

Town of Yarmouth
CHIEF ADMINISTRATIVE OFFICER POLICY

Effective: February 12th, 2026
TOY 88



BE IT RESOLVED by the Council of the Town of Yarmouth, Nova Scotia, as follows:

1.0 SHORT TITLE

This Policy may be cited as the “Chief Administrative Officer Policy.”

2.0 AUTHORITY

This Policy is enacted pursuant to the Municipal Government Act, S.N.S. 1998, c. 18, as amended, and is intended to enable the Chief Administrative Officer to carry out the powers, duties, and responsibilities assigned under that Act and under other enactments of the Province of Nova Scotia.

3.0 PURPOSE

The purpose of this Policy is to:

- a. establish the position of Chief Administrative Officer for the Town of Yarmouth;
- b. define the powers, duties, and responsibilities of the Chief Administrative Officer;
- c. recognize statutory responsibilities arising under provincial legislation;
- d. provide for effective, lawful, and accountable municipal administration; and
- e. clearly distinguish the governance role of Council from the administrative role of the CAO.

4.0 INTERPRETATION AND DEFINITIONS

In this policy:

- a. “Act” means the Municipal Government Act, S.N.S. 1998, c. 18, as amended;
- b. “CAO” means the Chief Administrative Officer of the Town of Yarmouth;
- c. “Council” means the Council of the Town of Yarmouth;
- d. “Mayor” means the Mayor of the Town of Yarmouth;
- e. “Town” means the Town of Yarmouth;
- f. “Statutory Functions” means all duties, powers, functions, responsibilities, and authorities assigned to or exercisable by the CAO under the Act or under any other statute, regulation, order, approval, license, ministerial directive, or enactment of the Province of Nova Scotia, including where an enactment permits Council to delegate authority to the CAO;

- g. “Town Powers and Duties” means any power the Town is authorized to exercise or any duty the Town is required to perform under provincial legislation or Town by-laws where responsibility is not expressly assigned to another municipal officer or to Council.

5.0 ESTABLISHMENT OF THE POSITION

- 5.1 The position of Chief Administrative Officer is hereby established.
- 5.2 The CAO shall be appointed by Council by resolution and shall serve under the terms and conditions approved by Council.
- 5.3 The CAO is an employee of the Town and is accountable to Council as a whole.

6.0 GENERAL ROLE OF THE CAO

- 6.1 The CAO is responsible for the overall administration of the affairs of the Town and for ensuring that Council’s bylaws, policies, and resolutions are implemented effectively, efficiently, and in compliance with applicable law.
- 6.2 The CAO shall provide professional, objective, and non-partisan advice to Council.

7.0 POWERS AND DUTIES

7.1 Administrative Authority

The CAO Shall:

- a. direct, supervise, and control the operations and administration of the Town;
- b. ensure that the decisions of Council are implemented;
- c. establish administrative systems, practices, and procedures;
- d. coordinate the activities of all Town departments, offices, boards, and commissions under Council authority.

7.2 Human Resources and Compensation

The CAO shall:

- a. appoint, suspend, discipline, or dismiss Town employees in accordance with Council approved policies, except where otherwise provided by statute, collective agreement, employment contract, or Council resolution;
- b. exercise general supervision and direction over all Town employees;
- c. ensure appropriate organizational structures, job descriptions, and performance management systems are in place;
- d. administer compensation systems, salary structures, benefits, and classification plans in accordance with Council-approved policies, collective agreements, employment contracts, and budgets;

- e. negotiate compensation and collective agreements on behalf of the Town, subject to Council approval where required by law or policy.

7.3 Financial Administration

The CAO shall:

- a. ensure the preparation and submission of annual operating and capital budgets;
- b. monitor revenues and expenditures and ensure appropriate financial controls;
- c. ensure compliance with financial by-laws, policies, and legislation;
- d. execute contracts and financial instruments where authorized.

7.4 Policy Advice and Strategic Leadership

The CAO shall:

- a. advise Council on municipal policy, plans, and programs;
- b. provide analysis and recommendations for informed decision-making;
- c. support long-term strategic planning and organizational sustainability.

7.5 Legislative and Legal Compliance

The CAO shall:

- a. ensure administrative compliance with applicable legislation and by-laws;
- b. advise Council of legal, financial, or operational risks;
- c. act as the primary administrative liaison with the Town Solicitor.

7.6 Statutory Functions and Provincial Legislation

- a. The CAO shall perform all Statutory Functions and may exercise Town Powers and Duties unless authority is assigned elsewhere by law.
- b. Emergency Management – The CAO shall coordinate and support the Town’s administrative compliance with the Emergency Management Act, including emergency planning, notification, and implementation of emergency directives, without limiting the statutory powers of Council or the Mayor.
- c. Municipal Elections – The CAO shall carry out duties assigned to the CAO under the Municipal Elections Act and may exercise election-related authorities delegated by Council.
- d. Environmental Compliance – The CAO shall ensure that Town administration is organized to support compliance with the Environment Act and related approvals, reporting, and regulatory obligations.
- e. Other Enactments – The CAO may assign administrative responsibility for compliance with any other provincial enactment affecting the Town.

7.7 Audit and Financial Accountability

The CAO shall:

- a. ensure that the Town's financial records are maintained to support the annual audit required by law;
- b. coordinate and support the annual audit, including facilitating access to records, responding to auditor inquiries, and reporting audit findings to Council.

7.8 Asset Management

The CAO shall ensure that:

- a. systems exist for the effective management of municipal assets.
- b. asset inventories and valuations are maintained;
- c. asset management plans and lifecycle strategies are developed;
- d. capital and asset sustainability considerations inform budgeting;
- e. acquisition, use, maintenance, and disposal of assets comply with Council policy and law.

8.0 RELATIONSHIP WITH COUNCIL

8.1 The CAO shall take direction only through Council resolutions, policies, or bylaws.

8.2 Individual members of Council shall not direct Town employees.

8.3 The Mayor may provide guidance consistent with Council decisions and statutory authority.

8.4 The CAO shall keep Council informed of significant operational matters.

9.0 DELEGATION

9.1 The CAO may delegate powers or duties in writing.

9.2 Delegation does not relieve the CAO of accountability.

10.0 ACTING CAO

10.1 The CAO may designate an Acting CAO.

10.2 Council may appoint an Acting CAO where necessary.

11.0 CONFLICT

This Policy prevails over conflicting administrative Policies unless otherwise required by law.

12.0 REPEAL

Any prior CAO Policy or policy is repealed.

Clerk's Annotation for Official Policy Book

Date of Adoption: February 12th, 2026

I certify that this 'Chief Administrative Officer Policy' was adopted by Council as indicated above.

Town Clerk:

Date: