



Municipality of the District of Yarmouth CAO Committee Terms of Reference

Purpose

The Committee is responsible for overseeing the annual performance review process with the CAO on behalf of Council.

Mandate

The CAO is the sole employee of Council. The hiring of the CAO is one of Council's key responsibilities. As such, the Committee's mandate will include:

- a) Review and update the CAO job description as necessary, in consultation with the CAO and in compliance with the *Municipal Government Act*;
- b) Oversee the process for the establishment of annual goals by the CAO;
- c) Convene periodic meetings for performance monitoring and feedback discussions with the CAO;
- d) Oversee the process for the annual performance review of the CAO;
- e) Make any salary change recommendations to Council; and
- f) In the case where the CAO position becomes vacant, this committee will also act as the Hiring Committee.

Composition

The committee will be composed of the Warden, Deputy Warden, and one other Councillor chosen on a yearly basis by Council.

Meetings

The Committee will meet in preparation for the annual review of the CAO. Apart from the annual performance review meeting with the CAO, the committee may meet periodically (on an as needed basis) to review the CAO's progress on annual goals and to provide feedback on job performance. In all cases, the Municipal Solicitor shall be present (in person or virtually) in meetings discussing the performance of the CAO.

Annual Process

Council shall contract for qualified professional services to support an annual performance review of the CAO. The contract for services must provide timelines for the annual process.

Approved: December 19, 2019

Revised: March 25, 2026