

	Pregnancy and Parental Leave for Members of Council Policy	
Policy #: CS-022	Issued: Human Resources	Reviewed/Revised:
Prepared By: Jennifer Galea	Reviewed By:	Approved By:

1.0 PURPOSE

The policy provides guidance on how the Town of Kingsville addresses a Council Members' pregnancy or parental leave in a manner that respects their role as an elected official.

2.0 SCOPE

This Policy applies to current Members.

3.0 DEFINITIONS

Council means the elected body of the Town of Kingsville

Leave of Absence or Leave means a pregnancy and/or parental leave of 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) of the *Municipal Act, 2001*.

Member means a member of Town Council

Term means the current term of Council

Town means The Corporation of the Town of Kingsville

4.0 REFERENCE DOCUMENTS

Municipal Act, 2001, S.O. 2001, c. 35 Sections 259 (1.1) and 270
By- Law 18-2019
Form 1 – Pregnancy/Parental Leave for Council Members

5.0 RESPONSIBILITIES

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

The Clerk shall be responsible for: i) monitoring the application of this policy, ii) receiving concerns and/or complaints about the policy, and iii) conducting a review of this policy at least every Term, or as may be required due to legislative changes.

6.0 PROCEDURE

The Town of Kingsville recognizes a Member's right to take a leave of absence for the Member's pregnancy, the birth of the Member's child, or the adoption of a child by the Member pursuant to section 259(1) of the *Municipal Act, 2001*.

- 6.1 Each Member is entitled to a Leave of Absence from the meetings of Council, without seeking the approval of Council, subject to the following:
- a) The Member exercising the Leave shall complete a Form 1, outlining the expected duration of the leave, including the start and return dates. The Form 1 shall be submitted to the Clerk, with a copy provided to the Mayor at least four (4) weeks prior to the leave.
 - b) It is acknowledged that a Member may not be able to provide the requisite notice or submit his/her Form 1 prior to the commencement of the Leave. Each Member shall nonetheless endeavour to submit his/her Form 1 as far in advance as possible prior to the commencement of the Leave, or as soon as possible after its commencement.
 - c) A Member shall provide at least two weeks' written notice to the Clerk, with a copy to the Mayor, of any changes to their return date.
- 6.2 A Member's office cannot be declared vacant as a result of taking a Leave of Absence under this policy and in accordance with the provisions of the *Municipal Act, 2001*.
- a) Council may make temporary appointments to fill the Member position on any Committees, Boards or other meetings or activities of the Member.
 - b) At any point during the Leave, the Member can provide written notice to the Clerk, with a copy provided to the Mayor, of their intent to lift any of the Council-approved temporary appointments.
- 6.3 While a Member is on a Leave, the Member is entitled to continue to receive communications from the Town (i.e. Meeting Packages, Public Notices, email etc.) as if the Member were not on a Leave, in accordance with the wishes of the Member.
- 6.4 The Member shall continue to receive Council and committee meeting honorariums in accordance with the relevant policies, procedures and by-laws, in effect from time to time.

- 6.5 The Town of Kingsville shall continue to pay the Member's meeting honorarium and any appointed legislative committee honorariums for the course of the leave in accordance with By-law 18-2019 and Town procedures.

REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Questions about this policy can be referred to the Clerk.



APPENDIX "A"

Pregnancy/Parental Leave for Council Members - Form 1

To: Clerk

Cc: Town of Kingsville Mayor

From: _____ (Name of Council Member)

Re: Notice of Council Member Pregnancy, and/or Birth Adoption of Child Leave

I hereby give notice to you and Town of Kingsville Council that I will be taking leave from Town of Kingsville Council for the following reason(s) (check one)

- ☐ Pregnancy
- ☐ Birth of Child
- ☐ Adoption of Child

Dates of Leave

My leave will commence on _____ (starting date) and terminate on _____ (ending date) unless terminated earlier by me.

Continuing Communications While on Leave

I agree to continue to receive all communications generally sent to Members of Town of Kingsville Council while I am on leave:

- ☐ Yes
- ☐ No

Leave Announcement

I understand that you will announce my leave, and the dates thereof, to Members of Town of Kingsville Council and Town of Kingsville senior staff for their information.

Member of Council Signature

Date of Signature