

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
BOARD POLICY**

**POLICY:** Official Recognition Policy

**AUTHORITY:** Board Resolution dated November 19,2020.

**POLICY STATEMENT**

**PURPOSE**

The purpose of the policy is to establish guidelines and ensure that occasions of Official Recognition are handled in a consistent and appropriate manner.

**PROCEDURES**

**Display of Flags:**

The National Flag of Canada, the flag of British Columbia and the flag of the Regional District shall be displayed in accordance with Government of Canada Rules for flying the National Flag of Canada, and the Province of British Columbia Flag Protocol. The following shall be adhered to:

- All flags should be in good condition and should never touch the ground when being raised, lowered or removed.
- Where there is only one flag pole, the National Flag of Canada shall be flown.
- When two flags are displayed, both flags are to be flown on separate poles and are to be flown at the same height.
- Placement of flags to an observer facing the flags, the position of the honoured flag shall be on the left. For example, when the Canadian flag and the B.C. flag are flown together, the Canadian flag is positioned on the left and the B.C. on the right.
- When three flags are displayed, the position of the honoured flag is in the centre. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre and the other to the right. For example, when the Canadian flag, B.C. flag and the Regional District of Okanagan-Similkameen (RDOS) flag are flown together, the B.C. flag is on the left, the Canadian flag is in the middle and the RDOS flag is on the right.

**Half-Masting:**

Flying of flags at half-mast represents a period of official mourning or commemoration. When lowering to half-mast, the flag should be raised fully to the top of the flagpole, then lowered immediately to the half-mast position.

If more than one flag is being flown, then all flags must be half-masted. Half-masting is to occur from the time of notification of death until sunset on the day of the funeral, on the following occasions:

<b>Federal</b>
Death of the current Sovereign, the current or former Governor General or the current or former Prime Minister
Death of a Member of the House of Commons that represents a riding within the Regional District of Okanagan-Similkameen.

<b>Provincial</b>
Death of the current or former Lieutenant Governor or current or former Premier of British Columbia
Death of a Member of the Legislative Assembly that represents a riding within the Regional District of Okanagan-Similkameen

<b>Regional</b>
Current Board Member
Current First Nations Leader within the Regional District of Okanagan-Similkameen boundaries
Current Regional District of Okanagan-Similkameen employee

<b>Special Days</b>	
April 28	Day of Mourning (Workers)

On the death of a person, or an event, the Chief Administrative Officer, in consultation with the Chair, shall have the authority to bestow this honour on behalf of the Regional District of Okanagan-Similkameen

Should half-masting need to commence on a weekend or statutory holiday, flags will be lowered on the Friday evening prior to the half-masting date and raised again on the morning of the next business day.

**Expressions of Condolence and Moments of Silence**

The RDOS Board may from time to time observe a brief period of silence in commemoration of solemn occasions. If a member wishes the Board to observe a moment of silence during a meeting, the member must consult with the Chair and/or Vice-Chair prior to the meeting. If approved, during the meeting, the Chair will introduce the moment of silence for the occasion during the meeting outlining that prior consultation has occurred and that the moment of silence has been agreed upon for the occasion.

Instances may include:

- Death of a current or former Board member
- Death of a current or former alternate Director
- Death of local Indian Band Chief or councillor
- Death of mayor or councillor from a member municipality
- Death of school district trustee
- Death of current or former employee
- Tragic incident in the community, province or country

## **Acknowledgement of Community Members**

### **Electoral Area**

An Electoral Area Director may recognize the contributions made by a member of their community. A Certificate of Recognition or Appreciation may be signed by the Electoral Area Director in recognition of their contributions. The Electoral Area Director may elect to purchase, from their contingency budget, an award for the member of the community in recognition of outstanding service. Any award may be considered a taxable benefit for the recipient.

### **Regional Area**

In consultation with the Chair, an Electoral Area Director may recognize the contributions to the Regional area made by a member of their community. A Certificate of Recognition or Appreciation may be signed by both the Chair and the Electoral Area Director. The Electoral Area Director may elect to purchase an award for the member of the community in recognition of outstanding service. Any award may be considered a taxable benefit for the recipient.

### **Elections and Appointments**

When a Prime Minister or Premiere has been elected, the Chair on behalf of the Board of Directors of the Regional District of Okanagan-Similkameen shall provide a letter of Recognition to the new elected official.

Upon appointment to the Ministry of Municipal Affairs, the Chair on behalf of the Board of Directors of the Regional District of Okanagan-Similkameen shall provide a letter of Recognition to the newly appointed minister.

Upon election as Chief or Councillor of Penticton Indian Band, Osoyoos Indian Band, Lower Similkameen Indian Band, Upper Similkameen Indian Band or Chair of the Okanagan Nation Alliance, the Chair on behalf of the Board of Directors of the Regional District of Okanagan-Similkameen shall provide a letter of Recognition.

### **Volunteer Acknowledgement**

All volunteers shall be invited and acknowledged at a year end reception, hosted by the RDOS.

### **Proclamations**

All requests for the issuance of proclamations will be referred to the Manager of Legislative Services to acknowledge the request and advise the requesting individual or organization that the Regional District declines to issue proclamations in accordance with Board Policy.

The Regional District does not have any statutory authority in accordance with the Local Government Act or the Community Charter for the issuance of proclamations.