



# Staff Report to Council - for Direction

**Title:** IPM 2026 - Municipal Executive Working Group - Terms of Reference

**From:** Claire Dodds, Commissioner of Community Development

**Date:** June 19, 2025

**Report Number:** CDO-2025-012

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## Staff Recommendation:

That the IPM 2026 Municipal Executive Working Group Terms of Reference be endorsed; and

That the appointment of a council representative be referred to the Striking Committee.

## Report Summary:

This report seeks Council's approval of the terms of reference for the Municipal Executive Working Group and refers the selection of the Bruce County council representative to the Striking Committee.

## Background/Analysis:

Bruce County will serve as the regional host community of the 2026 International Plowing Match and Rural Expo, taking place September 22-26, 2026, at Lang Farms in Brockton. As a Regional Host, Bruce County has two core responsibilities:

- 1) Responding to event related municipal requests within its jurisdiction
- 2) Hosting a Community Showcase - a tent city exhibit highlighting the County's communities, economy and lifestyle.

In the May 15, 2025, Report CDO-2025-010, staff referenced work to be completed to draft Terms of Reference for a Municipal Executive Committee. Through the development of the Terms of Reference this has been renamed the IPM 2026 Municipal Executive Working Group to more accurately reflect the nature of the role of this group. The working group will liaise with the IPM organizing committee and ensure coordinated decision-making and engagement between Bruce County, the Municipality of Brockton, and the event organizers.

The attached Terms of Reference outline the Working Group's composition, roles, responsibilities, and operational process. The Working Group serves as a central point of contact for all municipal-related IPM requests, including infrastructure support, permitting, communications and emergency planning.

The Municipal Executive Working Group is comprised of the CAOs, Economic Development leads and one member of Council from both Bruce County and the Municipality of Brockton.

The selection of a Bruce County Council representative for the Municipal Executive Working Group is referred to the Striking Committee for review and appointment.

**Financial/Staffing/Legal/IT Considerations:**

There are no immediate financial, legal, or IT implications associated with this report.

**Interdepartmental Consultation:**

The Office of the CAO and the Municipality of Brockton contributed to the preparation so this report.

**Link to Strategic Goals and Objectives:**

Community and Partnerships - Build a strong and inclusive community

Community and Partnerships - Enhance and grow partnerships

**Link to Departmental Plan Goals and Objectives, if any:**

N/A

**Report Author:**

Jeffrey Loney, Economic Development Manager

**Departmental Approval:**

Claire Dodds, Commissioner of Community Development

**Approved for Submission:**

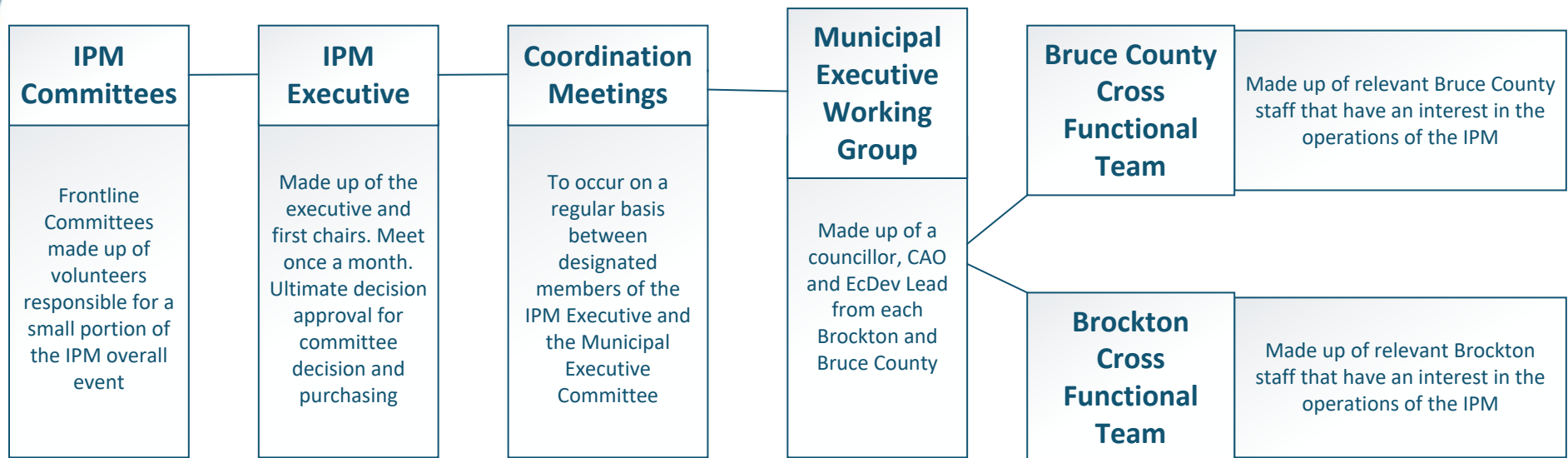
Christine MacDonald, Chief Administrative Officer

