeting and the distribution of agendas at the meeting.

8.3.2 Information Management

- a) The Administrative Support Staff from the hosting municipality are responsible for:
 - i. Drafting meeting notes, including recording votes and recommendations.
 - ii. The preparation, distribution and retention of meeting notes, presentations, live-stream video recordings, and agendas.
- b) Prior to the next IMC meeting, the draft meeting notes are to be distributed by the Administrative Support Staff to their respective Committee Members for review and comment.
- c) Administrative Support Staff from both municipalities will co-ordinate with each other to retain records of information presented to the Committee, as well as Committee meeting agendas and minutes. Only agendas and minutes confirmed by the Committee and items accepted by the Committee as information are to be retained. Each municipality may post the meeting minutes on their respective websites after they have been approved by the Committee.
- d) Live-stream recordings may be made available for viewing through each municipality's website in accordance with their respective record management policies.

- e) Agendas should be posted online in accordance with each municipality's record management policies.

9.0 Meeting Protocol

9.1 Advertising Meetings

IMC meetings will be advertised in accordance with the requirements of the *Municipal Government Act* and, in accordance with each municipality's applicable bylaw or policy.

9.2 Meeting Locations

- a) Meetings will be held in Council chambers of the joint administration building; however, meetings may be held at any location deemed appropriate by the majority of Committee Members.
- b) Meetings of the IMC may be held virtually when deemed appropriate by the CAOs of both municipalities. Virtual meetings must be streamed live to allow for public access.

9.3 Scheduling Meetings

- a) The Committee should make every reasonable effort to hold a minimum of three (3) regular meetings per year.
- b) Either municipality may request additional "special" meetings to discuss pressing matters.
- c) Special meeting requests must be submitted to either one of the Chief Administrative Officers (CAOs), who will have the authority to coordinate with the other CAO and direct Administrative Support Staff to organize a meeting at the earliest date possible.

9.4 Hosting and Chairing Meetings

The municipalities will alternate hosting duties for IMC meetings. Meetings will be chaired by the Co-Chair or Alternate Co-Chair appointed by the Town when the meetings are hosted by the County's Administrative Support Staff and chaired by a the Co-Chair or Alternate Co-Chair appointed by the County when hosted by the Town's Administrative Support Staff. The exception to this is listed under Section 6.1.d.

9.5 Annexation Negotiation Committee

- a) When the IMC has been authorized by both municipal Councils to act as the Annexation Negotiation Committee (ANC), they need not hold a separate meeting, but may pass a motion to act as the ANC for a portion of a meeting, and then make a second motion to revert back to the IMC for the remainder of the meeting.
- b) The ANC may have their own Terms of Reference or may adhere to these Terms of Reference.

10.0 Public Accessibility

Except as mutually agreed to, and as set out in these Terms of Reference, the IMC will operate in a manner that is open, transparent and accountable. The Committee may use closed sessions and hold information confidential but in so doing must conform to the

legislative guidelines laid out in the *Municipal Government Act* (MGA) and the *Freedom of Information and Protection of Privacy Act* (FOIP Act).

10.1 Meeting Attendance by the Public

- a) All Committee meetings are open to the public to attend.
- b) In accordance with the *Municipal Government Act* and/or the *Freedom of Information and Protection of Privacy Act*, the Committee may choose to close all or part of a meeting to the public. The Committee must pass a motion unanimously for the Committee to go into closed session.

10.2 Presentations to the Committee

- a) Anyone wishing to present a matter to the Committee shall submit a written request to do so. A resident of the County shall submit their written request to the County's administration. A resident of the Town shall submit their written request to the Town's Legislative Services division.
- b) The County CAO, or the Town CAO will determine at which meeting the request to present can be accommodated, and if coordination of a special meeting is required.
- c) Once a meeting date is determined, Staff must receive any supporting materials from the presenter at least two (2) weeks in advance of the meeting so that the information can be included in the agenda package.

10.3 Meeting Notes

All approved meeting notes are available to the public upon request and may be made available on each municipality's website, at their discretion.

10.4 Committee Correspondence

- a) To facilitate communications on behalf of the IMC, Staff must ensure all materials prepared for IMC business display the logos of both municipalities.
- b) If both Councils agree, then they may jointly direct Staff to prepare and distribute a media release on behalf of the Committee. Key messages to be released to the media and/ or to the public must be mutually agreed to by both CAOs prior to release.
- c) Unless otherwise agreed to, the Mayor and Reeve will act as the spokespersons for the Committee for each individual municipality for all media related activities.

11.0 Committee Costs and Budget

- a) After the first organizational meeting, Committee Members will confer with their respective Councils regarding the size and origin of their portion of the IMC budget.
- b) All costs associated with the Committee shall be jointly shared between the municipalities.
- c) Each Council shall decide which types of spending the IMC has the authority to approve and which items shall require approval by the respective Councils.

12.0 Maintenance of Terms of Reference

12.1 Review

The Terms of Reference will be reviewed on a regular basis as required.

12.2 Amendments

- a) Amendments to these Terms of Reference may be recommended by the IMC to the Councils.
- b) Administrative Support Staff may propose amendments to the IMC for their consideration.
- c) Amendments to these Terms of Reference shall only take effect once approved by both Councils.