



## Memorandum

To: Board of Trustees  
From: Tracy Barill, Director of Education  
Date: May 8, 2023  
Subject: **Policies to be Rescinded**

## Recommendation

1. Control of Keys to Board Owned Buildings Policy (PO403)

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Durham Catholic District School Board approve the rescinding of the Control of Keys to Board Owned Buildings Policy (PO403).”

2. Community Concern Protocol Policy (PO443)

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

“THAT the Durham Catholic District School Board approve the rescinding of the Community Concern Protocol Policy (PO443).”

## Rationale

In an effort to streamline the Board’s policy process and framework, Senior Administration has been reviewing policies and procedures for areas of risk, addressing gaps and seeking opportunities to create and/or revise more succinct policies and procedures.

### **PO403 Control of Keys to Board Owned Buildings Policy**

PO403 Control of Keys to Board Owned Buildings and PO604 Access to School Premises have been amalgamated into one policy titled Access to Board Premises (PO604). As such, PO403 has become redundant and is being rescinded.

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### **PO443 Community Concern Protocol Policy**

PO443 Community Concern Protocol was a stand-alone policy with no attendant administrative procedures. Upon review of this policy, it was found that most of the contents were procedural and required the creation of an administrative procedure. To that end, AP440-6 Concern/Complaint Resolution Process was created to reflect the contents that were previously found in the policy (approved at Admin Council on April 24, 2023), and as it relates to the following policies and procedures:

- Anti-Racism Policy (PO200)
- Responding to Student Incidents of Racism and Discrimination Administrative Procedure (AP200-1)
- Freedom of Information and Protection of Privacy Policy (PO201)
- Electronic Meetings Policy (PO205)
- Acceptable Use of Information and Communications Technology Policy (PO431)
- Acceptable Use of Information and Communications Technology Administrative Procedure (AP431-1)
- Accessibility Policy (PO434)
- Customer Service Accessibility Standards Administrative Procedure (AP434-1)
- Use of Support Person by the General Public Administrative Procedure (AP434-4)
- Monitoring and Feedback on Accessible Customer Service Administrative Procedure (AP434-5)
- Accessible Information and Communications (AP434-8)
- Code of Conduct Policy (PO610)
- Code of Conduct Administrative Procedure (AP610-1).

PO443 has become redundant and should be rescinded.

TB/KA/cc

Attachments: (PO403 Control of Keys to Board Owned Buildings Policy; PO443 Community Concern Protocol Policy; AP440-6 Concern/Complaint Resolution Process)