

Parental Leave Bylaw Provisions by Municipality

Municipality	Bylaw Details	Link
Blackfalds	<p>Parental Bylaw</p> <ul style="list-style-type: none"> • Leave shall not exceed 20 consecutive weeks, to commence prior to or after the birth or adoption of the Councillor's child, but must commence no earlier than 12 weeks prior and no later than 12 weeks after that child is born/adopted • One leave provided per term on Council • An extension may be granted at the discretion of Council and with the support of the majority of Council • Written notice must be provided at least six weeks prior to date including: <ul style="list-style-type: none"> ○ Start date of the leave ○ Anticipated length of leave, including a date of return ○ Estimated date of delivery or adoption of the child, or if the child has already been born or adopted at the time written notice is given, the actual date of the child's birth or adoption • A Parental Leave Agreement must be completed including: <ul style="list-style-type: none"> ○ Identify any tasks/duties that the Councillor intends to continue to perform during the leave ○ Describes how tasks/duties will be performed during the leave (i.e. town administration or another Councillor) ○ If the agreement contemplates Town administration performing certain tasks/duties during the leave, the agreement must also be signed by the CAO to confirm that Town administration is able to perform the tasks/duties in question ○ If the agreement contemplates another Councillor performing certain tasks/duties during the leave, the agreement must also be signed by the Councillor providing coverage to confirm that Councillor's acceptance of the responsibilities in question • Councillors receive 55% percent of the base monthly honorarium, and the same entitlement to receive or participate in any benefits program or package afforded to Members of Council 	Bylaw
Calgary	<p>Separated into Maternity and Parental leave</p> <ul style="list-style-type: none"> • A member of council may take maternity leave for a period of up to 16 weeks • During the first six weeks (eight weeks in the case of caesarian delivery), the member is entitled to 100% remuneration, remuneration is an amount equal to the current Employment Insurance maximum benefit entitlement • Parental leave is allowed for up to 26 weeks, remuneration is an amount equal to the current Employment Insurance maximum benefit entitlement • If Maternity and Parental leave are combined, it shall not exceed 26 weeks • A Member of Council who takes maternity leave or parental leave must contact Human Resources prior to beginning their leave to determine the impact on their benefit and pension coverage and premiums • A Member of Council who takes maternity or parental leave pursuant to this bylaw is not required to, during the leave: <ul style="list-style-type: none"> ○ Participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council; or 	Bylaw

	<ul style="list-style-type: none"> ○ Perform any other duties imposed on the Member by the MGA, by any other enactment or bylaw or by Council ● Six weeks' written notice is required for maternity/parental leave, including a written description of: <ul style="list-style-type: none"> ○ The arrangements the Member has made to ensure constituents will be represented during the leave ○ Any Council duties the Member will continue to perform during the leave ○ Any workplace accommodations requested for the duration of or following the leave ● If another Member will be providing coverage for the Member taking leave, that Member must sign the written description provided pursuant to subsection to indicate their consent to do so. ● At any time after a written description is provided, any person may upon request view the written description during regular business hours in the presence of the City Manager or the City Manager's designate. The City Manager may publish a written description on The City's website 	
Edmonton	<ul style="list-style-type: none"> ● Parental leave permitted up to 26 weeks ● Written notice is required six weeks before the leave, including: <ul style="list-style-type: none"> ○ Start date of the leave ○ Anticipated length of the leave ● Commitment required in writing that includes: <ul style="list-style-type: none"> ○ how the Councillor will ensure constituents are represented ○ the duties the Councillor intends to perform during their leave ○ any workplace accommodations that are required ○ If the agreement contemplates another Councillor performing certain tasks/duties during the leave, the agreement must also be signed by the Councillor providing coverage to confirm that Councillor's acceptance of the responsibilities on behalf of the Councillor taking parental leave ● Remuneration is 100% for the first 10 weeks, and a percentage during any remaining weeks based on the duties the Councillor is able to perform during their leave. A Councillor may perform some or all of these duties and will receive remuneration for each duty performed for each week the duties are performed: <ul style="list-style-type: none"> ○ 0% if the Councillor does not perform any duties during parental leave; ○ 30% if the Councillor prepares for and attends, either in person or using a communication facility, all meetings of Standing Committees that the Councillor is a member ○ 30% if the Councillor prepares for and attends, either in person or using a communication facility, all Council meetings ○ 25% if the Councillor attends constituency events and regularly responds to constituency matters by telephone or electronic mail; and ○ 15% if the Councillor prepares for and attends meetings of all City agencies, boards, or commissions, or Council initiatives, that the Councillor has been assigned to by Council. 	Bylaw
Fort Saskatchewan	<ul style="list-style-type: none"> ● Provides leave of up to 16 consecutive weeks ● No earlier than 16 weeks prior to or after the birth/adoption ● A Member on leave shall not be disqualified from Council by being absent from Council meetings during the leave 	Bylaw

