



TERMS OF REFERENCE

For the Crowe Valley Conservation Authority's
Organizational Review Committee

Approved by the Crowe Valley Conservation Authority Board

June 19, 2025

PREPARED BY:

Crowe Valley Conservation

***c/o Crowe Valley Conservation Authority, 70 Hughes Lane, P.O. Box 416,
Marmora, ON K0K 2M0***

Terms of Reference

CVCA Hiring Committee

1. Purpose

The purpose of this Hiring Committee is to oversee, the recruitment process for the position of **General Manager (GM)**, ensuring the selection of the most qualified candidate in alignment with the organization's mission, values, and strategic objectives.

2. Authority

The Hiring Committee is established by the Board of Directors, and operates under its authority. The Committee has the mandate to:

- Design and oversee the recruitment process.
 - Review and approve the job description and selection criteria.
 - Shortlist candidates.
 - Conduct interviews and assessments.
 - Recommend the final candidate to the Board of Directors for approval.
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3. Composition

The Hiring Committee shall comprise of 4 members, including:

- The Chair and Vice-Chair of the CVCA Full Authority Board.
- Appointment of two or more members of the Board of Directors.
- The current General Manager of Crowe Valley Conservation Authority.

The Committee Chair shall be the Chair of the CVCA Full Authority Board.

4. Roles and Responsibilities

The Hiring Committee shall:

- Define the role profile, qualifications, and selection criteria.
- Review and update the job description, if necessary.
- Develop a recruitment strategy, including advertising.
- Engage with recruitment consultants or external firms (if used).
- Screen and shortlist applicants.

- Design and conduct interview questions and processes.
 - Assess each candidate's suitability objectively and fairly.
 - Maintain confidentiality and professionalism throughout the process.
 - Recommend the top candidate to the Full Authority Board for final appointment.
 - Document and report on the process to ensure transparency and accountability.
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5. Meetings

- The Committee shall meet as needed throughout the recruitment process.
 - Meeting agendas and minutes shall be maintained by the Recording Secretary.
 - Quorum for meetings shall be at least 75% of members.
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6. Confidentiality and Conflict of Interest

- All Committee members must maintain strict confidentiality regarding applicant information and discussions.
 - Members must disclose any real or perceived conflict of interest and may be recused from certain parts of the process if necessary
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7. Timeline

The recruitment process should follow a defined timeline, with key milestones such as:

- Finalization of job description: 27 June 2025
- Advertising period: 30 June to 31 July
- Shortlisting: Completed by 8 August
- Interviews: First Round 18 August to 20 August, Second Round 27 to 29 August
- Full Authority Board Approval – Option 1: Review recommendation by Hiring Committee via email, Option 2: Review recommendation by Hiring Committee at a Special Full Authority Board Meeting or at the 18 September 2025 meeting. If option 2 is chosen it may extend the hiring process.
- Final recommendation and Offer of Position: 1 September
- Candidate Employer Notification Allowance Period: Completed by 30 September
- New Hire Start Date: 6 October 2025

The full process should ideally be completed within 14 weeks/ 3 months.

8. Reporting

The Hiring Committee shall report its progress and recommendations to the Board of Directors at agreed intervals or upon completion of each major stage.

9. Dissolution

The Hiring Committee will be dissolved upon the successful appointment and onboarding of the new General Manager, unless further support or oversight is requested by the Board.