

Leave of Absence Policy

ISSUE

The Saskatoon Municipal Review Commission (“SMRC”) has provided a report regarding a potential Leave of Absence Policy for Council. Should the City of Saskatoon adopt a leave of absence policy for City Councillors?

BACKGROUND

2.1 History

At its meeting held on [April 23, 2018](#), the Governance and Priorities Committee (“GPC”) considered a report regarding the Absence and Support for City Councillors and resolved in part, as follows:

That the Administration report back on pursuing legislative changes to accommodate parental leave, eldercare leave and any other leave, as appropriate, without a vote in Council.

At its meeting held on [November 13, 2018](#), GPC considered a report regarding the Utilization of Contingency Fund – Support For City Councillors and resolved as follows:

That the matter be referred back to the Administration to provide further clarity on the definition of leave, time limits, and process for approving.

At its meeting held on [December 10, 2018](#), GPC Considered a further report on the Absence and Support for City Councillors and resolved in part, as follows:

1. That City Council request the Province to amend *The Cities Act* to allow for leaves of absence three months or greater without a resolution of City Council in defined circumstances;
2. That the \$21,000 contingency fund for 2019 be utilized as outlined in this report, but not limited to just leaves of absence; ...

At its meeting held on [March 15, 2021](#), GPC considered a report regarding Absences and Support for City Councillors and resolved in part, as follows:

1. That the consideration and development of a leave of absence policy for members of Council be referred to the Saskatoon Municipal Review Commission to bring back some options regarding short and long term leaves, not later

than the June GPC meeting, including options for a hybrid of support; ...

At the [June 21, 2021](#), meeting of GPC the SMRC tabled its report entitled “Leave of Absence Policy: A Report to the Governance and Priorities Committee of Council”. GPC resolved as follows:

That the report of the Saskatoon Municipal Review Commission dated June 2, 2021, be received as information and referred to the Governance and Priorities Committee meeting with the corresponding Administrative report.

2.2 Current Status

As instructed by Council, amendments were requested to *The Cities Act* to allow for leaves of absence by Council. *The Cities Act* has now been amended to allow for the adoption of a leave of absence policy by Council.

2.3 Public Engagement

There has been no public engagement regarding this matter to date.

2.4 City of Saskatoon’s Current Approach

Currently, a resolution of City Council is required to authorize a leave of absence if a member is going to be absent from all regular meetings of City Council during any period of three consecutive months or more. The City does not currently have a leave of absence policy pertaining to members of Council.

2.5 Approaches in Other Jurisdictions

Several other municipalities in Canada allow for leaves of absence by members of City Council. Some municipalities allow for maternity or paternity leaves only, while other jurisdictions allow for leaves of absence for broader reasons including medical reasons.

OPTIONS

This report is the Administration’s response to the *Leave of Absence Policy: A Report to the Governance and Priorities Committee of Council* from the SMRC, which is attached to this report as Appendix 1. The SMRC has made 12 recommendations. The Administration has responded to each recommendation. The Administration has identified which recommendation of the SMRC we are targeting with each of the Administrative recommendations. Where applicable, options have been provided for some recommendations of the SMRC for the consideration of Council.

Recommendation 1 – Leaves of less than Three Months

There shall be no change to the current practice of not formally authorizing leaves of less than three months – unless the member of Council is applying for a type of leave that requires such authorization.

The *Cities Act* already permits members of Council to be absent from regular Council meetings for periods of three consecutive months or less. The Administration agrees with the recommendation of the SMRC and agrees that any Leave of Absence Policy should target situations where a member of Council will be absent from regular Council meetings for a period of three or more consecutive months. No recommendation is required to implement Recommendation 1 as this is the current practice. The availability of supports for all leaves will be dealt with later in this report.

Recommendation 2 – Maternity and Parental Leaves

Maternity and parental leaves shall be made available to members of Council under a special leave of absence policy adopted by Council.

The *Cities Act* now allows for the adoption of a policy permitting leaves in excess of three months without requiring formal Council authorization. The Administration is in support of a leave of absence policy being adopted by Council.

The SMRC has provided a review of other policies in municipalities across Canada. Many other municipalities have adopted leave policies to accommodate maternity and parental absences for members of Council.

The Administration agrees with the recommendation of the SMRC. A recommendation has been put forward in response to Recommendation 2 of the SMRC.

