



Administration & Finance Division

---

**To: Administration and Finance Executive Committee**

**From: Jordan Forbes, Human Resources Manager**

**Date: February 13, 2019**

**Subject: New Policy – Council Pregnancy and Parental Leave**

---

Attached, for your review, please find a copy of the proposed new Council Pregnancy and Parental Leave policy. This policy is required as per Section 259 (1.1), and Section 270 of the Municipal Act as revised by Bill 68.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes", is shown within a rectangular box.

Jordan Forbes  
Human Resources Manager

# **DRAFT**

## **Policy– Pregnancy and Parental Leave for Members of Council**

### **Policy Statement**

The Town of Fort Frances (The Town) recognizes the right of a member of Council to take leave for the pregnancy of the member, the birth of the child (or children) of the member, and the adoption of a child (or children) by the member in Accordance with the Municipal Act.

The Town is committed to supporting the well being of our Councillors and their families during pregnancy, childbirth, and the adoption of children. Furthermore, Councillors shall not be compelled to vacate their office as a result of utilizing these leaves as identified in the Municipal Act.

### **Purpose**

This policy guides how The Town will address the pregnancy or parental leave of a member of council.

### **Application**

This policy will apply to members of Council in accordance with Section 270 of the Municipal Act.

### **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.

### **Procedures**

The Town of Fort Frances supports the right of a member of council to pregnancy and/or parental leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of their constituents.
2. 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.
3. The Member is entitled to continue to receive communication from the Town (Council packages, email, meeting invitations), as if the Member were not on Leave, in accordance with the wishes of the Member.

4. A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during their leave.
5. 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.
6. Where a Member of Council will be absent due to a Pregnancy and/or Parental Leave the Member shall provide written notice to the Town 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 Town Clerk will provide the Mayor/Designate and Human Resources with a copy of any written notice.
7. As required, Council shall make temporary appointments to fill any vacancies of the Member to Committees, Boards, Task Force, Project Teams or other meetings or activities of the Member.
8. Notwithstanding, at any point in time during a Member's Pregnancy and/or Parental Leave, the Member can provide written notice to the Town Clerk of their intent to lift any of the council approved, temporary appointments. The Member shall inform the Town Clerk, with proper notice, on any changes regarding their return date.

## **Exclusions**

This applies only to Members of Council. It does not apply to Town Staff, or Members of Local Boards/Committees.

## **Maintenance of this Policy**

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