



**City Council Meeting
Agenda**

**Monday, November 25, 2024, Immediately following Committee of the Whole
S.H. Blake Memorial Auditorium**

Pages

1. City Council

Chair: Mayor Ken Boshcoff

2. Opening Ceremonies

One Minute of Silence.

3. Disclosures of Interest

4. Confirmation of Agenda

WITH RESPECT to the November 25, 2024 City Council, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

5. Minutes of Previous Meetings

5.1 City Council

4 - 13

The Minutes of the following Meetings of the Thunder Bay City Council, to be confirmed:

1. The Thunder Bay City Council held on November 4, 2024;
2. The Thunder Bay City Council (Public Meeting) held on November 18, 2024. (Distributed Separately)

THAT the Minutes of the following Meetings of the Thunder Bay City Council, be confirmed:

1. The Thunder Bay City Council held on November 4, 2024;

2. The Thunder Bay City Council (Public Meeting) held on November 18, 2024.

6. Reports of Committees, Boards, and Outside Agencies

6.1 Committee of the Whole Minutes

14 - 23

The Minutes of the following Committee of the Whole meeting, to be adopted:

1. November 4, 2024 Committee of the Whole;
2. November 18, 2024 Committee of the Whole. (Distributed Separately)

THAT the Minutes of the following Committee of the Whole meeting, be adopted:

1. November 4, 2024 Committee of the Whole;
2. November 18, 2024 Committee of the Whole.

7. Ratifying Resolution

8. By-laws and By-law Resolution

8.1 By-law 374-2024

24 - 120

By-law 374-2024 – A By-law to amend By-law 203-1996, being a By-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Affordable Rental Housing Funding Program – Corporate Policy 02-06-01, Access and Privacy – Corporate Policy 03-03-05, Acceptable Computer Use – Corporate Policy 03-05-01, Data Backup and Recovery – Corporate Policy 03-05-02, External IT Service Providers – Remote Access – Corporate Policy 03-05-03, IT Resource Management and Security Policy – Corporate Policy 03-05-04, Mobile Device Policy – Corporate Policy 03-05-05, Remote Access Policy – Corporate Policy 03-05-06, Secure Cloud Usage Policy – Corporate Policy 03-05-07, Records Management Policy – Corporate Policy 03-06-01, Investment Policy Statement – Corporate Policy 05-01-04, Civic Recognition – Corporate Policy 07-01-01; Commemorative Gifts/Promotional Souvenirs – Corporate Policy 07-01-02; Outdoor Rink Policy – Corporate Policy 09-06-01.

8.2 By-law Resolution - November 25, 2024 - City Council

THAT the following By-laws be introduced, read, dealt with individually, engrossed, signed by the Mayor and Clerk, sealed and numbered:

By-law 374/2024

1. A By-law to amend By-law 203-1996 being a by-law to adopt a Corporate Policy Manual.

9. New Business

10. Notice of Motion

10.1 Parking Authority Financial Plan

121 - 123

At the February 12, 2024 Committee of the Whole meeting the Parking Authority Financial Plan, Report 309-2023-Corporate Services-Licensing & Enforcement was ratified by City Council.

Memorandum from Councillor Brian Hamilton dated November 6, 2024 requesting that a Notice of Motion relative to Report 309-2023-Corporate Services-Licensing & Enforcement, be introduced at the November 25, 2024 City Council meeting, for debate at the December 9, 2024 City Council meeting.

11. Confirming By-law and Confirming By-law Resolution

11.1 Confirming By-law Resolution - November 25, 2024

124 - 125

A By-law to confirm the proceedings of a meeting of Council, this 25th day of November 2024.

THAT the following By-law be introduced, read, dealt with individually, engrossed, signed by the Mayor and Clerk, sealed and numbered:

By-law Number: BL 402/2024

1. A By-law to confirm the proceedings of a meeting of Council, this 25th day of November 25, 2024.

12. Adjournment



Committee of the Whole Meeting Minutes

Monday, November 4, 2024

Committee of the Whole – Special Session in the McNaughton Room at 6:00 p.m.

Present:

- Mayor Ken Boshcoff
- Councillor Rajni Agarwal
- Councillor Albert Aiello
- Councillor Mark Bentz
- Councillor Shelby Ch'ng
- Councillor Andrew Foulds
- Councillor Brian Hamilton
- Councillor Greg Johnsen
- Councillor Kristen Oliver
- Councillor Dominic Pasqualino
- Councillor Michael Zussino

Officials:

- Dana Earle, Deputy City Clerk
- John Collin, City Manager
- Patty Robinet, City Solicitor

1. Committee of the Whole - Special Session

Chair: Councillor Andrew Foulds

1.1 Establishment of Committee of the Whole - Closed Session

At the October 28, 2024 Committee of the Whole meeting, the following resolution was passed to establish a Committee of the Whole - Closed Session meeting on November 4, 2024:

MOVED BY: Councillor Greg Johnsen
SECONDED BY: Councillor Trevor Giertuga

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, November 4, 2024 at 5:00 p.m. in order to receive information pursuant to the Municipal Act (Section 239 (2)) relative to:

- (a) the security of the property of the municipality or local board;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; or
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

1.2 Amendment – Establishment of Committee of the Whole - Closed Session

The following resolution will be presented to amend the purpose of the November 4, 2024 Committee of the Whole - Closed Session meeting:

MOVED BY: Mayor Ken Boshcoff
SECONDED BY: Councillor Albert Aiello

WITH RESPECT to the resolution to establish the Monday, November 4, 2024 Committee of the Whole – Closed Session, we recommend that the following reasons be deleted:

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

AND THAT the meeting time be changed to 6:00 p.m.

CARRIED

1.3 Amended - Establishment of Committee of the Whole - Closed Session

MOVED BY: Councillor Greg Johnsen

SECONDED BY: Mayor Ken Boshcoff

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, November 4, 2024 at 6:00 p.m. in order to receive information pursuant to the Municipal Act (Section 239 (2)) relative to:

- (a) the security of the property of the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

Committee of the Whole – Closed Session in the McNaughton Room at 6:01 p.m.

Present: Mayor Ken Boshcoff
Councillor Rajni Agarwal
Councillor Albert Aiello
Councillor Mark Bentz
Councillor Shelby Ch'ng
Councillor Kasey Etrene
Councillor Andrew Foulds
Councillor Trevor Giertuga
Councillor Brian Hamilton
Councillor Greg Johnsen
Councillor Kristen Oliver
Councillor Dominic Pasqualino
Councillor Michael Zussino

Officials: Dana Earle, Deputy City Clerk
John Collin, City Manager
Patty Robinet, City Solicitor
Keri Greaves, Commissioner – Corporate Services & City Treasurer
Kerri Marshall, Commissioner – Growth
Kayla Dixon, Commissioner – Infrastructure & Operations

2. Closed Session in the McNaughton Room at 6:01 p.m.

Chair: Councillor Andrew Foulds

3. Disclosures of Interest

4. Reports of Municipal Officers

4.1 Thunder Bay Hydro Corporation Investment in Thunder Bay Hydro Renewable Power Incorporated

Report 2024CLS.050 (Corporate Services) was distributed separately to Members of Council, City Manager, City Solicitor, Commissioner - Corporate Services and Commissioner - Growth.

Commissioner - Corporate Services & City Treasurer Keri Greaves provided an overview and responded to questions.

Commissioner - Growth Kerri Marshall and City Manager John Collin responded to questions.

It was consensus of Committee to proceed as directed.

The Deputy City Clerk advised that the resolution will be presented to Committee of the Whole to be held later in the evening.

At 6:25 p.m. the Closed Session concluded. It was the consensus of Committee that Open Session reconvene at 6:30 p.m.

Committee of the Whole – Open Session in the S. H. Blake Auditorium at 6:33 p.m.

Present: Mayor Ken Boshcoff
Councillor Rajni Agarwal
Councillor Albert Aiello
Councillor Mark Bentz
Councillor Shelby Ch'ng
Councillor Kasey Etreni
Councillor Andrew Foulds
Councillor Trevor Giertuga
Councillor Brian Hamilton
Councillor Greg Johnsen
Councillor Kristen Oliver
Councillor Dominic Pasqualino
Councillor Michael Zussino

Officials: Dana Earle, Deputy City Clerk
John Collin, City Manager
Patty Robinet, City Solicitor
Kayla Dixon, Commissioner – Infrastructure & Operations
Kerri Marshall, Commissioner - Growth
Leah Prentice, Acting Commissioner - Community Services
Keri Greaves, Commissioner – Corporate Services & City Treasurer
Cynthia Olsen, Director - Strategy & Engagement
Jason Sherband, Manager - Solid Waste & Recycling Services
Laura Daniels, Supervisor – Customer Care & Administrative Services
– Transit Services
Callie Hemsworth, Coordinator Planning, Projects & Development
– Community Services
Jacob Porter, Coordinator – Climate Adaptation– Infrastructure &
Operations
Katie Piché, Council & Committee Clerk
Crystal DePeuter, Council & Committee Clerk

5. Open Session (Operations)

Chair: Councillor Trevor Giertuga

6. Disclosures of Interest

7. Confirmation of Agenda

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Greg Johnsen

WITH RESPECT to the November 4, 2024 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

8. Items Arising from Closed Session

8.1 Thunder Bay Hydro Corporation Investment in Thunder Bay Hydro Renewable Power Incorporated

Report 2024CLS.050 (Corporate Services) was previously presented at Committee of the Whole - Closed Session held earlier in the evening.

MOVED BY: Councillor Albert Aiello

SECONDED BY: Councillor Michael Zussino

WITH RESPECT to Report 2024CLS.050 (Corporate Services) we recommend that Administration proceed as directed in Closed Session.

CARRIED

9. Reports of Committees, Boards and Outside Agencies

9.1 Earthcare Advisory Committee Minutes

Meeting 03-2024 of the Earthcare Advisory Committee, held on September 18, 2024, for information.

10. Reports of Municipal Officers

10.1 Climate Adaptation Update 2024

Report 398-2024-Infrastructure, Development & Operations providing an update on the Climate Adaptation Strategy relative to its seven Strategic Directions, for information.

Memorandum from Climate Adaptation Coordinator Jacob Porter dated October 21, 2024 requesting to provide a presentation.

Climate Adaptation Coordinator Jacob Porter provided a PowerPoint presentation and responded to questions.

10.2 Contract Award - Rental of Up to Two Bulldozers with Operator for Solid Waste and Recycling Facility Operations

Report 388-2024-Infrastructure, Development & Operations-Environment recommending that the contract for the rental of up to (2) two bulldozers with operator, in the annual amount of \$498,261.86 (inclusive of HST), for a period of (1) one year with (4) four (1) one-year renewal options, be awarded to Allen Equipment Contracting Corp.

MOVED BY: Mayor Ken Boshcoff
SECONDED BY: Councillor Greg Johnsen

WITH RESPECT to Report 388-2024, Infrastructure, Development and Operations - Environment, we recommend that the contract for the rental of up to (2) two bulldozers with operator, in the annual amount of \$498,261.86 (inclusive of HST), for a period of (1) one year with (4) four (1) one-year renewal options, be awarded to Allen Equipment Contracting Corp;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

11. Outstanding Items

11.1 Outstanding Items List as of October 22, 2024 for Operations

Memorandum from Director - Legislative Services & City Clerk Krista Power dated October 22, 2024, providing the Operations Outstanding List, for information.

12. Open Session (Community Services)

Chair: Councillor Shelby Ch'ng

13. Reports of Committees, Boards and Outside Agencies

13.1 District of Thunder Bay Social Services Administration Board Minutes

Minutes of Meetings 15-2024 (Open) and 16-2024 (Closed) of the District of Thunder Bay Social Services Administration Board held on September 19, 2024, for information.

14. Reports of Municipal Officers

14.1 Affordable Access to Recreation and Transit Pilot Program (Year One Update)

At the July 18, 2022, Committee of the Whole meeting a resolution was passed recommending that Administration report back annually on the findings of the Affordable Access Pilot Program.

Report 342-2024-Community Services-Recreation & Culture providing the first annual update on the findings of the first year of the Affordable Access to Recreation & Transit Pilot Program (July 1, 2023-June 30, 2024), for information.

Memorandum from Director - Recreation & Culture Leah Prentice dated October 10, 2024 requesting that Coordinator Planning, Projects & Development Callie Hemsworth and Supervisor – Customer Care & Administrative Services Laura Daniels provide a presentation.

Coordinator - Planning, Projects & Development Callie Hemsworth and Supervisor - Customer Care & Administrative Services - Transit Services Laura Daniels provided a PowerPoint presentation and responded to questions.

MOVED BY: Councillor Greg Johnsen

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 342-2024-Community Services-Recreation & Culture we recommend that Item 2022-102-CS Affordable Access Pilot Program - Transit and Recreation & Culture be removed from the Outstanding Items list;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

15. First Reports

15.1 2025 Proposed Capital Budget

Report 400-2024-Corporate Services-Office of the City Treasurer recommending that the proposed 2025 Capital Budget be approved as outlined in this Report.

Memorandum from General Manager - Corporate Services & Treasurer Keri Greaves dated October 23, 2024 requesting to provide a presentation.

This report was introduced as a 'first report' to allow Committee of the Whole the general public time to consider the implications of the report before the recommendation is considered by Committee of the Whole on November 25, 2024.

Commissioner - Corporate Services and City Treasurer Keri Greaves provided a PowerPoint presentation and responded to questions.

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to Report 400-2024-Corporate Services-Office of the City Treasurer, we recommend that the recommendation included in this report be re-presented at the November 25, 2024 Committee of the Whole meeting for approval and include any feedback received internally and externally for information.

CARRIED

16. Outstanding Items

16.1 Outstanding Items List as of October 22, 2024 for Community Services

Memorandum from Director - Legislative Services & City Clerk Krista Power dated October 22, 2024, providing the Community Services Outstanding List, for information.

17. New Business

17.1 Establishment of Committee of the Whole - Closed Session - November 18, 2024

The following resolution will be presented to establish Committee of the Whole - Closed Session:

MOVED BY: Councillor Albert Aiello

SECONDED BY: Councillor Rajni Agarwal

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, November 18, 2024 at 5:00 p.m. in order to receive information pursuant to the Municipal Act (Section 239 (2)) relative to:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

CARRIED

18. Adjournment

The meeting adjourned at 8:14 p.m.



Committee of the Whole Meeting Minutes

Monday, November 4, 2024

Committee of the Whole – Special Session in the McNaughton Room at 6:00 p.m.

Present:

- Mayor Ken Boshcoff
- Councillor Rajni Agarwal
- Councillor Albert Aiello
- Councillor Mark Bentz
- Councillor Shelby Ch'ng
- Councillor Andrew Foulds
- Councillor Brian Hamilton
- Councillor Greg Johnsen
- Councillor Kristen Oliver
- Councillor Dominic Pasqualino
- Councillor Michael Zussino

Officials:

- Dana Earle, Deputy City Clerk
- John Collin, City Manager
- Patty Robinet, City Solicitor

1. Committee of the Whole - Special Session

Chair: Councillor Andrew Foulds

1.1 Establishment of Committee of the Whole - Closed Session

At the October 28, 2024 Committee of the Whole meeting, the following resolution was passed to establish a Committee of the Whole - Closed Session meeting on November 4, 2024:

MOVED BY: Councillor Greg Johnsen
SECONDED BY: Councillor Trevor Giertuga

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, November 4, 2024 at 5:00 p.m. in order to receive information pursuant to the Municipal Act (Section 239 (2)) relative to:

- (a) the security of the property of the municipality or local board;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; or
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

1.2 Amendment – Establishment of Committee of the Whole - Closed Session

The following resolution will be presented to amend the purpose of the November 4, 2024 Committee of the Whole - Closed Session meeting:

MOVED BY: Mayor Ken Boshcoff
SECONDED BY: Councillor Albert Aiello

WITH RESPECT to the resolution to establish the Monday, November 4, 2024 Committee of the Whole – Closed Session, we recommend that the following reasons be deleted:

- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

AND THAT the meeting time be changed to 6:00 p.m.

CARRIED

1.3 Amended - Establishment of Committee of the Whole - Closed Session

MOVED BY: Councillor Greg Johnsen

SECONDED BY: Mayor Ken Boshcoff

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, November 4, 2024 at 6:00 p.m. in order to receive information pursuant to the Municipal Act (Section 239 (2)) relative to:

- (a) the security of the property of the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

Committee of the Whole – Closed Session in the McNaughton Room at 6:01 p.m.

Present: Mayor Ken Boshcoff
Councillor Rajni Agarwal
Councillor Albert Aiello
Councillor Mark Bentz
Councillor Shelby Ch'ng
Councillor Kasey Etrene
Councillor Andrew Foulds
Councillor Trevor Giertuga
Councillor Brian Hamilton
Councillor Greg Johnsen
Councillor Kristen Oliver
Councillor Dominic Pasqualino
Councillor Michael Zussino

Officials: Dana Earle, Deputy City Clerk
John Collin, City Manager
Patty Robinet, City Solicitor
Keri Greaves, Commissioner – Corporate Services & City Treasurer
Kerri Marshall, Commissioner – Growth
Kayla Dixon, Commissioner – Infrastructure & Operations

2. Closed Session in the McNaughton Room at 6:01 p.m.

Chair: Councillor Andrew Foulds

3. Disclosures of Interest

4. Reports of Municipal Officers

4.1 Thunder Bay Hydro Corporation Investment in Thunder Bay Hydro Renewable Power Incorporated

Report 2024CLS.050 (Corporate Services) was distributed separately to Members of Council, City Manager, City Solicitor, Commissioner - Corporate Services and Commissioner - Growth.

Commissioner - Corporate Services & City Treasurer Keri Greaves provided an overview and responded to questions.

Commissioner - Growth Kerri Marshall and City Manager John Collin responded to questions.

It was consensus of Committee to proceed as directed.

The Deputy City Clerk advised that the resolution will be presented to Committee of the Whole to be held later in the evening.

At 6:25 p.m. the Closed Session concluded. It was the consensus of Committee that Open Session reconvene at 6:30 p.m.

Committee of the Whole – Open Session in the S. H. Blake Auditorium at 6:33 p.m.

Present: Mayor Ken Boshcoff
Councillor Rajni Agarwal
Councillor Albert Aiello
Councillor Mark Bentz
Councillor Shelby Ch'ng
Councillor Kasey Etreni
Councillor Andrew Foulds
Councillor Trevor Giertuga
Councillor Brian Hamilton
Councillor Greg Johnsen
Councillor Kristen Oliver
Councillor Dominic Pasqualino
Councillor Michael Zussino

Officials: Dana Earle, Deputy City Clerk
John Collin, City Manager
Patty Robinet, City Solicitor
Kayla Dixon, Commissioner – Infrastructure & Operations
Kerri Marshall, Commissioner - Growth
Leah Prentice, Acting Commissioner - Community Services
Keri Greaves, Commissioner – Corporate Services & City Treasurer
Cynthia Olsen, Director - Strategy & Engagement
Jason Sherband, Manager - Solid Waste & Recycling Services
Laura Daniels, Supervisor – Customer Care & Administrative Services
– Transit Services
Callie Hemsworth, Coordinator Planning, Projects & Development
– Community Services
Jacob Porter, Coordinator – Climate Adaptation– Infrastructure &
Operations
Katie Piché, Council & Committee Clerk
Crystal DePeuter, Council & Committee Clerk

5. Open Session (Operations)

Chair: Councillor Trevor Giertuga

6. Disclosures of Interest

7. Confirmation of Agenda

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Greg Johnsen

WITH RESPECT to the November 4, 2024 Committee of the Whole meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

8. Items Arising from Closed Session

8.1 Thunder Bay Hydro Corporation Investment in Thunder Bay Hydro Renewable Power Incorporated

Report 2024CLS.050 (Corporate Services) was previously presented at Committee of the Whole - Closed Session held earlier in the evening.

MOVED BY: Councillor Albert Aiello

SECONDED BY: Councillor Michael Zussino

WITH RESPECT to Report 2024CLS.050 (Corporate Services) we recommend that Administration proceed as directed in Closed Session.

CARRIED

9. Reports of Committees, Boards and Outside Agencies

9.1 Earthcare Advisory Committee Minutes

Meeting 03-2024 of the Earthcare Advisory Committee, held on September 18, 2024, for information.

10. Reports of Municipal Officers

10.1 Climate Adaptation Update 2024

Report 398-2024-Infrastructure, Development & Operations providing an update on the Climate Adaptation Strategy relative to its seven Strategic Directions, for information.

Memorandum from Climate Adaptation Coordinator Jacob Porter dated October 21, 2024 requesting to provide a presentation.

Climate Adaptation Coordinator Jacob Porter provided a PowerPoint presentation and responded to questions.

10.2 Contract Award - Rental of Up to Two Bulldozers with Operator for Solid Waste and Recycling Facility Operations

Report 388-2024-Infrastructure, Development & Operations-Environment recommending that the contract for the rental of up to (2) two bulldozers with operator, in the annual amount of \$498,261.86 (inclusive of HST), for a period of (1) one year with (4) four (1) one-year renewal options, be awarded to Allen Equipment Contracting Corp.

MOVED BY: Mayor Ken Boshcoff
SECONDED BY: Councillor Greg Johnsen

WITH RESPECT to Report 388-2024, Infrastructure, Development and Operations - Environment, we recommend that the contract for the rental of up to (2) two bulldozers with operator, in the annual amount of \$498,261.86 (inclusive of HST), for a period of (1) one year with (4) four (1) one-year renewal options, be awarded to Allen Equipment Contracting Corp;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

11. Outstanding Items

11.1 Outstanding Items List as of October 22, 2024 for Operations

Memorandum from Director - Legislative Services & City Clerk Krista Power dated October 22, 2024, providing the Operations Outstanding List, for information.