	<ul style="list-style-type: none"> • Member shall provide six weeks' written notice including: <ul style="list-style-type: none"> ○ Start date ○ Anticipated length ○ Estimated date of delivery or adoption • A Member on leave that has been appointed to represent other bodies shall ensure that an alternate Member is appointed to that body during the leave (and should an alternate be appointed, the alternate Member shall be entitled to receive any honorariums during the time they are appointed to the body) • A parental leave agreement must be submitted including: <ul style="list-style-type: none"> ○ The tasks and duties, if any, that the Member intends to continue to perform during all or part of the leave ○ How the tasks and duties the Member does not intend to perform during the leave will be performed. This may include another Member providing coverage, representation, or any other required process deemed appropriate • Member shall receive 55% of the base monthly honorarium • If the Member chooses to attend activities during their leave, they will not receive any honorariums 	
Hamilton	<p>No bylaw, but a policy is in place:</p> <ul style="list-style-type: none"> • Provides leave of up to 20 consecutive weeks • Request must be provided to City Clerk at least eight weeks prior to commencing leave (For greater certainty, nothing herein shall prevent a Member from exercising their leave of absence for failing to submit the request prior to the commencement of their leave on account of emergent circumstances beyond the Member's reasonable control) • For greater certainty, nothing herein shall prevent a Member from exercising their leave of absence for failing to submit Form 1 prior to the commencement of their leave on account of emergent circumstances beyond the Member's reasonable control • A Member on pregnancy or parental leave may attend Council, Committee, Agency and Board meetings or constituent meetings and/or events at their discretion, and may cast a vote on any matter before Council, a Committee, Agency or Board to which the Member has been appointed at any meeting they attend. • The Member on pregnancy/parental leave shall advise the City Clerk if they will be attending a Council, Committee, Agency or Board meeting during their leave. If a Member decides to attend meetings intermittently during their leave, this shall not extend the leave, nor shall it be construed as terminating the Member's leave • A Member on pregnancy or parental leave may respond to communications at a level that the Member determines and shall utilize an automatic reply e-mail feature to identify that they are on leave • If deemed appropriate, Council may make temporary appointments to fill any vacancies of the Member to Council Committees, Agencies or Boards to which the Member has been appointed • A Member on pregnancy or parental leave shall continue to receive all remuneration and benefits afforded to Members of Council 	Policy App
Lacombe	A Councillor is entitled to take Parental Leave prior to or after the birth or adoption of their child:	Bylaw

	<ul style="list-style-type: none"> • Councillors are eligible after serving six months on Council • Parental leave shall not exceed 16 consecutive weeks, to commence prior to or after the birth or adoption of the Councillor's child, but must commence no earlier than 12 weeks prior and no later than 12 weeks after that child is born/adopted • Extensions may be granted at the discretion of Council with the support of the majority of Council • Notice must be provided in writing at least six weeks prior to the time the Councillor intends to take leave, including: <ul style="list-style-type: none"> ○ Start date ○ Anticipated length of leave including a date of return • A Parental Leave Agreement must be provided, including: <ul style="list-style-type: none"> ○ Identifies the tasks and duties, if any, that the Councillor intends to continue to perform during all or part of the leave ○ Describes how the Councillor's tasks/duties will be performed during the leave • If this leave contemplates City administration performing certain tasks/duties during the leave, the agreement must also be signed by the CAO to confirm that City administration is able to perform the tasks/duties in question • If this leave contemplates another Councillor performing certain tasks/duties during the leave, the agreement must also be signed by the Councillor providing coverage to confirm that Councillor's acceptance of the responsibilities in question. • Remuneration is 55% of the base monthly honorarium that the Councillor would have otherwise received, and would have the same entitlement to receive or participate in any benefits program or package, made available by the City, that the Councillor would otherwise be entitled to receive or participate in. 	
Ottawa	<p>No bylaw, but a policy is in place:</p> <ul style="list-style-type: none"> • Provides leave of up to 20 consecutive weeks • Leave does not require Council approval, and their office cannot be declared vacant as a result of the leave • 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. • A Member of Council on pregnancy and/or parental leave shall reserve the right to exercise their 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(14) 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 • No mention of remuneration 	Policy
Spruce Grove	<ul style="list-style-type: none"> • Leave shall not exceed 26 consecutive weeks, to commence prior to or after the birth or adoption of the Councillor's child, but must commence no earlier than 12 weeks prior and no later than 12 weeks after that child is born/adopted • An extension may be granted with the support of the majority of Council 	Bylaw

