

	Policy Title: Council Parental Leave	Policy No: CO-006
	Authority: Council	Classification: N/A
	Date Adopted: September 14, 2020	Motion No: 2020-237
Historical Changes:		

Purpose:

Section 125(5) of the *Community Charter* provides as follows:

If a council member is absent from council meetings for

- (a) A period of 60 consecutive days, or
- (b) 4 consecutive regularly scheduled council meetings,

Whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6).

Subsection (7) provides, “disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council.”

This Council Policy is intended to provide guidance to Council on the circumstances under which Council would provide leave approval under section 125(7) of the *Community Charter* when a Member of Council is a new parent. This policy is solely intended to provide guidelines for Council – whether to provide leave approval under section 125(7) in any given case will be a decision for Council at the applicable time.

Scope:

This Policy applies to District of Sooke members of Council.

Definitions:

Parent	A parent is defined as: - o a natural or adoptive parent; or - o 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.
Parental Leave	Parental Leave is leave entitlement for a parent.
Pregnancy Leave	Pregnancy Leave is leave entitlement for a person giving birth to a child.

Conditions:

By this policy, Council confirms its intention to provide leave approval based on the following considerations:

- 1) A member of Council is eligible for up to [20] weeks of pregnancy leave.
- 2) A member of Council is eligible for up to [32] weeks of parental leave.
- 3) Pregnancy leave may begin up to [20] weeks before a Member of Council’s expected date of delivery.

- 4) Parental leave may begin on the earlier of the date a child is born or the date a child has come into the care, custody or control of a Member of Council for the first time.
- 5) A Member of Council must notify the District's Corporate Officer of their intent to take leave approximately two weeks before the start of the leave, where practicable. The notice should include:
 - o the start date of the leave and the expected return date; and
 - o information about which duties, if any, will continue to be undertaken by the Member of Council during the leave.

Council Meetings:

No intermittent appearances are required while a Member of Council is on pregnancy leave or parental leave. Despite being on pregnancy leave or parental leave, a Member of Council may attend any meeting of Council and exercise all rights and privileges of office.

If a Member of Council is absent from a meeting due to pregnancy leave or parental leave, the reason for the absence shall be recorded in the Minutes of the meeting.

Temporary Assignment of Duties:

During a Member of Council's pregnancy leave or parental leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s) in accordance with the Member's wishes.

Notwithstanding, at any point in time during a Member's leave, the Member reserves the right to exercise his/her delegated authority. The Member shall provide written notice to the Corporate Officer of their intent to lift any of the Council-approved, temporary delegations.

All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.

References:

Policy Number:	CO-006
Policy Owner:	Corporate Officer
Endorsed by:	Leadership Team
Final Approval:	Council
Date Approved:	September 14, 2020
Review Date:	September 14, 2025
Revision Date:	
Related Policies:	n/a
Related Publications:	n/a

Contact Information:

Position: Corporate Officer