

Council Policy

Policy Name: Whistleblower
Policy No.: LEG-150
Effective Date: January 1, 2016

Review Date: January 1, 2019

STATEMENT:

The Regional Municipality of Wood Buffalo (the “Municipality”) is committed to core principles of:

- a) accountability, transparency, and integrity in all municipal operations; and
- b) ethical behaviour on the part of all municipal employees and elected officials.

In furtherance of these principles the Municipality will strive to create and maintain a corporate culture and environment in which employees and members of the public feel confident of their ability to report acts of wrongdoing, in good faith, without fear of retaliation, and in which employees and elected officials are held accountable for acts of wrongdoing.

PURPOSE, OBJECTIVE AND SCOPE:

1. Purpose

The purpose of this Policy is to further the Municipality’s core principles of accountability, integrity, transparency and ethical behaviour on the part of all municipal employees and elected officials, by empowering and directing Administration to create and maintain Administrative Procedures to:

- (a) establish a process for whistleblowers [who may be employees or members of the public] to make allegations of wrongdoing by municipal employees, for such allegations to be screened for legitimacy and investigated, and for appropriate discipline to be imposed when an allegation is substantiated;
- (b) establish a process for whistleblowers to make allegations of wrongdoing by elected officials, for such allegations to be screened for legitimacy and investigated, and for Council to receive investigation reports involving elected officials and decide upon disciplinary measures; and
- (c) ensure that a whistleblower whose allegation of wrongdoing is made in good faith on the best information available to the whistleblower is protected from retaliation regardless of the outcome of the ensuing process.

2. Objective

The objective of this policy is to promote a corporate culture and environment in which there is no tolerance for wrongdoing and in which Employees and members of the public are encouraged to identify and report wrongdoing whenever it comes to their attention in the secure knowledge that if they do so on good faith they will be protected from retaliation.

3. Scope

This Policy is not intended to usurp or supersede in any manner:

- (a) the right of management to investigate and impose discipline upon an employee for a wrongful act in the context of the employment relationship;
- (b) other Council Policies or Administrative Procedures or Administrative Directives that set out behavioral expectations of employees or prescribe methods of employee discipline;
- (c) the rights of an employee represented by a Union, under the applicable collective agreement;
- (d) the right of any employee to take independent legal action in response to any wrongful act against that employee.

MANAGEMENT, REFERENCES AND APPROVAL

This Policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This Policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Council
Approval Date:

Revision Approval Dates:
Review Due: January 1, 2019

Policy Manager: Manager, Legal Services and Policy/Governance Support
Department Contact: Senior Administrative Assistant, Legal and Legislative Services

Mayor

Chief Legislative Officer

Date