12. Open Session (Community Services)

Chair: Councillor Shelby Ch'ng

13. Reports of Committees, Boards and Outside Agencies

13.1 District of Thunder Bay Social Services Administration Board Minutes

Minutes of Meetings 15-2024 (Open) and 16-2024 (Closed) of the District of Thunder Bay Social Services Administration Board held on September 19, 2024, for information.

14. Reports of Municipal Officers

14.1 Affordable Access to Recreation and Transit Pilot Program (Year One Update)

At the July 18, 2022, Committee of the Whole meeting a resolution was passed recommending that Administration report back annually on the findings of the Affordable Access Pilot Program.

Report 342-2024-Community Services-Recreation & Culture providing the first annual update on the findings of the first year of the Affordable Access to Recreation & Transit Pilot Program (July 1, 2023-June 30, 2024), for information.

Memorandum from Director - Recreation & Culture Leah Prentice dated October 10, 2024 requesting that Coordinator Planning, Projects & Development Callie Hemsworth and Supervisor – Customer Care & Administrative Services Laura Daniels provide a presentation.

Coordinator - Planning, Projects & Development Callie Hemsworth and Supervisor - Customer Care & Administrative Services - Transit Services Laura Daniels provided a PowerPoint presentation and responded to questions.

MOVED BY: Councillor Greg Johnsen

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 342-2024-Community Services-Recreation & Culture we recommend that Item 2022-102-CS Affordable Access Pilot Program - Transit and Recreation & Culture be removed from the Outstanding Items list;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

15. First Reports

15.1 2025 Proposed Capital Budget

Report 400-2024-Corporate Services-Office of the City Treasurer recommending that the proposed 2025 Capital Budget be approved as outlined in this Report.

Memorandum from General Manager - Corporate Services & Treasurer Keri Greaves dated October 23, 2024 requesting to provide a presentation.

This report was introduced as a 'first report' to allow Committee of the Whole the general public time to consider the implications of the report before the recommendation is considered by Committee of the Whole on November 25, 2024.

Commissioner - Corporate Services and City Treasurer Keri Greaves provided a PowerPoint presentation and responded to questions.

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to Report 400-2024-Corporate Services-Office of the City Treasurer, we recommend that the recommendation included in this report be re-presented at the November 25, 2024 Committee of the Whole meeting for approval and include any feedback received internally and externally for information.

CARRIED

16. Outstanding Items

16.1 Outstanding Items List as of October 22, 2024 for Community Services

Memorandum from Director - Legislative Services & City Clerk Krista Power dated October 22, 2024, providing the Community Services Outstanding List, for information.

17. New Business

17.1 Establishment of Committee of the Whole - Closed Session - November 18, 2024

The following resolution will be presented to establish Committee of the Whole - Closed Session:

MOVED BY: Councillor Albert Aiello

SECONDED BY: Councillor Rajni Agarwal

THAT a Committee of the Whole – Closed Session meeting be scheduled for Monday, November 18, 2024 at 5:00 p.m. in order to receive information pursuant to the Municipal Act (Section 239 (2)) relative to:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

CARRIED

18. Adjournment

The meeting adjourned at 8:14 p.m.



Memorandum

Corporate By-law Number: 374-2024-City Manager's Office-Office of the City Clerk

TO: Office of the City Clerk **FILE:**

FROM: Linda Crago
Office of the City Clerk, City Manager’s Department

DATE PREPARED: September 19, 2024

SUBJECT: By-law 374-2024 – A By-law to amend By-law 203-1996 being a by-law to adopt a Corporate Policy Manual.

MEETING DATE: City Council - November 25, 2024

By-law Description: A By-law to amend By-law 203-1996, being a By-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Affordable Rental Housing Funding Program – Corporate Policy 02-06-01, Access and Privacy – Corporate Policy 03-03-05, Acceptable Computer Use – Corporate Policy 03-05-01, Data Backup and Recovery – Corporate Policy 03-05-02, External IT Service Providers – Remote Access – Corporate Policy 03-05-03, IT Resource Management and Security Policy – Corporate Policy 03-05-04, Mobile Device Policy – Corporate Policy 03-05-05, Remote Access Policy – Corporate Policy 03-05-06, Secure Cloud Usage Policy – Corporate Policy 03-05-07, Records Management Policy – Corporate Policy 03-06-01, Investment Policy Statement – Corporate Policy 05-01-04, Civic Recognition – Corporate Policy 07-01-01; Commemorative Gifts/Promotional Souvenirs – Corporate Policy 07-01-02; Outdoor Rink Policy – Corporate Policy 09-06-01.

Authorization: Report 139-2024 (IDO) – Committee of the Whole - May 6, 2024; Report 77-2024 (Office of the City Clerk) – Committee of the Whole - March 25, 2024; Report 182-2023/Resolution March 25, 2024 (Corporate Services); Report 149-2024 (Office of the City Treasurer) – Committee of the Whole June 24, 2024; Report 48-2024 (Office of the City Clerk) Committee of the Whole – March 18, 2024; Report 334-2024 (Parks and Open Spaces) – Committee of the Whole – September 9, 2024.

By-law Explanation: The purpose of this by-law is to amend By-law 203-1996, being a by-law to adopt the Corporate Policy Manual for The Corporation of the City of Thunder Bay with respect to Affordable Rental Housing Funding Program – Corporate Policy 02-06-01, Access and Privacy – Corporate Policy 03-03-05, Acceptable Computer Use – Corporate Policy 03-05-01, Data Backup and Recovery – Corporate Policy 03-05-02, External IT Service Providers – Remote Access – Corporate Policy 03-05-03, IT Resource Management and Security Policy – Corporate Policy 03-05-04, Mobile Device Policy – Corporate Policy 03-05-05, Remote Access Policy – Corporate Policy 03-05-06, Secure Cloud Usage Policy – Corporate Policy 03-05-07, Records Management - Corporate Policy 03-06-01 - Investment Policy Statement – Corporate Policy 05-01-04, Civic Recognition – Corporate Policy 07-01-01; Commemorative Gifts/Promotional Souvenirs–Corporate Policy 07-01-02; Outdoor Rink Policy–Corporate Policy 09-06-01.

Schedules and Attachments:

Attachment 1 -	02-06-01	Affordable Rental Housing Funding Program
Attachment 2 -	03-03-05	Access and Privacy
Attachment 3 -	03-05-01	Acceptable Computer Use
Attachment 4 -	03-05-02	Data Backup and Recovery
Attachment 5 -	03-05-03	External IT Service Providers – Remote Access
Attachment 6 -	03-05-04	IT Resource Management and Security
Attachment 7 -	03-05-05	Mobile Device
Attachment 8 -	03-05-06	Remote Access
Attachment 9 -	03-05-07	Secure Cloud Usage
Attachment 10 -	03-06-01	Records Management
Attachment 11 -	05-01-04	Investment Policy Statement
Attachment 12 -	07-01-01	Civic Recognition
Attachment 13 -	07-01-02	Commemorative Gifts/Promotional Souvenirs
Attachment 14 -	09-06-01	Outdoor Rink Policy

Amended/Repealed By-law Number(s):



THE CORPORATION OF THE CITY OF THUNDER BAY
BY-LAW NUMBER 374-2024

A By-law to amend By-law 203-1996 being a by-law
to adopt a Corporate Policy Manual

Recitals

1. On October 15th, 1996, the Council of The Corporation of the City of Thunder Bay (“the Corporation”) passed By-law 203-1996, being a by-law to adopt the Corporate Policy Manual for the City of Thunder Bay.

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE CITY OF THUNDER BAY ENACTS AS FOLLOWS:

1. That Schedule “A” of By-law 203-1996 be amended by deleting the following policies:

03-03-05	Municipal Freedom of Information and Protection of Privacy
03-05-01	Computer Use
03-06-01	Records Management
03-06-02	Records Authority Schedule Implementation
03-06-03	Interim Management of E-Mail Records
07-01-01	Civic Recognition
07-02-02	Commemorative Gifts/Promotional Souvenirs

2. That Schedule “A” of By-law 203-1996 be amended by adding the following policies:

02-06-01	Affordable Rental Housing Funding Program
03-03-05	Access and Privacy
03-05-01	Acceptable Computer Use
03-05-02	Data Backup and Recovery
03-05-03	External IT Service Providers – Remote Access
03-05-04	IT Resource Management and Security

03-05-05	Mobile Device
03-05-06	Remote Access
03-05-07	Secure Cloud Usage
03-06-01	Records Management
05-01-04	Investment Policy Statement
07-01-01	Civic Recognition
07-01-02	Commemorative Gifts/Promotional Souvenirs
09-06-01	Outdoor Rink Policy

3. This By-law shall come into force and take effect on the date it is passed.

Enacted and passed this 25th day of November, A.D. 2024 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Ken Boshcoff

Mayor

Dana Earle

Deputy City Clerk

SECTION:	DEVELOPMENT SERVICES
DEPARTMENT/DIVISION:	INFRASTRUCTURE, DEVELOPMENT & OPERATIONS
SUBJECT:	AFFORDABLE RENTAL HOUSING FUNDING PROGRAM

POLICY STATEMENT

The City of Thunder Bay has developed an Affordable Rental Housing Funding Program (Program) to foster the construction of local affordable housing. The Program will guide the allocation of available funding, providing financial support to Not-For-Profit organizations that create affordable housing in the City for low to moderate income households. The Affordable Rental Housing Funding Program supports the City of Thunder Bay's housing targets under the Housing Accelerator Fund and aligns with the City's strategic goal to support urban density through complete, compact, and walkable development by incentivizing affordable and equitable mixed-use neighbourhoods.

PURPOSE

The Program will provide funding contributions to eligible Not-For-Profit organizations to help offset the capital costs of providing affordable residential rental housing units to low to moderate income households in the city of Thunder Bay. This policy provides a framework for the distribution of available program funds and sets out eligibility criteria, evaluation and selection criteria and processes, as well as preferences. Applicants interested in applying for the Affordable Rental Housing Funding Program will be required to adhere to the criteria outlined in this policy.

This Program is complementary to the existing Community Partnership Policy (05-06-02) that allows the City of Thunder Bay to invest in vital work being conducted by community partners that aligns with priority issues recognized by the City through the Community Partnership Fund.

This Program will be funded by the Housing Accelerator Fund for three (3) years. After the Fund has been exhausted this Program will cease unless otherwise directed by City Council.

SCOPE

This Program applies to all potential and confirmed agreements between Affordable Rental Housing Funding Program applicants and the City of Thunder Bay (City) for the construction of new Affordable Units and Market Units.

DEFINITIONS

"Applicant" refers to a Not-For-Profit organization applying for funding under this Program, subject to the Program's requirements.

“Affordable Units” are rental housing units whereby the rent of a unit, inclusive of all utilities, is set at or below 80 percent of Canada Mortgage and Housing Corporation’s (CMHC) Average Market Rent, by bedroom type, in the regional market area, for a minimum of 10 years.

“Average Market Rent” (AMR) is a measure generated by CMHC through its Rental Market Survey. AMR captures the average rent charged by private landlords for available units and is calculated for individual neighbourhoods or urban zones.

“City” refers to the Corporation of the City of Thunder Bay.

“Contribution Agreement” is an agreement signed between the City and the Applicant under this Program.

“Funding Review Team” is a group of Administration staff who are responsible for the review and evaluation of Program applications, as assigned by the City Manager.

“General Manager” is the General Manager of the City of Thunder Bay Infrastructure, Development & Operations Department and includes their designate.

“Market Units” are rental housing units whereby the rent of a unit, inclusive of all utilities, is set at the AMR, by bedroom type, in the regional market area.

“Not-For-Profit” refers to an organization, where no part of its income is payable to, or otherwise available for, the personal benefit of a member or shareholder thereof. This includes all types of Not-For-Profit organizations and includes rental cooperatives that are incorporated with a Not-For-Profit status. It also includes Indigenous organizations including, but not limited to, First Nations as represented by their Chief and Council, Tribal Councils, and Indigenous Representative Organizations.

“Program” refers to the Affordable Rental Housing Funding Program of the City.

CONDITIONS

1.0 Funding Program Objective

1.1 Funding contributions under the Program are intended to assist Not-For-Profit organizations in constructing new affordable residential rental housing for low- and moderate-income households in the city of Thunder Bay. Program contributions are intended to help Not-For-Profits offset some of the capital costs of constructing Affordable Units and Market Units in the local community.

2.0 Eligibility Criteria

2.1 Applicants are eligible to apply for funding under the Program subject to meeting the following conditions:

2.1.1 Applicants must:

- Be a Not-For-Profit organization; and,

- Own or have an accepted offer to purchase subject lands. An exemption is made where the subject lands are secured under a long-term lease from a Not-For-Profit or governmental organization (such as the City of Thunder Bay) for affordable housing purposes.

2.1.2 The project must:

- Be located within the geographic boundary of the city of Thunder Bay;
- Be located on lands as described in 2.1.1 above;
- Be rental tenure (i.e., the entire building must operate as rental);
- Have at least 30% of the residential units in the project be Affordable Units with rents, inclusive of all utilities, set at or less than 80% of Canada Mortgage and Housing Corporation's (CMHC) Average Market Rent in the regional market area at the time of application submission, for a minimum of 10 years; and,
- Be one (1) of the following project types:
 - New construction (includes additions and extensions); or,
 - Conversion of non-residential buildings (in whole or in part) to affordable residential rental housing.
- Have a building permit issued for the Affordable Units and Market Units within twelve months of the effective date of the Contribution Agreement, subject to extensions agreeable to the City.

2.2 Projects that are not eligible include:

- Projects by commercial enterprises (i.e., for-profit),
- Secondary suites,
- Long-term care facilities,
- Purpose-built student housing with shared kitchen or bathroom amenities,
- Shelters and crisis care facilities,
- Transitional or time limited housing without security of tenure,
- Repairs/renovations to existing buildings unless the works result in the creation of new Affordable Units, and,

- Community Housing that receives ongoing federal subsidies and/or provincial subsidies.

3.0 City Contribution

3.1 Maximum contributions under this Program are as follows:

- Per project maximum of \$1,300,000.
- Contribution per Affordable Unit will be capped at \$40,000.
- Contribution per Market Unit will be capped at \$20,000.

4.0 Eligible Costs

4.1 Program funding is restricted to development application fees (e.g. building permit fees, Planning Services fees, etc.) and capital costs for Affordable Units and Market Units such as land and construction costs.

4.2 Capital costs incurred by a Not-For-Profit organization for the construction of Affordable and Market Units by a for-profit entity that has been retained by the Not-For-Profit organization to construct the Affordable and Market Units may only be considered an eligible cost if the Units are to be owned and operated solely by the Not-For-Profit organization, or where there is an agreement between the Not-For-Profit and for-profit entity whereby the Units are secured by the Not-For-Profit organization through a long-term lease and operated solely by the Not-For-Profit organization, to the satisfaction of the City.

5.0 Ineligible Costs

5.1 For-profit construction of Affordable Units or Market Units, except as specified in Section 4.2.

5.2 Operating expenses (including employee wages, debt payments, etc.).

6.0 General Program Requirements

6.1 The Program will be effective May 2024 and expire in February 2027, or when allocated funds are exhausted, in accordance with the City of Thunder Bay's Housing Accelerator Funding Agreement, unless directed otherwise by City Council.

6.2 The Program will be structured as a Call for Applications from time to time, where interested Not-For-Profit organizations apply within a defined application window and are awarded available funding on a competitive basis and in accordance with this Program.

6.3 The City will issue a Call for Applications under this Program from time to time, based on Program funding availability. The City will issue at least one (1) Call for Applications under this Program.

6.4 Any Call for Applications issued under this Program will be open for a period of at least 45 calendar days.

6.5 Program information along with any Call for Applications information and documents will be posted on the City's website at www.thunderbay.ca.

7.0 Required Application Information

7.1 All applications under this Program must include the following items:

7.1.1 Applicant Qualifications

- Satisfactory proof that the Applicant is a Not-For-Profit organization.
- A summary describing the Not-For-Profit organization including who it serves, its contact information, examples of similar projects it has been involved in and any past project experience in developing and managing affordable rental housing projects, and if a partnership, a copy of the partnership agreement or letter of understanding and a list of partners.
- Confirmation of ownership of the application land(s) or proof of an accepted offer to purchase the subject lands. If the proposed project is to be located on lands for which a long-term lease has been secured from another Not-For-Profit type agency, the following will be required:
 - A letter from the landowner providing consent to the Applicant to apply for funding on the basis of an in-principle agreement to construct Affordable Units and Market Units on the lands; and,
 - Confirmation that the term of the land lease is 25 or more years in duration.
- Full disclosure of any relationship with a for-profit entity/organization.
- In the case of a relationship with a for-profit entity/organization as described in Section 4.2, copies of all relevant agreements between the Not-For-Profit organization and the for-profit entity/organization constructing the Affordable Units and Market Units, to the satisfaction of the City.

7.1.2 Project Concept and Design Details

- A summary describing the proposed project, including:
 - The address of the project and proximity to transit, services, and amenities.

- The type of project, as per Section 2.1.2.
 - The total number of Affordable and Market Units, the approximate size of said units, and the number of bedrooms in each unit.
 - Projected rents for the Affordable Units and any Market Units.
 - Affordability period of the Affordable Units.
 - How the project is consistent with the City's Urban Design Guidelines.
 - Whether the project can be carried out under current regulations in the Zoning By-law, and identification of any known variances and/or amendments.
 - Project schedule.
 - Who the Affordable Units are intended to serve and how the units meet community needs (e.g., link to the Community Safety and Well-Being Plan (CSWB) and/or the City's Strategic Plan, unit type, household composition, housing options for equity-seeking groups, etc.).
 - How the project will be tenanted, and any tenant supports.
 - Property management details.
- Preliminary building plans and/or site plans, if available.

7.1.3 Financial Viability

- A detailed budget that includes an estimate of the total project costs, as determined by a professional architect or professional engineer that is independent from the Applicant.
- Evidence, subject to the satisfaction of the City's Treasurer or designate, of financial competence and project viability including:
 - Organization's most recent annual report and/or financial statements.
 - Details of any equity to be contributed by the Applicant.
 - Details of any other sources of government funding.
- The amount of funding requested.

7.1.4 Other

- Letter(s) of support, and/or feedback gathered through community consultation.
- Any other information that may be required by the City and/or the Funding Review Team.

8.0 Recommended Supplemental Application Information

8.1 The following supplemental information is recommended to help with project evaluation and prioritization:

- Supporting information from a qualified professional that the proposed project interior exceeds accessibility requirements in the Building Code.
- Supporting information from a qualified professional that the project exceeds energy efficiency requirements in the Building Code.
- Any other supplemental information that, in the opinion of the Applicant, demonstrates how the proposed project meets community needs.

9.0 Preferred Evaluation Criteria

9.1 Applications that meet some or all of the following criteria will be considered stronger and scored higher than those that only meet the minimum eligibility requirements:

- Magnitude and depth of affordability
 - Projects that propose more than 30% of the units to be available at or below 80% of CMHC's Average Market Rent in the regional market area.
 - Projects that propose a deeper level of affordability.
- Duration of affordability
 - Projects where the Affordable Units will be affordable for greater than 10 years and a plan for ensuring long-term affordability is in place.
- Community need
 - Projects that enhance public good and align with CSWB Plan priorities.
 - Projects that include community spaces and/or promote social inclusion.

- Location
 - Core areas, areas along major transit routes and locations in walking distance to neighbourhood services and amenities will be prioritized.
- Density
 - Maximizing the unit density up to the limit permitted under the Zoning By-law.
- Planning Approvals
 - Projects that substantially comply with zoning and/or projects that are construction ready will be prioritized over concept proposals.
- Accessibility
 - Projects where the interior exceeds accessibility requirements in the Building Code.
- Sustainability
 - Projects that include energy efficiency features and exceed energy efficiency requirements in the Building Code.
 - Projects that include renewable energy systems.
 - Projects that include use of low-carbon and/or recycled materials.

10.0 Application Evaluation and Selection

10.1 Screening for Application Eligibility

- Applications must be complete, meet the Program Eligibility Criteria (Section 2.1), and have all supporting documentation to be considered for funding.
- Applications will be screened by Development Services staff for basic eligibility as they are received. Applicants will be notified if their application is ineligible or incomplete.

10.2 Application Evaluation Criteria

- Applications will be evaluated using the criteria and weighted as outlined below:

Evaluation Criteria	Weighting
Mandatory Requirements (section 2.0)	Yes/No
Applicant Qualifications (section 7.0)	20%
Project Concept & Design (section 7.0)	25%
Preferred Criteria (section 9.0)	35%
Financial Viability (section 7.0)	20%
Total	100%

10.3 Application Evaluation and Selection

- Each application will be reviewed, evaluated, and scored using the Evaluation Criteria by the Funding Review Team, along with subject matter experts in relevant Departments where applicable.
- As part of the evaluation process applicants may be contacted to verify and provide clarification on the application, provide additional supporting information, or be invited to attend a meeting with members of the Funding Review Team.
- The Funding Review Team will recommend to the General Manager a recommended disbursement of available monies to Applicants based on scoring.
- Funding less than an Applicant's request may be approved at the discretion of the City considering factors such as the amount of affordable housing to be provided, the availability of Program funding, and/or program uptake.
- Approval in principle may be provided for eligible capital projects prior to other funding sources being secured. In these cases, the approval will include conditions that must be met prior to the release of any City funds, such as evidence of approval of the application for funding from other sources.

10.4 Delegated Authority

- Council delegates the General Manager the authority to:
 - Approve contributions under the Program in accordance with this policy.
 - Determine the amount of such contributions to be issued under this policy and any conditions.
 - Determine whether to award one or more contributions, or no contributions.
 - Approve and execute Contribution Agreements on behalf of the City, including amendments to such agreements, where the form and content of said agreements is to the satisfaction of the General Manager in consultation with the Director – Development Services and the City Solicitor.

10.5 Decision

- The successful Applicant(s) will be notified by e-mail of the decision on its application, after the decision is made.

10.6 Appeals

- There is no appeal from the City's decision on an application.

11.0 Conditions of Approval

11.1 A formal Contribution Agreement must be entered into by the City and the Not-For-Profit organization. Administration will monitor the terms of the agreement.

12.0 Reporting

12.1 Successful applicants who receive funding must report on how the funding was spent and the impact the funding had on the project. A reporting schedule and template will be provided with the Contribution Agreement. The final report must be submitted within 60 days of completion of the project.

12.2 Successful applicants will be required to provide verification of rents for the Affordable Units for the duration of the agreement, in a method agreed upon by the Applicant and the City.

13.0 Communication

13.1 When informing the public or publishing information about projects funded by the Program, the contributions of all participants must be fairly acknowledged or recognized. See the Corporation's Communications Policy (07-01-07).

- 13.2 Communications that announce project funding, changes, challenges, or completion are to be coordinated with the City’s Corporate Communications Section.
- 13.3 The City of Thunder Bay’s corporate logo shall be used when identifying the City’s funding contribution through the Program, as required under the Corporation’s Visual Identity Program.
- 13.4 If requested by CMHC, successful Applicants shall publicly acknowledge CMHC’s and the Government of Canada’s HAF Funding in a manner acceptable to CMHC.

REFERENCE:

Corporate Report 139-2024 (Infrastructure, Development & Operations)

SUPPORTING LEGISLATION

Municipal Act, 2001, c. 25, s. 107 (1)

APPROVED BY: Replacing/Amending:	City Council	Date:	May 13, 2024
Originating Department:	Infrastructure Development & Operations		
Contact:	General Manager – Infrastructure, Development & Operations and/or Director – Development Services		
Departmental Procedural Manual:	N/A		
Affected Departments:	N/A		

SECTION:	ARCHIVES, RECORDS & PRIVACY
DEPARTMENT/DIVISION:	CITY MANAGER'S OFFICE / OFFICE OF THE CITY CLERK
SUBJECT:	ACCESS AND PRIVACY

POLICY STATEMENT

The Corporation of the City of Thunder Bay (the "City") is committed to protecting the privacy of Personal Information of individuals, while also providing members of the public with access to information.

PURPOSE

This policy outlines how the City complies with legislative obligations with respect to access to information and protection of privacy in accordance with the Ontario *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA").

This policy summarizes roles and responsibilities related to:

- access to information; and
- protection of Personal Information, with respect to the collection, use, disclosure, retention and disposition of Personal Information.

This policy is not meant to provide legal advice. This policy should be read in conjunction with the current law and other relevant documents of the City.

SCOPE

This policy applies to corporate records and Personal Information in the custody or control of the City.

This policy applies to all City employees, contractors, volunteers, third party service providers and any other persons providing services or programs on behalf of the City.

This policy also applies to records and information of the Office of the Mayor and members of Council that are created and used for the purpose of carrying out business of the City.

This policy does not apply to Personal Health Information that falls under the purview of a health information custodian as defined in the Ontario *Personal Health Information Protection Act, 2004* ("PHIPA"), such as Pioneer Ridge/Jasper Place and Superior North Emergency Medical Services. However, the Director – Legislative Services & City Clerk works in partnership and may be consulted on privacy matters that impact health information custodians.

POLICY

Access to Information

The City is committed to providing information to the public.

City records, which are in the custody or control of the City can be accessed through:

1. **Public Record Request:** Authorized City employees can provide access to a record that is created or maintained for a public purpose.
2. **Routine Disclosure:** Authorized City employees can provide access to a record that has a departmental routine disclosure plan approved by the Director – Legislative Services & City Clerk or delegated employees.
3. **Freedom of Information (FOI):** A formal access to information request in accordance with MFIPPA.

The City recognizes an individual's right of access to information and the correction of Personal Information. City staff must verify the identity of individuals requesting their own Personal Information.

The City has a corporate policy for Records Management (03-06-01) and values the role that records management plays in access to information. Employees must ensure that a timely response is provided and a reasonable search is conducted for requesters, including when assisting with responding to Freedom of Information requests.

It is an offence to:

- wilfully disclose Personal Information in contravention of MFIPPA;
- wilfully maintain a Personal Information bank that contravenes MFIPPA; or
- alter, conceal or destroy a record, or cause any other person to do so, with the intention of denying a right under MFIPPA to access the record or the information contained in the record.

Protection of Personal Information

Collection Notification:

MFIPPA provides when Personal Information may be collected and the requirements associated with the collection.

1. Personal Information will be directly collected from the individual, with limited authorized exceptions.
2. An attempt to ensure the accuracy of the Personal Information will be made.
3. Collection of Personal Information will be limited to what is necessary for the administration of City services, programs or business.
4. Prior to the collection of Personal Information, and as prescribed by MFIPPA, the following notice will be provided:
 - the legal authority for the collection;
 - the purpose(s) for which the Personal Information is intended to be used;
 - and

- the contact information (title, business address and business telephone number) for the individual in the business unit who can answer questions about the collection of the Personal Information.
5. Preferably, the notice of collection will be in written format, however, where impractical verbal notice of collection may be used.
 6. Notice of collection statements will be reviewed by the responsible business unit periodically to ensure accuracy.

Use and Disclosure of Personal Information:

Personal Information is used or disclosed for the purpose for which it was obtained or compiled or for a consistent purpose. The use or disclosure of Personal Information in any other way is in accordance with the legislation.

Retention and Disposition:

The City will retain Personal Information in accordance with the City's records retention schedules and applicable legislation. See current records retention by-law, including amendments.

Records that contain Personal Information must be securely disposed of. Disposition of information can occur by destruction or a transfer to archives (for archival records).

Security:

Personal Information must be secured for the duration of its lifecycle, including from the time it is collected to the time it is destroyed. Security measures can include administrative, technical or physical safeguards. Business units must take reasonable steps to prevent unauthorized access, unauthorized disclosure, theft, loss, misuse of Personal Information and inadvertent destruction or damage of records.

Privacy Breaches and Complaints

Privacy complaints and suspected privacy breaches must be reported to the individual's supervisor, Director – Legislative Services & City Clerk and Access & Privacy Officer immediately. If the breach or potential breach involves information technology resources, the Director – Corporate Information Technology must be notified immediately, in addition to the aforementioned.

The Director – Legislative Services & City Clerk and/or Access & Privacy Officer will make every effort to respond to the individual who reports the privacy complaint or suspected privacy breach within one business day. The situation will then be assessed by the Director – Legislative Services & City Clerk and/or Access & Privacy Officer. The Access & Privacy Officer may then proceed to investigate, work with the business unit and respond to the privacy complaint and/or breach. When required, a report will be completed on the breach and submitted to the Information and Privacy Commissioner (IPC). In addition, City staff may be required to undergo additional training or make

adjustments to work processes in order to prevent a similar breach from occurring in the future.

Roles & Responsibilities

City Manager

- Communicates this policy and promotes compliance with this policy by all City staff.

Director – Legislative Services & City Clerk

- The individual responsible for the compliance of MFIPPA, as delegated by City Council.
- Overall accountable for the protection of privacy at the City.
- Oversees the administration and decisions under MFIPPA.
- Administers the Freedom of Information processes/program.
- Provides oversight and compliance of this policy.
- Consults with business units to ensure programs comply with privacy requirements.
- Ensures Privacy Impact Assessments are completed when required by the General Manager.
- Manages privacy related incidents, complaints and breaches.
- Provides recommendations, approval of recommendations and sign-off on Privacy Impact Assessments.

Access & Privacy Officer and delegated employees

- Develops and delivers access and privacy related training.
- Develops policies and procedures with respect to access and privacy.
- Provides advice with respect to access and privacy related matters to City staff.
- Assists the public with access requests (Freedom of Information requests) and correction of Personal Information requests as required.
- Represents the City on appeals to the IPC.
- In consultation with the business unit(s) assists in drafting Privacy Impact Assessments, which includes assessing information and communicating recommendations and mitigation strategies.
- Investigates and responds to incidents, complaints and privacy breaches.

Health Information Custodian

- Monitors and enforces privacy compliance under PHIPA.
- Develops and maintains privacy policies and practices.
- Works in partnership with the Director – Legislative Services & City Clerk to identify and respond to privacy related incidents, breaches, inquiries and complaints.
- Works in partnership with the Director – Legislative Services & City Clerk to provide Privacy Impact Assessments.

Director – Corporate Information Technology and delegated employees

- Maintains technical security of hardware, networks, data, applications, software and technology systems containing, collecting, storing or processing Personal Information.
- Implements risk-based approaches to assess technology systems involving Personal Information.
- Implements privacy concepts and requirements into policies, procedures and digital infrastructure in partnership with the Director – Legislative Services & City Clerk.

Legal Services

- Provides legal research, legal advice and legal opinions, upon request, with respect to access and privacy matters.
- Represents the City on appeals to the IPC, upon request of the Director – Legislative Services & City Clerk or when deemed necessary by the City Solicitor.

Director - Human Resources & Corporate Safety

- Builds access and privacy awareness into corporate orientation and works with the Director – Legislative Services & City Clerk to improve awareness through training.

General Managers

- Implements and communicates requirements of this policy to employees under their direction.
- Ensures this policy and applicable privacy laws are followed with respect to Personal Information.
- Makes final determination as to the necessity of when Privacy Impact Assessments for projects, programs, initiatives, technologies or services are required, as requested by the Director – Legislative Service & City Clerk, as the General Manager is overall responsible for ensuring sufficient resources allow for City staff to comply with MFIPPA.

Employees (including Managers and Supervisors)

- Familiar with and complies with this policy.
- Completes mandatory access and privacy training.
- Understands responsibilities with respect to access to information and protection of privacy, including responsibilities assigned in other City policies and procedures.
- Responds to Freedom of Information requests from the City Clerk's Office, including Archives, Records and Privacy, in accordance with compliance deadlines.
- Assists the public with access to information requests, as authorized, that are of public record or part of the authorized routine disclosure.
- Works with employees involved in privacy investigations.
- Follows all records and information management practices.

REFERENCES

- *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 (MFIPPA)
- *Personal Health Information Protection Act, 2004*, S.O. 2004, c. 3, Sched. A (PHIPA)
- Information and Privacy Commissioner of Ontario

DEFINITIONS

City means The Corporation of the City of Thunder Bay.

Collection means to receive or obtain Personal Information, by any means, from or about the individual to whom the information relates.

Disclosure means the release of Personal Information, by any means.

Freedom of Information Request means a formal access to records request made under the Ontario *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA).

Personal Information is recorded information about an identifiable individual. Refer to MFIPPA subsection 2(1) for additional information.

<https://www.ontario.ca/laws/statute/90m56#BK1>

Personal Health Information is identifying information about an individual in oral or recorded form as defined in subsection 4(1) of PHIPA. Refer to PHIPA subsection 4(1) for additional information. <https://www.ontario.ca/laws/statute/04p03#BK5>

Privacy Breach means an incident that involves Personal Information and/or Personal Health Information being collected, used, disclosed, retained or disposed of in a manner not consistent with provisions of applicable legislation. For example, when Personal Information and/or Personal Health Information is lost, stolen or involves unauthorized access.

Privacy Impact Assessment is a due diligence tool that analyzes the effects of projects, programs, initiatives, technologies or services on the privacy of individuals.

Information and Privacy Commissioner means the Information and Privacy Commissioner of Ontario.

Record means recorded information on any format. Refer to MFIPPA subsection 2(1) for additional information. <https://www.ontario.ca/laws/statute/90m56#BK1>

APPROVED BY:	City Council	Date:	April 8, 2024
Replacing/Amending:	10/15/96		
Originating Department:	Office of the City Clerk		
Contact:	City Clerk		
Departmental Procedural Manual:	Yes		
Affected Departments:	All		

SECTION:	CORPORATE INFORMATION TECHNOLOGY
DEPARTMENT/DIVISION:	CORPORATE SERVICES / CORPORATE INFORMATION TECHNOLOGY
SUBJECT:	ACCEPTABLE COMPUTER USE

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay (the City) to outline acceptable use of the City's IT Resources. Every User has a duty to use the City's IT Resources in a professional, ethical, and lawful manner.

PURPOSE

The purpose of this policy is to outline the roles and responsibilities associated with the acceptable use of the City's IT Resources; to protect the reputation and the Information Technology Resources of the City from irresponsible or illegal activities, and to ensure the privacy, security and reliability of the City's network and software applications.

DEFINITIONS

When a term set out below appears in the text of this Policy with its initial letters capitalized, the term is intended to have the meaning set out for it in this section. Wherever a term below appears in the text of this Policy in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

- (a) "City" refers to The Corporation of the City of Thunder Bay.
- (b) "CIT" or "Corporate Information Technology" refers to a Division of the Corporate Services Department within the City of Thunder Bay.
- (c) "Electronic Records" are data or documents that are stored on an electronic device, either saved to a server network or within the device, including but not limited to: word processing files, spreadsheets, PDFs, data, source code, programs, web content systems, internally developed applications, and emails.
- (d) "IT Resources" refers to the City's entire Corporate Information Technology infrastructure attached to the corporate network, including software programs, all hardware including desktops, laptops, smartphones, tablets, peripheral devices, POS (point of sale) devices, email and internet systems, data, information, and other work products installed or created using these tools whether active or archived. This also includes transmission methods and services such as wired and wireless networks.
- (e) "Non-Executable Files" are files that cannot be executed directly by the processing system. Non-Executable Files are created for a specific task. Examples include PDFs, spreadsheets, and Word documents.

- (f) "Offensive Material" refers to material that is obscene, sexually explicit or degrading, racially offensive or degrading, defamatory, abusive, harassing, threatening, discriminatory, fraudulent or hate propaganda.
- (g) "Personal Time" is defined as time at lunch or coffee breaks, or time before or after regular work hours, and not during paid working hours or overtime.
- (h) "Policy" refers to the Acceptable Computer Use Policy (03-05-01), including related procedures as set out herein.
- (i) "User" refers to all employees, elected officials and students and any other person or entity who use the City's IT Resources with authorization.
- (j) "Quarantine" refers to the act of blocking or withholding messages sent or received via email that have been detected as potential spam or malicious content.

CONDITIONS

1. All new employees must read this Policy and sign the Computer Use Acknowledgement form when initially hired through Human Resources.
2. All IT Resources are the property of the City. The intended use of these resources is to perform City business.
3. Information or data cannot be replicated, downloaded, printed, or shared for any purpose other than approved City business. Concerns regarding the appropriateness of a request for such information or data should be directed to the Division Manager and/or the Office of the City Clerk.
4. Electronic Records created and stored on IT Resources, including emails, that are created, sent, received, and retained by a User electronically, are considered records of the City and are subject to all the access and privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act and the Records Management Policy (03-06-01).
5. The City reserves the right to access IT Resources used by Users under any of the following conditions:
 - a. to engage in technical maintenance, repair, and management;
 - b. to meet a legal requirement;
 - c. to produce records, including e-discovery;
 - d. to ensure continuity of work processes (for example, employee departures, leaves of absences, or work stoppages);
 - e. to improve business processes; and/or
 - f. to investigate misconduct and ensure compliance with the law.
6. City IT Resources cannot be used for any activity for which a User receives remuneration, 'in-kind' services, or other financial benefits other than those received directly from the City, whether during work hours or on Personal Time.
7. Incidental and occasional personal use of the City's IT Resources is allowed on a User's Personal Time, provided such use will not result in any measurable expense to the City and that such use does not violate this Policy.

8. The use of IT Resources on Personal Time does not afford Users privacy during that period of use.
9. Users shall not store files unrelated to City business on the corporate network. CIT reserves the right to remove personal files without prior consent from Users.
10. To ensure appropriate backups as outlined in the Data Backup and Recovery Policy, Electronic Records are to be stored on a network repository rather than the local hard drive to maintain security and conduct backups.
11. Information or data are not to be stored externally for extended periods of time. Use of external storage is appropriate when required to present work outside of your traditional workstation.
12. Where external storage mediums are required for extended periods of time, it must be encrypted to the satisfaction of CIT and authorization must be obtained from either the User's Division Manager, Director – Corporate Information Technology or designates prior to use.
13. All IT Resource activity is subject to logging, random inspections, or audits by the City.
14. Only approved hardware and software are to be used with City IT Resources. No modifications to hardware and software are permitted without prior approval from CIT.
15. All software is to be used in accordance with its license and copyright agreements.
16. Users shall not under any circumstances use IT Resources for illegal purposes or to gather information to support illegal activities.
17. All Users have a responsibility to report violations of this Policy to their immediate supervisor.

NETWORK USER IDENTIFICATION (USER ID)

1. Passwords are enforced based on the complex rules and expiry dates as defined by CIT.
2. When Users request support for unlocking accounts or password resets, they must identify themselves and validate access. Users will authenticate based on CIT validation processes.
3. Passwords are confidential and are not to be shared amongst Users. Users are responsible for safeguarding their passwords.
4. In accordance with the Remote Access Policy, it is the responsibility of Users with remote access privileges to take all reasonable care to prevent the use of the remote connection by non-Users to gain access to the City's IT Resources. The User must take all reasonable care to protect the City's IT Resources.
5. Users are responsible for all activities that occur under their User ID/password.
6. Users are responsible for reporting any known or suspected compromise of their User ID/password.

INTERNET USE

1. Under no circumstances is the internet to be used to access sites that are viewed as inappropriate, including sites containing Offensive Material. Users shall not under any circumstances use the Internet for illegal purposes, or to gather information to support illegal activities.
2. Downloading of Non-Executable Files (including but not limited to reports, spreadsheets, and information flyers) for business use is permitted. Users must exercise reasonable care that the file's source is reliable to avoid the introduction of viruses.

E-MAIL SYSTEM USE

1. Emails stored in User's mailboxes older than 365 days and that have not been properly filed in accordance with the Records Management Policy (03-06-01) will be automatically and permanently destroyed.
2. The City reserves the right to filter and Quarantine both inbound and outbound emails to ensure the confidentiality and security of IT Resources.
3. The City's email system is not to be used by Users to send any Offensive Material.
4. Emails sent from Users for City business must follow Canada's Anti-Spam Legislation (CASL) guidelines.
5. The Director - Corporate Information Technology or designate may instruct CIT staff to remove a sensitive or confidential email mistakenly sent to the wrong person without the recipient's consent or knowledge.

MANAGEMENT OF USER ACCOUNTS AND IT RESOURCE ACCESS

1. Managers/Supervisors will notify CIT of all changes to be made to their employees' User ID, including disabling the User's access (temporarily or permanently), deleting the User ID, adding new Users, changing access rights, and advising of User location changes.
2. Upon termination or transfer of a User's duties, the User's direct Supervisor or designate will receive access to email and Electronic Records for retention and access purposes. All information is confidential to the User's department and remains the property of the City and responsibility of the Supervisor, as per the Records Management Policy.

POLICY VIOLATION

1. Alleged breaches of this Policy will be investigated by the Director – Human Resources, Director – Corporate Information Technology, and the User's Manager, or designates.
2. The User's access may be temporarily suspended during the investigation at the discretion of the parties investigating the alleged breach.

3. Any breaches of this Policy are subject to disciplinary action. Where a breach is substantiated, a record of the investigation and any corrective or disciplinary action taken will be placed in the User' personnel file.
4. Any IT Resources found to be in violation of this Policy may be removed, deleted, confiscated, or altered.
5. For the purpose of considering corrective or disciplinary penalties as a result of Policy violations, the City has zero tolerance for violations relating to the knowing or intentional viewing, creating, accessing, downloading, storing or distribution (via email, hardcopy, images, text, video-clips, or otherwise) of Offensive Material. These violations will be considered a serious infraction.

SCOPE

This policy applies to City employees and Users of IT Resources, including the use of information, computer devices and network resources to conduct business or interact with internal networks and business systems, whether owned or leased by the City.

REFERENCE

The Ontario Human Rights Code
The Criminal Code of Canada
Canada's Anti-Spam Legislation, S.C 2010, c.23
Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990
Data Backup and Recovery Policy 03-05-02
Conflict of Interest Policy (06-01-05)
Code of Conduct for Employees (06-01-38)
Disciplinary Process Policy (06-01-07)
Mobile Device Policy 03-05-05
Records Management Policy (03-06-01)
Remote Access Policy (03-05-06)
Violence in the Workplace (06-01-37)
Workplace Harassment and Discrimination (06-01-32)
Disciplinary Penalties Procedure (HR-05-03)
Electronic Monitoring Procedure (HR-05-36)

APPROVED BY:	City Council	Date:	March 25, 2024
Replacing/Amending:	2001.124		
Originating Department:	Corporate Services/Corporate Information Technology		
Contact:	Director, Corporate Information and Technology		
Departmental Procedural Manual:	Yes		
Affected Departments:	All		

SECTION:	CORPORATE INFORMATION TECHNOLOGY
DEPARTMENT/DIVISION:	CORPORATE SERVICES / CORPORATE INFORMATION TECHNOLOGY
SUBJECT:	DATA BACKUP AND RECOVERY POLICY

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay (the City) to provide an effective backup and recovery plan for data stored within the Corporate DataCentre. All electronic information managed by the Corporate Information Technology (CIT) Division is copied to a secure storage media on a regular basis, for disaster or data recovery. This policy outlines the creation and retention schedules of backups to limit potential data losses.

