

**MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17**

**BYLAW NO. 2026-01**

**BOARDS AND COMMITTEES BYLAW**

**BEING A BYLAW OF THE MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 IN THE PROVINCE OF ALBERTA, TO  
ESTABLISH A GENERAL BOARDS AND COMMITTEES BYLAW**

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**WHEREAS** Section 145(a) of the *Municipal Government Act* provides a council may pass bylaws to establish and outline the functions of council committees and other bodies;

**AND WHEREAS** Section 145(b) of the *Municipal Government Act* provides a council may pass a bylaw to establish the procedures to be followed by council committees and other bodies established by Council;

**NOW THEREFORE** the Council of the Municipal District of Opportunity No. 17 in the Province of Alberta enacts as follows:

**Short Title**

1 This Bylaw may be cited as the "Boards and Committees Bylaw".

**Definitions**

2 In this Bylaw, any word or expression used in the Act has its statutory meaning unless otherwise specified in this section, and:

- (a) "Act" means the *Municipal Government Act*, RSA 2000, c M-26;
- (b) "Administration" includes the Chief Administrative Officer and any other person who exercises a power, function or duty of the Municipality whether under delegation from the CAO or by any other authority or agreement;
- (c) "Annual Report" means the annual report summarizing the activities of the Council Committee and includes the Work Plan;
- (d) "Chief Administrative Officer" or "CAO" means the individual appointed by Council as chief administrative officer within the meaning of the Act, or an individual to whom the appointed CAO has delegated any CAO power, function or duty;
- (e) "Chair" means the individual who presides over the Council Committee Meeting;
- (f) "Council" means the duly elected Council of the Municipality;
- (g) "Council Committee" means a committee, board or other body established by Council by bylaw;
- (h) "Councillor" means an individual elected to be a member of the Council including the Reeve;
- (i) "Delegation" means any person other than Administration, who addresses a Council Committee at a Meeting;
- (j) "Meeting" is a duly constituted regular or special meeting of Council or of a Council Committee where municipal business is conducted or issues are discussed;

- (k) "Member" means a member of a Council Committee;
- (l) "Municipality" means the municipal corporation of the Municipal District of Opportunity No. 17;
- (m) "Organizational Meeting" means the annual meeting prescribed under subsection 192(1) of the Act;
- (n) "Procedure Bylaw" means the Municipality's Procedure Bylaw;
- (o) "Quorum" means a majority of all Members unless Council provides otherwise in this Bylaw;
- (p) "Vice-Chair" means the individual appointed as vice-chair for the Council Committee; and
- (q) "Work Plan" means the annual work plan outlining the goals and objectives of the Council Committee that align with its mandate and identify anticipated resources requirements, if any.

### **Appointment**

- 3 (1) All Members shall be appointed by resolution of Council at the Organizational Meeting.
- (2) Council Committees shall have seven Members unless Council provides otherwise in this Bylaw.
- (3) Members shall be appointed from the public-at-large and must be adult residents of the Municipality.
- (4) All Council Committees shall have two Councillors appointed to the Council Committee.
- (5) The following terms of appointment shall apply:
  - (a) council appointments shall be made annually at the organizational meeting.

### **Meetings**

- 4 (1) All Council Committee Meetings shall be held in accordance with the Act.
- (2) At the first meeting of the Council Committee, the Members shall elect a Chair and a Vice-Chair.
- (3) Council Committees shall meet at least two times a year.
- (4) The CAO shall appoint one or more members of Administration to act as administrative support staff to one or more Council Committees.
- (5) The CAO shall provide meeting facilities for Council Committees.

### **Duties of the Chair**

- 5 (1) The Chair shall
  - (a) preside over the Council Committee Meeting;
  - (b) if requested, provide recommendations to Council regarding re-appointment of Members;
  - (c) assist the CAO in preparing a budget for the Council Committee, if applicable;
  - (d) ensure preparation of the Work Plan for approval by the Council Committee;
  - (e) ensure preparation of the Annual Report for submission and approval of Council;
  - (f) attend Council on behalf of the Council Committee.

(2) If the Chair is absent or infirm, the Vice-Chair shall fulfill the duties of the Chair.

