The Corporation of
The Municipality of South Bruce
By-Law 2026-73

Being a By-Law to Establish Updated Terms of Reference for the Municipality of South Bruce Tree Committee

Whereas pursuant to Section 23.1 of the *Municipal Act*, R.S.O., 2001, every Council may pass such By-Laws to delegate to a committee of council any powers, duties or functions;

And Whereas the Council of the Corporation of the Municipality of South Bruce deems it expedient to establish updated terms of reference for the South Bruce Tree Committee;

Now Therefore the Council of The Municipality of South Bruce enacts as follows:

1. Schedule “A”, attached, be adopted as terms of reference for the Municipality of South Bruce Tree Committee.

2. That Schedule A constitute part of this By-Law.

3. That this By-Law shall come into force and effect on the date of passing.

4. That this By-Law repeals and replaces By-Law 2022-16 and any other By-Law inconsistent with this By-Law.

That this By-Law be Read, Enacted, Signed and Sealed this 24th day of November, 2026.

By signing this by-law on November 24, 2026, Mayor, Mark Goetz, will not exercise the power to veto this by-law.

Original Signed
Mark Goetz, Mayor
Seal.

Original Signed
Vivian Kennedy, Clerk

BY-LAW NUMBER 2026-73

SCHEDULE A

Municipal Tree Committee

A. DEFINTIONS

CAO shall mean the CAO or designate, for the Municipality of South Bruce.

Chairperson shall mean the person chairing any meeting of the Committee as selected by a majority of the Committee.

Clerk shall mean the Clerk or designate for the Municipality of South Bruce.

Committee shall mean the Municipal Tree Committee (MTC).

Council shall mean the Council of The Corporation of the Municipality of South Bruce.

Majority shall mean more than half of the Voting Members present and voting on an issue. The count shall include only those present including the Chairperson of the Meeting.

Member shall mean a person appointed by the Consolidated Appointment By-law to the Municipal Tree Committee.

MTC shall mean the Municipal Tree Committee.

Municipality shall mean The Corporation of the Municipality of South Bruce.

Manager of Operations shall mean the Manager of Operations for the Municipality of South Bruce.

Procedural By-law shall mean the most current By-law on Proceedings of Council and Committees as adopted by Council.

Quorum shall be the number equal to a majority of Voting Members of the whole Committee.

Resident shall mean a person who is the owner or tenant of land in the Municipality and resides in the Municipality in a permanent or a seasonal residence.

Secretary shall be the Administrative Assistant to the Public Works Department for the Municipality of South Bruce or designate.

Treasurer shall mean the Treasurer for the Municipality of South Bruce.

Vice-Chairperson shall mean the person who has been selected to the position by a majority of the Committee and shall have all the powers of the Chairperson in the absence of the Chairperson.

Voting Member shall mean all members of the MTC who have voting privileges as set out in the attached Appendix I.

B. MANDATE

"That the Municipality of South Bruce recognizes the importance that trees hold in the Community and shall strive towards maintaining a healthy tree population in urban and rural areas of the Municipality. In addition to the positive natural benefits provided by trees, one of the outcomes would be improving the visual appearance of our local parks, cemeteries, road sides and boulevards for the enjoyment of existing and future generations".

C. COMMITTEE STRUCTURE

1. The Municipal Tree Committee shall consist of no more than nine (9) voting members appointed through by-law, including the Mayor ex-officio.
2. The nine (9) members of the Committee shall be comprised of no more five (5) residents from the Municipality of South Bruce.
3. The Mayor shall sit on the Committee as ex-officio and shall have voting rights in accordance with the most current Procedural By-law for the Municipality of South Bruce.
4. The Manager of Operations shall act as a liaison between the Committee and the Council of the Municipality and will attend all meetings as a voting staff resource.
5. The Chairperson and Vice-Chairperson of the Committee shall be appointed by the Committee at the first meeting of a new term of Council.
6. The Secretary of the Committee will be an employee or designate of the Municipality of South Bruce and will attend all meetings as a non-voting staff resource.
7. The Committee Composition is outlined in the attached Appendix I.
8. The Responsibilities and Reporting Relationships are outlined in the attached Appendix II.