PURPOSE

The purpose of this policy is to outline the City of Thunder Bay's data backup, file and system level recovery standards for electronic data that is under the care and control of CIT. Data backup mechanisms help safeguard the information assets of the City, prevent the loss of data in case of data corruption, hardware or software failure, disaster, or malicious or accidental deletion. Maintaining data backups supports timely restoration of information and business processes, should such events occur.

DEFINITIONS

When a term set out below appears in the text of this policy with its initial letters capitalized, the term is intended to have the meaning set out for it in this section. Wherever a term below appears in the text of this Policy in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

(a) "Backup" refers to the practice of saving files onto an electronic storage media for the purpose of preventing unplanned data loss in the event of equipment failure, destruction, accidental deletion, or sabotage. Backups allow business processes to resume in a reasonable amount of time with minimal data loss by restoring the data from a previous copy where feasible.

(b) "CIT" or "Corporate Information Technology" refers to a Division of the Corporate Services Department within the City of Thunder Bay.

(c) "City" refers to The Corporation of the City of Thunder Bay.

(d) "DataCentre" is a group of networked servers used by the City of Thunder Bay to facilitate the storage and processing of data. These servers are located at various sites throughout the City and are managed by CIT.

(e) “Dedicated Office Worker” – City of Thunder Bay employees that rely on a computer for most or all day to fulfill their job responsibilities.

(f) “Front Line Worker” – City of Thunder Bay employees whose primary job function does not include using a computer. For example, firefighters, paramedics, nurses, mechanics, etc.

(g) “IT Resources” refers to the City’s entire Information Technology infrastructure, including software programs, desktops, laptops, smartphones, tablets, peripheral devices, email and internet systems, data, information, and other work products installed or created with these tools, whether active or archived. This also includes transmission methods and services, such as wired and wireless networks.

(h) “Restore” refers to the act of bringing back electronic data to an earlier or original state.

(i) “User” refers to an individual, typically an employee, volunteer, or third-party, that is accessing IT Resources provided by the City of Thunder Bay.

(j) “Cloud Storage” refers to a type of storage where digital data is stored on equipment not located within the City of Thunder Bay network. This hardware is maintained by third party providers. Access to this data is through an internet connection.

CONDITIONS

DESKTOP FILES

1. Files and data stored on a User’s desktop and local hard drive are excluded from Backup and data recovery.
2. Files and data are to be stored on the network server to ensure that appropriate Backups can be created as outlined in this policy.

BACKUPS FOR DISASTER RECOVERY

1. All data that resides in the City’s DataCentre is backed up daily; daily Backups are kept for 14 days.
2. One copy of the daily Backup is to be stored offline to protect the City from cyber security breaches that target online backup locations.
3. Additional Backups will be performed before any major technical or business-related changes to a system or application, as determined necessary by Manager – Network, Technology and Cloud Services or designate.
4. A monthly Backup of data residing in the DataCentre is created each month and kept for six months.

BACKUPS FOR FILE LEVEL RECOVERY

1. All files, such as word processing, spreadsheets and presentations, stored on network drives are backed up separately to allow for file level Restores.
2. Versions of each file are kept for a minimum of seven days.
3. In the event of accidental deletion or corruption of information, Users may submit a request for restoration of information to the IT Service Desk.

MICROSOFT 365 CLOUD STORAGE

1. All documents and mail files for Dedicated Office Workers are backed up daily and retained for 30 days. Additional Backups are performed and kept for six months for Dedicated Office Workers.
2. All documents and mail files for Front Line Workers are maintained for 30 days.

CIT RESPONSIBILITIES

1. Manager - Networks, Technology & Cloud Services, or designate, is responsible for identifying individuals and alternates for carrying out Backup and Restore tasks.
2. Manager - Networks, Technology & Cloud Services, or designate, is responsible for requesting the testing of Backups twice a year, at minimum.
3. IT Client Services – Help Desk Analysts are responsible for supporting file level recovery requests submitted by Users.
4. Distribution of the Policy to City employees for education and reminder purposes, as deemed necessary by CIT.
5. In coordination with the Director – CIT, the IT Compliance and Risk Specialist is responsible for determining circumstances requiring the modification of this policy.

SCOPE

The policy applies to all electronic information residing in the DataCentre.

SUPPORTING INFORMATION

Acceptable Computer Use Policy (03-05-01)

APPROVED BY: Replacing/Amending:	City Council	Date:	March 25, 2024
Originating Department:	Corporate Services		
Contact:	Director, Corporate Information Technology		
Departmental Procedural Manual:	Yes		
Affected Departments:	All		

SECTION:	CORPORATE INFORMATION TECHNOLOGY
DEPARTMENT/DIVISION:	CORPORATE SERVICES/CORPORATE INFORMATION TECHNOLOGY
SUBJECT:	EXTERNAL IT SERVICE PROVIDERS – REMOTE ACCESS

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay (the City) to define the requirements for establishing and maintaining rules for External IT Service Providers accessing City IT Resources remotely.

PURPOSE

The purpose of this policy is to outline the responsibility and expectations of any individual from an outside contracted source who requires access to the City's IT Resources. This policy also outlines the responsibility and expectations of City employees responsible for the contracting and/or supervising of the External IT Service Provider.

DEFINITIONS:

When a term set out below appears in the text of this policy with its initial letters capitalized, the term is intended to have the meaning set out for it in this section. Wherever a term below appears in the text of this Policy in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

- (a) "External IT Service Providers" or "Service Providers" refers to vendors, agents, independent contractors, consultants, Outside Boards and any other person not directly employed by the City that is providing a service related to City IT Resources.
- (b) "City" refers to The Corporation of the City of Thunder Bay.
- (c) "CIT" or "Corporate Information Technology" refers to a Division of the Corporate Services Department within the City of Thunder Bay.
- (d) "IT Resources" refers to the City's entire Information Technology infrastructure attached to the corporate network, including software programs, desktops, laptops, smartphones, tablets, peripheral devices, POS (point of sale) devices, email and internet systems, data, information and other work products installed or created using these tools whether active or archived. This also includes transmission methods and services such as wired and wireless networks.

- (e) “Multi Factor Authentication” is an extra layer of security used to make sure that people trying to gain access to an IT Resource are who they say they are. They will be able to produce two of the following:
- i. Something you know: such as a username and password; and
 - ii. Something you have: this is something a user would have in their possession, such as a digital certificate given out by CIT.
- (f) “Remote Desktop Software” is software that provides mechanisms to collaborate between Users and a Third Party. It allows individuals to share their desktop, remote control another computer, hold and attend web conferences, online meetings and transfer files. Examples of such software include LogMeIn, VNC (Virtual Network Computer), Microsoft Teams, WebEx, GoToMeeting, TeamViewer and Windows Remote Desktop (RDP), to name a few.
- (g) “Virtual Private Network” or “VPN” refers to a tool that extends the City of Thunder Bay’s private network across a public network (the Internet) and enables Users to send and receive data as if their computers are directly connected to the City of Thunder Bay’s network.
- (h) “User” refers to all employees, elected officials and students and any other person or entity who use the City’s IT Resources with authorization.

CONDITIONS

Only External IT Service Providers authorized by CIT will be given remote access permissions to City IT Resources.

REMOTE ACCESS THROUGH VPN

1. VPN use is controlled through Multi Factor Authentication.
2. VPN access will be authorized after the Service Provider affirms their computer devices have the latest security updates, are free of malware and have up to date, functional anti-virus software.
3. VPN accounts will be enabled on an as needed basis as requested by City employees. Only approved requests will be actioned by CIT.
4. Only VPN client software authorized and supported by CIT will be used to connect to the corporate network.

REMOTE ACCESS THROUGH REMOTE DESKTOP SOFTWARE

1. The ability to use Remote Desktop Software is disabled by default for most Users. Users can request to have the feature enabled 24 hours in advance through IT Client Services. This access will be on a limited basis and removed once the session is completed.

2. Only allow Service Providers to remotely control your keyboard and mouse when necessary and never leave the session unattended.
3. Confidential information must be secured while screen sharing.
4. The User should supervise the work done by the Service Provider through Remote Desktop Software.

SCOPE

This Policy applies to all City of Thunder Bay employees, elected officials, approved affiliated Outside Boards and agencies, and students working with third party vendors requiring remote access to IT Resources.

SUPPORTING INFORMATION

Acceptable Use Policy (03-05-01)
IT Resource Management and Security Policy (03-05-04)
Remote Access Policy (03-05-06)

APPROVED BY:	City Council	Date:	03/25/2024
Replacing/Amending:	N/A		
Originating Department:	Corporate Services		
Contact:	Director, Corporate Information Technology		
Departmental Procedural Manual:	Yes		
Affected Departments:	All		

SECTION:	CORPORATE INFORMATION TECHNOLOGY
DEPARTMENT/DIVISION:	CORPORATE SERVICES/CORPORATE INFORMATION TECHNOLOGY
SUBJECT:	IT RESOURCE MANAGEMENT AND SECURITY POLICY

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay to outline security measures and responsibilities that limit risks to the City of Thunder Bay's Information Technology (IT) Resources, as well as its business partners, and citizens of the City of Thunder Bay.

PURPOSE

The purpose of the IT Resource Management & Security Policy is to maintain and enhance the security of IT Resources. This policy will outline responsibilities to protect the confidentiality, integrity, and availability of IT Resources, while protecting the reputation of the City of Thunder Bay with respect to the City's ethical, regulatory, and legal responsibilities.

DEFINITIONS

When a term set out below appears in the text of this policy with its initial letters capitalized, the term is intended to have the meaning set out for it in this section. Wherever a term below appears in the text of this Policy in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

- (a) "Administrator" – refers to the individual position responsible for the administration and oversight of a business application or Cloud service and the data hosted within.
- (b) "City" – the Corporation of the City of Thunder Bay.
- (c) "CIT" or "Corporate Information Technology" refers to a Division of the Corporate Services Department within the City of Thunder Bay.
- (d) "Critical IT Resources" - IT Resources that are required to be operational for the City of Thunder Bay to continue providing services to the citizens, clients, employees etc.
- (e) "Data at Rest" – refers to data that is not actively moving across devices or networks, and is stored on a desktop, laptop, mobile phone or other electronic storage system.

- (f) “DataCenter” – a group of networked servers managed by CIT, used to facilitate the storage and processing of data. These servers are in various corporately owned buildings throughout the City.
- (g) “Data in Motion” – refers to the active transfer of data or information from one location to another through the internet or a private network.
- (h) “Electronic Records” – files or documents that are stored on an electronic device, either saved to a server network or within the device, including but not limited to: word processing files, spreadsheets, PDFs, data, source code, programs, web content systems, internally developed applications, and emails.
- (i) “Encryption” – the backend process of converting readable text, documents, and data into a code that can only be read by authorized users with a password or security key.
- (j) “IT Resources” – the City’s entire Information Technology infrastructure attached to the corporate network, including software programs, desktops, laptops, smartphones, tablets, peripheral devices, email and internet systems, data, information, and other work products installed or created with these tools whether active or archived. This also includes transmission methods and services such as wired and wireless networks.
- (k) “Penetration Testing” – also known as a Pen Test or Ethical Hack, is an authorized simulated cyberattack on IT Resources conducted to identify vulnerabilities in the security and configuration of IT Resources which can then be remediated by staff.
- (l) “Policy” – refers to the IT Resource Management & Security Policy, including related procedures as set out herein.
- (m) “User” – refers to all employees, elected officials and students and any other person or entity who use the City’s IT Resources with authorization.
- (n) “Superuser” – a special user account with unlimited privileges and access that is used to administer systems or applications.
- (o) “Service Account” – credentials used to login on the network or applications to perform a regular function, bypassing the need for staff to login with their IDs.
- (p) “Security Information and Event Manager” or “SIEM” – a computer security solution that conducts real-time monitoring and analysis of events to help recognize potential threats and vulnerabilities prior to a disruption to operations.

CONDITIONS**CORPORATE INFORMATION TECHNOLOGY (CIT) RESOURCE MANAGEMENT**

The CIT Division provides Corporate support to business units by:

1. Supporting business units using IT Resources, with the selection, configuration, installation and training of hardware and software business technologies based on needs.
2. Purchasing all approved desktops, laptop computers, or other forms of data processing hardware, software, and peripherals, in alignment with the Supply Management By-Law.
3. Establishing standards for hardware, software, video, and communications technologies to provide stable, secure, and reliable services.
4. Purchasing, providing assistance with the purchase, and supporting of all other approved technologies and technology services that will be, or will utilize, City IT Resources.

SECURE CORPORATE NETWORK AND IT RESOURCES

1. Installing, configuring, and testing all corporate network connections and changes to firewall and router configurations must only be done when assigned by CIT management.
2. A current corporate network diagram that identifies all connections and networks, including any wireless networks, must be maintained by the Manager – Network, Technology and Cloud Services, or designate.
3. It is the responsibility of the Networks, Technology & Cloud Services section to provide appropriate threat detection and response programming to IT Resources.
4. Application default passwords and settings are changed prior to any IT Resource implementation.
5. All Critical IT Resources shall be configured to track and record audit logs that link individuals to actions. Logs are to be forwarded to a centralized security information and event manager (SIEM) so that they are tracked, reviewed, and monitored and stored in a secure location.
6. Penetration Testing must be conducted at least annually by a reputable source.
7. CIT reserves the right to conduct Penetration Testing for business applications in development or operational technologies connected to IT Resources as required.
8. Electronic confidential information must be protected when transported or transmitted.

9. Operating Systems, updates and security patches must be kept up to date on all IT Resources.

DATA PROTECTION & ENCRYPTION

1. In consultation with CIT and where deemed required, Encryption will be implemented for Data in Motion and for Data at Rest. All access to and use of the City's confidential information must be for authorized City business and approved by the User's Supervisor or Manager.
2. IT Resources containing Electronic Records must be properly disposed of so that the information cannot be retrieved or reassembled once it is no longer required to be retained.
3. Group, shared, or generic accounts and passwords must not be used unless approved by IT Compliance & Risk Specialist or designate.
4. Administrator, Superuser, and service account passwords must be stored in a secure location. If these are stored in an electronic format, the device and/or data must be encrypted, and access restricted accordingly.
5. For any browser-based transactions of cardholder data, the system must be configured to utilize HTTP Secure, over TLS version 1.2 or greater, for Encryption. All versions of SSL are considered weak Encryption mechanisms and must not be used.

AUTHORIZED SOFTWARE

1. Only authorized, supported, and licensed software shall be installed on City owned or managed IT Resources.
2. Only CIT staff who have been granted Administrator access shall install authorized and licensed software.
3. Software that is end-of-life and no longer supported is considered unauthorized software and shall not be installed on IT Resources. Continued use of such software is acceptable if the User installed the software when it was authorized and supported by CIT.

PHYSICAL SECURITY

1. Access to corporate network access points is restricted to authorized CIT personnel.
2. Doors to physically secured facilities shall always remain locked.

POWER AVAILABILITY

1. All servers must be connected to universal power supplies (UPS).

2. All hubs, bridges, repeaters, routers and switches and other critical network equipment shall be UPS protected.
3. Sufficient power availability shall be in place to keep the network and servers running until the Disaster Recovery Plan can be implemented.
4. UPS hardware must be installed on all servers to implement an orderly shutdown in the event of a total power failure.
5. All UPSs (Universal Power Supplies) shall be periodically tested.
6. Emergency generators shall be in place and tested periodically in the primary or secondary DataCenter.
7. The appropriate temperature and humidity must be maintained in the primary or secondary DataCenter.

SCOPE

This Policy applies to the use of information, computer devices and network resources to conduct business or interact with internal networks and business systems, whether owned or leased by the City and supported by CIT.

This Policy does not apply to IT Resources that are used for the Water Treatment Plant and Water Pollution Control Plants SCADA components.

REFERENCE

Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990

Personal Health Information Protection Act, S.O 2004

Acceptable Use Policy (03-05-01)

Data Backup and Recovery Policy (03-05-02)

Mobile Device Policy (03-05-05)

Records Management Policy (03-06-01)

Remote Access Policy (03-05-06)

Electronic Monitoring Procedure (HR-05-36)

APPROVED BY:	City Council	Date:	25/03/2024
Replacing/Amending:	N/A		
Originating Department:	Corporate Services		
Contact:	Director, Corporate Information Technology		
Departmental Procedural Manual:	Yes		
Affected Departments:	All		

SECTION:	CORPORATE INFORMATION TECHNOLOGY
DEPARTMENT/DIVISION	CORPORATE SERVICES/CORPORATE INFORMATION TECHNOLOGY
SUBJECT:	MOBILE DEVICE POLICY

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay (the City) to ensure the security of mobile devices, including smartphones and tablet computers which access the City of Thunder Bay corporate information and/or connect to the corporate network.

PURPOSE

The purpose of the policy is to define standards for allowing access to the City of Thunder Bay corporate information and network from a mobile device. Mobile devices are important tools used by the City of Thunder Bay to achieve business goals but also present a risk to information security. Appropriate measures are required to safeguard against unauthorized access.

DEFINITIONS

When a term set out below appears in the text of this policy with its initial letters capitalized, the term is intended to have the meaning set out for it in this section. Wherever a term below appears in the text of this Policy in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

- (a) "CIT" or "Corporate Information Technology" refers to a division of the Corporate Services Department within the City of Thunder Bay.
- (b) "City" refers to The Corporation of the City of Thunder Bay.
- (c) "Corporate Issued" refers to a piece of equipment that was acquired, approved, and provided to an employee by CIT.
- (d) "IT Resources" refers to the City's entire Information Technology infrastructure attached to the corporate network, including software programs, desktops, laptops, smartphones, tablets, peripheral devices, POS (point of sale) devices, email and internet systems, data, information, and other work products installed or created with these tools whether active or archived. This also includes transmission methods and services such as wired and wireless networks.
- (e) "Corporate Records" are records created throughout the course of daily business that provide evidence of the work of the City. This includes emails, documents data, photographs, video and audio files.

- (f) “Jailbroken” refers to a device that has removed some standard security permissions which provide the user and applications with increased access to the core operating system and increased capacity to bypass security systems.
- (g) “Mobile Device” is a piece of portable electronic equipment that is capable of storing corporate data and connecting to the City of Thunder Bay network through a public network (the Internet). Examples of some mobile devices are tablets and smartphones.
- (h) “Mobile Device Management” or “MDM” is a software application installed on a Mobile Device to give the City the ability to manage the device. It allows for setting policies (such as Mobile Device passcode enforcement), allowing access to an internal network, distribution of applications and having the ability to remotely wipe the device in cases of loss or theft.
- (i) “User” refers to all employees, elected officials, students and any other person or entity who use the City’s IT Resources with authorization.

CONDITIONS

The following conditions must be adhered to when using Corporate Issued Mobile Devices. Mobile Devices are property of the City and must be authorized models as supplied by the Telecommunications Coordinator in each Department.

1. All Corporately Issued Mobile Devices are the property of the City of Thunder Bay.
2. Mobile Devices must have the Mobile Device Management (MDM) application deployed and used by CIT.
3. Mobile Devices reported as lost or stolen will attempt to be remotely wiped.
4. Mobile Devices which no longer have the default security settings imposed by the manufacturer or have had their default security settings tampered or Jailbroken, will have their IT Resource’s access removed.
5. Mobile Devices operating system and patches are to be kept current.
6. Mobile Devices are not covered under the Data Backup and Recovery Policy for regularly scheduled backups.

USER RESPONSIBILITIES

1. Users must keep the MDM application on their Corporate Issued device. If removed, CIT has the right to disable synchronization of corporate data to the Mobile Device until the MDM application has been reinstalled by CIT.
2. Mobile Devices must be configured with a secure passcode as defined in the MDM. Passcodes must not be shared.

3. If a Mobile Device is lost, damaged, or stolen, the User must report this to CIT as soon as reasonably possible. CIT works with the User to fill out Lost or Stolen Device form which will then be forwarded to the Access and Privacy Officer.
4. The User is responsible for updating appropriate systems and software as needed.
5. The User is responsible for ensuring that any Corporate Records created on, or saved to the Mobile Device, are transferred and saved to the network server.

CIT RESPONSIBILITIES

1. CIT's primary responsibility is setting up and troubleshooting issues related to email, calendar, and contacts. At their discretion, CIT may provide support with other aspects such as applications, photos, etc., at their discretion.
2. The CIT Division will make accurate training and education material available to Mobile Device Users as needed.
3. Troubleshooting issues and providing support for Users experiencing issues on their Corporate Issued Mobile Device through the Help Desk.
4. CIT Leadership will update related procedures and circulate changes as needed.
5. The Compliance & Risk Specialist, in conjunction with the Director – CIT, will determine what changes will require a review of, and updates to this Policy.

SCOPE

All individuals using Mobile Devices owned by the City of Thunder Bay that have access to corporate networks, data, and systems, are covered by the items in this policy.

REFERENCE

Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990

Acceptable Use Policy (03-05-01)

Data Backup and Recovery Policy (03-05-02)

Records Management Policy (03-06-01)

Remote Access Policy (03-05-06)

APPROVED BY:	City Council	Date:	March 25, 2024
Replacing/Amending:	N/A		
Originating Department:	CORPORATE SERVICES		
Contact:	DIRECTOR, CORPORATE INFORMATION TECHNOLOGY		
Departmental Procedural Manual:	Yes		
Affected Departments:	All		

SECTION:	CORPORATE INFORMATION TECHNOLOGY
DEPARTMENT/DIVISION:	CORPORATE SERVICES/CORPORATE INFORMATION TECHNOLOGY
SUBJECT:	REMOTE ACCESS POLICY

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay (the City) to define the requirements and User responsibilities to protect the City's IT Resources from unauthorized use and/or malicious attack when IT Resources are accessed remotely.

