



REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### BUSINESS CARDS POLICY A.17

*“What kind of work do you do? Where do you come from? What is your country?  
From what people are you?” Jonah 1:8*

Created, Draft	First Tabling	Review
May 7, 2019	June 4, 2019	<a href="#">Click here to enter a date.</a>

Shazia Vlahos, Chief of Communications and Government Relations

### RECOMMENDATION REPORT

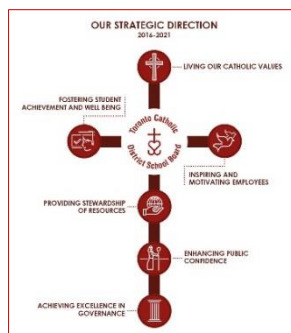
**Vision:**

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

**Mission:**

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

L. Noronha  
Associate Director of Facilities,  
Business and Community  
Development, and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

To ensure that all individuals representing the Toronto Catholic District School Board are doing so in a manner that is professional, consistent and transparent with the use of business cards.

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

## **C. BACKGROUND**

1. The Business Card Policy A.17 was approved in March 1987 and last amended on January 29, 2015.
2. This policy applies to Trustees, board officials, employees and long-term contractors.
3. The policy describes the layout of business cards.

## **D. METRICS AND ACCOUNTABILITY**

The effectiveness of the policy will be determined by ensuring the printing department keep records of all billing related to the distribution of business cards.

## **E. STAFF RECOMMENDATION**

Staff recommends that the Business Card Policy A.17, as amended and proposed in Appendix A, be adopted.