


# POLICY MANUAL

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## PURPOSE:

To establish a policy for the provision of funds for Councillor purchase of goods, services, memberships, etc. which encourage personal fitness and wellness while also providing additional funds to cover medical expenses not fully covered within their personal plans.

### 1.0 Application

All current Starland County Councillors. All claims submitted under the Wellness Account will be considered as taxable income.

### 2.0 Guidelines/Procedures

1. An annual allocation of \$500 per Councillor will be made available for reimbursement based on the calendar year of November 1<sup>st</sup> to October 31<sup>st</sup>.
2. Unused amounts will be forfeited at the end of the year.
3. Claims submitted through the Wellness Account program shall be taxed in year they are paid. The amount claimed will be included in the taxable income reported on the Councillor's T4.
4. Claims submissions will be reviewed and approved/denied by the Manager of Finance in accordance with this policy.
5. Eligible and ineligible purchases:

#### Eligible Purchases

- Fitness center memberships, personal trainers, fitness consultation
- Classes/lessons/passes for swimming, skating, skiing, golfing, running, yoga, dance, martial arts, etc.
- Membership/league fees for sports such as hockey, softball, curling, golf, etc.
- Equipment/accessories for any physical activity or sport such as a tennis racquet, skates, hiking or running shoes, golf clubs, snowboard, skis, etc.
- Exercise equipment such as a treadmill, elliptical, stationary equipment, weights, exercise balls, etc.
- Nutritional programs and education
- Nutritional supplements



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- Other medical expenses not fully covered under a personal benefits plan such as medications, eyeglasses, acupuncture, massages and other para-medical services.

Ineligible Purchases

- Hobby course/personal interest courses
  - Music, singing, drama classes
  - Cultural events, recreational events, symphony, sporting events
  - Spa visits
  - Camping equipment, fishing rods, hunting gear, motorized equipment
  - Computer hardware or software
6. The intent of the Wellness Account is to benefit the Councillor; purchasing goods or services for the use of others is not acceptable and will not be permitted.
  7. Claims are to be made through the submission of a receipt to Manager of Finance.
  8. Clarification on eligible expenses for reimbursement prior to purchase should be directed to the Finance Manager.

**3.0 Funding**

The program will be funded from general revenues.