

Type of policy: Governance	Approved by: Council
Date approved: May 26, 2022	Next Review date: May 2025
Amendment dates:	

Council Leave of Absence Policy

Purpose

- to provide Council with guidelines for approving leaves of absence for elected and appointed Council members
- to establish a transparent process for addressing requests for leaves of absence
- to establish criteria for what constitutes reasonable cause for failing to attend Council meetings

Scope

- this policy applies to elected and appointed Council members

Source of authority

By-laws

[10.29 – Disqualification of Elected Members](#)

Council shall disqualify an elected member of Council, if the member,
(viii) fails, without reasonable cause, to attend two (2) consecutive meetings of Council;

Policy

1. A Council member who is temporarily unable to continue to meet their commitment to Council and / or committee work may request a leave of absence.
2. Reasons for needing to take a leave of absence might include:
 - a. Personal or family health
 - b. Other family commitments
 - c. Parental leave
 - d. Transitions in professional status
3. Duration of leave is three consecutive Council meetings or 5 months.
An extension of one month may be considered should the member request it.
4. During a leave of absence, a Council member will be listed as 'regrets' in Council meeting minutes.

Procedure

1. Council members will request a leave of absence by sending an email to the President, copied to the Registrar, including the effective start date, expected duration and reason for the leave.
2. If the Council member has unfinished work (e.g., review of decisions and reasons), they will notify the President and Registrar.

3. The Executive Committee could be asked to review the request and decide on Council's behalf (as per [s 12\(1\) of the Code](#)) OR recommend to Council at an in-camera session whether it should be approved.

The Executive Committee will consider:

- the timing of the leave request relative to the end of the member's term
 - whether the Council member's absence will impact the ability to achieve quorum
 - any other relevant factors, on a case-by-case basis
4. Should the request for a leave of absence be declined, the member would be asked to fulfil their role or to resign their position.
 5. If the individual chooses to resign, Council will take appropriate steps as follows:
 - a. If the individual is a professional member, Council will rely on by-laws to determine the required next steps.

10.32 – Filling of Vacancies

If the seat of an elected Council member becomes vacant less than twelve (12) months before the expiry of the member's term of office, Council may,

(i) leave the seat vacant;

(ii) appoint as an elected Council member a member who meets the criteria for eligibility for election set out in article 10.04; or

(iii) direct the Registrar to hold a by-election in accordance with this by-law.

10.33 – By-Election

If the seat of an elected Council member becomes vacant more than twelve (12) months before the expiry of the member's term of office, Council shall direct the Registrar to hold a by-election in accordance with this by-law.

- b. If the individual is a public member, Council will make a request to the Public Appointment Secretariat to have their appointment terminated and to request that a new appointment be made.