



Green Line Board **Report**

Item # 8.2
ISC: UNRESTRICTED
GLB2021-1398

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GREEN LINE BOARD **Governance and Human Resources Committee**

September 24, 2021

Supplementary Guidelines – Whistleblower Policy and the Green Line Program

RECOMMENDATIONS

That the Green Line Board:

1. Approve the Supplementary Guidelines in Attachment 1 to accommodate the Green Line Board and CEO 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 Supplementary Guidelines in Attachment 1 to the Manager, Whistleblower Program for implementation.

HIGHLIGHTS / BACKGROUND

- 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, such as the Chief Executive Officer (“CEO”), 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”) is a policy approved and administered by City Council. Pursuant to the Bylaw, the Board must comply with all Council policies. However, the application of the Policy does not account for the organizational structure and the authority of the Board over the Program.
- The Supplementary 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 Supplementary 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.

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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 their policy review, the Committee reviewed Whistleblower Policy CC026.

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 assessment, investigative, or 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 Supplementary 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 Supplementary Guidelines and have agreed to follow through with the Board or CEO, as applicable, in following up on assessment, investigative, or reporting processes in relation to disclosures or reporting about Program activities or personnel.

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

IMPLICATIONS

Social

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

Environmental / Economic / Service and Financial Implications Economic

Not applicable.

Stakeholder engagement and external communication

Public communication or engagement was not required on this matter.

RISKS

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

ATTACHMENT(S)

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

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Approved: D. Bhatti (CEO), M. Nelson (Chair, Governance & Human Resources Committee), and Alain Bleau (Manager, Whistleblower Program)