

# MUNICIPAL DISTRICT OF BIG LAKES

<b>TITLE:</b>	<b>GPS Monitoring</b>
<b>APPROVED BY COUNCIL:</b>	<b>November 26<sup>th</sup>, 2008</b>
<b>EFFECTIVE DATE:</b>	<b>November 26<sup>th</sup>, 2008</b>
<b>POLICY NO.</b>	<b>ADMIN-33</b>

## POLICY STATEMENT

The Municipal District of Big Lakes has provided a significant investment into both the safety and accountability of municipal staff in the form of GPS units being installed in municipal vehicles. In order to ensure that this investment accomplishes its goals, Council deems it necessary to establish a policy relating to the monitoring of GPS based information.

## POLICY

### General Principles

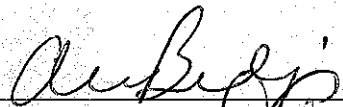
1. The Municipal District has a responsibility to protect the safety of all employees, and should utilize all tools available to meet this responsibility in the best fashion.
2. The Municipal District of Big Lakes shall be an open and accountable government. As such, the municipality shall utilize all tools available to ensure that the municipal services are being provided in the most effective and cost efficient manner.

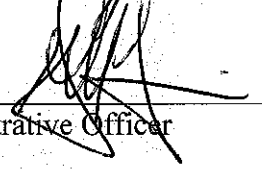
### Install and Set-up of GPS Equipment

3. The Municipal District of Big Lakes shall install GPS equipment in:
  - a. All mobile municipal equipment; and
  - b. All contract graders.
4. The Chief Administrative Officer shall establish administrative controls with the express purpose of restricting access to the information being recorded to appropriate personnel.
5. The Chief Administrative Officer shall have the sole discretion as to levels of access granted to staff members.
6. The Chief Administrative Officer shall have the sole discretion as to the release of information being recorded by the GPS equipment.

### Monitoring and Use of Information

7. Routine Monitoring of Fleet Operations: The Chief Administrative Officer shall establish administrative procedures which will ensure that data being recorded by the GPS equipment is being monitored on a regular basis. In establishing these procedures the C.A.O. shall ensure that the monitoring of information is sufficient to:
- a. Identify any safety related issues that can be identified by the data; and
  - b. Evaluate the efficiency and effectiveness of the delivery of services; and
  - c. Identify any employee behaviour which may not be in line with normal municipal operations.
8. Issue Specific Monitoring: The Chief Administrative Officer shall establish administrative procedures which will ensure that when an issue warrants investigation via the GPS system, such information is appropriately monitored. Situations which shall be addressed by this section include, but are not limited to:
- a. Concerns of the public or council; or
  - b. Specific performance management issues; and
  - c. Emergency situations.

  
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Chief Administrative Officer