PURPOSE

The purpose of this policy is to set standards for Remote Access to the City of Thunder Bay's IT Resources by authorized Employees of the City of Thunder Bay and approved affiliated outside boards and agencies. Remote Access is given for the purpose of performing duties assigned to their position such that access does not result in an unacceptable level of risk to the City's IT Resources.

DEFINITIONS

When a term set out below appears in the text of this policy with its initial letters capitalized, the term is intended to have the meaning set out for it in this section. Wherever a term below appears in the text of this Policy in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

- (a) "CIT" or "Corporate Information Technology" refers to a Division of the Corporate Services Department within the City of Thunder Bay.
- (b) "City" refers to The Corporation of the City of Thunder Bay.
- (c) "Internet Service Provider" or "ISP" is an organization that provides services for accessing, using, or participating in the Internet.
- (d) "IT Resources" refers to the City's entire Information Technology infrastructure attached to the corporate network, including software programs, desktops, laptops, smartphones, tablets, peripheral devices, email and internet systems, data, information and other work products installed or created using these tools, whether active or archived. This also includes transmission methods and services such as wired and wireless networks.
- (e) "Multi Factor Authentication" is an extra layer of security used to make sure that people trying to gain access to an IT Resource are who they say they are. They will be able to produce two of the following:
 - a. Something you know: such as a username and password; and
 - b. Something you have: this is something a user would have in their possession, such as a digital certificate given out by CIT.

- (f) "Remote Access" is the connection to the City's IT Resources through off-site, Internet access.
- (g) "User" refers to all employees, elected officials and students and any other person or entity who use the City's IT Resources with authorization.
- (h) "Virtual Private Network" or "VPN" refers to the use of a public network (the Internet) to connect to a private internal network over a secure channel.

CONDITIONS

In using the City's IT Resources remotely, Users must understand their responsibilities and comply with the following requirements.

REMOTE NETWORK AND APPLICATION ACCESS

1. Authorized employees may access network and application resources through a VPN connection for the purpose of conducting City business.
2. Users must comply with the Acceptable Computer Use Policy and related IT policies when accessing IT Resources remotely.
3. An internet connection is required for Remote Access. Users are responsible for acquiring internet access through an Internet Service Provider.
4. VPN use is controlled through Multi Factor Authentication.
5. Individual applications can be accessed through a portal offering a secure connection using Multi Factor Authentication.
6. Users are authorized to use only City of Thunder Bay computer equipment to connect to the IT Resources through VPN; personal devices are not permitted for direct access to the City's network.
7. Only CIT authorized VPN client software will be used to connect to the City's network. CIT is responsible for installing and configuring this software.

USER RESPONSIBILITIES

1. Users shall not allow any unauthorized third parties to access the City's network and IT Resources.
2. Users shall ensure that all actions performed using Remote Access follow applicable policies, by-laws and any legislative requirements.
3. Users shall take reasonable precautions to ensure proper physical care of computer equipment borrowed from CIT for the purpose of Remote Access.

CIT RESPONSIBILITIES

1. It is the responsibility of CIT employees, as determined by the Director – CIT, to review and authorize Remote Access and the use of City computer equipment.

2. The IT Compliance and Risk Specialist, or designate, may monitor, audit, and/or report on User activity to ensure compliance in the event of an authorized audit or investigation.

3. In coordination with the Director – CIT, the IT Compliance and Risk Specialist or designate will determine factors that will require making changes to this policy.

SCOPE

This policy applies to all City of Thunder Bay employees, elected officials, approved affiliated outside boards and agencies, and students utilizing corporate computing devices to Remotely Access the City of Thunder Bay’s data and network.

REFERENCE

- Acceptable Computer Use Policy (03-05-01)
- Codes of Conduct for Employees (06-01-38)
- External IT Service Provider - Remote Access Policy (03-05-03)
- Records Management Policy (03-06-01)

APPROVED BY:	City Council	Date:	March 25, 2024
Replacing/Amending:	N/A		
Originating Department:	Corporate Services		
Contact:	Director, Corporate Information Technology		
Departmental Procedural Manual:	Yes		
Affected Departments:	All		

SECTION:	CORPORATE INFORMATION TECHNOLOGY
DEPARTMENT/DIVISION:	CORPORATE SERVICES/CORPORATE INFORMATION TECHNOLOGY
SUBJECT:	SECURE CLOUD USAGE POLICY

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay to utilize Cloud applications in a safe and secure manner. Corporate Information Technology is committed to securing the organization's IT Resources and data while utilizing the benefits of cloud technology where reasonable, enabling employees to carry out their jobs as efficiently as possible.

PURPOSE

The purpose of the Secure Cloud Usage Policy is to identify requirements for reviewing, procuring, implementing, securing, and using Cloud Services.

DEFINITIONS

When a term set out below appears in the text of this Policy with its initial letters capitalized, the term is intended to have the meaning set out for it in this section. Wherever a term below appears in the text of this Policy in regular case, it is intended to have the meaning ordinarily attributed to it in the English language.

- (a) "Administrator" refers to the individual position responsible for the administration and oversight of a business application or Cloud Service and the data hosted within.
- (b) "Backup" – the saving of files onto an electronic storage media for the purpose of preventing unplanned data loss in the event of equipment failure, destruction, accidental deletion, or sabotage.
- (c) "Legally Bind" – City of Thunder Bay employees who have been given the authorization to enter into contracts or agreements. This authorization can be permanent or delegated on a case-by-case basis. Refer to approved procurement bylaws and/or policies for information on who has the authority to bind.
- (d) "CIT" or "Corporate Information Technology" refers to a Division of the Corporate Services Department within the City of Thunder Bay.
- (e) "City" – The Corporation of the City of Thunder Bay.
- (f) "Click-Through Agreement" – A form or webpage that outlines the responsibilities of the User accessing the program. This agreement requires a User to click a button that says "yes" or "I agree" before downloading, opening, or proceeding with a program.
- (g) "Cloud Service Provider" or "CSP" – a vendor that provides centrally located software, infrastructure, or platforms as a service that has capacity to store data outside of IT Resources.

(h) “Cloud Services” – Application and infrastructure resources that exist on the Internet and share scalable resources across a network.

(i) “IT Resources” – the City’s entire Information Technology infrastructure attached to the corporate network, including software programs, desktops, laptops, smartphones, tablets, peripheral devices, email and internet systems, data, information and other work products installed or created with these tools whether active or archived. This also includes transmission methods and services such as wired and wireless networks.

(j) “Restore” – bringing back electronic data to an earlier or original state.

(k) “User” – refers to all employees, elected officials and students and any other person or entity who use the City’s IT Resources with authorization.

(l) “Multi Factor Authentication” is an extra layer of security used to make sure that people trying to gain access to an IT Resource are who they say they are. They will be able to produce two of the following:

- a. Something you know: such as a username and password; and
- b. Something you have: This is something a User would have in their possession, such as a digital certificate given out by CIT.

CONDITIONS

LICENSING AND SECURE ACCESS CONSIDERATIONS

1. The use of Cloud Services (including but not limited to Microsoft Azure, Google Docs, Apple, AWS, DropBox) for City business requires a contract that has been approved by CIT and/or Legal Services.
2. Only City employees authorized to Legally Bind the corporation can agree to contracts that require such authorization.
3. Cloud Services that require individual Users to agree to terms through a Click-Through Agreement must be reviewed by Legal Services and/or CIT before proceeding. Click-Through Agreements are legal contracts and must be treated as such.
4. When using Cloud Services, Multifactor Authentication must be in place when personal information, personal health information and sensitive business data is stored in the Cloud. The Multifactor Authentication should be reviewed by CIT prior to licensing. Where Multifactor Authentication is not available, the business area will accept any related risks which can cause loss, compromise, or inability to access valuable data.
5. CIT shall assist the business area in assessing the vendor’s exit strategy for disengaging prior to signing a contract.

CLOUD SERVICE PROVIDER (CSP) CONTRACT REQUIREMENTS FROM AN IT PERSPECTIVE

1. CSPs must report any security incidents related to physical or logical data compromises immediately to City personnel familiar with the Cloud Service and take all appropriate actions to mitigate the security risk.

2. A post-mortem report must be provided to CIT, or designated contact, after remediation of security incidents.
3. The Cloud provider must facilitate periodic security audits and, when requested, provide results to the IT Compliance & Risk Specialist and their Departmental contact.
4. CSPs shall ensure that all City data is collected and returned to the City, or provide written certification of data destruction, within a timeline satisfactory to the City.
5. CSPs must maintain data redundancy/Backups. The schedule of these Backups must be acceptable to the City and CIT. Upon request, the CSP must be able to provide a full copy of the data or data Backup.
6. CSPs must provide business continuity and disaster recovery plans before entering into a signed agreement.

USER RESPONSIBILITIES

1. The use of Cloud Services must adhere to existing corporate policies and procedures.
2. The User is responsible for requesting access to information systems as needed.
3. Should the User no longer require access for their work duties – they shall inform the Administrator that their User access is to be removed.
4. A minimum level of authentication and authorization must be maintained.
5. Users must not share login credentials with others.
6. Personally owned and managed Cloud Services may not be used for work-related purposes including the storage, management, manipulation, sharing, or exchange of company related or owned data.
7. An addition or change in Cloud Services should be reviewed by the Director – CIT or designate; further review by the Access & Privacy Officer or Legal Services may be required before proceeding.

ADMINISTRATOR RESPONSIBILITIES

1. The owner of the information system, custodian of the data within it, or the appropriate designate, is responsible for authorizing access by providing approval to CIT for Users when deemed necessary.
2. The Administrator is responsible for maintaining a log of Users who have approved access to the information system they oversee.
3. The Administrator is responsible for ensuring their department maintains copies of all agreements and relevant documentation related to the procurement of the Cloud Service they oversee.
4. The Administrator is responsible for assessing the life cycle of the Cloud Services with the base assumption that the Service will be a department operating cost for five (5) years.

5. The Administrator will ensure that appropriate records retention is applied to the information held in the Cloud Service once the service has been terminated.

CIT RESPONSIBILITIES

1. When contacted by a Supervisor or Manager, access for employees who no longer require access for their job function or are no longer employed with the City, will be removed.
2. Periodic audits of User IDs and access should be conducted by the IT Compliance & Risk Specialist or designate.
3. Upon receiving appropriate authorization, CIT will provide the User with a unique login ID. Second factor authentication will be required upon login.
4. The Compliance & Risk Specialist, in conjunction with the Director – CIT, will determine what changes will require a review of, and updates to this policy.

SCOPE

This Secure Cloud Usage Policy applies to all business processes and data, information systems and components, and personnel of The City of Thunder Bay using third party services capable of storing or transmitting electronic data owned or lease by the City.

REFERENCE

Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990
 Supply Management By-law 113-2011
 Acceptable Computer Use Policy (03-05-01)
 IT Resource Management and Security Policy (03-05-04)
 Records Management Policy (03-06-01)

APPROVED BY:	City Council	Date:	March 25, 2024
Replacing/Amending:	N/A		
Originating Department:	Corporate Services		
Contact:	Director, Corporate Information Technology		
Departmental Procedural Manual:	Yes		
Affected Departments:	All		

SECTION:	ARCHIVES, RECORDS AND PRIVACY
DEPARTMENT/DIVISION:	CITY MANAGER'S OFFICE / OFFICE OF THE CITY CLERK
SUBJECT:	RECORDS MANAGEMENT

POLICY STATEMENT

The City of Thunder Bay is committed to consistently managing, retaining, and preserving the information assets of the municipality. The City recognizes that information and records are valuable corporate assets that support accountable, transparent, and effective government administration, customer service, organizational efficiency, decision making, business continuity, and litigation support.

PURPOSE

The purpose of this policy is to ensure consistent standards and practices for the life cycle management of records in the custody and control of the City.

This policy ensures that, regardless of format or medium, records and data are managed consistently across the corporation from the moment they are created, for as long as they are being used and retained, and until they are ready to be disposed or preserved.

SCOPE

This policy applies to all City employees, including full-time, part-time, casual, contract, volunteer, and co-op placement employees.

This policy applies to all corporate information, in any format, including records, data and knowledge managed by the City, including records managed on behalf of any outside boards, agencies and commissions.

This policy applies to the records and information of the Office of the Mayor and members of Council that are created and used for the purpose of carrying out City business.

DEFINITIONS

Accession The archival process where the City Archives takes intellectual and physical custody of materials. Once accessioned into the permanent archival collection, a record belongs to the City of Thunder Bay Archives, and no longer belongs to the department that created it.

Appraisal The process of determining the administrative, financial, legal, vital historical or cultural value of a record for retention purposes.

Archival Record	A record that has been appraised for permanent retention because of its historical, fiscal, legal (including evidentiary), operational or administrative value. The long-term value of the record justifies its preservation.
Archives	A repository for archival records. The City Archives are housed in the Harry Kirk Archives and Records Centre.
Corporate Record	Any record created, received, deposited or held by any office, department, or division of the City and any committee of Council. A corporate record may not include constituency records of Council members. In general, any record created or received by an employee in the course of business and used to support a City function or to conduct City business, regardless of format.
Deaccession	The process of removing previously accessioned records from the holdings after re-appraisal has determined that the records no longer have archival value.
Hold	A hold, sometimes termed a legal hold or litigation hold, is the process organizations use to preserve potentially relevant information when litigation is reasonably anticipated. The records life cycle is suspended until the hold is lifted. No alterations may occur to the records on hold.
Inactive	A record that is referred to infrequently and usually kept in storage until final disposition. Most frequently used in the context of physical records. This trigger is defined by the Records Retention Schedule.
Life Cycle	The life span of a record from its creation or receipt throughout its active and inactive stage to final disposition.
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)	Ontario legislation which, with some limitations, provides the public with a right of access to records held by the City and protects the privacy of personal and third party information held by an institution.
Physical Record	A record of information in physical form which includes but is not limited to: correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, or photograph.
Record	Information, however recorded or stored, whether in printed form, on film, by electronic means, or otherwise, that can include: correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, or any other documentary material, regardless of physical form or characteristics, and any copy thereof; and subject to the regulations, any record that is capable of being produced from a machine readable record under the control of the City by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the City.
Record Series	A group of related files that are normally used and filed together. Individual Record Series make up the Records Retention Schedule

Records Centre	A repository for inactive physical records. The City of Thunder Bay's Records Centre is housed in the Harry Kirk Archives and Records Centre.
Records Coordinator	An employee within each department who acts as record management liaison, administers, and supports the department's record management program, and participates in all necessary training for the performance of this role.
Records Management	The process of planning, organizing, directing and controlling all steps involved in the life cycle of records.
Records Retention Schedule	A timetable that prescribes a life span for records from creation to final disposition. Individual Records Series make up the Records Retention Schedule.
Third Party	An organization or individual not directly employed by the City whose information is held by the City or with whom the City has shared information. This includes contractors and consultants.
Transitory Records	Records that have temporary usefulness and are only required for the completion of a routine action, or the preparation of another record. Transitory records are not an integral part of a records series and are not filed regularly with standard records or filing systems. They are not required to meet statutory obligations or to sustain administrative or operational functions.
Vital Records	Records that are essential to resume or continue the operations of the organization after an emergency; those necessary to recreate the City's legal and financial position; and/or those necessary to preserve the rights of the City, its employees, customers, and ratepayers. These are records that the City has a legislated or legal requirement to keep permanently as outlined in the Records Retention Schedule.

GENERAL

All records created or received by an employee of the City in the course of official business are subject to the Records Management Policy and Records Retention Schedule.

The Records Management Policy applies systematic controls and standards to the creation, security, use, retention, conversion, disposition, and preservation of recorded information to:

1. Manage the information life cycle to meet all legislated requirements for record keeping.
2. Manage records, making them readily available for decision making and to meet information access requests, including those made under the *Municipal Freedom of Information and Protection of Privacy Act, 1990*;
3. Protect the integrity and authenticity of records so that they may be relied upon as evidence of organizational activity and administrative decisions and thereby meet legal, evidentiary and accountability requirements;

4. Ensure that records are protected and are not destroyed or removed from the custody and control of The Corporation of the City of Thunder Bay unless authorized by the City's Record Retention Schedule, or through contractual agreement;
5. Ensure the appraisal and preservation of permanently valuable records and the destruction of records that have surpassed their retention, in a timely, secure, and environmentally sound manner;
6. Promote organizational efficiency and economy through sound record keeping practices, including reducing storage costs; and
7. Establish and define accountability, responsibility, and roles.

OWNERSHIP

Records are corporate assets that belong to the City. Information is a corporate asset, like finances, facilities, and equipment. Records that are created by a full- or part-time employee, or by a volunteer or student under the direction of an employee of the City in the course of their business belong to the City.

Records created or accumulated by Council members acting in their political or constituency capacity are generally not deemed to be corporate records; however, may be subject to the *Municipal Freedom of Information and Protection of Privacy Act*, 1990. Members of Council should obtain the advice of the City Clerk and where appropriate, the City Solicitor, prior to destruction of records.

CHANGES OF CUSTODY, CONTROL, OR OWNERSHIP

When physical custody of original corporate records is transferred to another institution not covered by this Policy, a protocol agreement must be in place. The agreement must identify the records in question, define the rights retained by the City and ensure that the records will be managed in accordance with government legislation, by-laws, regulations, policies, standards, and records schedules.

ACCOUNTABILITY AND TRANSPARENCY

In recognition of public accountability, information that does not contain confidential or personal information about the City, its programs, services and governance may be available to the public.

The access to, and disclosure of, corporate information is administered in accordance with the Access and Privacy Policy, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Personal Health Information Protection Act* (PHIPA).

In accordance with MFIPPA, it is an offence to willfully alter, conceal, destroy/delete a Corporate Record, or cause any person to do so, with the intention of denying access to a record or information contained in a record.

SECURITY

Security measures must be implemented to ensure that records are created, acquired, updated, handled, used, transmitted, transported, filed, stored and destroyed in a manner appropriate to their sensitivity. These security measures must ensure the integrity of the records, protect sensitive information and personal information from unauthorized access or disclosure and protect vital records from damage or loss.

RETENTION AND DISPOSITION OF CORPORATE RECORDS

Only Archives, Records and Privacy Section staff are authorized to dispose of corporate records.

All corporate records will be retained and disposed of according to the Record Retention Schedule. Storage space for inactive physical records is housed at the Harry Kirk Archives and Records Centre.

Employees will use departmental shared network drives and email series folders, organized according to the Records Series, to store and manage electronic corporate records. Physical records should also be organized according to the Records Series in individual or shared filing cabinets and transferred to the Records Centre for storage at the end of their departmental retention period.

Information held in databases (structured data) is also subject to the Records Retention Schedule and must be managed accordingly when a database or cloud computing solution will no longer be used by the corporation.

In accordance with the approved Record Retention Schedule, final disposition will take place in a timely manner at the end of the defined retention period by Archives, Records and Privacy Section staff, with departmental approval.

If a record is not included in the Record Retention Schedule it must be retained until such a time as the record is assigned a record series and retention period and included in the Record Retention Schedule.

HOLD

Corporate and Transitory records that are the subject of ongoing legal proceedings or a request under the Municipal Freedom of Information and Protection of Privacy Act are placed on a hold and must not be disposed until after the legal proceeding or request has been completed and all possible appeals have been resolved, and in accordance with the Record Retention Schedule.

The Archives, Records and Privacy Section must be made aware of the need for a hold as soon as possible with a thorough list of documents included in the hold. The Archives, Records and Privacy Section must be made aware in a timely manner that a hold can be lifted after all appeals and limitations have been resolved.

UPDATING RECORDS RETENTION SCHEDULE

The Records Retention Schedule will be updated by Archives, Records and Privacy Section staff according to the legislative updates supplied by The Ontario Municipal Records Management System (TOMRMS). Requests to update the Record Retention Schedule based on departmental need can be made to the City Archivist and should be consistent with all applicable legislative requirements and corporate needs. The City Archivist will review requests and provide reasons for approval or denial in writing to the requestor.

TRANSITORY RECORDS

Records which do not provide evidence of the work of the corporation are transitory records and may be destroyed once their usefulness to the user has passed, except in circumstances listed below. Transitory records include text and instant messages; voicemail; personal messages; notices, memoranda, and City publications from other departments; duplicate or convenience copies; blank forms; templates; and reference materials.

Records which would ordinarily be transitory, but are required for ongoing legal, fiscal, audit, administrative or operational purposes, or a request under the Municipal Freedom of Information and Protection of Privacy Act are not transitory records and must be kept as a corporate record and saved appropriately.

ARCHIVAL RECORDS

The City Archives preserves and provides access to municipal records of enduring value, regardless of media or format, which provide evidence of the decisions, policies, and activities of the City of Thunder Bay, its predecessor municipalities, and any other records managed by the City.

Archival records will be managed for preservation throughout the information life cycle. Archival records will be created in formats that ensure the longest possible life of records or of the information contained in them. They will be handled and stored in a manner that minimizes damage and deterioration while in use.

Records of the City of Thunder Bay and its predecessor municipalities that possess archival value shall be transferred to the custody and control of the City Archives when the records have reached the end of their inactive period of retention according to schedules set out in the Records Retention Schedule. Upon appraisal by Archives, Records and Privacy Section staff, records that are deemed to have archival value will be accessioned into the City's permanent archival collection.

City Archives may deaccession records or documents in its holdings that fall outside of their acquisition mandate, or which are found to no longer be relevant after undergoing archival appraisal. If possible, City Archives will transfer deaccessioned materials to another suitable repository. If not possible, the materials will be confidentially destroyed.

RESPONSIBILITIES

The Executive Management Team will provide corporate leadership and support for the Record Management Policy.

The City Archivist, in consultation with the City Clerk, will provide leadership for records management and will make recommendations to the Executive Management Team and Council regarding policy requirements and the Record Retention Schedule as required.

