

*MUNICIPALITY OF PORT HOPE
RESOLUTION*

Date: 20 September 2022

56/2022

MOVED BY: _____

SECONDED BY: _____

WHEREAS Committee of the Whole at their meeting held on September 6, 2022 considered Staff Report FS-23-22 regarding Electronic Monitoring Policy;

NOW THEREFORE BE IT RESOLVED THAT Council adopt the Electronic Monitoring Policy attached hereto.

Mayor Bob Sanderson

HUMAN RESOURCES POLICY	Policy # - Electronic Monitoring
Section:	Effective: September 20, 2022
Application: All Municipal Employees and Council	Approved: September 20, 2022
Exclusion(s):	By-law: N/A
Supercedes:	Resolution: 56/2022

PURPOSE

The Municipality of Port Hope (“Employer”) supports our employees in their right to a safe workplace. Electronic Monitoring provides a level of security to protect our assets, which includes our employees.

Electronic Monitoring will continue to develop alongside our Information Technology systems, and the purpose of this policy is to identify the methods in which we collect electronic information and how the information may be used.

DEFINITIONS

Closed Circuit Television Cameras (CCTV Cameras) – also known as video surveillance is the use of video cameras that have been connected to monitoring equipment for surveillance and security purposes.

Electronic Monitoring - The computerized collection, storage, analysis, and reporting of information regarding an employees’ electronic activities.

Electronic Information – Any information stored in an electronic form, such as emails, technology activity usage, and files.

Global Positioning System (GPS) – Positioning system used to locate and track movement of an individual, piece of equipment, or motor vehicle.

Network Connect Devices – A device that is connected electronically to the Municipal server. Such as computer systems, telephones (desktop and cellphones), key entry fobs and CCTV cameras.

Records Management - Records classification and retention guidelines for all information sent by or received to, the Municipality.

POLICY

This policy applies to all employees as defined by *Ontario Employment Standards Act, 2000* (“ESA”). The ESA has been amended under The Working for Workers Act 2022 (Bill 88) and requires an Employer with over 25 employees to have a policy related to Electronic Monitoring.

Monitoring

Municipal employees will be subject to Electronic Monitoring, in the course of their employment, when they use a network connected device, enter a Municipal facility with CCTV cameras, operate Municipal vehicles/equipment that have been equipped with GPS.

Use of Electronic Information

Electronic information stored on the Municipal network may be considered a corporate record and is subject to Municipal Records and Information Management policies.

Though electronic information is not actively monitored, stored information may be reviewed on an ad hoc basis to assist with operational requirements.

Information that is collected, used or disclosed will be in compliance with the Municipal Freedom of Information and Protection of Privacy Act.

POLICY DISTRIBUTION

The Employer shall provide a copy of this policy to each employee within 30 days following the approval of the policy, in circumstances where the policy has been revised, and to new employees.

A copy of the policy and the revised versions are to be retained on file for a period of three years after it ceases to be in effect.