



Terms of Reference: Community Recovery Advisory Group

1. Purpose

The Community Recovery Advisory Group (“Advisory Group”) is established through the Town of Small Point–Adams Cove Council to provide advice, recommendations, and community input on recovery priorities, strategies, and actions related to disaster recovery and resilience.

The Advisory Group serves as a liaison between the Recovery Committee and the broader community, ensuring recovery efforts are inclusive, transparent, and responsive to community needs.

2. Objectives

The Advisory Group shall:

- Identify community needs, concerns, and priorities in the recovery process.
- Ensure advice and recommendations are informed by the Town’s three recovery priorities — Social and Community Wellbeing, Housing and Community Infrastructure, and Public Safety and Environment.
- Facilitate two-way communication between the Recovery Committee and residents.
- Recommend public engagement and outreach approaches.
- Provide input on the development and implementation of disaster recovery plans and strategies.
- Identify lessons learned to inform future disaster preparedness and resilience planning.

3. Scope of Work

The Advisory Group may provide input on:

- Recovery frameworks, action plans, and timelines.
- Community engagement efforts, including town halls, surveys, and focus groups.
- Allocation of recovery funding or grant priorities (non-binding recommendations).
- Partnerships with local organizations, NGOs, and recovery agencies.
- Policies related to rebuilding, land use, housing, and infrastructure.

The Advisory Group is advisory only and does not have decision-making authority. Input helps inform community engagement, communications, and recovery planning led by the Recovery Committee.

4. Membership

- The Advisory Group shall consist of up to nine (9) volunteer members, appointed by the Recovery Committee.
- Members of the Advisory Group will select a Chair from among themselves.
- The Chair of the Advisory Group will sit on the Recovery Committee to provide direct representation and ensure community perspectives inform decision-making.
- Members will aim to represent a cross-section of the community, including:
 - Residents directly impacted by the disaster.
 - Representatives from local business, health, education, social services, and environmental sectors.
 - Youth and/or seniors (as applicable).
- Town staff may attend meetings to provide technical support and updates.

5. Appointment and Term

- Members shall be appointed for a term of one (1) year, with the possibility of renewal.
- If a member resigns, the Recovery Committee may appoint a replacement.



- Members serve without compensation.

6. Meetings

- The Advisory Group will meet once per week, or as required.
- A quorum shall consist of 50% + 1 of current members.
- Agendas and minutes will be prepared by a designated staff liaison from the Operations Team and shared publicly.

7. Reporting

- The Advisory Group will provide regular updates and recommendations to the Recovery Committee, through written reports or presentations.
- The Chair, as a member of the Recovery Committee, will represent the Advisory Group's input directly in Committee discussions.
- Input from the Advisory Group will help inform community engagement, communications, and recovery planning led by the Recovery Committee.
- A summary report may be submitted at the end of the Advisory Group's mandate or major phase of recovery.

8. Code of Conduct

- Members shall act in good faith, with integrity, respect, and transparency.
- Any conflict of interest (real or perceived) must be disclosed.
- Discriminatory or disruptive behaviour may result in removal by the Recovery Committee.

9. Review of Terms of Reference

These Terms of Reference shall be reviewed annually or as required by the Town of Small Point–Adams Cove Council, in consultation with the Recovery Committee.

10. Adoption and Amendments

These Terms of Reference are effective as of _____ and may be amended by resolution of the Town of Small Point–Adams Cove Council, upon recommendation of the Recovery Committee.



Appendix A: Competency & Skillset Matrix

Purpose: Guide recruitment and ensure the Advisory Group reflects the community's diversity, strengths, and recovery needs. Each member does not need every skill; the group collectively should cover all areas.

Membership & Expertise Requirements

<i>Competency / Role</i>	<i>Desired # Members</i>	<i>Notes / Examples</i>
<i>Active Community Members</i>	5–6	Residents with strong local networks within the region, credibility, and engagement in community life. Essential for representing community voice.
<i>Youth or Senior Representation</i>	1–2	Ensures perspectives of underrepresented age groups are included.
<i>Chair</i>	1	Connects Advisory Group to Recovery Committee and Council; familiar with municipal processes.
<i>Cross-section of region/subject matter experts</i>	3–4	Covers areas such as housing, infrastructure, economic/business recovery, environmental stewardship, or health/wellbeing. Members may have professional experience or lived knowledge.

Notes: Optional competencies are distributed across the group; all members do not need specialized expertise. The goal is coverage rather than duplication.

Core Competencies

<i>Competency</i>	<i>Description</i>
<i>Community Connection</i>	Trusted presence in community networks; engaged and approachable.
<i>Collaboration & Teamwork</i>	Works constructively with others; promotes group cohesion.
<i>Communication & Representation</i>	Clearly shares ideas and represents community perspectives accurately.
<i>Integrity & Accountability</i>	Transparent, ethical, and respects confidentiality.
<i>Equity, Inclusion & Cultural Awareness</i>	Inclusive and culturally aware; ensures accessibility.
<i>Problem-Solving & Strategic Thinking</i>	Practical, solutions-oriented, and forward-looking.