

# ***Fire Chief Recruitment Committee***

## **TERMS OF REFERENCE**

### **Mandate:**

To oversee the recruitment and interview process for the hiring of a Fire Chief for the Town of Tillsonburg and to select a successful candidate through consensus.

### **1.0 Role of the Fire Chief Recruitment Committee**

1. With the assistance of the Human Resource staff to perform interviews of potential candidates.
2. Based on consensus to select a candidate for the position of Fire Chief.

### **2.0 Organization of the Committee:**

The Committee is to be comprised of the following representatives:

- 2.1 The Manager of Human Resources.
- 2.2 The CAO for the Town of Tillsonburg.
- 2.3 One Departmental Director.
- 2.4 One Member of Tillsonburg Council.
- 2.5 One Member of the Tillsonburg Firefighters Association.
- 2.6 Human resource staff will provide administrative support to the Committee.

### **3.0 Meetings:**

- 3.1 The Committee shall elect a chair from among its members.
- 3.2 The Committee shall elect a vice-chair from among its members.
- 3.3 Meetings will have a formal agenda and adhere to the Town of Tillsonburg Procedural By-law.
- 3.4 Agendas and information packages, that will include the minutes from the previous meeting, will be sent (via mail, e-mail, or fax) to committee members prior to each meeting.
- 3.5 A majority of the Committee Members will constitute quorum.
- 3.6 A successful candidate will be selected through consensus by discussing, listening and reaching a common point of view.

### **4.0 Role of The Chair:**

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- 4.1 Chairing any meetings.
- 4.2 The Chair shall conduct meetings in accordance with the Town's Procedural By-law.

### **5.0 Role of Members:**

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- 5.1 Attend all regular scheduled meetings. Members are required to notify the Chair, or the designated municipal staff liaison if they are unable to attend a meeting.
- 5.2 Review all information supplied to them.
- 5.3 Keep all information confidential during the recruitment process.
- 5.4 Committee Members are subject to The Municipal Conflict of Interest Act R.S.O, 1990, c.M50 and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

## **6.0 Role of Municipal Staff:**

The Town of Tillsonburg, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- 6.1 Acting as an information resource.
- 6.2 Human Resource staff will be responsible for advertising for suitable candidates.
- 6.3 Human Resource staff will receive any submission from the recruitment process.
- 6.4 Human Resource staff will short list the candidates that are suitable for the position.
- 6.5 Human Resource staff will set the hiring matrix as required.
- 6.6 Human Resource staff will contact the preferred candidate to offer a position and negotiate the terms of employment.