



Report to The Niagara Parks Commission – Public Meeting

RE: Summary of Recommendations from the Governance, Ethics and Human Resources Committee

The following are recommendations of the Governance, Ethics and Human Resources Committee at its meeting held on June 4, 2024. Any variances to staff report recommendations will be noted in red below.

Travel, Meal and Hospitality Policy Update

1. Approve the updated Travel, Meal and Hospitality Policy CPM-02-01.

Corporate Purchasing and Travel Cards Policy

1. Approve the Corporate Purchasing and Travel Cards Policy.

Red Light and Automated Speed Enforcement Procedure

1. Approve the formation of a procedure to require the operator of any Niagara Parks vehicle who receives a red light or automated speed enforcement camera ticket to pay for the ticket. Under the red light or automated speed enforcement camera initiative the registered owner (Niagara Parks) is provided with the ticket and is responsible for the fine.

Service Animals

1. Approve updates to the Accessibility Policy regarding Service Animals entering indoor sites at Niagara Parks to ensure clarity for employees when faced with requests from guests to enter indoor public areas with their animal/pet.

Proposed Bill 190 – Working for Workers Five Act, 2024

1. Receive Report 2024-46 respecting Proposed Bill 190 – Working for Workers Five Act, 2024 for information.

Niagara parks Police Service Quarterly Report

1. Receive Report 2024-47 respecting Police Services Quarterly Report January to March 2024 for information.



Prepared by: _____

Name: Darla Jones

Title: Executive Assistant to the Chair
and Chief Executive Officer

Submitted and

Authorized by: _____

Name: David Adames

Title: Chief Executive Officer

Date: June 4, 2024



Corporate Policy Manual

Policy Name	Policy Number	Responsible Department
Travel, Meals and Hospitality Directive	CPM-02-01	Financial Management Services
Approval Body	Approval Date	Review Date
Board	June 13, 2024	June 13, 2029

Purpose

The Travel, Meal and Hospitality Expenses Directive for the Province of Ontario

(Amended ~~November 2014~~ January 1, 2020) and attached as Appendix A to this policy applies to the Commissioners and employees of The Niagara Parks Commission (NPC). This Directive sets out the rules for managing travel, meal and hospitality expenses for the ~~G~~overnment of Ontario, including its classified agencies such as Niagara Parks Commission.

This Directive does not prevail over legislation or where a collective agreement is in place.

Scope

This policy and the Travel, Meal and Hospitality Expenses Directive applies to Commissioners (appointees), ~~and employees of~~ of NPC ~~staff and all consultants and contractors, as applicable.~~

Definitions

Definitions are provided in the Directive, attached as Appendix A to this policy.

Policy

All expenses incurred while on NPC business shall be reimbursed in accordance with the Directive and applicable NPC policies and procedures.

Employees who have been issued a ~~procurement card credit card~~ for travel must ensure that they use the card in accordance with the governing policy on the travel card program, NPC operational policies and procedures and in keeping with the Delegation of Authority policy (CPM-01-02). All other claims for reimbursement must be in compliance with NPC policies and procedures.



Commissioners and employees shall be given orientation and training on their roles and responsibilities regarding the reimbursement of travel, meal and hospitality expenses under the ~~Travel, Meal and Hospitality Expenses Directive. Employees that are issued travel cards shall be required to submit a Letter of Understanding acknowledging that they understand and shall adhere to the Directive and associated NPC policies and procedures.~~

Roles and Responsibilities

Roles and responsibilities are set out in the Directive attached to this policy.

In accordance with the Directive 4.2 "Public Disclosure of Expenses", information about expenses must be posted on the NPC website for Commissioners, Appointees, Chief Executive Officer, and every member of the senior management which that reports directly to the Chief Executive Officer. ~~or Chief Operating Officer.~~ These expenses must be posted on a the NPC website on a quarterly basis.

Finance reviews all employee expenses, regardless of value in accordance with the policies established in this Directive.

Periodically, an internal audit review of ~~Travel~~Procurement Credit Card usage shall be scheduled as part of the Internal Audit Work Plan performance by the Financial Management Services department, as approved by the Finance and Audit Committee.

Education and Training

Finance will orient new employees to the policy and procedures related to this Directive.

Related Policies

CPM-01-02 - Delegation of Authority

CPM-02-13 – Procurement Card Purchasing Card Policy~~Procurement Policy~~

~~Control Environment and Internal Controls~~

~~Travel Credit Card~~

~~Substance Abuse~~



Related Procedures

[Corporate Purchasing Card Procedures](#)

[Travel Tip Sheet](#)

References and Consultation

[Travel, Meal and Hospitality Directive](#)

Record of Changes

<u>Version No.</u>	<u>Date</u>	<u>Section/Content Changed</u>	<u>Change Made / Reason for Change</u>	<u>Change By</u>
2	February 14, 2020	Various areas for greater clarity.	Updated based on new controls established and updated Directive	Laura Pinguet, Director of Finance

Authorization

Name: Bob Gale

Title: Chair

Date: [June 13, 2024](#)

Name: David Adames

Title: Chief Executive Officer

Date: [June 13, 2024](#)

Appendices

[Appendix A - Appendices Travel, Meal and Hospitality Directive](#)



Corporate Policy Manual

Policy Name	Policy Number	Responsible Department
Corporate Purchasing and Travel Cards	CPM-03-02	Financial Management Services
Approval Body	Approval Date	Review Date
Board	June 13, 2024	June 13, 2029

Purpose

The purpose of this program is to establish an efficient, cost effective process of purchasing small dollar goods and services from suppliers who accept payment by credit card. It is designed to replace a variety of processes including petty cash, employee payment requisitions and purchase orders or one time supplier set up and payment.

Scope

This policy applies to all staff of the Niagara Parks Commission related to the use of a its Corporate Card programs for conducting Niagara Parks business related to use of approval travel and procurement of goods and services.

Definitions

Cardholder: NPC employee that has been issued a Corporate Card.

Corporate Card: A credit card issued by a financial institution to be used for either approved travel or small dollar purchases.

Low Dollar Goods and Services: Purchases of non-strategic or non-catalogued goods that are typically less \$1,000 but not more than \$5,000 for a single purchase.

Reimbursement Per Diem Rate: the rate at which meals are reimbursed as set by the Provincial Travel and Meals Directive CPM-02-01.



Policy

Corporate Cards can only be issued to employees of the Niagara Parks Commission by the Chief Executive Officer (CEO). The total cumulative value of all cards issued at one time can not exceed the amount authorized through the credit facilities issued through the NPC financial institution. Only those authorized through the Banking Resolution have the authority to increase or decrease those limits.

Furthermore, increases to individual card limits require the approval of the CEO, reductions in card limits can be authorized by the Director of Finance. Credit limits are issued based on the cardholders' individual requirements. These requirements are reviewed annually based on historical spending trends by the Director of Finance to ensure reasonable limits have been issued.

Corporate Cards should only be used for the purchase and payment of small dollar purchases of goods/services (*typically less than \$1,000*), professional associations fees, events, approved travel, on-line advertising, Culinary LCBO purchases, canine care, or other miscellaneous items.

Corporate Card purchases should not be made to NPC approved suppliers with established credit to prevent duplication of payments unless preapproval has been received from the Finance Department.

The following purchases are strictly prohibited from being used:

- Purchase of goods or services for personal use
- Purchase of alcohol*
- Cash Advances
- Meals for individual travel – employees are reimbursed at per-diem rates
- Any other uses prohibited by NPC policies and procedures

*Culinary Services are permitted to purchase alcohol for resale and use in NPC locations.