Corporate Information Technology will provide technical support for the installation, maintenance and upgrading of record management software and related programs to ensure compliance and access within the City's networked systems; and maintain the security and ensure the integrity of electronic records systems.

Directors/Managers/Supervisors will ensure that the records created in their area are managed as corporate assets that belong to the City. They will ensure that they have a records coordinator(s) named for their area and will update Archives, Records and Privacy who this is and any changes to this personnel; support the Records Coordinator in their duties; review Records disposition memos with the assistance of their records coordinator and any other key staff and return signed disposition approvals to Archives, Records and Privacy in a timely manner; ensure that all of their employees abide by the Records Management Policy and arrange with Archives, Records and Privacy for appropriate records management training for their staff as needed.

Records Coordinators will contact the Archives, Records and Privacy Section for training in their duties and in the records management software and will participate in any other appropriate records management training by Archives, Records and Privacy staff; recommend Record Series relating to records in their department's custody and control to ensure the Record Retention Schedule meets operational requirements; prepare physical records for transfer to the Records Centre and enter the information into the records management software; inform the City Archivist of breaches of the Record Retention Policy (e.g. damage, theft, misuse, privacy complaints or unauthorized disposition of records); be aware of the physical and electronic locations of all current records and information stored in their area, regardless of format. A list of records coordinators will be maintained by Archives, Records and Privacy.

All City Employees Will Ensure That The Records They Create Or Receive In The Course Of Business That Are Used To Support A City Function Or To Conduct City Business Will Be Maintained And Preserved As Required By This Policy.

REFERENCE

Access and Privacy Policy 03-03-05

Acceptable Computer Use Policy 03-05-01

IT Resource Management and Security Policy 03-05-04

Mobile Device Policy 03-05-05

Remote Access Policy 03-05-06

Secure Cloud Policy 03-05-07

Municipal Act, 2001, Sections 254 and 255.

Municipal Freedom of Information and Protection of Privacy Act, 1990, Sections 4.1 and 30.

Personal Health Information Protection Act, 2004, Sections 13, 14, 17, 17.1.

APPROVED BY:	City Council	Date:	06/25/2024
Replacing/Amending:	12/17/01		
Originating Department:	Archives, Records & Privacy		
Contact:	Director of Legislative Services and City Clerk		
Departmental Procedural Manual:	Yes		
Affected Departments:	All		

SECTION: OFFICE OF THE CITY TREASURER

DEPARTMENT/DIVISION: CORPORATE SERVICES

SUBJECT: INVESTMENT POLICY STATEMENT

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay to govern the management of the Corporation's investment portfolio.

PURPOSE

To establish a formal written Investment Policy Statement that summarizes and defines the investment objectives, risk tolerance and liquidity needs and investment horizon for the City's investment portfolio.

OVERVIEW

Municipalities that are subject to the *Municipal Act, 2001* (the "**Act**") have no general power to invest money. Such powers must be found either in express provisions of the Act or by necessary implication.

Historically, municipalities that are subject to the Act had very limited express investment powers under section 418 of the Act. Section 418 continues to apply to all municipalities that are subject to the Act unless they elect to pass a by-law pursuant to the new section 418.1. Section 418 of the Act provides that "money that is not required immediately" can only be invested in securities prescribed by the Province in O. Reg. 438/97 (the "**Regulation**"). These prescribed securities are generally referred to as the "Legal List Securities" and are included in Part I of the Regulation.

Effective January 1, 2019, the new section 418.1 of the Act came into force. Section 418.1 provides that "money that is not required immediately" can be invested under that section in any security, provided that in making the investment the municipality exercises the care, skill, diligence and judgment that a prudent investor would exercise in making the investment. If a municipality elects to pass a by-law under section 418.1, the effect will be that its "money that is not required immediately" must be invested in accordance with the prudent investor regime. The rules, conditions and procedures that apply to investments under section 418.1 are set out in Part II of the Regulation.

Investing "money that is not required immediately" (MNRI) in Legal List Securities or in accordance with the prudent investor regime are mutually exclusive alternatives. That is to say, section 418 does not apply to a municipality that has adopted the prudent investor regime under section 418.1.

Every municipality, regardless of whether section 418 or 418.1 applies to it, has MNRI and also money that is required immediately (MRI). Municipalities retain the management and control of their MRI. The Act does not include any express provisions that deal with the investment of MRI. However, it is consistent with prudent practice to invest such money until it is actually spent, in order to preserve the capital value of that money. Accordingly, it is necessarily implied that a municipality has the power to invest such money on a short-term basis. Because the Act is silent as to how municipalities are to deal with MRI and because of the historical investment powers under the Act, a conservative approach is to invest MRI in appropriate Legal List Securities.

Municipalities that elect to pass a by-law pursuant to the new section 418.1 include in their investment policy (i) the basis upon which they distinguish between MNRI and MRI, and (ii) principles governing the investment of each category of money. This Investment Policy Statement (IPS) is intended to respond to the foregoing requirements.

1. GLOSSARY AND DEFINITIONS

The following capitalized terms are defined terms which have the meanings set out below:

Act: means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.

Agent: means any administrator, Custodian, payment servicer, portfolio manager, investment counsel, consultant, banker, broker, dealer or other service provider engaged or appointed by ONE JIB and authorized by ONE JIB to exercise any of the functions of ONE JIB pursuant to a written agreement, in the manner and to the extent provided in the Regulation and without limiting the generality of the foregoing, Agent includes ONE Investment.

Asset Class: An asset class is a specific category of assets or investments, such as cash, fixed income, equities, alternative investments, real estate etc.

Asset Mix (or Asset Allocation): means the proportion of each asset class in a portfolio. Asset classes include bank deposits, money market securities, bonds and equities, among other things.

Authorizing By-law: means a by-law of a Founding Municipality which authorizes: (i) the entering into of the Initial Formation Agreement; (ii) the establishment of ONE JIB; (iii) the approval of the Client Questionnaire and the adoption of the IPS; and (iv) the entering into of the ONE JIB Agreement.

Benchmark: means an index that is representative of a specific securities market (e.g. the S&P/TSX Composite Index, the FTSE/TMX 91 Day T-bill Index, etc.) against which investment performance can be compared. Performance benchmarks refer to total return indices in Canadian dollar terms.

CFA Institute: refers to the global, not-for-profit professional association that administers the Chartered Financial Analyst (CFA) and the Certificate in Investment Performance Measurement (CIPM) curricula and examination programs worldwide,

publishes research, conducts professional development programs, and sets voluntary, ethics-based professional and performance reporting standards for the investment industry.

City: means The Corporation of the City of Thunder Bay.

Credit Risk: means the possibility of a loss resulting from a borrower's failure to repay a loan or meet contractual obligations. That is, the risk that a lender may not receive the owed principal and interest.

Custodian: means a specialized financial institution that is responsible for safeguarding a municipality's investments and is not engaged in "traditional" commercial or consumer/retail banking. Global custodians hold investments for their clients in multiple jurisdictions around the world, using their own local branches or other local custodian banks ("sub-custodians" or "agent banks").

Derivative: A derivative is a contract between two or more parties whose value is based on an agreed-upon underlying financial asset (like a security) or set of assets (like an index). Common underlying instruments include bonds, commodities, currencies, interest rates, market indexes, and stocks.

Environmental, Social and Governance (ESG) Investing: means considering and integrating ESG factors into the investment process, rather than eliminating investments based on ESG factors alone. Integrating ESG information can lead to more comprehensive analysis of a company.

External Portfolio Managers: means external third-party investment management firms whose investment offerings are accessed by ONE JIB directly or through services provided to a Pooled Fund. External Portfolio Managers are agents authorized by ONE JIB in accordance with Part II of the Regulation.

Interest Rate Risk: refers to the possibility that the value of a bond or other fixed-income investment will suffer as the result of a change in interest rates. Interest rate risk can be managed to help improve investment outcomes.

Internal Controls: means a system of controls that may include authorities, policies, procedures, separation and segregation of duties, compliance checks, performance measurement and attribution, reporting protocols, measures for safekeeping of property and data, and the audit process.

Investment Plan: means the investment plan applicable to the Long-Term Money investments and adopted by ONE JIB under the Regulation, as it may be amended from time to time.

Investment Policy Statement (IPS): means the investment policy applicable to the Municipality's investments adopted and maintained by the Council of the Municipality for Long-Term Money under the Regulation, and for Short-Term Money, as the same may be amended from time to time. The IPS may also apply to the money and investments held by the Municipality for the benefit of persons other than the Municipality itself and may make reference to source(s) of money in which the

Municipality may have an indirect interest but which the Municipality has no authority to invest.

JIB: is short for Joint Investment Board and means a joint municipal service board that is established under section 202 of the Act by two or more municipalities for the purposes of Part II of the Regulation.

Legal List Securities: means the securities and other investments and financial instruments that are included from time to time in Part I of the Regulation.

Leverage: means an investment strategy of using borrowed money—specifically, the use of various financial instruments or borrowed capital—to increase the potential return of an investment. Typically leverage also tends to increase investment risks.

Local Distribution Corporation or LDC: means a corporation incorporated under section 142 of the *Electricity Act, 1998*.

Long-Term Money: means money that the municipality has defined as long-term and characterized as money that is not required immediately by the Municipality as described in section 5.2. Monies that are Long-Term Money will be invested in accordance with the Prudent Investor Standard.

Modern Portfolio Theory: means a theory of portfolio management that looks towards the portfolio as a whole, rather than towards the prudence of each investment in the portfolio. This is found in the CFA Institute Standards of Practice Handbook.

Municipality: means The Corporation of the City of Thunder Bay.

ONE JIB: means ONE Joint Investment Board, established by certain founding municipalities under section 202 of the Act as a JIB for purposes of Part II of the Regulation, which is the duly appointed JIB for the Municipality, as constituted from time to time and which acts in accordance with the Act, the Regulation, the ONE JIB Agreement, including the Terms of Reference, this IPS and the Investment Plan.

ONE JIB Agreement: means the agreement effective as of March 2, 2022, entered into in accordance with the requirements of the Regulation, pursuant to which ONE JIB has control and management of the Municipality's Long-Term Money.

Outcome: in the context of the municipality's IPS the word 'outcome' is used interchangeably with 'solutions'. Investment outcomes are a set of investment allocations with varying risk/return characteristics. The outcomes assigned to each investor are intended to reflect the needs and circumstances of the municipality. MNRI may be invested into several outcomes based on the characteristics of the municipality's accounts/reserves and its saving and spending needs.

ONE JIB's Outcome Framework: a set of Investment Outcomes designed by ONE JIB to categorize the potential goals of investing MNRI. Each Outcome has a unique Asset Allocation with risk/return characteristics that are aligned with the intended use of the money assigned to the outcome.

Participating Municipality: means from time to time each of the municipalities for whom ONE JIB acts as the JIB under the terms of the ONE JIB Agreement.

Pooled Fund: means a unit trust established under a trust instrument, generally not available to the public, in which institutional, sophisticated or high net worth investors contribute monies that are invested and managed by an External Portfolio Manager. Monies are pooled or combined with monies of other investors.

Portfolio: means any collection of funds that are grouped together and required for specific purposes.

Proxy Voting: means a legal transfer to another party of a shareholder's right to vote thereby allowing shareholders who cannot attend meetings to participate. External Portfolio Managers usually vote proxies on behalf of their clients.

Prudent Effective Date: means the date on which the prudent investor regime applies to the Municipality.

Prudent Investor Standard: means the standard that applies when the Municipality invests money that it does not require immediately under section 418.1 of the Act. It requires the Municipality to exercise the care, skill, diligence and judgment that a prudent investor would exercise in making such an investment and the standard does not restrict the securities in which the Municipality can invest. The Prudent Investor Standard makes use of Modern Portfolio Theory and applies the standard of prudence to the entire portfolio in respect of the Municipality's Long-Term Money rather than to individual securities. It identifies the fiduciary's central consideration as the trade-off between risk and return as found in the CFA Institute Standards of Practice Handbook.

Regulation: means Ontario Regulation 438/97.

Risk: means the uncertainty of future investment returns or chance of loss of capital.

Risk Tolerance: means the financial ability and willingness to absorb a loss in return for greater potential for gains.

Securities Lending: means loaning a security to another market participant. The borrower is required to deliver to the lender, as security for the loan, acceptable collateral with value greater than the value of the securities loaned. The Securities Lending program is managed by the Custodian or another appointed agent on behalf of investors. A Securities Lending program is widely used by institutional investors to generate additional marginal returns on the total portfolio.

Short-Term Money: means money that is required immediately by the Municipality as described in section 5.1 and which remains under the control and management of the Municipality. The money can be invested in appropriate Legal List Securities.

Sinking Fund: means a fund established to fulfil the requirements to make annual contributions in respect of various debenture issues wherein money is to be regularly set aside for the payment of the principal of the debentures at maturity.

Sinking Fund Required Contributions (Annual Sinking Fund Requirement): means the amount of money to be set aside each year for deposit into a sinking fund or a retirement fund, as applicable, for each sinking fund and term debenture issue in accordance with the Municipality's debenture by-laws.

Sinking Fund Required Earnings: means the investment earnings needed for the Sinking Fund Contributions to continue to grow to a value sufficient to repay the principal at maturity for each issue of sinking fund and term debentures.

Sinking Fund Excess Earnings: means the investment earnings in excess of the required earnings.

Tbaytel: means the Municipal Service Board, established by The Corporation of the City of Thunder Bay By-law #257-2004, to govern, control, maintain, operate and manage the City's provision of telecommunication services.

Treasurer: means the position of City Treasurer.

2. PURPOSE AND LEGISLATIVE FRAMEWORK

2.1 Purpose of Policy

This IPS governs the investment of the Municipality's MNRI and MRI. It is intended, among other things, to direct the Treasurer in the investment of MRI and to direct ONE Joint Investment Board (ONE JIB) in the investment of MNRI by implementing the Authorizing By-law 10/2022 pursuant to which the Municipality authorized the establishment of guidelines for the prudent management of the Municipality's MNRI pursuant to section 418.1 of the Act.

In addition to the Municipality's MRI and MNRI, the Municipality is from time to time entrusted with the management of money and investments for a third-party beneficiary ("third-party trust funds").

There are also source(s) of money in which the Municipality may have a direct or indirect interest but which the Municipality currently has no authority to invest. Such source(s) of money, referred to in this IPS as "designated funds", are listed in Schedule A attached hereto. The designated funds are identified in this IPS for the sole purpose of enabling the Municipality to better see, on an aggregated basis, the various financial assets in which the Municipality has an interest. The Municipality is not responsible for the investment activities or performance of designated funds. Designated funds listed in Schedule A are not considered by the Municipality to be MNRI and are in no way subject to the control or management of ONE JIB.

The goals of this IPS are to:

- Define and assign responsibilities for investment of MRI and MNRI;

- Describe the Municipality's responsibilities with respect to third-party trust funds and designated funds
- Ensure compliance with the applicable legislation;
- Direct ONE JIB as to the Municipality's investment goals and risk tolerance;
- Provide guidance and limitations regarding the investments and their underlying risks;
- Establish a basis of evaluating investment performance and the underlying risks; and,
- Establish a reporting standard to Council.

This IPS applies to employees of the Municipality, to ONE JIB and to the employees of ONE Investment. ONE JIB, the Treasurer, and any agent or advisor providing services to ONE JIB in connection with the investment of the portfolio shall accept and strictly adhere to this IPS.

2.2 Governing Legislation

Investments of MRI will, in accordance with this IPS, only be made in Legal List Securities.

Investments of MNRI are governed by the Prudent Investor Standard in accordance with Section 418.1 of the Act. This standard is similar to that which governs trustees and pension fund administrators and creates a fiduciary responsibility. Prudent investment in compliance with the Act and the Regulation enhances the potential for the Municipality to earn improved risk-adjusted rates of return.

Money and investments that the Municipality holds as third-party trust funds or has an interest in as designated funds will be subject to applicable legislation and any related agreements or instruments.

The Act provides that the Municipality, and therefore ONE JIB, must consider the following criteria in planning investments of MNRI, in addition to other criteria relevant to the circumstances:

- General economic conditions;
- The possible effect of inflation or deflation;
- The role that each investment plays within the Municipality's total portfolio of investments;
- The expected total return from income and the appreciation of capital; and
- Needs for liquidity, regularity of income and preservation or appreciation of capital.

2.3 Prudent Investor Standard

For MNRI, the standard to be used by the Municipality and ONE JIB shall be the Prudent Investor Standard as required by section 418.1 of the Act and Part II of the Regulation in the context of managing the Municipality's

MNRI and investments thereof. Investments shall be made with the care, skill, diligence, and judgment, taking into account the prevailing circumstances, that persons of prudence, discretion and integrity would exercise in the management of investments, considering the necessity of preserving capital as well as the need for income and appreciation of capital. The Act includes a duty to obtain the advice that a prudent investor would obtain under comparable circumstances.

Officers, employees and investment agents acting in accordance with written procedures and the IPS and exercising due diligence shall take all necessary actions to optimize performance of investments on a portfolio basis, taking into account the prescribed risk and other parameters set out in this IPS and market factors

3. MONEY REQUIRED IMMEDIATELY AND MONEY NOT REQUIRED IMMEDIATELY

3.1 Determination of MNRI and MRI

Determination of the Municipality's MNRI is the responsibility of Council. In making the determination, Council may consider:

- the time horizon within which the monies are needed to meet financial obligations;
- the purpose for which the monies have been collected or set aside and are to be used;
- the source of the money; or
- any combination of the foregoing

There is no widely accepted definition of MRI or MNRI and no guidance is provided in the applicable legislation. Some, like the Toronto Investment board, have used a time-based definition (funds needed within 18 months) as their definition. The municipality has the responsibility to define the basis of MNRI in a way that is most appropriate for their circumstances.

The Municipality has defined MRI as monies required within 18 months.

For certainty, all money and investments of the Municipality that have not been identified as MNRI (other than third-party trust funds and any designated funds referenced in Section 2.1) shall be deemed for purposes of this IPS to be MRI.

Determination of the Municipality's MNRI and MRI may be modified at any time and from time to time by action of Council and with respect to specific money by the Treasurer in accordance with the provisions of Section 6.2.

Any changes in this IPS regarding the Municipality's MNRI and MRI must be communicated immediately in writing to ONE JIB.

3.2 Overview of Portfolios

The Municipality's portfolios represent funds required for specific purposes. A high-level description of each of these portfolios and their objectives is provided in Section 5 below. This IPS applies to the following money of the Municipality, its agencies, boards and commissions including:

- MRI which is invested in Legal List Securities; and/or
- MNRI which is invested under the Prudent Investor Standard.

4. ROLES AND RESPONSIBILITIES

4.1 Role of ONE JIB

ONE JIB has been appointed by the Municipality in accordance with the requirements of the Act and the Regulation and on the terms and conditions set out in the ONE JIB Agreement (Appendix I).

ONE JIB exercises control and management of the Municipality's MNRI and the investments made by it in accordance with the objectives and risk tolerance established in this IPS.

Among the responsibilities of ONE JIB are the following:

- Reviewing this IPS;
- Adopting and maintaining an Investment Plan that complies with this IPS;
- Engaging External Portfolio Managers, Custodians, administrators and other investment professionals (Agents);
- Allocating the money and investments under its control and management among External Portfolio Managers
- Monitoring the performance of the Agents; and,
- Reporting to the Municipality.

The foregoing is subject to the more detailed terms and conditions contained in the ONE JIB Agreement.

4.2 Role of Municipal Staff

This IPS is approved and adopted by Council with input from the Treasurer, and from ONE JIB with respect to MNRI. MRI of the Municipality, and any third-party trust funds referenced in Section 2.1, remain under the control and management of the Treasurer.

Consistent with this IPS, the Treasurer is responsible for the implementation of the investment program and the establishment of investment procedures which shall include:

- Investment management of MRI and any third-party trust funds referenced in Section 2.1 by, or under the direction of, the Treasurer;
- The deposit or withdrawal of MNRI, under the explicit delegation of authority regarding MNRI, and the investment thereof, to ONE JIB, which is responsible for the control and management of such funds and investments; and,
- A system of controls exercised by the Treasurer to regulate the activities of municipal staff.

No person including, without limitation, ONE JIB, may engage in an investment transaction except as provided under the terms of this IPS.

In the management of MRI of the Municipality, and any third-party trust funds referenced in Section 2.1, the Treasurer may engage one or more agents and service providers. ONE Investment can assist with the investment of the Municipality's MRI, in Legal List Securities, and with the investment of third-party trust funds, in accordance with the terms of the applicable trust, if permitted, at the request of the Municipality.

4.3 Ethics and Conflicts of Interest

Individuals who are responsible for The Corporation of the City of Thunder Bay's Short-Term Portfolio shall comply with the City of Thunder Bay's Employee Code of Conduct and the relevant sections of the CPA Code of Professional Conduct.

ONE JIB, in its capacity as a joint municipal service board, in addition to being a local board of each member Municipality is subject to a Code of Conduct as required by the Municipal Act, 2001 (the "Act"). This Code of Conduct applies to the Chair and the other Members of ONE JIB acting in their capacity as Members of ONE JIB.

5. INVESTMENT

5.1 MRI: Short-Term Money

The Municipality's MRI is described in this IPS as Short-Term Money. Short-Term Money consists of money that is needed to meet the short-term financial obligations of the Municipality and are controlled and managed by the Treasurer.

5.1.1 Short-Term Moneys: Investment Objectives

The main focus of the investment of Short-Term Money is cash management, and the interest income generated by the investment of these monies contribute to municipal revenues. To the extent possible, the Municipality shall attempt to match its investments with anticipated obligations.

