

## CITY OF GRANDE PRAIRIE

### BYLAW C-1481

#### A Bylaw to Establish Parental Leave for Councillors

**WHEREAS** section 144.1 of the *Municipal Government Act* RSA 2000, chapter M-26, as amended, allows a municipality to provide for extended Councillor parental leave through enacting a parental leave bylaw;

**WHEREAS** Council believes that municipal government is enhanced when a diversity of individuals seek election as Councillors; and

**WHEREAS** a barrier to entry for potential candidates for Council may be reduced by establishing an entitlement for Leave for Councillors to be able them to attend to their responsibilities for a newly born or newly adopted child without concern as to whether their absence for that purpose may result in their disqualification from Council;

**NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE CITY OF GRANDE PRAIRIE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:**

#### 1. SHORT TITLE

1.1 This Bylaw shall be called the "Council Parental Leave" Bylaw.

#### 2. DEFINITIONS

2.1 In this Bylaw the following words and phrases mean:

**"Benefits"** means a benefit plan which provides payment for, but is not limited to, health, dental and life insurance-related issues.

**"City"** means the municipal corporation of The City of Grande Prairie, having authority under the MGA and other applicable legislation.

**"Council"** means the duly elected municipal council of the City.

**"Councillor"** means an Elected Official of the Council of the City and includes the Mayor.

**"City Manager"** means the person appointed by Council to the position of Chief Administrative Officer (CAO) or their designate.

**"Deputy Mayor"** means the Councillor appointed as deputy chief elected official pursuant to the MGA.

**"Mayor"** means the member duly elected in the City as the Chief Elected Official under the MGA who continues to hold office.

**"MGA"** means the *Municipal Government Act*, RSA 2000, Chapter M-26.

**"Parental Leave"** means a period of time during which a Councillor may be absent from all Council, Standing Committee, and Council Committee meetings, and any other duties assigned to the Councillor by Council.

**"Remuneration"** means salaries, indemnities, honorariums, and allowances paid to a Councillor.

**"Standing Committee"** means a committee established by Council under the Act, as set out in the City's Procedure Bylaw C-1299, Schedule "B".

### **3. INTERPRETATION**

- 3.1 Where the Bylaw refers to another Bylaw or any act or regulation, it includes reference to any Bylaw, act or regulation that may be amended or substituted in its place.
- 3.2 Any heading in this Bylaw is included for guidance purposes and convenience only and does not form part of this Bylaw.
- 3.3 Nothing in this Bylaw relieves a person from complying with any provisions of any federal or provincial law or regulation, other Bylaw or any requirement of any lawful permit, order or license.
- 3.4 Each provision of this Bylaw is independent of all other provisions. If any provision is declared invalid for any reason by a court of competent jurisdiction, then all other provisions of this Bylaw remain valid and enforceable.

### **4. MAYORAL PARENTAL LEAVE**

- 4.1 If the Mayor takes Parental Leave, any references in this bylaw to the Mayor shall be deemed to refer to the Deputy Mayor.

### **5. PARENTAL LEAVE**

#### **5.1 Parental Leave**

- 5.1.1 Subject to this bylaw, a Councillor may take Parental Leave prior to or after the birth or adoption of their child, but the Parental Leave must commence no earlier than 12 weeks prior to the estimated date of delivery or adoption of the child and no later than 12 weeks after the day that the child is born or adopted by the Councillor.
- 5.1.2 During a period of Parental Leave, a Councillor is not required to:
  - a) participate in Council meetings, Standing Committee meetings, Committee of the Whole meetings, or meetings of other committees or bodies to which they have been appointed by Council; or
  - b) perform any other duties imposed on the Councillor by the Act, by any other enactment or bylaw or by resolution of Council.
- 5.1.3 In accordance with section 174(2)(b) of the Act a Councillor who takes Parental Leave shall not be disqualified from Council due to their absence from regular Council meetings during the period of Leave.

## 5.2 Length and Period of Leave

- 5.2.1 Parental leave permitted by this bylaw may not exceed 16 consecutive weeks.
- 5.2.2 An extension to the approved Parental Leave may be granted with the support of the majority of Council.

## 5.3 Notice of Leave

- 5.3.1 Unless exigent circumstances exist, a Councillor must provide 6 weeks' written notice to the Mayor and City Manager that the Councillor intends to take Parental Leave.
- 5.3.2 The written notice required by subsection 5.3.1 must include:
  - a) the start date of the Parental Leave;
  - b) the anticipated length of Parental Leave, including a date of return;
  - c) the estimated date of delivery or adoption of the child, or, if the child in question has already been born or adopted at the time that written notice under subsection 5.3.1 is given, the actual date of the child's birth or adoption; and
  - d) if the Councillor was unable to provide a 6-weeks written notice, the general nature of the exigent circumstances.