Recommendation 3 – Definitions of Maternity and Parental Leave

Maternity leave shall be made available to members of Council who are away from work because they are pregnant or have recently given birth or are the primary caregiver of an adopted child; and parental leave shall be made available to members of Council who are the parents of a newborn or newly adopted child.

The Administration has reviewed the eligibility criteria for maternity and parental benefits under the employment insurance benefits. A person is eligible for maternity benefits if they are pregnant or have recently given birth when requesting maternity benefits. A person is eligible for parental benefits if they are a parent caring for their newborn or newly adopted child when requesting parental benefits.

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The Administration agrees with the proposed definitions for eligibility for a maternity and parental leave as put forward by the SMRC. As noted by the SMRC, these definitions generally correspond with those used for employment benefits and the policies of other municipalities. A recommendation has been put forward in response to Recommendation 3 of the SMRC.

Recommendation 4 – Notice

Prior to taking maternity leave or parental leave, a member of Council must provide six weeks' written notice to the Mayor and the City Manager of their intention to do so; the Mayor must give six weeks' notice to the City Manager.

The requirement for notice before taking an employment leave is common. While members of Council are not employees for the purposes of *The Saskatchewan Employment Act*, it is a requirement of that Act that an employee provide notice of their intention to commence an employment leave. It is also a common feature of the leave of absence policies of other municipalities.

The SMRC has recommended that a member of Council provide six weeks' written notice to the Mayor and the City Manager and that the Mayor provide six weeks' written notice to the City Manager. Some options have been provided below:

Option 1 – Six Weeks' Notice

This option is the SMRC recommended option. Members of Council would be required to provide six weeks' written notice of their intention to commence a maternity or parental leave to the Mayor and City Manager and the Mayor would be required to provide six weeks' written notice to the City Manager.

Advantages:

- Provides more time to ensure coverage of ward constituents during the absence.

Disadvantages:

- Longer than the four-week notice period required by *The Saskatchewan Employment Act*.
- Provides less flexibility to members of Council.

Option 2 – Four Weeks' Notice

This option would require a member of Council to provide four week's written notice of their intention to commence a maternity or parental leave. *The Saskatchewan Employment Act* requires an employee to provide four weeks' notice before commencing an employment leave.

Advantages:

- Corresponds with the notice required by *The Saskatchewan Employment Act*.
- Provides more flexibility for members of Council.

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Disadvantages:

- Allows less time to ensure coverage of ward constituents during the absence.

Option 3 – Two Weeks’ Notice

This option would require a member of Council to provide two week’s written notice of their intention to commence a maternity or parental leave. The City of Toronto *Pregnancy and Parental Leave for Members of Council Policy* requires only approximately two weeks’ notice.

Advantages:

- Provides the most flexibility for members of Council.

Disadvantages:

- Does not allow much time to ensure coverage of ward constituents during the absence.

The Administration agrees with the recommendation of the SMRC that members of Council should be requested to provide six weeks’ written notice of their intention to commence a maternity or parental leave. The extended leave of a member of Council brings with it unique considerations such as the potential need to adjust the composition of Council committees, board appointments and other similar considerations. These adjustments require time and thus, providing for as much notice as possible will allow for those adjustments to be made to ensure the member of Council can take the leave while still ensuring the business of the City can continue. The Administration suggests that the language in the policy be adjusted to state that the member of Council should provide six week’s written notice whenever possible. This wording will allow for unforeseen circumstances should they arise. A recommendation has been put forward in response to Recommendation 4 of the SMRC.

Recommendation 5 – Plan for Leave

A member of Council taking maternity or parental leave shall prepare for the Mayor and City Manager a written commitment setting out the details of the plan to cover the member’s duties during the leave.

As noted by the SMRC, members of Council are in a unique position. In an employee situation, the duties of employees could be covered by other employees or by the hiring of replacement employees. Many of the duties of the members of Council can only be performed by the elected Councillor themselves. The City cannot hire a “replacement Councillor”. Instead, each member of Council is an elected representative who represents either a specific geographical location of the City or the City as a whole (the Mayor). It is important that a plan be put in place to ensure that constituents are properly represented during a leave.

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The Administration agrees with the recommendation of the SMRC for the member of Council to provide a written plan setting out the details to cover the member's duties during the leave. This plan may include a written commitment from another member of Council agreeing to provide assistance, as required, during the leave. As noted by the SMRC, a written plan will allow for any needed adjustments or changes to be implemented prior to the leave.