Capital preservation is the paramount objective for short-term investments, and these investments need to be highly liquid. Consequently, only high quality, short-term investments that are also Legal List Securities will be held in this portfolio. The Municipality may invest in fully liquid money market securities and deposit accounts. The Municipality aims to maximize returns subject to the constraints set out in Part I of the Regulation, as amended from time to time, with a view to preserving capital and to further manage risk through diversification by issuer and credit quality.

5.1.2 Short-Term Money: Eligible Investments

Short Term Money may be invested in high quality, short-term investments that are also Legal List Securities available from banks, dealers and other financial institutions. Investments issued or guaranteed by approved institutions will be permitted by this Policy, as deemed eligible by Ontario Regulation 438/97 or as authorized by subsequent provincial regulations. Investments will be limited to securities issues maintaining a minimum credit rating by an appropriate credit rating agency.

Eligible investments include the following offerings by ONE Investment:

- ONE Investment High Interest Savings Account;
- ONE Investment Money Market Portfolio; and,
- ONE Investment Canadian Government Bond Portfolio

Investment in the foregoing is subject to the Municipality entering into the prescribed Agency Agreement with LAS and CHUMS.

For MRI, the Municipality has established a High Interest Savings Account (“HISA”) with the ONE Investment Program that can be utilized for the management of cash flows. The City will communicate on-going cash management requirements with ONE Investment. The cash management will take into consideration the current interest rate environment and the impact of potential realized gains or losses in the Portfolio.

5.2 MNRI: Long-Term Money

The Municipality’s MNRI is described in Section 3.1 as Long-Term money. In accordance with the ONE JIB Agreement and this IPS, ONE JIB has exclusive control and management of the Long-Term Money and the investments made therewith.

From time to time, the Municipality may require money immediately to meet financial obligations and may require ONE JIB to liquidate one or more investments in order to generate money to meet those obligations. ONE JIB will select the investment(s) to be liquidated. The timing of such

liquidation will be determined by ONE JIB in consultation with the Treasurer.

5.2.1 Long-Term Money: Investment Objectives

In setting the objectives noted below, the Municipality has taken into account the following considerations:

- Preservation of capital;
- Adequate liquidity that takes into account the needs of financial obligations and reasonably anticipated budgetary requirements;
- Diversification by asset class, market, sector, issuer, credit quality and term to maturity;
- Income and capital appreciation; and,
- Macro risks, such as inflation, economic growth and interest rates.

The municipality's Investment objectives for its Long-Term money (MNRI) can be achieved via allocations to the Outcomes defined within the ONE JIB's Outcome Framework. Table 1 provides a summary of this framework.

Table 1:

Outcome Category	Outcome Strategy	Objective	Risk Tolerance, Liquidity	Investment Horizon
Cash	Cash	Preservation of Capital	Low risk; high liquidity	< 3 years
Stable Return	Stable Return	Income Generation; To generate returns to fund recurring needs	Moderate risk with emphasis on growth and stable returns, regular liquidity	> 5 years (Perpetual)
Contingency	Contingency	Contributions for unexpected and infrequent events	Higher risk; emphasis on longer-term capital growth with some liquidity	> 5 years (Perpetual)
	Asset Mgt Reserves	Contributions to generate returns to fund asset management reserves	Higher risk; emphasis on longer-term capital growth; low liquidity	> 10 years (Perpetual)
Target Date	Target Date 3-5 yrs.	Preservation of capital	Low risk; high liquidity	3 – 5 years
	Target Date 5-	Contributions toward	Moderate risk,	5 – 10

	10 yrs.	capital projects, mitigate inflation impacts and meet target funding requirements	liquid	years
	Target Date 10+ yrs.	Contributions toward capital projects, mitigate inflation impacts and meet target funding requirements	Higher risk, emphasis on long-term inflation-adjusted growth	> 10 years

Investment of long-term money is to be managed by ONE JIB in a way that balances the investment objectives with a level of risk that is appropriate for the municipality. The MNRI invested with ONE JIB will be broadly diversified to help reduce the volatility of investment returns. Returns have an impact on revenues, as well as a longer-term impact on future years' budgets and should, at a minimum, keep pace with inflation. To the extent possible, the Long-Term Money's investment horizons are aligned with the Municipality's obligations and cash flow requirements and may consist of liquid and non-liquid securities based on future cash flow requirements.

5.2.2 Long-Term Money: Eligible Investments

Eligible investments for Long-Term Money include any Pooled Fund or other collective investment vehicle or institutional investment management product sponsored or managed by ONE Investment for the Prudent Investment Program (Prudent Investment Offering), provided always that the products and the selection of products comply in all material respects with the IPS.

Additionally, nothing in this IPS prevents Long-Term Money from being held in cash, short term money market instruments, or overnight deposits.

5.2.3 Long-Term Money: Sinking Funds

The Municipality does not hold any sinking funds.

5.2.4 Long-Term Money: Local Distribution Corporation (LDC) Securities

The Thunder Bay Hydro Corporation is wholly owned by the City and provides regulated and unregulated electric utility services and complimentary commercial services. Thunder Bay Hydro Corporation includes its majority-owned subsidiary SYNERGY NORTH Corporation and its wholly-owned subsidiaries Thunder Bay Hydro Utility Services Inc.

and Thunder Bay Hydro Renewable Power Incorporated. The investment in Thunder Bay Hydro Corporation included in the City's 2022 Consolidated Financial Statements is \$110.6 million. Included in this investment is a promissory note of \$26.5 million.

The LDC shares and the promissory note are considered restricted, special assets and remain in the custody of the City. The LDC shares and the promissory note are to be viewed as separate standalone investments with the subject matter expertise and administrative functions remaining under the purview of the City. Council retains direct, de facto control of the LDC shares and the promissory note and ONE JIB shall adhere to all terms and conditions as directed. More specifically, Council controls all acquisition and disposition decisions related to current and future LDC assets. Any voting related to the LDC shares will be undertaken solely by the City.

The investment in the LDC shares and the promissory note will not be included in calculations regarding asset mix/allocations or other constraints that apply to the Long-Term Money.

ONE JIB is prohibited from selling, transferring, assigning or pledging either the LDC shares or the promissory note without the authority of the Municipality.

5.2.5 Long-Term Money:

The Municipality does not hold any other Long-Term Money.

5.3 Third-Party Trust Funds and Designated Funds

In addition to the Municipality's own money, the Municipality is from time to time entrusted with third-party trust funds, and the Municipality's responsibilities and obligations with respect thereto may be subject to other legislation and governed by other agreements and instruments. To the extent that there is any conflict or inconsistency between the provisions of this IPS and the terms and conditions contained in such other legislation, agreements or instruments applicable to third-party trust funds, the latter shall prevail.

The Municipality's third-party trust funds and the designated funds are listed in Schedule A. For certainty, the third-party trust funds and the designated funds are not MNRI of the Municipality, and such monies are not under the control or management of ONE JIB.

5.4 Investment Management

5.4.1 Investment Management of Short-Term Money

The investment of Short-Term Money shall be controlled and managed by the Treasurer.

5.4.2 Investment Management of Long-Term Money

The investment of Long-Term Money shall be controlled and managed by ONE JIB in accordance with this IPS.

Competent External Portfolio Managers shall be appointed by ONE JIB, and they shall enter into an agreement with ONE Investment that complies with this IPS and Part II of the Regulation and provide compliance and performance reports. In accordance with the applicable regulatory requirements, ONE JIB shall make any External Portfolio Manager changes deemed in the best interest of the Municipality. For each External Portfolio Manager, ONE Investment shall agree on a set of operational guidelines including constraints, discretion limits, diversification and quality standards, and performance expectations, which are documented in each External Portfolio Manager's guidelines.

5.5 Transition to Prudent Investor Regime

Until the Prudent Effective Date, the Municipality will continue to control and manage its MRI, MNRI and investments in Legal List Securities. Some Legal List investments were made with MRI and some with MNRI.

Upon and after the Prudent Effective Date, the control and management of money and investments that are determined to be not required immediately shall be given to ONE JIB. Nothing in this IPS requires that such investments need be liquidated or disposed of. It is not contrary to this IPS for investments that the Municipality does not require immediately to be held, and to continue to be held by, ONE JIB in instruments such as term deposits, guaranteed investment certificates or principal protected notes issued by a financial institution. They can be held to maturity and invested upon receipt of cash proceeds.

Management of third-party trust funds and any designated funds is not directly affected by the Prudent Effective Date.

5.6 Investment Constraints

5.6.1 Environmental, Social and Governance (ESG) Investing

The Corporation of the City of Thunder Bay supports ESG investing for Short-Term and Long-Term Money. The City believes that well-managed companies are those that demonstrate high ethical and environmental standards and respect for their employees, human rights, and the communities in which they do business, and that these actions contribute to long term financial performance.

For the investment of Long-Term Money, ONE JIB is required to explore how External Portfolio Managers are implementing responsible investing principles at the time of hiring and during periodic reviews. It may report on results periodically, if requested.

5.6.2 Securities Lending

For the investment of Short-Term Money securities lending is not permitted.

For the investment of Long-Term Money, the Municipality may invest in pooled funds, and other investment funds that are managed by an External Portfolio Manager who may engage in Securities Lending if the policies of the External Portfolio Manager permit such an action.

5.6.3 Derivatives

Derivatives may not be used for speculative purposes. They may be used for the investment of Long-Term Money where they are fully covered by a backing asset, e.g., as for currency or other hedging, to change portfolio duration or in covered call strategies.

5.6.4 Use of Leverage

Nothing in this IPS prevents the use of leverage, provided it is prudent to do so. Leverage is inherent in the use of certain types of investment strategies and instruments. Where leverage is employed, ONE JIB (for MNRI) and the Treasurer (for MRI) shall have in place monitoring procedures to manage overall exposure to any counterparty. Leverage is not a strategy currently employed by ONE JIB but may be considered at a later date.

5.6.5 Pooled Funds

All investment strategies may be pursued directly through holdings of corporate and government issuers and indirectly via pooled funds and investment funds or any combination thereof. The investment strategies may also include allocations to cash or short-term investment vehicles.

5.6.6 Currency Hedging

The Short-Term Portfolio will not utilize currency hedging.

The Municipality's funding requirements are in Canadian dollars. However, some exposure to foreign currencies in the Long-Term Portfolio may be advantageous to provide diversification and potentially enhance returns. Therefore, it shall not be a violation of this IPS for investments in global mandates to be unhedged, in whole or in part, where the diversification benefits embedded in the currency exposure are considered to be beneficial or desirable by ONE JIB.

5.6.7 Prohibited Investments

Investments in no event may be made in foreign direct investment in countries subject to Canadian or UN economic sanctions.

5.7 Performance Monitoring, Rebalancing and Management

5.7.1 Short-Term Money

The Municipality holds a High Interest Savings Account (“HISA”) with the ONE Investment Program that can be utilized for the management of cash flows. The City will communicate on-going cash management requirements with ONE Investment. The cash management will take into consideration the current interest rate environment and the impact of potential realized gains or losses in the Portfolio. Refer to the Investment Policy for Short-Term Money outlined in Appendix II.

5.7.2 Long-Term Money

For the investment of Long-Term Money, each account’s asset mix will be monitored on a periodic basis by ONE JIB. Should the asset mixes deviate outside the ranges set out in the Investment Plan, the account will be rebalanced as soon as practicable taking into consideration variations in market liquidity and the investment objectives. Cash inflows /outflows will be used to rebalance as much as possible. If they are insufficient, investments will be sold in a commercially reasonable manner and reallocated as required.

For the investment of Long-Term Money, ONE JIB shall establish parameters for monitoring investments and rebalancing through policy or directly within the investment plan.

Investments are expected to achieve returns at least equal to their benchmarks measured over a rolling five-year period. At minimum, ONE JIB shall provide reporting described in Section 6.7 that shows the Municipality’s holdings, declares compliance with this IPS, and shows External Portfolio Manager performance.

6. ADMINISTRATIVE POLICIES

6.1 Flow of Money and Annual Municipal Budget

6.1.1 Transfer to ONE JIB as Part of Annual Review Process

On an annual basis, as part of the Municipality’s Annual Review process, the Municipality shall identify the amount, if any, of Long-Term Money that it holds. Any Long-Term Money not already under the control and management of ONE JIB shall be transferred to ONE JIB as soon as practicable.

6.1.2 Transfer to Municipality as Part of Annual Review Process

On an annual basis, ONE JIB shall be notified by the Treasurer as to the amount, if any, required by the Municipality from the Long-Term Money then under the control and management of ONE JIB for the Municipality’s

operational purposes. Such amount shall be deemed to be Short-Term Money and shall be returned to the Municipality in a lump sum or by way of periodic payments, as directed by the Treasurer.

6.2 Flow of Money Otherwise than through the Budget Process

6.2.1 Surplus Funds

The Short-Term Money captures revenues received by the Municipality during each year after the approval of the Municipality's budget for the year. Any amounts deemed to be MNRI by the Treasurer at any such time during the year shall be transferred to ONE JIB to be under its management and control as Long-Term Money. Amounts so transferred will be recorded annually in the Investment Plan and allocated by ONE JIB in accordance with the Investment Plan.

6.2.2 Contingencies

The Treasurer is authorized to direct ONE JIB to return any amounts determined by the Treasurer to be required to meet expenditures for unexpected contingencies not anticipated by the Municipality's budget in force for that year, provided however that the aggregate of the amounts to be returned to the Municipality under this Section 6.2.2 during the year shall not exceed 25% of the Long-Term Money under the control and management of ONE JIB as at the date that the Municipality approved its budget for the year (the Budgeted Long-Term Money). In determining the Budgeted Long-Term Money for purposes of calculating the 25% limit, any Long-Term Money to be transferred to the control and management of ONE JIB in accordance with that year's Annual Review pursuant to Section 6.1.1 shall be included and any amount to be returned by ONE JIB to the Municipality pursuant to Section 6.1.2 shall be excluded.

6.3 Valuation of Investments

Investments shall be valued according to the values provided by the Custodian(s). For the investment of Long-Term Money, values of unitized vehicles shall be valued according to the unit values published by the Custodian. Other investments shall be valued at their market value when that is available from regular public trading. If a market valuation of an investment is not available, then a fair value shall be supplied by the External Portfolio Manager to the Custodian no less frequently than quarterly.

6.4 Voting Rights

Subject to the provisions of Section 5.2.4 with respect to LDC securities, where External Portfolio Managers have been appointed, such External Portfolio Managers shall assume the responsibility of exercising voting

rights and will report their voting policies to ONE JIB annually. The Municipality may access these policies at any time.

6.5 Internal Controls

The Treasurer shall establish an annual process of review of all investments made under this IPS. This review will provide internal control by assuring compliance with governing legislation and with policies and procedures established by the Treasurer. To the extent ONE JIB's input is needed, these requirements will be communicated in advance to ONE JIB.

6.6 Custodians

All investments and assets of the investment portfolios shall be held by a Custodian and any of the Custodian's sub-custodians or nominees. For Long-Term Money, the Custodian shall be acceptable to ONE Investment. For Short-Term Money the Custodian shall be acceptable to ONE Investment if ONE Investment is administering the investment of the Municipality's Short-Term Money, otherwise the Custodian shall be acceptable to the Municipality.

6.7 Reporting

6.7.1 Short-Term Money

For the investment of Short-Term Money, the Treasurer shall report at least annually to Council, the report to be in a form and contain such content as Council may request. The report to Council shall include investment performance during the period covered and any other information required under the Regulation and that the Treasurer may consider to be pertinent.

6.7.2 Long-Term Money

The Regulation provides that ONE JIB shall submit an investment report to Council in respect of the investment of Long-Term Money at least annually. This report shall include the following.

- Investment performance during the period covered by the report;
- Asset mix of the total portfolio;
- A listing of individual investments held at the fund level at the end of the reporting period showing, where appropriate, book value, market value, realized/unrealized gains/losses and actual income received;
- A list of all transactions including the security name, trade date, and the purchase and/or sale price;
- A statement by the Treasurer as to whether all investments were made in accordance with the IPS and as to whether all investments were made in accordance with the Investment Plan; and

- Any other pertinent information in the opinion of the Treasurer.

All securities invested on behalf of the Municipality by ONE JIB or with the assistance of ONE Investment shall be held for safekeeping in the name of the Municipality by a Custodian.

7. SUBSEQUENT MODIFICATIONS AND EFFECTIVE DATE

7.1 Modifications to the IPS

At least annually, Council shall review the IPS and update it, if required. In the course of reviewing the IPS, Council may request comments from the Treasurer with respect to the investment of Short-Term Money and from ONE JIB with respect to the investment of Long-Term Money.

Following the Council's review of the IPS, ONE JIB shall review the Investment Plan and update it, if required.

At a minimum, the annual IPS review will consider:

- the adequacy of funding for capital works;
- the Municipality's ability to reduce other spending;
- flexibility of the timeframe to payout; and
- sensitivity to loss.

7.2 Effective Date

This policy will be effective on the date of Council ratification.

Schedule A

Third-Party Trust Funds and Designated Funds

Third-Party Trust Funds

The Corporation of the City of Thunder Bay holds Trust Funds as outlined in the Trust Funds Financial Statements for the year ended December 31st audited by external auditors annually. Included are care and maintenance trust funds under the *Funeral, Burial and Cremation Services Act, 2002* which are to be invested pursuant to the *Trustee Act*.

Designated Funds

The Municipality holds the following designated fund.

Tbaytel

REFERENCES

Section 418, Municipal Act 2001
Ontario Regulation 438/97 and Ontario Regulation 655/05, as amended.
Report R 6/2022
Report 149-2024

**APPENDIX I: ONE JIB AGREEMENT
(AVAILABLE FOR VIEWING IN THE OFFICE OF THE CITY CLERK – BY-LAW
10/2022))**

Appendix II: Investment Policy for Short-Term Money - Available for Viewing in the Office of The City Clerk

APPROVED BY:	City Council	Date:	July 15, 2024
Replacing/Amending:	June 5, 2023		
Originating Department:	Corporate Services – Office of the City Treasurer		
Contact:	City Treasurer		
Departmental Procedural Manual:	N/A		
Affected Departments:	N/A		

SECTION:	MEDIA AND PUBLIC RELATIONS
DEPARTMENT/DIVISION:	CITY MANAGER'S OFFICE / OFFICE OF THE CITY CLERK
SUBJECT:	CIVIC RECOGNITION

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay to officially recognize citizens, groups and organizations in the Thunder Bay Metropolitan Area for outstanding achievements and exceptional voluntary achievements through the Civic Recognition Program.

PURPOSE

This policy provides a method for the Mayor and members of Council, on behalf of the citizens of Thunder Bay, to recognize the efforts of citizens, former citizens, volunteers and non-profit groups working for the betterment of the community, and the significant achievements of individuals and organizations.

OUTSTANDING ACHIEVEMENT – SELECTION CRITERIA

The following criteria will be used in determining individuals or groups who will receive recognition for outstanding achievement, bringing honour to the City of Thunder Bay. Awards will be presented as outlined in Corporate Policy 07-01-02 Commemorative Gifts/Promotional Souvenirs.

(a) Sports Achievement

1. Individuals or teams which have achieved First, Second or Third place in events at Provincial, National or International championships.
2. Individuals who have been chosen for or appointed to a position of prominence at a Provincial, National or International level, considered to be of more significance than actually receiving an award at these levels.
3. Individuals who have achieved Provincial, National or International world records at sanctioned events.

(b) Cultural Achievement

Individuals or groups who have attained one of the following:

1. Literary works or music published by a recognized publisher or record producer.
2. Have arts or crafts chosen to be exhibited in a Provincial, National or International juried show.

3. Earned awards of merit Provincially, Nationally or Internationally in dance and music competitions, etc.
4. Have been recognized for an achievement of excellence by existing cultural agencies, groups or communities.
5. Chosen for or appointed to a position of prominence at a Provincial, National or International level, considered to be of more significance than actually receiving an award at these levels.

(c) Public Service Achievement

Individuals or groups who have:

1. Made significant volunteer contributions for not less than fifteen years to the quality of life in the areas of sports, culture, education, medicine, well-being, science, research, or other public service.
2. Chosen for or appointed to a position of prominence at a Provincial, National or International level, considered to be of more significance than actually receiving an award.

(d) Professional or Environmental Achievement

1. Recognizes an individual or group who has demonstrated a significant and positive impact to protect the environment or to combat climate change through the development of a program, project, product or service.
2. Recognizes an entrepreneur who has made a positive contribution to the community.
3. Recognizes an individual or group who has made a notable accomplishment in their profession for the betterment of the community or society at large.

(e) Outstanding Acts of Bravery

Commentary: Acts of bravery will be reviewed on a case by case basis and will reference the Province of Ontario outstanding acts of bravery selection criteria in addition to including nominations for civilian acts of bravery

(f) Emergency Services

Emergency Services personnel who have received commendation from Provincial, National or International organizations.

(g) Community Champion

To recognize people whose leadership, volunteerism, and public advocacy embodies the spirit of service and community.

(h) Reconciliation Award

Presented to an individual, community or organization that has demonstrated leadership in working in the spirit of reconciliation and fostering good relations. Nominations for this award are reviewed in partnership with the Indigenous Relations and Inclusion Office.

EXCEPTIONAL ACHIEVEMENT AWARDS – SELECTION CRITERIA

A Special Committee of the Whole meeting shall be held annually at City Hall to recognize volunteers in the following categories. Awards will be presented as outlined in Corporate Policy 07-01-02 Commemorative Gifts/Promotional Souvenirs.

1. Good Citizen Award

This award is presented to (i) an individual who has made outstanding volunteer contributions in Thunder Bay for a minimum of five (5) years and (ii) groups and organizations may be considered for this award for 10, 25, 50 years of service and every 10 year increment thereafter.

A maximum of twenty (20) Good Citizen Awards will be presented annually.

