

<i>Policy Category</i>	<i>Name of Policy</i>
<i>Human Resources</i>	<i>Pregnancy and Parental Leave of Members of Council</i>

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<b>Policy Owner</b>	Regional Clerk
<b>Approval Body</b>	Council
<b>Approval Date</b>	
<b>Effective Date</b>	March 1, 2019
<b>Review by Date</b>	

## 1. Policy

- 1.1. The Region of Niagara 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 a Member.

### 1.2. Leave Notice

Where a Member of Council will be absent due to a Pregnancy and/or Parental Leave, the Member shall provide written notice to the Regional Clerk outlining the expected duration of the leave.

The Member shall inform the Regional Clerk of any changes regarding their return date, including any request for an extended leave of absence.

### 1.3. Alternate Member

If a Member, except for the Regional Chair, who is also a member of the council of an Area Municipality takes a Pregnancy Leave and/or Parental Leave for a period exceeding one (1) month, the council of the Area Municipality may appoint one of its members as an alternate member of Council to act in place of the Member until the Member is able to resume acting as a member of both councils.

### 1.4. Remuneration and Expenses

A Member of Council on Pregnancy and/or Parental Leave shall continue to receive remuneration and to be eligible to claim expenses paid in accordance with the Regional Council Expense Policy, as may be amended from time to time, for the duration of their Pregnancy and/or Parental Leave, up to a maximum of twenty (20) consecutive weeks.

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If the Member of Council's term of office ends prior to the end of the Pregnancy and/or Parental Leave period, the leave will be deemed to end effective the same date as the end of the term of office.

#### **1.5. Continued Participation in Meetings etc.**

Members of Council on Pregnancy and/or Parental Leave may continue to participate in events, conferences, committee meetings, council meetings, constituent meetings and respond to communications, at the level they determine. Members may utilize an out of office email feature to identify that they are on leave, the level of service offered and an alternate contact if required.

#### **1.6. Access to Corporate Resources**

Members of Council on Pregnancy and/or Parental Leave shall continue to have access to all equipment and support supplied to a Member of Council, including but not limited to their access card to Regional Headquarters' facilities and offices, information technology equipment and account access.

#### **1.7. Extensions**

Members of Council wishing to take an extended leave beyond the Pregnancy and/or Parental Leave of twenty (20) consecutive weeks shall require a resolution of Council in accordance with Section 259 of the *Municipal Act, 2001*.

#### **1.8. Definitions**

"Pregnancy and/or Parental Leave" means 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*.

"Area Municipality" means means any one of the municipalities of the Town of Fort Erie, Town of Grimsby, Town of Lincoln, City of Niagara Falls, Town of Niagara-on-the-Lake, Town of Pelham, City of Port Colborne, City of St. Catharines, City of Thorold, Township of Wainfleet, City of Welland, and the Township of West Lincoln.

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## 2. Purpose

This policy provides guidance on how Niagara Region addresses a Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative and complies with the *Municipal Act, 2001*.

## 3. Scope

This policy applies to Members of Council, in accordance with Section 270 of the Municipal Act, 2001.

### 3.1. Roles and Responsibilities

#### 3.1.1. Regional Council

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

#### 3.1.2. Regional Clerk

It is the responsibility of the Regional Clerk for administering and reviewing this policy.

The Regional Clerk is delegated the authority to establish administrative procedures to implement this policy as necessary, and to make administrative changes to this policy that may be required from time to time due to legislative changes or for amendments that do not change the intent of the policy.

## 4. References and Related Documents.

### 4.1. Legislation, By-Laws and/or Directives

*Bill 68 – Modernizing Ontario's Municipal Legislation Act, 2017*

*Municipal Act, 2001*

## 5. Related Policies

Regional Council Expense Policy.

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## 6. Document Control

The electronic version of this document is recognized as the only valid version.

### Approval History

Approver(s)	Approved Date	Effective Date
Council		

### Revision History

Revision No.	Date	Summary of Change(s)	Changed by