

# **POLICIES – REGIONAL MEETINGS**

## **Refund of Meal Fees**

Those delegates to the Regional Meetings of Living Skies Regional Council who have registered prior to the deadline and paid the meal fee will be eligible for a refund of their meal fee, following the Regional Meeting, as a result of non-attendance at the meeting, provided that:

- They have advised the Regional Council Office by the catering deadline of their anticipated non-attendance and have requested a refund of their meal fee,
- Their reason for not attending relates to circumstances necessitating their presence elsewhere which could not reasonably have been anticipated prior to registering for the meeting (such as recent illness, medical procedures, disability or bereavement; ministry persons taking part in funeral services; becoming aware of family members or close friends who have been affected by sickness or accident; being advised of events requiring their attendance within a week or two of the meeting, etc.)
- Numbers of participants on which catering charges are based will not be adversely affected in a significant way by the refund of meal fees, and that
- The meal fee has not reassigned to an alternate delegate.

After considering the above, and due consultation, the Registrar may recommend the refund of the meal fee on compassionate grounds.

## **Late Fees**

In the information made available to appointed delegates, ministry personnel and registered visitors, the deadline date for registering for the Regional Meeting is indicated, along with the amount of the late fee in the case of registrations received after that date.

It is proposed that the late fee as outlined above be applied unless:

- Persons registering late have been named as alternates
- Late registrants can provide a reason or reasons for not registering prior to the deadline that is satisfactory to the Registrar
- It can be established that Youth delegates were not in a position to register prior to the deadline due to circumstances beyond their control.

Regional Council version approved by  
Living Skies Regional Council Executive –  
February 2023