2. Spirit of Thunder Bay Award

This special award recognizes an individual who has volunteered time toward improving and enriching the community of Thunder Bay. This is an individual who has shown extraordinary leadership, innovation and meaningful voluntary contributions, and has a minimum of 15 years of cumulative volunteer experience in Thunder Bay.

A maximum of five (5) Spirit of Thunder Bay Awards will be presented annually.

3. Youth Award

This award is presented to an individual, up to the age of 21 years, who, for a minimum of two (2) years, has increased the profile of youth in Thunder Bay through volunteer contributions that enrich quality of life in the community. Volunteer service must be outside the mandated 40 hours required for high school graduation.

A maximum of five (5) Youth Awards will be presented annually.

APPLICATION

Application forms for Outstanding Achievement are available from the Office of the City Clerk and on the City of Thunder Bay website. Awards will be presented throughout the year as received and approved by the Committee.

Application forms for Citizens of Exceptional Achievement will be available for a nomination period, not to exceed eight (8) weeks. Forms will be sent to various community groups and organizations prior to the nomination period and will be available from the Office of the City Clerk and on the City of Thunder Bay website. Awards will be presented annually at a Special Committee of the Whole meeting.

Self-nomination and nominations submitted of family members will not be accepted. Members of Council and members of the Official Recognition Committee are not eligible to receive an award during their active term. Organizations can only nominate one volunteer (or group of volunteers) per category.

REFERENCE

- Corporate Report 2005.249
- Corporate Report 103/2021
- Corporate Report 048-2024

APPROVED BY:	City Council	Date:	March 25, 2024
Replacing/Amending:			
Originating Department:	City Manager's Office		
Contact:	City Clerk		
Departmental Procedural Manual:	N/A		
Affected Departments:	N/A		

SECTION:	MEDIA & PUBLIC RELATIONS
DEPARTMENT/DIVISION:	CITY MANAGER'S OFFICE/OFFICE OF THE CITY CLERK
SUBJECT:	COMMEMORATIVE GIFTS/PROMOTIONAL SOUVENIRS

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay to provide for the purchase and provision of commemorative gifts and promotional souvenirs, in a manner that is appropriate to the person(s) being recognized, the occasion or event, and promotes the City of Thunder Bay. The provision of the above shall be based on specific criteria and within approved budget limits.

PURPOSE

The purpose of this policy is to establish the following:

1. A fair and consistent system of providing commemorative gifts and promotional souvenirs that promote awareness of the City of Thunder Bay, and that responds appropriately to visits and delegations;
2. Specific criteria for assessing requests;
3. A process for the sale of promotional souvenirs to the public and City Staff; and
4. A process setting limits on the quantities of commemorative gifts/promotional souvenirs, or as limited by approved budget amounts for a particular event.

OBJECTIVES

As the City is often the host of visits of individual dignitaries and delegations of various stations, a selection of gifts and souvenirs are to be selected covering a range of needs.

RESPONSIBILITIES

City Manager's Office - Office of the City Clerk

A commemorative gift/promotional souvenir budget is to be established each year as part of the current budget for that year and is the responsibility of the Office of the City Clerk.

The Office of the City Clerk is responsible for the selection of gifts and souvenirs with preference given to locally or nationally made goods, for monitoring the inventory and for authorizing expenditure control through the annual budget process.

The Office of the City Clerk is responsible for approving the use of the Coat of Arms on any and all items.

City Manager's Office – Corporate Strategic Services

Corporate Strategic Services is responsible for approving the use of the City of Thunder Bay logo and identifiers in accordance with the Visual Identity Manual.

DEFINITIONS

Artwork: Works of local art, including visual and performing arts, by local artists, artisans, writers and performers. This would include paintings and sketches, sculptures and carvings, natural resource products (such as amethyst), textile arts, published works and recordings of written word, and audio and visual performances.

Commemorative Items: Unique gifts designed to promote the City of Thunder Bay, including such things as designed medallions, engraved plaques/trays, china and glassware, clothing, and games that include images, logos or emblems of the City.

Promotional Souvenirs: A wide variety of items that promote the City of Thunder Bay through the use of the City's logo(s) and emblems; including such items as desk tools, china and glassware, coasters, portfolios, writing instruments, crests, pins and informative material.

Recognition Awards: Scrolls or plaques marking significant occasions and accomplishments such as significant birthdays and wedding anniversaries for City residents, and culture, art and/or sports achievement of City residents and/or groups.

CATEGORIES FOR PRESENTATION/GIFT SUGGESTION

Based on the definitions outlined above, the following gift suggestions with identified categories have been established:

Gift Suggestion

Identified Categories of Recipients

Artwork:

Members and representatives of the Royal Family

**Artwork or
Commemorative Gift:**

Senior Elected and Appointed officials of First Nation, Metis, provincial, national and international governments, including but not limited to Prime Ministers, Chiefs, Presidents, Ambassadors, Members of Legislatures and Consuls General

**Commemorative Gift or
Promotional Souvenir:**

Representatives of major industries, local and regional governments and agencies

Recognition Award or Promotional Souvenir:

Local citizens, teams or groups recognized under the criteria of the Official Recognition Committee – Citizens of Exceptional and Outstanding Achievement. Medallions will be presented to recipients of the Spirit of Thunder Bay Award.

Recognition Award:

Recognition of a wedding anniversary, birthday (birthdays commencing at age seventy-five (75) and then at five (5) year intervals; and anniversaries at twenty-five (25), forty (40), fifty (50), sixty (60) and seventy-five (75) years); or have retired with a distinguished career

Birthdays and anniversaries that coincide with City-related events will also be considered (i.e. 50th birthday during the 50th anniversary, etc.)

Promotional Souvenirs:

Visiting delegates who attend local conventions in the City of Thunder Bay

Citizens who may be traveling out of the City, Province or Country on vacation, and desire souvenirs to take with them to other cities

Promotional Souvenirs - Informative Material:

Individuals or groups visiting Thunder Bay and desire either a souvenir and/or information about the City

School children who request information for a school project or wish a small memento of their visit to City Hall

AVAILABILITY**Commemorative Gifts**

Commemorative Gifts are chosen by staff in consultation with the host of the event or visit. The appropriate Gift is to be determined from the suggested categories listed above or designed specifically as a memento of the occasion.

Promotional Souvenirs

Promotional Souvenirs are available for sale to individuals at concession rates, including taxes.

Members of Council will have access to a pre-determined dollar amount of souvenirs each year, upon request. Any number or type of souvenir may be selected, within the established budget limits. Additional amounts would be charged to individual Councillor accounts as required.

City Departments may purchase souvenirs at cost for their use through their respective Department’s budget.

Student exchanges, school tours, sport/recreation groups, business, non-profit organizations and cultural groups may apply for promotional souvenirs based on the number of participants from out-of-town or traveling out-of-town, up to pre-established dollar limits.

Criteria for Promotional Souvenir Requests

When determining the amount of promotional souvenirs to be provided, preference will be given to organizations and events that promote the City of Thunder Bay and respectful relations.

Request for Promotional Souvenirs are to be assessed with the following criteria and in consideration of funds available:

1. Requests from non-profit community groups and from events with an established publicity program are given priority;
2. Events attracting out-of-town guests are eligible to apply for a subsidy through Tourism Thunder Bay and may, if eligible, use the subsidy to buy additional souvenirs or for other purposes.
3. Requests for promotional items to be used for resale or to be auctioned, would not be considered.

REFERENCE

Corporate Report No. 2005.249
Corporate Report 103/2021
Corporate Report 048-2024

APPROVED BY:	City Council	Date:	03/25/2024
Replacing/Amending:			
Originating Department:	City Manager’s Office / Office of the City Clerk		
Contact:	City Clerk		
Departmental Procedural Manual:	N/A		
Affected Departments:	N/A		

SECTION:	PARKS AND OPEN SPACES
DEPARTMENT/DIVISION:	INFRASTRUCTURE, DEVELOPMENT AND OPERATIONS
SUBJECT:	OUTDOOR RINK POLICY

POLICY STATEMENT

It is the policy of The Corporation of the City of Thunder Bay to promote outdoor ice skating and provide maintained outdoor rink facilities to meet the needs of the community while optimizing utilization.

PURPOSE

The purpose of this policy is to define the components of the outdoor rink program including operating responsibilities, rink site categories, target utilization rates, usage monitoring, and processes for optimizing service levels.

DEFINITIONS

“Boarded Rink” refers to a rink surface that includes hockey boards, dedicated rink lighting, two hockey nets, and outdoor benches.

“City” refers to the Corporation of The City of Thunder Bay.

“Community Association” refers to governing body operating the community center where a rink site is located.

“Posted” refers to notifying the public that a rink is at risk of being downgraded or eliminated. Notification will include a physical sign posted at the rink site, letters delivered to all residents within 100m of the rink site, and on the City’s web site.

“Unboarded Rink” (commonly referred to as a “Pond”) refers to a rink surface that includes outdoor benches but does not include hockey boards, dedicated rink lighting, or hockey nets.

RINK SITE CATEGORIES

The outdoor rink program includes five (5) types of rink site categories which are defined by different types of rink facilities, ice maintenance priorities, supervision, and target utilization rates. The rink site categories, including their physical and operating characteristics, are as follows:

City Supervised

Type 1

- Supervised by Park Operations Staff seven (7) days a week.
- Minimum two (2) Boarded Rink surfaces.
- Provides heated change facilities through an adjacent community center building or approved heated shelter during supervised hours of operation.
- Can be booked for organized use.

Type 2

- Supervised by Park Operations staff five (5) days a week.
- Minimum two (2) rink surfaces, one of which must be a Boarded Rink.
- Provides heated change facilities through an adjacent community center building or approved heated shelter during supervised hours of operation.

Community Supervised

- Supervised by Community Group personnel; schedule varies by site.
- Minimum one (1) Boarded Rink surface.
- Provides heated change facilities through an adjacent community center building during supervised hours of operation.
- May be booked for organized use through the Community Association.

Boarded Unsupervised

- Provides one (1) Boarded Rink surface.

Unboarded Unsupervised (Pond)

- Provides one (1) Unboarded Rink surface.

Specialty/Destination

- Open to a variety of supervision levels and rink surface types including refrigerated ice surfaces, skating trails, natural pond features, or other custom skating surfaces that compliment or leverage existing Parks, City facilities, or winter programming.

OUTDOOR RINK SITE LOCATIONS

The outdoor rink program sites are defined in “Schedule A – Outdoor Rink Sites”.

PROGRAM ADMINISTRATION, RINK INSTALLATION AND MAINTENANCE

Parks & Open Spaces is responsible for installing and maintaining all physical assets required for the outdoor rink sites (excluding Community Association Facility assets) including rink surface pads, rink boards, lighting systems, and supporting amenities.

Parks & Open Spaces is responsible for flooding and ice maintenance for all rink sites except for Community Supervised sites where a Community Association has received an outdoor rink grant.

Parks & Open Spaces will support Community Supervised Sites with initial start of year flooding, removing snow after major snow events, and with ice maintenance where the grant for the Community Supervised site has been waived and the funds have been directed to Parks & Open Spaces operations to deploy Parks relief staff to perform ice maintenance.

Parks & Open Spaces will coordinate ice bookings and events at rink sites except for Community Supervised sites where a Community Association has received an outdoor rink grant.

Parks & Open Spaces will receive and assess all requests related to outdoor rink program service levels changes including proposals related to establishment of new sites.

Community Services – Recreation & Culture Division will administer the Community Association Grant Program for the Community Supervised rink sites and will be the main liaison between the City and the Community Associations.

Community Services will administer heated change room facility supervision and programming related to the Prince Arthurs Landing skating pad.

Community Associations that have received rink operating grants will be responsible for ice flooding/maintenance and for coordinating access and supervision of the heated change facilities at the Community Supervised site.

Parks & Opens Spaces operations crews will prioritize daily ice maintenance work as follows:

Priority 1 – City Supervised, Specialty/Destination

Priority 2 – Boarded Unsupervised

Priority 3 – Unboarded Unsupervised

These priorities will result in the rink sites with the most infrastructure and program supervision investment having quality ice surfaces available as much as possible.

COMMUNITY ASSOCIATION RINK GRANT PROGRAM

The Community Services Department shall provide a grant to qualifying Community Associations for the operation of a Community Supervised rink site. The Community Association will ensure that the rink and the warming facility are available for safe usage and will be responsible for the removal of all snow and regular flooding of the rink.

The Community Association shall submit a final report to the City by April 30th of each year that includes (1) number of users (2) dates and hours of operations (3) dates and hours of supervision (4) a financial statement (detailing disbursement of wages) with any unused funds to be returned at that time (5) names and addresses of the staff hired including hours worked each month.

Eligible applicants must be able to demonstrate they can meet the conditions of this Policy. Community Associations that received a grant the previous year must be able to demonstrate that they properly maintained the rink site the previous season and have submitted their year-end report.

Parks & Open Spaces will periodically conduct on site monitoring of the Community Supervised sites as part of normal operations to review site and ice maintenance conditions, including conducting user counts through the monitoring program. If a rink does not meet the outdoor rink policy standards a letter will be forwarded to the Community Association indicating what concerns have been identified and requesting resolution of the items in a timely manner. Failure to respond adequately to these notices may result in discontinuation of the rink grant for that location.

ESTABLISHMENT OF NEW SITES

Proposals for establishment of new rink sites will be evaluated against the following criteria:

- Proximity to existing rink sites
- Utilization rates and Posted status of existing rinks in the same rink site category
- Current operational capacity for rink maintenance
- Physical site conditions
- Existing supporting infrastructure

UTILIZATION TARGETS AND MONITORING

Average participants per hour utilization rate targets for each rink site category are as follows:

City Supervised (Type 1)	10
City Supervised (Type 2)	5
Community Supervised	5
Boarded Unsupervised	3
Unboarded Unsupervised	1
Specialty/Destination	Varies - See Schedule A

User counts shall be conducted annually from February 1st to February 28th, including Family Day. Counts will be completed on seven (7) separate days, with weekend counts between 1pm - 7pm, and weekday counts between 3pm – 9pm. Observations will be made hourly at each site over a 6-hour period and will include skaters, people in change rooms, and spectators. Data will not be collected if temperatures are below -15 degrees Celsius, if the rinks are snow covered, or if flooding is in progress. Count data will follow the same method and schedule each year to provide reliable and consistent data sets for rink utilization analysis.

Target utilization rates will be based on a 5-year average for the rink site. If a rink sites 5-year average falls below the target rate, and each of the yearly averages over the 5-year period also falls below the target utilization rate, the rink will be Posted the following season indicating that the site is at risk of being downgraded or eliminated if target utilization rates are not achieved. If the utilization rate is not achieved in the season it is Posted, the site will be downgraded in accordance with the Policy. Recommendations on site eliminations will be brought to Council for decision.

Schedule A – Outdoor Rink Sites

Rink Site	Target Utilization Rate (5-year average users per hour)
Specialty/Destination	
Friendship Gardens Pond	1
Vickers Park Skating Trail	5
Prince Arthurs Landing Skating Pad	20
City Supervised - Type 1	
Carrick Park	10
James Street Playfield	10
North End Rec Center	10
West End Park	10
West Thunder Community Center	10
City Supervised – Type 2	
Brent Park	5
Tarbutt Park	5
Wayland Park	5
Community Supervised	
Castlegreen Park	5
North McIntyre Community Center	5
South Neebing Community Center	5
Vickers Heights Community Center	5
Boarded Unsupervised	
Charry Park	3
County Park	3
Dease Park	3
John / Jumbo Community Center	3
John Kuszniek Park	3
Minnesota Park	3
N. Neebing	3
Oliver Road Community Center	3
Parkdale Park	3
River Terrace Park	3
Stanley Parkette	3
Volunteer Pool Community Center	3
Waddington Park	3
West Arthur*	3
Unboarded Unsupervised	
Green Acres Park	1
Thornloe Parkette	1

* Site also provides limited access to heated change facilities.

APPROVED BY: Replacing/Amending:	City Council	Date:	09/23/2024
Originating Department:	Infrastructure, Development & Operations - Parks and Open Spaces		
Contact:	Manager, Parks and Open Spaces		
Departmental Procedural Manual:	Yes		
Affected Departments:			



Memorandum

TO: Krista Power, Director of Legislative Services & City Clerk **FILE:**

FROM: Councillor Brian Hamilton

DATE: 11/06/2024 (mm/dd/yyyy)
Notice of Motion – Parking Authority Financial Plan

SUBJECT:

MEETING & DATE: City Council – 11/25/2024 (mm/dd/yyyy)

I would like Council to consider a Notice of Motion to Amend the resolution ratified by Council on February 12, 2024 relating to the Parking Financial Plan. I would like to amend the following:

- On-street paid parking requirements be reduced from 7am-9pm to 9am-6pm, Monday through Saturday

Further, I would like to add that Administration be directed to review the Parking Financial Plan and report back to council before the end of January 2026 instead of the original date of June 22, 2026.

The Parking Financial Plan provides an important roadmap to achieving a sustainable and viable parking system. The 10 year plan envisages future-focused planning for the parkades as well as consideration of asset renewal across the system. I believe the missing link is a strategy to steer the culture around free parking into the plan. Buy-in from the community is important and I believe an incremental adoption of the plan may yield the best results for achieving a shift to a balanced user-pay system.

I believe these changes would reflect a balance between achieving target revenues, supporting the vibrancy of our downtown cores and encouraging park usage and allowing city council to continue to review these changes going forward.

The ratified resolution I am seeking to amend is from Report 309-2023-Corporate Services-Licensing & Enforcement and provided below for information:

WITH RESPECT to Report 309-2023-Corporate Services-Licensing & Enforcement, we recommend that that the City of Thunder Bay Parking Authority Financial Plan (Attachment A) be endorsed;

AND THAT rates and fees levied by the Parking Authority as proposed in the Financial Plan be included in the 2024 budget for Council consideration;

- With the exception of monthly rental rates for parkades which would be phased in over two years;
- With the exception of changing the fee for the Marina parking lot from \$3.00 per hour to \$2.00 per hour with the exclusion of the Market Square parking lot which would remain at \$3.00 per hour;

AND THAT such rates and fees be presented with inflationary increases in subsequent years for Council consideration;

AND THAT Administration be directed to close the five identified underutilized lots, namely Camelot, Machar, Viscount and Nesco, on or before June 1, 2024;

AND THAT new paid parking be established in the identified marina parking areas including Market Square, as of June 1, 2024;

AND THAT Administration be directed to develop a no free parking policy and present to Council for consideration on or before March 25, 2024;

AND THAT Administration review the recommendation to dissolve the Parking Authority Board and By-law 101-2007, being a by-law to recognize and continue the Municipal Service Board known as “The Thunder Bay Parking Authority;” and report back on implications on or before March 25, 2024;

AND THAT Administration monitor actual financial performance to the plan and Report back to Council Q2 2026 with an update and recommendations, if required;

AND THAT the item “Parking Authority Financial Plan – Financial Performance Update” be added to the Outstanding List with a report back date of on or before June 22, 2026;

AND THAT any necessary by-laws be presented to City Council for ratification.

I would ask that Council consider the following amendments on for debate and discussion at the December 9, 2025 City Council meeting.

WITH RESPECT to Report 309-2023-Corporate Services-Licensing & Enforcement and the Memorandum from Councillor Brian Hamilton dated November 6, 2023, we recommend that paragraph 2 be amended by adding,

- That parking in the City of Thunder Bay hours be enforced Monday to Saturday, 9 am to 6 pm

AND THAT paragraph 7 be amended by deleting Q2 2026 and replacing it with Q1 of 2026;

AND THAT paragraph 8 be amended by deleting June 22, 2026 and replacing it with January 31, 2026.



Memorandum

Corporate By-law Number: 402-2024-City Manager's Office-Office of the City Clerk

TO: Office of the City Clerk **FILE:**

FROM: Linda Crago
Office of the City Clerk, City Manager's Department

DATE PREPARED: October 28, 2024

SUBJECT: By-law 402-2024 – Confirming By-law – November 25, 2024

MEETING DATE: City Council - November 25, 2024

By-law Description: A By-law to confirm the proceedings of a meeting of Council, this 25th day of November 2024.

Authorization: Committee of the Whole - 2003/02/24

By-law Explanation: To confirm the proceedings and each motion, resolution and other action passed or taken by the Council at this meeting is, except where prior approval of the Local Planning Appeal Tribunal is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

Schedules and Attachments:

Amended/Repealed By-law Number(s):



THE CORPORATION OF THE CITY OF THUNDER BAY
BY-LAW NUMBER 402-2024

A By-law to confirm the proceedings of a meeting of
Council, this 25th day of November 2024

Recitals

1. Subsection 5(1) of the Municipal Act, 2001, S.O. 2001 c. 25, as amended, provides that the powers of a municipal corporation are exercised by its Council. Subsection 5(3) provides that those powers are to be exercised by by-law.
2. Council considers it appropriate to confirm and adopt its proceedings at this meeting by by-law.

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE CITY OF THUNDER BAY ENACTS AS FOLLOWS:

1. The actions of the Council at the following meeting:

25th day of November 2024 OPEN SESSION, CITY COUNCIL MEETING

and each motion, resolution and other action passed or taken by the Council at that meeting is, except where prior approval of the Ontario Land Tribunal is required, adopted, ratified and confirmed as if all such proceedings had been expressly embodied in this By-law.

2. The Mayor and the proper officials of The Corporation of the City of Thunder Bay are authorized and directed to do all things necessary to give effect to the actions of the Council referred to in Section 1 of this By-law. In addition, the Clerk is authorized and directed to affix the corporate seal to any documents which require it.

3. This By-law shall come into force on the date it is passed.

Enacted and passed this 25th day of November, A.D. 2024 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

Ken Boshcoff

Mayor

Dana Earle

Deputy City Clerk