


ATTACHMENT A

		POLICY AND PROCEDURE MANUAL
Category: Council	Number: ADM.34(C)	COUNCIL MATERNITY AND PARENTAL LEAVE
Type:	Authority:	Approved By:
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Office of Primary Responsibility: Corporate Administration		
Date Adopted:	Council Resolution No:	Date to be Reviewed: January 2023
Manner Issued: Press release, District website, Council Orientation Package, Pipeline		

PURPOSE:

In an effort to encourage individuals who are interested in becoming a public elected official and who may wish to give birth or adopt a child during the term of office, the District of Mission has created a family-friendly policy to ensure that District elected officials are provided with paid time off to coincide with the birth or adoption of a child.

DEFINITIONS:

“**Administration**” means the Corporate Administration Department, which is responsible for ensuring that the policies, programs and other directions of Council are implemented.

“**Chief Administrative Officer**” means the individual appointed by Council to the position of Chief Administrative Officer (or his/her designate) as the head of Administration.

“**Council**” means the duly elected officials of the District, those being the Mayor and Councillors.

“**Council Policy**” means Policy statements that provide strategic direction on programs and services delivered by the District which impact or affect citizens or customers, and/or Policy statements that require Council’s approval because of legislative or regulatory requirements.

“**Policy**” means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

POLICY STATEMENT:

The District of Mission recognizes the physical, emotional and psychological demands of both childbirth and adoption, and considers that a period of leave is important for the well-being of both the parent and the child. This policy has been created to support elected officials in their decision to become parents and in their work as elected officials.

ELIGIBILITY:

Elected officials who give birth or adopt a child are eligible for the maternity and/or parental leave benefits under this leave policy. Elected officials, who are the spouse/common law partner/co-parent of a person giving birth or adopting a child are eligible for parental leave benefits under this policy, regardless of family status or gender.

LEAVE PROVISIONS:

Elected officials, regardless of family status or gender, are entitled to paid maternity or parental leave for up to six months following the birth or adoption of a child and will continue to receive full remuneration.

Maternity leave and parental leave entitlements may not be combined, shall not exceed a total of 6 months per leave and will not extend beyond the end of the elected official's term of office, unless re-elected.

Elected officials may request an extension to the six month leave entitlement, which would require the leave of Council, through a Council motion pursuant to Section 125(7) of the Community Charter.

BENEFITS:

Elected officials will continue to receive the same benefits while on Maternity or Parental leave under the same cost share arrangement.

APPOINTMENTS AND DESIGNATIONS:

Despite being on Maternity Leave or Parental Leave, an elected official may attend any Council or Committee meeting and reserves the right to participate as an active member of Council at any time during his or her leave. The right to participate during his or her leave does not include the right to re-assume any Council or Committee appointments that have been granted to alternate Council members while the Councilor in question has been granted leave.

An elected official on Maternity or Parental leave will maintain and resume all appointments and designations, including Acting Mayor, Committee Chair, and appointments representing the District on outside committees and organizations upon their return.

NOTICE:

To ensure that the District of Mission can make the necessary arrangements to accommodate individuals taking maternity or parental leave, individuals who wish to take a leave must notify the Mayor and/or the Corporate Officer in writing at least four weeks prior to the anticipated commencement of the leave indicating the expected start and end dates of the leave. The notice requirement may be less than four weeks or waived in the event of extraordinary circumstances.

COUNCIL LEAVE:

Council must pass a resolution to grant the leave of Council as per Section 125(7) of the Community Charter.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

Community Charter

*** END OF POLICY ***

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>