

THE NIAGARA PARKS COMMISSION**Introduction**

The Niagara Parks Commission (NPC) is administered by a ten to twelve member Commission appointed by the Lieutenant-Governor in Council. The Chairman, Vice-Chairman and four to six members are appointed by the Province and the remaining four by the Councils of the Town of Fort Erie, Town of Niagara-on-the-Lake, City of Niagara Falls and the Regional Municipality of Niagara.

The Niagara Parks Commission is a Crown Agency of the Ontario Government and is classified as an Operational Enterprise since it sells goods or services to the public in a commercial manner. The Commission does not receive government funding and is obliged to maintain economic self-sufficiency through the application of sound business practices. It functions under the terms of its legislated mandate as set out in The Niagara Parks Act, regulations under the Act, the Memorandum of Understanding between the Minister of Tourism and the Commission, and some sections of the Corporations Act. The Niagara Parks Act gives the Commission the authority to make by-laws regulating its proceedings and generally for the conduct and management of its affairs. It is the responsibility of the Commission to develop policies and goals which direct the Corporation to meet its legislated mandate and then to monitor executive performance in the attainment of corporate goals and objectives.

The core purpose of The Niagara Parks Commission is to preserve and enhance the natural beauty of the Falls and the Niagara River Corridor for the enjoyment of current and future visitors while maintaining financial independence.

The aims and objectives of The Niagara Parks Commission as set out in The R. Strong & Associates Report, 1969, are as follows:

To maintain, preserve and enhance the beauty and surroundings of the Canadian Horseshoe Falls and the Niagara River, from Fort Erie to Niagara-on-the-Lake, while maintaining financial self-sufficiency;

To develop, operate and maintain a system of parks and recreation areas, historic sites and educational facilities which complement the natural wonders of Niagara Falls and the Niagara River, and which will facilitate and add to the visitor's enjoyment;

To provide those wishing to view and enjoy the splendor of Niagara Falls an opportunity to do so with ease;

To provide a broad range of educational opportunities in the fields of horticulture, geology, natural history and the history of the Niagara Frontier;

To continually seek new methods and means for improving the visitor's experience when visiting the Falls area;

To encourage complimentary uses of land adjacent to the Parks system and to work with other groups and agencies who have compatible interests in the Park area.

To ensure a suitable first and last impression for the many millions of foreign visitors to Ontario and to Canada crossing the borders along the Niagara Frontier;

*To encourage and promote the development of the tourism industry in Ontario and Canada;
and*

To pursue the self-sustaining nature of the Parks System while recognizing the limitations of compatible and suitable revenue-producing facilities and the long-range need for capital improvements.

THE NIAGARA PARKS COMMISSION**The Niagara Parks Act****DEFINITIONS****1.** In this Act,

“Commission” means the corporation known as The Niagara Parks Commission in English and as Commission des parcs du Niagara in French: (“Commission”)

“Minister” means the Minister of Tourism and Recreation or such other member of the Executive Council designated by the Lieutenant Governor in Council to administer this Act; (“ministre”)

“Parks” means Queen Victoria Park, Queenston Heights Park, Niagara River Parkways, *Butler’s Burying Ground, *Drummond Hill Burying Ground and *Lundy’s Lane Battle Field and Cemetery and all other land heretofore or hereafter vested in or placed under the control of the Commission, including roads and boulevards and any interest in land and land covered with water. (“parcs”) R.S.O. 1980, c. 317, s. 1; 1982, c.7, s. 12, revised.

* transferred to the City of Niagara Falls.

ADMINISTRATION OF ACT**2.** The Minister is responsible for the administration of this Act. R.S.O. 1980, c.317, s. 2.**COMMISSION CONTINUED****3.** (1) The Commission is continued as a corporation with the objects, powers and duties prescribed in this Act.**COMPOSITION OF COMMISSION**

- (2) The Commission shall be composed of not fewer than ten and not more than twelve members appointed by the Lieutenant Governor in Council of whom,
- (a) not fewer than six and not more than eight members shall be appointed for the terms prescribed in subsection (3);
 - (b) one member shall be a member of the council of The Regional Municipality of Niagara and shall be appointed annually upon the recommendation of such council;
 - (c) one member shall be a member of the council of the Town of Fort Erie and shall be appointed annually upon the recommendation of such council;
 - (d) one member shall be a member of the council of the City of Niagara Falls and shall be appointed annually upon the recommendation of such council; and

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- (e) one member shall be a member of the council of the Town of Niagara-on-the-Lake and shall be appointed annually upon the recommendation of such council.

TERMS OF OFFICE

- (3) Of the persons first appointed under clause (2) (a),
 - (a) at least two members shall be appointed for a term of one year;
 - (b) at least two members shall be appointed for a term of two years; and
 - (c) at least two members shall be appointed for a term of three years,and, as the term of any such member expires, the appointment to fill the vacancy shall be for a term of three years and a member whose term expires is eligible for reappointment.

CHAIR AND VICE-CHAIR

- (4) The Lieutenant Governor in Council may designate one of the members of the Commission as chair and one of the members as vice-chair.

VACANCIES

- (5) Where a vacancy occurs in an appointment under subsection (2), the vacancy may be filled for the remainder of the unexpired term in the same manner as the appointment.

REMUNERATION

- (6) The Lieutenant Governor in Council may determine the annual remuneration to be paid to the chair and vice-chair of the Commission and such remuneration at a per diem rate for the other members of the Commission as is considered advisable.

MEMBERS OF ASSEMBLY

- (7) Despite the *Legislative Assembly Act*, any member of the Assembly may be appointed as a member of the Commission and is entitled to act as such without

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thereby vacating or forfeiting his or her seat or incurring any other penalty for sitting or voting as a member of the Assembly. R.S.O. 1980, c.317, s.3.

