

Function: Community & Protective Services - 02
Department: Fire Services - 040
Policy #: 008



Recovery of Registration Fees


Effective Date: March 9th, 2017

Review Date: March 9th, 2022

References:

Cancel: Policy 705: Recovery of Registration Fees

Resolution #: 122-17

CAO Signature: 

Purpose: To develop a policy to recover Registration Fees for training courses, meetings, seminars, conventions, conferences, workshops, or other related functions when a Member of Lac Ste. Anne County Fire Services has requested to, or agreed to be registered for same, and fails to attend.

Policy Statement:

Registration for training courses, meetings, seminars, conventions, conferences, workshops or other related Fire Services functions have a budgetary impact on the Lac Ste. Anne County operation budget. In order to be fiscally responsible, Lac Ste. Anne County Fire Services will endeavor to make cost recovery for failed attendance to any of the above where applicable.

Guidelines:

When a Member of Lac Ste. Anne County Fire Services fails to attend training courses, meetings, seminars, conventions, conferences, workshops or other related functions, where the Member has requested or agreed to be registered for same, it is expected that the Member shall reimburse the County the entire amount of the applicable registration fee for same. An exception may be made if the reason for non-attendance is a result of a medical and/or family emergency or any other reason deemed acceptable by the County Fire Chief.

Lac Ste. Anne County Fire Services Members who register for training courses and fail to attend the course, without notification or cause, shall have future attendance to training courses reviewed on a case-by-case basis by the County Fire Chief.