

## Pregnancy and Parental Leave for Members of Council

Policy Number:

Sub-Topic:

Topic: Pregnancy and Parental Leave for Members of Council

Applies to: Members of Council

### Policy Statement and Strategic Plan Linkages

The Town of Newmarket provides pregnancy and **Parental leaves** for Members of Council in accordance with Section 259(1.1) of the Municipal Act. This 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 any time.

### Purpose

The purpose of this policy is to establish the procedure for declaring pregnancy and **Parental Leave** of Members of Council and to identify the remuneration and other administrative matters with respect to the Members leave.

### Definitions

**Parental Leave** means the period of time the Member of Council will not attend meetings of Council, Committee of the Whole or any other Committee to which the member has been appointed because of the members' pregnancy, the birth of the member's child or the adoption of a child by the member.

**Meetings** means any meeting of Council, of a local board, or a committee of either.

### Provisions

1. In accordance with Section 259(1.1) of the Municipal Act, 2001, the office of a member of Council shall **not** become vacant if a member is absent from the meetings of Council for 20 consecutive weeks or less if the absence is for a **Parental Leave**.
2. In addition to the reasons listed in the definition of Parental Leave, there may be other circumstances which bring a child into a Member of Council's custody, care and control for the first time ("**Additional Circumstances**"). In those **Additional Circumstances**, in accordance with Section 259(1)(c) of the Municipal Act, 2001, Council may choose to allow that member of Council to be absent from the meetings of Council for three months or more by passing a resolution to authorize the absence.

3. Prior to the member missing **Meetings** for a **Parental Leave or for Additional Circumstances**, a member of Council shall complete the Leave Advisory Form attached as Attachment A to this policy and submit the form to the Clerk.
4. If a member of Council wishes to seek a leave in excess of 20 consecutive weeks for a **Parental Leave** or for **Additional Circumstances**, the member shall complete the extended leave section of the Leave Advisory Form and submit to the Clerk as soon as the need for an extended leave is known. If an extended leave is requested, the Clerk shall prepare a report for Council's consideration of the extended leave.
5. A member of Council on **Parental leave** or absent due to **Additional Circumstances** is exempt from attending **Meetings. Members** may attend **Meetings** at any time without terminating their **Parental Leave** or absence due to **Additional Circumstances**.
6. Council may make temporary appointments to any committees, boards, task forces, etc. where the member is the only member of Council on that body.
7. Members of Council on **Parental leave** or absent due to **Additional Circumstances** shall continue to have access to all equipment supplied to the Member including but not limited to access to the executive offices, information technology equipment, account access and executive office staff support.
8. Members of Council shall continue to receive a copy of any material indicated on the Leave Advisory Form.
9. Members of Council on **Parental leave** or absent due to **Additional Circumstances** may participate in events, conferences, constituent meetings or respond to communications at the level they determine, utilizing an out of office email feature to identify they are on leave, the level of service offered and an alternate contact if required.
10. Members of Council on **Parental leave** or absent due to **Additional Circumstances** shall continue to receive their salary and are eligible for all benefits for the duration of their leave in accordance with the established remuneration and benefits for Members.
11. A Member of Council on approved leave shall be recorded in the Minutes of any **Meetings** as an "Approved Absence".

## **Attachments**

Member of Council Leave Advisory Form

## **Cross-References**

Municipal Act, 2001, [S.O. 2001, CHAPTER 25](#), s. 259(1)(c) and s. 259(1.1)

## **Contact**

Director of Legislative Services/Town Clerk, Legislative Services Department

## **Details**

Approved by: Council

Adoption Date:

Policy Effective Date:

Last Revision Date:

Revision No: 000

## Leave Advisory Form

Name:

Leave Begin Date:

Expected Date of Return:

### Extended Leave of Absence:

Complete this section if the Leave of Absence will be for more than 20 consecutive weeks. Please note, a leave request of more than 20 consecutive weeks will be brought to Council for consideration in a staff report prepared by the Clerk.

Leave Begin Date:

Expected Date of Return:

### Additional Circumstances

Complete this section if Leave of Absence is for circumstances which bring a child into a Member of Council's custody, care and control for the first time other than pregnancy, birth, or adoption. A resolution requesting leave for Additional Circumstances will be placed on a Committee of the Whole Agenda prior to the leave begin date.

Leave Begin Date:

Expected Date of Return:

### Leave Administration

Would you like to receive the following while on leave?

Council Information Package	Yes	No
Information Reports	Yes	No
Agenda notifications	Yes	No
Mail	Yes	No
Event Notifications	Yes	No

Please check the following boxes to indicate your preferences to receive.

	Council	Committee of the Whole	Advisory Committees
Open Material			
Closed Material			

Will you initiate an out of office message during leave?      Yes      No

If yes, indicated member of Council or staff person to be identified as alternate contact for out of office message: