



## MUNICIPALITY OF West Elgin

### Staff Report

---

**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2022-09-22  
**Subject:** Draft Electronic Monitoring Policy

---

#### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Electronic Monitoring Policy; and

That West Elgin Council adopts the Electronic Monitoring Policy as presented; and further

That West Elgin Council direct staff to circulate the policy as mandated by Bill 88.

#### **Purpose:**

The purpose of this report is to provide a draft of the Electronic Monitoring Policy, as required by Bill 88, for Council's consideration.

#### **Background:**

Bill 88, the *Working for Workers Act 2022*, which became law in April requires that employers in Ontario with (25) or more employees on Jan. 1, 2022 prepare an electronic monitoring policy by October 11, 2022. This policy must then be circulated to employees within (30) days of its approval.

Policy requirements, as prescribed in the Province of Ontario reference document on "Written policy on electronic monitoring of employees" include:

- a) A statement as to whether the employer engages in electronic monitoring of employees;
- b) Where the employer does electronically monitor employees, the policy must also contain a description of how the employer may electronically monitor employees, a description of the circumstances in which the employer may electronically monitor employees and the purposes for which information obtained through the electronic monitoring may be used by the employer;
- c) The date the policy was prepared and the date any changes were made to the policy.

Municipal staff have completed an environmental scan of internal business processes and reviewed policies prepared by comparable municipalities. It is expected that the Electronic Monitoring Policy will be a living document and may be amended in the future.

It is anticipated that implementation of the Electronic Monitoring Policy will have no substantive impact on day-to-day operations in Municipal departments. The Municipality of West Elgin will continue to respect and maintain the privacy of employees through an approach that prioritizes accountability and transparency of operations.

**Policies/Legislation:**

Bill 88: *Working for Workers Act 2022*