

Corporation of the Township OF McNab/Braeside

SECTION NAME General Administration	POLICY Recreation Reimbursement/Non-Resident Fee	POLICY NO.
SCOPE All Township Residents	EFFECTIVE DATE January 1, 2024	PAGE 1 of 3
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POLICY

McNab/Braeside residents are entitled to a reimbursement for the difference between the resident / non-resident fee applied to programs offered by Arnprior at the Nick Smith Centre that were previously covered under the Joint Use Recreation Agreement.

PROCEDURE

If you intend to submit multiple receipts, when possible, please submit a minimum request value of \$25.

Documents Required

- ✓ Receipt(s) from Arnprior. *Please include your phone number on this.
- ✓ A clear copy of your government issued ID reflecting a valid McNab/Braeside address, (drivers license, lease, hydro bill, tax bill etc.). *Required each time you submit a reimbursement request.

Reimbursement Options

- EFT (direct deposit) is the preferred and most efficient method.
The application is available on the website.
You need only complete this once.
- Cheque - Allow up to 4 weeks for reimbursement if mailed through Canada Post.
- Cash - Available in person, for reimbursements **up to** \$25 only.

EXCLUSIONS/LIMITS

Nick Smith Community Hall Facility Rental

The non-resident fee applied to a hall rental is not eligible for reimbursement.

Indoor Ice Pad Facility Rental

Ice rented for the purpose of making a profit is considered a for-profit ice rental and is not eligible for reimbursement.

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There is a maximum allowable refund of \$1,500 (including HST) per address for a personal, not-for-profit ice pad rental.

Facility rentals in McNab/Braeside can be found on the township website. Residents can register for programs or rent facilities in Renfrew at the resident rate.

ORGANIZED TEAM FEE

Organized Adult Hockey League Team Fees

The non-resident surcharge for McNab/Braeside players will be reimbursed to the team bank account where applicable. In the absence of a team account, a refund will be issued to the team manager who is responsible for distributing funds accordingly.

In addition to the documents listed above, the Team manager is responsible to submit the team roster listing the full name, mailing address and proof of residence for each McNab/Braeside player. All documents are to be submitted at once and it is the responsibility of the team manager to ensure accuracy.

Arnprior Minor Hockey Association (AMHA), Arnprior McNab Ringette Association (AMRA) & Arnprior Skating Club

The Township will pay the difference between the resident and non-resident fee directly to these associations for McNab/Braeside residents. Families will pay the same registration fee for these programs as Arnprior residents.

HOW TO SUBMIT YOUR DOCUMENTS

In Person: Municipal Complex, 2473 Russett Dr., Arnprior
Monday, Wednesday, Thursday & Friday 8:00 am – 4:00 pm, Tuesday 8:00 am - 6:30 pm

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Email: finance@mcnabbraeside.com

DEADLINE TO SUBMIT REIMBURSEMENT FORMS

Reimbursement Requests for the previous year must be received by January 31.

Late submissions will not be accepted.

Collection of Information

Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25. Any personal information collected will be used to determine the address of the participant. Questions should be directed to the Recreation Director.

Disclosures

Residents are responsible to notify the Township if there are any changes in the terms of the program registration(s) submitted for reimbursement.

These terms and conditions are subject to change.