

# Corporate Employee Wellness Program

Information Package



**enroll today!**

# Corporate Employee Wellness Program Passes

The City of Winnipeg's Corporate Employee Wellness Program offers reduced rates for fitness services at designated City of Winnipeg operated facilities.

This document is intended to serve as a reference for those individuals who may be interested in purchasing a pass and also for those corporate representatives who are responsible for coordinating these transactions on behalf of their company.

## Passes

There are two different types of passes available for corporate groups: Facility Passes and Active Living Passes. These passes can be purchased for either six months or one year.

Facility and Active Living Passes provide the flexibility to exercise when and where it is convenient. With a number of City of Winnipeg aquatic facilities and leisure centres located throughout the City, there are active living opportunities close to home and work.

## Facility Pass

Facility Passes can be used for general admission during public hours at any City of Winnipeg aquatic facility or leisure centre. These facilities offer a variety of amenities including pools, whirlpools, saunas, indoor tracks, weight rooms, cardio equipment and fitness areas. Amenities differ from facility to facility.

## Active Living Pass

The versatile Active Living Pass offers all the benefits of the Facility Pass, and can also be used for any City of Winnipeg drop-in Active Living class. There are a number of Aquafit and fitness classes to choose from.



## Eligibility

The Corporate Employee Wellness Program applies to any company or organization with 15 or more individuals interested in purchasing a pass. Individuals can purchase passes for themselves and/or for family and friends. Passes are available to all members of your company/ organization and each individual may purchase up to a total of 5 passes per year, including any passes purchased for themselves.

Your organization can choose to include a variety of groups. For example, one group may act as the coordinating body for a number of unions/departments. Organizations are allowed to include retired members if they wish.

## Getting Started

The process begins with a meeting between your organization and the City of Winnipeg Representative. At this meeting, a calendar of required activities will be established. Included in this list of activities are promotion, registration, and creation and distribution of the passes.

As an organization, you will decide whether you want to offer the service annually or twice per year. Once the registration period has passed, those who have missed the registration will have to wait until the next enrollment date.

The City will provide you with the necessary forms. **When distributing your own materials, it is essential that the City review any promotion material before it goes out.**



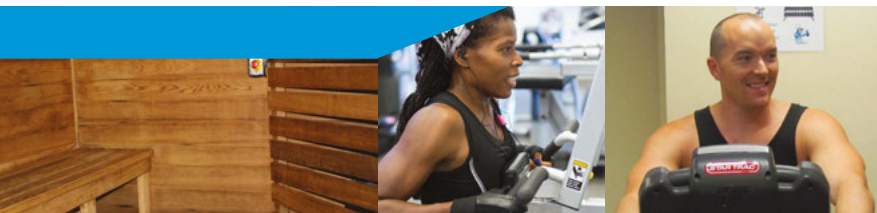
## Facilities

Active Living drop-in programs available

### Aquatic Facilities

Aquafitness drop-in programs are available at all aquatic facilities (with the exception of Eldon Ross).

- **Bonivital** 1215 Archibald St.  
swim, sauna, hot tub
- **Cindy Klassen Recreation Complex** 999 Sargent Ave.  
swim, sauna, diving boards, weight room, cardio equipment, track
- **Eldon Ross** 1887 Pacific Ave. W  
swim, whirlpool
- **Elmwood Kildonans** 909 Concordia Ave.  
swim, sauna, diving board, weight room, cardio equipment, water slide (additional fee)
- **Margaret Grant** 685 Dalhousie Dr.  
swim
- **North Centennial Recreation & Leisure Facility** 90 Sinclair St.  
swim, weight room, cardio equipment
- **Pan Am** 25 Poseidon Bay  
swim, weight room, diving boards, cardio equipment, walk/jog area
- **Seven Oaks** 444 Adsum Dr.  
swim, sauna, diving boards *\*Currently closed for general maintenance*
- **St. James Assiniboia Centennial** 644 Parkdale St.  
swim, sauna, diving board, whirlpool, weight room, cardio equipment, track
- **St. James Civic Centre** 2055 Ness Ave.  
swim, weight room, cardio equipment
- **Kinsmen Sherbrook** 381 Sherbrook St.  
swim, weight room, cardio equipment
- **Transcona Centennial** 1101 Wabasha St.  
swim, sauna



## Leisure Centres

- **Fort Rouge Leisure Centre** 625 Osborne St.  
weight room, cardio equipment
- **Freight House Recreation Centre** Door #1 - 200 Isabel St.  
weight room, cardio equipment
- **Peguis Trail Health & Fitness Centre** 1400 Rothesay St.  
weight room, cardio equipment, track, boxing bags



## Fee Schedule

### Corporate Employee Wellness Program Rates

Prices effective September 1, 2018 to August 31, 2019

Prices subject to change.

