

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C0

POLICY TITLE <i>Leaves of Absence for Members of City Council</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>February 1, 2022</i>
ORIGIN/AUTHORITY	CITY FILE NO. <i>CK.</i>	PAGE NUMBER <i>1 of 7</i>

POLICY STATEMENT

The Cities Act restricts the number of consecutive meetings from which a Member of Council can be absent, unless the absence is authorized by a resolution of Council or a leave of absence policy is adopted by Council. The City wishes to encourage and promote diversity and inclusion on Council and encourage the well-being of its employees and Members of Council. To achieve these goals, this policy is intended to allow for leaves of absence by Members of Council in situations defined by this Policy without authorization by resolution of Council.

1. PURPOSE

The purpose of this Policy is to provide for:

- a) maternity and parental leaves for Members of Council;
- b) medical leaves for Members of Council; and
- c) supports for Members of Council during a leave to ensure the public continues to be represented.

2. DEFINITIONS

- 2.1 “authorized leave of absence”: means a leave of absence defined by this Policy as maternity leave, parental leave or medical leave, which does not require a resolution of Council authorizing the leave.
- 2.2 “City Manager”: means the person appointed as the administrative head of the City of Saskatoon pursuant to Section 84 of *The Cities Act*.
- 2.3 “Communications and Constituency Relations Allowance”: means the allowance provided to Members of Council and as described in the *Communications and Constituency Relations Allowance Policy C01-027*.

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2.4 “Council”: means the Council of the City of Saskatoon.

2.5 “Mayor”: means the person elected as Mayor of the City of Saskatoon.

2.6 “Member”: means an elected member of Council, including the Mayor.

3. SCOPE

3.1 This Policy applies to authorized leaves of absence. A Member of Council may still request a resolution of Council to authorize a leave of absence not defined by this Policy in accordance with the provisions of *The Cities Act*.

3.2 Unless otherwise provided, this Policy does not apply to leaves of absence of less than three months as defined in Section 120 of *The Cities Act*.

4. AUTHORIZED LEAVES OF ABSENCE

4.1 Maternity Leave

A Member of Council who has given birth or who is about to give birth, or a Member of Council who has adopted a child and will be the primary caregiver of that child, may take maternity leave for a period of up to eighteen (18) weeks, but the leave shall not extend beyond the Member's term of office.

4.2 Parental Leave

4.2.1 A Member of Council whose spouse or partner has given birth, or who has adopted a child and who is not the primary caregiver, may take parental leave for a period of up to twenty-six (26) weeks, but the leave shall not extend beyond the Member's term of office.

4.2.2 A Member of Council who has taken maternity leave pursuant to Section 4.1 may also take parental leave. The combined maternity leave and parental leave shall not exceed twenty-six (26) weeks or extend beyond the Member's term of office.

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4.3 Medical Leave

A Member of Council who has an illness or injury and has provided a medical certificate from a qualified medical professional may take medical leave for a period of up to twenty-six (26) weeks, but the leave shall not extend beyond the Member's term of office.

5. **SALARY AND BENEFITS DURING A LEAVE OF ABSENCE**

5.1. A Member of Council shall continue to receive their salary during an authorized leave of absence.

5.2 A Member of Council shall continue to receive their benefits, including the Communications and Constituency Relations Allowance, during an authorized leave of absence.

6. **IMPLEMENTING A LEAVE OF ABSENCE**

6.1 Notice

6.1.1 Prior to taking an authorized leave of absence, a Member of Council shall provide four (4) weeks' written notice to the Mayor and City Manager of their intention to take the leave unless circumstances do not make that possible.

6.1.2 The written notice must include:

- a) the start date of the leave;
- b) the anticipated length of the leave;
- c) a medical certificate from a qualified medical professional for a medical leave; and
- d) if the Member was unable to provide four (4) weeks' notice, the general nature of the circumstances that prevented the four (4) weeks' notice.

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6.2 Duties During a Leave

6.2.1 A Member of Council who takes an authorized leave of absence is not required to attend Council meetings, Council Committee meetings or the meetings of other bodies to which they are appointed by Council or to undertake other duties as required by *The Cities Act*. In accordance with Section 120(1)(c)(ii) of *The Cities Act*, a Member of Council is not disqualified from Council by being absent from Council meetings during an authorized leave of absence.

6.2.2 A Member of Council who takes an authorized leave of absence continues to exercise all rights and privileges of office.

6.3 Management of Duties During a Leave

6.3.1 Prior to commencing an authorized leave of absence, a Member of Council must submit the form attached as Schedule "A" to the Mayor and City Manager for review and feedback.

6.3.2 This form is a written plan, which includes:

- a) the arrangements the Member of Council has made to ensure the public will be represented during the leave; and
- b) any duties that the member of Council will continue to perform during the leave.

6.3.3 If another Member of Council will be providing coverage during the leave, written authorization must be provided by the other Member of Council to confirm the Member's acceptance of responsibilities on behalf of the Member of Council taking a leave.