	<ul style="list-style-type: none"> • Six weeks' written notice is required, including: <ul style="list-style-type: none"> ○ Start date of leave ○ Anticipated length of leave, including a date of return ○ If unable to provide six weeks' written notice, the general nature of the exigent circumstance • A Parental Leave Agreement must also be submitted, including: <ul style="list-style-type: none"> ○ Tasks/duties that the Councillor intends to continue to perform during all or part of the leave ○ Describes how the tasks/duties that the Councillor does not intend to continue to perform during the leave will be performed, which may involve, without limiting the generality of the foregoing, certain tasks/duties being performed by another Councillor ○ Any workplace accommodations requested for the duration and following the leave ○ If the agreement contemplates another Councillor performing certain tasks/duties during the leave, the agreement must also be signed by the Councillor providing coverage to confirm that Councillor's acceptance of the responsibilities in question ○ A Councillor may revise their agreement during leave by submitting a revised agreement including signatures to the Mayor and City Manager ○ A Councillor shall comply with the agreement • During the first 10 weeks of Parental Leave, a Councillor shall receive full remuneration, for any remaining time period, a Councillor shall receive a percentage of their remuneration relative to the duties performed during that time period (and will receive remuneration for each duty performed for each week the duties are performed): <ul style="list-style-type: none"> ○ 0% if the Councillor does not perform any duties during leave ○ 40% if the Councillor prepares for and attends, either in person or using a communication facility, all Council meetings ○ 20% if the Councillor prepares for and attends, either in person or using a communication facility, all meetings of boards or committees that the Councillor has been appointed to by Council ○ 20% if the Councillor prepares for and attends, either in person or using a communication facility, all Council Committee of the Whole meetings ○ 20% if the Councillor attends Constituency Events and regularly responds to constituency matters by telephone or electronic mail. • If a Councillor continues to perform any duties during the leave, full benefits will continue to be provided on behalf of the City • The City Manager may delegate any power, duty or function under this bylaw • For the limited purpose of confirming that the Councillor is performing duties in order to receive partial Remuneration during all or part of the leave, the City Manager may make reasonable inquiries of the Councillor during the leave 	
Sturgeon County	Maternity and Parental Leave Bylaw <ul style="list-style-type: none"> • Maternity Leave: <ul style="list-style-type: none"> ○ Provide for up to 15 weeks ○ Remuneration is 100% the first week, and 95% subsequent weeks • Parental Leave: 	Bylaw

	<ul style="list-style-type: none"> ○ Available for up to 26 weeks within the first year of the birth/adoption ○ A Councillor can take Maternity Leave and then Parental Leave for 11 weeks maximum ○ The combined leave shall not exceed 26 weeks ● A Councillor is entitled to continue to receive benefits upon paying bi-weekly premiums ● Six weeks' written notice is required, including: <ul style="list-style-type: none"> ○ Start date of maternity/parental leave ○ Anticipated length of the leave ○ If the Member was unable to provide six weeks' notice, the general nature of the exigent circumstances ● A commitment to the Mayor and County Commissioner must also be submitted, including: <ul style="list-style-type: none"> ○ Processes that will be implemented to ensure the member's constituents are represented during the leave, which may include another member providing coverage or any other processes that the member taking the leave determines appropriate ○ The duties the member intends to continue to perform during all or part of the leave ○ Any workplace accommodations requested by the member to balance their role as a parent with their responsibilities as a member of Council during or following the leave (must also be signed by the County Commissioner to confirm the County is able to provide such accommodations) ○ If the commitment includes another member providing coverage during the leave, the commitment must also be signed by the member providing coverage to confirm that member's acceptance of responsibilities on behalf of the member taking leave ● The member taking leave is not required, during the leave to participate in Council meetings, Council Committee meetings, and meetings of other bodies to which they are appointed by Council; or perform any other duties imposed on the Member by the MGA by any other enactment, by bylaw, or by Council. 	
Sylvan Lake	<p>Parental Leave</p> <ul style="list-style-type: none"> ● A parental leave shall not exceed 16 consecutive weeks ● Leave may commence prior to or after the birth/adoption of the child, but must commence no earlier than 12 weeks prior to the estimated date or delivery/adoption, and no later than 12 weeks after the day that the child is born/adopted ● Six weeks written notice must be provided, including: <ul style="list-style-type: none"> ○ Start date of the leave ○ Anticipated length of the leave ○ Estimated date of delivery/adoption of the child, or if the child in question has already been born/adopted at the time that written notice is given, the actual date of the child's birth/adoption ○ If, due to exigent circumstances, the Councillor was unable to provide six weeks' written notice, the general nature of the circumstances ● Council shall, subject to any restrictions in the governing documents of the committee, board or other body, ensure that an alternate representative is 	Bylaw

