

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL**

**BY-LAW NO. 2015-29**

**"A BY-LAW TO ADOPT A VEHICLE  
GLOBAL POSITIONING SYSTEM (GPS) POLICY"**

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh/Cardinal deems it advisable to adopt a Vehicle Global Positioning System (GPS) Policy;

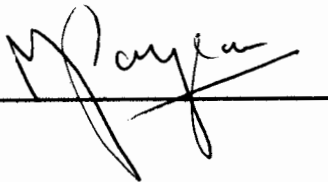
**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh/Cardinal enacts as follows:

1. The GPS Policy attached hereto as Schedule "A is hereby adopted by the Council of the Township of Edwardsburgh/Cardinal.
2. This by-law will come into effect on the date of passage.
3. This by-law may be referred to as the "GPS Policy".

Read a first and second time in open Council this 27<sup>th</sup> day of April , 2015.

Read a third and final time, passed, signed and sealed in open Council this 27<sup>th</sup> day of April, 2015.

**Mayor**



**Clerk**



**Schedule "A"**  
**By-law 2015-29**

**Vehicle Global Positioning System (GPS) Policy**

**Purpose**

The Township of Edwardsburgh Cardinal utilizes vehicle GPS as an essential tool in achieving operational efficiencies, ensuring the safety of our staff, and preserving the value of our fleet.

While not an exhaustive list, the Township shall generally utilize vehicle GPS for:

**A. Operational Efficiencies**

- i) Risk management in ensuring adherence to Minimum Maintenance Standards
- ii) Enhanced productivity and efficient management of resources
- iii) Customer complaints investigation
- iv) Emergency dispatching
- v) Efficient vehicle utilization

**B. Safety**

- i) Location of employees in absence of communication
- ii) Safe vehicle operation

**C. Preservation of Fleet Property**

- i) Missing vehicle
- ii) Maintenance scheduling

**Scope**

This policy is applicable throughout the Township to all employees assigned vehicles. It also applies to all employees with access to and responsibility for managing, administering and utilizing the information provided by vehicle GPS technology.

This policy applies to the collection of two types of Vehicle GPS information: Position Data and Engine Status Data. Position Data means information about a vehicle's physical location and movements. Engine Status Data means information about the operation of the vehicle, including:

- Distance travelled
- Speed of the vehicle
- Acceleration
- Deceleration
- Idling
- Time at which the vehicle's engine turns on
- Time at which the vehicle's engine turns off
- Movement without the vehicle's engine being turned on

## **Policy**

### **A. Operational Efficiencies**

Position Data from the vehicle GPS system will not be routinely or continuously monitored for the purpose of managing employee performance such that disciplinary action could result. Access to vehicle Position Data will be restricted to management personnel who require it to properly perform their duties.

Some examples of appropriate use of vehicle GPS data include but are not limited to:

- (i) investigating and responding to a complaint raised by a member of the public
- (ii) investigating internal matters, including concerns about the conduct of employees reporting to work locations in a timely manner, adhering to appropriate break/lunch schedules, improper use of vehicles off-duty, etc.
- (iii) internal Township audits
- (iv) responding to municipal, provincial or federal offences, charges, or infractions (i.e. municipal by-laws, *Highway Traffic Act* or *Criminal Code of Canada*)
- (v) efficiently assigning emergency service calls and measuring responsiveness to dispatched emergency service calls
- (vi) enhancing the efficiency of routes by selectively reviewing data with the goal of modifying route assignments
- (vii) exception reporting may be used to assist with identifying over or underutilized vehicles, opportunities for fuel savings and reduced maintenance costs.
- (viii) providing feedback to employees about their driving habits in order to enhance safety and fuel efficiency.

The Township may use Vehicle GPS Data as a tool to review and enhance employee performance when circumstances warrant and in accordance with this Policy. Such circumstances involve instances where the Township has reasonable concern that an employee's conduct is inconsistent with requirements established under the Township's policies, Code of Conduct, and general obligations and expectations of employees of the Township. An employee whose behavior is inconsistent with reasonable standards of conduct will be subject to appropriate disciplinary action, up to and including discharge.

In addition, the Township will review Engine Status Data through exception reports. Such reports detail occasions when the use of a Township vehicle has deviated from accepted norms, including:

1. Excessive speeding. "Excessive" for the purposes of this policy is defined as more than 20 kph over the posted speed limit. Township employees are expected to obey the posted speed limit at all times.
2. Excessive idling. "Excessive" is generally defined as more than 35 minutes. For the purposes of this policy this may be adjusted to account for specific circumstances such as weather conditions.
3. First ignition on and last ignition off.

Exception reports will be used for the purpose of promoting safe driving, reducing wear and tear on Township vehicles and enhancing productivity. The Township's use of Engine Status Data will assist in ensuring that employees are following the Township restrictions on the use of the Township vehicles on non-working hours and ensuring that employees are complying with the Township's expectations regarding their hours of work. Failure to comply with these expectations may lead to disciplinary action up to and including discharge.

#### **B. Safety**

The safety of our employees and of the public is a fundamental value of the Township.

Position Data may be used to assist with locating employees and resources quickly in the case of an emergency or when communication has been lost.

Key performance indicators such as harsh braking, sharp acceleration, and speeding may be monitored through exception reporting to identify and correct problems thereby reducing instances of unsafe driving.

#### **C. Preservation of Fleet Property**

Position Data may be used to assist with locating vehicles quickly in the case of theft.

The Township will use Engine Status Data to assist with the proactive scheduling of maintenance, reducing repair costs, preserving resale values and prolonging the life span of the Township vehicles.

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**TOWNSHIP OF EDWARDSBURGH CARDINAL  
ACTION ITEM**

**Committee:** Public Works/Environmental Services/Facilities  
Committee of the Whole

**Date:** April 20, 2015

**Department:** Public Works

**Topic:** Vehicle GPS Policy

**Purpose:** To recommend adoption of a policy with respect to the use of information from the Vehicle Global Positioning System.

**Background:** GPS monitoring systems have been installed on many of the Township's fleet of public works vehicles. The primary purpose of the installation was for risk mitigation with respect to winter maintenance. The information can be used to prove that proper road maintenance is being performed by identifying the date, time and location of a vehicle.

Because there is currently no policy governing the use of the information, it is not available for other electronic monitoring purposes such as responding to complaints raised by members of the public or investigating internal matters such as employee conduct with respect to vehicle use.

The municipality's Human Resources advisor provided a sample policy that would permit broader use of the information in the summer of 2014. Since that time the topic has been discussed at Labour-Management Committee on a number of occasions. The National Representative for the CUPE Local has been consulted and the attached document represents the results of a collaborative effort to design an acceptable policy for the use of the data.

Management staff have considered the need for installation of additional GPS monitoring equipment on vehicles other than those of the Public Works department, and recommendations with respect to those issues will be forthcoming as needs are confirmed.

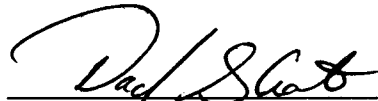
**Policy Implications:** A policy adopted by Council for the Township's use of vehicle GPS data for purposes of operational efficiencies, safety and preservation of fleet

property will ensure that such data is admissible in case of arbitration or other formal investigation.

**Financial Considerations:** None at this time. If management perceives the need to install GPS equipment on additional vehicles, there will be relatively minor budget implications. There would be no cost to install the system, but there is a monthly fee of \$40 per vehicle.

**Recommendation:** That Committee recommends that Council adopt the attached Vehicle Global Positioning System (GPS) Policy.

  
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CAO/Clerk

  
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Director of Operations