
BY-LAW NO. 4

A BY-LAW RELATED TO CONTINUING EDUCATION FOR COMMISSIONERS TO COMPLIMENT THE ROLES AND RESPONSIBILITIES AS BOARD MEMBERS OF THE NIAGARA PARKS COMMISSION (NPC).

A. Purpose

The purpose of this by-law is to provide a framework for Commissioners with respect to:

- Attendance at conferences and training courses, and
- Allowable reimbursement of the costs of continuing education initiatives

Continuing education is intended to assist members of the Commission to enhance their knowledge, skills, professional qualifications and experience in order to maximize their effectiveness in discharging their responsibilities and in meeting their fiduciary duties. Continuing education programs allow for development on relevant subjects and trends which are critical to strategic decisions and issues of governance.

B. Course Approval and Related Guidelines

Approval for attendance at conferences and training courses will be as determined by the Chair. Commissioners wishing to be considered for approval must complete the Request for Continuing Education form (Appendix A) and submit to the Chair prior to the commencement of the course or event. Reimbursement for approved attendance will be as outlined in this by-law.

Continuing education must be directly related to organizational governance, board effectiveness and/or subject matter which pertains to the roles and responsibilities of a Commissioner, including that associated with his/her duties with respect to committee work.

Attendance at approved conferences and training courses should be at a time which does not conflict with regularly scheduled Commission or Committee meetings.

Except in extenuating circumstances or as recommended by the Chair, no more than two (2) Commission members would be approved for the same conference or course. Upon completion of the educational opportunity, a Commissioner will provide a written report to the Commission Chair or Committee Chair as applicable to outline key learnings and the value for the consideration of future attendees at the conference or course.

THE NIAGARA PARKS COMMISSION

Commissioners may not be approved to attend or be reimbursed for further courses or conferences once they are aware that their term on the Commission is ending. Where the Commission has expended funds for attendance at a conference or course prior to the attendee receiving information that his/her Commission term was ending, the Chair will determine whether that member or a substitute will attend.

C. Reimbursement of Education Fees and Related Expenses

Each Commission member may be approved for reimbursement of continuing education fees to a maximum of \$1,000 per fiscal year where such conferences and courses have been approved by the Chair and subject to the financial means of the NPC as determined by the Chair. Any additional fees for conferences or courses over and above the maximum amount will be the responsibility of the individual Commissioner.

Reimbursement for reasonable expenses while attending an approved conference or course will be in accordance with the terms and requirements of the applicable Provincial Directive.

D. Course Tracking

The Secretary to the Governance, Ethics and Human Resources Committee will maintain records of all requests, approvals and expenditures for conferences and courses attended each fiscal year. A yearly report will be provided to the Commission.

E. References

Conferences or courses pertaining to strategic focus, organizational governance and board effectiveness are available through organizations such as:

- Canadian Coalition for Good Governance (CCGG)
- Institute of Corporate Directors (ICD)
- Ontario Securities Commission (OSC)
- Director's College.

Passed by The Niagara Parks Commission and sealed with the corporate seal this 23rd of August, 2013, to take effect as of the 23rd of August, 2013.

Original Signed

Janice Thomson
Chair

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Appendix A

Commissioner Request for Continuing Education

Note: The Chair must approve all conferences or courses in advance of their commencement

Date: _____

Commissioner Name: _____
Conference/Course Name: _____
Conference/Course Dates: From _____ To _____
Location/ Training Facility: _____
Conference/ Course Fee: \$ _____

How will this conference/course enhance your knowledge, skills and qualifications as a Commissioner?

Signature of Commissioner

Approval of Chair:

_____ Approved

_____ Not Approved (Reasons)

Signature of Chair

Date