



Comox Valley Schools

School District No. 71

Office of the Secretary-Treasurer

Records Available to the Public Without a Request

Consistent with its obligations under the *Freedom of Information and Protection of Privacy Act* (“FIPPA”), the School District supports openness and transparency with its stakeholders and members of the community. The following categories of records have been established by the School District under section 71(1) of the FIPPA as appropriate for disclosure to the public without the need to file an access request. All the listed categories are available on the **School District’s website listed below.**

Category	Location	Nature of Information	*Targeted Release Date
Board of Education Bylaws	https://www.comoxvalleyschools.ca/board-bylaws/	Collection of bylaws applicable to the school district	Following ratification
Board of Education Policy Manual	https://www.comoxvalleyschools.ca/board-policies/	Policies developed by the board of education	Following ratification
Administrative Procedures	https://www.comoxvalleyschools.ca/administrative-procedures/	The procedures and practices established by the Superintendent of Schools	Following ratification
Public Board Meeting Agendas, Minutes and Materials	https://www.comoxvalleyschools.ca/board-meetings/	Material related to public board meetings	Within 60 days
School Calendars	https://www.comoxvalleyschools.ca/reports/	Annual school calendars developed by the school district	Following ratification



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Strategic Plan	https://www.comoxvalleyschools.ca/strategic-plan/	Annual strategic plan, the final plan and records related to development	Within 30 business days of completion
Statement of Financial Information	https://www.comoxvalleyschools.ca/reports/	Information prepared under the Financial Information Act	Upon filing
Annual Budget	https://www.comoxvalleyschools.ca/reports/	As described	On or before June 30 of each school year
Long Range Facilities Plan	https://www.comoxvalleyschools.ca/reports/	Final plan and related consultation documents	Within 30 days of completion
Summary reports on the status of Current and Capital Projects and Completed Projects	https://www.comoxvalleyschools.ca/board-meetings/	Summary of the School District's capital projects	Within 30 days of completion or amendment

**The School District endeavours to post the above listed categories within the listed timeframes, however more time may be needed in some circumstances.*