



## THE CORPORATION OF THE TOWNSHIP OF TAY CORPORATE POLICY MANUAL

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|--------------------------------------------------------------|-----------------------------------------|
| <b>Policy/Program:</b><br>Council Pregnancy & Parental Leave |                                         |
| <b>Administrator:</b><br>Legislative Services                | <b>Approved by:</b><br>Council          |
| <b>Date Last Reviewed:</b><br>March 2026                     | <b>Date Last Revised:</b><br>March 2026 |

### 1. Purpose/Policy Statement

The purpose of this Policy is to address a Council Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected officer.

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### 2. Application & Scope

The Township of Tay recognizes a Council Member's right to take leave for the member's pregnancy, birth of the member's child or the adoption of a child by the member. This policy applies to members of Council.

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### 3. Definitions

The following definitions apply throughout this Policy:

**"CAO"** means the Chief Administrative Officer for the Township.

**"Pregnancy and/or Parental Leave"** means an absence of 20 consecutive weeks or less because 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.

**"Member"** means a member of Council for the Township, including the Mayor and Deputy Mayor.

**"Staff"** means the CAO, the Senior Leadership Team, the Leadership Team, and all employees, including full-time, part-time, contract, seasonal, and student positions, employed by the Township.

**"Township"** means the Corporation of the Township of Tay.



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### 4. General Principles

Township Council supports a member's rights to pregnancy and/or parental leave in keeping with the following principles:

1. A member's pregnancy and/or parental leave does not require Council approval and their office cannot be declared vacant as a result of this leave.
  2. A Member will provide, in writing, to the Mayor and Council an anticipated leave date 30 days prior to the leave.
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### 5. Responsibilities

Members and Staff are responsible for adhering to the parameters of this policy. The CAO will be responsible for ensuring the monitoring and application of the policy and for receiving complaints or concerns related to this policy. Section 270 of the *Municipal Act*, 2001, requires the Township to adopt and maintain a policy with respect to the pregnancy and parental leaves of Members.

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### 6. Amendments & Circulation

The Township reserves its rights to create, amend, alter, vary and/or revoke all policies at its sole discretion and without notice. This policy will be:

- Distributed to applicable employees within 30 calendar days of implementation/fundamental changes to the policy;
  - Distributed to new, applicable employees within 30 calendar days of the employee commencing employment with the Township;
  - Knowingly available to applicable employees with Township computer access always via an electronic repository; and
  - Reviewed by Human Resources and approved, as applicable, to ensure compliance with legislation and to ensure that it continues to meet the needs of the Township.
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### 7. Approval Authority

By signing below, the official representative validates that the policy has been approved by the appropriate Approval Authority (Council, Chief Administrative Officer).

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|--------------------------------------------------------|-------------------|------------------------------|
| <b>Approval Authority<br/>Official Representative:</b> | Council           | <b>Report #: CS-2026-018</b> |
| <b>Signature:</b>                                      | <i>Ted Walker</i> |                              |
| <b>Date Signed:</b>                                    | March 25, 2026    |                              |

### 8. Revision Record

| Rev. | Description of Revision | Admin                | Effective  | Circulation Date |
|------|-------------------------|----------------------|------------|------------------|
| 1    | Updates                 | Legislative Services | 2026-03-25 | 2026-03-31       |
| 0    | Initial Release         |                      | 2019-02-27 |                  |