



Terms of Reference: Recovery Committee

1. Purpose and Overview

The Recovery Committee (the “Committee”) is established to provide leadership, coordination, and oversight of recovery activities in the Town of Small Point–Adams Cove following the 2025 May and August wildfires.

The Committee ensures recovery efforts are aligned with the Town’s Recovery Framework and Plans, reflect community priorities and capacities, and support long-term recovery outcomes.

It serves as the central coordinating body for the recovery process — aligning actions across partners, supporting transparency and accountability in the use of recovery resources, and facilitating effective communication between the Town, residents, and partners.

2. Mandate

The Recovery Committee is responsible for coordinating and guiding recovery planning and implementation across partners, ensuring efforts are community-led, strength-based, and evidence-informed. Its mandate includes:

- Guiding the development and implementation of recovery priorities in alignment with the approved Recovery Framework and Plans.
- Facilitating coordination across government, partner agencies, and existing community groups and committees.
- Ensuring advice, guidance, and advocacy are informed by the Town’s three recovery priorities — Social and Community Wellbeing, Housing and Community Infrastructure, and Public Safety and Environment.
- Supporting understanding of programming and resourcing needs associated with recovery initiatives, and providing advice, advocacy, and contextual information to Town Council and funders.
- Providing financial oversight and accountability for recovery-specific budgets, funds, and allocations, ensuring transparent and responsible use of resources.
- Serving as a forum for deliberation and consensus-building on recovery approaches and funding priorities, in collaboration with the Town and external funders.
- Maintaining accountability and transparency in the management and reporting of recovery-related funding and resources.
- Supporting effective communication and engagement with residents, partners, and stakeholders.
- Overseeing the implementation of initiatives through the Operations Team and Working Groups.
- Monitoring progress and performance against objectives established in the Recovery Framework and Plans.

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- Supporting coordination and collaboration with existing groups to build long-term community capacity.

3. Reporting and Accountability

The Recovery Committee reports directly to Town Council. Formal updates are provided to Town Council once per month, with additional briefings as required.

The Committee provides strategic coordination and oversight to the Operations Team and Working Groups, which are responsible for implementing initiatives and reporting progress.

Resource and Funding-Related Responsibilities:

- The Committee does not provide financial oversight or approval of recovery budgets or expenditures.
- The Committee provides advice, advocacy, and insight regarding resource needs, funding gaps, and program requirements to Council and funders.
- The Committee supports the Operations Team and Town administration in ensuring that resource-related information is transparent, accurate, and aligned with recovery objectives.
- Resource-related updates are included in regular reporting to Town Council and, where appropriate, shared with the community.

4. Composition

The Recovery Committee is appointed by Town Council and is composed of both local and external representatives to ensure broad representation across partner and supporting agencies and organizations.

Membership may include:

- Members appointed by Town Council.
- A representative from the Public Advisory Group.
- Chairs of Working Groups, as applicable.
- Representatives from provincial departments, regional organizations, or agencies involved in recovery efforts.
- Town staff and/or partner representatives as required to support implementation.

Additional participants or resource members may be invited to attend meetings to provide expertise or updates on specific initiatives.

5. Roles and Responsibilities

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The Recovery Committee will:

- Coordinate and oversee recovery activities and provide financial oversight of recovery budgets, funds, and allocations.
- Facilitate collaboration and information-sharing among partners and funders.
- Provide strategic guidance and recommendations to the Operations Team, Working Groups, and Town Council.
- Review and endorse recommendations, reports, and updates from Working Groups.
- Provide advice, context, and advocacy related to program and resource needs, rather than financial oversight.
- Advise on and help prioritize funding decisions to ensure alignment with recovery goals and community needs.
- Communicate progress and outcomes to Council, partners, and the public.
- Identify opportunities to strengthen collaboration with existing community groups and committees to build sustainable capacity.
- Escalate issues requiring policy or legislative decisions to Town Council.
- Ensure transparency, accountability, and equity in all recovery processes.

6. Meetings

- Frequency: The Recovery Committee meets once per week to review progress, share updates, and provide coordination.
- Reporting: Formal updates to Town Council occur once per month.
- Format: Meetings may be in person or virtual.
- Quorum: A majority of core members must be present for deliberations or recommendations.
- Decision-Making: The Committee operates by consensus wherever possible, emphasizing community-led and partnership-based decision-making. Where consensus cannot be achieved, a majority recommendation may be recorded for Council or funder consideration.
- Record-Keeping: The Operations Team records agendas, minutes, and action items and distributes them to all members.

7. Relationship with Other Recovery Components

Component	Roles and Relationship to Recovery Committee
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Town Council	Approves Recovery Framework and Plans; oversees legislative matters, major funding, and policy; reviews recommendations from the Committee; provides final approvals for recovery funding and major decisions.
Public Advisory Group	Provides input on community priorities, needs, and gaps; raises awareness; advises on public engagement; ensures two-way communication with residents through representation on the Committee.
Operations Team	Supports implementation, coordination, and reporting; facilitates partner engagement and communication under Committee direction; prepares financial and performance reports for Committee review.
Working Groups	Implement initiatives aligned with Recovery Framework and Plans; submit recommendations, proposals, and updates (including funding requests) to the Recovery Committee; receive operational support from the Operations Team.

8. Communication and Transparency

The Recovery Committee ensures transparent communication with Council, residents, partners, and stakeholders by:

- Providing regular updates through Town communication channels, community meetings, and media releases.
- Maintaining clear documentation of funding decisions, allocations, and expenditures, as well as initiative progress.
- Ensuring the Chair serves as the official spokesperson, supported by the Public Advisory Group representative and Operations Team.

9. Monitoring, Evaluation, and Accountability

The Recovery Committee monitors progress and performance against the Recovery Framework and Plans.

It ensures financial accountability and transparent tracking of all recovery funds, including:

- Regular review of financial reports, budgets, and spending against approved allocations.
- Collaboration with Town administration and funders to ensure compliance with reporting and audit requirements.
- Public reporting on financial performance and use of recovery resources.

Lessons learned will inform ongoing recovery planning and improvements. Regular progress and financial updates will be provided to Town Council and the community.

10. Conflict of Interest

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Members must declare any potential or perceived conflicts of interest at the outset of meetings. Where a conflict exists, the member may be excused from related discussions or deliberations at the discretion of the Chair.

11. Review and Amendments

These Terms of Reference will be reviewed annually or as required by the Recovery Committee. Amendments may be made to maintain alignment with recovery priorities, community needs, or changes in governance or financial oversight requirements.

12. Endorsement and Approval

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.