



**Wellness Program Policy
W-1004-22**

Effective Date:
February 25, 2026

Part 1 Purpose

- 1.1 The purpose of this policy is to promote wellness by encouraging employees and Councillors to live a healthier and more active lifestyle. The definition of health and wellness for the purposes of this policy includes mental health.

Part 2 Policy

- 2.1 The Municipality of the District of Yarmouth recognizes that a healthy workforce can decrease absenteeism, reduce sick days, reduce Workers' Compensation claims, lower health insurance costs and improve employee/Councillor job satisfaction.
- 2.2 Assistance will be given to employees/Councillors participating in accepted Health/Wellness related programs or activities (see Appendix A). Participants are eligible for reimbursement of up to 50% of eligible costs to a maximum of \$250.00 per employee/Councillor per fiscal year. This is available to employees/Councillors only, and not to family members.
- 2.3 Employees/Councillors must submit a claim for these benefits, on the form provided, to the CAO. Costs shall be paid upfront by the participant and proper receipts/invoices submitted prior to a cheque being issued or reimbursement made, (see Appendix B Wellness Expense Claim)
- 2.4 This reimbursement is considered a taxable benefit by the Canada Revenue Agency.

Part 4 Wellness/Health Policy Eligibility

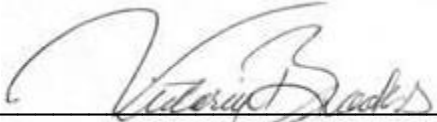
- 4.1 Employee's/Councillors eligibility to join the Health/Wellness benefit program will include:
 - 4.1.1 All members of Council;
 - 4.1.2 Permanent full-time employees;
 - 4.1.3 Permanent part-time employees;
 - 4.1.4 Casual and seasonal employees are not eligible for this Health/Wellness benefit.

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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	February 18, 2026
Date of Passage of current Policy	February 25, 2026
I certify that this Wellness Program Policy W-1004-22 was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	<u>March 6, 2026</u> Date

Date last reviewed by Council: February 25, 2026

Date last amended: February 25, 2026

Amendment Log

Date	Amendment Description
February 25, 2026	<ul style="list-style-type: none"> Section 2.3 – in the second sentence, changed “Costs shall be paid upfront by the participant and proper receipts/invoices submitted prior to a cheque being issued or reimbursement made. Appendix A – changed physical/sporting to wellness activities



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Appendix A

Proposed programs, classes, activities, etc. could include, but are not limited to, the following:

- Health facility membership/membership fees/licenses for sporting or leisure organizations
- Nutrition and weight management programs
- Smoking cessation programs
- Mental health programs (e.g., stress management)
- Clinics/lessons/workshops
- Necessary equipment for wellness activities (such as sneakers, exercise equipment, etc.)
- Devices (such as Fitbits) that assist with wellness activities
- Video programs/apps (e.g., yoga, P90X, etc.)

* We strongly encourage Employees/Councillors to shop locally (Yarmouth County) where possible.

Where a question arises on the eligibility of an expense under this program:

- In the case of a Councillor, Council shall make the eligibility determination
- In the case of staff, the CAO shall make the eligibility determination

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Appendix B

Wellness Program Expense Claim Form



- Request for reimbursement of expense already incurred.
Receipts to be attached.
(Personal credit card or other method of payment)
- Request for MODY to pay invoice up-front, with employee/councillor portion coming from payroll deduction

This program is for the benefit of employees or councillors. No items, like sneakers for example, may be claimed for anyone who is not an employee or councillor. Improper use of the program is subject to HR Progressive Discipline Policy and Councillor Code of Conduct.

Participants are eligible for reimbursement of up to 50% eligible costs to a maximum of \$250.00 per fiscal year.

Expenses April 1st to March 31st of each fiscal year are eligible but claims cannot be submitted until after June 15th of each year.

If an item that MODY is paying for upfront is being ordered, please see Barb DeViller to place a specific order.

Name:		Date Submitted:	
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Item description:

Vendor:	
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Total Price:	
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Amount Requested from MODY:	
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If a pre-payment request is being made, please provide details. (Include amount to be withdrawn each pay period (minimum \$25 per pay – total maximum \$250))

Details: