



## **POLICY # CAO-12: Pregnancy and Parental Leave for Members of Council**

### **Office of the Chief Administration Officer Council Services Department**

Approval Date: February 26, 2019  
Approval Authority: Norfolk County Council  
Effective Date: March 1, 2019  
Revision Date/s:

#### **1. Purpose:**

1.1. This policy provides guidance on how Norfolk County addresses a Council member's pregnancy or parental leave in a manner that respects a member's statutory role as an elected representative.

#### **2. Policy Statement:**

2.1. Norfolk County recognizes a member of Council's right to take leave for the member's pregnancy, the birth of a member's child or the adoption of a child by the member as required by and in accordance with section 270(1)8. of the *Municipal Act, 2001*.

#### **3. Definition:**

3.1. Pregnancy/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. Implementation Procedure:**

4.1. Norfolk County supports a member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

4.2. A member is elected to represent his or her constituents.

4.3. A member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.

4.4. A member will continue to receive communication from the County as if the member were not on leave.

4.5. A member reserves the right to participate as an active member of Council at any time during his or her leave.

4.6. A member shall continue to receive all remuneration, reimbursements and benefits afforded to all members of Council.

4.7. Where a member of Council will be absent due to a pregnancy and/or parental leave, the member shall provide written notice to the County Clerk indicating expected start and end dates, who will then forward to the Director, Human Resources.

4.8. The Mayor may make temporary appointments to any committees, boards, task forces, etc. that are constituted by Norfolk County and where the member is the only member of Council on that body.

4.9. Notwithstanding, at any point in time during a member's pregnancy or parental leave, the member may provide written notice to the County Clerk of their intent to lift any of the temporary appointments to exercise their statutory role. The member shall provide written notice to the County Clerk of any changes to their return date.

**5. Responsibilities:**

5.1. Members of Council and Norfolk County staff are responsible for adhering to the parameters of this policy.

**6. Compliance:**

6.1. The Integrity Commissioner may investigate complaints against members related to this policy.