	<p>appointed to the committee, board or other body during the Councillor's Parental Leave</p> <ul style="list-style-type: none"> • A parental leave agreement must be submitted that, at a minimum: <ul style="list-style-type: none"> ○ Identifies the tasks/duties, if any, that the Councillor intends to continue to perform during all of part of the leave ○ Describes how tasks/duties that the Councillor does not intend to continue to perform during the leave will be performed during the leave, which may involve certain tasks or duties being performed by the Summer Village Administration or another Councillor (this must be signed by the Councillor providing coverage to confirm that Councillor's acceptance of the responsibilities in question ○ If a Councillor's Parental Leave Agreement contemplates the Summer Village Administration performing certain tasks and duties during Parental Leave, the agreement must also be signed by the Chief Administrative Officer to confirm the Summer Village Administration is able to perform the tasks and duties in question • During the leave, a Councillor has the same entitlement to receive or participate in any benefits program or package, made available by the Summer Village, that the Councillor would otherwise be entitled to receive or participate in 	
Toronto	<p>City policy – Pregnancy and Parental Leave</p> <ul style="list-style-type: none"> • This Pregnancy and Parental leave policy recognizes that Members of Council maintain all rights and privileges of their office when on pregnancy or parental leave, and can exercise those rights at any time • A parent is defined as: a natural or adoptive parent; a person who is in a relationship of some permanence with the natural or adoptive parent of the child and intends to treat the child as their own • Members of Council are eligible to 20 weeks of pregnancy and parental leave, not to extend beyond a Member's term of office. • Leave may start up to 20 weeks before the expected date of delivery, or before the date when a child has come into the care, custody or control of a parent for the first time • Notification must be made to the City Clerk of intent to take leave within two weeks before the start of the leave. Notice should include: <ul style="list-style-type: none"> ○ Start date and expected return date ○ Information about which duties, if any, will continue to be undertaken by the Member during the leave • A member on leave continues to receive their salary and benefits for the duration of their leave • Members may choose to continue to manage their office during the leave, but may also delegate some administrative oversight to the City Clerk (or the Deputy Mayor in the case of a Mayor's leave). • Members may attend any meeting of City Council, a local board or a committee of either and exercise all rights and privileges of office, and the absence does not count towards the time period for which unexcused absences result in a forfeiture of office. 	Policy Att
Waterloo	<ul style="list-style-type: none"> • Pregnancy and Parental Leave for the purposes of this policy means the period of time the member of Council will not attend meetings of council or any other City 	Policy

of Waterloo committee to which the member has been appointed as a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member

- This policy applies to a member of Council who is absent from meetings of council for at least three consecutive months as a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.
- The office of a member of Council shall not become vacant if a member is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child, or the adoption of a child by the member.
- Prior to the member missing meetings of Council for three consecutive months, a member of Council shall complete the Leave Advisory Form and submit the form to the City Clerk.
- If a member of Council wishes to seek a leave in excess of 20 consecutive weeks, the member shall complete the extended leave section of the Leave Advisory Form and submit to the City Clerk as soon as the need for an extended leave is known. If an extended leave is requested, the City Clerk shall prepare a report for Council's consideration of the extended leave
- The member is exempt from attending meetings of council and any other committee to which the member has been appointed
- Members shall continue to receive a copy of the Council packet (agenda package)
- Members shall participate in events, conferences, committee meetings, constituent meetings or respond to communications at the level they determine, utilizing an out of office email feature to identify they are on leave, the level of service offered and an alternative contact if required
- Members on leave shall continue to receive all remuneration and benefits afforded to regular members of Council and the City shall continue to pay all benefit premiums
- Members on leave shall continue to have access to all equipment supplied to a regular member including but not limited to access to their city hall office, information technology equipment, account access and elected officials staff support
- A member of Council shall notify the Human Resources division within 31 days of the birth/adoption of a child if benefit coverage is required. If the request for dependent coverage is made more than 31 days after the dependent becomes eligible it will be considered a late entrant under the terms of the benefit plans and the member will be required to submit evidence of insurability to the benefit provider for approval