

**GREEN LINE BOARD**ISC: UNRESTRICTED  
GLB2021-1154

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**Supplemental Guidelines – Whistleblower Policy and the Green Line Program**

23 July 2021

**Supplemental Guidelines – Whistleblower Policy and Green Line Program****RECOMMENDATION(S):**

That the Green Line Board:

1. Approve the Supplemental Guidelines in Attachment 1 to accommodate the Green Line Board in the application of the Whistleblower Policy CC026, as such Policy may be amended from time to time; and
2. Direct the Green Line Program team to provide the Supplemental Guidelines in Attachment 1 to the Manager, Whistleblower Program.

**HIGHLIGHTS**

- Council established the Green Line Board as a Committee of Council pursuant to Bylaw 21M2020 (the “Bylaw”). The Green Line Board (the “Board”) governs the Green Line Program.
- The Bylaw gives the Board broad authority over the Green Line Program (the “Program”).
- The Board has authority over the recruitment, hiring, compensation, supervision, management and terms of employment of the Program’s senior executive, as well as the authority to establish compensation structures and policies for supervision and management of Program staff.
- The Board also has authority to develop and establish other policies suitable for the Program and seek exemptions from, or alternatives to, existing City of Calgary Administrative policies to facilitate the fulfillment of the objectives of the Program.
- The Whistleblower Policy CC026 (the “Policy”) in its current form does not account for the organizational structure and the authority of the Board over the Program.
- The Supplemental Guidelines as set out in Attachment 1 account for the organizational structure and authority of the Board to be accommodated within the application of the Policy.
- The Supplemental Guidelines have been discussed with, reviewed by, and approved by the City Auditor/Director and Manager of the Whistleblower Program.
- The comprehensive application of the Policy and incorporation of the Board in its application fulfills Council’s objectives in the establishment of the Policy and the objectives of the Board to support open, ethical, and accountable governance.

**DISCUSSION**

In accordance with its obligations under its Terms of Reference, the Governance and Human Resources Committee of the Board (the “Committee”) is conducting a review of The City’s policies to determine which policies are applicable to Green Line and which Administrative policies, if any, require exemptions or alternatives to facilitate the fulfillment of the objectives of the Green Line Program. During the course of undertaking that work, the Committee reviewed Whistleblower Policy CC026.

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Upon review of the Policy, the Committee observed that a Committee of Council or Board, such as the Green Line Board, is not included in the reporting functions of the Whistleblower Program. The Committee invited the City Auditor/Director and Manager, Whistleblower Program to attend a meeting of the Committee and discuss the objectives and processes related to the application of the Policy. The Supplemental Guidelines were drafted subsequent to the meeting and reviewed by and approved by the City Auditor/Director and Manager, Whistleblower Program. The City Auditor/Director and Manager of the Whistleblower Program will be provided a copy of the Supplemental Guidelines and have agreed to follow through with the Board, as applicable, in following up on reporting processes in relation to disclosures or reporting about Green Line activities or personnel.

The Supplemental Guidelines provide clarification in respect of the application of the Policy as it applies to the Board and the Program and assist the Board in fulfilling its mandate to govern and oversee the Program.

**STAKEHOLDER ENGAGEMENT AND COMMUNICATION**

Public Communication and Engagement was not required.

**IMPLICATIONS****Social**

The application of the Supplemental Guidelines will fulfill Council's objectives and the objectives of the Board to support open, ethical, and accountable governance.

**Environmental**

Not Applicable.

**Economic**

Not Applicable.

**Service and Financial Implications**

Implications are minimal, and will involve the City Auditor/Director and Manager, Whistleblower Program incorporating the Board into their reporting processes.

**RISK**

The application of the Supplemental Guidelines by the Whistleblower Program will facilitate the proper information flow to the Board in relation to disclosures and reporting and assist the Board in mitigating risk in a timely and appropriate manner.

**ATTACHMENTS**

1. Attachment 1 – Green Line Program Supplementary Guidelines – Whistleblower Policy CC026



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**Supplemental Guidelines – Whistleblower Policy and the Green Line Program****Circulation:**

Don Fairbairn	Chair, Green Line Board	Approved
Marcia Nelson	Chair, Board Governance and Human Resources Committee	Approved
Alain Bleau	Manager, Whistleblower Program	Consulted / Approved
Michael Thompson	GM, Green Line	Consulted / Approved