

BYLAW 2024-28

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH MATERNITY AND PARENTAL LEAVES FOR ELECTED OFFICIALS**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as Maternity and Parental Leaves for Elected Officials Bylaw 2024-28.

INTERPRETATION

- 2 In this bylaw
- a) "Leave Agreement" means a written and signed agreement that outlines the commitments of the parties for the duration of Maternity Leave and/or Parental Leave;
 - b) "Member" means an elected member of Council;
 - c) "Maternity Leave" means a period of time during which a Member who is the birth mother may take leave for health reasons related to pregnancy and childbirth;
 - d) "Parental Leave" means a period of time during which any Member may take leave in the event of the birth or adoption of their child;
 - e) "Pregnancy Loss" means any situation where a pregnancy ends other than in a live birth.

MATERNITY AND PARENTAL LEAVE

- 3 A Member is eligible to take Parental Leave beginning on the day of or any time after the birth or the adoption of their child for a period of up to 26 consecutive weeks and must be completed within 78 weeks of the date the baby is born or placed with the parent(s).
- 4 Notwithstanding section 3, a Member who is the birth mother is also eligible to take Maternity Leave beginning any time within the eight weeks leading up to the estimated due date and ending no later than eight weeks following the date the baby is born for a maximum of 16 consecutive weeks, and immediately preceding their Parental Leave.
- 5 Notwithstanding sections 3 and 4, if a pregnancy of a Member results in Pregnancy Loss within 16 weeks of the estimated due date, the Member is entitled to Maternity Leave for a period of up to 16 weeks from the date of loss.
- 6 A Member who takes Maternity and/or Parental Leave may be absent from all council meetings, council committee meetings, and any other duties assigned to the Member by council or under the *Municipal Government Act*, including any responsibilities of the Member to residents and for representation of the Town.

NOTICE

- 7 Unless circumstances do not permit, a Member must provide at least six (6) weeks' written notice to the mayor and the chief administrative officer of their intent to take Maternity Leave and/or Parental Leave, including
- a) the start date of the leave,
 - b) the anticipated length of the leave,
 - c) the estimated date of birth or adoption of the child or, if the child has already been born or adopted at the time of notice, the actual date of the birth or adoption, and
 - d) if applicable, the general nature of the circumstances that prevented the Member from providing six (6) weeks' notice.

MATERNITY AND PARENTAL LEAVE AGREEMENT

- 8 After providing written notice required in Section 7 and before commencing the Maternity and/or Parental Leave, a Member shall submit a signed Leave Agreement to the mayor and chief administrative officer, which includes
- a) the duties the Member will not perform during the Approved Leave,
 - b) any duties that the Member intends to continue to perform during all or part of the leave, and
 - c) any other workplace accommodations required by the Member to balance their role as a parent with their council duties during or following the period of leave.
- 9 Amendments to a Leave Agreement may be approved as follows:
- a) Council may, by resolution, approve an extension to the Parental Leave or grant a subsequent leave;
 - b) the mayor and CAO may approve amendments to conditions set out pursuant to section 8.

REPRESENTATION

- 10 The mayor must
- a) arrange for coverage of the tasks and duties that the Member will not continue to perform, including seeking council resolutions for council committee and deputy mayor appointments, and
 - b) provide for notification of any committees or other affected parties of a Member's leave and who will be providing interim coverage.
- 11 A Member on Maternity Leave or Parental Leave may attend council meetings, council committee meetings, and events at their discretion and if documentation is submitted from their medical care provider supporting functional ability to safely participate.

REMUNERATION

- 12 A Member on Maternity Leave or Parental Leave will be remunerated at 75% of the basic rate as set out in the Council Remuneration Policy.
- 13 Notwithstanding Section 12, a Member on Maternity Leave or Parental Leave will continue to be eligible for all other amounts, expenses, and benefits as set out under the Council Remuneration Policy.

REVIEW

- 14 This bylaw shall be reviewed during the last year of the term of each council.
- 15 Council may request that this bylaw be included for review by the Council Remuneration Committee.

ENACTMENT/TRANSITION


- 16 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 17 This bylaw comes into force on the date it is passed.

FIRST READING: October 1, 2024

SECOND READING: October 1, 2024

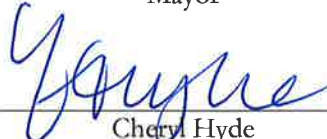
THIRD READING: October 1, 2024

Approved on behalf of the Town of Canmore:



Sean Krausert
Mayor

October 1, 2024
Date



Cheryl Hyde
Manager, Municipal Clerk's Office

October 1, 2024
Date

Bylaw approved by: _____