



Protocol for Elected Official, Dignitary, Indigenous Elder and Knowledge Keeper Involvement at CBE Events

inform |

chiefsuperintendent@cbe.ab.ca

For any planned or
unscheduled events

mediarelations@cbe.ab.ca

If you wish to invite media to
your event OR if media has
been invited by others

Purpose of the Protocol

This protocol offers guidance to ensure consistent management of requests by, invitations to, and the recognition of elected officials, dignitaries, Indigenous Elders and Knowledge Keepers at Calgary Board of Education (CBE) planned or impromptu events.

Introduction

The Calgary Board of Education values respectful relationships with local, provincial and international elected officials, dignitaries, Indigenous Elders and Knowledge Keepers. They are welcome in CBE facilities, when invited or by advance request.

If a school or service unit is hosting an event and plans to invite trustees, other dignitaries and superintendents, the trustee/superintendent participation request form must be completed.

Note | The form is to be used for all types of events (including but not limited to school-based events, graduations, system events, etc.). Using the form helps keep track of scheduling and helps support successful visits. It also ensures the Chief Superintendent has visibility of requests being made.

The form is not required if a school is inviting an elected official to participate in a classroom discussion directly connected to curriculum and events planned by school councils.

Elected officials, including trustees, must not use school events/meetings to discuss and/or to advance a personal election campaign or a political party agenda. Requests from all elected officials must be declined or rescheduled during an election period, including a by-election. Please refer to the [Protocol for School and Staff Involvement in Election Campaigns](#) for guidelines and details.

Definitions

Dignitary	A person holding high rank or position. Consider who various members of your school community may consider to be a dignitary.
Elected Official	A person who has been elected in a municipal (City Councilor or School Board Trustee), provincial, First Nation, Métis or federal election, in Canada or internationally.
Indigenous Elder or Knowledge Keeper	Someone who has earned or has had transferred, the rights to share traditional wisdom and spiritual knowledge.

General Guidelines

1 | Requests by CBE Trustees

Trustees are welcome and encouraged to visit CBE schools to learn more about each school and the program(s) it offers. Before visiting a school, trustees will fill out and submit a Request To Visit School form. The chief superintendent will review the request (purpose, proposed date(s), etc.) to determine whether the request can be accommodated. There may be times when activities occurring in a school or service unit would make it challenging to ensure the success of the visit.

Once the request is accepted and communicated to the trustee through the Office of the Chief Superintendent, arrangements for the visit will be made through School Improvement.

- Requests to visit schools should be directly supportive of or connected to an opportunity for student learning.
- Trustees are non-partisan and may not use school events/meetings to advance personal interests or political parties/groups.
- The release of personal information of staff, students, parents, or school council representatives to elected officials must adhere to the *Protection of Privacy Act*, *Access to Information Act* and *Personal Information Protection Act* requirements.
- CBE trustees are welcome to attend public events that are organized by a school/service unit. Trustees may be given a speaking role in the program if invited by the school/service unit to do so, but it is not required.
- CBE trustees may be invited to school/school council events with the exclusion of all candidate forums.

2 | Requests by Elected Officials or Dignitaries

If an elected official (other than a CBE Trustee), dignitary, Indigenous Elder or Knowledge Keeper contacts a school/service unit and requests an opportunity to visit:

- The principal/service unit superintendent (or appropriate designate) must review the request (purpose, date, etc.) to determine the appropriateness, the timeliness and the feasibility of accepting the request. There may be times when the activities occurring in a school or in a service unit would make it difficult to accept the request.
- The request must not interfere with student learning in a significant way, and ideally, is directly supportive of or connected to an opportunity for student learning.
- If the request to visit is accepted, the school/service unit must advise their education director/superintendent and the Office of the Chief Superintendent. The Office of the Chief Superintendent will notify the Office of the Board of Trustees so that the appropriate trustee can be informed and invited.
 - Completion of the Trustee/Superintendent Participation Request Form is not needed.
- Elected officials must consider their own government protocols and processes for requests. Each level of government may have its own approval channels and processes.

- If your school or service unit is contacted by government officials and asked to participate in an event, press conference or announcement, or asked to host an event or announcement, please contact Communication & Engagement Services at mediarelations@cbe.ab.ca or 403-819-2317 **before** you respond to the request.
- Elected officials are welcome to attend public events that are organized by a school/service unit. They are, however, not part of the official program and do not need to be given a speaking role in the program.
- The release of personal information of staff, students, parents, or school council representatives to elected officials must adhere to the *Protection of Privacy Act* requirements.

3 | Invitations to Trustees, Elected Officials, other Dignitaries

- Service units, principals and school councils should feel comfortable to invite elected officials, dignitaries, Indigenous Elders and Knowledge Keepers to their event, meeting or school, as they deem appropriate.
- Requests for trustee attendance at **any event** (including but not limited to school-based event/performance, graduations, school openings, system events) are made to the Office of the Board of Trustees via the Office of the Chief Superintendent using the [Trustee/Superintendent Participation Request form](#).
 - Make sure you have confirmed key details about the event before requesting participation (see form for details).
 - Please ensure trustees and other dignitaries are recognized at your event (greeted, introductions, escorted while in building) even if there is not a formal program
- For school openings, Communication & Engagement Services manages the invitations and coordinates with the school, ward trustee, other elected officials and dignitaries on the event date and other logistics.
- When any elected official or dignitary (other than an elected trustee) is invited to a service unit, school, or school council event/meeting, the Office of the Chief Superintendent must be advised and will notify and extend an invitation to the Office of the Board of Trustees.
- The school council chair (or appropriate designate) is responsible for extending an invitation to an elected official to attend a school council meeting or an event sponsored by the school council. School councils are not required to complete the Trustee/Superintendent Participation form for their events.
- When Indigenous Elders and Knowledge Keepers are invited to schools or service unit events, the purpose of the event or the nature of the occasion should be taken into account when deciding whether to advise the Office of the Chief or Board of Trustees. For example, Elders are often invited to schools to partake in special projects or ongoing learning opportunities. In these cases, there is no need to advise the Office of the Chief or Board of Trustees. Notification should take place if they are asked to participate in an assembly or other special event beyond the day-to-day learning at a school. For guidance, please see the [Indigenous Education | Cultural Protocols](#).
- If you wish to invite media to the event, you must notify [Communication & Engagement Services](#) at least one week in advance. Your request will be

