

Toronto District School Board

Operational Procedure PR529

Title: **Official And/Or High-Profile Visits And Events**

Adopted: December 1999

Revised: February 2003, September 9, 2008, **January 27, 2010**

Review:

1.0 OBJECTIVE

To provide guidance for the authorization, preparation and handling of visits to schools and other Board sites by high-profile visitors/guests, such as dignitaries, politicians, and celebrities

2.0 RESPONSIBILITY

Director, Communications and Public Affairs

3.0 DEFINITIONS

High-profile visits to schools and other Board sites, whether by invitation or on request, includes all visits by dignitaries.

Dignitaries are persons holding high rank or office (regal heads of state, governor general, lieutenant governor, Prime Minister, federal or provincial cabinet ministers, mayor), and high-ranking representatives of business, industry, trades, the community and other organizations.

Other Board sites includes all sites owned, operated, and leased by the Board, as well as the Board sites that are occupied by other groups, businesses, and organizations in a lease or other agreement.

4.0 PROCEDURE

4.1. High-profile Events and Visits

- (a) Visitors are welcome to schools or Board premises when invited for a particular purpose by the school principal or site manager as permitted by Board policy.
- (b) Visits/events requested by outside agents or dignitaries are to be forwarded directly to the Communications & Public Affairs Events Coordinator.
- (c) All visits/events are subject to the approval of the principal and shall not unduly disrupt the normal activities in the school or disturb the activities of students or staff.

- (d) Upon approval, the principal is to contact the local superintendent for approval of the visit/event.
- (e) Once approval is in place, the principal must fill in the Event Approval and Request form found on the TDSB internal web site, on the Corporate Events Home Page, at <http://tdsbweb/survey/surveyAD.asp?id=972>
- (f) Once the principal, superintendent and Communications Events Coordinator have approved the visit/event, it is the responsibility of the Communications Events Coordinator to send a Notification of Event (Form 529D) to inform the Chair, local trustee, and Director of Education of the date, time, location and other relevant information that is available.
- (g) The Communications and Public Affairs Events Coordinator will communicate and define the roles and responsibilities (invitations, set-up, involvement and support as outlined on the Corporate Events Home Page) and work with principal to ensure a successful visit/event and positive TDSB branding.
- (h) No visitor/dignitary shall be given access to a school or Board premises with the intent of using students, Board employees or Board assets to support or promote political messaging, or a community advocacy point-of-view.
- (i) No students are to be present in a room when a political announcement is being made. Exception: at the principal's discretion students may observe the announcement as a learning experience, but are not to be part and party to the announcement.
- (j) At any time the Director of Education, the Chair, the Associate Director or the Communications and Public Affairs department may choose to cancel any visit/event. If cancellation is not possible, the Director/Associate Director and Communications & Public Affairs will develop a strategy to address the consequences.
- (k) A Student Media Release Form (529B) must be signed and in place for all student participants under the age of 18 if media is present at the visit/event.

5.0 APPENDICES

Appendix A: Speakers Protocol

Appendix B: Orders of Precedence, Canada

6.0 REFERENCE DOCUMENTS

Form 529B: Student Media Release Consent Form (translations also available, see below)

Form 529D: Notification of Event

Translations of form 529B

529B1, Arabic, Cantonese, Chez and Dari

529B2, Farsi, Gujarati, Hungarian and Korean

529B3, Mandarin, Portuguese, Punjabi and Russian

529B4, Somali, Spanish, Urdu and Vietnamese
529B5, Bengali and Romanian
529B6, Tamil

Operational procedures

PR565, Distribution and Display of Materials for Students and Parents From External
Groups

PR533, Use of Board Resources During Election Campaigns

PR591, Activities During Election Campaign Periods

O. Reg. 474/00, Access to School Premises

Appendix A

Speakers Protocol

1. The principal (or designate) will be the Master of Ceremonies for visits that take place in schools. A Board official will be the Master of Ceremonies for visits held at other Board sites.
2. The Chair of the Board (or designate: Vice-Chair, local school trustee) will be introduced by the Master of Ceremonies.
3. The Chair (or designate) will bring greeting on behalf of the Board.
4. The role and responsibilities of Master of Ceremonies for the remainder of the program are negotiated between the Principal and Superintendent. In the event a planning committee has been struck they too will take part in this process.
5. The guest of highest prominence or ranking is introduced first (i.e. Chair of the Board, Governor General, Lieutenant Governor, Prime Minister, Premier, local trustee, Director of Education with a descending sequence.)
6. Speaking order: the Chair (or designate) followed by in-house representatives will speak in descending order according to rank. (i.e. Chair of the Board, Director, Executive Superintendent, Superintendent of Education, Principal, Teacher, etc.)
7. Official or High Profile Visitors speaking order: the guest of highest prominence speaks last; the least prominent, first. All would speak following in-house representatives. (*Reasoning: we are working on a pyramid protocol for in-house representatives and at the same time meeting outside protocol as guests are following reversed protocol with the most important speaker speaking last.*)

