



The Corporation of the Town of Tecumseh

Chief Administrative Officer - People & Culture

To: Mayor and Members of Council

From: Michelle Drouillard, Director of People and Culture

Date to Council: July 25, 2023

Report Number: CAO-PC-2023-02

Subject: Electronic Monitoring Policy

Recommendations

It is recommended:

That Report CAO-PC-2023-02 entitled “Electronic Monitoring Policy,” **be received;**

And that Attachment 1 to Report CA-PC-2023-02 “Electronic Monitoring Policy” **be approved.**

Background

On April 11, 2022, the Ontario government passed Bill 88, Working for Workers Act. The legislation included amendments to the Employment Standards Act, 2000 (ESA) and the Occupational Health and Safety Act.

In accordance with Bill 88: Working for Workers Act, 2022, “Employers that employ more than (25) employees are required to have a written policy on the electronic monitoring of employees in place.”

According to the Employment Standards Act (ESA), 2000 the policy must state whether or not the employer electronically monitors employees. If the employer does, the policy must include:

1. A statement of whether the employer engages in electronic monitoring of

- employees.
2. Where the employer does electronically monitor employees, the policy must also contain the following information:
 - a. A description of how the employer may electronically monitor employees.
 - b. A description of the circumstances in which the employer may electronically monitor employees.
 3. The purpose for which information obtained through electronic monitoring may be used by the employer.
 4. The date the policy was prepared and the date any changes were made to the policy.

Comments

The Town of Tecumseh is committed to meeting its requirements under the ESA and as such the Electronic Monitoring policy was developed with review of the legislation, legal counsel's brief, and sample policies. It has been reviewed by the Senior Management Team.

The policy identifies all methods that the Town employs to electronically monitor employees. For each method of electronic monitoring, the policy establishes that the Town may electronically monitor employees, the frequency and method of collection of data, and the primary purposes for which the information obtained through electronic monitoring may be used.

Electronic monitoring by the organization is required to ensure the following:

- Employee safety and security;
- Operating efficiencies; and
- That appropriate data is collected to make informed business decisions, as needed.

ESA requirements do not establish a right for employees not to be electronically monitored by their employer.

An Employee is defined as any person employed by the Corporation on a full time, part time, seasonal, student and/or casual basis. This policy extends to apply to Council and Committee members who communicate with the public and/or represent the Town.

The Town will provide this written policy to all employees within 30 days of its effective date via electronic distribution. The policy will be included in all new hire onboarding packages.

The policy will be reviewed periodically by People & Culture in consultation with Technology & Client Services.

Consultations

Technology & Client Services

Financial Implications

No Financial Implications

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Michelle Drouillard, BA Hons., CHRL
Director People & Culture

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Electronic Monitoring Policy