reviewed and may be declined. Communication & Engagement Services will manage invitations to media. If you are made aware that any elected official, dignitary or invited guests plans to invite media, you must notify Communication & Engagement Services immediately.

4 | Invitations to the Chief Superintendent or other Superintendent

- Requests for the Chief Superintendent or any other superintendent to attend a school/system organized event are made through the Office of the Chief Superintendent and must include a completed copy of the [Trustee/Superintendent Participation Request form](#).

5 | Protocol During the Event

Recognition of Elected Officials and Dignitaries

- All elected officials who are known to be in attendance will be recognized by the chair or master of ceremonies, using the recognition order below.
- It is appropriate to introduce and recognize CBE trustees and senior administration before introducing and recognizing other elected officials or dignitaries. The following order of introduction should be used:

CBE Chair of the Board of Trustees

CBE Vice-Chair of the Board of Trustees

Other Trustees

Greetings/regrets from trustees not in attendance

Chief Superintendent or designate

School principal, assistant principal

Other elected officials, dignitary(ies), Indigenous Elders and Knowledge Keepers attending (highest to lowest rank):

- i. Members of the Senate representing Alberta
- ii. Members of Parliament (Cabinet Ministers first)
- iii. Members of the Legislative Assembly of Alberta (Premier, then Cabinet Ministers, then MLAs)
- iv. Mayor
- v. Other municipal councillors / aldermen
- vi. Other dignitaries and Indigenous Elders, members of First Nations Chief and Council and/or Métis government

Exceptions to this order can be made if there is an Indigenous focus to the event. In that case, it is appropriate to recognize the most senior Indigenous dignitary(ies) first.

Seating on the platform is arranged so that the most senior dignitary (based on the “recognition order” above) is closest to the podium and seats moving away from the podium follow the “recognition order.” Indigenous Elders and Knowledge Keepers may have a helper who will require a seat.

Greetings and Speaking Order

The following speaking order is suggested if a CBE trustee is speaking:

1. Introductory remarks by master of ceremonies, including an [Acknowledgement of the Land](#)
2. Greetings or remarks from the board chair, vice-chair or trustee representing the Board of Trustees
3. Greetings from representative(s) of:
 - i. Federal government
 - ii. Provincial government
 - iii. Municipal government
 - iv. First Nations and/or Métis government
4. Chief superintendent or designate, superintendent, or school principal (as appropriate)
5. Keynote or other speakers (such as valedictorian)

Other Considerations

- Elected officials, dignitaries, Indigenous Elders and Knowledge Keepers and other important guests should be greeted by staff or students when they arrive.
- As audience members, elected officials, dignitaries, Indigenous Elders and Knowledge Keepers invited to an event should be provided with reserved seating in the front row.
- Elected officials and other invited dignitaries and important guests should be provided with parking.
- Remind those providing remarks to keep speeches short (2-3 minutes), non-partisan and relevant for the audience/purpose of the event.
- Depending on the event, not all dignitaries or elected officials invited will be required to provide remarks. If more than one representative from a level of government is invited, usually the highest-ranking member provides remarks. The school or service unit will confirm the program details and coordinate with the offices of the elected officials.
- Only the most senior CBE administrator invited will speak as part of the official program. This administrator may designate someone to attend or speak on their behalf.
- Often the formal program is followed by a school tour and/or a celebration. It is important to be mindful of the full-time commitment being asked of guests.

Honorariums and other considerations for Indigenous Elders and Knowledge Keepers

Indigenous Elders and Knowledge Keepers should be offered tea/coffee and a snack and provided with an Elder helper if they don't already have one.

Gifts of tobacco or honorariums are traditionally offered to Indigenous Elders and Knowledge Keepers. For information on honorariums, please see the [Indigenous Education | Cultural Protocols](#).

The CBE [acknowledges the land](#) during events and ceremonies, including public board meetings, graduations, and system meetings. If you have questions about the practice or when it is appropriate, please see the [Indigenous Education | Cultural Protocols](#).

If you require support from the Indigenous Education Team, please complete an [Indigenous Education Request for Support Form](#) (only CBE Staff).

Royal and Other Special Visits

Schools occasionally are involved in royal visits, including those of the Governor-General of Canada or the Lieutenant-Governor of Alberta. In such cases the formal protocol of the Government of Canada or the Province of Alberta takes precedence. Contact [Communication & Engagement Services](#) for support to determine the appropriate protocol.

Additional Information

Contact: [Communication & Engagement Services](#)

Additional References

[Indigenous Education | Cultural Protocols](#)

[Acknowledging the Land](#)

[Protocol for School and Staff Involvement in Election Campaigns](#)

[Administrative Regulation 4024](#)

[Administrative Regulation 2060](#)

Attachment

[Trustee/Superintendent Participation Request Form](#) (only CBE Staff)