

REPORT

Oakville Public Library Board

Meeting Date: September 18, 2024

FROM: Oakville Public Library

DATE: September 9, 2024

SUBJECT: Electronic Monitoring Policy – September 18, 2024

RECOMMENDATION:

That the updated Electronic Monitoring Policy (Appendix A) be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Ontario Ministry of Labour, Training and Skills Development recently made amendments to the *Employment Standards Act, 2000* (ESA) in 2022. This legislation requires employers to provide employees with information pertaining to how they are being electronically monitored in the workplace.
- OPL approved the current Electronic Monitoring Policy on September 22, 2022.
- The Electronic Monitoring Policy is based on the Town's Electronic Monitoring Procedure.
- OPL's IT infrastructure and facilities are currently owned and managed by the Town of Oakville. Thus, OPL and its employees must comply with the ITS and facilities policies and procedures.
- OPL brought the policy for review to align with the Town of Oakville's Electronic Monitoring Procedure and the addition of electronic monitoring related to the courier (fleet) vehicle.
- The board was presented with this policy during the July 18th, 2024, and there was a recommendation to add an additional bullet point under the IT Equipment and Resources section.

BACKGROUND:

The Ontario Ministry of Labour, Training and Skills Development made amendments to the *Employment Standards Act, 2000* (ESA) via Bill 88: Working for Workers Act, 2022. One requirement of the legislation is that employers must have a written policy on electronic monitoring in place by October 11, 2022. The policy must confirm whether the organization electronically monitors employees. If it does, the content of the policy must include:

- provide a description of how, and under what circumstances, the organization electronically monitors employees.
- advise on what the organization does with the information it gathers.
- include the date the policy was prepared, and the date on which any changes were made to the policy.

The OPL Board approved the current Electronic Monitoring Policy (Appendix B) on September 22, 2022.

COMMENT/OPTIONS:

The Electronic Monitoring Policy (Appendix A) has been updated from the previous version approved in September 2022 (Appendix B).

With the introduction of OPL’s courier van, OPL has revised the policy to include the electronic monitoring on the fleet vehicle. In addition, OPL updated the policy to include a definition of employee and to highlight that the Electronic Monitoring Policy is to be read alongside associated OPL and Town of Oakville policies and procedures. This aligns with the Town of Oakville’s Electronic Monitoring Procedure.

The board was presented with this policy during the July 18th, 2024 board meeting and recommended the addition of “web browsing history and downloads” as a bullet point under the IT Equipment and Resources section. This recommendation has been added to the policy.

APPENDICES:

Appendix A – Electronic Monitoring Policy (2024)

Appendix B – Electronic Monitoring Policy (2022)

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