## 6. TERMS OF LEAVE

### 6.1 Parental Leave Agreement

- 6.1.1 After providing written notice as required in subsection 5.3.1, and before commencing Parental Leave, a Councillor must submit a signed Parental Leave Agreement to the Mayor and City Manager that:
  - a) includes the tasks and duties, if any, that the Councillor intends to continue to perform during all or part of the Parental Leave;
  - b) describe how tasks and duties that the Councillor does not intend to continue to perform during Parental Leave will be performed during the Parental Leave, which may involve, without limiting the generality of the foregoing, certain tasks or duties being performed by another Councillor; and
  - c) any workplace accommodations, including administration performing certain tasks and duties during Parental Leave, requested by the Councillor to balance their role as a parent with their responsibilities as a Councillor for the duration of the Parental Leave or following the Parental Leave.
- 6.1.2 If the Councillor's Parental Leave Agreement required by subsection 6.1.1 includes another Councillor providing coverage during Parental Leave, the Parental Leave Agreement must also be signed by the Councillor providing

coverage to confirm that Councillor's acceptance of responsibilities in question.

- 6.1.3 If the Councillor's Parental Leave Agreement required by subsection 6.1.1 includes workplace accommodations, including administration performing certain tasks and duties during Parental Leave, the Parental Leave Agreement must also be signed by the City Manager to confirm that the City Manager is able to provide such accommodations.

## 6.2 Revisions

- 6.2.1 A Councillor may request a revision to their Parental Leave Agreement during Parental Leave by submitting a revised Parental Leave Agreement, including signatures of another Councillor or the City Manager, if required, to the Mayor and City Manager.
- 6.2.2 Revisions must remain within the maximum allowed leave period and terms granted under this bylaw, unless the Councillor is granted an extension under subsection 5.2.2.
- 6.2.3 The signature requirements specified in subsections 6.1.2 and 6.1.3 must be met for any additional responsibilities or accommodations required by the revisions.

## 6.3 Compliance

- 6.3.1 A Councillor shall comply with their Parental Leave Agreement.

## 6.4 Public Viewing

- 6.4.1 At any time after a Parental Leave Agreement is given to the Mayor and City Manager until the end of Parental Leave, any person may request to view the Parental Leave Agreement during regular business hours in the presence of the City Manager.
- 6.4.2 The City Manager may publish a Parental Leave Agreement received pursuant to this bylaw on the City's website.

## 7. REPRESENTATION OF THE CITY

- 7.1 During a period of Parental Leave, the Councillors not taking Parental Leave shall continue to represent the City at-large in their capacity as Councillors.
- 7.2 If a Councillor taking Parental Leave is a Council appointed member of a committee, board, or other body, and the Councillor's Parental Leave Agreement does not provide that the Councillor will continue to serve as a member of the committee, board, or other body during Parental Leave, Council shall, subject to any restrictions in the governing documents of the committee, board or other body, ensure that an alternate representative is appointed to the committee board or other body during the Councillor's Parental Leave.

**8. REMUNERATION****8.1 Partial Remuneration**

- 8.1.1 During Parental Leave, a Councillor will receive 55% of the base monthly salary that the Councillor would have otherwise received.
- 8.1.2 During Parental Leave, a Councillor has the same entitlement to receive or participate in any Benefits program or package, made available by the City, that the Councillor would otherwise be entitled to receive or participate in.

**8.2 Extensions Granted by Council**

- 8.2.1 An extension to Parental Leave that exceeds 16 consecutive weeks will not be compensated.
- 8.2.2 The Councillor will be responsible for the cost of continuing Benefits after the first 16 consecutive weeks of Parental Leave, unless the Councillor chooses to opt out of receiving Benefits.

**8.3 Coverage of Duties**

- 8.3.1 Councillors will not receive any additional salary compensation for the provision of coverage during the Parental Leave.

**9. CITY MANAGER ROLE**

- 9.1 The City Manager may delegate any power, duty or function under this bylaw.
- 9.2 On request, the City Manager will provide assistance to a Councillor to prepare the Parental Leave Agreement required by subsection 6.1.

**10. EFFECTIVE DATE**

- 10.1 This Bylaw shall come into force and effect on October 27, 2025.

**READ** a first time this 16<sup>th</sup> day of December, 2024.

**READ** a second time this 16<sup>th</sup> day of December, 2024.

**READ** a third time and finally passed this 16<sup>th</sup> day of December, 2024.

"J. Clayton" (signed) \_\_\_\_\_

Mayor

"L. Hanson" (signed) \_\_\_\_\_

City Clerk