#### **Motions and Voting**

- 6 (1) Council Committees Meetings shall be conducted in accordance with the relevant sections of the Procedure Bylaw and in the absence of a procedure, in accordance with Roberts' Rules of Order.
- (2) All Members shall vote on matters before the Council Committee for which the Members are present, subject to any exception in the Act.
- (3) A simple majority vote of the Members present shall determine the outcome of the motion.
- (4) In the event of a tie vote, the motion shall be defeated.

#### **Agenda and Minutes**

- 7 (1) The Chair shall set the agenda for the Meeting.
- (2) The Chair shall sign the approved minutes.

#### **Reports to Council**

- 8 (1) Council Committees shall provide an Annual Report to Council annually as determined by Council.
- (2) Council Committees shall provide written advice and recommendations to Council on issues within the Council Committee's mandate at the request of Council.
- (3) Council Committees may come before Council as a Delegation.
- (4) Council Committees may seek direction or advice from Council as required.

#### **Administrative Support Staff**

- 9 (1) Administrative support staff appointed to provide administrative support to a Council Committee are not Members of the Council Committee.
- (2) Administrative support staff shall ensure Council Committees are acting in accordance with the Act, this Bylaw and their mandate.
- (3) Administrative support staff shall:
- (a) attend all Meetings;
  - (b) take minutes at each Meeting;
  - (c) keep the proper records for the Council Committee;
  - (d) assist with drafting reports, advice and recommendations for Council;
  - (e) assist with drafting the Annual Report and Work Plan;
  - (f) provide any other administrative support requested by the Council Committee or the CAO.

### Council Committees

10 (1) The following Council Committees are hereby established:

- (a) Clinic Committee;
- (b) Grants Committee; and
- (c) Recreation Committee.

(2) The mandate and terms of each Council Committee are outlined in the schedules attached to this Bylaw.

### Schedules

11 (1) The schedules attached to this Bylaw form part of the Bylaw.

(2) Each schedule shall outline the mandate and other provisions of a Council Committee.

### Rules of Interpretation

12 (1) The headings in this Bylaw are for guidance purposes and convenience only.

(2) Every provision in this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

(3) In this Bylaw, a citation of or reference to any enactment of the Province of Alberta or of Canada, or of any other bylaw of the Municipality, is a citation of or reference to that enactment or bylaw as amended, whether amended before or after the commencement of the enactment or bylaw in which the citation or reference occurs.

### Coming into Force

13 This Bylaw shall become effective when passed.

Read a first time this 9th day of March, 2026.

Read a second time this 9th day of March, 2026.

Read a third and final time this 9th day of March, 2026.

SIGNED and PASSED this 9th day of March, 2026.

  
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REEVE

  
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CHIEF ADMINISTRATIVE OFFICER

## CLINIC COMMITTEE

### **Mandate**

The Clinic Committee's mandate is to get updates on clinic operations.

### **Membership Qualifications**

Members shall have all or some of the following qualifications:

- (a) Be an Elected Official of the MD of Opportunity

### **Duties and Responsibilities of Administration**

The Chief Administrative Officer and Director of Regulatory & Corporate Services shall liaise with physician.

## GRANTS COMMITTEE

### **Mandate**

The Grants Committee's mandate is to review, evaluate and make recommendations to approve and/or deny grant applications. This committee meets on a monthly basis, every 3<sup>rd</sup> Monday of the month or unless scheduled on another day.

### **Membership Qualifications**

Members shall have all or some of the following qualifications:

- a. Be an Elected official of the MD of Opportunity

### **Duties and Responsibilities of Members**

#### **Application Review and Evaluation**

- **Assessment:** Thoroughly review all grant applications submitted by community organizations to ensure they meet the established eligibility criteria.
- **Feasibility:** Evaluate the viability of proposed projects, looking at budget accuracy, community impact, and the applicant's ability to execute the plan.
- **Prioritization:** Determine which projects align most closely with the MD's strategic goals and provide the greatest benefit to residents.

