



GREEN LINE PROGRAM SUPPLEMENTARY GUIDELINES

WHISTLEBLOWER POLICY CC026

Approved by:	Green Line Board
Effective date:	2021 / 07 / 23
Department:	Green Line

BACKGROUND

The Green Line Board (the “Board”) was established by Council pursuant to Bylaw 21M2020 (the “Bylaw”) in July 2020. Pursuant to the Bylaw, the Board has authority over the recruitment, hiring, compensation, supervision, management, and terms of employment over the Green Line Program’s most senior executives, and may establish policies for the Green Line Program team. Pursuant to such authority the Board is retaining a Chief Executive Officer (CEO) for the Green Line Program. The CEO will report to the Board, not to the City Manager. The City Manager is a member of the Board, and the Board reports directly to Council.

The Bylaw has specifically provided the Board certain authority over the Green Line Program and Green Line Program team. Pursuant to such authority, the Board may develop and establish policies suitable for the Green Line Program and may also seek exemptions from, or alternatives to, existing Administrative policies of The City as the Board considers necessary to achieve the critical objectives of the Green Line Program. In the course of applying the Whistleblower Policy, the Whistleblower Program is encouraged to consult with the Board in regard to any exemptions from existing Administrative policies that the Board has received.

A. Purpose

The purpose of these Supplemental Guidelines regarding the Whistleblower Policy CC026 (the “Policy”), as it may be amended from time to time, is to:

1. provide additional assistance for the Director/City Auditor and Manager, Whistleblower Program to accommodate the Board and its authority over the Green Line Program pursuant to the Bylaw within the scope of the application of the Policy by the Director/City Auditor; and

2. protect the interests of The City and the Board and ensure the Board is accurately informed and aware of all matters for which it has responsibility under the Bylaw.

B. Scope

The Policy applies to the Board, the CEO and the Green Line Program team. These Supplemental Guidelines concern the application of the Policy.

C. Supplemental Guidelines

1. Reporting

- a) Members of the Green Line Program team may report a concern of Wrongdoing (as defined in the Policy) to the Chair of the Governance and Human Resources Committee of the Board or the Chair of the Board as one option for reporting in addition to the other options identified for reporting in the Policy.
- b) The Chair of the Governance and Human Resources Committee of the Board or the Chair of the Board, as applicable, will, in turn, engage the assistance of the Director/City Auditor and Manager, Whistleblower Program to follow up and investigate, as necessary, any reports of Wrongdoing.
- c) If the Whistleblower Program receives reports of Wrongdoing concerning any individual member of the Green Line Program team, the CEO, or any individual member of the Board, the Director/City Auditor and Manager, Whistleblower Program will follow up and investigate, as necessary, such reports of Wrongdoing.

2. Communications and Reporting of Results

- a) If investigations are conducted and concluded by the Whistleblower Program concerning individuals of the Green Line Program team (below the CEO level), a confidential report of the findings and recommendations will be reviewed and discussed by the City Auditor with the CEO of Green Line, who will undertake the responsibility to ensure implementation of any recommendations raised by the Whistleblower Program. The CEO of Green Line will report to the Chair of the Governance and Human Resources Committee of the Board on a regular basis.
- b) If investigations are conducted and concluded by the Whistleblower Program concerning the Green Line CEO, a confidential report of the findings and recommendations will be reviewed and discussed by the City Auditor with the Chair of the Board and the Chair of the Governance and HR Committee of the



Board, who will undertake the responsibility to ensure the implementation of any recommendations raised by the Whistleblower Program.

- c) If investigations are conducted and concluded by the Whistleblower Program concerning individuals of the Board (excluding the Chair of the Board), a confidential report of the findings and recommendations will be reviewed and discussed by the City Auditor with the Chair of the Board, who will undertake the responsibility to ensure the implementation of any recommendations raised by the Whistleblower Program.
- d) If investigations are conducted and concluded by the Whistleblower Program concerning the Chair of the Board, a confidential report of the findings and recommendations will be reviewed and discussed by the City Auditor directly with the City Solicitor and the City Manager, who will undertake responsibility to ensure the implementation of any recommendations raised by the Whistleblower Program.