NPC staff are not permitted, on behalf of the organization enter into other corporate card agreement programs from retailers such as Walmart, Home Depot etc.

Limits:

The Corporate Card maximum single transaction spending should not exceed \$4,999 on procured goods and services. Transactions may not be split to circumvent this Policy or the Procurement



Policy. The only exception to these limits related to the purchase of Culinary LCBO purchases used for business purposes, conferences, on-line advertising or on a case-by-case basis as approved by Finance.

Roles and Responsibilities

Accounts Payable: To ensure all monthly expense claims are received and processed in a timely manner. To regularly audit and inspect the purchases in accordance with set policies.

Director of Finance: To review monthly card limits, review expense claims to ensure compliance to policies and procedures. Review spending patterns and make recommendations for improved controls and efficiencies. Prepare quarterly spending summaries for review by the CEO.

Card Holder: To understand and comply with the policies and procedures related to corporate cards. Ensure the card is kept secure and safe at all times and is fully responsible for all purchases made on the card. Submit the monthly reconciliation and obtain proper receipts to support the transactions.

Procurement: To ensure clear guidelines are provided to the organization related to approved purchases and spending limits which are inline with the Procurement Policy.

Chief Executive Officer - To review quarterly spending summary, authorize the issuance of new card and limit increases as requested by the Director of Finance

Education and Training

Finance will orient new users to the policy and procedures of the card use. Training will also be provided for the reconciliation of card purchases using an on-line reporting platform and monthly reconciliation process.

Related Policies

CMP-01-02 Delegation of Authority Policy

CPM-01-03 Procurement Policy

CPM-02-01 Travel, Meal and Hospitality Expense Directive



Banking Resolution

Related Procedures

Corporate Purchasing Card Procedures

E-Purchasing Policy

References and Consultation

Travel Meal and Hospitality Directive

Record of Changes

<u>Version No.</u>	<u>Date</u>	<u>Section/Content Changed</u>	<u>Change Made / Reason for Change</u>	<u>Change By</u>
1	May 12, 2019	Consolidation of Travel card and Procurement card policies	Align with changes in the procurement strategies.	Laura Pingue, Director of Finance

Authorization

Name: Bob Gale
Title: Chair
Date: June 13, 2024

Name: David Adames
Title: Chief Executive Officer
Date: June 13, 2024

Appendices

N/A

Name of Policy:	Procurement Credit Card		
Policy Number:	CPM-02-13A (replaces MPM-02-13A)		
Responsibility:	Corporate Services		
Approval:	General Manager		
Approval Date:	May 12, 2015	Date of Next Review:	May 12, 2019

1.0 Purpose

The Niagara Parks Commission (NPC) provides a Procurement Credit Card program for employees. This corporate credit card program is administered through the Corporate Services Department.

2.0 Scope

This policy applies to all NPC employees that are authorized to use a NPC Procurement Card in accordance with this policy and procedures.

3.0 Definition

“Cardholder” – a NPC employee that has been issued a Procurement Credit Card.

4.0 Policy

The Procurement Credit Card program offers an alternative to the existing NPC’s payment processes and an efficient method of purchasing and paying for goods and services for monthly transactions less than \$5,000 (including all applicable taxes, exchange rates and shipping costs), or for any other monthly limit established through an approved delegation of authority.

A Procurement Credit Card may also be issued specifically for purchases by Culinary Services employees in accordance with the limits established through an approved delegation of authority.

The Procurement Credit Card is not to be used for any other purchases, and all purchases must be in compliance with the policies and procedures of the Procurement Policy, this policy and procedures, and the Delegation of Authority policy. For travel related purchases, the policy and procedures provided in CPM-02-13B, Travel Credit Card policy are to be followed.

Cardholders must be aware of NPC’s policies and restrictions prior to obtaining and using a card. The Procurement Credit card is to be used only for purchases related to

NPC business and must not be used for personal purchases or any other prohibited uses.

Used properly, the benefits of the Procurement Credit Card are elimination of the need to issue an invoice for low value transactions; elimination of the need to use personal funds and obtain reimbursement; convenience, security and flexibility; and allows the user to obtain goods and services faster.

4.1 Authorization and Issuance of Procurement Credit Cards

The General Manager is authorized to grant corporate credit cards to employees for procurement according to the Delegation of Authority policy and all corporate credit cards will be issued through the Corporate Services Department. A Corporate Services employee(s) will be designated as the Administrator(s), Corporate Credit Cards.

A list of Procurement Credit Cards that have been issued shall be maintained and updated regularly by the Administrator(s), Corporate Credit Cards.

All requests for Procurement Credit Cards shall be submitted by the respective Senior Director/Director to the General Manager for approval. The requests must indicate the reason these employees require a Procurement Credit Card, must confirm that these employees are familiar with and shall adhere to the Procurement Policy, this policy and its procedures, and the Delegation of Authority policy.

Procurement Credit Card limits are established based on each employee's expected requirements and may be adjusted if procurement requirements change, with the approval of the General Manager or Senior Director in accordance with an approved delegation of authority.

All holders of a Procurement Credit Card must complete and sign a "Procurement Credit Card – Letter of Understanding", (attached as Appendix A), prior to their receiving the Procurement Credit Card.

4.2 Use of Procurement Credit Card

The Procurement Credit Card may be used for procurement purchases which meet all the requirements of NPC's procurement policies and procedures. An individual using a Procurement Credit Card must obtain a quote from a supplier in the form of either a written faxed/mailed quote, catalogue/advertised quote, email quote; documented verbal/telephone quote, or any other method which meets NPC procurement requirements.

Cardholders must not use a card for the purchase of:

- travel, meals and hospitality
- personal, or non-NPC use
- alcohol, with the exception of specific Culinary Services employees specifically charged with procurement responsibilities for alcohol to be resold in NPC facilities
- cash advances
- any other uses prohibited by NPC policies and procedures

When the Procurement Credit Card is to be used to pay for training and workshop registrations, membership renewals expenditures for the benefit of a staff member who is also the Cardholder, counter signature on the invoice is required by the Cardholder's immediate supervisor, prior to payment authorization. All other NPC business expenditures that benefit a specific staff member need to be processed through an alternate procurement Cardholder.

The Procurement Credit Card must be used in a safe, ethical and professional manner. All Cardholders are responsible for ensuring that their account is reconciled on a monthly basis. This ensures that the purchases are valid and there are no erroneous entries in the account. Failure to reconcile on a monthly basis will result in the card being cancelled. With the authority to purchase also comes the responsibility for maintaining adequate documentation of the transaction. Documentation requirements as established by the Corporate Services Department must be followed.

A Procurement Credit Card must only be used by the individual whose name appears on the card. Procurement Credit Cards and card numbers must be safeguarded against use by unauthorized individuals within or outside NPC.

The following situations are examples of misuse of the Procurement Credit Card:

Personal misuse:

- purchases made for the sole benefit of the employee/Board Member
- assignment or transfer of an individual card to another person
- use of a Procurement Credit Card by a suspended or terminated employee

Administrative misuse:

- lack of proper and timely reconciliation of individual Cardholder accounts
- lack of funds in departmental budget accounts
- splitting an order to avoid the single-purchase limit

Procurement Cardholders have the responsibility to report instances of misuse. Supervisors have the responsibility to suspend or terminate card privileges in instances of misuse, and report them to the Administrator(s) – Corporate Credit Cards.

