

# Pregnancy and Parental Leave for Members of Council Policy

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Approved By: City Council

Section: City Clerk and Solicitor

Approval Date:

Effective Date:

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## Policy Statement

The City of Ottawa 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 in accordance with the *Municipal Act, 2001* and the *Procedure By-law*.

## 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, 2001*.

## Purpose

This policy provides guidance on how the City of Ottawa addresses a Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative.

## Application

In accordance with Section 270 of the *Municipal Act, 2001*, this policy applies to Members of Council.

## **Policy Requirements**

City Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of his or her constituents.
2. 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.
3. Legislative and administrative matters requiring action during a Member's pregnancy and/or parental leave should be addressed in a manner that is consistent with the Member's wishes.
4. A Member of Council on pregnancy and/or parental leave shall reserve the right to exercise his or her delegated authority at any time during their leave.

Where a Member of Council will be absent due to a pregnancy and/or parental leave, subsection 83(13) of the *Procedure By-law* sets out the process for the temporary assignment of the Member's concurrence under the *Delegation of Authority By-law* and the Member's committee membership(s) in accordance with the Member's wishes and the delegation of routine, administrative and human resources matters of the ward office, to the City Clerk and Solicitor.

Notwithstanding, at any point in time during a Member's pregnancy or parental leave, the Member reserves the right to exercise his/her delegated authority on matters within the Ward. The Member shall provide written notice to the City Clerk and Solicitor of their intent to lift any of the Council-approved, temporary delegations and exercise their statutory role or delegated authority.

## **Responsibilities**

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

## **Monitoring/Contraventions**

The City Clerk shall be responsible for monitoring the application of this policy and for receiving complaints and/or concerns related to this policy.

## **References**

Delegation of Authority By-law  
Procedure By-law

## **Legislative and Administrative Authorities**

Section 270 of the *Municipal Act, 2001*, as revised by Bill 68, requires that the City adopt and maintain a policy with respect to the pregnancy and parental leaves of Members of Council.

### **Enquiries**

City Clerk and Solicitor

City Manager's Office

City of Ottawa

Telephone: 3-1-1 (TTY: 613-580-2401)