



Vancouver Island West  
School District 84

**Records Available to the Public  
Without a Request**

Consistent with its obligations under the *Freedom of Information and Protection of Privacy Act* (“FIPPA”), School District 84 supports openness and transparency with its stakeholders and members of the community. The following categories of records have been established by the District under Section 71(1) of the FIPPA as appropriate for disclosure to the public without the need to file an access request. All of the categories are available on the District’s website at [www.sd84.bc.ca](http://www.sd84.bc.ca).

Category	Location	Nature of Information	Targeted Release Date*
Board Meeting Agendas, Minutes and Materials	<a href="https://sd84.bc.ca/about-sd84/board-meetings/">https://sd84.bc.ca/about-sd84/board-meetings/</a>	Information related to the regular monthly Board meetings plus any other public meetings of the Board.	Agenda packages are posted within 48 hours of public meetings; minutes are posted within 30 days of meetings.
Board of Education Bylaws	<a href="https://sd84.bc.ca/about-sd84/policy-manual/">https://sd84.bc.ca/about-sd84/policy-manual/</a>	Bylaws applicable to the business of the District; e.g. calendar, appeals, spending, procedures, election, capital, etc.	Bylaws are posted once they have been adopted by the Board of Education.
Board of Education Policies	<a href="https://sd84.bc.ca/about-sd84/policy-manual/">https://sd84.bc.ca/about-sd84/policy-manual/</a>	Board policies establishes goals and gives direction to the District.	Board policies are posted within 30 days of adoption.
Budget	<a href="https://sd84.bc.ca/about-sd84/budget/">https://sd84.bc.ca/about-sd84/budget/</a>	Annual budget of the Board.	After approval by the Board, on or before June 30 of each school year.
Capital Projects	<a href="https://sd84.bc.ca/about-sd84/board-meetings/">https://sd84.bc.ca/about-sd84/board-meetings/</a> <a href="https://sd84.bc.ca/by-laws/">https://sd84.bc.ca/by-laws/</a>	Summary of the District’s capital projects.	Reports provided during Regular Board meetings, when required.
COVID-19 Safety Plans	<a href="https://sd84.bc.ca/">https://sd84.bc.ca/</a> <a href="https://sd84.bc.ca/staff-resources/health-safety/">https://sd84.bc.ca/staff-resources/health-safety/</a>	COVID-19 information and safety plans for all schools and District facilities.	As per any required deadlines issued by the Ministry of Education and/or WSBC, and posted within 10 days of completion and/or updating.

District Administration	<a href="https://sd84.bc.ca/about-sd84/district-administration/">https://sd84.bc.ca/about-sd84/district-administration/</a>	List and contact information for the District's administrators.	Posted as created and updated when necessary.
Employment Opportunities	<a href="https://sd84.bc.ca/about-sd84/employment-opportunities/">https://sd84.bc.ca/about-sd84/employment-opportunities/</a>	Job postings and job descriptions.	Job descriptions are posted within 30 days of creation and/or updating. Job vacancies are posted within five days of approval, until closed or filled.
Executive Disclosure Compensation Reports	<a href="https://sd84.bc.ca/about-sd84/reports/">https://sd84.bc.ca/about-sd84/reports/</a>	Annual disclosure of executive compensation.	Posted each December.
Forms	<a href="https://sd84.bc.ca/staff-resources/forms/">https://sd84.bc.ca/staff-resources/forms/</a>	List of forms used in SD84.	Posted when created and kept up to date.
Health and Safety Program	<a href="https://sd84.bc.ca/staff-resources/health-safety/">https://sd84.bc.ca/staff-resources/health-safety/</a>	Health and safety guidance and information for employees.	Posted when created and updated as required.
Long Range Facilities Plan	<a href="https://sd84.bc.ca/about-sd84/board-meetings/">https://sd84.bc.ca/about-sd84/board-meetings/</a>	Final plan and any related documents.	Within 30 days of Board approval.
Parent and Student Information	<a href="https://sd84.bc.ca/parent-student-portal/">https://sd84.bc.ca/parent-student-portal/</a>	E-Learning, Mathletics, Digital Classroom, Student Email and Forms, Destiny Library System, Bookflix, Learning Links, Passport to Internet, Scholarships, FSA and Provincial Exams	Posted when created and updated as required.
School Calendar	<a href="https://sd84.bc.ca/calendar/">https://sd84.bc.ca/calendar/</a>	The annual School Calendar lays out the days in session, days of instruction, number of hours of instruction and minutes per day, and all school vacations.	The annual School Calendar is posted by May 30 <sup>th</sup> of each school year.
Schools	<a href="https://sd84.bc.ca/">https://sd84.bc.ca/</a>	Each school has its own website to provide parents and students with current information.	Posted when created and updated as required.

Staff Resources	<a href="https://sd84.bc.ca/staff-resources/">https://sd84.bc.ca/staff-resources/</a>	Employment information regarding benefits, collective agreements, EFAP, orientation, Unions, etc.	Posted when created and kept up to date.
Statement of Financial Information (SOFI)	<a href="https://sd84.bc.ca/about-sd84/reports/">https://sd84.bc.ca/about-sd84/reports/</a>	All financial information as required under the Financial Information Act.	The SOFI is posted within five days of Board approval and filing.
Strategic Plan	<a href="https://sd84.bc.ca/about-sd84/strategic-plan/">https://sd84.bc.ca/about-sd84/strategic-plan/</a>	Annual strategic plan, final plan and records related to development.	Within 30 business days of completion.
Teacherages	<a href="https://sd84.bc.ca/staff-resources/teacherages/">https://sd84.bc.ca/staff-resources/teacherages/</a>	Housing information for recruitment purposes and for tenants.	Posted when created and updated as required.