



## **GREEN LINE PROGRAM SUPPLEMENTARY GUIDELINES**

### **WHISTLEBLOWER POLICY CC026**

<b>Approved by:</b>	<b>Green Line Board</b>
<b>Effective date:</b>	<b>2021/09/24</b>
<b>Department:</b>	<b>Green Line</b>

### **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 has retained a Chief Executive Officer (CEO) for the Green Line Program. The CEO reports 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.

The Whistleblower Policy CC026 (the “Policy”) is a policy administered by City Council. In its application of the 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 Supplementary Guidelines regarding the Policy is to:

1. provide additional assistance for the Director/City Auditor and Manager, Whistleblower Program to accommodate the Board and CEO and their 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 Supplementary Guidelines concern the application of the Policy.

## **C. Supplementary 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**

All concerns received by the Whistle-blower Program will be assessed and where appropriate, investigated in alignment with the Policy. As knowledge of whistle-blower allegations, substantiated or not, can have a negative effect on an individual's personal and professional reputation in addition to general workplace morale, whistle-blower activities are conducted in a confidential manner restricting all knowledge of information specific to an allegation and investigation to a need-to-know basis.

Concerns raised involving the Green Line Program will be handled in the manner outlined in *Table 1*:

Table 1

WB Reports	Assessment	Investigation	Recommendations	Reporting
Involving Green Line Program Team (below CEO level)	Manager, Whistle-blower Program will triage concerns and determine next steps, involving the CEO, Green Line as necessary.	Manager, Whistle-blower Program will discuss results of investigations with the CEO, Green Line.	Manager, Whistle-blower Program will discuss recommendations with the CEO, Green Line, who will have responsibility to ensure implementation.	The Manager, Whistle-blower Program will provide a quarterly report of activity to the CEO, Green Line.  CEO, Green Line will report to the Chair of the Governance and Human Resources Committee of the Board.
Involving CEO, Green Line	Manager, Whistle-blower Program and City Auditor will triage concerns with the Chair of the Board and the Chair of the Governance and HR Committee to determine next steps.	Manager, Whistle-blower Program and City Auditor will discuss results of investigations with the Chair of the Board and the Chair of the Governance and HR Committee.	Manager, Whistle-blower Program and City Auditor will discuss recommendations with the Chair of the Board and the Chair of the Governance and HR Committee, who will have responsibility to ensure implementation.	
Involving members of the Board (excluding Chair)	Manager, Whistle-blower Program and City Auditor will triage concerns with the Chair of the Board to determine next steps.	Manager, Whistle-blower Program and City Auditor will discuss results of investigations with the Chair of the Board.	Manager, Whistle-blower Program and City Auditor will discuss recommendations with the Chair of the Board, who will have responsibility to ensure implementation.	

WB Reports	Assessment	Investigation	Recommendations	Reporting
Involving the Chair of the Board	Manager, Whistle-blower Program and City Auditor will triage concerns with the City Solicitor and the City Manager to determine next steps. City Solicitor and the City Manager will advise the Vice-Chair of the Board and the Chair of the Governance and HR Committee if an investigation is going to be undertaken.	Manager, Whistle-blower Program and City Auditor will discuss results of investigations with the City Solicitor and the City Manager.	Manager, Whistle-blower Program and City Auditor will discuss recommendations with the City Solicitor and the City Manager, who will have responsibility to ensure implementation.	The City Solicitor and the City Manager will notify the Vice-Chair of the Board and the Chair of the Governance and HR Committee of the investigation and required corrective action.

Detailed or specific information will not be disclosed regarding active investigations in order to maintain the integrity and confidentiality of the active investigations.