The Administration has reviewed the draft policy provided by the SMRC at Appendix 3 of their report. The Administration generally agrees with the provisions of the draft policy in Section 7 Written Commitment. However, the use of the word "accommodations" has a specific meaning in employment legislation which arises in an employer-employee relationship and is not applicable in the current situation. Thus, we would suggest the use of alternative wording in the policy, but achieving the same outcome, which is to reflect the need to assess any changes or assistance needed prior to the leave or to support the leave. In addition, the Administration notes that the wording of the draft policy provided by the SMRC allows any person to view the written plan upon request during regular business hours and allows for the publishing of the written plan on the City's website. Additional language requiring all of Council to be informed of the written plan should also be considered.

As noted by the SMRC, if the member of Council wants to continue to attend meetings and perform other duties even during a leave, the Administration supports the policy reflecting that ability. We note that this is a common feature of many of the other municipal policies.

The Administration does not see a need for approval of the leave by either the Mayor or the City Manager. There are many instances in *The Cities Act* where it is up to the member of Council to individually decide whether the requirements of the Act apply to them. The Administration would suggest a similar approach to leaves of absence. It would be up to the individual member of Council to determine if they are entitled to a leave of absence within the provisions of the policy. The member of Council would then draft a plan to ensure continued representation of their constituents during the leave of absence. The plan would be submitted to the Mayor and City Manager for review to ensure adequacy of the plan or to allow for the adjustment of duties between members of Council. The Mayor and City Manager could provide feedback if they feel changes are required to the plan. However, the role of the Mayor and/or the City Manager would be only to review the plan, not to approve the leave.

A recommendation has been put forward in response to Recommendation 5 of the SMRC.

Recommendation 6 – Duration of Maternity Leave

For members of Council, maternity leave (including primary caregiver adoption leave) will be available for a period of up to 18 weeks. The leave shall not extend beyond the member's term of office.

The SMRC has provided a summary of the policies of other municipalities. The duration of the leave specified by the policies varies widely. Given that members of Council are elected for a four-year term, the recommendation of the SMRC provides a balanced approach to the issue of the duration of the maternity leave. In combination with parental leave, it would allow for a six month leave of absence. It allows for a leave by the elected member of Council while still ensuring appropriate representation of ward constituents. The Administration supports the recommendation of the SMRC. A recommendation has been put forward in response to Recommendation 6 of the SMRC.

Recommendation 7 – Period of Parental Leave

Parental leave shall be available for a period of up to 26 weeks for members of Council who are the parents of a newborn or a newly adopted child but are not eligible for a maternity leave or a primary caregiver adoption leave. Parental leave shall also be available to members who have taken maternity leave or a primary caregiver adoption leave, but the maximum duration of the combined leaves shall be 26 weeks. Parental leave shall not extend beyond the member's term of office.

The Administration supports the recommendation of the SMRC for the reasons outlined above for Recommendation 6. A recommendation has been put forward in response to Recommendation 7 of the SMRC.

Recommendations 8 and 9 – Salary during Maternity or Parental Leave

Members of Council shall receive 95% of their regular pay for the first 15 weeks of a maternity leave. During the remainder of the maternity leave, the member shall be paid an amount equal to the current EI maximum benefit entitlement.

During the parental leave, members of Council shall be paid an amount equal to the current EI maximum benefit entitlement.

A review of the leave policies of other municipalities show that different municipalities have handled this issue differently. Some policies such as the City of Toronto Policy specify that members of Council continue to receive their salary even during a leave. While others like the City of Calgary and the City of Edmonton specify a formula or a reduced salary.

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At the centre of this debate needs to be an acknowledgment that members of Council should be treated differently than employees. As elected representatives, it is unlikely that the leave of absence policy will be able to achieve a state where an extended leave without any obligations is likely nor desired. Instead, it is likely that members of Council, even while on a leave, will undertake some Councillor related tasks such as communication with their constituents. It is likely that members of Council will want to maintain a connection to their ward and City business even during a leave. The focus of the leave of absence policy should be to provide members of Council with some ability to reduce their workload, take some time and the support necessary to continue with their elected duties even during a leave. Some options have been provided below:

Option 1 – 95% of Pay for first 15 weeks of maternity leave and an amount equal to the current EI maximum benefit entitlement

This is the SMRC recommended option. Members of Council would receive 95% of their regular pay for the first 15 weeks of maternity leave and during the remainder of the maternity or parental leave an amount equal to the current EI maximum benefit entitlement. In 2021, this amount would be \$595.00 a week for a maximum of 26 weeks. As outlined by the SMRC, this option most closely aligns with that offered to employees of the City.