4.3 Procurement Credit Card Procedures

- i. At the end of each monthly billing cycle, each Cardholder will receive an email notification that his/her credit card statement is available on the “Banks” website. The Cardholder will access his/her statement from the website with his/her User code and password as soon as possible once the notification is provided.
- ii. The Cardholder will complete a Procurement Card Expense Claim form (Appendix B), within 5 days of receipt which must match the currently monthly charges on the Procurement Credit Card Statement. The Cardholder will list each credit card charge on the Procurement Credit Card Expense Claim form, referencing the receipt number on the form to the actual receipt document. Every credit card statement must be accompanied by detailed receipts and/or confirmations.
- iii. Procurement Credit Card slips (authorization or signature only slips) are insufficient to support the expenditure claim. If the detailed receipt is not available, a written explanation providing the missing information is required and must be signed by the Cardholder’s supervisor for authorization.
- iv. Employees must attach a completed Procurement Credit Card Expense Claim form with a printed copy of the Procurement Credit Card Statement and all accompanying receipts signed by the person possessing delegation of authority. The Cardholder must send the entire package, as approved, to Accounts Payable for payment.
- v. Accounts Payable will audit the Procurement Credit Card Expense Claim form for compliance and process payment of eligible expenses within 7 days of receipt. Expenses with incomplete documentation will not be accepted. While all efforts should be made to acquire and retain original receipts, in the event that documentation for a purchase is missing or receipts are lost or misplaced, it is necessary for the cardholder to contact the supplier and obtain a duplicate receipt/invoice.

The employee’s Procurement Credit Card will be cancelled if the account is 120 days overdue (120 days past the statement due date) and can only be reactivated with the Administrator(s) Corporate Credit Cards approval. The Internal Auditor and the Senior Director of Corporate Services or designate will periodically review the completed Procurement Credit Expense Claims forms for compliance to corporate policies.

5.0 Roles and Responsibilities

The General Manager is responsible to oversee the implementation of the administrative procedures for the Procurement Credit Card program working in cooperation with the Senior Director of Corporate services and the Director of Procurement. The responsibility for maintaining the appropriate security of the credit card for procurement and appropriate documentation rests with the department Senior Director/Director and Cardholder.

Employees who have been issued a credit card for procurement must ensure that they use the card in accordance with the NPC Procurement Policy, this policy and its procedures and in keeping with the Delegation of Authority policy.

Periodically, an internal audit review of Procurement Credit Card usage shall be scheduled as part of the Internal Audit Work Plan, as approved by the Finance and Audit Committee.

6.0 Related Policies

Travel Credit Card
Travel, Meal and Hospitality Expenses
Procurement Policy
Delegation of Authority
Ethical Conduct
NPC Code of Conduct

7.0 References

Procurement Directive
Travel, Meal and Hospitality Expenses Directive

Original Signed

John Lohuis
General Manager

Appendix A

**The Niagara Parks Commission
Procurement Credit Card - Letter of Understanding**

I, the undersigned, have read and understand The Niagara Parks Commission's ("NPC") Procurement Credit Card Policies and Procedures which are outlined in this Letter of Understanding.

I understand that my NPC Procurement Credit Card is issued at the discretion of NPC. As the Cardholder, I understand that I am fully responsible for the card. I further understand that this card may be used only for allowable NPC purchases for goods and services valued at less than five thousand dollars (\$5,000), or in accordance with my approved delegation of authority.

I understand that purchases may not be subdivided in order to circumvent the five thousand dollar (\$5000) monthly threshold, or other monthly threshold assigned to me through an approved delegation of authority.

I acknowledge that each credit card purchase must be supported by a receipt signed by the Cardholder and I understand that I am required to retain all authorized receipts for all purchases made through use of the Procurement Credit Card.

I understand that it is my responsibility as the holder of the Procurement Credit Card to submit a Procurement Credit Card Expense Claim form, a copy of the monthly credit card statement with attached signed receipts to Accounts Payable within five days of receiving the monthly statement, in order to avoid interest charges. Further, I understand that payment of the monthly balances with supporting receipts will be made by NPC's Corporate Services Department.

I understand that where a receipt is lost or not available, this must be fully documented to authenticate the obligation for NPC to pay the charge, and signed by the Cardholder's supervisor for authorization.

I understand that the Procurement Credit Card must never be used for personal use, and any other prohibited use as stated in NPC's Procurement Credit Card policies.

I understand that disputed transactions must be brought to the attention of the Corporate Services and Governance Support Department to be resolved with the Supplier and the Bank.

I am responsible for keeping my Procurement Credit Card secure and report any lost or stolen card immediately to the Bank and the Senior Director of Corporate Services.

I understand that at the termination of my employment or change in position, the NPC Procurement Credit Card will be surrendered to the Senior Director of Corporate Services and that all outstanding balances will be reconciled with authorized receipts to bring the outstanding balance to zero.

CORPORATE POLICY MANUAL

I further understand that violation of applicable card use may result in revocation of the card by NPC of the card and under certain circumstances may result in termination of my employment with NPC.

Cardholder _____ Signature _____ Date _____
(printed name)

Trainer name _____ Signature _____ Date _____
(printed name)

Approved by General Manager Signature _____ Date _____

Name of Policy:	Travel Credit Card		
Policy Number:	CPM-02-13B	(replaces MPM-02-13B)	
Responsibility:	Corporate Services		
Approval:	General Manager		
Approval Date:	May 12, 2015	Date of Next Review:	May 12, 2019

1.0 Purpose

This policy sets out the requirements and procedures to be followed regarding credit cards issued by The Niagara Parks Commission (NPC) to employees for the purpose of travel.

2.0 Scope

This policy applies to all NPC employees who have been authorized to have a credit card for the purposes of travel being undertaken in accordance with the NPC Travel, Meals and Hospitality Expenses policy and Travel, Meals and Hospitality Directive to ensure efficiency and accountability in credit card purchases. The Travel Credit Card is not to be used for any other purchases. For procurement purchases, CPM-02-13A Procurement Credit Card policy and procedures are to be followed.

3.0 Definition

“Cardholder” - a NPC employee that has been issued a Travel Credit Card.

4.0 Policy

4.1 Authorization and Issuance of Travel Credit Cards

The General Manager is authorized to grant corporate credit cards to employees for travel according to the Delegation of Authority policy and all corporate credit cards will be issued through the Corporate Services Department. A Corporate Services employee(s) will be designated as the Administrator(s), Corporate Credit Cards.

A list of credit cards that have been issued shall be maintained and updated regularly by the Administrator(s), Corporate Credit Cards.

All requests for Travel Credit Cards shall be submitted by the respective Senior Director/Director to the General Manager for approval. The requests must indicate the reason these employees require a corporate credit card, must confirm that these employees are familiar with and shall adhere to the Travel, Meal and Hospitality

Expenses policy, and that these employees will agree to comply with the Delegation of Authority policy.

Travel Credit Card limits are established based on each employee's expected requirements and may be adjusted if travelling requirements change with the approval of the General Manager or Senior Director in accordance with an approved delegation of authority.

All holders of a Corporate Credit Card must complete and sign a "Travel Credit Card - Letter of Understanding", attached as Appendix A, prior to their receiving the credit card.

4.2 Use of Travel Credit Card

The Travel Credit Card may be used when Cardholder duties involve travel, accommodations, hospitality, meal or other business related expenses. The Travel, Meals and Hospitality Expenses policy provides the standards for these expenses and all expenses must be in keeping with this policy.

