

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL		AM - 1.2.4
Section Procedure and Organization of Council	Subject Policy Respecting the Coat of Arms, Flag, and Logos	

1. APPLICATION

This policy governs the use of the Coat of Arms, Logos and Flag of the Municipality of the County of Annapolis and restricts their use to official or authorized purposes.

2. AUTHORITY

- Section 62 of the *Municipal Government Act*, as amended
- Grant of Armorial Bearings on January 15, 2004

3. COAT OF ARMS

The Coat of Arms shall consist of the arms as granted by letters patent from the Canadian Heraldic Authority on January 15, 2004 as follows:

3.1 Arms

The shield is white and on it is a large blue diagonal cross. At the center is a gold shield bearing an apple tree in green. Running parallel to the edge of this smaller shield is a blue “double tressure”: two narrow lines decorated with fleur-de-lis shapes, some pointing outwards, some in.

The blue and white are the provincial colours of Nova Scotia, and the basic design of this shield echoes the provincial arms. The double tressure on the smaller shield is based on the Royal Arms of Scotland, and can therefore be taken as a reference to the County’s namesake, Queen Anne. The apple tree indicates that the Annapolis Valley is famous for producing fruit.

3.2 Crest

A palisade of eleven wooden stakes sharpened at the top, out of which emerges a gold lion’s head. This is set on a wreath of twisted cloth in white and blue.

- The wooden stakes indicate the fortification of Port Royal, the first European settlement in Canada. By depicting eleven of them, a reference is made to the eleven districts of the County.
- The lion is indicative of the subsequent British presence in the area, as well as the fact that the County of Annapolis and the Town of Annapolis Royal are named after Queen Anne.

3.3 Supporters

On the left of the shield is a white-tailed deer and on the right is a great blue heron, both in their natural colours and both with collars of red, black, green and gold around their necks. Suspended from the deer’s collar is a white disc bearing a Mi’kmaq star of eight points, divided into white, gold, red and black sections. Suspended from the heron’s collar is a blue disc on which is a gold star. The supporters stand on two grassy mounds above blue and white waves.

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- The supporters are prominent local creatures.
- The Mi'kmaq star honours the first inhabitants of the area.
- The gold star is the symbol of Acadia, thus honouring the Acadian settlers of the seventeenth and eighteenth centuries.
- The collars use the colours of African heritage, and thus mark the contributions African-Canadian inhabitants have made to the area over the centuries, beginning with Mathieu DeCosta.

The two grassy mounds represent the geographical features in Annapolis County of the North and South Mountains. The water at the bottom represents the Bay of Fundy and the Annapolis River running through the valley. The water and grassy mounds also represent the County's primary industries of fishing, farming and forestry.

3.4 **Motto**

PRIMUS ET PRINCEPS is a Latin phrase meaning "First and foremost". This was suggested by the County, and it refers to the fact that the County was the site of the first permanent European settlement in Canada, as well as numerous "firsts" in the country.

3.5 **Flag**

The shield of arms is arranged as a rectangular flag.

Appendix A depicts the Coat of Arms and Flag containing these elements.

4. OFFICIAL USE OF THE COAT OF ARMS INSIGNIA

- 4.1 The Coat of Arms may be used on all official municipal documents, including, but not limited to: contracts and agreements signed by the Warden, Chief Administrative Officer and/or Municipal Clerk on behalf of the Municipality; correspondence from the Warden and Councillors; official commendations; certificates of service, certificates of recognition; and other similar documents.
- 4.2 The Chief Administrative Officer (or designate) may authorize the use of the Coat of Arms on stationery, notices, buildings, signage, vehicle markings, identification cards and other similar uses for the purpose of indicating the authority, property or officials of the Municipality.
- 4.3 The Flag may be hung in the Council Chambers and may be flown at the Municipal Administration Building(s).

