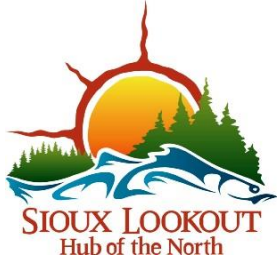


Expressions of Care



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel	Date:	May 1, 2026
Policy No:	2026-HR-08	Repeal:	
Approved by:	CAO		

Purpose

The purpose of this policy is to provide a guideline for a consistent practice regarding sending gifts, flowers, or donations in lieu for significant life events.

Policy Statement

The Corporation of the Municipality of Sioux Lookout “the Municipality” is committed to expressing care for Council members and employees when they experience a joyous, sorrowful, or special event in their life.

Scope

Expressions of care will be provided for regular full-time, regular part-time employees, and Members of Council upon notification to the Human Resources Department of a birth or adoption, hospitalization or at-home recovery of illness, or bereavement.

This policy shall be reviewed every five (5) years from the date it becomes effective.

General Provisions

Birth/Adoption – a floral tribute, gift basket, or personalized gift valued at \$100 will be conveyed on behalf of the Municipality of Sioux Lookout to celebrate the birth or adoption of a child.

Hospitalization/At-Home Recovery – a floral tribute, gift basket, or personalized gift valued at \$100 will be conveyed on behalf of the Municipality of Sioux Lookout to eligible recipients when

For any questions or further clarification regarding this policy, employees are encouraged to contact the Human Resources Department.

hospitalized for at least five (5) days or recuperating at home for a period of more than two (2) weeks due to a major illness or injury.

Bereavement – a floral tribute, gift basket, or personalized gift valued at \$100 will be conveyed on behalf of the Municipality of Sioux Lookout upon the death of the employee's spouse or common-law partner, child, step-child, mother, or father.

Other – a token of recognition may be conveyed on behalf of the Municipality of Sioux Lookout at the direction of the Mayor or CAO for any other life event.