D. RECRUITMENT

The Council of the Municipality of South Bruce shall accept Expression of Interest letters from residents of the Municipality. The expression of interest should include a summary of skills and experiences that would be an asset to the Committee; the reasons for the individual wishing to serve on the Committee; a summary of the current knowledge of the project; and what they hope to achieve as a Member of the Committee. Council and the Mayor reserves the right to select the Members of the Committee based on who they feel will best be able to fulfill the mandate of the Committee.

E. TERM

1. The office term of the Members of the Municipal Tree Committee shall expire at the completion of the term of Council in an election year. Upon written request, every member of the Committee shall be eligible for re-appointment to the Committee. Council has the right to not re-appoint without just cause and seek out new members.
2. Mid-term vacancies shall be filled as per the Recruitment section of this document, and the discretion of Council.

F. ADMINISTRATION

1. In carrying out the provisions of this By-law, the Committee shall at all times be the agent of the Municipality and while acting bona fide within the limits of the authority of this By-law. Neither the Committee nor any member thereof, shall incur any liability by reason of anything done or left undone by the Committee; however, providing nothing in the paragraph contained shall authorize or empower the Committee to incur any debt, liability, or obligation for which the Municipality shall become liable, without having previously obtained the consent of Council.

2. The Manager of Operations shall be responsible for advising Council on issues related to the Municipal Tree Committee.

3. The Committee shall hold Regular Meetings taking place the third Wednesday of June (tour) and September (tour) or at the call of the Chairperson.

4. Minutes shall be kept of all Meetings and would be adopted by the committee at the following meeting.

5. Within fifteen (15) minutes after the hour appointed for a meeting, and if the Chairperson does not attend, the Vice-Chairperson or designate shall call the members to order if a quorum is present, and shall preside during the meeting or until the arrival of the Chairperson.

6. Where the Chairperson has advised the Secretary that he/she will not be present at the Meeting, the Vice-Chairperson shall be advised as soon as practicable.

7. A quorum of voting members shall be required to conduct any Committee business.

8. If no quorum is present within fifteen (15) minutes after the hour appointed for a Meeting, the Secretary shall record the names of those present and the Meeting shall stand adjourned until the next Regular Meeting.

9. Council, on the recommendation of the Committee, may declare vacant the seat of any Committee Member missing three (3) consecutive meetings without just cause.

10. The most current Procedural By-law shall apply to Committee Meetings.

11. In the case of a disagreement between this By-law and the Municipality of South Bruce Procedural By-law, the Procedural By-law shall govern.

12. A person who would like to appear as a Delegation or Presentation in a Meeting of the Committee must submit a copy of their Delegation Report/Presentation Report to the Committee Secretary by 1:00 p.m. one week prior to a Committee Meeting.

13. The subject matter of the Delegation/Presentation must be a matter within the Committee's area of responsibility as defined in Section B - Mandate as determined by the Clerk and/or the Secretary.

14. No person other than the designated spokesperson may speak on the matter and not for more than ten (10) minutes, except that a delegation consisting of three (3) or more persons who are present at the meeting and wish to discuss the same issue may have more than one (1) speaker provided that the speaking time collectively does not exceed ten (10) minutes.

15. Notwithstanding Subsection 13, presentations such as consultants' reports or deputations which are made at the request of the Committee are not considered to be same as Delegations and not subject to the time limit.

16. The Committee shall not make a decision in response to a Delegation/Presentation during the Delegation/Presentation. Members of the Committee may seek clarification from the presenter(s), but shall not enter into a debate on the subject matter.

17. A written response will be provided as a follow-up to each presenter or group.

18. A delegation appearing before the Committee shall not be placed on an Agenda to discuss the same matter within six (6) months of the last appearance by the same delegate or group, unless approved by the Manager of Operations.

19. The Manager of Operations shall have the discretionary authority to determine whether sufficient detail has been provided in preparation for the subject Delegation/Presentation and to request additional information as required from the presenter.

20. The Manager of Operations shall have the authority to determine the Meeting at which a Delegation/Presentation will be scheduled, having regard to time sensitive issues.

21. The Manager of Operations reserves the right to deny a Delegation/Presentation request where the subject matter includes content which falls within Section 239 of the Municipal Act, 2001 or matters covered by the Municipal Freedom of Information and Protection of Privacy Act.

22. The Manager of Operations may refuse a delegation request when the subject matter of the delegation is beyond the jurisdiction of the Committee.

G. PERSONNEL

1. The Committee will be provided with a Secretary for the purpose of preparing Committee Agendas and Minutes or for other requirements as approved by the Manager of Operations.

H. FINANCIAL

1. The Manager of Operations shall submit to the Council annually any financial requirements for its approvals, and shall provide to Council such other financial reports as required.

2. The Committee shall not have its own bank account. All deposits and payments will be made through the Treasurer as regulated by the Municipal Act, 2001.

3. All accounting shall be centralized in the office of the Treasurer and all purchasing, handling or revenue and the issuing of cheques will be done according to established Municipal procedures.

I. REPORTING

1. The Committee shall report to Council on information that should be shared with Council or on advice to Council on any matter within its mandate through the Manager of Operations.

2. All reports shall be in the written format as established by the Municipality.

J. ACCESS TO INFORMATION FOR COMMITTEE MEMBERS

1. Members of the Committee shall have access to information through the Secretary in order to fulfill their mandate as a Member, provided he/she is not prohibited by statute from having such information.

2. Files and documents may not be removed from the care and control of the Clerk and, under no circumstances, shall such material be removed from the Municipal Office, except as required by Statute.

3. In all cases, the Municipal Freedom of Information and Protection of Privacy Act Provincial) and the Personal Information Protection and Electronic Documents Act (Federal) will govern.

APPENDIX I

MUNICIPAL TREE COMMITTEE COMPOSITION

Committee Composition	**Number of Representatives**
Voting Members	
Council Members	2
Manager of Operations	1
Residents of the Municipality of South Bruce	5
Mayor (ex-officio)	1
Total	**9**
Non-Voting Member/Staff	
Resource Secretary (Administrative Assistant - Public Works Department)	1

APPENDIX II

RESPONSIBILTIES AND REPORTING RELATIONSHIPS

THE CHAIR

1. The Chair is the head of the Committee.

2. The Chair shall be responsible for maintaining decorum at meetings.

3. The Chair, in conjunction with the Manager of Operations and Secretary shall develop agendas for the regular meetings of the Committee.

4. The Chair, in conjunction with the Manager of Operations and Secretary shall assist with the development of grant applications on behalf of the Committee.

5. The Chair shall strive to ensure that the Committee is fulfilling the Mandate of the Committee.

THE SECRETARY

1. The Secretary in conjunction with the Chair and/or Manager of Operations shall prepare the agenda and supporting materials for the meetings.

2. The Secretary shall record the time, place, and date of each meeting held by the Committee.

3. The Secretary shall remit to the Manager of Operations, in a timely manner, the minutes of each meeting in order that they may be placed on the Council agenda for review.

4. The Secretary shall record the decisions of the Committee.

5. The Secretary is the primary staff support person for the Committee.

6. The Secretary shall ensure notice of each meeting is provided by the posting of the agenda.

7. The Secretary in conjunction with the Chair and/or Manager of Operations shall assist with the development of grant applications on behalf of the Committee.

8. The Secretary shall attend the committee meetings with non-voting privileges.

THE MANAGER OF OPERATIONS

1. The Manager of Operations shall be the primary liaison between Council and the Committee with voting privileges.

2. The Manager of Operations in conjunction with the Chair and Secretary shall assist with the development of grant applications on behalf of the Committee.

3. The Manager of Operations may request Staff to attend a committee meeting at any time, whom will attend with non-voting privileges.

THE MEMBERS

1. Members shall report to the Secretary any issues that they feel should be addressed by the Committee. The Secretary, in consultation with the Chair and Manager of Operations, may place the item on the agenda for the Committee's consideration.

2. Members shall abide by the procedural decisions made by the Chair.

3. Members shall conduct themselves at the meetings in a mannerly fashion.

4. Members should report to the Chair or Secretary their concerns or issues.

THE MAYOR

1. The Mayor is the executive head of the Municipality and as such is a member of all Committees by virtue of office, with voting privileges as set out in the most current Municipality of South Bruce Procedural By-law.