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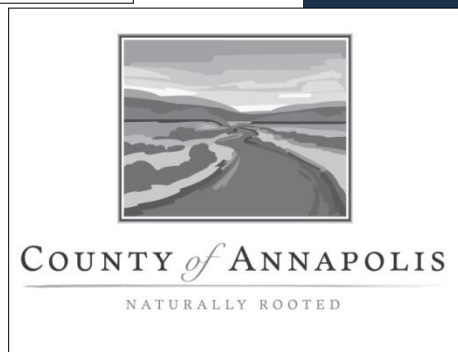
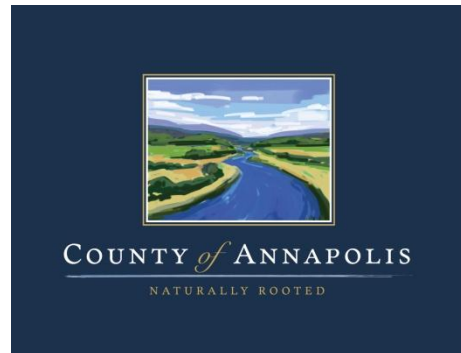
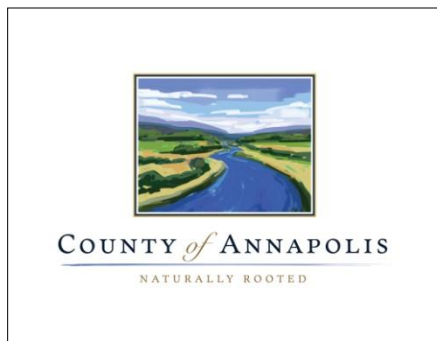
4.4 Any use of coats of arms, flags, and pins in accordance with subsection (4) shall be in an appropriate and respectful manner recognizing the significance of the symbols as determined by Municipal Council.

5. ENFORCEMENT

In accordance with Subsection 62 (3) of the *Municipal Government Act*, no person shall use the coat of arms of the Municipality unless specifically authorized. A person who violates the *Municipal Government Act* is guilty of an offence and is liable, upon summary conviction, to a penalty of not less than one hundred dollars and not more than ten thousand dollars and in default of payment, to imprisonment for a term of not more than two months.

6. LOGOS

There shall be official logos for use by the Municipality of the County of Annapolis as follows:



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6.1 The logo may be used by employees as appropriate and in accordance with approved procedural practices and guidelines.

6.2 The logo shall only be used by a corporation or an individual other than the Municipality with the permission of the CAO (or designate) and in accordance with accepted procedural practices and guidelines.

7. LETTERHEAD:

There shall be official letterheads for use by the Municipality of the County of Annapolis as follows:

7.1 Letterhead bearing the Municipal Coat of Arms for use on formal, official correspondence on behalf of Municipal Council and signed on their behalf by the Warden, Deputy Warden, Councillors, CAO, or Municipal Clerk.

7.2 Letterhead bearing the Logo for use by service groups and departments for non-formal correspondence.

Municipal Clerk’s Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
Seven (7) Day Notice	September 8, 2015
Council Approval	September 15, 2015
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p><i>Carolyn Young</i></p> <p>Municipal Clerk</p> </div> <div style="text-align: center;"> <p>September 15, 2015</p> <p>Date</p> </div> </div> <p style="text-align: center;">At <u>Annapolis Royal</u> Nova Scotia</p>	

Amendments:

15/09/15

Deleted in Sub-section 4.3: *The Flag is reserved for official or ceremonial purposes such as presentation to community groups, use at municipal parks, community events, the Union of Nova Scotian Municipalities, the Federation of Canadian Municipalities, with its availability and distribution being at the discretion of the Warden and Councillors.*

Deleted Sub-section 4.4: *“The coat of arms, flag and pins shall only be used by a corporation or an individual other than the Municipality with the permission of the Municipal Council.”*

APPENDIX A to AM – 1.2.4 Policy Respecting the Coat of Arms, Flag, and Logos



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