

**OFFICE OF THE CLERK
BL 110 FLAG, COAT OF ARMS, CREST AND LOGO-REGULATION OF
USE/SALE/LOAN**

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1.1 Official uses of The Coat-of-Arms shall include:

Seal of the Corporation
Proclamations, Official Reports and other printed documents
Property Identification
Mayor's Chain of Office
Mace
Flags

Use of the Coat-of Arms is an official symbol intended for ceremonial application only.
Use of the Coat of Arms on business stationary and business cards is restricted to the
Mayor and Members of Council

1.2 Decorative uses of The Coat of Arms shall include:

Council Chamber of Shire Hall
Clothing
Flags

1.3. Flag Loan/Donation:

Any person, body or agency to which a County Flag is loaned or donated shall be required to agree to the following conditions:

Shall be used only for ceremonial purposes;

At all times shall be treated with dignity and respect, flown or displayed properly;

Shall not be used for commercial advertising purposes;

If the body or agency should dissolve or the individual become deceased, the Flag shall be returned to the Office of the Clerk;

If a loaned flag is stolen, misplaced or destroyed, the County shall be reimbursed for the cost of replacement;

If a donated flag is stolen, misplaced or destroyed, the County shall be notified and if a replacement is requested, the County shall be reimbursed for the cost of replacing the original flag before considering donation of a second flag;

If the flag is being exchanged, the recipient of the flag shall agree to the above conditions.

1.4. Flag, Sale of

A member of the public may purchase a County Flag through the Office of the Clerk.

1.5 Logo

County committees, departments, and wherever possible, boards, funded by the County of Prince Edward ratepayers must use the logo.

Uses include stationary, notices, forms and other administrative papers.

The following broad parameters must be observed when using the logo:

The logo cannot be altered in any way;

To preserve the integrity of the logo, it must not be combined with other elements to create a new symbol or image;

Use specific tag lines may be used the approval of the Corporate Services Committee.