



Terms of Reference: Recovery Working Groups

1. Purpose

The Recovery Working Groups (“Working Groups”) are established to support the implementation of priorities and initiatives as defined under the Town’s Recovery Framework and Plans following the 2025 wildfires.

The Working Groups provide operational guidance, technical input, and community perspectives on activities related to specific recovery priorities. They ensure recovery initiatives are inclusive, coordinated, and responsive to community needs.

2. Objectives

The Working Groups shall:

- Support the Recovery Committee in implementing recovery initiatives aligned with the Recovery Framework.
- Ensure activities, recommendations, and operational guidance are aligned with the Town’s three recovery priorities — Social and Community Wellbeing, Housing and Community Infrastructure, and Public Safety and Environment.
- Provide recommendations and operational guidance on planning, delivery, and evaluation of recovery activities.
- Engage community members, stakeholders, and partners to inform recovery strategies and actions.
- Identify opportunities for collaboration and resource-sharing across sectors.
- Monitor progress and report back on initiatives to the Recovery Committee.

3. Scope of Work

The Working Groups may provide input on:

- Planning and delivery of activities within assigned recovery priority areas.
- Program design, community engagement, and communications strategies.
- Identification of gaps, needs, and opportunities to improve recovery outcomes.
- Collaboration with the Operations Team and the Community Recovery Advisory Group.
- Submission of recommendations, proposals, and updates to the Recovery Committee.

The Working Groups are advisory and operational; they do not have decision-making authority over funding or policy.

4. Membership

- Membership is determined by the Recovery Committee and may include:
 - Community representatives and residents.
 - Representatives from local organizations, agencies, and service providers.
 - Volunteers with expertise relevant to the recovery priority area.
 - Town staff or Operations Team members as technical support.



- Each Working Group will have a Chair appointed by the Recovery Committee to coordinate meetings and report back.
- Members serve voluntarily and without compensation.

5. Appointment and Term

- Members are appointed for the duration of the recovery initiative or as required by the Recovery Committee.
- If a member resigns, the Recovery Committee may appoint a replacement.

6. Meetings

- Working Groups meet as required to implement initiatives and provide updates.
- Meeting frequency determined by the Chair in consultation with the Recovery Committee.
- Agendas and minutes are recorded by the Operations Team or designated support and shared with the Recovery Committee.
- Quorum is determined by the Chair to enable effective discussion within the advisory scope.

7. Reporting

- Working Groups report to the Recovery Committee through regular updates, written submissions, and presentations.
- Recommendations and progress reports inform Recovery Committee decision-making and planning.
- Working Groups collaborate with the Community Recovery Advisory Group and the Operations Team to ensure alignment with community priorities and engagement.

8. Code of Conduct

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

9. Review of Terms of Reference

These Terms of Reference shall be reviewed periodically by the Recovery Committee to ensure alignment with evolving recovery priorities and operational needs.

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.