

ADMINISTRATION**Travel, Accommodation, Hospitality,
and Business Related Meal Expenses****KEY PRINCIPLES**

Employees are expected to act responsibly when incurring expenses while on Niagara Parks Commission business. Expenses must:

- Be work related;
- Be modest and appropriate; and
- Strike a balance among economy, health and safety, and efficiency of operations.

The following **key principles** should form the basis for employee expense decisions:

- Expenses associated with the performance of duties as an employee should minimize the cost and maximize the benefits to the organization.
- The most practical and economical arrangements for travel, meals, accommodation and hospitality must be made. Expenses should be appropriate for the circumstances.
- With respect to hospitality expenses, employees are to exercise prudence and moderation in incurring such expenses.
- Management is responsible to review and assess the need and level of employee expenses and to ensure that expenses support the objectives of The Niagara Parks Commission.

APPLICATION OF POLICY

This policy applies to Niagara Parks Commission employees and other persons under contract to NPC. Any expenses incurred for hospitality are to be in accordance with this policy and are to be incurred only by the General Manager, Executive Directors or approved designate. Commissioners are expected to adhere to the key principles of the policy but they are subject to the expense provisions as determined by the Ontario Government for appointees.

The Commission assumes no obligation to reimburse expenses that are not in compliance with this policy. Claimants have an obligation to inform themselves of the requirements of this policy, to comply with these requirements, and to seek clarification from their managers as needed. Managers are responsible for ensuring compliance with this policy and taking appropriate corrective action.

ADMINISTRATION**Travel, Accommodation, Hospitality,
and Business Related Meal Expenses**

TRAVEL**Authorization**

Prior written approval for all travel outside of the Niagara Peninsula, excluding the Greater Toronto Area or equal distance, must be obtained from the individual's immediate supervisor and Department Head. Travel outside Ontario within Continental USA and outside Canada and the Continental USA require the approval of the General Manager. Upon completion of the trip, the Claim For Travelling Expenses or Disbursements should be submitted for approval and then to the Accounting Department for payment.

Allowable Vehicle Expenses

Only employees with valid drivers' licenses are authorized to drive Commission-owned vehicles for business purposes. People who are not Commission employees may be carried as passengers when this is consistent with the purposes for which the vehicle was acquired. Employees are encouraged where possible to use Commission vehicles for business travel. Commission vehicles may only be used for business purposes.

When road transportation is the most practical and economical way to travel, the order of preference shall be:

- A. Commission vehicle when available;
- B. Rental vehicle if a Commission vehicle is not available and a rental vehicle is more economical than use of a personal vehicle; or,
- C. Personal vehicle when a Commission vehicle is not available, and a personal vehicle is more economical than use of a rental vehicle.

Employees using a personal vehicle on Commission business are allowed to claim the mileage/kilometric rate as established by The Niagara Parks Commission from time to time. This rate is calculated to include gasoline, oil, insurance and other related costs. Personal vehicles used on Commission business must be insured at the vehicle owner's expense for personal motor vehicle liability. Coverage should be equal to or greater than the minimum liability specified in the Insurance Act. Drivers must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. The Commission will not reimburse costs of business use insurance coverage or collision and liability coverage. The Commission assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for Commission business. The Commission is not responsible for reimbursing deductible amounts

ADMINISTRATION**Travel, Accommodation, Hospitality,
and Business Related Meal Expenses**

related to insurance coverage. Those driving a personal vehicle on Commission business cannot make claims to the Commission for damages as a result of a collision.

The Canada Revenue Service may deem certain uses of Commission vehicles as “personal use” which will trigger a taxable benefit that must be reported on income tax returns. Daily trip logs must be maintained to ensure tracking of business and personal use of Commission vehicles.

Accidents must be reported immediately to local law enforcement authorities, the rental car company (if applicable), the automobile insurance company (if using a personal vehicle), and the person’s immediate supervisor.

Employees using rental vehicles on business are allowed to claim rental costs plus all incidental charges as gasoline, insurance, excess mileage, etc. The employee pays the charges and then submits the receipts with his/her expense report for reimbursement by the Commission. The size of the rental car must be the most economical and practical required for the business task and number of occupants. Exceptions must be documented and approved by the claim approver. Luxury and sports car rentals are prohibited. The rental car must be refuelled wherever possible before returning it, in order to avoid higher gasoline charges imposed by the rental car agency.

Bridge, ferry and highway tolls and necessary parking fees while driving on Commission business are also eligible for reimbursement. Receipts must be obtained and submitted wherever practicable.

The payment of any traffic or parking violations will be the responsibility of the employee and not the Commission.

Wherever practical, local public transportation/hotel shuttles must be used. Receipts for reimbursement are not required. Taxicab expenses are justified when it is the most economic means of travel, including where group travel is cheaper than if individuals travelled separately.

Air Travel Arrangements

Travel by air is permitted when this is the most practical and economical way to travel. Travel must be arranged in advance and be booked by fixed dates; open-ended tickets are prohibited. Employees requiring air travel arrangements for Commission business are required to contact the travel agent approved by the Commission who will find the most affordable airfare available for the required arrival and departure times. The standard is economy class. To maximize cost efficiency, flights must be booked as far in advance as possible.

ADMINISTRATION**Travel, Accommodation, Hospitality,
and Business Related Meal Expenses**

On flights outside of continental North America, business class fares may be permitted with the approval of the General Manager, as part of overall approval for the trip. Exceptions to economy class may be granted for flights within Canada and the Continental USA only for health reasons.

Whenever possible and practical, employees should use shuttle bus services which connect with the airport, hotels and other modes of transportation.

Rail Travel Arrangements

Travel by rail (coach class) is permitted when this is the most practical and economical way to travel. International rail travel should be at the Canadian equivalent to coach class.

Persons Travelling Together

In determining the number of executive personnel travelling together in the same vehicle (plane, train or automobile), consideration should be given to business continuity in order to reduce the risk of a major disruption in the agency's ongoing operations.

Allowable Travel Expenses

Transportation, meals, accommodations, and related taxes are allowable provided they are incurred while on Commission business.

For international travel, costs of purchasing travellers' cheques, exchanging foreign currencies, and privately arranged medical/health insurance will be reimbursed. For the latter, a receipt of the premium paid must be retained to support the expense claim.

As a guideline, one personal telephone call per day is considered appropriate in most circumstances. Wherever possible, the most cost-effective method should be used to minimize cost.

Reasonable gratuities for meals, bellhop, hotel room services, and taxis will be reimbursed. Receipts are not necessary to support reimbursement of these expenses.

