



COMMITTEE OF THE WHOLE BOARD
October 4, 2022
EDUCATION CENTRE
7:00 p.m.

TO: PUBLIC

REVISED AGENDA

AGENDA

Private Event: 25 Years of Service Recognition
Delta Waterfront Sault Ste Marie Hotel
5:30 pm – 6:30 pm

OPEN SESSION
7:00-7:30 p.m.
H.E. Crowder Board Room

Presentations / Discussions: Priority Focus: Well-Being

1.	Presentation: Welcoming ELL/ML Families Guests: Megan Turner McMillan and Linda Kirby	M.B.
2.	Update on Student Census	J.M.
3.	Discussion of Policy 6.27 Health & Safety Policy	J.S.M.
4.	Distribution and Discussion of Policy 6.54 Electronic Monitoring Policy	F.P.

SECTION 6: OPERATIONS

Policy 6.27: Health and Safety Policy

Supporting Policies

[6.27.01 Workplace Violence Policy](#)

[6.27.02 Workplace Harassment Policy](#)

Supporting Procedures:

[Code Red/Code Green Emergency Procedures](#)

Supporting Protocols and Guidelines

Supporting Templates and Forms

[Code Red School Plan Template](#)

[Health and Safety Accident Report](#)

[Medical Release Form](#)

[Witness Statement Form](#)

[Workers Statement Form](#)

Other Resources

[Code Red Training PowerPoint](#)

Approved by Board Resolution #154-1998 06 23

Reviewed by Resolution #022-2015 01 27

Revised by Resolution # 088-2015 05 05

The Algoma District School Board is committed to provide and maintain a healthy and safe working and learning environment for all employees, students, volunteers and visitors. To support the commitment, both the Board and its employees are responsible jointly to implement and maintain a Joint Health and Safety Committee directed at promoting health and safety and preventing incidents involving occupational injuries and illnesses.

The Trustees, Director and Superintendents are responsible for the provision of information, education and training, equipment and resources to support the Internal Responsibility System.

Managers, Principals and Supervisors are accountable for the safety of workers within their area of jurisdiction for compliance with statutory and Board requirements.

Employees, students, volunteers and visitors are required to be knowledgeable about and comply with the provisions of the [Occupational Health and Safety Act](#) and its Regulations, and Board policies, procedures and guidelines associated with Health and Safety, and to report unsafe conditions.



Contractors and subcontractors performing work at any Board facility shall, as part of their contracts, agree to comply with all relevant workplace health and safety regulations/procedures/guidelines and to meet or exceed the Board's Health and Safety requirements.

All parties are expected to consider health and safety in every activity. A commitment to health and safety must form an essential and integral part of all Board activities.

CURRENT

SECTION 6: OPERATIONS

Policy 6.27: Health and Safety Policy

Supporting Policies

[6.27.01 Workplace Violence Policy](#)

[6.27.02 Workplace Harassment Policy](#)

Supporting Procedures:

[Lockdown Procedure Code Red/Code Green Emergency Procedures](#)

Supporting Protocols and Guidelines

Supporting Templates and Forms

[Lockdown School Plan Template Code Red School Plan Template](#)

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SECTION 6: OPERATIONS

POLICY 6.54: Electronic Monitoring Policy

Supporting Policies

[6.16 Video Surveillance Policy](#)

[6.42 Use of Information Technologies and Resources](#)

[6.49.01 Safe Schools Policy](#)

Supporting Procedures

[Video Surveillance Procedure](#)

Supporting Protocols and Guidelines

[Video Surveillance Guidelines](#)

Supporting Templates and Forms

Other Resources

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Guidelines for the Use of Video Surveillance \(Information and Privacy Commissioner of Ontario\)](#)

[Privacy and Information Management \(PIM\) Toolkit established for School Boards by the PIM taskforce](#)

[Bill 88, Working for Workers Act, 2022](#)

Approved by Board Resolution #

The Algoma District School Board is committed to transparency with regard to electronic monitoring. “Electronic monitoring” refers to employee monitoring that is done electronically. This Electronic Monitoring Policy (the “Policy”) governs the Board’s use of electronic monitoring.

Application

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

Electronic Monitoring Practices

2. The following table outlines the electronic monitoring technologies utilized by the Board:

Tool	Circumstances	How	Purpose
Vehicle telematics / GPS	All fleet vehicles	On board sensors detect and report on vehicle location, vehicle maintenance, fuel	Fleet management

		consumption, and driving statistics.	and driver safety and security
Email tracking	Continuous	Software monitors all email messages sent or received by addresses within the Board's domain.	Network security
Internet Usage	Continuous	Software monitors all internet use within the Board's domain.	Network security
EDSBY	Continuous	Software records and stores all user activity and communication.	Software functionality
Microsoft Teams	Continuous	Software records and stores all user activity and communication.	Software functionality
Electronic key fob system	Each scan	An electronic sensor creates a record each time an authorized user scans their key fob and enters the employer's premises.	Facility security
Endpoint threat detection and response (ETDR)	Continuous	"ETDR" monitors the use of workstations (programs run, files read and written, etc.) and compares it against a baseline to detect abnormalities and potential unauthorized use.	Network security
Video surveillance	Continuous	Cameras record video footage of specific areas within the Board's facility.	As per Video Surveillance Policy

3. Nothing in this policy affects or limits the Board's ability to use information obtained through electronic monitoring.

Posting, Notice and Retention

4. When any amendment(s) is made to the Policy after its implementation, the Board shall provide each employee of the Board a copy of the amended Policy within 30 calendar days of the amendment(s) being made.
5. The Board shall provide a copy of this Policy to all new employees hired after its implementation within 30 calendar days of the employee commencing employment with the Board.
6. The Board shall retain a copy of this policy for three (3) years after the policy ceases to be in effect.

Amendments

7. This Policy may be amended from time to time at the Board's sole discretion. In the event that the Board amends this policy, it will provide an amended copy of the Policy to employees as outlined herein.

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