



AP 161 – PROTOCOL FOR DIGNITARY VISITS

BACKGROUND

Saskatoon Public Schools welcomes visits from elected officials, dignitaries and other guests whose roles contribute to public life. This administrative procedure establishes guidelines and protocols for planning and hosting dignitary visits.

Definitions

For this administrative procedure, a dignitary includes, but is not limited to:

- Members of the Royal Family and their representatives, the Governor General of Canada or the Lieutenant Governor of Saskatchewan
- Federal, provincial or municipal elected officials
- Senior government officials, ambassadors or consular representatives
- Other prominent local, national or international figures whose visit carries public, ceremonial or political significance

PROCEDURES

1. Notification and Approval

- 1.1. All proposed dignitary visits must be reported to the director of education or designate as soon as a request is received.
- 1.2. School administrators shall not independently confirm or promote dignitary visits without prior consultation with the director's office.
- 1.3. The director of education or designate, in consultation with the communications department, will determine whether the visit may proceed and what level of protocol is required.

2. Levels of Protocol

Dignitary visits will generally be planned according to the level of the visitor:

2.1. Local Elected Officials

- May include the mayor or city councillors.
- Require notification to the director's office and communications department.
- Local trustees shall be informed in advance and invited where appropriate.



2.2. Provincial or Federal Officials

- Includes any provincial or federal elected officials.
- Require notification to the director's office and communications department.
- The communications department will coordinate messaging, media relations and trustee notification.

2.3. Vice-Regal, Royal or International Dignitaries

- Require adherence to formal Government of Canada or Government of Saskatchewan protocol.
- Planning will be led by the director's office in collaboration with the communications department and relevant government protocol offices.

3. Roles and Responsibilities

The following roles and responsibilities shall be considered considering the requirements listed above in the Levels of Protocol section.

3.1. Director of Education or Designate

- Ensures alignment with governance protocols and division priorities.
- Serves as the primary liaison with government offices, where required.

3.2. Communications Department

- Coordinates planning, messaging and media relations.
- Advises on protocol, branding, photography and social media.
- Prepares or approves public communications related to the visit.

3.3. School Administrator

- Supports planning and logistics at the school level.
- Ensures student supervision, safety and minimal disruption to learning.
- Acts as official host during the visit including greeting and receiving the visitor(s) upon arrival and ensuring their presence is acknowledged in speeches/remarks.
- Communicates expectations to staff and students.
- As required, designates a private space for dignitaries to review their remarks/consult with their personal staff upon arrival.

3.4. Board Chair and Trustees

- Trustees representing the ward in which the visit occurs shall be notified in advance.
- Trustee participation and recognition will be coordinated through the director's office, consistent with governance protocol.

4. Trustee Recognition and Governance Protocol



- 4.1. Trustees shall be appropriately acknowledged at dignitary visits involving their schools or wards.
 - 4.2. The board chair or designate shall be recognized as the official spokesperson for the Board of Education, unless otherwise determined.
 - 4.3. Speaking roles, seating arrangements and introductions will be coordinated in advance to ensure clarity and respect for governance roles.
5. Media, Communications and Privacy
- 5.1. All media inquiries related to dignitary visits shall be directed to the communications department.
 - 5.2. Photography, video recording and social media content must comply with division privacy requirements and student consent protocols.
 - 5.3. Messaging related to the visit must be approved prior to release.
6. Safety, Security and Student Considerations
- 6.1. Student safety and well-being are the highest priority during all dignitary visits.
 - 6.2. Additional supervision, access controls or security measures may be implemented as required.
 - 6.3. Participation of students shall be age-appropriate, voluntary and respectful of privacy.
 - 6.4. Dignitary visits shall not unduly disrupt instructional time.

Reference:

Administrative Procedure 160: Event Protocol

Date Last Revised: January 2026