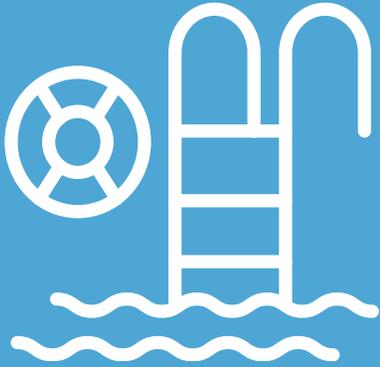


## What is the aquatic reimbursement pilot program?

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The pilot program is designed to provide residents of Mississippi Mills with reimbursement for the difference between resident and non-resident fees charged for the use of aquatic programs in Carleton Place, Arnprior or West-Ottawa.

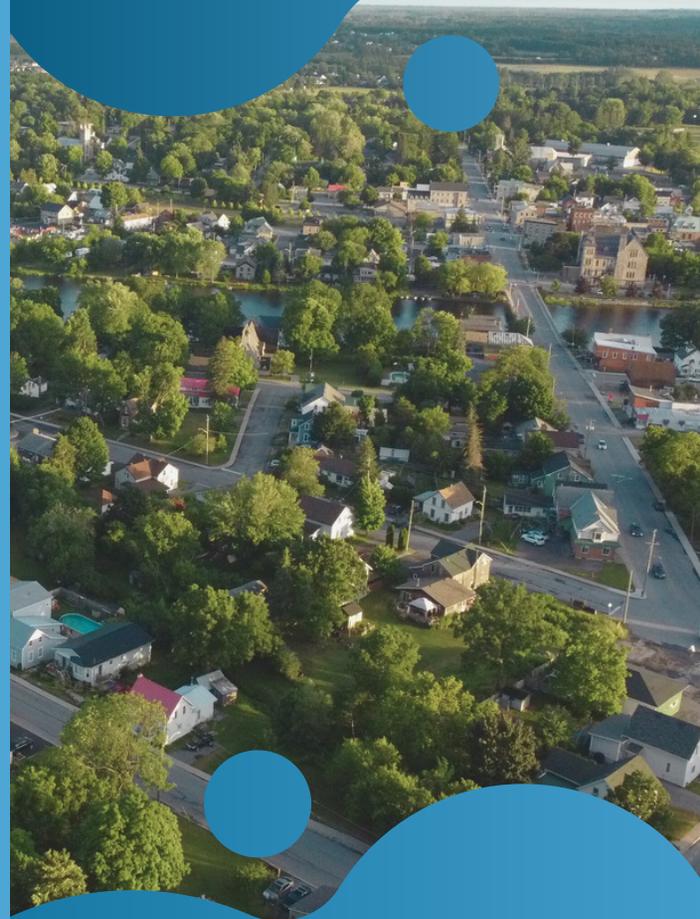


## What programs can I request reimbursement for?

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The non-resident portion of fees will be reimbursed for public swim fees, swim lessons, aquafit, and other aquatic programs. The fees must have been incurred and paid within that calendar year.

## How to Reach Us



### Municipal Office

- 📞 613-256-2064 ext. 201
- ✉️ [town@mississippimills.ca](mailto:town@mississippimills.ca)
- 🌐 [www.mississippimills.ca](http://www.mississippimills.ca)
- 📍 3131 Old Perth Road, Box 400, Almonte, ON K0A 1A0

Aquatic Reimbursement  
**Pilot Program**

## When can I request reimbursement?

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Requests for reimbursement for the 2024 calendar year will be received up until January 20 of the following year. Requests received after this date may not be honoured.

The final payment of amounts owing will be made on or before February 15 of the following year.

## How do I request reimbursement?

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There are two ways to request reimbursement:

### In person request

To request reimbursement in person, residents can attend the Municipal Office (3131 Old Perth Road), or Almonte Old Town Hall (14 Bridge Street).

Residents must bring:

- Identification confirming their name and residence in Mississippi Mills;
- The original, itemized receipt (not a debit or credit receipt).
- Void cheque or banking form for direct deposit.

The Customer Service representative will help you fill in the form.

### Electronic request (through email or online portal)

To request reimbursement electronically, residents shall submit:

- Completed and signed reimbursement form;
- A picture or scanned copy of their receipt;
- Proof of residency; and
- Void cheque or banking information form for direct deposit.

For a direct link to the online reimbursement form, scan this QR code or visit [www.mississippimills.ca/aquatic](http://www.mississippimills.ca/aquatic).



## When can I expect my payment?

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Twice per month, cheques or direct EFT payments will be made. Residents should allow for one month for processing time between submission of their request and receipt of payment. At the end of the year, all outstanding amounts will be paid. Residents can expect that final payments will be issued on or before February 15 of the following year.

## How can I provide feedback?

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We want to hear from you! If you have comments or feedback to share about the program, please email [town@mississippimills.ca](mailto:town@mississippimills.ca). Decisions about the program will be evaluated ahead of the 2025 budget.

## I still have questions – who can I talk to?

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Please call us at 613-256-2064 ext. 201 or email [town@mississippimills.ca](mailto:town@mississippimills.ca) if you have any questions about the aquatic reimbursement program.