**Attachments:**

Attachment 1 - Terms of Reference - Municipal Executive Working Group

Attachment 2 - Communications Flow for Municipal Requests Related to the IPM

## IPM Municipal Liaison Communications Process



# IPM 2026 Municipal Executive Working Group

## Terms of Reference

### Background & Context

Bruce County and the Municipality of Brockton are hosting the 2026 International Plowing Match and Rural Expo (IPM), a major agricultural event being held at Lang Farms in Brockton. The event is expected to draw thousands of visitors, showcase the rural economy, and bring significant attention and opportunity to the region.

The IPM 2026 Municipal Executive Working Group has been set up as a central point of contact and decision-making for all IPM-related requests for Bruce County or the Municipality of Brockton. This includes items such as infrastructure support, permits, service requests, communications, and emergency planning.

The working group is where all financial requests, including fee waivers, in-kind services, and any other support—are reviewed first before flowing to the respective Council, cross-functional team or staff contact.

### Purpose of the Working Group

The Municipal Executive Working Group exists to:

- Consider all municipal-related IPM requests and decisions.
- Provide a central municipal contact point for the IPM Local Organizing Committee.
- Make sure the County and Brockton are aligned and respond consistently to IPM requests.
- Support the coordination of the Community Showcase.
- Track requests, approvals, and commitments to avoid duplication or missed steps.
- Provide direction and coordination around key municipal functions (e.g., emergency planning, infrastructure, communications).

This working group does not manage the full IPM event but plays a key role in managing and coordinating requests relating to municipal services, resources, or responsibilities associated with the event.

### Working Group Membership

The Working Group includes elected officials and senior staff from both municipalities:

- One (1) Brockton Councillor
- One (1) Bruce County Councillor
- CAO of Bruce County (or designate)

- CAO of the Municipality of Brockton (or designate)
- Economic Development Manager, Bruce County (or designate)
- Community Development Coordinator, Brockton (or designate)

The Mayor of Brockton and Warden of Bruce County may attend meetings as ex-officio members.

## Roles & Responsibilities

Working Group members are responsible for:

- Acting as a liaison between the IPM organizing team and relevant municipal contacts and approval processes.
- Review, action or refer all requests for municipal support as applicable
- Meeting regularly with key IPM Stakeholders – including the local organization committee and Ontario Plowmen’s Association.
- Making recommendations related to financial requests, including waiving fees, staff time, and in-kind contributions.
- Coordinating communications between the municipalities, the IPM Local Organizing Committee, and the Ontario Plowmen’s Association.
- Provide updates to other municipalities and relevant partners related to the IPM planning process, and the Community Showcase.
- Track requests, approvals, and commitments to avoid duplication or missed steps.

## How the Working Group Works

- Support: The Community Development Coordinator (Brockton) and Economic Development Manager (Bruce County) will support scheduling, notes, and follow-ups. Administrative support to prepare topics for agendas and meeting notes will be a shared function between Brockton and Bruce County.
- Meeting Frequency: The Working Group will meet bi-monthly (monthly beginning in 2026), or more often if needed, with the IPM Local Organizing Committee, especially as the event approaches.
- Decision-Making: The Working Group generally works by consensus and will refer any matters to the relevant council as required.
- Process:
  1. IPM organizers bring requests to the Working Group (preferably in writing, one week prior to the meeting).
  2. The Working Group reviews the request and provides direction or approval.

3. If supported, the Municipal staff provide direction to Directors responsible and the IPM organizers follow up with the relevant municipal staff to work through the details.