Orders of Precedence, Canada

Table of Precedence for Canada (As revised on July 15, 2002)

1. The Governor General of Canada or the Administrator of the Government of Canada (Notes 1, 2 and 2.1)
2. The Prime Minister of Canada (Note 3)
3. The Chief Justice of Canada (Note 4)
4. The Speaker of the Senate
5. The Speaker of the House of Commons
6. Ambassadors, High Commissioners, Ministers Plenipotentiary (Note 5)
7. Members of the Canadian Ministry:
 - a. Members of the Cabinet; and
 - b. Secretaries of State;with relative precedence within sub-categories (a) and (b) governed by the date of their appointment to the Queen's Privy Council for Canada
8. The Leader of the Opposition (Subject to Note 3)
9. The Lieutenant Governor of Ontario
The Lieutenant Governor of Quebec
The Lieutenant Governor of Nova Scotia
The Lieutenant Governor of New Brunswick
The Lieutenant Governor of Manitoba
The Lieutenant Governor of British Columbia
The Lieutenant Governor of Prince Edward Island
The Lieutenant Governor of Saskatchewan
The Lieutenant Governor of Alberta
The Lieutenant Governor of Newfoundland and Labrador (Note 6)
10. Members of the Queen's Privy Council for Canada, not of the Canadian Ministry, in accordance with the date of their appointment to the Privy Council but with

- precedence given to those who bear the honorary title "Right Honourable" in accordance with the date of receiving the honorary title
11. Premiers of the Provinces of Canada in the same order as Lieutenant Governors (Note 6)
 12. The Commissioner of the Northwest Territories
The Commissioner of the Yukon Territory
The Commissioner of Nunavut
 13. The Government Leader of the Northwest Territories
The Government Leader of the Yukon Territory
The Government Leader of Nunavut
 14. Representatives of faith communities (Note 7)
 15. Puisne Judges of the Supreme Court of Canada
 16. The Chief Justice and the Associate Chief Justice of the Federal Court of Canada
 17.
 - a. Chief Justices of the highest court of each Province and Territory; and
 - b. Chief Justices and Associate Chief Justices of the other superior courts of the Provinces and Territories; with precedence within sub-categories (a) and (b) governed by the date of appointment as Chief Justice
 18.
 - a. Judges of the Federal Court of Canada;
 - b. Puisne Judges of the superior courts of the Provinces and Territories;
 - c. the Chief Judge of the Tax Court of Canada;
 - d. the Associate Chief Judge of the Tax Court of Canada; and
 - e. Judges of the Tax Court of Canada; with precedence within each sub-category governed by the date of appointment
 19. Senators of Canada
 20. Members of the House of Commons

21. Consuls General of countries without diplomatic representation
22. Clerk of the Privy Council and Secretary to Cabinet
23. The Chief of the Defence Staff and the Commissioner of the Royal Canadian Mounted Police (Note 8)
24. Speakers of Legislative Assemblies, within their Province and Territory
25. Members of Executive Councils, within their Province and Territory
26. Judges of Provincial and Territorial Courts, within their Province and Territory
27. Members of Legislative Assemblies, within their Province and Territory
28. Chairperson of the Canadian Association of Former Parliamentarians

Notes

1. The presence of the Sovereign in Canada does not impair or supersede the authority of the Governor General to perform the functions delegated to him under the Letters Patent constituting the office of the Governor General. The Governor General, under all circumstances, should be accorded precedence immediately after the Sovereign.
2. Precedence to be given immediately after the Chief Justice of Canada to former Governors General, with relative precedence among them governed by the date of their leaving office.
 - i. Precedence to be given immediately after the former Governors General to surviving spouses of deceased former Governors General (applicable only where the spouse was married to the Governor General during the latter's term of office), with relative precedence among them governed by the dates on which the deceased former Governors General left office.
3. Precedence to be given immediately after the surviving spouses of deceased former Governors General referred to in Note 2.1 to former Prime Ministers, with relative precedence among them governed by the dates of their first assumption of office.

