

The Township of Horton Policy and Procedures			
SECTION: COUNCIL			POLICY #: Council-04
POLICY: Leave of Absence			
DATE: December 2024	REV. DATE:	COVERAGE: Council	PAGE #: 1 of 3

POLICY STATEMENT:

The Municipal Act, 2001 restricts the number of successive months from which a Member of Council can be absent, unless the absence is authorized by a resolution of Council in conjunction with the guidelines of this policy. The Township of Horton supports Members of Council who require time away from their duties for personal, health, family, or professional reasons. The aim is to ensure continuity of municipal governance while respecting the needs of individual Members of Council.

DEFINITIONS:

“CAO/Clerk” shall mean the CAO/Clerk of the Township of Horton.

“Council” shall mean the elected body of the Corporation of the Township of Horton.

“Leave of Absence” shall mean a formal period during which a Member of Council is excused from their duties.

“Member” shall mean the Mayor, Deputy Mayor or a Councillor of the Corporation of the Township of Horton.

“Township” shall mean the Corporation of the Township of Horton.

PROCEDURE:

1. Eligibility for Leave of Absence

Township of Horton Council supports a Member of Council’s right for a Leave of Absence if they are unable to perform their duties due to:

- Personal illness or injury;
- Family or caregiving responsibilities;
- Personal or professional reasons (ex: educational leave, travel etc.)
- Other valid reasons, as determined by Council.

The length of the Leave of Absence and the conditions under which it is granted will vary depending on the reason for the Leave of Absence.

The Township of Horton Policy and Procedures			
SECTION: COUNCIL			POLICY #: Council-04
POLICY: Leave of Absence			
DATE: December 2024	REV. DATE:	COVERAGE: Council	PAGE #: 2 of 3

2. Application Process:

2.1 Written Request and Notice

Members of Council seeking a Leave of Absence shall notify the CAO/Clerk’s Office in a formal written request at least two weeks before the requested leave date (or as soon as practicable in emergencies). This must include the reason for the request, the start and end dates, and any relevant supporting documentation (ex. Medical certificates, family care requirements etc.).

2.2 Approval Process

The CAO/Clerk will provide Council with the request which must be approved by Resolution in an open meeting of Council. The decision will be recorded in the Minutes. Any specific details and reason of the request shall remain confidential to the CAO/Clerk and Council for the purpose of protection of privacy. These details shall not be provided to the public.

3. Duties During Leave:

3.1 A Member of Council who takes an approved Leave of Absence is not required to attend Council Meetings, Committee Meetings or the Meetings of other Bodies to which they are appointed by Council or to undertake other duties as required by the *Municipal Act, 2001*.

3.2 Members shall not participate in votes, and/or represent Council unless they are able to return to their duties.

3.3 If the Member of Council holds any Committee Appointments, Board assignments or representative duties, they may be temporarily replaced, subject to Council approval.

4. Extensions and Returns:

4.1 Requests for extended Leaves of Absence shall follow the same process as the original request and shall be submitted prior to the expiration of the existing approved Leave of Absence.

The Township of Horton Policy and Procedures			
SECTION: COUNCIL			POLICY #: Council-04
POLICY: Leave of Absence			
DATE: December 2024	REV. DATE:	COVERAGE: Council	PAGE #: 3 of 3

4.2 A Member of Council who has an approved Leave of Absence that wishes to return earlier than the approved end date shall notify the CAO/Clerk in writing of their intent to resume duties prior to resuming duties, five (5) business days before their anticipated return.

4.3 Upon return, the Member of Council is reinstated to their previous role and responsibilities, unless otherwise decided by Council or governed by the Municipal Act, 2001.

5. Failure to Return

5.1 If a member fails to attend, in person or by any other means permitted under the Municipal Act, 2001 Council meeting's 3 successive months immediately after the expiration of the Member's Leave of Absence, Council may declare the Member's seat vacant on account of such absence subject to and in accordance with the provisions of the Municipal Act, 2001.

6. Compensation During Leave

6.1 Members of Council shall continue to receive their salary during an approved Leave of Absence.

7. Monitoring and Compliance

7.1 The CAO/Clerk shall maintain records of all Leave of Absence requests and ensure compliance with this policy and the Municipal Act.

EXCLUSIONS:

This Policy does not apply to Township Staff, or Public Advisory Members of Committees.