

 <p style="text-align: center;">STANDARD POLICY</p>	S.P. #: CC 004
SUBJECT: Council Pregnancy and Parental Leave	DEPARTMENT: Human Resources
COUNCIL AUTHORITY:	NEW: X
	REVISED:

### 1.0 Policy

The City of Belleville recognizes a Member of Council's right to take leave for the Members' 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 City of Belleville addresses a Council Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative, in accordance with Section 270 of the *Municipal Act, 2001*.

### 3.0 SCOPE

**Pregnancy and/or Parental Leave:** an absence of twenty (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*.

### 4.0 RESPONSIBILITY

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

- A Member of Council is elected to represent the interests of their constituents.
- A Member's pregnancy and/or parental leave do not require Council approval and their office cannot be declared vacant as a result of the Pregnancy and/or Parental Leave.
- The Member is entitled to continue to receive communication from the City (Council packages/weekly distribution, email, meeting invitations), as if the Member were not on Leave, in accordance with the wishes of the Member.
- A Member of Council on pregnancy and/or parental leave reserves the right to participate as a Member at any time during their leave.

- A Member of Council on pregnancy and/or parental leave shall continue to be paid their honorarium in accordance with the application Payment of Remuneration By-law and continue to have expenses paid in accordance with the 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 City 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 endeavor to provide the appropriate notice in advance of any leave or as soon as possible after commencing the pregnancy and/or parental leave. The City Clerk will provide the Mayor, CAO and Manager of Human Resources with a copy of any written notice.

## **5.0 DEFINITIONS**

**Council:** means the Council of the City of Belleville

**City:** means the Corporation of the City of Belleville

## **6.0 REFERENCES AND RELATED DOCUMENTS**

### **Temporary Appointment to Boards and Committees**

The Mayor shall make temporary appointments to fill any vacancies of the Member to Committees, Boards or other meetings or activities of the Member.

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

### **Exclusions**

This policy does not apply to City Staff, or Members of Local Boards/Committees

### **Policy Revisions**

The Clerk or their designate is delegated authority to make administrative changes to this Policy that may be required from time to time due to legislative changes.