Advantages:

- Aligns with compensation offered to employees.

Disadvantages:

- Does not recognize the differences between employees and elected members of Council.
- Provides less flexibility to Council to provide services to constituents.
- More administration required to manage Councillor salaries.
- Potentially discourages members of Council from taking a leave.

Option 2 – Continue to Receive Salary

This option would be similar to that of the City of Toronto and members of Council would continue to receive their full salary during any leave.

Advantages:

- Recognizes that members of Council will likely continue with some work during any leave.
- Provides flexibility to members of Council to arrange supports to assist them during any leave.
- Consistent with the SMRC recommendation for a paid medical leave.
- Less administration required to manage Councillor salaries.
- Helps promote diversity on Council by recognizing the needs of new parents.

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Disadvantages:

- Does not fully align with compensation offered to employees.

Option 3 – Formula Based on Level of Work

This option is similar to that of the City of Edmonton and would introduce a formula based on the number of duties performed by a member of Council during a leave.

Advantages:

- Amount of salary would be based on the approximate amount of duties undertaken.

Disadvantages

- Does not take into account the fluctuating nature of duties performed by a member of Council.
- Provides little flexibility to members of Council.
- Difficult and cumbersome to administer.

The Administration is recommending Option 2 – Continue to Receive Salary. Being a member of Council on a leave brings with it unique circumstances that are different than a City employee. As noted by the SMRC, it is unlikely that a member of Council can be fully replaced during a period of leave by an alternate non-elected person. While supports in general will be discussed later in this report, one way to provide support is to continue to pay the salary of a Councillor during a leave instead of reducing it. Continuing to pay the salary provides additional flexibility to a member of Council to put in place supports to represent their constituents while they may be away. It also recognizes the likelihood that members of Council will continue to undertake some Council related duties during a leave. A recommendation has been put forward in response to Recommendations 8 and 9 of the SMRC.

Recommendation 10 – Benefits and CCRA

Council members on maternity or parental leave shall continue to receive their benefits, including the Communications and Constituency Relations Account, while they are on leave.

The Administration agrees with this recommendation. It is common that benefits continue during a leave. In addition, the continuation of the Communication and Constituency Relations Account will provide members of Council with another avenue to put in place the appropriate supports to assist them during their leave. A recommendation has been put forward in response to Recommendation 10 of the SMRC.

Recommendation 11 – Medical Leave

Medical leave at full pay for up to six months shall be available to members of Council under a special leave of absence policy adopted by Council.

The Saskatchewan Employment Act allows for unpaid leaves for a variety of reasons including sick leave, organ donation leave, critically ill childcare leave, compassionate care leave and critically ill adult care leave. Employment insurance benefits are available for employees that are sick, need to provide care to a critically ill or injured person under 18 who is a family member, need to provide care to a critically ill or injured person over 18 who is a family member, or are providing compassionate care to a person of any age who requires end-of-life care who is a family member. The length of benefits varies from 15 weeks for sickness to 26 weeks for compassionate care benefits. The City also provides sick leave to its employees through collective agreements. The length of leave varies depending on the collective agreement. It is a common feature of all the above outlined leaves that a medical note or some documentation be provided by a medical professional to qualify for the leave.

As noted by the SMRC, while many municipalities provide for a leave of absence for members of Council for maternity or parental leave, a leave of absence policy that covers medical leaves is far less common. The closest comparison appears to be the City of Montreal bylaw regarding remuneration of Council members which provides that no City Council member may be penalized for absences due to the following, in part:

- A medical reason affecting a member, the member's spouse, descendants or ascendants; or
- An obligation related to the member's role as a caregiver with regard to the member's spouse, descendants or ascendants having a major physical, intellectual or mental disability and under the member's care.

As outlined previously, a member of Council is allowed to miss regular Council meetings for periods of three consecutive months or less without a resolution of Council. No reason is required to be provided. Longer leaves are already allowed with a resolution of Council. Thus, the consideration here is whether Council wants to allow for a longer leave of absence by policy for medical related leaves, or for leaves for caring for a critically ill family member. Some options have been provided below.

