



## Committee of the Whole

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**Meeting Date:** September 27, 2022

**Submitted by:** Chris Bailey, Director of Information Technology Services

**Subject:** COLLECTION AND USE OF ELECTRONIC MONITORING  
INFORMATION – ITS POLICY 10.1

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### **BACKGROUND:**

As part of the Government of Ontario's Bill 88, the *Working for Workers Act, 2022*, which amended the Ontario *Employment Standards Act, 2000* (the "ESA"), there is a requirement for employers with 25 or more employees in Ontario to prepare a written "electronic monitoring" policy no later than October 11, 2022.

As the requirements for this policy will soon come into effect, it is important that employees are also advised of County practices relating to the collection and use of information gathered as part of this new policy.

### **ANALYSIS:**

Electronic monitoring is an essential part of ensuring compliance with County policies, maintaining the security and integrity of County information technology infrastructure, and ensuring information technology services (ITS) assets are used safely and appropriately.

The County uses various electronic monitoring methods for data collection generated by its employees, contractors, and visitors as outlined in HR Policy 1.17 – Electronic Monitoring. Electronic Monitoring data may be used for auditing compliance, analytics, information technology infrastructure security and integrity, troubleshooting, and in certain circumstances, employee performance or disciplinary action.

The proposed policy sets out the guidelines and procedures surrounding the collection and use of electronic monitoring information, privacy and confidentiality and retention of electronic monitoring records.

**FINANCIAL IMPLICATIONS:**

There are no financial impacts resulting from this proposed policy.

**RECOMMENDATION:**

THAT the Collection and use of Electronic Monitoring Information Policy (ITS Policy 10.1) be approved, and that the Corporate Administrative Policy and Procedure Manual be updated.

***Attachment:***

1. Proposed Collection and use of Electronic Monitoring Information Policy (ITS Policy 10.1)