6 Month Active Living	12 Month Active Living	6 Month Facility	12 Month Facility
\$239.40	\$464.10	\$178.50	\$331.80

Pass rates include all applicable taxes. A \$10.00 fee is included with each pass sold to be used exclusively for upgrades and purchasing of equipment.

Child, Youth, Senior and Family passes are available for purchase at City of Winnipeg aquatic facilities and leisure centres. These passes are not included in the Corporate Employee Wellness Program because they are already offered at a reduced rate.

## Payment

Interested employees will complete a Registration Form and forward it to their Corporate Representative along with payment directly to their company (or through payroll deductions if applicable). When all the registrations are submitted and complete for an entire organization, the City will be provided with one cheque for the total amount owing for all employees.

**There are no refunds or transfers on passes.**



## Commonly Asked Questions

### **Q: Can a pass be put on hold?**

**A:** A pass can only be put on hold for someone who provides a doctor's note indicating that they are unable to use the pass. **The individual retains the physical pass but provides the Corporate Representative with a doctor's note and a letter stating when they expect to be able to use the pass again.** A Medical Suspension Form will be filled out and the Corporate Representative will then forward, both the Medical Suspension Form and doctor's note to the attention of the City of Winnipeg Representative. The City of Winnipeg staff will then de-activate the pass and place it on hold until the Corporate Representative indicates that the member is ready to use the pass again. The expiry date will be adjusted to reflect the lost time. **The doctor's note should be turned in within one month to ensure participants receive the full value of the time lost.**

### **Q: What happens if a pass is lost or stolen?**

**A:** We will replace the lost or stolen pass for a fee of \$7.35 (subject to change annually). When a participant needs a pass replaced, they can simply go to the front desk of any City of Winnipeg aquatic facility or leisure centre and inform the staff member that they would like to replace their pass. The fee will be charged and the new pass will be mailed to their home address in approximately one week.

### **Q: Are passes transferable?**

**A:** Passes cannot be transferred from one person to another. They are for exclusive use of the original purchaser.

### **Q: Where are schedules for Active Living drop-in programs located?**

**A:** For the latest information on facility hours and amenities, including Active Living drop-in programs, please visit [winnipeg.ca/cms/recreation](http://winnipeg.ca/cms/recreation), call 311 or refer to the *Leisure Guide*.

### **Q: What is the procedure for facility closures?**

**A:** For closures beyond 6 weeks, passes will be extended.

### **Q: What is the procedure if there are facility concerns?**

**A:** Any concerns about the programs or amenities at a specific facility should be directed to staff at that facility or call 311.

### **Q: What is the procedure if there are concerns about the Corporate Employee Wellness Program?**

**A:** Any concerns about the program should be directed to the Corporate Representative and then passed on to the City of Winnipeg Representative.

### **Q: What if I already have a City of Winnipeg Facility or Active Living Pass?**

**A:** Participants who already hold a City of Winnipeg Facility or Active Living Pass will have their Corporate Employee Wellness Program Pass pro-rated.

## Benefits

### Potential Benefits to your Employees

- Improved quality of life
- Better health
- Increased energy levels
- Improved self-esteem
- Improved levels of endurance and strength
- Relaxation and reduced stress
- Passes can be used at a wide variety of locations throughout the City
- Facility hours of operation from early morning to late evening
- Facilities offer a wide variety of amenities including lap/leisure pools, whirlpools, saunas, track and cardio areas, weight rooms and Active Living programs

### Potential Benefits to your Company

- Increased productivity
- Increased employee wellness
- Enhanced workplace morale
- Improved work performance
- Reduction in absenteeism and sick time
- Reduction in employee turnover
- Reduction in health care costs

## Facility Equipment

- Consistently monitoring and upgrading equipment