GENERAL POWERS AND DUTIES

4. It is the duty of the Commission to manage, control and develop the Parks and to further these objects the Commission may:
- (a) lay out, plant and enclose the Parks;
 - (b) construct and pull down buildings and structures;
 - (c) construct and operate incline railways, aerial cars, lifts and works to assist the public in reaching and viewing the points of interest in the Parks;
 - (d) construct or acquire by purchase, lease or otherwise and operate bridges over the Niagara River, and for that purpose enter into agreement with any authority having control of the territory beyond the International Boundary required for any such bridge, or enter into agreement for the joint construction and operation by the Commission and such authority of any such bridge;
 - (e) construct and operate golf courses, bowling greens and swimming pools;
 - (f) construct and operate restaurants, refreshment booths and stands for the sale of souvenirs and other wares;
 - (g) construct and maintain toilet and other facilities for the convenience of the public;
 - (h) acquire and operate buses and other vehicles for use in connection with the Parks;
 - (i) acquire and operate boats for use in connection with the Parks;
 - (j) operate a school for the training of apprentice gardeners;
 - (k) make agreements with persons with respect to the establishment or operation by them of any works or services in connection with the Parks;
 - (l) appoint such auditors, officers, clerks, keepers, gardeners and other persons as may be required;
 - (m) receive and take from any person by grant, gift, devise, bequest or otherwise, any property, real or personal, or any interest therein;
 - (n) make grants of money and provide services for educational purposes or for any purpose that may serve to publicize or foster interest in the Parks; and
 - (o) make such by-laws, rules and orders as may be considered expedient for the constitution of the Commission and administration of its affairs and so such other things as may be necessary or advisable to properly exercise its powers and discharge its duties. R.S.O. 1980, c.317, s.4.

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ISSUE OF SECURITIES

5. (1) With the approval of the Lieutenant Governor in Council, the Commission may borrow money to meet its indebtedness accruing due or for purchasing or otherwise acquiring real or personal property, or making improvements, or for any other purpose of the Commission, and may issue bonds, debentures, notes or other securities to provide for the repayment of any money so borrowed, and such securities may be payable at such times and in such manner and at such place or places in Canada or elsewhere, and may bear such interest as the Commission may consider proper.

GUARANTEEING SECURITIES

- (2) The Lieutenant Governor in Council may authorize the Treasurer of Ontario for and on behalf of Ontario to guarantee the payment of any securities issued by the Commission for any of the purposes mentioned in subsection (1). R.S.O. 1980, c. 317, s. 5.

FORESHORE AND RIVER BED

6. The Lieutenant Governor in Council may, subject to such conditions as the Lieutenant Governor in Council may consider proper, vest in the Commission any portion of the foreshore or bed of the Niagara River or land covered with water in the Niagara River that lies in front of the Parks and that is the property of the Crown in right of Ontario. R.S.O. 1980, c. 317, s. 6.

ACQUISITION OF LAND

7. Subject to the approval of the Lieutenant Governor in Council, the Commission may:
- (a) acquire by purchase, lease or otherwise;
 - (b) without the consent of the owner, enter upon, take and expropriate; and
 - (c) sell or otherwise dispose of,

any land or any interest in land. R.S.O. 1980, c. 317, s. 7.

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EXPROPRIATION

8. (1) The Commission in the exercise of its powers to take land compulsorily has all the powers conferred by the *Ministry of Government Services Act* on the Minister of Government Services in relation to a public work, and in the application of this section where the words “the Minister”, “the Ministry” or “the Crown” appear in such Act they mean, where the context permits, the Commission.

PROCEDURE

- (2) The Commission shall proceed in the manner provided by the *Expropriations Act*, R.S.O. 1980, c. 317, s. 8.

HIGHWAYS

9. (1) Despite any general or special Act, the Lieutenant Governor in Council may vest any highway in any municipality in the Commission and thereafter the commission has exclusive jurisdiction over it.
- (2) The Commission and the corporation of any municipality may enter into agreement as to acquisition by the Commission or by the municipality of any highway or any land therefore or as to the establishing, laying out, opening, grading, paving, altering, constructing, reconstructing, maintaining or repairing of any highway, including the cost or the apportionment of the cost of the same and the payment thereof.

COMPENSATION PAYABLE BY MUNICIPALITY

- (3) Every agreement entered into under subsection (2) shall provide that the cost of any lands acquired pursuant thereto and all compensation payable in respect of such acquisition or for injurious affection to lands by reason of any work undertaken under any such agreement shall be borne and paid solely by the corporation of the municipality entering into the agreement. R.S.O. 1980, c. 317, s. 9.

THE NIAGARA PARKS COMMISSION**The Niagara Parks Act****CONTROLLED ACCESS HIGHWAYS**

10. (1) The Lieutenant Governor in Council may designate any portion of any of the highways, roads, boulevards or parkways of the Commission as a controlled access highway. R.S.O. 1980, c. 317, s. 10(1).
- (2) Section 38 of the *Public Transportation and Highway Improvement Act* applies with necessary modifications to any portion of any of the highways, roads, boulevards or parkways designated under subsection (1) and for such purpose any reference in that section to the Minister or the Ministry shall be deemed to be a reference to the Commission. 1983, c. 38, s. 1.

LOCAL IMPROVEMENT WORKS

11. (1) The Commission may enter into agreement with the corporation of any municipality that adjoins or is within five kilometres of the lands of the commission as to any work of any of the characters or descriptions mentioned in the *Local Improvement Act*, and the Commission may agree to contribute any sum towards the cost of any work undertaken, either in cash or by annual or other instalments or otherwise, but the Commission is not liable in any way for assessment under the *Local Improvement Act*, for the cost of any such work, whether the lands abut directly on the work or otherwise, and the lands remain exempt from assessment and taxation.

ASSENT OF ELECTORS NOT REQUIRED

- (2) It is not necessary to submit any agreement entered into under this section for the assent of the electors of the municipality, nor is it necessary to receive the assent of the electors of the municipality for the issue of debentures to defray the cost of the work undertaken under any such agreement. R.S.O. 1980, c. 317, s. 11.

APPLICATION OF PUBLIC VEHICLES ACT

12. The *Public Vehicles Act* applies to the highways and public places of the Commission except that as to such highways and public places the commission shall be deemed to be substituted for the Ministry of Transportation and for the Lieutenant Governor in Council, and the licence fees and tolls and the penalties imposed under that Act shall be payable to the Commission. R.S.O. 1980, c. 317, s. 12.

THE NIAGARA PARKS COMMISSION**The Niagara Parks Act****COLLECTION OF WATER REVENUES AND RENTALS**

13. (1) Subject to any order of the Lieutenant Governor in Council, the Commission may continue to collect the revenues and rentals payable or collectable under the several agreements made between the Commission and the Canadian Niagara Power Company Limited, the Ontario Power Company, the Electrical Development Company of Ontario, Limited and Ontario Hydro.

AGREEMENTS WITH COMPANIES AS TO DEVELOPING POWER

- (2) The Commission, with the approval of the Lieutenant Governor in Council, may,
- (a) enter into agreement with any person to take water from the Niagara River or from the Niagara and Welland Rivers, at points within the Parks, for the purpose of enabling such persons to generate power within the Parks, and to conduct and discharge the water through and across the Parks or otherwise in such manner, for such rental, and upon such terms and conditions as may be embodied in the agreement, and any such agreement may include provisions as to the removal or demolition of any buildings or structures and the re-election of the same, or the erection of other buildings or structures; and
- (b) renegotiate any existing agreement for the development of power from the Niagara River.

