



THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

COUNCIL POLICY

Effective Date June 28, 2022	POLICY NO. 21.ADM
Amendment Date(s):	File No: 0340-50-2022
SUBJECT: PERSONAL LEAVE POLICY FOR MEMBERS OF COUNCIL	
Category: Administration	

1. PURPOSE

In an effort to recognize the need of Members of Council members to balance personal lives with duties related to their term in office, the District of Central Saanich has adopted a personal leave policy.

2. APPLICATION

This Policy applies to all District of Central Saanich Councilors.

3. REFERENCE:

Community Charter Section 125(5) provides the following: "If a council member is absent from council meetings for

- (a) a period of 60 consecutive days or
- (b) four (4) consecutive regularly scheduled council meetings, whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6)."

Section 125(7) of the *Community Charter* provides: "disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council."

4. DEFINITIONS

Member of Council: the duly elected officials of the District, those being the Mayor and Councilors.

Immediate family: the spouse, child, grandchild, mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, and/or grandparents of the Member of Council.

5. POLICY

This policy has been created to support Members of Council in their needs to balance personal obligations and their work as an elected official. The Policy provides guidance on eligibility, approval process and principles for leaves under Section 125(7) of the *Community Charter* when a Member of

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Council requests a leave of up to six (6) months for personal reasons during their term as a member of councilor.

ELIGIBILITY:

A Member of Council may request a personal leave of up to six (6) months in the following situations:

- When seeking treatment for an injury or illness;
- To take care of an immediate family member who has a serious medical condition or injury;
- To manage an urgent situation that concerns themselves and/or an immediate family member;
- When they have given birth or adopt a child during their term or are the spouse/common law partner/co-parent of a person giving birth or adopting a child during their term; or
- Other extraordinary situations.

PRINCIPLES OF LEAVE:

By this policy, Council confirms its intention to provide a leave approval based on the following:

- a) A Member of Council who takes leave pursuant to this policy shall not be disqualified from Council by being absent from Council meetings during the leave.
- b) Despite being on Personal Leave, the Member of Council may attend any Council or Committee meeting and reserves the right to participate as an active Member of Council at any time during their leave.
- c) A Member of Council who takes personal leave pursuant to this Policy is not required to participate in Council meetings, public hearings and Council committee meetings or meetings of other bodies to which they are appointed by Council.
- d) Despite being on a personal leave, a Member of Council may attend any meeting of Council and exercise all rights and privileges of office. Such exercise of rights and privileges of office will not affect Council's leave approval.
- e) The right to participate during their approved Personal Leave does not include the right to re-assume any Council or Committee appointments that have been granted to alternate Council members while the Councilor in question has been granted leave.
- f) For the purposes of the minutes, a Member of Council absent from a meeting due to an approved leave, shall be recorded in the minutes as on approved leave.
- g) During a Member of Council's personal leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s).
- h) All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.

APPROVAL PROCESS:

Notice: Members of Council who wish to take a leave must notify the Mayor, CAO and/or the Corporate Officer in writing a minimum of two (2) weeks prior to the anticipated commencement of the leave or as soon as possible.

The notice of leave should indicate:

- indicating the expected start and end dates of the Personal Leave;
- the reason for the requested Personal Leave;

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- which, if any, duties will continue to be undertaken by the Member during the Personal leave; and,
- any potential council related accommodations required during the Personal leave.

The Parties will discuss how and what will be communicated regarding the leave, respecting confidentiality as applicable.

The Member of Council shall provide a minimum of three (3) week written notice to the Mayor, CAO and/or Corporate Officer of their intent to resume any of the Council-approved appointments.

Once notice has been received requesting a Personal Leave of Absence, the Member of Council, or designate if the Member of Council is unable to attend, in a closed meeting, will share their request with the other council members. Council must pass a resolution to grant the leave of council as per Section 125(7) of the *Community Charter*. If approved, the Mayor, or designate, will notify the CAO and Corporate Officer of the start date and expected end date of the approved leave, if the personal leave is to be a paid or unpaid leave and any duties that will continue during the Personal Leave. If determined that the leave is to be unpaid, all extended health and dental benefits premiums shall be paid by the Member of Council.

Leaves may be extended for an additional six (6) months at the discretion of council for a total leave of up to twelve (12) months.

6. REVIEW PROCEDURES

The Policy will be reviewed once per election term by the Chief Administrative Officer and the Manager, Human Resources and Organizational Development. Any proposed changes would be brought to Council for discussion and possible adoption.

As adopted by Council on June 27, 2022.