

**THE CITY OF EDMONTON**  
**BYLAW 18243**  
**PARENTAL LEAVE FOR COUNCILLORS BYLAW**

Edmonton City Council enacts:

**PART I - PURPOSE AND INTERPRETATION**

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|--------------------|---|--|
| <b>PURPOSE</b>     | 1 | The purpose of this bylaw is to permit Councillors to take leave prior to or after the birth or adoption of their child.   |
| <b>DEFINITIONS</b> | 2 | <p>(1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the Municipal Government Act, including its regulations.</p> <p>(2) In this bylaw:</p> <ul style="list-style-type: none"><li>(a) <b>“City”</b> means The City of Edmonton;</li><li>(b) <b>“Council”</b> means the City’s council;</li><li>(c) <b>“Councillor”</b> means a City councillor and includes the Mayor;</li><li>(d) <b>“City Manager”</b> means the City’s chief administrative officer or delegate;</li><li>(e) <b>“Mayor”</b> means the City’s chief administrative officer;</li><li>(f) <b>“Municipal Government Act”</b> means the <i>Municipal Government Act</i>, RSA 2000, c M-26;</li><li>(g) <b>“parental leave”</b> 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;</li><li>(h) <b>“remuneration”</b> includes salaries, indemnities, honorariums, and allowances paid to a Councillor; and</li><li>(i) <b>“Standing Committee”</b> has the same meaning as defined in the Council Committees Bylaw, Bylaw 18156.</li></ul> |

**RULES FOR INTERPRETATION**

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The following interpretation rules apply to this bylaw:

- (a) marginal notes and headings in this bylaw are for ease of reference only; and
- (b) if the Mayor takes parental leave, any references in this bylaw to the Mayor will be deemed to refer to the deputy Mayor.

**PART II - PARENTAL LEAVE**

**PARENTAL LEAVE**

4

Subject to this bylaw, a Councillor may take parental leave prior to or after the birth or adoption of their child.

**LENGTH OF LEAVE**

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Parental leave permitted by this bylaw may not exceed 26 weeks.

**NOTICE OF LEAVE**

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- (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.
- (2) The written notice required by subsection (1) must include:
  - (a) the start date of the parental leave;
  - (b) the anticipated length of parental leave; and
  - (c) if the Councillor was unable to provide 6-weeks written notice, the general nature of the exigent circumstances.

**PART III - TERMS OF LEAVE**

**WRITTEN COMMITMENT**

7

After providing written notice as required by section 6, and before commencing parental leave, a Councillor must submit a signed written commitment to the Mayor and City Manager that includes:

- (a) the processes that will be implemented to ensure the Councillor's constituents are represented during parental leave, which may include another Councillor providing coverage or any other process that the Councillor taking parental leave determines appropriate;
- (b) the duties, as described in section 12(1), that the

Councillor intends to continue to perform and receive remuneration for during all or part of the parental leave; and

- (c) any workplace accommodations requested by the Councillor to balance their role as a parent with their responsibilities as a Councillor during or following parental leave.

- 8 (1) If the Councillor's written commitment required by section 7 includes another Councillor providing coverage during parental leave, the written commitment must also be signed by the Councillor providing coverage to confirm that Councillor's acceptance of responsibilities on behalf of the Councillor taking parental leave.
- (2) If the Councillor's written commitment required by section 7 includes workplace accommodations, the written commitment must also be signed by the City Manager to confirm the City Manager is able to provide such accommodations.

**REVISIONS**

- 9 A Councillor may revise their written commitment during parental leave by submitting a revised written commitment, including signatures of another Councillor or the City Manager, if required, to the Mayor and City Manager.

**PUBLIC VIEWING**

- 10 (1) At any time after a written commitment is given to the Mayor and City Manager until the end of a parental leave, any person may request to view the written commitment during regular business hours in the presence of the City Manager.
- (2) The City Manager may publish a written commitment received pursuant to this bylaw on the City's website.

**PART IV - REMUNERATION**

**FULL  
REMUNERATION**

- 11 During the first 10 weeks of parental leave, a Councillor will receive the full remuneration that the Councillor would have otherwise received.

**PARTIAL  
REMUNERATION  
FOR DUTIES  
PERFORMED**

- 12 (1) For any weeks following the first 10 weeks of parental leave, a Councillor will receive a percentage of the remuneration that the Councillor would have otherwise received as follows:
  - (a) 0% if the Councillor does not perform any duties during

parental leave;

- (b) 30% if the Councillor prepares for and attends, either in person or using a communication facility, all meetings of Standing Committees that the Councillor is a member;
  - (c) 30% if the Councillor prepares for and attends, either in person or using a communication facility, all Council meetings;
  - (d) 25% if the Councillor attends constituency events and regularly responds to constituency matters by telephone or electronic mail; and
  - (e) 15% if the Councillor prepares for and attends meetings of all City agencies, boards, or commissions, or Council initiatives, that the Councillor has been assigned to by Council.
- (2) For the purposes of subsection (1), a Councillor may perform some or all of the duties described in clauses (b)-(e), and will receive remuneration for each duty performed for each week the duties are performed.

#### **PART V - CITY MANAGER ROLE**

<b>DELEGATION</b>	13	The City Manager may delegate any power, duty, or function under this bylaw.
<b>PROVIDING ASSISTANCE</b>	14	On request, the City Manager will provide assistance to a Councillor to prepare the written commitment required by section 7.
<b>VERIFICATION</b>	15	For the limited purpose of confirming that the Councillor is performing duties in order to receive partial remuneration during all or part of the parental leave, the City Manager may make reasonable inquiries of the Councillor during parental leave.

READ a first time this 23<sup>rd</sup> day of January 2018;


READ a second time this 23<sup>rd</sup> day of January 2018;

READ a third time this 23<sup>rd</sup> day of January 2018;

SIGNED AND PASSED this 23<sup>rd</sup> day of January 2018.

THE CITY OF EDMONTON

  
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MAYOR

  
\_\_\_\_\_  
CITY CLERK