

District of West Vancouver  
**POLICY**

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

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## 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

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2025/10/20	
<b>Council minutes Document ID</b> (Council Policies only)	LGDM-711734498-24726	
<b>Council report Document ID</b> (Council Policies only)	LGDM-711734498-24739	
<b>Signature</b>	<u>[Original signed by Mayor]</u> MAYOR	

## 6. Additional Information

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