

<i>COUNCIL AGENDA</i>	
Date: <u>October 20, 2025</u>	Item: <u>11.3.</u>



MEMORANDUM

Date: October 6, 2025 File: 0282-20-0220
 To: Council
 From: Sue Ketler, Deputy Municipal Manager/Director, Parks, Culture, and
 Community Services
Subject: Proposed Corporate Fitness Pass Discount Policy 0220


RECOMMENDATION:

THAT proposed “Corporate Fitness Pass Discount Policy 0220” be approved.

The purpose of this memorandum is to request approval from Council regarding a policy that applies to local businesses that operate in the District of West Vancouver.

After reviewing Corporate Fitness Pass Discount Policy 0075, staff confirmed that the policy applies to local businesses that operate in the District of West Vancouver. Given the scope of the policy, the Municipal Manager rescinded Corporate Fitness Pass Discount Policy 0075.

Proposed Corporate Fitness Pass Discount Policy 0220 retains the intent of the rescinded policy; however, is being presented to Council due to the scope of the policy.

Author: 
 Sue Ketler, Deputy Municipal Manager / Director, Parks, Culture, and
 Community Services

Appendix A: Proposed Corporate Fitness Pass Discount Policy 0220

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Title: Corporate Fitness Pass Discount
Division: Parks, Culture, and Community Services
Policy Number: 0220
File Number: 0282-20-0220

1. Purpose

- 1.1. This policy will provide both the employers/business associations and the District with guidelines and criteria regarding eligibility, retention and administrative requirements.
- 1.2. The corporate fitness pass will generate new revenues not otherwise achievable, while at the same time promoting workforce wellness within the local community.

2. Scope

- 2.1. To provide a Corporate Fitness Pass Discount for businesses that operate in West Vancouver.

3. Definitions

- 3.1. “**Corporate Fitness Pass**” means an annual pass that provides access to a variety of fitness options.
- 3.2. “**Discount**” means a discount applied upon activation for each pass purchased by employees of the associated group.
- 3.3. “**District**” means The Corporation of the District of West Vancouver.
- 3.4. “**Employee**” means any youth (over 16 years) or adult that is a current employee with a Local Business.
- 3.5. “**Group**” means a minimum of ten (10) employees.
- 3.6. “**Local Business**” means any registered business, physically located within the District boundaries as well as government organization employees located in a West Vancouver office. Local businesses that are full members of a local business association (Ambleside Dundarave Business Improvement Association, Horseshoe Bay Business Association) may act as one Local Business under the banner of the local business association for the purposes of establishing a group.
- 3.7. “**User**” means any current employee who works for a Local Business that purchases a Corporate Fitness Pass.


4. Policy Statement

4.1. Corporate Fitness Pass Administration Requirements

- a) A 15% Discount will be applied at the point of sale when a Group signs up for the Corporate Fitness Pass.
- b) A minimum of 10 employees are required to be eligible for a Corporate Fitness Pass, as well as for annual renewal.
- c) Once a Group meets the eligibility requirements, additional employees may join the group at any time.
- d) The organization must always maintain a minimum registration of participants in the Group in order to remain eligible.
- e) The one-year Corporate Fitness Pass must be paid in full at the point of sale or set up on an automatic pre-authorized payment plan.
- f) Pre-authorized payment plans are subject to a one-time set-up fee as per the Fees and Charges Bylaw.
- g) To be eligible, each employee must provide the District with proof of employment in the form of:
 - i. letter of confirmation from a Human Resource department/business association; or
 - ii. letter of confirmation on company letterhead authorized by a signing manager or equivalent; or
 - iii. recent paystub; or
 - iv. employee ID tag; or
 - v. a letter from the business association stating that the participant is a full member and qualifies as part of their Local Business.

If one of the above five items (i-v) do not confirm work is performed from a West Vancouver office location, additional documentation that confirms West Vancouver office will be required.
- h) Each new user will be entered into the District's client database. A client profile will be created. A photo will be taken and a corporate fitness pass will be issued.
- i) Users will be required to scan their corporate fitness pass upon entry to the facility.
- j) Users will be expected to comply with the Facility's Code of Conduct.
- k) The Corporate Fitness Pass cannot be combined with any other promotional offer.
- l) The Corporate Fitness Pass does not apply to spouses or other family members unless they are verifiable employees of the Local Business.
- m) Fees and charges are reviewed annually; rates and discounts may change accordingly.

5. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Signature		

6. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	

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