

CITY OF BROOKS BYLAW NO. 21/14

A BYLAW OF THE CITY OF BROOKS IN THE PROVINCE OF ALBERTA, TO PERMIT MEMBERS OF COUNCIL TO TAKE A LEAVE PRIOR TO OR AFTER THE BIRTH OR ADOPTION OF THEIR CHILD.

1. Title

100. This Bylaw may be cited as the "Council Parental Leave Bylaw".

2. Definitions

200. For the purposes of this Bylaw, the following words and phrases shall have the meaning ascribed to them.

201. "**Act**" means the *Municipal Government Act* RSA 2000 c. M-26 and regulations made under the *Municipal Government Act* as amended;

202. "**Bylaw**" means the City of Brooks Bylaw No. 21/14 and any amendments thereto;

203. "**Chief Administrative Officer**" means the Chief Administrative Officer of the City of Brooks regardless of any subsequent title that may be conferred on that officer by Council or statute, or their designate;

204. "**City**" means the City of Brooks, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the City of Brooks, as the context may require;

205. "**Council**" means the Municipal Council of the City of Brooks;

206. "**Member**" means an elected official who is a Member of Council or Mayor;

207. "**Parental Leave**" means an extended absence from Council duties, subject to this Bylaw, the Member's Parental Leave Agreement and the Act; and,

208. "**Parental Leave Agreement**" means a written agreement between the Member and the City, acknowledging their commitment to the terms of a Parental Leave".

3. Parental Leave

300. A Member shall be eligible to take Parental Leave in accordance with the provisions of this Bylaw.
301. A Member may take Parental Leave for a period of up to twenty-six (26) weeks.
302. A Member who takes Parental Leave may:
303. be excused from all Council, Council Committee and other meetings or related activities of Boards, Committee and/or Commissions they are appointed to as part of their Council duties; and,
304. be free from any tasks and duties associated with the Member's role, pursuant to the Act, any other legislative requirements and/or by Council.
305. Parental Leave may commence prior to or after the birth or adoption of the Member's child, but shall commence no earlier than twelve (12) weeks prior to the estimated date of delivery or adoption of the child, and no later than twelve (12) weeks after the day the child is born or adopted by the Member.
306. In accordance with Section 174(2)(b) of the Act, a Member who is on Parental Leave pursuant to this Bylaw, shall not be disqualified from Council by being absent from Council meetings during the Parental Leave.

4. Notice of Parental Leave

400. Unless circumstances do not permit, a Member shall provide at least six (6) weeks' written notice to the Chief Administrative Officer, who shall then advise Council that the Member intends to take Parental Leave.
401. The written notice shall include:
402. the start date of the Parental Leave;
403. the anticipated length of the Parental Leave;
404. the estimated date of delivery or adoption of the child, or if the child has already been born or adopted at the time that written notice is given, the actual date of the child's birth or adoption; and,
405. if the Member was unable to provide six (6) weeks' written notice, the Member shall provide the general nature of the circumstances why six (6) weeks' notice was not given.

5. Representation

500. If the Member taking Parental Leave is the Mayor, the Deputy Mayor shall assume the role of Mayor during the Mayor's absence.
501. If the Member taking Parental Leave is the Deputy Mayor, the Acting Mayor shall assume the role of Deputy Mayor during the Deputy Mayor's absence. An alternate Member of Council shall be appointed as the Acting Mayor for the duration of the Parental Leave.
502. When a Member takes Parental Leave and has been appointed to any Boards, Committees and/or Commissions, the Mayor shall ensure that an alternate Member is appointed to that Board, Committee or Commission during the Member's Parental Leave, if the Member taking Parental Leave cannot attend the meetings and/or functions.
503. Should an alternate Member be appointed to a Board, Committee or Commission during a Member's Parental Leave where per diems are provided, the alternate Member shall be entitled to receive the per diem during the time they are appointed to the Board, Committee or Commission.

6. Parental Leave Agreement

600. After providing written notice as outlined in Subsection 400 and before commencing the Parental Leave, a Member shall submit a signed Parental Leave Agreement to the Chief Administrative Officer, who shall then advise Council. The Parental Leave Agreement shall include the tasks and duties, if any, the Member intends to continue to perform during all of part of the Parental Leave.
601. A Member may revise their Parental Leave Agreement during the Parental Leave by submitting a revised Parental Leave Agreement to the Chief Administrative Officer. The Chief Administrative Officer shall advise Council of the revised Parental Leave Agreement.
602. At any time after submission of a Parental Leave Agreement until the end of the Parental Leave, the Parental Leave Agreement may be publicly available for viewing upon request, during regular business hours and in the presence of the Chief Administrative Officer.

7. Benefits and Remuneration

700. During Parental Leave, a Member shall receive their full base salary for the entirety of the Parental Leave.
701. During Parental Leave, benefits provided to the Member shall remain unchanged.

8. Severability

800. It is the intention of the Council of the City that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is further the intention of the Council of the City that if any provision of this Bylaw is declared invalid, all other provisions thereof shall remain valid and enforceable.

9. Effective Date

900. This Bylaw will come into force and take effect on the date it is adopted.

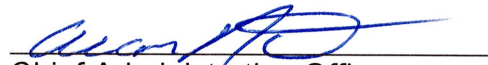
Read a first time this 7th day of September, 2021.

Read a second time this 7th day of September, 2021.

Read a third time and adopted this 7th day of September, 2021.



Mayor



Chief Administrative Officer