

Policy

Policy Name:	Pregnancy and Parental Leave Policy for Members of Council
Policy Owner:	Director, Legislative Services/City Clerk
Approved by:	Council
Effective Date:	upon approval by Council
Date of Last Revision:	new
Review Date:	as required

Purpose:

This purpose of this policy is to comply with Richmond Hill's requirements under Section 270(1) of the *Municipal Act, 2001* to adopt and maintain a policy respecting pregnancy and parental leaves for members of Council.

Policy Principle:

The City of Richmond Hill 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 as set out in the *Municipal Act, 2001*.

Definitions:

"Act"	means the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended.
"Clerk"	means the City Clerk appointed by Council pursuant to section 228(1) of the Act, or his/her designate.
"Council"	means the Council of Richmond Hill.
"Meetings"	means any regular, special or other meeting of Council, and includes any meeting of a committee of Council to which the Member has been appointed.
"Member"	means a person who has been elected or appointed to an Office on Council, including Mayor, Regional and Local Councillor, and Ward Councillor.

“Members Office”	means the physical, staff, financial and other resources allocated by Richmond Hill to a Member to assist in the Member in exercising his or her duties as an elected representative.
“Policy”	means this Pregnancy and Parental Leave Policy for Members of Council.
“Pregnancy and/or Parental Leave”	means a period of time where a Member will not attend Meetings due to the Member’s pregnancy, the birth of the Member’s child, and/or the adoption of a child by the Member.
“Richmond Hill”	means the Corporation of the City of Richmond Hill.

Scope

This Policy applies to a Member who is absent from Council and committee meetings because of a Pregnancy and/or Parental Leave.

Policy

General

1. Council recognizes that a Member’s has the right to be absent from Council Meetings for a period of 20 consecutive weeks or less for Pregnancy and/or Parental Leave without loss of Office in accordance with Section 259(1.1) of the Act (“as of right Pregnancy and/or Parental Leave leave”). Members are required to give written notice to the Clerk of any Pregnancy and/or Parental Leave. The notice should include the anticipated start and end dates for the leave period. The notice will be provided to Council.
2. Council approval is required for a Member to be absent from Council Meetings for a period greater than 20 consecutive weeks. Any Member requesting Pregnancy and/or Parental Leave greater than 20 consecutive weeks shall make a request to Council in writing through the Clerk. In considering whether to approve any such request, Council will have regard for the maximum pregnancy or parental leave permitted under the *Employment Standards Act*.
3. Council recognizes a Member’s right to exercise all rights and privileges of their office, including the right to attend and participate in Meetings, during a Pregnancy and/or Parental Leave. If a Member attends and/or participates in a Meeting while on Pregnancy and/or Parental Leave, the period of leave is deemed to have ended on that day. If the Member’s leave is deemed to have ended, the Member may request Council permission to take additional Pregnancy and/or Parental Leave.
4. The participation by a Member on Pregnancy and/or Parental Leave in any activity other than a Meeting during the leave has no effect on the duration of the leave.

Communication

5. Richmond Hill will continue to provide a Member on Pregnancy and/or Parental Leave with all Meeting agendas and other communications addressed to all Members.

Remuneration

6. A Member on Pregnancy and/or Parental Leave will continue to receive during their leave any remuneration and other benefits that Council has approved for its Members.

Members Office

7. Members will continue to have access to the Members Office during a Pregnancy and/or Parental Leave. Without limiting the generality of this statement, a Member on Pregnancy and/or Parental Leave will continue to have access to: their physical office at the municipal administrative building; the services of their dedicated support staff; their constituency accounts and/or other approved budgets; information technology equipment and services (including email); and telephone (both cellular and land-line) and voicemail.
8. During any Pregnancy and/or Parental Leave, a Member continues to be responsible for the management of the Members Office in accordance with approved policies and procedures. A Member may delegate some administrative oversight for the Members Office to the Clerk. Any delegation of administrative oversight of the Members Office will be specific and in writing and mutually agreed to by both the Member and the Clerk.
9. Where a Member is directly responsible for the management of one or more staff, during any Pregnancy and/or Parental Leave the Member may delegate that responsibility to another Member or the Clerk. Any delegation of staff management responsibility will be specific and in writing and mutually agreed to by the Member and the other Member or the Clerk.

Roles and Responsibilities

Members of Council

Members are responsible for complying with the Act and this Policy, including:

1. notifying the Clerk of any planned Pregnancy and/or Parental Leave.
2. ensuring that any Pregnancy and/or Parental Leave does not exceed 20 consecutive weeks without prior Council approval.
3. complying, while on Pregnancy and/or Parental Leave, with all other policies and procedures applying to the Member, including but not limited to the Council Code of Conduct and Members of Council Expense.

Clerk

The Clerk is responsible for administering this policy.

Related Documents

- *Municipal Act, 2001*, as amended.
- Council Code of Conduct
- Member of Council Expense Policy