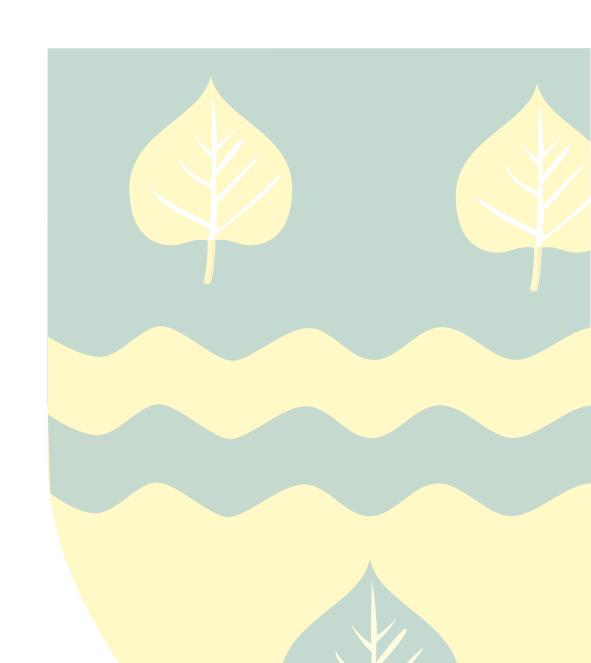
## **A Municipal Coat of Arms**

Using Canadian heraldry in your visual identity program



## A Municipal Coat of Arms Using Canadian heraldry in your visual identity program

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This book, and subsequent editions, may be downloaded from the website of the Royal Heraldry Society of Canada – www.heraldry.ca

The authors dedicate this book to
Robert Douglas Watt, LVO, FRHSC, AIH, FHS (Hon), BA (Hon), MA,
Rideau Herald Emeritus, first Chief Herald of Canada,
who early recognized the need for a source of reference for civic governments interested in including, or better utilizing, official heraldry in their visual identity programs.

#### Acknowledgements

Thanks in particular to Bruce Patterson, Deputy Chief Herald of Canada, for creating the blazon (the heraldic description of the arms for the fictional city of Poplarville used in this book), the FAQs in Part I, as well as for providing other invaluable assistance to the authors. Special thanks also to Catherine Fitzpatrick, Coppermine Herald and Assistant Artist of the Canadian Heraldic Authority, for her original painting of the Poplarville Arms illustrated on pages 9 and 15.

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#### Foreword by the Chief Herald of Canada

The creation of coats of arms, flags and badges for Canadian municipalities is a particularly important aspect of the work of the Canadian Heraldic Authority. Municipal heraldry has the potential to be the most visible type of heraldry we create.

Allan Ailo and Carl Larsen have rendered a great service by the creation of this introduction to the use of heraldry by Canadian municipalities, which includes a guide to the arms of a fictional municipality. The number of ideas they have developed for applying heraldry to the daily work of a municipality is impressive and shows the range of possibilities for a municipal coat of arms.

This guide will be of interest to officials in municipalities that have been granted armorial bearings, and to those in municipalities considering a grant and wondering whether heraldic emblems can meet their corporate identity needs.

As Chief Herald of Canada, I am delighted to welcome the publication of this guide, and I know it will be a valuable resource for municipalities for many years to come.

Claire Boudreau Chief Herald of Canada Rideau Hall

#### Introduction

This book is intended as a resource for municipalities across Canada that wish to enhance their visual identity programs. For those who are already using coats of arms and other heraldic emblems from the Canadian Heraldic Authority, we hope you will find some new ideas you can put to good use. For those who are not yet using Canadian heraldry, you will find information on how to obtain an official coat of arms, flag and other heraldic emblems and see how they can be used to your best advantage.

We have created a fictional Canadian city called Poplarville, and much of the book illustrates what the city has done with its newly granted coat of arms and flag to create a dynamic visual identity.

For convenience, we have divided the book into two parts. Part I consists of Frequently Asked Questions about municipal heraldry, and the answers are illustrated using Poplarville's coat of arms and flag. Part II takes the form of Poplarville's Visual Identity Manual that demonstrates many of the ways in which the coat of arms, flag and badge can be used. You should feel free to adopt or adapt any ideas we present to meet your specific needs.

