



WOLASTOQEY TRIBAL COUNCIL

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WOLASTOQEY NATION IN NEW BRUNSWICK



**WTCI and WNNB Events Policy (for members)**

**1. Purpose and Scope**

- a. The Wolastoqey Nation in New Brunswick (WNNB) and Wolastoqey Tribal Council Inc. (WTCI) hosts meetings, gatherings, and assemblies from time to time (“events”).
- b. This policy outlines the expectations for attendance, conduct, registration, and travel reimbursement for attendees of WNNB/WTCI events. The goal is to create a positive and inclusive environment while managing event resources and logistics effectively.

**2. Registration Requirements**

- a. All community members must register for WNNB/WTCI events either online through the registration platform or by calling the office within the registration period.
- b. Late registrations may be considered on a case-by-case basis, subject to approval by the event organizers.

**3. Accommodations:**

- a. WNNB/WTCI will not book rooms for attendees. Attendees must book rooms on their own. WNNB/WTCI may set up a block of rooms for the event to ensure there is enough space to accommodate attendees traveling, however booking responsibility will still belong to the individual attendee. Room booking deadlines will coincide with the events registration deadline.
- b. Following the deadline, attendees are encouraged to book their own accommodations and seek reimbursement from WNNB/WTCI. Reimbursement will be capped at the same rate provided by the partnering hotel.

**4. Travel Reimbursement:**

- a. WNNB/WTCI will only cover mileage expenses for attendees registering for their events; no incidentals or meals will be reimbursed.
- b. Attendees must check in and attend the event to be eligible for reimbursement. Reimbursement checks and room payments will be issued the following week unless there is an office closure/holiday, it will then be processed when the office reopens.
- c. Attendees who fail to attend the event will be barred from receiving travel and accommodation reimbursements for future events for a period of two years.

- d. Members may be required to reimburse the organization for any expenses incurred on their behalf.

**Conduct Expectations:**

- e. Members are expected to conduct themselves in a respectful and inclusive manner during WNNB/WTCI's events, treating fellow community members, staff, and guests with courtesy.
- f. Disruptive behavior, harassment, discrimination, or any form of misconduct will not be tolerated. WNNB/WTCI reserve the right to take appropriate action, including removal from the event and/or banning the individual from attending future events.

**5. Substance Use:**

- a. The consumption of drugs and alcohol is strictly prohibited during WNNB/WTCI's community events.
- b. Any member found in violation of this policy will be asked to leave and will not receive their travel reimbursement.

**6. Communication:**

- a. Any concerns or issues related to attendance, conduct, substance use, registration, or accommodations should be promptly communicated to the event organizer.

Contact Information:

WTCI & WNNB Head Office

35 Dedham St, Suite 202, Fredericton NB

E3A 2V2

(506) 459-6341

[Admin@wolastoqey.ca](mailto:Admin@wolastoqey.ca)