



THE CORPORATION OF THE TOWN OF LASALLE
POLICE SERVICES BOARD

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| POLICY NAME: GP-023LPSB Expression of Care | DATE APPROVED: November 2011 |
| REVISION DATES: March 16, 2026 | REVIEW DATE: March 2030 |
| RESCINDS: Police Services Board Tributes (Floral/Baskets) | EXPIRES: Indefinite |

1. Board Policy Statement

- 1.1. The LaSalle Police Services Board is committed to cultivating a supportive and compassionate workplace by recognizing significant life events of its members, employees, and retirees.
- 1.2. The Expression of Care Policy establishes guidelines for arranging an Expression of Care in a fair, transparent, and sustainable manner.

2. Scope

- 2.1. This policy applies to current and retired Board members, employees of the Board, Chief and Deputy Chief.

3. Definitions

- 3.1. **Act** shall mean the *Community Safety and Policing Act, 2019*.
- 3.2. **Board** shall mean the Town of LaSalle Police Services Board.
- 3.3. **Chair** shall mean the individual elected or appointed by the LaSalle Police Services Board members in accordance with the Act and the Board's Governing Rules.
- 3.4. **Chief** shall mean the Chief of Police of the LaSalle Police Service, duly appointed under the Act, and for this purpose shall include any person lawfully acting in the capacity of Chief of Police during periods of absence or vacancy.

- 3.5. **Deputy Chief** shall mean the Deputy Chief of Police of the LaSalle Police Service, duly appointed under the Act, and for this purpose shall include any person lawfully acting in the capacity of Deputy Chief of Police during periods of absence or vacancy.
- 3.6. **Employee** shall mean the individual(s) designated by the LaSalle Police Services Board to provide administrative support to the Board (i.e. Board Secretary), the Chief of Police and Deputy Chief of Police.
- 3.7. **Expression of Care** shall mean a floral arrangement or gift basket purchased to a maximum of \$75.00, exclusive of tax and delivery charges, or a monetary donation to a maximum of \$100.00.
- 3.8. **Immediate Family** shall mean a family consisting of a parent(s) or guardian(s) and their children living together in a single household.
- 3.9. **Member** shall mean an individual duly appointed under the Act to serve on the LaSalle Police Services Board, whether as a municipal appointee, provincial appointee or member of Council, for the duration of their appointment.
- 3.10. **Policy** shall mean the Expression of Care Policy.
- 3.11. **Retiree** shall mean a person who previously served as a Board member, employee of the Board, Chief, or Deputy Chief and who has formally retired from their position.
- 3.12. **Significant Life Event** shall mean a death, birth, adoption, surrogacy, or hospitalization as qualified under this Policy.

4. Policy

4.1. General Provisions

- 4.1.1. The Chair of the Board, in their discretion, may authorize the sending of an Expression of Care to persons not identified in this policy.
- 4.1.2. This policy does not include in-laws.
- 4.1.3. Notification of a Significant Life Event shall be provided to the Board Secretary.

4.2. **Bereavement**

- 4.2.1. **Member** – in the event of the death of a Member, their partner or spouse, parent, or child, an Expression of Care shall be arranged on behalf of the Board.
- 4.2.2. **Employee** - in the event of the death of an Employee, their partner or spouse, parent, or child, an Expression of Care shall be arranged on behalf of the Board.
- 4.2.3. **Retiree** – in the event of the death of a retiree, an Expression of Care shall be arranged on behalf of the Board.

4.3. **Birth/Adoption/Surrogacy**

- 4.3.1. **Member** – in the event the Immediate Family is expanded through a birth, adoption or surrogacy, an Expression of Care shall be arranged on behalf of the Board at the discretion of the Board Chair.
- 4.3.2. **Employee** – in the event the Immediate Family is expanded through a birth, adoption or surrogacy, an Expression of Care shall be arranged on behalf of the Board at the discretion of the Board Chair.

4.4. **Hospitalization**

- 4.4.1. **Member** – in the event a member is hospitalized, an Expression of Care shall be arranged on behalf of the Board at the discretion of the Board Chair.
- 4.4.2. **Employee** – in the event an employee is hospitalized, an Expression of Care shall be arranged on behalf of the Board at the discretion of the Board Chair.

5. **Roles and Responsibilities**

- 5.1. The Board Secretary is responsible for sending Expressions of Care that fall within the scope this Policy to the member, employee or retiree’s place of residence or funeral home.



Chair

March 16, 2026

Date