CONFIRMATION OF AGREEMENT

- (3) No agreement entered into or renegotiated under subsection (2) becomes operative until it is confirmed by resolution of the Assembly. R.S.O. 1980, c. 317, s. 13.

BRIDGES OVER NIAGARA RIVER

14. With the approval of the Lieutenant Governor in Council, the Commission, upon terms to be agreed upon, may grant any rights over or in respect of lands of the Commission that maybe required for the purpose of building any new bridge over the Niagara River or of confirming the present occupation of land by any presently existing bridge company, but nothing in this section authorizes the granting of any such rights over or in respect of Queen Victoria Park. R.S.O. 1980, c. 317, s.14.

THE NIAGARA PARKS COMMISSION**The Niagara Parks Act****PAYMENT IN LIEU OF TAXES**

15. (1) The Minister of Municipal Affairs may pay in each year to a municipality in which there are one or more parks operated by the Commission,
- (a) \$12.35 per hectare for each of the first forty hectares of each such park and \$5 per hectare for each hectare in excess of forty hectares in each such park up to 4,000 hectares in each such park and \$1.25 per hectare for each hectare in excess of 4,000 hectares in each such park; or
 - (b) \$100,

whichever is the greater, and the Minister shall recover such payments out of the funds of the Commission.

DETERMINATIONS

- (2) For the purposes of subsection (1), the Minister of Municipal Affairs shall determine annually,
 - (a) the names of those municipalities in which there was located on the next preceding 1st day of January, one or more parks or any part thereof; and
 - (b) the number of hectares to the nearest whole hectare in each park or part thereof so located within each such municipality,

and the Minister's determination is final.

MUNICIPAL ASSESSMENT DEEMED INCREASED

- (3) For the purposes of the *Regional Municipality of Hamilton-Wentworth Act* and the *Regional Municipality of Niagara Act*, the equalized assessment of an area municipality that receives a payment under this Act shall be deemed for apportionment purposes, other than for school purposes, to be increased by an amount that would have produced the amount of payment received by the taxation of real property at the rate determined by dividing the total taxes levied for all purposes other than school purposes on commercial and industrial assessment in the

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preceding year by the total equalized commercial and industrial assessment for the preceding year, multiplied by 1000.

EXCLUSION OF CERTAIN TAXES

- (4) In determining the taxes levied on commercial and industrial assessment under subsection (3), there shall be excluded taxes on such assessment under section 34 of the *Assessment Act*. 1984, c. 45, s. 3.

APPLICATION OF REVENUE

16. (1) All money received by the Commission shall be applied in the discharge of its duties and obligations.
- (2) Any surplus money shall, on the order of the Lieutenant Governor in Council, be paid to the Treasurer of Ontario and shall form part of the Consolidated Revenue Fund. R.S.O. 1980, c. 317, s. 15.

BOOKS OF ACCOUNT

17. The Commission shall cause books to be kept and true and regular accounts to be entered therein of all money received and paid and of the several purposes for which the same were received and paid, and such books shall be open to the inspection of any member of the Commission, the Treasurer of Ontario or any person appointed by the Commission or Treasurer for that purpose, and any such person may make copies of or take extracts from the books. R.S.O. 1980, c. 317, s. 16.

SECURITY BY OFFICERS

18. Every person who is entrusted by the Commission with the custody or control of money in the course of his or her employment shall give security in the manner and form provided by the *Public Officers Act*. R.S.O. 1980, c. 317, s. 17.

THE NIAGARA PARKS COMMISSION**The Niagara Parks Act****AUDIT**

19. The books and records of the Commission shall be examined annually by the Provincial Auditor or such other auditor as may be designated by the Lieutenant Governor in Council. R.S.O. 1980, c. 317, s.18.

ANNUAL REPORT

20. (1) The Commission shall after the close of each fiscal year of the Commission file with the Minister an annual report setting forth the revenue and expenditure of the year as shown by the audited statement and such other matters as may appear to be of public interest in relation to the Parks or as the Lieutenant Governor in Council may direct.
- (2) The Minister shall submit the report to the Lieutenant Governor in Council and shall then lay the report before the Assembly, if it is in session, or if not, at the next ensuing session. R.S.O. 1980, c. 317, s. 19.

OFFENCE

21. Every person who contravenes any provision of the regulations is guilty of an offence and on conviction is liable to a fine of not more than \$10,000. R.S.O. 1980, c. 317, s. 20; 1989, c. 72, s. 90, *part*.

REGULATIONS

22. (1) The Commission, with the approval of the Lieutenant Governor in Council, may make regulations,
- (a) regulating and governing the use by the public of the Parks and the works, vehicles, boats, services and things under the jurisdiction of the Commission;
 - (b) providing for the protection and preservation from damage of the property of the Commission;
 - (c) prescribing tolls for the occupation and use of Parks lands and works, vehicles, boats, golf courses, bowling greens, swimming pools and services under the jurisdiction of the Commission, for opening and closing graves or any class thereof in any cemetery in the parks, and for entrance to places of historical and scenic interest or any other occupation or uses of a similar nature;

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- (d) prescribing permits designating privileges in connection with the use of the Parks or any part thereof prescribing fees for such permits;
- (e) regulating and governing vehicular and pedestrian traffic in the Parks or any part thereof and prohibiting the use of any class or classes of vehicles in the Parks or any part thereof;
- (f) prohibiting or licensing, regulating and governing the erection, posting up or other display of notices, signs, sign boards and other advertising devices in the Parks or within 400 metres of any part thereof;
- (g) prescribing fees, permits and terms and conditions under which the erection, posting up or other display of notices, signs, sign boards, and other advertising devices may be permitted within the Parks or within 400 metres of any part thereof;
- (h) licensing, regulating and governing taxicabs and other vehicles for hire and the owners and drivers thereof, and prescribing fees for such licences;
- (i) licensing, regulating and governing guides and prescribing fees for such licences;
- (j) prescribing terms and conditions under which horses, dogs and other animals may be allowed in the Parks or any part thereof. R.S.O 1980, c. 317, s. 21 (1); 1983, c. 38, s.2.

OFFENCES

- (2) Any offences against any regulation made under this Act is punishable under the *Provincial Offences Act* and the fines for any such offence are payable to the Commission. R.S.O. 1980, c. 317, s. 21 (2).

