



MUNICIPALITY OF THE COUNTY OF KINGS

Parental Accommodations for Elected Officials Policy

Creation Date	June 2018	Policy Category	Administration
Approval Date	July 3, 2018	Next Review Date	July 2022
Revision Date	September 3, 2019	Replaces	N/A

1. Purpose

The Municipality of the County of Kings supports Council members taking leave for pregnancy, birth, or adoption, and is committed to supporting elected officials during that time. This Policy establishes the entitlements members of Council have relative to Parental Accommodations, work in a family-supportive environment, and a permitted leave for up to one year.

2. Scope

This Policy applies to all Council members of the Municipality of the County of Kings who are undertaking a Parental Accommodation, as defined in s.3(aya) *Municipal Government Act* (MGA) for pregnancy, birth of child, or adoption of a child.

3. Policy Statements

Family-Friendly Workplace

3.1 The Municipality shall take measures to be a family-friendly workplace for all members of Council. Without limitation, this will include:

- Promoting and ensuring a workplace culture that supports and encourages families;
- Supporting balance and respecting boundaries between work and family;
- Promoting and providing spaces for breastfeeding;
- Providing space for family care including changing stations in washrooms;
- Embracing parents bringing their infants to Council and Municipal Committee meetings;
- Making flexible working arrangements for families at all stages; and
- Advocating for and accommodating the needs of all families.

Principle of Non-Penalty

3.2 Any member of Council taking a Parental Accommodation shall not be penalized in any way for their absence from Council or Committee meetings. Without limitation, this includes deductions for missed meetings, salary decreases, any other financial penalty, or exclusions from Council events.





MUNICIPALITY OF THE COUNTY OF KINGS

Parental Accommodations for Elected Officials Policy

Notice of Leave

- 3.3 Any Council member planning a Parental Accommodation shall endeavor to provide two weeks' notice of any leave to the Mayor and Municipal Clerk.

Compensation and Additional Benefits

- 3.4 While on a Parental Accommodation, any member of Council shall continue to receive remuneration as prescribed in Policy FIN-05-002: Council and Committee Remuneration Policy and any benefits they have opted to receive. That is, any benefits or deductions the member of Council was receiving prior to their Parental Accommodation shall continue while on a Parental Accommodation.

Length of Leave

- 3.5 Any member of Council may take up to 52 consecutive weeks of leave during a pregnancy or leave within a year of a birth or adoption.
- 3.6 Per s.17(4)(a) *Municipal Government Act*, a Mayor or Councillor who is absent for 52 or fewer consecutive weeks due to Parental Accommodation during a pregnancy or leave commenced within a year of a birth or adoption may not be disqualified to serve as Mayor or Councillor.

Determining Responsibilities While on Leave

- 3.7 The member of Council going on leave is entitled to determine their level of involvement during parental leave. This may include attendance at some Council or Committee meetings, responding to calls or emails, and meeting with constituents.
- 3.8 The member of Council is encouraged to submit a signed written commitment to the Mayor and CAO that includes:
- (1) the processes that will be implemented to ensure that the member of Council's constituents remain represented during parental accommodation leave, which may include another member of Council providing coverage or any other process that the member of Council taking leave determined appropriate; and
 - (2) The duties that the member of Council intends to continue to perform during all or part of the parental accommodation leave.
- 3.9 A member of Council may revise their written commitment during parental accommodation leave by submitting a revised written commitment to the Mayor and CAO.



MUNICIPALITY OF THE COUNTY OF KINGS

Parental Accommodations for Elected Officials Policy

Interim Representation and Continued Service on Committees

- 3.10 Interim representation on committees shall be arranged prior to Parental Accommodation beginning. The Council member going on leave will determine the need for interim representation on Committees to which they have been appointed. If necessary, the Nominating Committee may assist in arranging interim representation on Committees.
- 3.11 The Council member(s) providing interim representation for the member of Council on leave shall also sign the written commitment per section 3.8 to confirm their acceptance of responsibilities on behalf of the member taking leave.
- 3.12 Per s.25(1)(a) *Municipal Government Act*, any member of Council who goes on Parental Accommodation may not be removed as a member of committees, commissions, and boards.

Leave for Pregnancy Loss

- 3.13 In the case of a pregnancy loss experienced by a member of Council after the 19th week of pregnancy, it shall be the intention of Council to provide a leave of up to 17 weeks. In these cases, leave shall be considered a Parental Accommodation as set out in Section 3.2 of this Policy.

4. Responsibilities

- 4.1 **Municipal Council** will:
 - 4.1.1 ensure that the Municipality of the County of Kings has a comprehensive Parental Accommodations Policy in place; and
 - 4.1.2 provide for parental supports for elected officials in a way that is consistent with the *Municipal Government Act* and this Policy, including accepting additional responsibilities if needed.
- 4.2 The **Chief Administrative Officer** will:
 - 4.2.1 administer and implement this Policy; and
 - 4.2.2 propose amendments to this Policy as needed.