The Travel Credit Card is not to be used for personal use and those uses as prohibited in the Procurement Policy. If a traveler inadvertently uses his/her Travel Credit Card for personal purchases or other prohibited uses, he/she is responsible for contacting the supplier and arranging for a credit transaction to the Travel Credit Card and a debit transaction to his/her personal credit card. If the Travel Credit Card cardholder is unable to make the above arrangements with the supplier, he/she should contact the Administrator(s), Corporate Credit Cards for assistance.

4.3 Travel Credit Card Procedures

- i. At the end of each monthly billing cycle, each Travel Credit Cardholder will receive an email notification from the Administrator(s) – Corporate Credit Cards that his/her credit card statement is available on the "Banks" website. The Cardholder will access his/her statement from the website with his/her User code and password provided by the "Bank" as soon as possible once the notification is provided.

For the purposes of this policy, a "Bank" will be selected periodically through an RFP process to provide Credit Card services.

- ii. The Cardholder will complete a Travel Expense Claim report, within 5 days of receipt, that must match the current month charges on the Travel Credit Card Statement. The cardholder will list each credit card charge on the Travel Expense Claim, referencing the receipt number on the Travel Expense Claim to the actual receipt document. Each receipt must provide the required details outlined in CPM-02-01. Each Travel Expense Claim line item will identify the

- applicable HST amount and identify the expense account to be charged for the cost.
- iii. Credit card slips (authorization or signature only slips) are insufficient to support the expenditure claim and shall be considered ineligible for reimbursement. If the detailed receipt is not available, a written explanation providing the missing information is required and must be signed by the Cardholder's approver for authorization.
 - iv. Meal allowance claims require original meal vouchers/receipts. Amounts charged in excess of approved allowances will be considered ineligible and will not be reimbursed.
 - v. A copy of any Pre Travel approval documents from the General Manager/Supervisor or Executive Director for travel outside of Niagara/Toronto area must be attached and include a comparison of pre-approval costs to actual costs.
 - vi. Employees will attach a printed copy of the Travel Credit Card Statement and their receipts to the Travel Expense Claim, sign and submit the Travel Expense Claim to the appropriate approver for authorization.
 - vii. The approver will review and approve the Travel Expense Claim within 5 days and forward the approved Travel Expense Claim to Accounts Payable for reimbursement.
 - viii. The Chair's Travel Expense Claim form will be presented for review and approval by the Chair of the Finance and Audit Committee, and further the Chair's expenses will be reported to the Finance and Audit Committee on a quarterly basis. This applies to both Travel Credit Card and out of pocket costs.
 - ix. The General Manager's Travel Expense Claim form will be approved by the Chair of the Commission, and the General Manager's expenses will be reported to the Finance and Audit Committee on a quarterly basis. This applies to both Corporate Credit Card and out of pocket costs.
 - x. Accounts Payable will audit the Travel Expense Claim report for compliance and process reimbursement of eligible expenses within 7 days of receipt. Ineligible expenses will not be reimbursed and will be returned to the Cardholder for correction. If the corrected expense receipt becomes eligible for reimbursement it may be resubmitted on a separate Travel Expense Claim form.
 - xi. Payment to the employee will be made by the Account Payable department within 7 days of receipt of the Travel Expense Claim report from the Manager.
 - xii. Cardholders will reimburse the "Bank" according to their monthly credit card statement and within 25 days from billing date to avoid interest charges. The Cardholders are responsible for ensuring that they obtain prompt reimbursement for all charges made to the Travel Credit Card and that payments to the "Bank"

are made before the statement's due date. Any outstanding balances will reduce the maximum available card limit.

The Administrator(s), Corporate Credit Cards will review the credit card summary statement on a monthly basis for delinquent credit card balances. If the employee's Travel Credit Card account becomes 30 days overdue (30 days past the statement's due date), the employee's Travel Credit Card will be put on hold and not reactivated until all overdue payments are made in full. After 30 days that a payment is late and interest charges are being incurred, the employee's supervisor will be notified of the late payment.

The employee's Travel Credit Card will be cancelled if the account is 60 days overdue (60 days past the statement due date) and can only be reactivated with the General Manager's approval.

If the Travel Credit Card account continues to be overdue, the "Bank" may authorize collections against the account, which may impact the employee's personal credit rating.

4.4 Travel Credit Card Interest Charges

Interest due to late payment of Travel Credit Card balances is the responsibility of the Cardholder and is not reimbursable. Claims for expenses should be completed promptly to ensure that reimbursement is obtained in time to make payments to the "Bank" by the due date shown on the credit card statement. Interest will be applied by the "Bank" to all outstanding balances and will continue to accrue until all overdue balances are paid in full.

Interest charges on unpaid balances will be reimbursable if the Cardholder has promptly submitted their Travel Expense Claim but reimbursement was delayed by your approver or in the processing of the claim by Accounts Payable. Documentation of the delays will be required for approval of reimbursement.

4.5 Travel Credit Card Billing Problems

For billing issues, the Cardholder should promptly contact the "Bank" according to their directions. Any discrepancies on the statement should be reported within 30 days of statement receipt. Contact the "Bank" to report any issues. The "Bank" will credit the account immediately when they receive the credit from the merchant.

If fraud is suspected, all fraudulent transactions will immediately be reversed by the "Bank".

5.0 Roles and Responsibilities

The General Manager is responsible to oversee the implementation of the administrative procedures for the Travel Credit Card program working in cooperation with the Senior Director of Corporate Services and the Director of Procurement. The responsibility for maintaining the appropriate security of the credit card for travel and appropriate documentation rests with the Board Member or employee as Cardholder.

Employees who have been issued a credit card for travel must ensure that they use the card in accordance with the NPC Procurement Policy, this policy and its procedures and in keeping with the Delegation of Authority policy.

Periodically, an internal audit review of Travel Credit Card usage shall be scheduled as part of the Internal Audit Work Plan, as approved by the Finance and Audit Committee.

6.0 Related Policies

Travel, Meal and Hospitality Expenses
Procurement Credit Card
Procurement Policy
Delegation of Authority
Ethical Conduct
NPC Code of Conduct

7.0 References

Procurement Directive
Travel, Meal and Hospitality Expenses Directive

Original Signed

John Lohuis
General Manager

Appendix A

**The Niagara Parks Commission
Travel Credit Card - Letter of Understanding**

I, the undersigned, have read and understand The Niagara Parks Commission (“NPC”) Travel Credit Card policies and procedures.

I understand that my Travel Credit Card is issued at the discretion of the NPC and should be considered a privilege. I further understand that this card may be used only for eligible NPC travel and related business purposes.

I acknowledge that all travel credit card expenses are my obligation, as the Cardholder, and are due and payable upon receipt of a billing statement from the card issuer. In this regard, I understand that I am required to retain original receipts for all purchases made through use of the Travel Credit Card. I further understand that it is my responsibility as the holder of the Travel Credit Card to submit a Travel Expense Claim in accordance with NPC Travel Expense guidelines for reimbursement of charges made on the Travel Credit Card. I understand that all eligible expenses must be supported by the business reason for the expense, if others were part of the expense, a list of those in attendance and a detailed signed receipt, in addition to the credit card receipt. If a receipt is lost or not available, full approved documentation will be required to authenticate the obligation for NPC. The Travel Credit Card must never be used for personal use or other prohibited uses. The Travel Credit Card cannot be used by any other person or persons employed by NPC unless approved in advance by the General Manager.