RIGHTS OF INTERMENT NOT AFFECTED

- 23. Nothing in this Act authorizes the interference with any right to inter the body of deceased person in any burying ground vested in the Commission and nothing in this Act confers the right to remove any body there interred. R.S.O. 1980, c. 317, s. 22.

LOST, MISLAID OR ABANDONED PROPERTY

- 24. (1) Any lost, mislaid or abandoned property coming into the custody of an officer or employee of the Commission or found on the lands of the Commission and not claimed by the owner within three months is the property of the Commission as may be sold under the direction of the Commission, but, where the property is perishable or has no commercial value, it may be given to a charitable institution or destroyed.

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- (2) Where a person establishes to the satisfaction of the Commission within one year of the date of sale that the person was the owner of property sold under subsection (1), the Commission may direct the payment to the person of an amount equal to the price received for the property less the costs referable to the sale and other expenses, including costs and charges under subsection (3), incurred in connection with the property. 1983, c. 38, s. 3, *part*.

LIENS FOR COSTS AND CHARGES FOR CARE AND STORAGE

- (3) Where any lost, mislaid or abandoned property comes into the custody of an officer or employee of the Commission or is found on the lands of the Commission, any officer or employee of the Commission may take the property into his or her custody, cause it to be taken, cared for and stored in a suitable place and all costs and charges for removal, care and storage are a lien upon the property and may be enforced in the manner provided by the *Repair and Storage Liens Act*. 1983, c. 38, s. 3, *part*; 1989, c. 17, s. 36.

1. GENERAL**INTERPRETATION**

In this Regulation,

“officer” means a constable and any employee appointed by the Commission to enforce this Regulation;

“sight-seeing vehicle” means a vehicle used for the transportation of persons for compensation and such vehicles are classified as follows:

Class 1 - revoked.

Class 2 - a motor vehicle designed to carry one to six passengers, hired for one specific sight-seeing trip exclusively for one person or one group of persons.

Class 3 - a motor vehicle designed to carry one to sixteen passengers, operating on a specific sight-seeing trip and available to any passenger paying a set fee for the trip.

Class 4 - a motor vehicle operating on a regular schedule approved by the Commission having a seating capacity for seventeen or more passengers, exclusive of a vehicle that is towed by a power unit.

Class 5 - a motor vehicle having a seating capacity for less than seventeen passengers and not operating on a regular schedule.

Class 6 - a motor vehicle having a seating capacity for seventeen or more passengers and not operating on a regular schedule;

“swimming area” means an area designated by the Commission for swimming and bathing and includes lands and beaches designated as forming part of such area. R.R.O.1980, Reg. 686, s 1; O. Reg. 390/81, s. 1; O. Reg. 195/90, s. 1.

CONDUCT OF PERSONS USING PARK

2. (1) No person shall, within the Parks,
- (a) remove or damage any plant, shrub or flower;
 - (b) climb, remove or damage any tree or fence;
 - (c) climb, remove or damage any bench, seat, monument or sign;
 - (d) climb, deface or damage any bridge, wall or similar structure;
 - (e) deface or damage any building; or
 - (f) deface or damage any other property of the Commission
- (2) No person shall throw or dump, or cause to be thrown or dumped, any material or litter within the Parks.
- (3) No person shall permit a horse, dog or other animal to be at large in the Parks.
- (4) No person shall ride a horse, within the Parks, except with the permission of an officer.
- (5) No person shall, within the Parks,
- (a) swim or bathe except in a swimming area;
 - (b) take into or use in a swimming area any life-raft, inner tube or any other object intended to support a person;
 - (c) take in or use any boat, surfboard, water skis or diving equipment in a swimming area; or
 - (d) take into or possess any glass bottle, metal can or container within a swimming area; or
 - (e) take in or permit any cat, dog or other animal to be within a swimming area.
- (6) No person shall, within the Parks,
- (a) possess an air-gun, firearm, gas-operated or spring-operated gun, archery equipment or catapult; or
 - (b) fire or discharge any torpedo, rocket or other fireworks, without the permission of an officer.

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- (7) Except with the permission and under the supervision of an officer, no person shall build or light a fire within the Parks in places other than in fireplaces provided by the commission, or in portable stoves or barbecues used in picnic or parking areas designated by the Commission.
- (8) No person shall go on foot or otherwise upon the grass, lawn or turf in the Parks where a sign of prohibition is posted.
- (9) Subject to subsection (10), no person shall, within the Parks,
- (a) use abusive or insulting language, or conduct himself or herself in the Parks in a manner that unnecessarily interferes with the use and enjoyment of the Parks by other persons;
 - (b) throw stones or other missiles;
 - (c) solicit patronage to or for any person, business, rooming house, restaurant or hotel;
 - (d) beg, solicit or invite subscriptions or contributions;
 - (e) sell or offer for sale any article, thing or service unless authorized in writing by the Commission;
 - (f) offer to any person or place on or in any vehicle, any piece of literature, brochure, handbill, advertisement or other written material;
 - (g) loiter anywhere from midnight to sunrise;
 - (h) park a vehicle except in an area designated by the Commission for parking;
 - (i) park a vehicle in a parking area designated by the Commission during the hours other than those posted in the designated area;
 - (j) park a vehicle between midnight and 6 a.m. in a place other than a camp-site designated by the Commission;
 - (k) hunt or shoot any game bird as defined in the *Game and Fish Act*, except in such areas and at such times as the Commission may in writing permit and as may be authorized under the *Game and Fish Act* and the regulations thereunder or under the *Migratory Birds Convention Act (Canada)* and the regulations thereunder;
 - (l) subject to clause (k), hunt, trap or molest any bird or animal;
 - (m) damage or destroy any notice posted; or
 - (n) camp in an area other than in designated camp-sites unless permission is granted by the Commission.

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- (10) Clause (9) (f) does not apply to an officer.
- (11) Where an officer believes on reasonable and probable grounds that a person has contravened subsection (9), the officer may remove the person from the Parks and the Commission may cancel any permits of the person pertaining to the Parks in which the contravention occurred.
- (12) Where a permit is cancelled in accordance with subsection (11), the permittee is not entitled to reimbursement of fee, toll or admission charge.
- (13) No person who has been removed from the Parks under subsection (11) shall within the following seventy-two hour period enter or attempt to enter the Parks from which that person was removed without permission of the Commission. R.S.O. 1980, Reg. 686, s.2.

PICNICS AND GAMES

3. (1) The Commission may designate the place and time at which picnics may be held in the Parks.
- (2) The Commission may designate the place and time of any athletic game or other form of recreation or amusement proposed to be held in the Parks. R.R.O. 1980, Reg. 686, s.3.

PERMISSIONS

4. Except at a boat launching ramp provided by the Commission, no person shall place or permit to be placed any power-boat, rowboat, sail-boat, canoe, punt, ice-boat, raft, hydroplane or water craft of any kind upon any portion of the talus or foreshore of the Niagara River that is under the jurisdiction of The Niagara Parks Commission. R.R.O. 1980. Reg. 868, s.4.
5. No persons shall make an ascent in a balloon, aeroplane or other kind of aircraft from the Parks, or land thereon from a balloon, parachute, aeroplane or other kind of aircraft, without written permission from the Commission. R.R.O. 1980 Reg. 686, s.5.

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6. No person shall, within the Parks,
- (a) play any instrument;
 - (b) carry or display any flag or other emblem;
 - (c) in military formation or in a band or procession, parade, march, drill or perform any evolution, movement or ceremony;
 - (d) perform any other act that congregates or is likely to congregate persons; or
 - (e) perform or attempt to perform any stunt or feat,
- without the written permission of the Commission. R.R.O. 1980, Reg. 686, s. 6
7. No person shall make any excavation in the Parks for any purpose without the written permission of the Commission. R.R.O. 1980, Reg. 686, s 7.
8. No person shall move, within the Parks any building, machine or structure that may interfere with the use of roadways, without the written permission of the Commission. R.R.O. 1980, Reg. 686, s.8.
9. The number of persons authorized to occupy a camp-site within the parks shall not exceed six persons unless such persons comprise a single family group of parents and their children. R.R.O. 1980, Reg. 686, s.9.

ADVERTISING PROHIBITED

10. No person shall, without a sign permit from the Commission, erect, post up or otherwise display any notice, sign, signboard or other advertising device within ninety metres.
- (a) from the westerly boundary of the Parks between the northerly limit of Bowen Road, in the Town of Fort Erie, and the southerly limit of Main Street in the City of Niagara Falls (formerly in the Village of Chippawa);
 - (b) from the westerly boundary of the Parks between that part of the Niagara Regional Road No. 81 and the northerly limit of John Street in the Town of Niagara-on-the-Lake; and
 - (c) from the easterly boundary of the Parks between that part of the Niagara Regional

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Road No. 81 and the northerly limit of John Street in the Town of Niagara-on-the-Lake. R.R.O. 1980, Reg. 686, s. 10, *revised*.

GUIDE LICENCES

11. (1) No person shall guide visitors through the Parks for compensation without a guide licence from the Commission. R.R.O. 1980 Reg. 686, s. 11 (1).
- (2) No person shall operate or permit the operation of a sight-seeing vehicle, other than a Class 5 or 6 sight-seeing vehicle, unless the operator thereof is the holder of a guide licence issued by the Commission. O. Reg. 390/81, s. 2.
- (3) A guide licence may be issued upon the completion by the applicant in a satisfactory manner of a sight-seeing information examination set by the Commission, and upon filing proof that within the two years immediately preceding the application the applicant has not been convicted of any offence punishable by imprisonment for two years or more and has not previously contravened any of the provisions of any regulation made under the Act. R.R.O. 1980, Reg. 686, s. 11 (3)

SIGHT-SEEING VEHICLE LICENCES

12. (1) No person shall operate or permit to be operated within the Parks any sight-seeing vehicle without a sight-seeing vehicle licence from the Commission. R.R.O. 1980, Reg. 686, s. 12. (1).
- (2) Each sight-seeing vehicle licence, other than a licence for a Class 5 or 6 sight-seeing vehicle, expires on the 31st day of December of the year in which it is issued. O. Reg. 390/81, s. 3, *part*.
- (3) No sight-seeing vehicle licence is transferable by the licensee to any other person or to any other sight-seeing vehicle without the written consent of the Commission.
- (4) No sight-seeing vehicle licence shall be granted to any person for a sight-seeing vehicle of Class 2, Class 3 or Class 4 until there is filed with the Commission a list of the routes of trips and stops thereon, which shall be subject to the approval of the Commission. R.R.O. 1980, Reg 686, s. 12 (3,4).

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- (5) An applicant for a sight-seeing vehicle licence, other than an applicant for a Class 5 or 6 sight-seeing vehicle licence, shall, with their application, file with the Commission the tariff of rates and charges to be payable by passengers using the sight-seeing vehicle, which shall be subject to the approval of the Commission. O. Reg. 390/81, s. 3, *part*.
- (6) There shall be clearly displayed in each sight-seeing vehicle for which a licence has been granted, particulars of the licence held from the Commission and a copy of the tariff of rates charges payable by passengers using the vehicle. R.R.O. 1980, Reg. 686, s.12 (6)

TRAFFIC RULES

- 13.** (1) Except as otherwise provided in this Regulation, no person shall,
- (a) park a vehicle within fifteen metres of a bridge, or in a place that prevents or is likely to prevent the convenient movement of other vehicles, or in any prohibited area;
 - (b) park a vehicle for a longer period than,
 - (i) one hour in any area in which the Commission has designated by the erection of signs a maximum period of parking of one hour;
 - (ii) two hours in any area in which the Commission has designated by the erection of signs a maximum period of parking of two hours; or
 - (c) park a sight-seeing vehicle in a place other than an area designated by the Commission for the parking of the particular class of sight-seeing vehicle.
- (2) Where a vehicle is parked or left in contravention of subsection (1) or clauses 2(9) (h), (i), or (j) or of subsection (8) of this section an officer may cause the vehicle to be moved or taken to or placed or stored in a suitable place.
- (3) No person shall drive a motor vehicle to a greater rate of speed than,
- (a) 40 kilometres an hour on any highway, road, boulevard or parkway of the Commission within the limits of Queen Victoria Park and Queenston Heights Park;

- (b) 50 kilometres an hour on part of Lakeshore Road and part of the Niagara Parkway in the Town of Fort Erie and being from a point in the westerly limit of Lakeshore Road where it is intersected by the southerly limit of Lot 6 on the westerly side of Lakeshore Road according to Plan 328, now known as Plan 992, and extending northerly along Lakeshore Road and the Niagara Parkway to the intersection of the Niagara Parkway with the northerly limit of Central Avenue;
- (c) 50 kilometres an hour on the following sections of the Niagara Parkway,
 - (i) from the intersection thereof with the southwesterly limit of Main Street in the former Village of Chippawa, now in the City of Niagara Falls, to a point distance 800 metres measured southerly therefrom,
 - (ii) from a point thereon distant 75 metres north of its intersection with the northerly limit of Mechanic Street in the former Village of Chippawa, now in the City of Niagara Falls, to a point distant 800 metres measured northerly therefrom,
 - (iii) from the intersection thereof with the southerly limit of Clifton Hill in the City of Niagara Falls northerly to the southerly limit of Victoria Avenue in the City of Niagara Falls,
 - (iv) from the intersection thereof with the southerly limit of Niagara Regional Road No. 81 northerly to the intersection thereof with the northerly limit of Queenston Street in the former Village of Queenston, now in the Town of Niagara-on-the-Lake.
 - (v) from the intersection thereof with the northerly limit of John Street in the Town of Niagara-on-the-Lake northerly to its intersection with the southwesterly limit of Byron Street in the Town of Niagara-on-the-Lake ; or
- (d) 60 kilometres an hour on any other highway, road, boulevard or parkway of the Commission.
- (4) No person shall drive a motor vehicle or ride a bicycle within the Parks except on the portions of highways of the Commission provided for vehicular traffic.

- (5) No person shall drive a motorized snow vehicle as defined in the *Motorized Snow Vehicles Act*, within the Parks;
 - (a) except in an area specifically designated for the purpose by the Commission;
 - (b) after 11 p.m. or before 7 a.m. on any day;
 - (c) unless he or she is wearing a helmet that complies with the regulations made under the *Motorized Snow Vehicles Act*;
 - (d) unless the owner of the motorized snow vehicle is insured under a motor vehicle liability policy with respect to the vehicle in accordance with the *Insurance Act*.
 - (6) Where proper signs have been erected indicating one-way traffic on any highway, no person shall drive a vehicle on the highway except in the direction indicated by the signs.
 - (7) An officer may direct traffic and in cases of fire, accident, traffic congestion or other emergency may direct traffic into such channels as are necessary to prevent or relieve congestion.
 - (8) Every person shall obey any direction given under subsection (7). R.R.O. 1980, Reg. 686, s. 13 (1-8).
 - (9) No person shall operate, drive or park a heavy vehicle within the Parks.
 - (10) In subsection (9), “heavy vehicle” means a vehicle that has a gross weight exceeding 5,000 kilograms, or a vehicle or combination of vehicles that transmits to the ground a weight in excess of 5,000 kilograms. O. Reg. 390/81, s. 4.
 - (11) Subsection (9) does not apply to a public commercial vehicle when making deliveries within the Parks or to an owner or tenant of property abutting the Parks. R.R.O. 1980, Reg. 686, s. 13 (10).
- 14.** The operator of a vehicle shall bring the vehicle to a full stop immediately before crossing or entering the travelled portion of any highway, road, boulevard or parkway of the Commission. O. Reg. 68/86, s. 1, *part*.

15. The operator of a vehicle shall obey all speed limit signs, stop signs and yield right of way signs showing the traffic rules set out in this Regulation. O. Reg. 68/86, s. 1, *part*.

CONTROLLED ACCESS HIGHWAYS

16. All highways, roads, boulevards and parkways of the Commission are designated as controlled access highways. O. Reg. 68/86, s.1. *part*.

INSURANCE

17. (1) No licence for a sight-seeing vehicle shall be issued unless the vehicle is insured under a livery service policy for loss or damage resulting from bodily injury to or the death of any person, including passengers, or from damage to property for an amount, exclusive of interest and costs equal to or greater than the minimum limits set out in the following Schedule:

Schedule

Class of Licence	Number of passengers	Minimum Limits (Each Occurrence)
2	1- 6	1,000,000
3	1- 6	1,000,000
4	17 or more	2,000,000
R.R.O. 1980, Reg 686, s. 15 (1); O. Reg. 103/84, s. 1.		

- (2) The minimum limits set out in the Schedule apply despite the number of claims arising from any one accident.
- (3) The owner of a sight-seeing vehicle shall deposit with the Commission, prior to the issuance of a licence for the vehicle, an original or certified copy of the policy of insurance or a certificate of insurance issued by the insurance company and countersigned by the agent.

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- (4) Every policy or certificate deposited with the Commission under subsection (3) shall contain an endorsement whereby the insurance company undertakes to notify the Commission by registered mail within fifteen days of making a decision to reduce the amount of insurance coverage or to cancel or refuse to renew the insurance policy. R.R.O. 1980, Reg. 686, s. 15 (2-4).

GENERAL

18. Every sight-seeing vehicle for which a licence has been issued shall have painted on both sides thereof in a clearly visible position the name and address of the owner. R.R.O. 1980, Reg. 686, s. 16.
19. No person shall display any advertising sign or device on the outside of a sight-seeing vehicle without the written approval of the Commission. R.R.O. 1980, Reg. 686, s. 17.
20. No person shall operate a public address system, loud speaker or any device that amplifies sound from or in a sight-seeing vehicle other than a system or device limited to communication to the passengers in the sight-seeing vehicle. R.R.O. 1980, Reg. 686, s. 18.
21. No person shall permit a child of ten years of age or less to be within the Parks unless accompanied by an adult. R.R.O. 1980, Reg. 686, s. 19.

FEES

22. The following fees are payable for a licence:
- (1) **\$35** for a guide licence.
 - (2) **\$90** for a Class 2 sight-seeing vehicle.
 - (3) **\$140** for a Class 3 sight-seeing vehicle.
 - (4) **One-third** of 1 cent per passenger seat per kilometre for a Class 4 sight-seeing vehicle.
 - (5) **\$5** per entry into a park by a Class 5 sight-seeing vehicle that is conveying senior citizen groups or groups from Canadian schools.

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- (6) **\$6** per entry into a park by a Class 5 sight-seeing vehicle not described in paragraph 5.
 - (7) **\$6** per entry into a park by a Class 6 sight-seeing vehicle that is conveying senior citizen groups or groups from Canadian schools.
 - (8) **\$12** per entry into a park by a Class 6 vehicle not described in paragraph 7.
O. Reg. 251/92.
- 23.** (1) The licence fee for sight-seeing vehicle, other than a Class 4 vehicle, is payable upon application for the licence.
- (2) The licence holder for a Class 4 sight-seeing vehicle shall pay the licence fee for each month's operation to the Commission not later than the fifteenth day of the following month. O. Reg. 195/90, s. 3.
- 24.** Fees, tolls and admissions for enjoyment for facilities of the Parks may be charged by the Commission as posted or published from time to time. R.R.O. 1980, Reg. 686, s. 22.

CANCELLATION

- 25.** The Commission may at any time cancel any licence or permit issued under this Regulation for a contravention of the Act or this Regulation or where any false statement has been made in the application for such licence or permit. R.R.O. 1980, Reg. 686, s.23.

THE NIAGARA PARKS COMMISSION**Environmental Responsibility**

As stated in the Environmental Mission Statement issued by The Niagara Parks Commission, it is the policy of the Commission to incorporate sensitivity to the environment through all of its operations and practices. While remaining environmentally accountable, it is the mandate of the Commission to develop, operate and maintain a system of parks and recreation areas, historic sites and educational facilities, as laid out in the provisions of the Niagara Parks Act.

GENERAL

Commission operations will:

- forge partnerships with the public and private sector to undertake specific projects that sustain and improve the environmental quality of the parks;
- foster projects which focus on the preservation and enhancement of existing natural features;
- utilize wherever practically and economically viable the best technology to benefit the environment;
- actively participate in an integrated waste management system which reuses, reduces and recycles materials;
- train and educate employees regarding environmentally friendly procedures and practices;
- ensure water conservation wherever possible;
- provide and promote leadership in areas of environmental protection, management and sustainability;
- document and report to The Commission on an annual basis regarding the progress and initiatives taken to fulfill these obligations.

PROGRAMS

Specific programs to be undertaken by Commission operations shall include:

- Project Green Initiative - aimed at greening park lands and enhancing existing sites;

- GreenLinks - at GolfCourse facilities, aimed at improving environmental management practices
- Air emissions reduction programs including the ‘Spare the Air’ campaign
- Recycling and composting programs

Original Signed

**John Kernahan,
General Manager**

It is the policy of The Niagara Parks Commission that all persons including Commissioners, employees, visitors, contractors, consultants, suppliers, vendors, stakeholders and all others associated with the Commission are treated with respect and are valued for their contribution to Niagara Parks.

The following statement on respect has been fully endorsed by the Commission and forms a key component of the Code of Conduct for The Niagara Parks Commission:

The Niagara Parks Commission is a place where all persons feel accepted and appreciated and are encouraged to contribute to maintaining a professional, positive and healthy environment. We consistently uphold the equal rights of every person and recognize their inherent dignity and worth.

In keeping with this respect statement, the Commission recognizes that inappropriate behaviour includes but is not limited to: any act of harassment, intimidation, discrimination, coercion or physical or verbal abuse of persons associated with or who come in contact with Niagara Parks; abuse of power and position by any person; betrayal of personal/confidential information; discussing the organization and/or another person in a derogatory manner; joke telling at the expense of others; acceptance of information as fact without investigation of all persons and details involved; non-action by either party in resolution of any contravention of these behaviours.

Original Signed

John Kernahan
General Manager

Original Signed

Jim Williams
Chairman

THE NIAGARA PARKS COMMISSION

Code of Conduct

It is the policy of The Niagara Parks Commission (NPC) that Commissioners and employees, both full-time, seasonal and contractual, are to adhere to a Code of Conduct for the Commission. Certain sections of the Code of Conduct also apply to contractors, consultants, suppliers, vendors, stakeholders, visitors and all others associated with the Commission.

The Code of Conduct provides a set of standards describing the behaviour expected and required of everyone associated with NPC. It promotes a culture of ethical behaviour. The Code helps to clarify what NPC stands for and how everyone is expected to conduct themselves. Consistent with NPC's founding principles, vision and core values, everyone's actions must be in the best interests of NPC at all times. The Code reinforces the application of existing laws, by-laws, policies and directives that guide actions.

Everyone has an obligation to understand and comply with the provisions of the Code and to report any serious wrongdoing which has been witnessed or have knowledge of. Failure to report actual or suspected violations of the Code is itself in contravention of the Code. Everyone has a responsibility to become familiar with this Code and other applicable laws and policies and to understand the consequences of their actions.

Failing to comply with any provisions of the Code is subject to appropriate disciplinary action up to and including termination of employment and/or legal action.

PUBLIC SERVICE OF ONTARIO ACT

NPC Commissioners and employees are defined as public servants under the Public Service of Ontario Act and must adhere to the ethical standards set out in the Act and Regulation 381/07. Where a provision in this policy is inconsistent with a provision in this Act or Regulation, the provision of this Act or Regulation shall prevail.

RESPONSIBILITIES

In accordance with the Public Service of Ontario Act, the Chairman serves as the Ethics Executive for The Niagara Parks Commission and is accountable for promoting ethical behaviour, ensuring that this corporate policy and the Code of Conduct are implemented within the Commission and for reporting on Code violations.

The Chairman is responsible for investigating disclosures relating to the Commissioners or General Manager and making determinations on Conflict of Interest and Political Activity matters. He/she is also responsible for ensuring that those who make a legitimate disclosure and/or cooperate in an investigation are protected from reprisal. As the Ethics Executive for Commissioners, he/she is also responsible for ensuring that the Oaths of Office and Allegiance have been administered to new

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Commissioners.

The Chairman will also work with the Ontario Integrity Commissioner and Ontario Conflict of Interest Commissioner to implement the provisions of the Public Service of Ontario Act.

In accordance with the Public Service of Ontario Act, the General Manager serves at the Ethics Executive for employees of The Niagara Parks Commission and is responsible for promoting employee ethical behaviour.

The General Manager is also responsible for:

- ensuring that all Commissioners and employees have completed training on the Code
- ensuring that all suppliers, contractors, vendors, consultants, visitors, and others associated with the Niagara Parks are aware of the Code of Conduct and adhere to its requirements
- ensuring the implementation and monitoring of this policy and Code of Conduct and providing ongoing resources such as training
- making determinations on Conflict of Interest and Political Activity matters
- ensuring that all violations have been reported in accordance with the Code and this policy
- investigating disclosures or causing the investigation of a disclosure in a timely fashion
- maintaining confidentiality in accordance with the Code and applicable legislation
- ensuring that those who make a legitimate disclosure and/or cooperate in an investigation are protected from reprisal
- ensuring that employees are aware of the disclosure of wrongdoing provisions under the Public Service of Ontario Act
- work with the Ontario Integrity Commissioner and Ontario Conflict of Interest Commissioner to implement the provisions of the Public Service of Ontario Act
- submitting summary reports to the Commission and meeting all reporting requirements under the Public Service of Ontario Act
- ensuring that the Oaths of Office and Allegiance have been administered to new employees.

