



Meeting Date: September 7, 2022

Submitted by: Tiffany Farrell, Director of Corporate Services, Heather Kepran, Communication Specialist

Report No: CPS-37-2022

Subject: Electronic Monitoring Policy

Recommendation:

THAT the electronic monitoring policy appended to Report CPS-27-202 be approved, effective October 8, 2022.

Purpose:

To obtain Council's direction on the new electronic monitoring policy for the municipality.

Background:

Middlesex Centre has been working with the Information Technology Services at the County of Middlesex to develop the Municipal electronic monitoring policy.

Employers with 25 or more employees as of January 1, 2022 have until October 11, 2022 to have a written policy on electronic monitoring of employees (Policy) in place.

The policy must state whether or not the employer electronically monitors employees. If the employer does, the Policy must include:

- a description of how and in what circumstances the employer may electronically monitor employees
- the purposes for which the information obtained through electronic monitoring may be used by the employer
- the date the policy was prepared and the date any changes were made to the policy

Analysis:

Middlesex Centre values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. The policy is to be used in addition to the Acceptable Use of Technology Policy and is intended to establish guidelines for company practices and procedures related to electronic monitoring of

employees. The policy applies to all members of Council and staff of the Municipality of Middlesex Centre. Aspects of the policy also apply to the Municipality's Information Technology Services (ITS) provider, Middlesex County ITS.

Middlesex Centre and its ITS provider, Middlesex County ITS, use a variety of methods for logging information generated by its employees, contractors, and visitors. This information may be used for auditing compliance, data/systems security and integrity, troubleshooting, and in certain circumstances, disciplinary action.

The policy attached to this report outlines the practices and procedures around electronic monitoring as required.

Financial Implications:

N/A

Strategic Plan:

This matter aligns with following strategic priorities:

- Responsive Municipal Government

This policy is a legislative requirement under the Employment Standards Act, 2000 and additionally it responds directly to Objective 5.3– Foster a culture of innovation, continuous improvement, and cost-effective services by sharing information and gathering input, by continuing our timely and effective communication to the public.

Attachments:

A1 Electronic Monitoring Policy Middlesex Centre