

**ADMINISTRATIVE ORDER NUMBER 2019-003-GOV
RESPECTING PARENTAL ACCOMODATION
FOR ELECTED OFFICIALS**

BE IT RESOLVED AS AN ADMINISTRATIVE ORDER of the Council of the Halifax Regional Municipality under the authority of section 14 of the *Halifax Regional Municipality Charter*, as follows:

Short Title

1. This Administrative Order may be known as the *Parental Accommodation Policy for Elected Officials*.

Interpretation

2. In this Administrative Order,

- (a) “CAO” means the Chief Administrative Officer or delegate;
- (b) “Council” means the Council of the Halifax Regional Municipality;
- (c) “HRM” means the Halifax Regional Municipality;
- (d) “member” means a member of the Council of the Halifax Regional Municipality; and
- (e) “parental accommodation” means a leave of absence by a Council member due to
 - (i) the pregnancy of the Council member;
 - (ii) the birth of the child of the Council member; or
 - (iii) the adoption of a child by the Council member.

Purpose and Objectives

3. The objectives of this Administrative Order are to:

- (a) provide parental accommodation to members; and
- (b) recognize that members maintain all rights and privileges of their office when on parental accommodation and can exercise those rights at any time.

Application

4. This Administrative Order applies to all members of the Council.

Parental Accommodation Leave

5. Subject to this Administrative Order, a member may take parental accommodation, commencing during a pregnancy or within twelve (12) months of a birth or adoption.

6. A parental accommodation permitted by this Administrative Order may not:

- (a) exceed fifty-two (52) consecutive weeks;
- (b) extend beyond the member's term in office.

Notice of Leave

7. A member shall notify the Mayor and the CAO of their intent to take parental accommodation a minimum of four weeks before the start of the leave. The notice shall include:

- (a) the start date of the parental accommodation and the expected return date; and
- (b) information about those duties, if any, the member will continue to undertake during all or part of the parental accommodation, including with respect to existing appointments to boards and committees.

8. The member is encouraged to consider the process that will be implemented to ensure that the member's constituents remain represented during the parental accommodation, which may include another member of council providing coverage or any other process that the member of council taking parental accommodation determines is appropriate.

9. If the member's process to ensure constituents remain represented during the parental accommodation includes another member of Council providing coverage during the parental accommodation, a copy must be provided to the member providing coverage.

10. Upon receipt of the notice of leave and any planned delegation of duties outlined, the Mayor and CAO shall review the notice and may provide any feedback they deem necessary to the member.

11. A member may revise their notice during their parental accommodation by submitting a revised notice to the Mayor and Chief Administrative Officer.

Salary and Benefits

12. A Council member on parental accommodation shall continue to receive their salary and benefits for the duration of their leave, not to extend beyond the Member's term in office, in accordance with Subsection 20(1)(d)(v) of the *Halifax Regional Municipality Charter*.

Regional Council and committee meetings

13. A member on parental accommodation may attend any meeting of Regional Council or a board or committee and exercise all rights and privileges of office.

14. If a member is absent from a meeting due to parental accommodation, the Municipal Clerk shall record the reason for the absence in the minutes of the meeting.

Roles and Responsibilities

15. HRM staff shall:

(a) provide advice and support to ensure the continuity of municipal services for constituents; and

(b) implement a communication plan outlining interim representation for constituents affected by parental accommodation based on the notice provided by the member in accordance with section 7.

Mayor

Municipal Clerk

I, Kevin Arjoon, Municipal Clerk of the Halifax Regional Municipality, hereby certify that the above noted Administrative Order was passed at a meeting of Halifax Regional Council held on June 18, 2019.

Kevin Arjoon, Municipal Clerk

Notice of Motion:
Approval:

June 4, 2019
June 18, 2019