



Pregnancy and Parental Leave for Members of Council Policy

Policy Manual Section: Governance – General

Policy Number: G-GEN-011

Authority: 62/19

Date Approved: February 26, 2019

Department Responsible: Council Services

Revision Date: n/a

Review Date: February 2023

Status: Active

Purpose:

This policy provides guidance on how the Town of LaSalle addresses a Council Member's pregnancy or parental leave. Council recognizes that a Member of Council has the right to take pregnancy or parental leave pursuant to s.259(1) subsection (1.1) of the Municipal Act, 2001.

Policy Statement:

The Town of LaSalle is committed to ensuring an equitable work environment for members of Council.

The Town of LaSalle provides pregnancy and parental leaves to Members of Council. The policy recognizes that Members of Council maintain all rights and privileges of their office when on pregnancy or parental leave, and can exercise those rights at anytime.

Scope:

This policy applies to all Members of Council in accordance with s. 270 of the Municipal Act, 2001.

Policy:

1.0 Definitions:

- 1.1 Pregnancy or Parental Leave: A Council member who is absent for 20 consecutive weeks or less if the absence is result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member in accordance with s. 259(1.1) of the *Municipal Act, 2001*.



1.2 Council Member: means an elected member of the Town of LaSalle Council.

2.0 Procedures:

The Town of LaSalle supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

2.1 A Member of Council is elected to represent the interests of their constituents.

2.2 A Member of Council's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result.

2.3 A Member of Council is entitled to continue to receive communication from the Town of LaSalle (ie: Council packages, email and meeting invitations), as if the Member were not on Leave, in accordance with the wishes of the Member.

2.4 A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during their Leave.

2.5 A Member of Council on Pregnancy and/or Parental Leave shall continue to receive all remuneration, reimbursements and benefits afforded to all Members of Council.

3.0 Leave of Absence:

Each Member of Council shall be entitled to a leave of absence from the meetings of the Town of LaSalle on account of pregnancy and/or parental leave, subject to the following:

3.1.1 The Member shall be entitled to no more than twenty (20) consecutive weeks Leave in any 52-week period; and two (2) twenty (20) consecutive weeks Leave per Term of Council.

3.1.2 A Member of Council shall notify the Clerk and the Mayor of their intent to take a Leave at least 2 weeks prior, if possible. The notice should include:

- The start date of the Leave and the expected return date; and
- Information regarding which duties, if any, will continue to be undertaken by the Member of Council during the Leave.

3.1.3 The Mayor may make temporary appointments to any committees or boards if required.



- 3.1.4 Notwithstanding, at any point in time during a Member's pregnancy or parental leave, the Member may provide written notice to the Clerk and the Mayor of their intent to lift any of the temporary appointments to exercise their statutory role. The member shall provide written notice to the Clerk and the Mayor of any changes to their return date.
- 3.1.5 If a Member of Council is absent from a meeting due to pregnancy and/or parental leave, the Clerk will record the reason for the absence in the minutes of the meeting.

4.0 Responsibilities:

Members of Council and Council Services Department are responsible for adhering to the parameters of this policy.

Policy Review:

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

References and Related Documents:

Municipal Act, 2001, S.O. 2001, c. 35- Section 259 (1.1) and Section 270.

Attachments:

None.