



Town of
CANMORE Council Policy

Policy Title: Paid Medical, Family Caregiver, and Compassionate Care Leaves for Members of Council

Policy Number: EX-010

Date in Effect: November 5, 2024

POLICY STATEMENT

- 1 It is the Town of Canmore's policy that members of council will be provided with paid Medical, Family Caregiver, and Compassionate Care Leaves that temporarily prevent a Member from fulfilling their normal council duties.

PURPOSE

- 2 The purpose of this policy is to establish guidelines and procedures for paid Medical Family Caregiver, and Compassionate Care Leaves for members of council.
- 3 Should any part of this policy not meet at least the minimums required under the *Municipal Government Act*, the Act will prevail.

DEFINITIONS

- 4 "Approved Leave" means a Medical Leave, Compassionate Care Leave, or Family Caregiver Leave approved by council motion.
- 5 "Compassionate Care Leave" means a paid leave of absence for a period of up to 27 weeks to care for an Immediate Family Member who has a serious medical condition and a significant risk of dying within six months.
- 6 "Family Caregiver Leave" means a paid leave of absence to care for an Immediate Family Member who is critically injured or ill and requires the care and support of one or more family members for a period of
 - a) Up to 36 weeks for the critical illness of a child, or
 - b) Up to 16 weeks for the critical illness of an adult.
- 7 "Immediate Family Member" means spouse, parent, child, sibling, parent-in-law, child-in-law, grandparent, and grandchild.
- 8 "Leave Agreement" means a written and signed agreement that outlines the commitments of the parties for the duration of the Approved Leave.
- 9 "Member" means an elected member of council.

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- 10 “Medical Leave” means a paid leave of absence for a period of up to 16 weeks due to personal illness or injury that prevents a Member from carrying out their normal council duties.

PARAMETERS

- 11 A Member may apply for a Medical Leave, Family Caregiver Leave, or Compassionate Care Leave by submitting a written request to the mayor and chief administrative officer (CAO) that includes
- a) the start date of the leave,
 - b) the anticipated length of the leave, and
 - c) documentation supporting the leave
 - i) for Medical Leave, medical documentation must be provided that outlines the Member’s medical restrictions and abilities and the expected duration of the restrictions;
 - ii) for Family Caregiver Leave, a medical certificate must be provided that includes a statement that the person being cared for is critically ill or injured and needs the care and support of one or more family members;
 - iii) for Compassionate Care Leave, a medical certificate must be provided that includes a statement that the immediate family member has a serious medical condition and is at risk of dying within six months and needs the care and support of one or more family members.
- 12 A Medical Leave, Family Caregiver Leave, or Compassionate Care Leave must be authorized by council for the compensation outlined in this policy to apply.
- 13 Before commencing an Approved Leave or as soon as is reasonably practicable under the circumstances, unless a Member is not able to do so due to limited functional ability, the Member, the mayor, and the CAO must complete and sign a Leave Agreement that includes
- a) the duties the Member will not perform during the Approved Leave,
 - b) any duties the Member intends to continue to perform during all or part of the Approved Leave, and
 - c) any other accommodations required by the Member to balance their recovery and/or family support with their council duties during or following the Approved Leave.
- 14 The mayor and CAO may approve amendments to the Leave Agreement during the Approved Leave.
- 15 Council may, by resolution, approve an extension to an Approved Leave or grant a subsequent leave.

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- 16 During the period in which a Member is on Approved Leave
- a) the Member may be absent from all council meetings, council committee meetings, and any other duties assigned to the Member by council or under the *Municipal Government Act*, including any responsibilities of the Member to residents and for representation of the Town;
 - b) the Member will not be disqualified from council for being absent from council meetings; and
 - c) the Member may attend council meetings, council committee meetings, and events at their discretion and if documentation from their medical care provider supports that they are able to safely participate, if needed.
- 17 A Member on Approved Leave will be remunerated at 75% of the basic rate as set out in the Council Remuneration Policy.
- 18 Notwithstanding Section 17, a Member on Approved Leave will continue to be eligible for all other amounts, expenses, and benefits as set out under the Council Remuneration Policy.

RESPONSIBILITIES

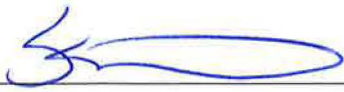
- 19 The mayor must
- a) arrange for coverage of the tasks and duties that the Member will not continue to perform, including seeking council resolutions for council committee and deputy mayor appointments, and
 - b) provide for notification of any committees or other affected parties of a Member's leave and who will be providing interim coverage.
- 20 The chief administrative officer must
- a) provide for the safekeeping of all records related to an Approved Leave, and
 - b) ensure the Member's remuneration is adjusted in accordance with section 17 while on Approved Leave.

POLICY REVIEW

- 21 This policy will be reviewed during the last year of the term of each council.
- 22 Council may request that this policy be included for review by the Council Remuneration Committee.

Policy approved by:

AUTHORIZATION



Sean Krausert
Mayor



Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2024.11.05	241-2024	New policy.

Policy approved by:  