#### **Financial Stewardship**

- **Budget Oversight:** Manage the annual grant budget, ensuring that total allocations do not exceed the funds approved by Council.
- **Recommendation:** Formulate formal recommendations to Council regarding the specific dollar amounts to be awarded to successful applicants.
- **Accountability:** Ensure that previous grant recipients have submitted required follow-up reports and financial receipts before approving new funding.

#### **Policy and Governance**

- **Policy Compliance:** Operate within the guidelines of the MD of Opportunity's Grant Policy.
- **Fairness:** Maintain a transparent and objective selection process to ensure equal funding opportunities
- **Conflict of Interest:** Disclose any personal or professional affiliations with applicant groups and abstain from voting when a conflict exists.

### **Community Advocacy and Consultation**

- **Feedback:** Provide constructive feedback to unsuccessful applicants to help improve their future submissions.
- **Need Identification:** Stay informed about the evolving needs of the various communities within the MD to ensure grant programs remain relevant.

### **Member Expectations**

- **Attendance:** Regular attendance at scheduled committee meetings.
- **Preparation:** Reviewing all meeting materials and applications in advance to ensure productive discussions.
- **Confidentiality:** Maintaining the privacy of sensitive organizational information contained within grant applications.

### **Duties and Responsibilities of Administration**

#### **Application Management & Intake**

- **Point of Contact:** Act as the primary liaison for applicants providing guidance on application requirements and deadlines.
- **Initial Screening:** Review of all submissions to ensure they are complete and meet the basic eligibility criteria before they reach the Committee.
- **Documentation:** Organize and digitize all applications, creating comprehensive packages for Committee members to review.

#### **Meeting Coordination & Governance**

- **Logistics:** Schedule Committee meetings, prepare agendas, and distribute review materials well in advance.
- **Recording:** Attend meetings to record official minutes, tracking motions and recommendations.
- **Policy Guidance:** Advise the Committee on existing MD Grants policy to ensure all recommendations are within the guidelines.

#### **Financial Administration**

- **Council Decision:** Admin provides a Request For Decision for the next council meeting

- **Disbursement:** Once Council approves a recommendation, Administration facilitates the processing of payments and the drafting of grant agreements.
- **Fund Tracking:** Maintain accurate records of the total grant budget, including committed funds, remaining balances, and historical spending data.
- **Audit Readiness:** Ensure all financial records, receipts, and reporting documents are filed correctly for internal or external auditing purposes.

### **Reporting**

- **Compliance Checks:** Follow up with successful applicants to collect "Final Reports" and ensure the funds were used for their intended purpose.
- **Letter Drafting:** Prepare formal notification letters to all applicants regarding the outcome of their submissions.

## **RECREATION COMMITTEE**

### **Mandate**

The Recreation Committee's mandate is to discuss recreation items as they come up. The committee is comprised of members from MD Council This committee meets on a monthly basis, every 3<sup>rd</sup> Monday of the month or unless scheduled on another day.

### **Membership Qualifications**

Members shall have all or some of the following qualifications:

- (b) Be an Elected Official of the MD of Opportunity

### **Duties and Responsibilities of Members**

#### **Strategic Advisory & Planning**

- **Long-Term Vision:** Assist in identifying the community's long-term recreational needs, such as new facilities (arenas, parks, or community halls) or upgrades to existing ones.
- **Review Proposals:** Evaluate requests for new recreational programs or capital projects to ensure they align with the MD's strategic plan.

#### **Ethical Duties**

- **Meeting Attendance:** Prepare for and attend regularly scheduled committee meetings to ensure a quorum and productive discussion.
- **Conflict of Interest:** Disclose any personal or financial interests in matters brought before the committee to maintain public trust.

### **Duties and Responsibilities of Administration**

- **Strategic Oversight:** Develops the multi-year master plan for recreation, parks, and cultural spaces across all hamlets.
- **Budget Management:** Oversees the entire department budget, including capital projects (like arena builds or pool renovations) and operational expenses.
- **Project Management:** Oversees the execution of approved projects—such as trail expansions or playground installs—from bidding to completion.
- **Committee Support:** Prepares agendas, records minutes for the Recreation Committee, and tracks the progress of committee recommendations.
- **Public Communication:** Manages the department's public-facing information, ensuring residents know about upcoming projects.