Option 1 – Medical Leave

This is the recommendation of the SMRC. The leave of absence policy would allow members of Council to take a paid medical leave of up to six months upon the provision of a medical certificate from a qualified medical practitioner. It is our assumption that the requirements of the leave of absence policy with respect to a written plan setting out how the member's duties will be covered during their leave would also apply in this instance. Again, the Mayor and City Manager would simply be reviewing the plan for adequacy and feedback rather than approval. The wording with respect to the requirement for notice would also apply. The adjusted wording as previously recommended would allow for less notice in urgent or emergency situations. A

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caregiver leave of absence is still available, however a member of Council would need a resolution of Council for it to exceed three months.

Advantages:

- Allows members of Council to take a medical leave as required without a formal Council resolution.
- Encourages members of Council to take a medical leave if required.

Disadvantages:

- Less flexibility to Council than would be allowed if a resolution of Council was required

Option 2 – Medical and Caregiver Leave

This option would allow members of Council to take a paid medical leave or caregiver leave of up to six months upon the provision of a medical certificate from a qualified medical practitioner. The eligibility for caregiver or compassionate leave could be tied to the definitions of *The Saskatchewan Employment Act* for similar types of leave. In the case of caregiver leave, a medical certificate would be needed to demonstrate that the family member is critically ill or injured similar to that required for employment insurance caregiver benefits. Again, it is our assumption that the requirements of the leave of absence policy with respect to a written plan setting out how the member's duties will be covered during their leave would also apply. Again, the Mayor and City Manager would simply be reviewing the plan for adequacy and feedback rather than approval. The wording with respect to the requirement for notice would also apply. The adjusted wording as previously outlined would allow for less notice in urgent or emergency situations.

Advantages:

- Allows members of Council to take both a medical leave and/or a caregiver leave without a formal Council resolution.
- Encourages members of Council to take a medical or caregiver leave if required.

Disadvantages:

- Less flexibility to Council than would be allowed if a resolution of Council was required.

Option 3 – Status Quo

This option would not specify that a medical or caregiver leave is available in the leave of absence policy. It would be up to members of Council to request a formal resolution from Council in order to take a leave of longer than three months for medical or caregiver leave.

Advantages:

- Consistent with most policies of other municipalities.

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Disadvantages:

- Does not allow members of Council to take a medical or caregiver leave without formal authorization by Council.
- Discourages members of Council from taking a medical or caregiver leave if required.

The Administration is recommending Option 1 – Medical Leave. This is the recommended option of the SMRC. The SMRC provided a thorough review of the area and the Administration supports their recommendation. A recommendation has been put forward in response to Recommendation 11 of the SMRC.

Recommendation 12 – Long-Term Disability Coverage

That Council ask Administration to provide options for long-term disability coverage for members of Council who continue to be ill or disabled for more than six months. Until a long-term disability plan is activated, decisions to continue medical leaves beyond six months shall be brought forward to Council for resolution.

Many of the benefits currently provided to members of Council are provided through SUMA. SUMA does not offer long-term disability insurance. The Mayor is eligible for the City's long-term disability plan. The Administration has contacted the insurance provider of this plan and other members of Council are not eligible to join the City's long-term disability plan. If Council is interested in obtaining more information, as noted by the SMRC recommendation, they could request the Administration to investigate and provide options for long-term disability coverage.

Supports for Members of Council During a Leave

In 2019, a contingency fund of \$21,000.00 was created to provide temporary administrative staff to assist a member of Council who requests a leave of absence. This amount is still a part of the annual Clerk's budget. In addition, the contingency fund was to be used to reimburse members of Council who do not take a leave and incur expenses for childcare, care for a critically ill or injured child, or care for a family member to whom they are providing care during a period of time when they would be entitled to a leave.

The SMRC has noted how most of the formal duties of an elected Councillor cannot be performed by a non-elected staff member or an appointed assistant. Members of Council are individually elected and, unlike an employee, their duties cannot simply be reassigned during a leave. However, the Administration recognizes the importance of providing supports to members of Council to allow for a leave of absence as required. However, each member of Council may have different requirements or needs in terms of the support they require. Thus, it may be beneficial to allow flexibility to each individual member of Council.

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The Administration proposes that a combination of options could be available to members of Council. From the contingency fund we would propose that each member of Council be eligible to receive \$300.00 a week to a maximum of \$7,500.00 per member of Council during a leave to hire additional administrative support as they require. This amount would allow for administrative support of approximately 20 hours a week at a rate of \$15.00/hr. If desired, the City Clerk's Office would be willing to assist in the hiring of this staff, but that would be at the option of each member of Council. The hiring of administrative support would be detailed in their written plan as to how their duties will be handled during their leave. Further, each member of Council will continue to have access to their Communications and Constituency Relations Account while they are on leave. This account can also be used for a variety of expenses.