We welcome your comments and suggestions for future editions, which can be forwarded to heraldrypublications@gmail.com.

Carl Larsen Al Port Coquitlam N

Allan Ailo New Westminster

### Part I

# Municipal Heraldry in Canada: Frequently Asked Questions

Part I consists of fifteen Frequently Asked Questions (FAQ) touching on important aspects of municipal heraldry, and illustrates the answers with the heraldic emblems of the fictional City of Poplarville.

### **Frequently Asked Questions**

#### 1. How do we obtain a grant of arms?

What follows is a brief summary of the process to obtain a coat of arms from the Canadian Heraldic Authority, which is part of the Governor General's office. The Canadian Heraldic Authority exercises the royal prerogative for heraldry in Canada, which means this responsibility is delegated from The Queen.

#### 1. The Petition

The first step in obtaining a coat of arms in Canada is to petition (or make a request to) the Chief Herald of Canada, who is the chief officer at the Canadian Heraldic Authority.

The petition is a simple letter requesting a grant of arms. It needs to be accompanied by an annual report, some historical and other background information, a copy of the document (such as an act of incorporation) by which the municipality was legally created, and a resolution from the municipal council authorizing the process.

Further information can be found on the website of the Governor General of Canada.

#### 2. The Design Concept

In the design phase, one of the heralds of the Canadian Heraldic Authority works with a representative or a special committee of the municipality in determining the design of the coat of arms. The municipality will need to consider what references it would like to make in the coat of arms, and the herald is responsible for putting these in an original and meaningful form.

#### 3. Preliminary Artwork

Once the municipality and the Chief Herald have agreed on a design, it is sent to a heraldic artist, who prepares a preliminary version of the illustration. This will give the municipality an opportunity to see what the coat of arms will look like, and, if required, to make suggestions or changes.

#### 4. The Grant Document

The grant document is then prepared: the illustration is painted by hand, and the text of the grant is printed out or inscribed in calligraphy. The document is sealed, signed by the senior heraldic officers and photographed before being sent to the municipality.

Once the grant has been finalized, details will be recorded in the online Register of Arms, Flags and Badges of Canada.

Details about timelines, costs and other considerations can be found on the Governor General's website, www.gg.ca.

### 2. What is the grant document (Letters Patent)?

The Letters Patent is the illustrated document by which a coat of arms and other heraldic emblems are assigned to a municipality by the Chief Herald of Canada. It is the culmination of the creation process for new heraldic emblems.

The document is meant to be seen, so it should be framed and displayed prominently.

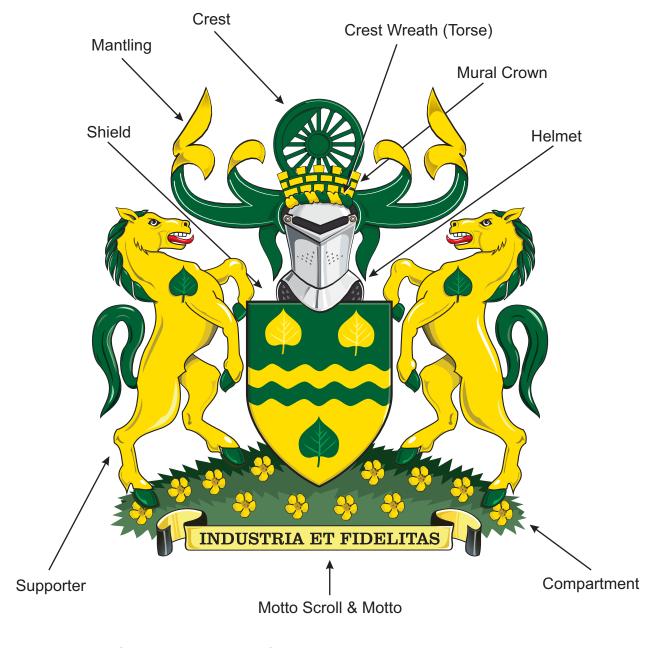
When framing the document, the matte and other materials placed around it should be acid-free, and the glass needs to offer ultraviolet protection to prevent the paint and ink from fading over time. Avoid placing the document in direct sunlight.

