

**GRAND ERIE PUBLIC HEALTH
ADMINISTRATION MANUAL
POLICY**

Category: Board of Health	Number: III-180
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LEAVES OF ABSENCE FOR BOARD OF HEALTH MEMBERS

The Board of Health for Grand Erie Public Health is committed to supporting Members who require a leave of absence by providing a clear, transparent, and legislatively compliant process that respects a Member's appointment, ensures continuity of governance, and upholds the Board's obligations under the Municipal Act and other relevant legislation.

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LEAVES OF ABSENCE FOR BOARD OF HEALTH MEMBERS

1. Definitions

- 1.1. **“Board”** means the Board of Health for Grand Erie Public Health.
- 1.2. **“Chair”** means the elected Chair of the Board.
- 1.3. **“Leave”** means an authorized prolonged absence of more than three (3) consecutive meetings, subject to the Board’s Procedural By-law, as amended from time to time.
- 1.4. **“Members”** mean appointed Members to the Board of Health for Grand Erie Public Health.
- 1.5. **“Municipal Act”** means the *Municipal Act, 2001*, S.O. 2001, c. 25;6.
- 1.6. **“Municipalities”** mean the municipalities served by the Board of Health for Grand Erie Public Health, which include the City of Brantford, the County of Brant, Haldimand County, and Norfolk County.
- 1.7. **“Procedural By-law”** means Board of Health By-law No. 01, a by-law establishing rules governing conduct and proceedings of the Board, as amended from time to time.
- 1.8. **“Pregnancy/Parental Leave”** means an absence of twenty (20) consecutive weeks or less as a result of a Member’s pregnancy, the birth of the Member’s child, or the adoption of a child by the Member, pursuant to Section 259 (1.1) of the Municipal Act.
- 1.9. **“Vice-Chair”** means the elected Vice-Chair of the Board.

2. Purpose

- 2.1. To outline the processes and legislative framework governing leave of absence requests by Members, including pregnancy and parental leave, extended absences, and temporary replacements, in a manner that promotes fairness, accountability, and operational continuity.

3. Legislation

- 3.1. Leaves of absence, including pregnancy and parental leaves, are granted in accordance with applicable legislation, including the Municipal Act, 2001, and the Board's Procedural By-law.
- 3.2. A Member on an approved pregnancy or parental leave pursuant to Section 259 (1.1) of the Municipal Act shall not have their seat declared vacant.

4. Appointing Body Requirements

4.1. Members Appointed by Municipalities

- 4.1.1. Members appointed by municipalities (i.e., Mayors and Councillors) are entitled to pregnancy and parental leave in accordance with their appointing municipality's policies, and the Board's policies, procedures, and Procedural By-law.
- 4.1.2. Pregnancy/parental leaves up to twenty (20) weeks do not require Board approval.
- 4.1.3. Pregnancy/parental leaves beyond twenty (20) weeks require approval of the Board by resolution.
- 4.1.4. All other leave requests beyond three (3) consecutive meetings, excluding legislated leaves, shall be granted in accordance with the Procedural By-law and this policy.
- 4.1.5. Members on leave authorized by their appointing municipality shall be deemed on corresponding leave from the Board for the same duration.
- 4.1.6. A municipality may appoint a temporary replacement to maintain representation and quorum, provided the municipality does not exceed its allotted number of Members established by the Board's Procedural By-law.
- 4.1.7. Members retain the right to participate fully at any time during an approved leave. Should the Member return temporarily, the appointing municipality must withdraw their temporary replacement for that duration.

4.2. Members Appointed by the Lieutenant Governor in Council ("Public Members")

- 4.2.1. Public Members are considered volunteers by their appointing body, the Lieutenant Governor in Council (Ministry of Health).
- 4.2.2. Public Members are entitled to pregnancy and parental leave for up to twenty (20) weeks.
- 4.2.3. Public Members retain the right to participate at any time during an approved leave.
- 4.2.4. Honorarium shall only be earned for participation in Board activities, as authorized by the Board.

- 4.2.5. Leave extensions beyond twenty (20) weeks require approval of the Board by resolution.
- 4.2.6. The Board shall, on a case-by-case basis, consult with the Ministry regarding the need to appoint a temporary replacement for a Public Member on leave.
 - 4.2.6.1. The Lieutenant Governor in Council may, at its discretion, appoint a temporary replacement for a Public Member on leave.
 - 4.2.6.2. If a temporary replacement has been arranged, and the Member wishes to participate during their leave, the Member must notify the Clerk who will liaise with the Ministry. The temporary replacement must not participate during such periods so as to not exceed the Lieutenant Governor in Council allotment under the Procedural By-law.

5. Administration

5.1. Leave Requests

- 5.1.1. Members may request a leave of absence from their position on the Board.
- 5.1.2. Members shall provide one (1) month's written notice to the Clerk indicating the expected start and end times of their leave, whenever possible.
- 5.1.3. The Clerk will notify the Chief Executive Officer, Medical Officer of Health, and the Chair (or designate) of the leave. The Chair will subsequently provide a general notice of the leave to the Board – respecting the individual's privacy and personal health information.
- 5.1.4. In emergent or unforeseen circumstances, notice may be provided after the leave has commenced. If the leave is not legislated (pregnancy/parental), it shall be ratified by Board resolution.

5.2. Approval Requirements

- 5.2.1. Pregnancy/parental leaves up to twenty (20) weeks do not require Board of Health approval.
 - 5.2.1.1. Pregnancy/parental leaves exceeding twenty (20) weeks require Board approval by resolution.
- 5.2.2. Leaves other than pregnancy, parental, or other legislated leaves beyond three (3) consecutive meetings require Board approval by resolution.

5.3. Member Participation and Communication During Leaves

- 5.3.1. Members on leave will continue to receive all Board communications, including confidential materials.

- 5.3.2. Missed meetings during approved leave will not be considered unexcused absences.
- 5.3.3. Members may participate fully at any time during their leave, including attending Board or Committee meetings, training, conferences, or representing the Board.
- 5.3.4. Members exercising this right must give written notice to their appointing body, who must then withdraw any temporary replacement to remain within their Member allotment.
- 5.3.5. The Clerk shall coordinate notices to the Member's appointing body and/or the temporary replacement when necessary.
- 5.3.6. If the Chair takes a leave, the Vice-Chair shall assume the Chair's duties in accordance with the Procedural By-law.
- 5.3.7. If the Vice-Chair takes a leave, the Chair shall appoint a temporary Vice-Chair for the duration of the leave.
- 5.3.8. If a Member on leaves serves on a Sub-Committee of the Board, the Chair or designate shall appoint a temporary replacement to ensure quorum.

5.4. Administration

- 5.4.1. The Board of Health Clerk, in consultation with the Chief Executive Officer, is responsible for administering this policy.
- 5.4.2. This policy is subject to all other Board of Health policies, procedures, and by-laws, which shall be administered as set forth in those documents.