

MEMORANDUM

NTC-C 26-2025

Subject: Q2 2025 Charter Summary
Date: August 26, 2025
To: Niagara Transit Commission
From: Adam Arbour, Director Transit Operations

The purpose of this memo is to provide a quarterly update to the Board regarding Charter requests and budget status in accordance with report NTC 3-2025 Amendment to Policy 002-NTC – Niagara Transit Commission Charter Policy (Charters and Free Transit Community Requests).

Between April and June 2025, the Commission accommodated charter requests from five organizations including Notre Dame College School, Kiwanis of Eastern Canada & the Caribbean, Niagara Parasport Games, Society for Commercial Archeology, and the Niagara Regional Native Centre. Three charters were completed for organizations using the established fee waiver program. The charter for the Niagara Regional Native Centre was approved without a board report due to meeting the requirements as set out in NTC-3-2025, as it didn't exceed the cost threshold to require an individual board report. Consideration was given to anticipated and current fee waivers. The balance for the fee waiver program sits at \$68,128.90.

Table 1: Summary of Q2 2025 Charter Waivers

Date	Customer	Fee	Fee Waived	Waiver Report	Agency Paid for Charter
22-May-25	Notre Dame College School	\$694.40			X
30-May-25	Kiwanis of Eastern Canada & the Caribbean	\$1,550.00	\$1,550.00	NTC 4-2025	
30-May-25	Niagara Parasport Games (3-days)	11,773.80	\$11,773.80	NTC 14-2025	

19-Jun-25	Niagara Regional Native Centre	\$1,026.10	\$1,026.10	NTC-3-2025	
19-Jun-25	Society for Commercial Archeology	\$1,378.43			X
Q2	TOTAL	\$15,044.30	\$14,349.90		

A summary of the status of the Fee Waiver Program for 2025, at the time of report creation is provided in Table 2 to advise the Board of funds committed and requests anticipated to date:

Table 2: 2025 Charter Fee Waiver Status Summary

Status	Customer	Charter Fee Waived	Report
COMPLETED	Kiwanis	\$1,550.00	NTC 4-2025
COMPLETED	Parasport Games (3-days)	\$11,773.80	NTC 14-2025
COMPLETED	Niagara Regional Native Centre	\$1,026.10	NTC-3-2025
ANTICIPATED	Community Care of St. Catharines & Thorold - Niagara Wine Festival Parade (annual event)	\$1,007.50	
ANTICIPATED	Project S.H.A.R.E. - Travelling Tapas (annual event)	\$4,650.00	
ANTICIPATED	Community Care of St. Catharines & Thorold - Fill the Bus (annual event)	\$1,860.00	
ANTICIPATED	Royal Canadian Legion - Branch 24 - Veteran's Remembrance Day Bus	\$393.70	
ANTICIPATED	Project S.H.A.R.E. - Stuff the Bus	\$7,362.50	
ANTICIPATED	Open Arms Mission - Christmas Brunch	\$852.50	
BOOKED	Thorold Activities Group - LIT Event	\$658.75	

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BOOKED	Thorold Activities Group - LIT Event	\$736.25	
	TOTAL	\$31,871.10	

For the Board's information, Charter Fee Waiver remaining funds (inclusive of the currently anticipated fee waivers for 2025) total **\$68,128.90**

Respectfully submitted and signed by



Adam Arbour
Director, Transit Operations