Full-sized photographic reproductions of the document could be created for display in other municipal buildings, and reduced-size reproductions could be made into promotional items. An image of the document could be posted on the municipal website.



### 3. What are the parts of a coat of arms?

## City of Poplarville Coat of Arms with Elements Identified



NOTE: Not all coats of arms contain all the elements shown

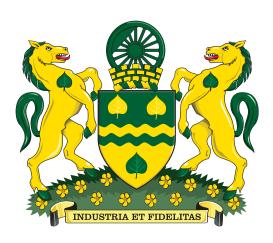
## 4. Can the different parts of a coat of arms be used separately?

Yes. One of the advantages of heraldry is the fact that different elements within a coat of arms can be used separately from each other.

Here are some possible ways to display the Poplarville coat of arms.



Full Arms



Full Arms without the helmet



Shield with Crest & Motto



Shield & Motto



Shield alone



Shield with city name to form a wordmark

#### 5. Can the arms be reproduced in one colour?

Yes. The coat of arms can be printed in black and white, either using the outlines only, or with contrasting colours shown by solid colouring. These methods are also useful when preparing an applied version of the design in etched glass, carved stone or cast metal. Of course, a monochrome printed version could also use a different colour of ink, such as this blue and white example.





Blue & White Version

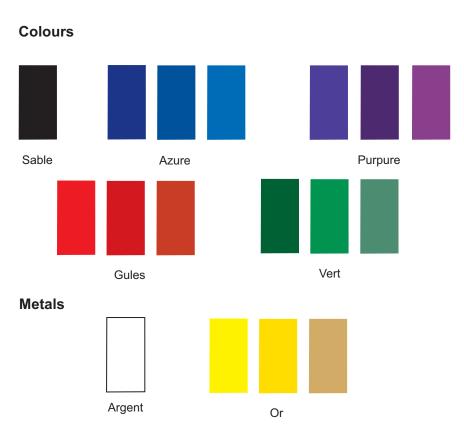
Black & White Version

#### 6. Are there Pantone colours for a coat of arms?

No. There is flexibility in how a heraldic colour can be shown. The colour "Azure", for example, can be depicted as a medium blue, royal blue, navy blue, etc.

The two heraldic metals, "Or" and "Argent", are generally represented by yellow and white respectively. However, "Or" can also be depicted using metallic gold, such as gold leaf. "Argent" can be depicted as silver, although the tendency of silver to tarnish makes this practice quite rare in heraldic art.

A municipal government can, of course, determine specific colour shades (such as using the Pantone Matching System) for renditions of its coat of arms.



#### 7. Who determines how a coat of arms should be used?

The grantee – in this case, the municipality – determines the way in which its heraldic emblems are used. Such policies (including by-laws) would be set by the mayor or council, or by an appropriate delegated officer or department such as the communications or public affairs office.

## 8. Should a coat of arms be reserved for special uses only?

No. An emblem is meant to be instantly recognizable, so its effectiveness depends on how often it is used. It should be used as widely as possible.

Think of how popular – and effective – the maple leaf flag is as a symbol of Canada. This would not be the case if it were only flown at the Peace Tower in Ottawa. In the same way, a municipal coat of arms should be seen throughout the community, and not just in the mayor's office.

## 9. Do all renditions of the coat of arms have to follow exactly the painting on the grant document?

No. A coat of arms can be depicted in a variety of artistic styles, so feel free to ask a heraldic artist to create a version in his or her own style, as long as the artist follows the essential information embodied in the blazon, or technical description, of the arms. The blazon is a specialized language describing the emblem's elements, their colours and their positions.



Painted by hand using gouache and shell gold by Coppermine Herald Catherine Fitzpatrick



Computer vector image by graphic artist Allan Ailo

#### 10. Can the coat of arms be adapted for various media?

Yes. As one can see in the main part of the booklet, there is no end to the ways in which a coat of arms can be rendered.

As the original artwork is hand-painted, a version of the coat of arms or other emblems should be created as a vector art file to allow for use in many sizes and media.

