



# Staff Report

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**Report To:** Finance & Administration Committee  
**Meeting Date:** September 20, 2022  
**Prepared By:** Lindsay Armstrong, Senior Manager of Human Resources  
Sandra MacDonald, City Manager/City Clerk  
**Report Number:** 2022-186  
**Subject:** Electronic Monitoring Policy

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## Recommendation

THAT report 2022-186 be received for information.

## Background

The Employment Standards Act, 2000 (ESA) was amended to require that employers who employ twenty-five (25) or more employees on January 1 of any year are required to have a written policy on the electronic monitoring of employees. This policy must be in place by October 11, 2022.

## Analysis

Under the ESA electronic monitoring includes all forms of employee and assignment employee monitoring that is done electronically. The Province has provided written policy guidelines as guidance for the contents of this policy.

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

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

The new ESA requirements do not establish a right for employees not to be electronically monitored by their employer and it does not create any new privacy rights for employees.

The policy applies to all employees as defined by the Employment Standards Act.

The policy acknowledges that the City of Brockville uses electronic monitoring systems in order to ensure the safety and security of staff and property. These include:

- Building Security Systems
- Video Surveillance
- Internet, email and computer systems
- Cellular Devices
- Global Positioning Systems (GPS) Technology on City vehicles

### **Alternatives**

None

### **Financial Implications**

None

### **Conclusion**

Policy HR.22.143 meets the requirements of an Electronic Monitoring Policy for employees as set out by the requirements by the Ministry of Labour and in the Employment Standard Act, 2000.

Approved by:

Lindsay Armstrong, Senior Manager of  
Human Resources

Sandra MacDonald, City Manager/City Clerk

Status:

Approved - 15 Sep 2022

Approved - 15 Sep 2022

Attachments:

[POL.H.22.143 Electronic Monitoring](#)



# Policy

**POL.HR.22.143**

Electronic Monitoring

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<b>Policy Type:</b>	Finance, Administration and Operations Committee
<b>Date Approved:</b>	20 September 2022
<b>Department:</b>	Human Resources

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## Policy Statement

To inform employees where the City of Brockville may make use of electronic monitoring systems to ensure the health and safety of City property and staff and to outline where electronic monitoring may be used to monitor staff movements and work.

## Purpose

The City of Brockville makes use of a variety of electronic systems to support communication and information sharing and to ensure the safety and security of City staff, property, and resources. In general, these systems are monitored for accounting and security purposes, however, the City of Brockville reserves the right to review and access all information contained within its systems at any time to confirm compliance with policy.

This policy is intended to identify electronic monitoring systems that may be used by the City and to clarify what information may be obtained by these systems and how that information may be used.

## Application

This policy applies to all employees, as defined by the Ontario Employment Standards Act, 2000 (ESA).

## Definitions

**Electronic Monitoring** shall refer to electronic systems that may be used to monitor the movement and work of employees including but not limited to building security codes and fobs, IT passwords and accounts, GPS technology and video surveillance.

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## **Responsibilities**

### **Employer Responsibilities**

The City will provide a copy of this policy to all employees within thirty (30) days of implementation or change.

### **Employee Obligations**

Employees of the City will comply with all safety and security policies and protocols as they relate to the use of City property, including electronic resources. Employees will refer to and comply with the City's IT policies.

### **Electronic Monitoring Systems**

The City utilizes a range of electronic monitoring systems in order to ensure the safety and security of staff and property. These include:

- Building Security Systems – The City may monitor access to City properties with use of electronic fobs and security codes. These logs are reviewed on an as required basis to identify unauthorized access. This monitoring is in place for accounting and security purposes.
- Video Surveillance – The City may utilize video surveillance at some locations to assist with security and safety concerns. Please refer to policy P116 – Security Cameras & Surveillance
- Internet and Email Resources – All use of City internet and email systems are identifiable by user, device and device location. Electronic monitoring of internet and email systems is required for accounting and security purposes. Please refer to P138 – Computer & Network Access – Acceptable use
- GPS Technology – City vehicles are electronically monitored with GPS technology. This information is used to track and locate City property as required or for insurance purposes.
- Handheld Cellular Wireless Devices – Please refer to P125 – Hand Held Cellular Wireless Devices

## **References and Related Policies**

Policy P116 – Security Cameras & Surveillance

Policy P138 – Computer & Network Access – Acceptable use

Policy P125 – Hand Held Cellular Wireless Devices

Employment Standards Act, 2000

## **Review Cycle**

As required