6.3.4 A Member of Council may revise their written plan at any time during their leave by submitting a revised form to the Mayor and City Manager for review and feedback.

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6.3.5 If circumstances do not allow a Member of Council to complete a written plan prior to taking a leave, the City Manager, in conjunction with another Member of Council, will complete the form and share it with the Member of Council taking a leave for approval as soon as circumstances allow.

6.4 Notice to Public and Council

6.4.1 During regular business hours, any person may review the written plan provided by a Member of Council taking an authorized leave of absence at the City Clerk's Office.

6.4.2 The City Manager may publish information on the City's website detailing how the public can access representation by their Member of Council while they are away on an authorized leave of absence.

6.4.3 Information regarding the written plan provided by a Member of Council taking an authorized leave of absence will be provided to the remainder of Council for information.

6.4.4 This Policy and any information received in accordance with this Policy is subject to *The Local Authority Freedom of Information and Protection of Privacy Act*.

6.5 Mayor

When the Member of Council taking the authorized leave of absence is the Mayor, the Mayor will submit any documents required pursuant to this Policy to the City Manager.

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7. SUPPORTS DURING A LEAVE OF ABSENCE

A Member of Council taking an authorized leave of absence shall, in addition to their salary and benefits, be entitled to:

- administrative support; and
- reimbursement for childcare expenses,

subject to a cumulative maximum of \$7,500 per Member of Council per term of office.

7.1 Administrative Support

Each Member of Council taking an authorized leave of absence shall be entitled to \$300 a week to hire additional administrative support to provide any assistance they require to manage their duties during an authorized leave of absence.

7.2 Childcare Expenses

During the period of time when a Member of Council is entitled to take a maternity or parental leave, a Member of Council may be reimbursed for reasonable childcare expenses incurred while on City business including meetings, conferences, events or anything related to their duties as a Member of Council.

7.3 Reimbursements

Members of Council must provide the City Clerk's Office with receipts of expenses incurred under Part 7 of this Policy in order to be reimbursed.

8. RESPONSIBILITIES

- 8.1 The Member of Council taking an authorized leave of absence shall submit all required information and documentation in advance of and during the course of their leave.

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8.2 Council is responsible for:

- a) approving updates to this Policy; and
- b) approving alternate appointments to Council Committees and other bodies as required.

8.3 The Mayor is responsible for:

- a) reviewing and providing feedback with respect to the forms provided by Members of Council taking an authorized leave of absence; and
- b) considering whether the duties of other Members of Council need to be adjusted due to an authorized leave of absence by a Member of Council.

8.4 The City Manager is responsible for:

- a) reviewing and providing feedback with respect to the forms provided by Members of Council taking an authorized leave of absence; and
- b) drafting a form for a Member of Council in circumstances that do not allow a Member of Council to draft the form.

8.5 The City Clerk is responsible for:

- a) reviewing supporting documentation for expenses and processing payments for expenses; and
- b) contacting the Chair of the Advisory Committees or other bodies as required to determine if changes are required as a result of the authorized leave of a Member of Council. .

Schedule "A"

Leave of Absence – Plan for Coverage of Council Member's Duties During Leave

Name of Council Member: _____

Type of Leave: ☐Maternity ☐Parental ☐Medical Leave

Proposed Start Date: Click or tap to enter a date.

Anticipated Length of Leave: _____ weeks

Part I – Proposed Duties During Leave

During an authorized leave of absence Members of Council are not required to participate in any meetings or undertake their duties but depending on the leave may wish to do so. If so, in this section describe what meetings you wish to continue to attend, and the other duties you will continue during your leave.

Part II – Appointments

List the Council Committees on which you as a Member of Council sit:

- No further action required by Member of Council.

List the Advisory Committees on which you as a Member of Council sit:

- No further action required by Member of Council.

List the other Boards on which you as a Member of Council sit:

- No further action required by Member of Council.

Part III – Council Member Correspondence and Coverage for Public

What is the plan for coverage of constituents during leave?

- Provide details below. For example, who will be checking email and responding to constituents? Who should be directed to attend community events on your behalf? Who should correspondence to the Member of Council be directed to? Who will be answering your phone?
- Councillor Assistant duties for each Member of Council will continue during leave (Phones may be forwarded to a Councillor Assistant during a Leave of Absence)
- Do you plan on hiring additional administrative support during the leave? The Policy provides for financial support to hire additional staff.
 - Do you want assistance from the City Clerk's Office to hire staff?
 - Have you already retained your own staff to provide coverage? If so, detail contact information.
 - Please detail what work this staff will do during the leave of absence

Is there other assistance you need during your leave of absence?

Will another Member of Council be providing coverage during the leave? If so, what?
Please attach a written authorization from this Member of Council agreeing to undertake these duties. An email is sufficient.

Council Member Signature:_____

Date: Click or tap to enter a date.