



## Memorandum

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

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**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

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**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 15<sup>th</sup>, 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

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Mayor

Dana Earle

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Deputy City Clerk