I understand that disputed transactions must be resolved with the Supplier and the Bank and that I am responsible for the obligation while the issue is being resolved. I further understand that I must notify the Bank immediately for resolution.

I am responsible to keep my Travel Credit Card secure and report any lost or stolen card immediately to the Bank and the Senior Director, Corporate Services.

I understand that interest charges that accrue due to my failure to pay the outstanding credit card balance on time or due to the late submission of a Travel Expense Claim are my responsibility and the NPC is not obligated to pay those interest charges.

I understand that the NPC may put the NPC Travel Credit Card on hold if I am 30 days in arrears on payment and my supervisor will be notified of the delinquency. NPC will cancel my Travel Credit Card privileges if I am 60 days in arrears on payment.

I understand that in the event of my resignation, the NPC Travel Credit Card will be surrendered to NPC’s Senior Director of Corporate Services, on my last working day, and that any outstanding balances including interest charges must be paid by me within fifteen (15) days and proof of payment provided to NPC. Any outstanding balance will be deducted from any amount owed by NPC to the employee during final settlement.

CORPORATE POLICY MANUAL

In the event of termination by NPC, I understand that I have fifteen (15) days to submit any outstanding expenses including interest charges. Any outstanding balances will be deducted from the final settlement amount.

I further understand that violation of applicable card use and expense filing policies and procedures may result in revocation of the card by NPC and under certain circumstances, may result in termination of my employment.

Cardholder _____ Signature _____ Date _____
(printed name)

Trainer name _____ Signature _____ Date _____
(printed name)

Approved by General Manager Signature _____ Date _____



Report to the Governance, Ethics and Human Resources Committee

RE: Red Light and Automated Speed Enforcement Procedure

Recommendation(s)

That the Governance, Ethics and Human Resources Committee recommends that The Niagara Parks Commission:

Approves the formation of a procedure to require the operator of any Niagara Parks vehicle who receives a red light or automated speed enforcement camera ticket to pay for the ticket. Under the red light or automated speed enforcement camera initiative the registered owner (Niagara Parks) is provided with the ticket and is responsible for the fine.

Overview

The purpose of this report is to provide notice to the Governance, Ethics and Human Resources Committee on an updated procedure at Niagara Parks which addresses traffic violations related to the Niagara Region's Vision Zero Road Safety Initiative and any other road safety initiatives that use cameras to capture violations when Niagara Parks vehicles are involved.

The Vision Zero Road Safety Initiative's aim is to improve overall road safety in the Niagara Region and includes the use of red light and automated speed enforcement cameras. The initiative began in 2023 and will rotate automated speed enforcement cameras in 2024 to different locations within the Niagara Region. When there is a violation such as excessive speeding or driving through a red light, the registered owner of the vehicle receives a ticket for the offence. When a police officer or provincial offences officer administers a citation during a traffic stop, it is administered directly to the operator of the vehicle, and it is their responsibility to pay the fine.

The recommendation in this report is to update the Niagara Parks procedure that when a ticket is received through these initiatives, the supervisor will conduct a thorough investigation into who was operating the vehicle at the time of the violation. When the correct operator of the vehicle is identified the supervisor will discuss the ticket and will request that the operator pay the fine. The operator can pay the ticket directly or Niagara Parks will arrange to deduct the amount of the ticket from the employee's next payroll cycle.



Implications

Financial - Employees may have opposition to paying the fines as there is a financial impact. However, it is standard practice for operators to be charged fines when operating vehicles.

Legal – If fines are not paid, Niagara Parks runs the risk of escalating fines and possible legal action.

Legal – Any fines received for Niagara Parks registered CVOR vehicles (vehicles exceeding 4,500 kgs) impact the points available in the CVOR program.

Consultation

Internal consultation with the Human Resources department and the Niagara Parks Police to assist with the development of the procedure.

Alternatives for Consideration

Pay the Fine – Niagara Parks to pay the fine and not require reimbursement from the operator of the vehicle. This approach would have a financial impact on Niagara Parks and there would be little deterrent for operators as they would not be required to pay the fine.

Deduct payment of Fines directly from Employees Payroll – Rather than allowing an employee to pay the ticket, Niagara Parks would pay the ticket and deduct the amount from the employees next scheduled payroll. This is an approach used by other municipalities but does require more administration from the Payroll department.

Rationale for Recommendation

This procedure when properly communicated to all operators of Niagara Parks vehicles will clearly set the standard for how tickets received by Niagara Parks will be processed and will reduce the legal and financial impact on Niagara Parks.

There is plan by the Niagara Region to expand the speed enforcement camera program over the next few years (2025 and 2026), which will result in an increased risk of operators receiving fines through the program.

Relevance to Strategic Plan

This report aligns to the theme of Taking Experiences, Services and Hospitality to the Next Level

Other Pertinent Reports

NA



Prepared by: _____

Name: Phil Johnson

Title: Senior Manager, Health, Safety and Compliance

Submitted by: _____

Name: Marcelo Grusso

Title: Chief Operating Officer

Authorized by: _____

Name: David Adames

Title: Chief Executive Officer

Date: June 4, 2024

Appendices

Appendix "A" – Niagara Region News Release – Niagara Region Expanding Automated Speed Enforcement

News Release

Niagara Region Expanding Automated Speed Enforcement Program

April 29, 2024

Niagara Region's Automated Speed Enforcement Program is showing a positive trend in road safety benefits prompting the Region to expand the program to further improve road safety.

Preliminary data has shown that implementation of the program is seeing results in both slowing down drivers and reducing the number of speeding vehicles across the region.

The program achieved a 13 per cent average reduction in speeds and saw the speeding violations per hour decrease by 67 per cent, based on data collected before, during and after the initial deployments of Automated Speed Enforcement cameras. It was also found that areas with an Automated Speed Enforcement camera continue to see the benefit of slower driver speeds even after the cameras are removed.

Encouraged by the early program results, Niagara Region will be expanding its Automated Speed Enforcement Program. Expansion of the program will see the following changes:

- Four speed enforcement cameras will be added to the program in each of 2025 and 2026, adding to the existing four cameras
- The rotation of speed enforcement cameras will expand into 12 more Regional Community Safety Zones, adding to the current 13 zones, beginning in 2025
- The rotation of speed enforcement cameras will expand to Community Safety Zones in the local municipal road network beginning in mid-2025 to early 2026.

The costs associated with the Automated Speed Enforcement Program and its expansion will be off-set by fines collected through the program. Should collected fines exceed program costs, net fines will be invested exclusively into road safety measures as part of the Vision Zero initiative.

The Automated Speed Enforcement program is an important component of the Region's Vision Zero initiative which is focused on the reduction and eventual elimination of serious injuries and fatalities on the Regional road network.