#### 11. Who can render the coat of arms in different media?

If possible, find an artist or graphics firm that has worked with heraldry before, perhaps for another municipality, to create a vector file or other electronic application of the design. Online research should allow you to find artisans skilled in engraved, carved, fabric, or other applications.

### 12. Can we use the coat of arms on a flag?

Yes. Many grants of arms also include a flag; however, even if your municipality did not have a flag as part of its grant of arms, it can still create one. A popular choice is to create a "banner of the arms", which means arranging the shield design in a rectangular shape. Another option is to place the shield on a background of one or more colours.

However, *do not* put the name of the municipality, or other words, on a flag: it will be difficult to read when flying, especially on the reverse side of the flag. Also, do not put a full coat of arms with motto, crest and supporters on a flag: the shield alone works much better.

If you would like to have a flag that is formally granted and recorded in the Public Register of Arms, Flags and Badges of Canada, write to the Chief Herald of Canada and request an additional heraldic grant.



#### 13. Are there rules about using a flag?

Yes. When flying the municipal flag with other flags, separate poles should be used, and the National Flag of Canada and the provincial flag should take precedence.

Further information can be found in the publication "Flag Etiquette in Canada" on the website of the Department of Canadian Heritage.





## 14. What happens to a coat of arms if the municipality changes its name or amalgamates?

For a simple name change (e.g., the Town of Poplarville becoming the City of Poplarville), nothing needs to be done to the coat of arms itself, although the Canadian Heraldic Authority would be pleased to issue, free of charge, a confirmation document that records the change.

For an amalgamation or other type of municipal restructuring, the municipal council would have to decide whether to continue to use an existing coat of arms, or to have a new one created, perhaps using elements of coats of arms from the predecessor municipalities. If this is the case, the new council would have to request a new grant of arms from the Chief Herald of Canada.

### 15. Where can I get more information?

For more information about your grant or about heraldic usage, or to find out about obtaining a grant of arms, please contact:

The Chief Herald of Canada Canadian Heraldic Authority Rideau Hall, 1 Sussex Drive Ottawa, ON K1A 0A1

Tel.: 1-800-465-6890; Fax: 613-990-5818

E-mail: armorial@gg.ca

FaceBook: Facebook//heraldryheraldique Web Address: www.gg.ca/heraldry

The website also contains the online version of the Public Register of Arms, Flags and Badges of Canada, which contains all the heraldic grants and related actions from the Canadian Heraldic Authority since 1988 (select the tab for "Consult the Register"). It is updated regularly and contains personal, military, institutional, corporate and municipal emblems. This showcase of Canadian heraldry is unique in the world.

### Part II

## **Applying Municipal Heraldry**

Part II takes the form of a Visual Identity Manual for the fictional City of Poplarville, and illustrates how a coat of arms may be used to identify a municipality, both in its community and to the outside world.



# Visual Identity Manual

### **Message from the Mayor**

I am very pleased to introduce Poplarville's new Visual Identity Manual, which describes, in detail, the ways our coat of arms and flag can be used.

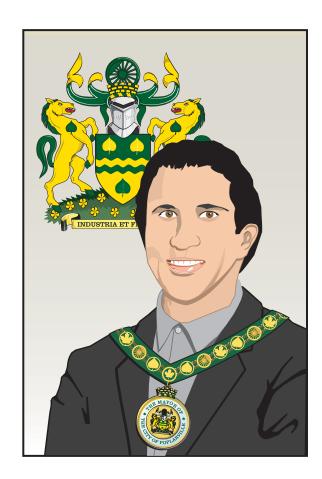
I want to thank all those who served on the Coat of Arms Committee, working diligently with the Canadian Heraldic Authority to help develop the designs which are already becoming well known to our citizens.

Our new flag is flying at City Hall and on all municipal buildings; the Poplarville wordmark has been painted on our vehicle fleet and sewn onto the uniforms of our outside workers; new street signs displaying the shield are being installed in the historical downtown core; stationery has been redesigned with some versions using the coat of arms and others the wordmark. For easy reference and quick access, all these items, and more, are illustrated in the Visual Identity Manual, which is now available on the Poplarville website and will be updated regularly.

Let's enjoy and make the most of our new image, which I am sure will become recognized far and wide and serve us long into the future.

Bruce Wood

Bruce Wood Mayor of the City of Poplarville



### The Heraldic Emblems of Poplarville

#### **Symbolism**

The poplar leaves allude to the city's founder, James Poplar. The wavy stripes represent the river that flows through the city and which was, in the past, a major transportation route. The colour green represents the natural beauty of the region, and the gold symbolizes its economic and agricultural wealth.

The horses supporting the shield remind us how essential these animals were to the pioneers who settled this area. The mural coronet is an indication of municipal authority, and the locomotive wheel refers to the importance of the railway in the city's development.

#### Blazon

(Technical Heraldic Description)

**Arms:** Per fess wavy Vert and Or, a fess wavy between three poplar leaves counterchanged;

**Crest:** Issuant from a mural coronet Or masoned Vert, a steam locomotive wheel Vert:

**Motto:** INDUSTRIA ET FIDELITAS (Industry and Loyalty);

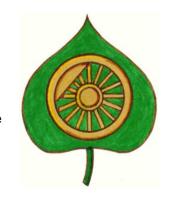
**Supporters:** Two horses Argent crined Vert, each charged on the shoulder with a poplar leaf and standing on a grassy mount Vert set with buttercups Or;

**Badge:** A poplar leaf Vert charged with a steam locomotive wheel Or.

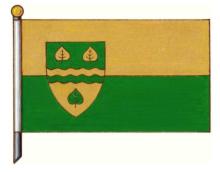
**Flag:** Per fess Or and Vert, in the hoist an escutcheon of the Arms.



Full Coat of Arms







Flag

### **The Wordmark**

The wordmark is a principal element in Poplarville's visual identity program. The shield, combined with a standardized version of the municipality's name, creates a distinctive, consistent element that can be used to identify all city-owned property and services. This includes stationery, business cards, forms, signage, vehicles, garbage and recycle bins, uniforms, advertising material, giveaways, souvenir items, etc.

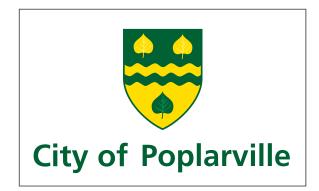
The alternate wordmark can be used when its design is more appropriate visually or to better fit a space.

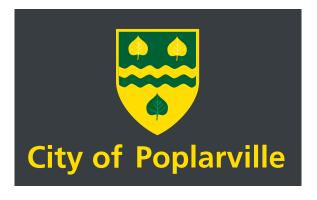
Only the official, authorized workmarks may be used by City staff. The wordmarks are reserved exclusively for the use of the City of Poplarville and may not be used by any person or business without the written authorization of the City.

#### 1. Primary Wordmark



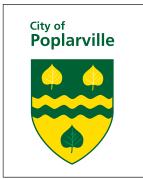
### 2. Alternate Wordmark (light and dark background)





#### 3. Wordmarks for uniform patches only





#### **Wordmark Reproduction**

#### Colour

The official colours of the wordmark are shown with CMYK, RGB and Pantone Matching System colours indicated.



#### **Gold Option**

For formal, high-end representations of the full arms or shield, such as formal documents and declarations, gold leaf can be used instead of yellow paint. Gold foil is an option for special occasion printing.

#### **Grey Scale**

The official grey scale tints are indicated here.



#### **Typeface**

Frutiger Bold is the approved typeface for all uses of the Poplarville wordmark

#### **Colours**



#### Green

C: 95 M:35 Y:100 K:30 R: 25 G: 105 B: 66

Pantone: 3425



#### Yellow

C: 0 M:10 Y:100 K:0 R: 255 G: 221 B: 33

Pantone: 109



#### Grev

C: 15 M:0 Y:5 K:60 R: 114 G: 127 B: 130

Pantone: 5487

#### **Grey Scale**



100% (Shield; Poplarville)



70% (City of)



15% (Shield)

## City of **Poplarville**

#### **Wordmark Graphics**

The official wordmark can be used in a variety of applications as illustrated on following pages. The official wordmark is not to be used for political or commercial purposes. It is a protected mark and cannot be used without authorization from the City Manager.

