

## PUBLIC INTEREST DISCLOSURE

**Consider the following to determine if there is reasonable cause to file a notice with your Public Interest Designated Officer:**

- 1) The Public Interest Disclosure Act applies to employees of government departments, offices of the Legislature and public entities as prescribed in the Public Interest Disclosure Act Regulations, who in good faith disclose a wrongdoing in accordance with the Act.
- 2) The wrongdoing must have occurred after June 1, 2013 and within 2 years of today's date.
- 3) The type of wrongdoing **must** fall within one (or more) of the following categories:
  - a. Contravention of an Act or a Regulation (Contravention of a Law)
  - b. An act or omission that creates a substantial and specific danger to the life, health or safety of individuals.
  - c. An act or omission that creates substantial and specific danger to the environment.
  - d. Gross mismanagement of public funds or a public asset.
  - e. Counseling an individual to commit a wrongdoing mentioned above.

*If none of the above, the Public Interest Disclosure Act does not apply. You should consider internal department/organization resolution mechanisms.*

**To make a formal disclosure of wrongdoing to your Designated Officer (Secretary-Treasurer) please complete this form and submit in person or by email to:**

Imogene Walsh  
Secretary-Treasurer  
Public Interest Designated Officer  
Battle River School Division  
5402 48A Ave  
Camrose, AB T4V 0L3  
email: iwals@brsd.ab.ca

**Under the following circumstances you should make the Disclosure to the Public Interest Commissioner in Edmonton:**

- 1) No procedures have been established within my department/public entity, to make a disclosure.
- 2) The subject matter involves the Chief Officer or Designated Officer of my department/public entity.
- 3) There is an imminent risk of a substantial and specific danger to the life, health or safety or individuals, or to the environment, and there is insufficient time to make a disclosure to my Designated Officer.
- 4) An individual reasonably believes that a reprisal is likely to be taken or directed against him/her if the disclosure is made to the Designated Officer.

To proceed with making a Disclosure of Wrongdoing to the Public Interest Commissioner, please complete the form online at <http://www.pic.alberta.ca/wrongdoing-form.aspx>

For more information, clarification or advice, contact the Provincial Public Interest Commissioner.

Office of the Public Interest Commissioner  
10303 Jasper Avenue NW, Suite 2800  
Edmonton, AB T5J 5C3  
email: [info@pic.alberta.ca](mailto:info@pic.alberta.ca)

**PUBLIC INTEREST DISCLOSURE**

**DISCLOSURE OF WRONGDOING TO DESIGNATED OFFICER**

GENERAL CONTACT INFORMATION (Individual Reporting a Wrongdoing)			
Name			
Mailing Address			
City / Province		Postal Code	
Preferred Telephone		Work <input type="checkbox"/>	Home <input type="checkbox"/> Cell <input type="checkbox"/>
Alternate Telephone		Work <input type="checkbox"/>	Home <input type="checkbox"/> Cell <input type="checkbox"/>
Email			
Preferred method to receive Disclosure communication		Phone <input type="checkbox"/>	Email <input type="checkbox"/> Mail <input type="checkbox"/>
School or Department			

Please provide as much information as possible about the person(s) or organization alleged to have committed the wrongdoing, or about to commit the wrongdoing, or where the wrongdoing occurred or is about to occur:			
Name			
Title		Organization	Battle River School Division
Organization Address			
City / Province		Postal Code	
Work Telephone			
Email			

Please provide a description of the wrongdoing including all relevant details, dates and locations the wrongdoings occurred or about to occur, and all parties involved:

Declaration:	I believe that all the information provided is true to the best of my knowledge. <i>Knowingly making a false or misleading statement is an offence pursuant to the Act.</i>
<b>Signature</b>	<b>Current Date (Month/Day/Year)</b>