

<b>Recognition and Acknowledgement of Dignitaries, Board Officials at Board and School Events</b>	
<b>Adopted:</b> February 19, 2013	<b>Last Reviewed/Revised:</b> September 30, 2024
<b>Next Scheduled Review:</b> 2027-2028	
<b>Associated Policies &amp; Procedures:</b> <a href="#">V-08 School Anniversary Celebrations</a> <a href="#">V-12 Blessing and Official Opening of a New School</a> <a href="#">V-13 Blessing and Rededication of a Major Addition to a School</a>	

## Purpose

To provide a consistent system-wide approach to the recognition and acknowledgement of the attendance of dignitaries and Board officials at Halton Catholic District School Board (HCDSB) events and at school events.

## Application and Scope

HCDSB acknowledges the importance of all stakeholders as valued partners in Catholic education. The HCDSB values the active participation and support of dignitaries and HCDSB officials demonstrated by their attendance at various HCDSB and school events.

HCDSB, in recognition of the important role dignitaries and HCDSB officials play in supporting the HCDSB, school communities and Catholic education, sets forth an expectation that such individuals will be appropriately recognized and acknowledged at all HCDSB and school events for their attendance and support.

This procedure is intended for all employees of the HCDSB who participate in the planning of HCDSB and school events at which dignitaries and HCDSB officials are invited to attend. These events include, but are not limited to:

- Awards Ceremonies
- Conferences
- Graduation Ceremonies, Masses and Luncheons
- Ground-breaking Ceremonies
- Official Blessings and Dedications of a School or an addition of a school
- School Anniversaries

- Sport Events and Tournaments

## Definitions

**Dignitaries:** For the purpose of this procedure, dignitaries are defined as: Members of Parliament, Members of Provincial Parliament, Ministry of Education officials, Mayors, Bishop of the Diocese of Hamilton and other diocesan officials, local parish priests, etc.

**HCDSB Officials:** For the purpose of this procedure, HCDSB Officials are defined as: Chair of the Board, Vice Chair of the Board, Trustees, Director of Education, Superintendents of Education.

## Requirements

- HCDSB and local school communities will extend invitations to dignitaries and HCDSB officials to significant events such as those events listed above. (Appendix A)
- Dignitaries and HCDSB officials will be required to confirm attendance .
- Dignitaries and guests who are in attendance will be acknowledged publicly at these events by naming each individual and their title.
- Special seating for dignitaries and HCDSB officials should be arranged ahead of time.
- Dignitaries and HCDSB officials, who confirmed their attendance, should be greeted and escorted to their seating.
- Whenever greetings are expected to be extended on behalf the HCDSB, the following guidelines will be followed:
  - When the Chair of the Board is present, they will bring greetings on behalf of the Board;
  - If the Chair of the Board is not present, the Vice Chair of the Board will bring greetings on behalf of the Board;
  - If neither the Chair of the Board nor the Vice Chair are present, a Trustee will be designated to bring greetings from the Board;
  - If Trustees are not present and the Director of Education is present, they will bring greetings on behalf of the Board and Senior Staff;
  - If neither Trustees, nor the Director are present, a member of Senior Staff will be designated to bring greetings on behalf of the Board and Senior Staff.
  - If greetings are to be brought forward by both the Chair of the Board and the Director of Education, the Chair of the Board will speak first, followed by the Director of Education.



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- Where greetings are required for virtual events, efforts will be made to allow the local Trustee an opportunity to provide remarks.
- Notwithstanding the above guidelines, the Chair of the Board may delegate greetings from the Board as they deem appropriate in the circumstances.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: \_\_\_\_\_  
*Director of Education and Secretary of the Board*

**APPENDIX “A”**

**List of Guests**

- Bishop of the Diocese
- Current Trustees
- Local Clergy
- Staff – school and/or support services for that school
- Regional Ministry of Education official
- Local MPP
- Local MP
- Mayor
- Local and Regional Councillors
- Catholic School Council members
- President of Bargaining Units
- Others, as determined by the Committee