



**FORTFRANCES**

**HEALTHY WORKPLACE PROGRAM  
HUMAN RESOURCES 3.23**

**POLICY**

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Authorized: By-Law XX

# HEALTHY WORKPLACE PROGRAM

## 1. PURPOSE

The Town of Fort Frances is committed to a safe, positive, and healthy workplace that supports the physical, mental, social, and emotional well-being of all staff. Through the Healthy Workplace Program, the Town will encourage, support, and offer accessible health-related initiatives that help employees take ownership of their well-being, leading to improved morale, engagement, productivity, and organizational effectiveness.

## 2. APPLICATION

This policy applies to all employees of the Town of Fort Frances, including full-time, part-time, seasonal, and contract employees, as well as Members of Council. Certain benefits may be taxable under applicable legislation and will be communicated in advance.

## 3. PROGRAMS AND OFFERINGS

Employees have access to on-site fitness facilities and wellness opportunities. The following subsections outline program offerings.

### 3.1 Gym Memberships and Memorial Sports Centre Programs

- Gym membership.
- Public Skating Sessions
- Public Swim Sessions
- Drop-In Fitness Classes

### 3.2 Corporate Golf Membership

The municipality will maintain a corporate golf membership that provides equal access for all employees under consistent terms. The membership is used to advance municipal purposes, including business development, networking, stakeholder engagement, and employee wellness.

Human Resources will maintain documentation, usage logs, and eligibility procedures to ensure compliance with CRA guidelines.

### 3.3 Municipally Owned Boat Slips / Marina Access

Employees may access municipally owned boat slips and the boat launch at a 50% discounted fee. The taxable benefit equals the difference between the fair market value (FMV) and the fee paid. FMV will be established annually using comparable local marina rates.

*Example: If the FMV of a seasonal boat slip is \$1,000 and the employee pays \$500 (50% discount), the taxable benefit is \$500.*

## 3.4 Employee Assistance Program (EAP)

The Town provides all employees with confidential support services through the TELUS Health EAP. Services include counselling, mental health support, legal and financial consultation, crisis support, and wellness resources. Participation is voluntary and confidential.

## 3.5 Wellness and Engagement Events

Annual events support team building, wellness, and employee engagement. Participation is voluntary and will not affect employment status. Examples include staff BBQs, seasonal recreation challenges, curling socials, wellness workshops, and community volunteer days.

## 4. GOVERNANCE AND ROLES

Human Resources and senior management are responsible for communicating program updates, modeling participation, and supporting staff engagement. Employees are encouraged to participate actively and contribute ideas for improvement. Contributing ideas, expertise, and actively participating in program offerings to model engagement.

## 5. COMMUNICATION AND ENGAGEMENT

Human Resources and senior managers will communicate through multiple channels, including emails, memos, intranet updates, team meetings and posters at worksites. Surveys may be used to gather feedback and measure program effectiveness. Data will be collected and retained in accordance with MFIPPA requirements. Inclusivity and accessibility

All programs will be designed to be inclusive and accessible to all employees. Accommodation will be provided upon request. Communications will meet AODA requirements.

## 6. BUDGET CONSIDERATIONS

Programs and benefits are reviewed annually as part of the municipal budget process and may be adjusted or discontinued as required. Availability is not guaranteed from year to year.

## 7. LEGISLATIVE COMPLIANCE

This policy complies with:

# HEALTHY WORKPLACE PROGRAM

- *Employment Standards Act, 2000 (ESA)*
- *Occupational Health and Safety Act (OHSA)*
- *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*
- *Municipal Act, 2001*
- *Ontario Human Rights Code*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- *Workplace Safety and Insurance Act, 1997 (WSIA)*
- *Income Tax Act (Federal)*