

**TOWN OF THREE RIVERS**  
**MUNICIPAL EMERGENCY MANAGEMENT STANDING COMMITTEE**  
**TERMS OF REFERENCE**  
**April 12, 2021**

**MEMBERSHIP**

The Mayor will appoint a Councillor to serve as Chair, and two more members (who may be members of the public or members of Council) to serve on the Three Rivers Emergency Management Standing Committee.

**TERM**

Committee members will serve for terms coinciding with the term of the municipal Council during which they are appointed, or until their replacements are named, whichever comes first.

**QUORUM**

Two committee members shall constitute a quorum. In the absence of the Chair, one of the members shall act as Chair.

**REMUNERATION**

Remuneration shall be paid to committee members as set out in the Town of Three Rivers Remuneration Bylaw.

**COMMITTEE MANDATE**

The standing committee shall:

1. make recommendations to Council for the positions of Municipal Emergency Coordinator and Deputy Municipal Emergency Coordinator;
2. advise Council on the development of a Three Rivers Municipal Emergency Management Program;
3. advise Council on the development of a Municipal Emergency Management Plan;
4. submit emergency management policy recommendations to Council;
5. name or assign such persons under the Municipal Emergency Management Plan to perform duties related to the continuity of municipal government in the case of an emergency or disaster;
6. present the Municipal Emergency Management Plan to Council for approval; and
7. inform and update Council on developments during an activation of all or part of the Municipal Emergency Management Plan.