



Wellness Program Policy

Approved: 2025-07-15

Motioned by Commissioner Shea

"I move that Village of Bible Hill adopt the revised Wellness Program Policy as presented with amendments."

Seconded by Commissioner Pitcher

Motion carried

Purpose

1. To promote the continuous improvement of overall health and wellness of employees and volunteers by encouraging and supporting physical activities.

Definitions

2. In this policy,
 - a. "eligible employee" means a Village employee who is:
 - i. permanent;
 - ii. a crossing guard;
 - iii. a caretaker; or
 - iv. Before and After School program staff and works on average 15 or more hours per week.
 - b. "BHFE" means Bible Hill Fire & Emergency.
 - c. "volunteer" means an active member of BHFE.

Principles Supporting Policy

3. The Village acknowledges that its employees and volunteers are valuable assets to the organization and community.
4. Being of good physical health and wellbeing can lead to improved satisfaction and moral, and reduced absenteeism, which contributes to a more effective organization.
5. The ability of the Village to achieve its objectives draws from the wellbeing of all employees and volunteers.
6. The Village has chosen to take a proactive approach to supporting the wellbeing of its employees and volunteers and show leadership in the community.

Terms of Policy

7. The goals of the Wellness Program Policy are:
 - a. Promote better health of employees
 - b. Motivate employees to choose and follow a healthy lifestyle
 - c. Provide an environment which supports healthy lifestyle choices
 - d. Enhance the overall wellness of employees by supporting its development
8. The Village will, in its budget, allocate funding to support this policy in a manner that allows for its success.

9. On an annual basis, employees and volunteers shall be eligible to submit wellness expenditures to the Village for reimbursement.
10. Expenditure reimbursement claims will be considered on a fiscal year basis. Eligible expenditures incurred between April 1 and February 28 each year may be submitted between May 1 and February 28 of the same year. Expenditures incurred during the month of March each year may be claimed in the following year, but these expenditures will be applied against the current year allocation.
11. Expenditures incurred outside the fiscal year, other than as described in paragraph 10, may not be carried forward and claimed in a future year.
12. Reimbursement of wellness expenditures to any individual shall not exceed \$250 per annum.
13. Employees or volunteers recently employed, who retire or who have had their employment terminated in the year will have their reimbursement maximum amount pro-rated based on their start date or completion date.
14. All reimbursement claims are subject to availability of budgeted funding.
15. The following expenditures shall be considered for reimbursement:
 - a. Participation in classes, programs and activities including:
 - i. fitness memberships;
 - ii. fitness activities (e.g. yoga, aerobics, aqua fit, dance, hockey etc);
 - iii. sport association or club registration fees and memberships;
 - iv. weight-loss programs;
 - v. smoking cessation programs;
 - vi. any other organized programs that promote physical activity and health active living; and
 - vii. fitness related gear/equipment/item (e.g. weights, running shoes, yoga mat, etc.).
16. To submit eligible wellness expenditures for reimbursement, employees and volunteers must complete and submit the following to the Clerk and Treasurer for approval:
 - a. wellness program application form;
 - b. original receipt(s) issued for the expenditure bearing the employee or volunteer's name if applicable; and
 - c. any additional requirements as set forth in the wellness program application form from time-to-time.

17. The Clerk and Treasurer shall be responsible to review reimbursement claims submitted and approve or decline to approve claims for reimbursement based on policy requirements and shall do so in the order in which the claims were received. Approved reimbursement claims shall be forwarded to the Finance Officer for payment by way of payroll.

18. Most wellness reimbursements paid to employees or volunteers are considered a taxable benefit by the Canada Revenue Agency. Accordingly, amounts paid to employees shall be included in the employee or volunteer's income with applicable deductions made for income tax, CPP and EI premiums as follows:

Activity	Status
Counselling services relating to an employee's mental or physical health (such as counselling for tobacco, drug or alcohol abuse, stress management or employee assistance programs)	Non-taxable
All others	Taxable benefit

19. Employees and volunteers are encouraged to discuss their suggestions or concerns regarding the Wellness Program with the Clerk and Treasurer at anytime.

Policy Document Attestation

Date of Notice to Village Commission of intent to consider: 2025-09-09

Date of adoption of policy: 2025-09-16

I certify that this policy was adopted by Village Commission as documented above:

Chair

Date

Clerk and Treasurer

Date