Administrative Procedure 155

EVENT PROTOCOL

Background

Proper protocol is to be followed for events organized by the Division or its schools.

Procedures

1. Formal school and division events typically open with a Land Acknowledgement and the playing of O'Canada.

2. Order of introductions:

   2.1　Members of the Senate representing Saskatchewan;

   2.2　Members of Parliament – Cabinet Ministers first;

   2.3　Members of the Legislative Assembly – Cabinet Ministers first;

   2.4　Board Chair;

   2.5　Other trustees;

   2.6　Mayor; Other civic councillors

   2.7　Elders and Hutterian Brethren;

   2.8　Senior bureaucrats and heads of other organizations;

   2.9　Prominent community members.

3. Contact is to be made with the Communications Department from the appropriate level

6. Seating is to be arranged so that the most senior dignitary is closest to the podium at all times.

7. The Director of Education is to be contacted if a speaker is requested from the Board or Division level.

8. The Board or schools may be included in royal visits (Canada's Governor-General and/or Saskatchewan's Lieutenant Governor); visits by the Prime Minister or Premier, senior cabinet ministers, ambassadors, or other prominent dignitaries.

    8.1   The Formal Protocol of either the Government of Canada or the Province of Saskatchewan takes precedent.

    8.2   Information on proper protocol in these special circumstances can be obtained from the Government of Canada and the Government of Saskatchewan protocol websites.

    8.3   The Director of Education is to be contacted in the event of a Dignitary visit to a school.

9. When trustees are in attendance at a school event they are to be introduced and where possible a connection between their role and the event at hand is to be made.

10. Schools are requested to make arrangements to provide a respectful, hospitable welcome to trustees.

References: Sections 85, 87 Education Act:
                        Provincial Government Protocol
                        Federal Government Protocol

June 7, 2022