

Corporate Policy and Procedure



Policy	Parental and Pregnancy Leave Policy for Members of City Council
Category	Corporate
Authority	City Clerk's Office
Related Policies	N/A
Approved By	City Council
Effective Date	March 25, 2025
Revision Date	Click or tap to enter a date.

Policy Statement

[Sections 259 \(1.1\)](#) and [270 \(1\) 8](#) of the Municipal Act establishes rules for Parental and/or Pregnancy Leaves (leaves) for Members.

The City of Guelph recognizes the right of a Member of City Council to take a leave of up to 20 weeks for the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member.

Purpose

This policy provides guidance on how a Member's leave is supported in a manner that is consistent with the Municipal Act and the Member's role as a statutory elected representative.

Definitions

Pregnancy and/or Parental Leave (leave) means an absence of up to 20 consecutive weeks 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.

Member means a City of Guelph councillor or the Mayor.

Length of Leave

A Member may take a leave for a period not to exceed 20 consecutive weeks. The leave may start up to 20 weeks before a Member's expected date of delivery, or before the date when a child has come into the care, custody, or control of the Member for the first time.

A request from a Member to extend a leave beyond 20 weeks requires approval by City Council. Members should advise the City Clerk, with as much notice as possible, of their intention to seek an extended leave.

Leave for a Member cannot exceed their term of office. If a Member's leave extends beyond an election period and they are re-elected, they remain eligible for continued leave. However, the total leave duration remains at 20 weeks, unless City Council approves an extension.

Salary and Benefits

A Member on leave will continue to receive their full salary and benefits for the duration of the leave.

Attendance at City Council and Committee Meetings

A Member on leave may attend and participate fully in all City Council, committee and/or local board meetings and continues to exercise all the rights and privileges of their office.

A Member's absence from City Council meetings while on leave is a right guaranteed by the Municipal Act. Therefore, no resolution of City Council is required to excuse an absence extending beyond the three-month time period for which absences result in a forfeiture of office in accordance with Section [259 \(1\) \(c\)](#) of the Municipal Act.

Administration

A Member should notify the City Clerk of their intent to take a leave at least two weeks prior to the start of the leave where possible. That notice should include the expected start and return dates of the leave, as well as a general description of which, if any, duties the Member will continue to take while on leave.