

### **REPORT FROM THE HUMAN RESOURCES COORDINATOR**

#### **DESCRIPTION**

Re: Electronic Monitoring Policy

#### **RECOMMENDATION**

**THAT** the report of the Human Resources Coordinator Re: Electronic Monitoring Policy be received;

**AND THAT** Council adopt the attached “Electronic Monitoring Policy”;

**AND THAT** the appropriate By-law be passed to implement this policy.

## **BACKGROUND**

Pursuant to Bill 88, Working for Workers Act, 2022, effective October 11, 2022 employers that employ 25 or more employees on January 1 of any year are required to have a written policy on the electronic monitoring of employees in place.

## **ANALYSIS**

City of Elliot Lake employees should recognize that their work activities and communications might be subject to electronic monitoring.

Employees may be subject to electronic monitoring or recording (including sound, voice, or video devices) while in City municipal facilities and other locations where City business is conducted. The following specific types of electronic monitoring may be used by The City of Elliot Lake in its workplace:

- Monitoring of e-mail and other components of The City of Elliot Lake's computer system for compliance with policies.
- Video surveillance of parking areas and municipal facilities for security purposes.
- Monitoring of electromagnetic card access system for security purposes.
- Electronic monitoring of City owned vehicles.

The appropriate use of City technologies, prohibited behaviours which using said technologies and consequences of misuse are documented in the Information Technologies and Mobile Device policies.

## **FINANCIAL IMPACT**

NA

## **LINKS TO STRATEGIC PLAN**

NA

## **SUMMARY**

It is recommended that Council approve and adopt the Electronic Monitoring Policy.