Quotes

“We are encouraged to see that results of the Automated Speed Enforcement Program are showing positive trends in

terms of reducing speeds and the number of drivers speeding. Even moderate changes in speed can make a huge difference in safety when it comes to vulnerable road users. Lowering driver speed is a key factor in achieving the goals of our Vision Zero initiative to reduce and eventually eliminate serious injuries and fatalities on the Regional road network.” - Frank Tassone, Director Transportation Services

“Regional Council is committed to the Vision Zero program and supporting programs that help achieve its objective of safer roads in Niagara. As Councillors, far too often we hear concerns from constituents about drivers speeding through communities across the region. The promising early results of Niagara’s automated speed enforcement program gives us confidence to move forward with expansion of this initiative giving us one more tool in the toolbox toward safer roads.” - Jim Bradley, Regional Chair

Media contact

Janet Rose
Niagara Region
289-668-3629
janet.rose@niagararegion.ca





Niagara Region
1815 Sir Isaac Brock Way
Thorold, ON L2V 4T7
905-980-6000
niagararegion.ca

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Report to the Governance, Ethics and Human Resources Committee

RE: Service Animals

Recommendation(s)

That the Governance, Ethics and Human Resources Committee recommends that The Niagara Parks Commission:

1. Approves updates to the Accessibility Policy regarding Service Animals entering indoor sites at Niagara Parks to ensure clarity for employees when faced with requests from guests to enter indoor public areas with their animal/pet.

Overview

The purpose of this report is to recommend updates to the Niagara Parks Accessibility Policy (CPM 02 14) to ensure there is clarity for employees that **only** guide dogs or service animals that are clearly identified (harness/vest) or have the correct documentation are allowed entry to all Niagara Parks sites including restaurants, patios, and quick serve locations. In Ontario, the correct documentation is the written medical authorization from a health care provider and this update would prohibit the entry of all other animals including Emotional Support animals without the approved authorization. This is consistent with the Accessibility for Ontarians with Disabilities Act and the policy was reviewed by legal to ensure that it complied with legislation.

This update will address some employee concerns regarding the safety of employees and guests, especially in our culinary venues when guests bring animals with them to eat. Exclusively allowing service animals into our indoor public areas and/or sites will decrease the likelihood of an untrained or poorly trained animal posing a risk to employees and guests. This update will also improve the overall guest experience by ensuring clarity for employees and decreasing the likelihood of an untrained or poorly behaved animal from disrupting a guest's experience.

Implications

Legal - Niagara Parks also accepts the risk of injury claims from employees and/or guests, if injured by an animal that was allowed access to a Niagara Parks facility without meeting prescribed qualifications. If employees deny access of animals without proper knowledge, this could be deemed discriminatory, and Niagara Parks could be subject to legal action including a Human Rights complaint.



Financial - Guests may choose to not spend their money and support Niagara Parks financially especially in our restaurants if some animals are not allowed entry. Conversely, other guests may choose to not spend money within our organization if some animals are allowed entry.

Reputational –If animals are allowed entry without meeting certain qualifications, Niagara Parks could also be subject to negative feedback resulting from negative guest experiences and consequently damage to its corporate brand.

Consultation

Internal consultation involved discussions with the senior management team along with Culinary Services.

External consultation involved email communication and a virtual meeting with Donna Herrington from the Herrington Group.

Other external consultation includes the following agencies: McMichael Canadian Art Collection, Metropolitan Toronto Convention Centre, Ontario Arts Council, Ontario Science Centre, Royal Ontario Museum, Science North, Shaw Centre, and St Lawrence Parks Commission and the following restaurant groups: Recipes, SIR Corp. and Mandarin.

Arch Disability Law: <https://archdisabilitylaw.ca/focus-the-law-of-service-animals-in-ontario/>

The Accessibility Policy CPM 02 14 has been submitted to Fasken for legal review.

Applicable Legislation:

The Health Protection and Promotion Act (HPPA), Ontario Regulation 562 Section 60

Normally animals are not allowed where food is manufactured, prepared, processed, handled, served, displayed, stored, sold, or offered for sale. Exceptions are included for persons requiring the use of a service dog or a dog other than a guide dog for the blind if,

- (a) it is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- (b) the person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog. O. Reg. 74/04, s. 4 (2).

Please note that other types of service animals are not included in this exception.

Accessibility for Ontarians with Disabilities Act (AODA) – Customer Service Standard O. Reg/07, s.4:

(2) If a person with a disability is accompanied by a guide dog or other service animal, the provider of goods or services shall ensure that the person is permitted to enter the premises with the animal



and to keep the animal with him or her unless the animal is otherwise excluded by law from the premises. O. Reg. 429/07, s. 4 (2).

Ontario Human Rights Code: In Part I – Freedom from Discrimination – Services

In *Allarie v Rouble*, the Human Rights Tribunal of Ontario (HRT) found that it is not unreasonable for a service provider to request medical documentation to show that the animal is a service animal where it is not immediately obvious that the animal is supporting disability-related need.

In *Scott v Sui*, the HRT found that even where the animal was readily identifiable as a service animal, it was not discriminatory for the service provider to request further supporting documentation.

Where it is not immediately obvious that the animal is performing a disability-related service, a person must be able to show evidence (such as a letter from a doctor or other qualified medical professional) that they have a disability and that the animal assists with their disability-related needs. Details regarding the disability are not required to be disclosed.

Alternatives for Consideration

Take no action – Employees remain unclear on how to respond when guests enter facilities with animals. Niagara Parks accepts the risk of potential negative guest experiences, negative feedback and damage to the corporate brand including a possible Human Rights complaint. Niagara Parks also accepts the risk of injury to employees and guests if animals are allowed access to facilities without meeting certain qualifications.

Rationale for Recommendation

There has been a recent rise in visitors attending Niagara Parks' facilities, particularly restaurants with an animal/pet. Niagara Parks Culinary employees are having to make decisions that may negatively impact someone's guest experience and require guidance by way of a standardized organizational policy.

Content to be included in our Accessibility Policy regarding animals that do not meet the definition of a service animal and that do not have the required documentation must be developed and communicated:

- to ensure fair and equitable treatment of all guests
- to mitigate potential damage to the organization's reputation
- to protect the safety of employees, guests, and animals



Relevance to Strategic Plan

This report aligns to the theme of Taking Experiences, Services and Hospitality to the Next Level, specifically, Delivering Service Excellence.

Other Pertinent Reports

NA

Prepared by: _____

Senior Manager, Health, Safety and

Name: Compliance

Title: Senior Manager, Health, Safety and
Compliance

Submitted by: _____

Name: Marcelo Grusso

Title: Chief Operating Officer

Authorized by: _____

Name: David Adames

Title: Chief Executive Officer

Date: June 4, 2024

Appendices

N/A

Report to the Governance, Ethics and Human Resources Committee

RE: Proposed Bill 190 - Working for Workers Five Act, 2024

Recommendation(s)

That the Governance, Ethics and Human Resources Committee recommends that The Niagara Parks Commission:

1. Receive Report 2024-46 respecting Proposed Bill 190 – Working for Workers Five Act, 2024 for information.

Overview

The purpose of this report is provide information on Bill 190 Working for Workers Five Act, 2024.

The Ontario government is consulting on proposed amendments to the Employment Standards Act, 2000 (ESA) and the Occupational Health and Safety Act (OHSA) found in The Working for Workers Five Act, 2024 (“Bill 190”). These legislative changes are part of the package of expanded workplace obligations that began with the “Working for Workers Act” changes of 2021, 2022, 2023 and 2024.

