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| SECTION: Administration | | POLICY #: ADM-016 |
| Date Approved: February 19, 2019 | | Pregnancy / Parental Leaves of Members of Council |
| Revision Date: | Review Date: | |
| Authority: Report CAO-09-19 | | |

1.0 POLICY STATEMENT

The Town of Hanover recognizes a member of council's right to take leave for the member's pregnancy, the birth of the member's child or the adoption of a child by the member in accordance with the *Municipal Act, 2001*.

2.0 PURPOSE

This policy provides guidance on how the Town of Hanover addresses a member's pregnancy or parental leave in a manner that respects a member's statutory role as an elected representative.

3.0 APPLICATION

In accordance with Section 270 of the *Municipal Act, 2001*, this policy applies to members of council.

4.0 DEFINITIONS

Pregnancy and/or Parental Leave: an absence of 20 consecutive weeks or less as a result of a member's pregnancy, the birth of a member's child or the adoption of a child by the member in accordance with Section 259 (1.1) of the *Municipal Act, 2001*.

5.0 PROCEDURES

Council supports a member of council's right to pregnancy and/or parental leave in keeping with the following principles:

- a) A member of council is elected to represent the interests of their constituents.
- b) A member's pregnancy and/or parental leave does not require council approval and their office cannot be declared vacant as a result of the pregnancy and/or parental leave.
- c) The member is entitled to continue to receive communication from the Town (council packages, emails, meeting invitations, etc.) as if the member were not on leave, in accordance with the wishes of the member.
- d) A member of council on pregnancy and/or parental leave reserves the right to participate as a member at any time during their leave.
- e) A member of council on pregnancy and/or parental leave shall continue to be paid and continue to have expenses paid in accordance with any council expense policy.

Where a member of council will be absent due to a pregnancy and/or parental leave, the member shall provide written notice to the clerk outlining the expected duration of leave including a potential start date and return date.

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 nonetheless endeavour to provide the appropriate notice in advance of any leave or as soon as possible after commencing the pregnancy and/or parental leave. The clerk will provide the mayor/designate and Human Resources with a copy of any written notice.

Council shall make temporary appointments to fill any vacancies of the member to committees, boards, project teams or other meetings or activities of the member.

Notwithstanding the above, at any point in time during a member's pregnancy and/or parental leave, the member can provide written notice to the clerk of their intent to lift any of the council-approved, temporary appointments. The member shall inform the clerk, with proper notice, on any changes regarding their return date.

6.0 EXCLUSIONS

This policy does not apply to Town of Hanover staff, or members of local boards/committees, the Hanover Police Services Board or the Hanover Public Library Board.

7.0 REFERENCES AND RELATED POLICIES

Section 270 of the *Municipal Act, 2001*, as revised by Bill 68, requires that the Town adopt and maintain a policy with respect to the pregnancy and parental leaves of members of council.

8.0 CONSEQUENCES OF NON-COMPLIANCE

The clerk shall be responsible for monitoring the application of this policy. The Integrity Commissioner may investigate complaints against members related to this policy.

9.0 REVIEW CYCLE

This policy will be reviewed during each term of council or as required due to legislative changes.