Individuals who are away from home for five or more consecutive days shall be reimbursed for reasonable expenses for laundry and dry cleaning required as a result of conducting business, based on receipts.

ADMINISTRATION**Travel, Accommodation, Hospitality,
and Business Related Meal Expenses**

While traveling on Commission business, additional business expenses not otherwise covered will be reimbursed such as facsimile transmissions and transportation of necessary equipment, provided the charges are incurred while conducting Commission business.

Non-allowable Expenses

The Commission does not pay for any travel expenses related to a friend, spouse, or other family members. Pay TV, video rentals, mini bars, fitness centre fees, personal items, laundry (unless the trip is extended), valet (unless only parking available), newspapers, social events that do not constitute hospitality, and similar other expenses are not eligible for reimbursement.

Expenses incurred for alcoholic beverages consumed by an individual will not be reimbursed. Itemized receipts are to be submitted with any expenses incurred for alcoholic beverages deducted from the total. Exceptional circumstances relating to expenses for alcohol incurred during the provision of hospitality are covered in the Hospitality section of this Policy.

In the case of trips of an extended duration (i.e. over five consecutive days), necessary laundry and related expenses will be permitted.

Extra insurance beyond Commission insurance plan may be arranged only at the traveller's own expense.

Accommodations

The type and standard of accommodation used by an employee on travel status is to be the most economical and reasonable alternative available. Employees are to request government rates. Reimbursement will be made for single accommodations in a standard room and no reimbursement will be made for suites, executive floors, or concierge levels. Room charges and taxes are allowable for reimbursement.

Meal Per Diem Rates

The approved Meal per Diem rates are as follows:

Breakfast	\$ 9.00
Lunch	\$15.00
Dinner	<u>\$21.00</u>
Per Day	\$45.00

ADMINISTRATION**Travel, Accommodation, Hospitality,
and Business Related Meal Expenses**

Meal per diem rates are to be used if the employee is required to be away from the office on Commission business in the Niagara Region. They should represent reasonable and appropriate expenses that are incurred for an official duty or function; are modest, representing a prudent use of Commission funds; and do not involve alcoholic beverages. All taxes and tips are to be included in the rates. No reimbursement will be made for meals at home prior to departure or on return, or for meals included in the cost of transportation, accommodation, and/or conferences.

It is recognized that these per diem rates may not be adequate for certain locations outside of the Niagara Region. Reimbursement over the rates may be approved in accordance with the “Guidelines on Exceptions to Rules” section of this policy. Claims for such reimbursements must be accompanied by receipts and a written explanation for exceeding the limits. In special circumstances, such as international travel, the General Manager may pre-approve an alternate per diem.

Commission will not reimburse any costs incurred for alcohol on an individual’s travel claim. Exceptional cases relating to the provision of hospitality are covered under the Hospitality section of this Policy.

Meal per diem while on a seminar/course should not be claimed if meals are included as part of the seminar or meeting. Meal per diem are not eligible to be claimed while attending in-house training at Commission facilities without prior authorization.

Accountable Advances

Employees may obtain a cash advance for business travel purposes by submitting the appropriately authorized Cash Advance Request form to the Revenue Office four or more working days prior to the trip.

Statement of Traveling Expenses

The Claim For Traveling Expenses or Disbursements form is used to claim out-of-pocket expenses incurred while on Commission business.

The employee must submit the form approved, complete and with appropriate original receipts, to Accounts Payable at the completion of each trip. Accounts Payable will retain claims documentation. Overpayments, namely amounts reimbursed or paid that are not in accordance with this policy shall be recovered from the claimant as a debt owing to the Commission.

ADMINISTRATION**Travel, Accommodation, Hospitality,
and Business Related Meal Expenses**

When two or more employees are traveling together, each is responsible for submitting the expense report for his/her own activities.

Hospitality/ Business-Related Meals

Hospitality refers to the provision of food and beverage, accommodation, transportation, secretarial services or any other amenities provided at Commission expense to persons who are not employed by the Commission. Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate Commission business or is considered desirable as a matter of courtesy.

Hospitality may be extended on behalf of the Commission when:

- Engaging representatives of other governments, the broader public sector, industry, public interest groups or unions in discussions on official matters;
- Providing persons from national or international organizations and charitable organizations with an understanding and appreciation of the Commission;
- Sponsoring formal conferences for representatives of other organizations or for business or labour groups;
- Honouring distinguished persons from Ontario in recognition of exceptional public service; or
- Conducting prestigious ceremonies that are attended by heads of state or government, distinguished persons from the private sector, or both

Hospitality functions should minimize costs but be consistent with the status of the guest(s), the number of persons attending, and the business purpose to be achieved.

Business-related meals refers to the provision of food and beverage for NPC employees which takes place during normal meal periods.

Expenses may be incurred by the General Manager, Executive Directors or appointed designate for hospitality. They must be reasonable and moderate and further the objectives of the Commission. The use of Commission food services facilities is encouraged for hospitality purposes. If these are unavailable, a private sector site may be chosen. A survey of available sites should be conducted, and the selection should be based on best price and suitability for the function.

Extension of hospitality or business-related meal expenses must have prior approval from the Executive Director and must be for legitimate work-related expenses only. The request must specify the nature of the business to be conducted, approximate frequency and the cost of the event(s) and the time period for which the prior approval is being sought.

ADMINISTRATION**Travel, Accommodation, Hospitality,
and Business Related Meal Expenses**

All claims for reimbursement of hospitality or business-related meals must be supported by a brief description of the purpose of the activities and justification; and an itemized receipt for the amount paid, detailing the amounts paid for food and beverage and other items (specify), name and location of the establishment, as well as the names, position titles and employers of the recipients and reason for their attendance. In addition, the charge number for the claim must be provided.

Hospitality may be extended to employees only if their participation in any of the following events is necessary:

- Business discussions with persons who are not employees of the Commission.
- Meetings at which employees are representing the Commission.
- Official ceremonies.

The number of Commission representatives should be limited to those necessary for the function and should be kept to a minimum. The host extending the invitation must document and justify the list of Commission representatives.

Hospitality extended to the spouse of a host or Commission representative must be restricted to situations where the presence of the spouse enhances the conduct of the function or because of protocol. Reimbursement of expenses incurred by a spouse is subject to the following conditions:

- Expenses such as travel, event tickets or tours may be paid only on authorization of the General Manager
- Expenses so authorized must be reimbursed to the persons concerned.

