



Administrative Procedures

AP-303 PROTOCOL FOR DIGNITARY VISITS	Date of implementation: February 22, 2023
	Date of update: Related Administrative Procedures:

Purpose: To ensure positive external and internal communication are developed and maintained. Proper protocol is to be followed for visits that occur within the Division.

Procedures:

- 1) Royal and other Dignitary Visits
 - a) School boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Saskatchewan's Lieutenant Governor); visits by the Prime Minister of Premier; senior cabinet ministers; ambassadors or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of Saskatchewan takes precedence. Information on proper protocol in these special circumstances can be obtained from the Government of Saskatchewan. The Director of Education or designate must be contacted in these instances.
 - b) In these circumstances, it is expected that Trustees are properly recognized and included in the event.

Reference:

[Event Protocol](#) (*internal document*)