Access to the contingency fund could also be used to reimburse members of Council for reasonable expenses for childcare incurred while on City business including meetings, conferences, events or anything related to their duties as a member of Council. Amounts eligible for reimbursement would be included in the maximum of \$7,500.00 available for each member of Council.

If a member of Council chooses not to take a leave of absence when they would be eligible to receive a maternity or parental leave, this fund could also be used to reimburse members of Council for reasonable expenses for childcare incurred while on City business including meetings, conferences, events or anything related to their duties as a member of Council.

Based on the previous recommendations, we have not specified other types of uses for the contingency fund. Access to the contingency fund for other types of leaves could be specified in a resolution passed by Council.

To access the fund, members of Council would simply provide receipts to the City Clerk's Office and be reimbursed. The City Clerk's Office will report out the money spent at the end of each year by each member of Council similar to the Communications and Constituency Relations Account report.

The SMRC has also identified fellow members of Council as a major support for a member of Council required to take a leave. As discussed previously, the support of fellow members of Council could be detailed in the written plan provided to the Mayor and/or City Manager. Duties can also be reassigned as required.

The Administration also notes that the ability to attend meetings of Council and Council Committee virtually has provided more flexibility to members of Council. It is the intention of the Administration to enhance the ability to attend meetings virtually and to enhance the experience for both members of Council and the public.

Access to the contingency fund could be detailed in the leave of absence policy. A recommendation has been put forward by the Administration.

RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council:

1. That maternity and parental leaves be made available to members of Council under a leave of absence policy to be adopted by Council (Recommendation 2 of the SMRC);
2. That the leave of absence policy define the eligibility for maternity leave as a member of Council who is away from work because they are pregnant, have recently given birth, or are the primary caregiver of an adopted child and the eligibility for parental leave as a member of Council who is the parent of a newborn or newly adopted child (Recommendation 3 of the SMRC);
3. That the leave of absence policy provide that members of Council should provide six weeks' written notice to the Mayor and the City Manager of their intention to take a maternity or parental leave and that the Mayor should provide six weeks' written notice to the City Manager of their intention to take a maternity or parental leave whenever possible (Recommendation 4 of the SMRC);
4. That the leave of absence policy provide that each member of Council prepare a written plan setting out the details of how the member's duties will be covered during the leave and submit the plan to the Mayor and City Manager, in the case of members of Council, and, in the case of the Mayor, the City Manager for review and feedback (Recommendation 5 of the SMRC);
5. That the leave of absence policy provide for maternity leaves for a period of up to 18 weeks and that the leave will not extend beyond the member's term of office (Recommendation 6 of the SMRC);
6. That the leave of absence policy provide for parental leave for a period of up to 26 weeks for members of Council who are the parents of a newborn or a newly adopted child, but are not eligible for a maternity leave, and that parental leave shall also be available to members who have taken a maternity leave, but the maximum duration of the combined leave shall be up to 26 weeks with the leave not to extend beyond the member's term of office (Recommendation 7 of the SMRC);
7. That the leave of absence policy provide that the salary of members of Council continue to be paid while they are away on a maternity or parental leave (Recommendations 8 and 9 of the SMRC);
8. That the leave of absence policy provide that the benefits of members of Council, including the Communications and Constituency Relations Account, shall continue while they are on leave (Recommendation 10 of the SMRC);
9. That the leave of absence policy provide for sick leaves for a period of up to 26 weeks upon provision of a medical certificate from a qualified medical professional for members of Council (Recommendation 11 of the SMRC);

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10. That the leave of absence policy provide for a contingency fund that is available to provide support to members of Council during a leave period as outlined in this report; and
11. That the City Solicitor be instructed to draft a leave of absence policy in accordance with this report to be brought back to City Council for consideration.

RATIONALE

The rationale for each recommendation has been provided above under each the details of each recommendation from the SMRC.

FINANCIAL IMPLICATIONS

There are no financial implications.

APPENDICES

1. Saskatoon Municipal Review Commission Report: *Leave of Absence Policy: A Report to the Governance and Priorities Committee of Council*

Report Approval

Written & Approved by: Cindy Yelland, City Solicitor
Reviewed by: Mike Jordan, Chief Public Policy and
Government Relations Officer
Sarah Cameron, Chief Human Resources Officer
Adam Tittlemore, City Clerk
Jeff Jorgenson, City Manager