Part of normal business hospitality may include the consumption of alcoholic beverages with a meal or during a reception. Reimbursement for the cost of alcohol is permitted for hospitality events. The cost of alcoholic beverages cannot exceed the cost of food. Preference should be given to wine, beer and spirits produced in Ontario when offering such refreshments to guests. Such hospitality requires prior approval.

Acceptance of hospitality from vendors (current or prospective) by Commission staff may constitute a conflict of interest, and may therefore be prohibited. Executive Directors are responsible for ensuring that employees and appointees are aware of their conflict of interest obligations.

ADMINISTRATION**Travel, Accommodation, Hospitality,
and Business Related Meal Expenses**

Guidance on Exceptions to Rules

Requests for reimbursement should not be rejected solely because they arose from mistakes or misinterpretation of the requirements of this policy. Decisions whether to approve reimbursement or to require repayment must be reviewed on a case-by-case basis.

Principles to guide exceptions to the rules:

- Trust - use discretion and latitude for persons and supervisors to act in a fair and reasonable manner.
- Flexibility - management decisions respect the duty to accommodate, respond to persons' needs and interests, and consider unforeseen circumstances.
- Stewardship - ensure consistent, fair and equitable application of the policy giving consideration to all circumstances, while maintaining the shared responsibility for wise and prudent use of Commission resources.

Where a claim approver decides to exercise discretion in making an exception, and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and accompany the claim.

Travellers may participate in loyalty programs (e.g. frequent flyer programs), provided that they select the most cost-effective mode of travel.

REVOCATION

This policy cancels and supercedes Personnel Circular #64 and revises CPM-02-01.

ORIGINAL SIGNED

John Kernahan
General Manager

ADMINISTRATION**Use of Navy Island**

BACKGROUND

Navy Island is located on the Niagara River upstream from the Falls (7 kilometres south). The Island is accessible only by boat and no facilities are provided, the land being maintained in its natural state. All visitors to the Island must follow the Regulations outlined below and those wishing to **camp overnight** *must obtain a Permit* from The Niagara Parks Commission (NPC).

REGULATIONS FOR THE USE OF NAVY ISLAND

- Visitors use Navy Island at their own risk. NPC is not liable for any personal injury or loss.
- Cutting, removal or damaging of live growth is NOT permitted.
- Handling or interference of any kind of birds and animals or their habitat is NOT permitted
- A fire may be built in a suitable location, being well protected, tended and completely extinguished after use and subject to safe weather conditions. NPC reserves the right to prohibit fires of any kind during hazardous seasonal conditions.
- Littering is NOT permitted and all litter must be removed from the Island.
- Firearms, air guns, archery equipment, fireworks etc. are NOT permitted on Navy Island as per Section 2(6) of the Niagara Parks Act.
- Alcohol is permitted ONLY at the immediate campsite. In all other areas of the Island, the consumption of alcohol is prohibited. Violators are subject to charges under the Liquor Licence Act.
- Navy Island is Federal Land under the control of NPC and patrolled by members of the Niagara Parks Police. Officers from the Ontario Ministry of Natural Resources, Canada Customs and the Niagara Regional Police may make visits to the Island on behalf of NPC.
- Canadian law prohibits any digging or excavation on Federal lands.
- ANY visitor to Navy Island launching a boat from the U.S.A., must notify Canada Customs upon arrival or just prior to departure from the U.S.A. at 1 888 CANPASS (1 888 226 7277) or 905 354 4785.

OVERNIGHT CAMPING PERMIT REQUIREMENTS

Permits for overnight camping are available at the Niagara Parks Police office, 6075 Niagara Parkway, Niagara Falls, Ontario, Canada (directly across from the American Falls). Campers must fill out a registration form and pay the fee(s) for the required permit(s) to be issued. Boat registration information may also be required.

The Niagara Parks Commission will establish fees for overnight camping and these will be adjusted from time to time.

Original Signed

John Kernahan

This policy provides the requirements and procedures to be followed by employees of The Niagara Parks Commission (NPC), students of the School of Horticulture and any other users authorized by the Commission, when using computer equipment and software owned or operated by The Niagara Parks Commission. Its purposes are:

- a) to ensure a standardized usage of software and applications throughout The Niagara Parks Commission
- b) to prevent the introduction and spread of potentially harmful computer viruses
- c) to ensure adherence to software licence agreements
- d) to prevent the improper use of computer hardware and software, network resources and Internet accounts of The Niagara Parks Commission, and to protect the Commission from the potential for liability which can arise from such misuse
- e) to ensure the security of all systems
- f) to protect confidential corporate information
- g) to protect the personal privacy of customers, employees and others associated with NPC as required by law.

Users of Niagara Parks Commission computer systems are expected to adhere to all the applicable policies of the Commission and applicable legislation.

For the purposes of this policy, information technology (IT) and electronic media resources include every component of any environment that creates, enters, processes, communicates, transports, disseminates, stores or disposes of information in the form of data, text, image, video or voice. This includes the use of, but is not limited to, computers, scanners, printers/printouts, communication networks, E-mail, Internet, PDA's, facsimile and phones at any location.

The following policy and principles apply generically to all IT and electronic media, and should be understood by all users. Contact the Manager, Information Technology if authorization or clarification is required.

1.0 DEFINITIONS

The following definitions shall apply to terms in this policy statement:

- 1.01 **Approved Software:** Software that has been approved by the Manager, Information Technology, for distribution and installation on Niagara Parks Commission's computer equipment.