Bill 190 introduces amendments to g the *Employment Standards Act, 2000* (the “ESA”) and *Occupational Health and Safety Act (OHSA)*; the following new obligations would be established for Ontario employers as follows:

Amendments to the ESA

If passed, Bill 190 would make the following amendments to the ESA:

- require publicly advertised job postings to disclose whether the posting is for an existing vacancy, subject to prescribed exemptions.
- require an employer who interviews an applicant for a publicly advertised job posting to provide the applicant with prescribed information within a prescribed time period and to retain copies of information for three years.
- prohibit an employer from requiring an employee to provide a certificate from a qualified health practitioner as evidence of their entitlement to sick leave.
- increase the maximum fine for an individual convicted of violating the ESA from \$50,000 to \$100,000

Amendments to OHSA

If passed, Bill 190 would make the following amendments to the OHSA:

- extend the application of the OHSA to a private residence where telework is performed.
- expand the definition of workplace harassment and workplace sexual harassment to include virtual harassment.
- allow for the use of electronic copies of information to meet the posting requirements under the OHSA.
- permit joint health and safety committee meetings to occur virtually.
- require a constructor or employer to maintain washroom facilities for worker use in a clean and sanitary condition and to maintain cleaning records, as prescribed; additional regulations may modify or supplement the obligation to provide clean washroom facilities.

Implications

Should the proposed changes be legislated, Niagara Parks will be required to adjust its relevant policies and procedures.

Consultation

The Niagara Parks will continue to review any future consultations related to Bill 190.

Alternatives for Consideration

NA

Rationale for Recommendation

Providing for information purposes.

Relevance to Strategic Plan

NA

Other Pertinent Reports

[Report 2024-33](#) Update: Bill 149 Working for Workers Four Act, 2024

[Report 2023-85](#) Bill 149 Working for Workers Four Act, 2023

[Report 2022-63](#) Bill 127 The Working for Workers Act

[Report 2022-40](#) Bill 88 The Working for Workers Act – Proposed Legislative Changes



[Report 2022-15](#) The Working for Workers Act

Prepared by: _____

Name: Janice Spino
Title: Chief Human Resources Officer

Submitted by: _____

Name: Janice Spino
Title: Chief Human Resources Officer

Authorized by: _____

Name: David Adames
Title: Chief Executive Officer

Date: June 4, 2024

Appendices

NA



Report to The Governance, Ethics and Human Resources Committee

RE: Police Services Quarterly Report – January to March, 2024

Recommendation(s)

That The Governance, Ethics and Human Resources Committee recommends that The Niagara Parks Commission:

1. Receive Report 2024-47 respecting Police Services Quarterly Report January to March 2024 for information.

Overview

The purpose of this report is to provide a summary of the statistics gathered for the first quarter of 2024 (January to March).

In May 2020, the Regional Municipality of Niagara Police Services Board (PSB) and the Niagara Parks Commission (NPC) renewed a Policing Agreement, which outlined various responsibilities of the Niagara Regional Police Service (NRPS) and the Niagara Parks Police Service (NPPS) related to the relationship between the two services.

The Policing Agreement consisted of several conditions and requirements including the submission of a report to the PSB on a quarterly basis that provides information pertaining to complaints, use of force, discipline and arrests. Compliance with this Policing Agreement enables the NPPS to carry out its duties as Special Constables in the Niagara Region in relation to NPC's lands.

The NPPS Quarterly Report to the PSB (Appendix A) has been prepared to include statistics for use of force, complaints against police, discipline and arrests for the first quarter period January 1st to March 31st, 2024.

Implications

N/A

Consultation

N/A

Alternatives for Consideration

None.

Rationale for Recommendation

This report was prepared in accordance with the current Policing Agreement between the PSB and the NPC.

Relevance to Strategic Plan

By collecting and analyzing statistics gathered each quarter and sharing this information with the PSB and the NRPS, the NPC is fostering cooperative relationships with those stakeholders to advance common interests of both parties, specifically ensuring the safety of visitors to Niagara Parks and Niagara Region.

Other Pertinent Reports

None.

Prepared by: _____

Name: Paul Forcier
Title: Chief of Police

Submitted by: _____

Name: Paul Forcier
Title: Chief of Police

Authorized by: _____

Name: David Adames
Title: Chief Executive Officer

Date: April 17, 2024

Appendices

Appendix A – Quarterly Report of the Niagara Parks Police Service to The Regional Municipality of Niagara Police Services Board

April 17th, 2024

Chief of Police Bill Fordy
Niagara Regional Police Service
5700 Valley Way
Niagara Falls, ON L2E 1X8

Dear Chief Fordy:

In May 2020, the Regional Municipality of Niagara Police Services Board and the Niagara Parks Commission renewed a Policing Agreement, which outlined various responsibilities of the Niagara Regional Police Service and the Niagara Parks Police Service as it related to the relationship between the two services.

This Policing Agreement consisted of several conditions and requirements, one of which included a report to the Police Services Board on a quarterly basis, providing information pertaining to complaints, use of force, discipline and arrests.

Please find attached the requested information covering the period January 1st to March 31st, 2024.

Should you require any additional information regarding this quarterly report, please do not hesitate to contact me.

Yours truly,

(Original Signed)

Paul Forcier
Chief of Police
Niagara Parks Police Service

To: Chair Jen Lawson and Members of the Regional
Municipality of Niagara Police Services Board

Date of Report: April 16th, 2024

Date of Board Meeting: June 27th, 2024

Reference: Quarterly Report for the Niagara Parks Police Service
For the period January 1st to March 31st, 2024

Recommendations: Receive for Information

Background:

In May of 2020, the Regional Municipality of Niagara Police Services Board and the Niagara Parks Commission renewed their 'Policing Agreement,' which outlined various procedures and responsibilities of the Niagara Regional Police Service and the Niagara Parks Police Service as it related to the working relationship between the two services.

This Policing Agreement consisted of several conditions and requirements, one of which included a quarterly report to the Police Services Board providing information pertaining to complaints, use of force, discipline and arrests.

The following is provided to the Board for their information:

COMPLAINTS

During the period from January 1st to March 31st, 2024 there were no public complaints concerning officer conduct.

USE OF FORCE

Between January 1st to March 31st, 2024 there was one (1) use of force report submitted.

On January 11th, 2024 a sworn member of the Niagara Parks Police Service dispatched an injured deer with their issued firearm for humane purposes.

DISCIPLINE

There were no incidents involving discipline between January 1st to March 31st, 2024.

ARRESTS

During the period January 1st to March 31st, 2024, members of the Service:

Arrests	Jan to Mar 2023	Jan to Mar 2024		Annual Total 2024
Criminal Code, CDSA & Other Federal Statutes	14	10		10
Liquor Licence	3	1		1
Mental Health Act	10	5		5
Trespass to Property Act	22	3		3
Highway Traffic Act	22	13		13
Total	71	32		32

Provincial Offences Notices Issued	Jan to Mar 2023	Jan to Mar 2024		Annual Total 2024
Total PONS Issued	133	172		172
Total Warnings Issued	73	108		108

Relevant Policy Considerations: Policing Agreement between the Police Services Board and the Niagara Parks Commission

Cost of Recommendations: Nil

Alternative Options: Not Receive Report

Reasons for Recommendations: Comply with reporting requirements

Prepared by:

Respectfully Submitted by:

(Original Signed)

(Original Signed)

**Paul Forcier
Chief of Police
Niagara Parks Police Service**

**David Adames
Chief Executive Officer
Niagara Parks Commission**



Report to The Niagara Parks Commission – Public Meeting

RE: Summary of Recommendations from the Finance and Audit Committee

The following are recommendations of the Finance and Audit Committee at its meeting held on June 6, 2024. Any variances to staff report recommendations will be noted in red below.

Special Olympics Ontario – 2024 Niagara Golf Program

1. Waive fees for up to 28 Special Olympics athletes to practice and play at Legends on the Niagara's Chippawa golf course and practice facility once per week for 10 to 12 weeks from June to August 2024; and,
2. Waive fees for the Team Canada Special Olympics advanced athletes to play on the Championship courses at Legends on the Niagara three to five times during the 2024 golf season.

