



**Policy:** Pregnancy and Parental Leave for Council Members

**Policy Number:** CP-05

**Effective Date:** February 09, 2026 (adopted by By-law 014-2026)

**Revised Date:**

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### **Purpose:**

This policy provides guidance on how the Municipality of Thames Centre will address a Member's pregnancy or parental leave in a manner that respects the Member's statutory role as an elected representative.

### **Scope**

This policy applies to all Members of Council in accordance with Section 270 of the *Municipal Act, 2001*.

### **Policy:**

#### **Definitions**

Pregnancy and/or Parental Leave shall mean 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*.

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

- A Member of Council is elected to represent the interest of their constituents
- A Member's pregnancy and/or Parental 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

### **Procedure:**

1. Where a Member of Council will be absent as a result of the Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member, the Member shall provide written notice to the Clerk of their intent to take parental leave for twenty (20) weeks or less.

Once notice has been provided, the following process shall be followed and the resulting information brought forward for Council consideration at a Council meeting immediately following the Clerk's receipt of written notice:

- a) In the Written Notice the Member shall indicate which Member of Council whom he/she wishes to delegate temporary authority on matters within the Councillor's Ward during the absence period.
- b) In the Written Notice, the Member of Council shall indicate the Member of Council whom he/she recommends to be appointed as a representative on any Committee that the Member is currently appointed to, for the duration of the leave.

2. At the next Council meeting following the Clerk's receipt of the Member's written notice, Council shall enact a resolution to:

- a) Appoint a Member of Council to provide temporary coverage for matters within the Councillor's Ward;
- b) Appoint a Council Representative to act in place of the Member on committees;
- c) To authorize the continuance of remuneration of the Member during the leave.

Notwithstanding the above, at any point in time during the Member's 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 Clerk of their intent to lift any of the Council approved temporary delegations and exercise their statutory role or delegated authority.

### **Policy Review**

This policy shall be reviewed at least once per Council term.