- 1.02 **Archive or Backup:** The reproduction of copyrighted software or data for secure storage purposes only.
 - 1.03 **Computer Equipment:** Any terminal or workstation, or any part thereof, any device or network, or any peripheral input/output device intended to be used in conjunction with any of these items.
 - 1.04 **Copyright:** The exclusive legal right of the software owner to print, publish, record, alter or amend software.
 - 1.05 **E-mail:** The sending and receiving of electronic messages of mail via the Internet or via Local Area Networks (“LANs”) or the Wide Area Network (“WANs”) within The Niagara Parks Commission.
 - 1.06 **Help Desk:** A central location receiving all service calls pertaining to software/hardware/network related problems within The Niagara Parks Commission.
 - 1.07 **Information Technology Department:** The department that implements, supports and maintains the computer systems/software within The Niagara Parks Commission.
 - 1.08 **Internet:** The use of Internet services provided by The Niagara Parks Commission to individuals and units so authorized to have access.
 - 1.09 **Intranet:** A private network contained within a corporation. It may consist of either interlinked LAN’s or leased lines on a WAN. It may also have connections through one or more gateway computers to the Internet. Its main purpose is to facilitate sharing of company resources. (Example: Outlook, Financial Applications, Timed Ticketing)
 - 1.10 **Licence Agreement:** The agreement between the software copyright holder and The Niagara Parks Commission, regulating software ownership, warranty, alteration, and distribution.
 - 1.11 **Manager, Information Technology:** The Manager of Information Technology for The Niagara Parks Commission, responsible for computer related matters and this policy.
 - 1.12 **Network:** A configuration in which two or more terminals, workstations or other devices are connected to enable information or data transfer.
 - 1.13 **Password:** Any special string used to access, or log on to, any computer equipment or network. The Niagara Parks Commission requires a password to be a minimum of six (6) characters and MUST consist of both alphabetic and numeric values.
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- 1.14 **Personal Monitoring:** The monitoring of the systems/network activities of an individual.
- 1.15 **Pornography:** Sexually explicit pictures, writing, or other material that show one or more persons engaged, or depicted as engaged, in explicit sexual activity.
- 1.16 **Protocol:** A standard way of communicating across a network. A protocol is the language of the network, TCP/IP is the protocol most widely used in modern networks.
- 1.17 **Record:** Any record of information however recorded whether in printed form, on film, by electronic means or otherwise as defined by legislation.
- 1.18 **Reproduction:** The duplication or copying of programs, routines and codes for purposes other than backup or archival requirements.
- 1.19 **Software:** The programs, data routines, and procedures written to operate on a computer.
- 1.20 **Software Owner:** The producer of a software application or program.
- 1.21 **Systems Monitoring:** The monitoring of network systems for the purpose of performance analysis and planning (i.e. traffic, bandwidth, resource usage). It is part of normal on-going management activity, and is not designed to identify or profile an individual's activity.
- 1.22 **User:** The person or corporation that is lawfully in possession of one copy of a software program for use on a single terminal, workstation or network server.
- 1.22 **Virus:** A program designed to destroy or alter data, software routines or codes, rendering any of these temporarily, or permanently, meaningless, useless or ineffective.

2.0 GENERAL RULES

- 2.01 The deletion, examination, copying or modification of files and/or data belonging to other computer users without their prior consent is prohibited.
 - 2.02 The use of facilities and/or services for commercial purposes other than for The Niagara Parks Commission is prohibited.
 - 2.03 Any unauthorized, deliberate action which damages or disrupts a computing system, or causes it to malfunction is prohibited.
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- 2.04 The use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
- 2.05 The decryption of system or user passwords is prohibited.
- 2.06 The copying, modifying or deleting of system files is prohibited.
- 2.07 The willful introduction of computer viruses and/or other disruptive/destructive programs into The Niagara Parks Commission network or into external networks is prohibited.
- 2.08 Providing access to Niagara Parks Commission computer resources to unauthorized users is prohibited.
- 2.09 Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources is prohibited.
- 2.10 All files stored on Niagara Parks Commission computer equipment are subject to examination by the Manager, Information Technology or his/her designate.
- 2.11 All computer hardware and software problems requiring the attention of a service technician shall be reported to The Niagara Parks Commission Help Desk which will be responsible for arranging servicing of the equipment.
- 2.12 All equipment changes or upgrades must be arranged through the Manager, Information Technology.

3.0 SOFTWARE USAGE

- 3.01 The Manager, Information Technology, must authorize all software installation. Only authorized or approved software shall be used on Niagara Parks Commission equipment. Any item on the Approved Software list may be requested to be installed on a workstation by notification in writing/e-mail through the originator's supervisor. The Manager, Information Technology shall be responsible for maintaining and making available a current "Approved Software List".
- 3.02 Where software programs or applications are protected by copyright, it will be the responsibility of the Manager, Information Technology to ensure compliance with the terms of the licensing agreement.

- 3.03 Personally owned or public domain software shall **NOT** be installed on any of The Niagara Parks Commission's systems for any reason, including demonstration purposes, unless such installations have been authorized by the Manager, Information Technology. The Manager, Information Technology may authorize the removal of any file or program, in whole or in part, that does not comply with any item set out in this policy.
- 3.04 All software or data introduced into any Niagara Parks Commission computer, network server or workstation must be checked by the user against a workstation's virus check program, to ensure that it is free of any form of computer virus.
- 3.05 Unauthorized reproduction of any software program used by The Niagara Parks Commission, whether that program is installed or not, is not permitted.
- 3.06 The Manager, Information Technology shall be responsible for performing periodic inspections and audits of personal computers, servers, and network devices to ensure adherence to all related policies and procedures. Any evidence of non-compliance will be brought to the attention of the supervisor responsible for the employee(s) using the equipment.
- 3.07 Any changes to installed software packages must be requested in writing and approved by the requestor's manager. All approved changes will be reviewed by Information Technology staff and forwarded to the software company for completion. Before any changes are implemented into production they will be tested in a parallel environment and the results signed off by the requestor.

4.0 HARDWARE/COMPUTER ROOM USAGE

- 4.01 The Manager, Information Technology must authorize all hardware installations. Only authorized or approved hardware shall be used at Niagara Parks. Any item on the Approved Hardware list may be requested to be installed by notification in writing/e-mail through the originator's supervisor.
- 4.02 Security on all hardware is governed by section 5.0 Access and section 6.0 Passwords below.
- 4.03 The Niagara Parks Computer Room is a secured area and employees/contractors that require entry to this area must be pre-approved by the Manager/Information Technology and provided with the appropriate identification.

5.0 ACCESS

- 5.01 Access to the computer equipment provided by The Niagara Parks Commission is restricted to those users that have been granted such access by their supervisor.
- 5.02 Access to Niagara Parks Commission computer equipment is restricted to the approved protocols only. No other connection and/or protocols are to be used to access this equipment. This restriction includes the use of any non-approved software or data connections for external access.
- 5.03 The use of Niagara Parks Commission computer equipment is restricted to those activities that are directly related to the employee's duties and responsibilities. The equipment must not be used for:
- a) activities that are likely to detrimentally affect other users, or
 - b) activities that could be interpreted as harassment as outlined in The Niagara Parks Commission policies, or
 - c) personal uses or uses that do not further the aims and objectives of The Niagara Parks Commission.

6.0 PASSWORDS

- 6.01 A user's initial password shall be assigned by The Niagara Parks Commission's "Help Desk". Users will be required to change their password the next time they log onto the system. All passwords must be a minimum of six (6) characters and **MUST** contain both alphabetic and numeric values.
- 6.02 While logged onto any computer equipment, a user shall be held accountable for any activity within his/her control that originates from that computer equipment.
- 6.03 Users are not permitted to disclose their passwords to any other user. The Manager, Information Technology or his/her designate may be required to reset a password for the purpose of computer hardware/software repairs or as directed by Senior Management.
- 6.04 Should an employee be required to disclose their password, that employee will be required to change his/her password at the first available opportunity.
- 6.05 Users who suspect their password has been breached must change it immediately and report to the Manager, Information Technology.

- 6.06 Passwords for all users must be changed at least every 90 days.
- 6.07 All users should either log out of the network or use a screen saver with a re-entry password when away from their workstations to prevent unauthorized persons from accessing their data.
- 6.08 At no time should a user change the “Administrator Password or User Account Name” on their local computer.

7.0 INTERNET

- 7.01 Authorization for use of and access to Internet services on Niagara Parks Commission computers must be made in writing to the Manager, Information Technology. Accounts, user-ID and passwords are assigned by The Niagara Parks Commission’s Help Desk.
- 7.02 The Manager, Information Technology shall be responsible for the monitoring and operations of employee use of the Internet.
- 7.03 The Information Technology Systems Department, in conjunction with an outside Web Development Company, shall be responsible for the following web services: space allocation, format and design. Web content is subject to approval by an authorized Marketing employee.
- 7.04 The Internet is to be used for Niagara Parks business only. Listening to music, watching videos or television programs and downloading of music or videos and/or illegal software is prohibited.
- 7.05 The use of The Niagara Parks Commission’s Internet accounts for the transmission or receipt of pornographic material is prohibited. Any employee found in possession of this material or found to be using the Internet for this purpose shall be subject to discipline and criminal charges if so warranted.
- 7.06 Members of The Niagara Parks Police Service, seconded to the Niagara Regional Police, who are investigating an incident relating to Internet pornography and having an open investigation supported by an incident number, are not subject to clause 7.04.
- 7.07 Information and software received from the Internet must go through virus checking software, prior to storage on computers.

8.0 E-MAIL/MESSENGER SERVICES

8.01 All e-mail sent from any account provided by The Niagara Parks Commission shall contain the following information which can be attached automatically:

- 1) **Name and job title**
- 2) **Address (mailing), including city, province, country (Canada) and postal code**
- 3) **Sender's e-mail address: e.g. user@niagaraparks.com**

The Niagara Parks Commission Confidentiality Notice

The information contained in this communication including any attachments may be confidential, is intended only for the use of the recipient(s) named above and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, disclosure, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please re-send this communication to the sender and permanently delete the original and any copy of it from your computer system.

Thank you.

8.02 E-mail users should only use their own account/mailbox on the mail system. Mailbox owners are responsible for all messages sent from their e-mail accounts.

8.03 An e-mail message constitutes an official record when the document is made or received in connection with the transaction of Commission business and needs to be saved. E-mails such as personal messages, extra copies of documents or routine communications may be deleted. Any message which the user wishes to keep should be saved to his/her own personal folder on the U-drive, or hard copied and filed. E-mail users should routinely delete messages from the mail system when they are no longer needed to free up storage resources. Keep in mind that messages may be automatically deleted from time to time by a network administrator without prior warning so it is important that e-mail messages are routinely managed.

This same approach applies to pertinent phone messages. Any messages received in connection with the transaction of Commission business need to be saved accordingly and routinely managed.

8.04 E-mail messages are the property of The Niagara Parks Commission. The Commission reserves the right to monitor e-mail for business purposes, and if necessary, disclose the content of e-mail communications.

- 8.05 E-mail users should regard all e-mail messages as potentially public information. The deletion of a message does not insure or protect privacy, since “erased” e-mail may linger in backup tapes and stored printouts. Therefore, nothing should be communicated by way of e-mail which could not appear in a memo or letter, confidential or otherwise. E-mail users should be aware of the potential for litigation resulting from the informal communication style inherent in the medium.
- 8.06 E-mail messages must not be offensive, discriminatory, or intended to frighten, intimidate, abuse or harass another person. E-mail messages must not contain any offensive material, racial or ethnic slurs, distasteful comments, or anything of an illegal nature.
- 8.07 E-mail is intended for business purposes only.
- 8.08 E-mail messages may not reveal trade secrets or other privileged information, proprietary financial information, or infringe upon copyrighted materials.
- 8.09 E-mail users must ensure that personal information as defined under the Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act is protected from disclosure. E-mail containing personal information such as personal e-mail addresses received by a user shall not be forwarded to other users without the prior consent of the individual. Users shall delete personal information such as e-mail addresses prior to forwarding an e-mail to another user.
- 8.10 Send copies of e-mail messages only to those who really need to read them and when sending confidential messages ensure that you are sending them to the right person.
- 8.11 Attempts to read, delete, copy or modify the e-mail of other users is prohibited.
- 8.12 Forgery or attempted forgery of e-mail messages is prohibited.
- 8.13 Solicitation via the e-mail system is prohibited.
- 8.14 E-mail passwords must be disclosed to the Manager, Information Technology if requested.

9.0 VIRUS PROTECTION PROCEDURES

- 9.01 Employees must not knowingly introduce a virus, or any other malicious code, into any technological resources in The Niagara Parks Commission.
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- 9.02 All Information Technology resources must be protected from computer viruses or other malicious codes at the desktop and network level.
- 9.03 Up-to-date virus detection software must be used.
- 9.04 Diskettes and CD's must be scanned for the existence of computer viruses or known malicious codes prior to use and all viruses must be reported to Manager, Information Technology.
- 9.05 All software and data files downloaded from sources via non-secured access must be automatically screened with virus detection software prior to use.

10.0 MONITORING PROCEDURES

- 10.01 Systems monitoring for the purpose of systems analysis, planning and performance is considered to be an on-going and regular technology management activity. NPC regularly monitors workstation and network usage for technical purposes including resource allocation to ensure efficient operation of its IT resources.
- 10.02 NPC respects the privacy of authorized users of its IT resources. At the same time, NPC reserves the right to conduct reasonable investigation of individual user's use of its IT resources through personal monitoring when such investigation is:
 - a) required by law;
 - b) substantially or materially related to a breach of this or any NPC policy or criminal wrongdoing;
 - c) necessary for the preservation of a safe environment for work;
 - d) necessary for the efficient operation and allocation of IT resources.

In all cases, this information is deemed private and confidential, and treated in accordance with the Freedom of Information and Protection of Privacy Act.

11.0 RECORDS MANAGEMENT

Departments shall ensure that no recorded electronic information is destroyed or removed from the control or custody of The Niagara Parks Commission except through a current approved recorded information schedule. Records must be kept safe from unauthorized access, alteration and loss.

Any personal information is collected, used and disclosed strictly in accordance with the Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act.

Personal information and confidential corporate information must be retained in a password-protected secure manner and managed and disclosed strictly in accordance with applicable laws. This information must be kept secure at all times and those handling such information must always use extreme caution.

Personal information may not be disclosed to a contractor unless a contract is in place requiring the contractor to meet personal information handling and security standards.

Departments must maintain a clean desk policy relating to any personal, confidential and sensitive information and employees must lock out of their computers when they leave their desks to ensure security.

Personal, confidential and sensitive information must **not** be posted on the Shared Drive, in Public Folders, etc. The shared drive, public folders, etc., are to be used strictly for general information which can be shared by all departments.

Any questions regarding the security of electronic records are to be referred to the Manager, Information Technology.

12.0 POLICY VIOLATION

11.01 Knowledge of a violation of any of The Niagara Parks Commission computer rules enumerated above must be reported to the Manager, Information Technology.

11.02 Disciplinary action may result from violation of any of the rules enunciated above, up to and including dismissal and/or criminal charge.

Original Signed

John Kernahan
General Manager

ADMINISTRATION**Release of Information**

The Niagara Parks Commission by authority of the Legislative Assembly must comply with the provisions of the Freedom of Information and Protection of Privacy Act of Ontario as revised.

MANAGEMENT

1. The Freedom of Information and Protection of Privacy Co-ordinator is delegated the responsibility for managing requests for access to information under the Freedom of Information and Protection of Privacy Act (FOIPPA).
2. Upon receiving a request for access to information under FOIPPA, the FOIPPA Co-ordinator shall:
 - clarify the request and assist the requester if necessary;
 - date stamp the request;
 - determine the location of records where they exist;
 - request from other Management personnel where necessary records under their control;
 - review the records to determine any potential exemptions, third party notices, and time extensions if required;
 - liaise with any employee who has expressed a concern in relation to any part of the requested records;
 - process the request, severing records where exemptions apply;
 - record reasons for all decisions made with respect to application of exemptions;
 - determine in accordance with the Act, whether a fee should be charged, waived and the appropriate amount;
 - where a fee exceeds twenty-five dollars (\$25.00), an estimate will be provided to the requester;
 - provide a decision letter to the requestor, indicating the type of access given, and the reasons for severing, if applicable; a fee statement, if applicable, and advise the requester of the appeal process; provide advice and guidance to NPC staff concerning privacy issues, release of information outside of the act, application of the Act to their particular position, etc.

ANNUAL REPORT

1. The FOIPPA Co-ordinator shall complete an annual report as required by the Freedom of Information and Protection of Privacy Act to include:
 - the number of requests made under the legislation;

ADMINISTRATION**Release of Information**

- the number of refusals to disclose a record and the provisions of the legislation under which disclosure was refused and the number of occasions on which each exemption was invoked;
- the amount of fees collected in compliance with FOIPPA
- any other information, requested by the Commission concerning the administration of the Act.

RESPONSIBILITIES

1. Any employee receiving a request from the FOIPPA Co-ordinator for records shall forward the information promptly.
2. Information received by the FOIPPA Co-ordinator shall be kept in confidence. Employees are encouraged to attach a memorandum outlining any concerns they may have in relation to the release of the information, and shall be given every reasonable consideration as it applies to specific exemptions under the Act.

REQUESTS FOR PERSONAL INFORMATION

1. The Director of Human Resources or his or her designate is authorized to release information to third party reference requests only when authorized, in writing, by the employee/former employee involved.
2. Any unauthorized employee who received a request for an employment reference, either written or oral, shall forward the request immediately to the Director of Human Resources.
3. Similarly for other types of requests for access to NPC employee's personal information, eg. a request related to a credit or loan application, the employee must authorize release of this information in writing. A form letter on NPC letterhead, authorizing the release is available through the Human Resources office.
4. Should a request relate to a former employee with respect to job performance, only authorized employees may respond to such requests. Responses must be limited to factual information authorized for release by the individual concerned that can be documented through review of the Human Resources personnel file.
5. Any person who is not familiar with their responsibilities or requirements under this policy should contact the FOIPPA Co-ordinator.

REVOCATION

This policy cancels and supercedes Human Resources Circular #8 revises CPM-02-04.

ORIGINAL SIGNED

John Kernahan
General Manager
Original Signed

ADMINISTRATION**Plaques**

It is the policy of The Niagara Parks Commission to consider formal requests for plaques and markers where there is historical significance and/or the plaque would otherwise serve as an enhancement to the overall appreciation for the park experience.

REQUESTS

1. All requests for plaques and historical markers must be made in writing to the General Manager.
2. Requests must include the proposed wording and all graphic elements which are subject to review by NPC staff and the Official NPC Historian where appropriate prior to approval.

GENERAL

1. Plaques and historical markers must commemorate significant past historical events which appeal to the general public rather than a special interest group.
2. All costs for the plaque or historical marker will be covered by the proponent. Unless otherwise indicated, all plaques or historical markers become the property of The Niagara Parks Commission and are subject to removal or relocation at the discretion of the Commission.
3. The Niagara Parks Commission will refurbish or replace plaques at the discretion of the Commission and as its resources permit.
4. The erection of all plaques and historical markers will be at the direction of The Niagara Parks Commission.
5. To ensure the historical accuracy of the proposed plaque or marker, support and approval may be required from:
 - Ontario Heritage Trust;
 - National Historic Sites and Monuments Board;
 - any other organization or body deemed appropriate by The Commission.
6. Plaques of special significance will be considered providing such plaques are of provincial, federal, or international interest and may be approved for display for a limited time.

ADMINISTRATION

Plaques

REVOCATION

This policy revises CPM-02-05.

ORIGINAL SIGNED

John Kernahan
General Manager

ADMINISTRATION

Archives

It is the policy of The Niagara Parks Commission to collect, catalogue and preserve archival materials which illustrate the growth and development of The Niagara Parks Commission and to serve as an institutional memory of The Niagara Parks Commission and its functions.

SCOPE

The archives include and will collect:

- historical material including photographs and other visual records;
- maps and architectural records;
- printed materials;
- memorabilia;
- other items deemed appropriate within the context of this directive.

ARCHIVE MANAGEMENT

1. Donated materials will be retained in accordance with approved archives selection criteria.
2. Materials acquired for the archives shall become the permanent property of the Commission and when received through donation shall be accepted as outright and unconditional gifts.
3. Evaluations requiring an authorized appraiser are generally the responsibility of the donor or as deemed otherwise at the discretion of the Commission. Receipts are available upon request and will be issued in accordance with Revenue Canada guidelines and Commission policy regarding donations.
4. Archival materials may be reproduced through photographs or by electronic means for the purposes of security, preservation, or research purposes in accordance with any applicable legislation.
5. The General Manager shall delegate a member of staff responsible for the management of the Commission archives.
6. Care will be taken to ensure that all materials are managed under sound archival and collections principles and maintained under adequate conditions for their proper storage, protection and preservation.

ADMINISTRATION**Archives**

7. Copies of archival material will be made available to Commission staff for research and work related purposes in accordance with accepted archival procedures and any applicable legislation.
8. Deaccessioning will not take place without the written permission of the General Manager. Information pertaining to deaccessioning will be maintained in the archive files.
9. Requests from the public at large to access the archives shall be dealt with on a case by case basis upon receiving a written request to the attention of the General Manager and in accordance with any applicable legislation. At no time will access be granted where archive materials may be subject to risk of damage from improper handling and/or storage.

Original Signed

John Kernahan
General Manager

INTRODUCTION

It is the policy of the Commission to control access to meeting rooms to ensure:

- they are made available for revenue generating opportunities, and;
 - they are made available to staff conducting Commission business.
1. Any member of staff seeking to utilize a meeting room to conduct Commission business shall:
 - request permission from the site Manager;
 - subject to availability, book the room specifying the dates and times.
 2. Where it is necessary for the site manager to cancel the staff booking to facilitate a revenue generating opportunity, the site manager shall notify the staff member as soon as possible so that other arrangements may be made.

SPECIAL VENUES - APPROVAL FOR USE BY CHAIRMAN

1. The following are considered special venues:
 - Legends on the Niagara - Meeting Rooms;
 - Chairman's Suite - Commissioner's Quarters - Queen Victoria Place.
2. Special venues are available for:
 - revenue generating opportunities;
 - use by Commissioners for various meetings;
 - occasional special meetings by Executive Directors, where approved.
3. Special venues may only be booked subject to availability and approval through the Office of the Chairman. Where approvals are granted for Commissioners or senior staff use in either of these special venues, the Managers of these locations will be notified by the Office of the Chairman.

ORIGINAL SIGNED

John Kernahan
General Manager

ADMINISTRATION**Corporate Business Cards**

It is the policy of The Niagara Parks Commission to ensure that corporate business cards are utilized by authorized staff for conducting Commission business and are consistent in terms of quality and accuracy.

AUTHORIZED USE

1. Corporate business cards may be used by staff when authorized by the Director or Executive Director, as the case may be, of the department.
2. Corporate business cards must be used only during the regular course of engaging in Commission business and while fulfilling responsibilities as an employee of the Commission.
3. Corporate business cards must not be used for other than Commission business and must not be used for the purposes of gaining personal advantage as indicated in directives relating to conflict of interest.

ORDERING BUSINESS CARDS

1. An employee who requires business cards shall forward a memorandum from the Director or Executive Director of the department, as the case may be, to the Purchasing Manager accompanied with a requisition and including the following details:
 - information to be included on the corporate business card
 - details regarding graphics or illustrations
 - telephone, fax, e-mail account numbers, etc.
2. When the order is received, the Purchasing Office shall forward the corporate business cards to the Director or Executive Director of the department who will check the cards for accuracy and issue them to the employee.

IDENTIFICATION

1. Corporate business cards will not be appropriate for identification purposes in some official circumstances. Issued Photo ID employee cards may be deemed more appropriate in some situations (e.g. staff discounts, etc.).

ORIGINAL SIGNED

John Kernahan
General Manager

ADMINISTRATION**Lost and Found Property**

It is the policy of the Niagara Parks Commission to ensure:

- that all lost and found property is returned to its rightful owners wherever possible;
- that property is otherwise dealt with in a manner that is fair to the finder and always within generally accepted good business practices;
- employees are provided with procedures for the safe handling of lost and found property.

EMPLOYEES

1. When receiving or discovering lost or found property, the employee must:
 - record the name and address of the finder, if any;
 - immediately notify their supervisor; and
 - turn the property over to the supervisor, or a member of the Niagara Parks Police as soon as possible.
2. Employees must not touch or otherwise remove any property that has been:
 - involved in a criminal offence; or
 - is otherwise hazardous in nature.
3. After a period of ninety days, where the property cannot be returned to its lawful owner because they cannot be located or identified, employees may have the found property released to them.
4. While it is desirable to be helpful when asked by a member of the visiting public to keep an item of property for safekeeping, including cameras, baggage or other valuables, it is necessary for employees to politely refuse to do so.

SUPERVISORY AND MANAGEMENT PERSONNEL

1. When supervisory or managerial personnel have been advised by an employee that lost or found property has been recovered, he or she must:
 - secure the item with a completed Lost and Found Property Tag;
 - complete the lost and found property control sheet;

ADMINISTRATION**Lost and Found Property**

- temporarily secure the item where possible in a safe place;
 - turn the property over to a member of the Niagara Parks Police as soon as possible, and at all times, prior to the closing of the business day for his or her operation.
2. When turning a property item over to a member of the Niagara Parks Police, the supervisor or manager must:
- always request the member of the police service to sign for receipt of the item;
 - ensure that the particulars, including the time, date and name of the member of the police service are legible.
3. Where the property concerned is of a perishable nature, such as food products, the supervisor or manager as the case may be, may dispose of the item as he or she sees fit. In every case the supervisor or manager shall record such information on the property control sheet.

NIAGARA PARKS POLICE SERVICE

1. The Niagara Parks Police Service is responsible for the disposition of lost and found property handled within the Niagara Parks Commission. The Chief of Police shall detail procedures for the handling, storage and final disposition of property that is consistent with provincial and federal statutes, as well as dictated by good business practice.

REVOCATION

This policy cancels and supercedes Personnel Circular #5 and Human Resources Circular #65 and revises CPM-02-09.

ORIGINAL SIGNED

John Kernahan
General Manager



ADMINISTRATION

The Niagara Parks Commission (NPC) must comply with the requirements of the Freedom of Information and Protection of Privacy Act (Policy CPM-02-04) and the Personal Information Protection and Electronic Documents Act (PIPEDA) for the protection of personal information. PIPEDA applies to all provincial jurisdiction organizations who collect, use and disclose personal information relating to commercial activities i.e. personal information collected from our clientele and customers for services and merchandise.

In accordance with the requirements of PIPEDA, The Niagara Parks Commission has adopted the following privacy policy to protect the personal information of our customers and clients. This policy has been posted on the NPC website for the information of our clientele and customers.

NPC PRIVACY POLICY

The Niagara Parks Commission's (NPC) goal is to ensure that any personal information collected from clientele and customers is collected, used, disclosed and eventually destroyed in a manner that is secure and responsible. We believe that the measures we have developed and implemented will serve that interest and maximize your experience with NPC.

Collection of Information

Personal information is information about an identifiable individual. This includes information such as your name, address, e-mail address and any payment information you provide. All personal information that we collect is provided voluntarily when you choose to contact us or purchase merchandise and/or services. We collect only the information that is required to provide the services you requested. NPC will not retain personal information for longer than is reasonably necessary or applicable law permits.

Any statistical reporting that is created or disseminated is on a completely anonymous basis. In other words, it would not be possible to ascertain the individual to whom the information relates.

Disclosure of Personal Information

NPC will not provide your personal information to third parties unless the disclosure of that information is:



ADMINISTRATION

- (a) required by law;
- (b) made in response to your request for the service we provide; or,
- (c) made with your express consent.

Security of Personal Information

NPC has procedures in place to secure all personal information in our possession. Access to your personal information is limited to those staff members and business partners who require it in order to fulfill your requests. Additionally, we maintain a secure server and an up to date security system to safeguard your transactions and the information you provide.

Accessing your Personal Information

Should you wish to view, delete or change your personal information, please advise us at npcprivacy@niagaraparks.com. On-line shopping customers can access their account information at any time and make the changes that they feel necessary. In an effort to ensure that the information you have provided is accurate, up to date and retained only as long as required, the information is destroyed within a specified period following your last purchase and/or correspondence.

Questions Concerning NPC's Privacy Policy

If you have any questions or concerns regarding NPC's privacy policy or the use of the personal information you provided to the NPC, please contact our privacy officer at:

Freedom of Information and Privacy Co-ordinator

The Niagara Parks Commission

P. O. Box 150

Niagara Falls, On L2E 6T2

Phone: 905-356-2241, Fax: 905-354-6041

E-mail: npcprivacy@niagaraparks.com



ADMINISTRATION

Our privacy officer will respond to your inquiry no later than 30 days from the time at which it is received.

Original Signed

July 13, 2004

John Kernahan, General Manager

Date

BACKGROUND

On June 23, 2004, Ontario Regulation 179/04 was passed which amended Regulation 829 to the Niagara Parks Act to allow a person who operates, drives or parks a heavy vehicle within the Parks for purposes other than making deliveries within the Parks provided the person has obtained the written permission of the Commission. Under this regulation, the Commission may give permission subject to the conditions set out in the permission including conditions as to time and place for the operation, driving and parking of the heavy vehicle.

The Niagara Parks Commission has delegated this authority to grant written permission and the setting of conditions to the General Manager or his designate. The General Manager or his designate will process each request on behalf of the Commission in accordance with the following policy.

POLICY

Requests for written permission to use the Niagara Parkway by a person who operates, drives or parks a heavy vehicle within the Parks for a purpose other than making deliveries within the Parks shall be made in writing to the General Manager or his designate.

Permission to use the Niagara Parkway will be considered by the General Manager or his designate in specific situations where there is no other transportation alternative. Examples of specific situations include construction projects and deliveries to municipal streets connecting to the Niagara Parkway.

The General Manager or his designate shall have the authority to grant written permission subject to the conditions set out in permission, including conditions as to time and place for the operation, driving and parking of a heavy vehicle within the Parks for a purpose other than making deliveries within the Parks.

Original Signed

John Kernahan,
General Manager

Date

ADMINISTRATION**NPC Library**

PURPOSE

The Niagara Parks Commission maintains a library at Oak Hall, with parts of the collection housed at several locations, to provide reference information for the historical sites it maintains and to provide a reference library on the history of Niagara Falls and the surrounding area particularly as it pertains to tourism. The library primarily serves The Niagara Parks Commission (NPC) staff as a reference and research library.

SCOPE

The NPC Library collection focuses on books and other timely published materials pertaining to the history of Niagara Falls, the historic sites maintained by The Niagara Parks Commission, and tourism and development in Niagara Falls as it affects The Niagara Parks Commission.

COLLECTION DEVELOPMENT

Publications both current and retrospective are acquired according to the following subject guidelines:

- Niagara Falls and area guidebooks
- Histories of Niagara Falls and area
- Biographies pertaining to Niagara Falls, its history and in particular famous figures connected with the War of 1812
- Histories and other works on The Niagara Parks Commission
- Histories and other works on the War of 1812 and other information pertinent to Niagara Parks Commission historic sites

SELECTION CRITERIA

- Importance of the subject matter to the collection
- Timeliness or permanence of the material
- Authoritativeness
- Price
- Availability
- Condition

SELECTION AIDS

- Publisher's and antiquarian book lists and catalogues
- Requests and recommendations from staff

ACQUISITIONS

- Any requests for the purchase of books and other publications for the NPC Library will be directed to the NPC Librarian for final approval by the NPC General Manager or his/her designate.

DONATIONS

- All donations are accepted as outright and unconditional gifts to the library and may or may not be added to the collection at the discretion of the Librarian.
- No formal document will be signed by either the donor or recipient, except in the case of valuable items. The Librarian will transfer legal title through “Deed of Gift” form.
- Evaluations requiring an authorized appraiser are the full responsibility of the donor (i.e. cost and appraisal).

DEACCESSIONING

Deaccessioning of any NPC Library holdings will occur when deemed appropriate by the Librarian and upon the approval of the NPC General Manager or his/her designate according to the following criteria:

- Accumulation of duplicate copies of insignificant value
- Damaged copies not worth replacing or of insignificant value
- Items which may no longer be relevant to the collection

PRESERVATION AND CONSERVATION

- Acid free materials will be used for all book processing.
- Materials of a delicate nature due to wear and age will be protected as appropriate.

LIBRARY SERVICES AND USE OF LIBRARY MATERIALS

- Reference services are provided by the NPC Librarian.
- All NPC Library materials will be used on a reference only basis with time and place provided at the Librarian’s discretion.
- The NPC Library primarily provides information to NPC staff. The general public may use library materials by appointment only.
- Photocopying of library materials will only be done in compliance with the *Copyright Act* and in the case of delicate materials at the discretion of the Librarian. Current rate per page fees for paper applies.

Original Signed

John Kernahan
General Manager