Prepared by: _____

Name: Darla Jones

Title: Executive Assistant to the Chair
and Chief Executive Officer

Submitted and

Authorized by: _____

Name: David Adames

Title: Chief Executive Officer

Date: June 6, 2024



Report to the Finance and Audit Committee

RE: Special Olympics Ontario – 2024 Niagara Golf Program

Recommendation(s)

That the Finance and Audit Committee recommends that The Niagara Parks Commission:

1. Waive fees for up to 28 Special Olympics athletes to practice and play at Legends on the Niagara's Chippawa golf course and practice facility once per week for 10 to 12 weeks from June to August 2024; and,
2. Waive fees for the Team Canada Special Olympics advanced athletes to play on the Championship courses at Legends on the Niagara three to five times during the 2024 golf season.

Overview

The purpose of this report is to seek approval from the Board to waive fees at Legends on the Niagara for up to 28 Special Olympics athletes to practice once per week from June to August 2024 on the Chippawa course and for Team Canada's Special Olympics advanced athletes to play three to five times during the 2024 golf season on the Championship courses.

Golf was officially endorsed as the Special Olympics Ontario's (SOO) 18th sport in 2010. SOO now has 521 golf athletes in 42 programs province wide. Golf made its debut at the Provincial Games in 2013 at the York Region Summer Games. There are 11 Team Ontario golf athletes, including two from the Niagara area.

Multiple communities across the province support the SOO golf program to further develop athletes and introduce others to the game. Funding is available for those who qualify at the provincial and national level; however, there is no funding for local development. Public and private golf courses, including the cities of Brampton, London, Windsor, and Club Link courses, support the SOO golf program by allowing complimentary access to the golf courses.

The Niagara North Committee (NNC) is a volunteer organization operating under the SOO umbrella that offers instructional and recreational golf for persons with intellectual disabilities. The athletes represent all skill levels, from beginner to advanced players that are able to play 18-holes independently. The program is delivered entirely by volunteers who offer one hour of instruction and skill development followed by two hours of supervised play on the course. Insurance coverage is in place for the program through SOO.



The Special Olympics Golf Program was supported by Niagara Parks in 2016, 2017, 2018, 2019, 2021, 2022 and 2023. The program continues to achieve growth, progressive skill development and success for the athletes.

- In 2023 one of the female athletes won the low net titles at the all abilities championships that took place at Weston Country Club and Kamloops Golf Course.
- Some of the Niagara North athletes also participated in Provincial qualifiers in 2023 and had representation at the National all abilities championship, United States Golf Association Adaptive Golf in Kansas and in Europe at St. Omer France.
- Five of the participating golfers competed in the 2017 Special Olympic Provincial Summer Games in Peel Region, with one of the five winning gold in Women's Division 1 advancing to compete at the National Summer Games in Nova Scotia in 2018.
- Upon completion of the National Summer Games, the athlete winning the gold medal represented Canada at the Special Olympics World Summer Games in Abu Dhabi in 2019.
- 8 athletes entered the 2023 World Summer Special Olympics qualifying competitions that took place in Germany.
- With the support of The Niagara Parks Commission, Special Olympics competing in a two-day qualifying Hometown Games tournament on July 31/Aug 1 at Legends.
- One of the Special Olympics athletes competed at the 2023 Adaptive Open at Pinehurst N.C. In July 2023.
- Legends was the host venue for the Canada Games Golf Competitions in August, 2022, the group was actively involved by participating in the First Tee clinic prior to the competitive rounds. During competitions two of the athletes volunteered on the Accessibility Committee and were recruited by Golf Canada. One of the athletes was also a torch bearer during the torch relay prior to the Games.

Both golfers and volunteers feel privileged to be part of the programs. The NNC, volunteers and participants greatly appreciate Niagara Parks' generous support and are requesting the same arrangement for 2024.



Niagara Parks Golf staff will also participate and provide further support to this initiative through the Professional Golfers Association (PGA) by providing instruction to further develop the program and skills of the athletes.

Implications

Financial

It is anticipated that the impact on revenues will be minimal if any. Golf staff will schedule the program to minimize interference with public play. The program is flexible and can be rescheduled if needed should other paying groups require this time period (e.g. for a tournament).

Consultation

Pending approval, Golf staff will consult with the Corporate Services department to finalize the program.

Alternatives for Consideration

The Committee could direct staff to propose a reduced rate as an option to the participating athletes. This alternative is not recommended as it does not demonstrate the same level of support provided by the Board in the past.

Rationale for Recommendation

This continues to be a unique opportunity to assist with the development of a special group of individuals utilizing existing Niagara Parks facilities and resources to develop players and grow the game. Staff would also like to take an active role in developing and promoting the program. Staff believe that this program supports Niagara Parks' goal to advance the game of golf.

Relevance to Strategic Plan

This initiative aligns with Niagara Parks' 10-Year Strategic Plan. Supporting programs of this caliber clearly demonstrates Niagara Parks' efforts to connect with the local community, create awareness and "grow the game" across the country.

Other Pertinent Reports

[Report 2019-18](#) – Special Olympics Ontario – 2019 Niagara Golf Program (The Niagara Parks Commission, May 9, 2019)



[Report 2018-72](#) – Special Olympics Ontario – 2018 Niagara Golf Program (Finance and Audit Committee, April 11, 2018)

[Report](#) – Special Olympics Ontario – Niagara Golf Program (Finance & Audit Committee, April 19, 2017)

[Report](#) – Special Olympics Ontario – Niagara Golf Program (Finance & Audit Committee, February 17, 2016)

Prepared by: _____

Name: Curtis Labelle
Title: Director, Golf Operations

Submitted by: _____

Name: Curtis Labelle
Title: Director, Golf Operations

Authorized by: _____

Name: David Adames
Title: Chief Executive Officer

Date: June 6, 2024

Appendices

None.



Report to The Niagara Parks Commission

RE: Summary of Decisions – May 16, 2024 Commission Meeting

Capital Projects Update Presentation

1. Receive the Capital Projects Update presentation for information.

Capital Projects Spending Summary Fiscal 2023-2024

1. Receive the Capital Projects Spending Summary Fiscal 2023-2024 for information.

Capital Projects Spending Summary Fiscal 2024-2025

1. Receive the Capital Projects Spending Summary Fiscal 2024-2025 for information.

Fort Erie Break Wall Pilot and Trail Realignment

1. Receive Report 2024-42 respecting the current status of the Fort Erie Break Wall Pilot and Trail Realignment Program for information.

Niagara Parks Marina Project

1. That staff be directed to place into abeyance the current marina project considered by the Commission last September 2023 and immediately prepare and release a scoped RFP to be published in June 2024. The scoped RFP should focus on the redevelopment of the marina into a world class resort with the sale or long term lease of lands west of Niagara Parkway (pending provincial approval).

Operational Report

1. Receive the Operational Report 2024-43 for information.

Media Coverage Report – 2024 Solar Eclipse

1. Receive the Media Coverage Report – 2024 Solar Eclipse for information.

Parking Signage and Promotions Update

1. Receive Memo 2024-12 respecting Parking Signage and Promotions Update for information.



Prepared by: _____

Name: Darla Jones

Title: Executive Assistant to the Chair
and Chief Executive Officer

Submitted and

Authorized by: _____

Name: David Adames

Title: Chief Executive Officer

Date: May 16, 2024