



City of  
Peterborough

## Pregnancy and Parental Leave for Members of Council Policy

<b>Department:</b>	Corporate and Legislative Services
<b>Division:</b>	Human Resources
<b>Section/Function:</b>	N/A
<b>Approval Level:</b>	Council
<b>Effective Date:</b>	April 23, 2019
<b>Revision #:</b>	1

### 1.0 Purpose

- 1.1. This Policy provides guidance on Pregnancy and/or Parental Leaves for Members of Council in a manner that respects a Member's statutory role as an elected representative.
- 1.2. This Policy establishes the process for declaring the Leave and provides guidance on the remuneration package and other administrative matters.

### 2.0 Application

- 2.1. This Policy applies to any Member of Council who is absent from meetings of Council for 20 consecutive weeks or less as a result of the Member's pregnancy, the birth of the Member's child, the adoption of a child by the Member, or parental Leave by the Member.

### 3.0 Definitions/Acronyms

**City** - The Corporation of the City of Peterborough, its agencies, boards and commissions.

**Council** - Council of the Corporation of the City of Peterborough

**Member** - Elected member of Peterborough's City Council.

**Leave** - An absence of 20 consecutive weeks or less from meetings of Council, committees and boards as a result of a Member's pregnancy, the birth of a Member's child, the adoption of a child by the Member, or parental Leave by the Member, in accordance with Section 259 (1.1) of the Municipal Act, 2001.

**Temporary Appointments** – Appointments made by Council to fill any temporary vacancies on Committees, Boards or activities of the Member, created by the pregnancy and/or parental Leave of a Member.

#### **4.0 Policy Statement(s)**

- 4.1.** The City recognizes and supports a Member's right to take Leave for the Member's pregnancy, the birth of the Member's child, the adoption of a child by the Member, or parental Leave by the Member as provided for by Sections 259 and 270 of the Municipal Act, 2001.
- 4.2.** The City will support Pregnancy and /or Parental Leaves of Members of Council in accordance with the following principles and provision:
- a) A Member of Council is elected to represent the interests and well-being of the municipality and their constituents.
  - b) A Member's Leave does not require Council approval and their office cannot be declared vacant as a result of the Leave.
  - c) A Member on Leave shall continue to receive all remuneration and continue to have expenses paid in accordance with any Council expense policy.
  - d) The Member is entitled to continue to receive communication from Council (Council packages, email, meeting invitations), as if the Member were not on Leave, in accordance with the wishes of the Member.
  - e) A Member on Leave reserves the right to participate as a Member at any time during their Leave.
  - f) Members of Council on Leave may participate in events, conferences, committee meetings, 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.
  - g) Legislative and administrative matters requiring action during a Member's Leave should be addressed in a manner that is consistent with the Member's wishes, subject to normal practices, practices and policies.
  - h) Council may make Temporary Appointments to fill any vacancies created by the Leave of the Member.
  - i) At any point during a Member's Leave, the Member will provide written notice to the City Clerk if they wish to return to such appointments. Any Temporary Appointments will be revoked, effective the date of return of the Member, allowing the Member to resume exercising their statutory role in this regard.
  - j) A Member on Leave has the right to exercise his or her delegated authority at any time during their Leave.
- 4.3.** Where a Member will be absent due to a Leave, the Member shall provide written notice to the City Clerk outlining the expected duration of Leave including a potential start date and return date.

- a) It is understood that under emergent circumstances, a Member may not be able to submit the appropriate notice before the Leave commences. Each Member shall provide the appropriate notice in advance of any Leave or as soon as possible after commencing the Leave.
  - b) The City Clerk will provide the Mayor/Designate and Human Resources with a copy of any written notice.
  - c) The Member shall provide written notice to the City Clerk of any changes to their return date.
  - d) If a Member wishes to seek a Leave in excess of 20 consecutive weeks, the Member shall provide written notice to the City Clerk as soon as the need for an extended Leave is known. If an extended Leave is requested, the City Clerk shall prepare a report for Council's consideration of the extended Leave. The request for an extended Leave is deemed to be outside of the scope of this policy.
- 4.4.** The Integrity Commissioner may investigate complaints against Members related to this policy.
- 4.5.** Staff are delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes, provided the amendments do not change the intent of the policy.

## 5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

### 5.1. Pertinent Resources:

- Municipal Act, 2001  
[Municipal Act, 2001, S.O. 2001, c. 25 \(ontario.ca\)](#)

### 5.2. Related Policies:

- N/A

### 5.3. Related Procedures:

- N/A

### 5.4. Related Forms:

- N/A

**5.5. Miscellaneous:**

- N/A

**6.0 Amendments/Reviews**

<b>Date</b> (yyyy-mm-dd)	<b>Section # Amended</b>	<b>Comments</b>
2019-04-23	N/A	Policy approved by Council through Report CLSHR19-001
2021-12-01	N/A	Revision #1 – No changes were made to the content of the Policy. Links and references in Section 5.1, Section 5.2, Section 5.3, Section 5.4 and Section 5.5 have been updated. Policy document format has been updated to become compliant with the Accessibility for Ontarians with Disabilities Act (AODA) Regulation 191/11 Integrated Accessibility Standards.

<b>Next Review Date:</b>	<b>2025-01-01</b>
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