

# The Corporation of the City of Clarence-Rockland

Recreation and Cultural Programs Reimbursement Policy			
Code	POL5016.3-2304		
Jurisdiction	Recreation and culture		
Adopted by	Resolution 2023-24	Date	2023-04-08

## 1.0 Policy Statement

The City of Clarence-Rockland provides recreation and cultural programs that meet the public's needs in an environment where residents feel comfortable, have fun, learn new things, strengthen or develop their skills, and build confidence in themselves by actively participating in inclusive activities.

Community Development develops and enforces strategies to ensure the financial self-sufficiency of the municipal recreation and cultural programming.

## 2.0 Purpose/Objective

The purpose of this policy is to standardize the reimbursement process to municipal recreation and cultural programs.

## 3.0 Scope

This policy applies to all municipal recreation and cultural programs registrants.

Community Development is responsible for providing all the necessary information to the Finance department so that it can issue reimbursement.

The Finance department is responsible for issuing the reimbursement within 15 days of receiving the request from Community Development.

## 4.0 Policy Procedure/Guidelines

All reimbursement requests must be made in writing to the Municipal Programs Coordinator.

### **Recreation Programs Cancellation Policy:**

Registrants may cancel their program registration up to 6 weeks prior to program start date with a \$50 administrative fee per participant.

Between 4 and 6 weeks prior to program start date, 50% of registration fees are refundable per participant.

4 weeks from program start date, there will be no refunds.