4. Precedence to be given immediately after former Prime Ministers to former Chief Justices of Canada, with relative precedence among them governed by the dates of their appointment as Chief Justice of Canada.
5. Precedence among Ambassadors and High Commissioners, who rank equally, to be determined by the date of the presentation of their credentials. Precedence to be given to Chargés d'Affaires immediately after Ministers Plenipotentiary.
6. This provision does not apply to such ceremonies and occasions which are of a provincial nature.
7. The religious dignitaries will be senior Canadian representatives of faith communities having a significant presence in a relevant jurisdiction. The relative precedence of the representatives of faith communities is to be governed by the date of their assumption in their present office, their representatives being given the same relative precedence.
8. This precedence to be given to the Chief of the Defence Staff and the Commissioner of the Royal Canadian Mounted Police on occasions when they have official functions to perform, otherwise they are to have equal precedence with Deputy Ministers, with their relative position to be determined according to the respective dates of their appointments to office. The relative precedence of Deputy Ministers and other high officials of the public service of Canada is to be determined from time to time by the Minister of Canadian Heritage in consultation with the Prime Minister.

Orders of Precedence: Provincial and Territorial

Precedence list for Government of Ontario officials:

1. The Lieutenant Governor of Ontario or the Administrator (Note (b))
2. The Premier of Ontario (Note (c))
3. The Chief Justice of Ontario (Note (d))
4. The Speaker of the Legislative Assembly of Ontario
5. The Members of the Executive Council of Ontario, in accordance with the precedence document issued by the Cabinet Office
6. The Leader of the Opposition (Note (e))
7. The Chief Justice of the Ontario Court of Justice (General Division)

8. The Associate Chief Justice of Ontario
9. The Associate Chief Justice of the Ontario Court of Justice (General Division)
10. Judges of the Ontario Court of Appeal with precedence governed by the date of appointment
11. Judges of the Ontario court of Justice (General Division) with precedence governed by the date of appointment
12. The Ombudsman for the Province of Ontario
13. Members of the Legislative Assembly of Ontario with precedence governed by the date of their first election to the Legislature (Note (f))
14. Heads of religious denominations
15. Heads of Consular Post with jurisdiction in the Province of Ontario with precedence governed by date of “exequatur”
16. The Chief Judge of the Ontario Court of Justice (Provincial Division)
17. Judges of the Ontario Court of Justice (Provincial Division) with precedence governed by the date of appointment
18. Chairs of Regional Municipalities with relative precedence governed by the date of appointment or election to office
19. Heads of Ontario Municipalities with precedence governed by the date of their first election to office
20. (a) Deputy Ministers

(b) Other senior Ontario Public Service officials with the rank and status of deputy minister, with precedence governed by the respective dates of their first appointment.

Notes:

- (a) The Table of Precedence for Ontario lists categories in their order of precedence as they apply to ceremonies and occasions of a provincial nature. At provincial functions where federal, foreign or diplomatic dignitaries are present, circumstances may dictate that provisions of the Table of Precedence of Canada or international rules of protocol be observed thus giving these dignitaries precedence over certain provincial

categories. For general guide see Notes 4, 5 and 6. Similarly circumstances may also dictate that precedence courtesy be given to host officials of lesser rank over other senior dignitaries present, (e.g. municipal functions).

In the cases when the date of appointment or election to office is the same, precedence within each category is determined in the alphabetical order.

- (b) Precedence to be given immediately after the Chief Justice of Ontario to former Lieutenant Governors of Ontario with relative precedence among them governed by the date of their leaving office.
- (c) Precedence to be given immediately after former Lieutenant Governors of Ontario to former Premiers of Ontario with relative precedence governed by the date of their first assumption of office.
- (d) Heads of accredited diplomatic missions in Ottawa are given precedence immediately after the Chief Justice of Ontario.
- (e) Immediately after the Leader of the Opposition, precedence is given to Members of the Privy Council for Canada resident in Ontario, with relative precedence among them to, first, Members of the Canadian Cabinet and, second, to those not of the Cabinet. For the former, relative precedence is determined by the date and order of appointment to the Cabinet; for the latter, by the date and order of their appointment to the Privy Council.
- (f) Immediately after Members of the Legislative Assembly of Ontario precedence is given to:
 - (i) Members of the Senate who represent Ontario with relative precedence among them determined by the date of appointment.
 - (ii) Members of the House of Commons who represent Ontario constituencies with relative precedence among them determined by the date of election, and alphabetically for those elected at the same election.