Managers, at all levels in the organization, are responsible for:

- ensuring that all of their employees, both current and new hires, understand their responsibilities under the Code and Public Service of Ontario Act and are in compliance
 - ensuring that all of their employees complete training on the Code
 - being concerned, knowledgeable, and reliable counselors to whom employees can comfortably go for advice
 - maintaining confidentiality in accordance with the Code and applicable legislation
 - creating a work environment that encourages ethical behaviour
-

THE NIAGARA PARKS COMMISSION

Code of Conduct

- ensuring, where appropriate, that all suppliers, contractors, vendors, consultants, visitors, and others associated with Niagara Parks are aware of the Code of Conduct and adhere to its requirements

Commissioners and employees at all levels in the organization are responsible for:

- completing training on the Code
- understanding their responsibilities under the Code and the Public Service of Ontario Act and for being in compliance with the ethical framework set out in the Code and Public Service of Ontario Act
- carrying out their responsibilities with integrity and accountability
- seeking advice when uncertain about the right ethical decision
- maintaining confidentiality in accordance with the Code and applicable legislation
- declaring all conflicts of interest, perceived conflicts of interest and potential conflicts of interest as soon as they are known.

REPORTING A VIOLATION OF THE CODE OF CONDUCT

Under the Code, an internal disclosure mechanism has been established for reporting any violations of the Code which have taken place during the last six month period, or longer in extenuating circumstances. Everyone has the important responsibility to report any serious wrongdoing which has been witnessed or which he/she has knowledge of.

Anyone disclosing a serious wrongdoing may do so without fear of reprisal provided the disclosure is not frivolous, vexatious or made in bad faith. Retaliation or retribution for filing a report or for assisting or participating in an investigation of a complaint is in violation of this Code and will not be tolerated.

If wrongdoing and/or unethical behaviour is witnessed, including a violation of a statute, regulation or policy of The Niagara Parks Commission, abusive and disrespectful behaviour, gross mismanagement, gross waste of money, abuse of authority and a grave health, safety or environmental hazard, a written report must be submitted.

To report a violation of the Code, or another situation not specifically covered in the Code, a written report stating the misconduct and detailing circumstances pertaining to the violation must be prepared in accordance with the “Guidelines for Reporting a Violation of the Code” set out in Appendix A to this policy. It is encouraged that the report be signed to ensure proper investigation. Once signed, the report must be submitted in an envelope addressed to the General Manager with the words “Personal and Confidential” on the front of the envelope. If the disclosure pertains to the

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General Manager, then the signed report needs to be forwarded to the Chairman or to the Ontario Integrity Commissioner if the Chairman is the subject of the disclosure.

All reports will be taken seriously and each allegation will be promptly investigated by the General Manager or Chairman or a designate such as the Chief of Police in a criminal matter. All investigations will be conducted within 30 days in a fair and timely manner. If the investigation requires a longer time frame then the General Manager or Chairman will notify the person making the disclosure.

In dealing with each disclosure the Ethics Executive will first determine if there is an existing mechanism to deal with the violation. For instance, collective agreement violations, human rights accusations or criminal matters will be referred to existing mechanisms already in place. Repetition of a previous accusation which already has been thoroughly investigated will not be re-investigated unless new evidence is presented.

Upon investigation if it has been found that someone has breached or may likely have breached the Code, that person will be informed of the allegations in due course and be provided with the opportunity to respond to them and where appropriate, to contribute to the remedy of the breach.

A full report will be prepared for each disclosure, and the General Manager will recommend a remedy or refer the matter to the appropriate authority as deemed necessary to resolve the matter.

RECORDS MANAGEMENT

Records of the report and investigation, including contents of meetings, interviews, results of investigations and other relevant material, will be maintained and managed in accordance with the Freedom of Information and Protection of Privacy Act.

An annual factual report, which protects confidentiality, will be prepared for The Niagara Parks Commission on the number and type of disclosures received and how they were handled. The Commission will also meet all reporting requirements under the Public Service of Ontario Act.

CONFIDENTIALITY AND PRIVACY

As noted in the Code of Conduct, the internal disclosure mechanism will need to strike a balance between protecting the identity of the person making the disclosure and ensuring fair treatment of alleged wrongdoers. The framework will ensure that the alleged wrongdoer is treated fairly and the privacy of the person making the disclosure is protected except where the interests of fairness requires that a person's identity be disclosed to one or more persons. Every disclosure report will

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be treated as confidential to the extent allowed by law. All proceedings will be kept confidential and limited to those in the organization with a need to know for the purposes of the investigation and appropriate remedy.

It may be necessary for the Ethics Executives or designee to release the name of the person making the disclosure to conclude the investigation. The person making the disclosure should be aware that any action taken by Niagara Parks as a result of the disclosure may require the attendance of the person making the disclosure in a court or tribunal proceeding which will require him or her to give evidence under oath.

CODE MONITORING AND REVIEW

The Code will be monitored and reviewed by NPC during its initial implementation. It will also be given regular reviews to ensure that it is relevant, up to date, complies with legislative requirements and meets the needs of the organization.

COPIES AVAILABLE

Copies of the Code of Conduct are available at the Human Resources Department, from Managers and Supervisors, and online at the Niagara Parks employee website www.employee.niagaraparks.com.

REVOCATION

This policy revises and replaces CPM-01-08.

Original Signed

Jim Williams
Chairman

Original Signed

John Kernahan
General Manager

July 9, 2008

Date

Appendix A**Guidelines for Reporting a Violation of the Code of Conduct
The Niagara Parks Commission**

The investigation of a submission reporting a violation of the Code is very important and will be taken seriously by the Chairman or General Manager. In order that the Chairman or General Manager can conduct an investigation completely and within the time period outlined in the Code of Conduct, the following information needs to be contained in your written report.

Please give a brief description of the wrongdoing and or unethical behaviour. It will be most helpful if you include in your description who was involved, the location of the violation, persons who may have witnessed the violation or who may have information about the violation that would be of assistance in the investigation. The date/dates and times on which the violation has occurred must be included.

For Commissioners, it is recommended that your report be signed by you and submitted in a sealed envelope, clearly marked "Personal and Confidential" on the front of the envelope, to the Chairman, Mr. Jim Williams, P.O. Box 150, Niagara Falls, Ontario, L2E 6T2.

For employees, it is recommended that your report be signed by you and submitted in a sealed envelope, clearly marked "Personal and Confidential" on the front of the envelope, to the General Manager, Mr. John Kernahan, P.O. Box 150, Niagara Falls, Ontario, L2E 6T2.

You will receive written notice your report has been received.

All written reports will be treated in confidence in accordance with the Code of Conduct and applicable legislation. These records and any personal information contained therein will be managed in accordance with the Freedom of Information and Protection of Privacy Act.