

Town of Annapolis Royal
Policy

TITLE: Employee Wellness	
POLICY NO.: 2025-16	SUPERSEDES: 2008-5
EFFECTIVE DATE: December 18, 2025	APPROVED BY COUNCIL MOTION NO.: C#2025-12-17-04 December 17, 2025

Policy Statement:

1. **Purpose**

The purpose of this Policy is to encourage support and offer health related programs that will assist employees in improving their own physical, mental and emotional wellbeing.

2. **Definitions**

In this policy:

- 2.1. "Town" means the Town of Annapolis Royal.
- 2.2. "Employee" means any permanent member of staff (full-time and part-time).

3. **Objectives**

The object of this policy is to guide the provision of programs and incentives to support employee wellness both in and outside the workplace:

- 3.1. The organization is committed to ensuring that all wellness programs and resources are accessible, inclusive, and supportive of every employee's wellbeing.
- 3.2. Accessibility is a core principle of our wellness policy, ensuring all employees have equitable opportunities to participate in and benefit from wellbeing initiatives.
- 3.3. Our wellness policy promotes an inclusive environment where all employees can access the resources and support necessary to maintain their health and wellbeing.
- 3.4. The organization upholds accessibility within all wellness initiatives to foster a supportive and inclusive culture of

wellbeing for every employee.

4. **Responsibilities**

Management

- 4.1. Provide a healthy work environment that will foster employee health and well-being.
- 4.2. Support health initiatives and the development of health-related programs and incentives for employees.

Employees

- 4.3. May participate in programs and incentives for employees.
- 4.4. May build their knowledge, skills and abilities to take control over their well-being.
- 4.5. Employees are encouraged, whenever feasible, to utilize active modes of transportation (such as walking or cycling) or to carpool when travelling to and from the workplace or work-related events.

5. **Workplace Guidelines**

- 5.1. To facilitate this policy the Workplace Guidelines will:
 - 5.1.1. Offer each “employee” one day off per fiscal year to participate in an individual wellness initiative, whether it be for mental and/or physical health;
 - 5.1.2. Staff members are eligible for a 50% fee reduction on all active programs provided through the Town Recreation Department as well as a 50% fee reduction on membership fees for Town-owned recreation facilities. The rebate for active programs provided by the Town Recreation Department may also be extended to immediate family members of employees. This incentive can be applied to programs and facilities that currently exist as well as programs and facilities that may be created in the future.

- 6. Council will determine the budget allocation for employee wellness through the Town’s annual budget process. This allocation will include funding for two employee wellness lunches each year. All expenditures from the wellness budget will require approval from the CAO.

7. **Employee Assistance Program**

Employee Assistance Program (EAP) is one of the largest national Employee Assistance Program providers in Canada. They are recognized for responding to ever changing needs of organizations and can adapt and design programs to meet specific requirements. To access the confidential Employee Assistance Program, call 1-800-268-7708.

8. **Repeal and Replace**

A policy, known as the Employee Wellness Policy #2008-5 adopted by Town Council on June 16, 2008, is hereby repealed.

THIS IS TO CERTIFY that this policy
was duly passed by a majority vote of the
whole Council at a duly called Council
meeting held on the 17th day of
December 2025.

GIVEN under the hand of the CAO and
under the seal of the Town of Annapolis
Royal the 19th day of December
2025.

Sandi Millett-Campbell
Sandi Millett-Campbell
Chief Administrative Officer



