



REPORT TO

REGULAR BOARD

BUSINESS CARDS POLICY

You yourselves are our letter, written on our hearts, to be known and read by all - 2 Corinthians 3:2

Drafted

April 14, 2025

Derek Luk, Senior Policy Advisor

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Meeting Date

May 22, 2025

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



Brendan Browne
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

The report recommends to Board that the Business Cards Policy, formerly A. 17 be rescinded.

The cumulative staff time required to prepare this report was 5 hours.

B. PURPOSE

The report outlines the rationale and the recommendation to rescind the Business Cards Policy.

C. BACKGROUND

1. The Business Cards Policy (Appendix A) was last reviewed and approved in June 2019.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The Business Cards Policy includes regulations on the logo, colours, and font to be used.
2. Toronto Catholic District School Board business cards fall under the Logo Use policy (Appendix B).
3. Trustees or staff who order business cards are required to fill out the Business Card Order Form (Appendix C).
 - i. References to the policy in the form would be removed should the Board approve rescindment.
4. Fewer TCDSB staff require business cards.
 - i. In 2019, 233 staff requested business cards.
 - ii. In 2025, 13 requests for business cards have been made to date.
5. On May, 6, 2025, GAP approved the rescindment of the policy.

E. GAP RECOMMENDATION

1. GAP recommends to Board that the Business Cards Policy provided in Appendix A be rescinded.