

Records Available to the Public Without an Access Request

Consistent with its obligations under the *Freedom of Information and Protection of Privacy Act* (“FIPPA”), the district 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 FIPPA as appropriate for disclosure to the public without the need to file an access request. All the listed categories are available as noted below. Public bodies are required to respond to access requests under the FIPPA within 30 business days.

Category	Location	Nature of Information	Targeted Release Date ¹
Board bylaws	On request	Bylaws applicable to the district	Following board approval
Board policies	https://burnabyschools.ca/board/budgets-and-policies/policy-manual/	Policies developed by the Board of Education	Following board approval
Public board meeting agendas, minutes and related documents	https://burnabyschools.ca/board/agenda-minutes/	Materials related to public board meetings	Within 10 days of the meeting at which they are presented/approved
School calendars	https://burnabyschools.ca/wp-content/uploads/2020/02/Approved-3-year-School-Calendar-2020-2023.pdf Individual schools’ websites	Annual school calendars developed by the district Individual school calendars	Following board approval Following school approval

¹ The district endeavours to post the categories listed above within the listed timeframes. However, more time may be needed in some circumstances.

Strategic Plan	https://burnabyschools.ca/strategic-plan-2019-24/	Annual strategic plan and related records	Within 30 business days of completion
COVID-19 safety plans	https://burnabyschools.ca/wp-content/uploads/2020/09/Burnaby-School-District-Stage-2-Return-to-School-Health-Safety-Handbook-COVID-19.pdf	COVID-19 related plans for school and district facilities	Immediately following approval
Statement of Financial Information	https://burnabyschools.ca/board/budgets-and-policies/budget/	Information prepared under the Financial Information Act	Upon filing at the end of the calendar year
Annual budget	https://burnabyschools.ca/board/budgets-and-policies/budget/	The district's operating budget	On or before June 30 each school year
Library catalogue	https://burnabysdlibraries.follettdestiny.ca/?&context=ca02_6002582_pst	Listing of library collections	Within 30 business days of amendment
Long-Range Facilities Plan	https://burnabyschools.ca/wp-content/uploads/2019/02/SD41-LRFP-Final.pdf	Final plan and related documents	Within 30 business days of completion
Summary reports on the status of current and completed capital projects	On request	As described	Within 30 business days of completion or amendment