

	<i>Chinook's Edge School Division – Administrative Procedure</i>	
	<b>EX 4.27.1 / Public Interest Disclosure (Whistleblower Protection)</b>	
<b>Related Policies:</b>		<b>Initial Approval:</b>
<b>Related Procedures:</b>		<b>Last Amended:</b>
<b>Exhibits:</b>		<b>Last Reviewed:</b>
AP 4 – 27 Public Interest Disclosure (Whistleblower Protection)		

PIDA Disclosure Form

Under PIDA, a disclosure must be in writing and must include the following information, if known:

A description of the wrongdoing.	
The name of the individuals or individuals who have committed or are about to commit the wrongdoing.	
The date of the wrongdoing.	
Any additional information that the Designated Officer may reasonably require in order to investigate the matters set out in the disclosure.	
Any other information prescribed in the regulation.	

Name (optional): \_\_\_\_\_

Contact Information (optional): \_\_\_\_\_

*Please submit the completed form to the Chinook's Edge Associate Superintendent People Services.*

What can you expect? How soon?

Stage of the process	Maximum time allowed
The Designated Officer will acknowledge receipt of this disclosure (if name is included)	5 business days from the date the disclosure is received.
The Designated Officer will conduct a preliminary analysis.	10 business days from the date the disclosure is received.
The Designated Officer will conduct an investigation and report their findings.	110 business days from the date the disclosure is received.

*What happens if I am not satisfied with the response from the Designated Officer?*

A disclosure maybe filed with the Public Interest Commissioner.

*What happens if the disclosure involves the Designated Officer?*

A disclosure maybe filed with the Public Interest Commissioner.

*What if this is a matter dealing with imminent danger to the public health or safety; of a specific danger to the environment?*

A disclosure maybe filed with the Public Interest Commissioner.