Full colour



**Grey Scale** 



Line Art



Outline



Line Art on Dark Background



Please ensure sufficient contrast between the white wordmark and the dark background colour.

#### **Incorrect Use of Wordmark**

Do not use other typefaces.





Do not rearrange the elements.



Do not place on an angle. Use in a horizontal position only.





Do not use the name Poplarville without the words "City of".





Do not use "City of Poplarville" without the shield.



## City of **Poplarville**

Do not alter the relative size of the shield or type.





Do not alter the horizontal or vertical scale to condense or expand the wordmark or any elements.

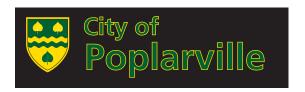






Do not use an outline or place a shadow or glow behind the wordmark.





### **Mayoral Chain of Office**

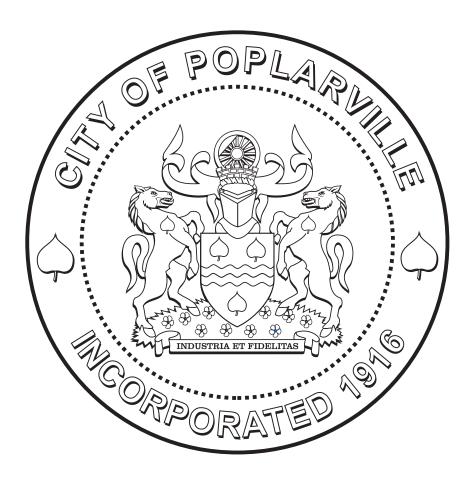
The mayoral Chain of Office of the City of Poplarville incorporates green and gold, the City's official colours. The gold medallions are sewn onto a green fabric collar and include poplar leaves and locomotive wheels, which are elements from the coat of arms. There are also maple leaves representing Canada. Suspended at the bottom is a large medallion bearing the full coat of arms of Poplarville.

After presentation to the mayor during the inauguration ceremony, it may be worn at the first City Council meeting and on ceremonial occasions at which the mayor appears in an official capacity. The wearing of the Chain of Office acknowledges the authority, dignity and responsibilities attached to the office of mayor.



### **The Corporate Seal**

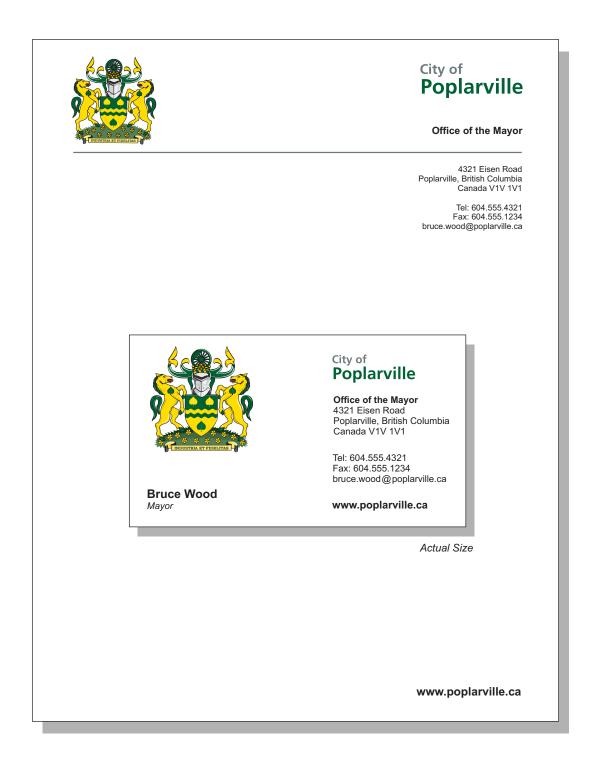
Canadian municipalities are required by law to have a corporate seal and its use on any document verifies that the signatories are authorized to sign on behalf of the City. Poplarville has chosen to use the full coat of arms and badge in the design of the seal. The City Clerk, or his designate, is the custodian of the seal and is authorized to affix it to proclamations, by-laws, resolutions of the Mayor and Council, or any other document, for the purpose of certifying it.



### **Stationery & Business Cards**

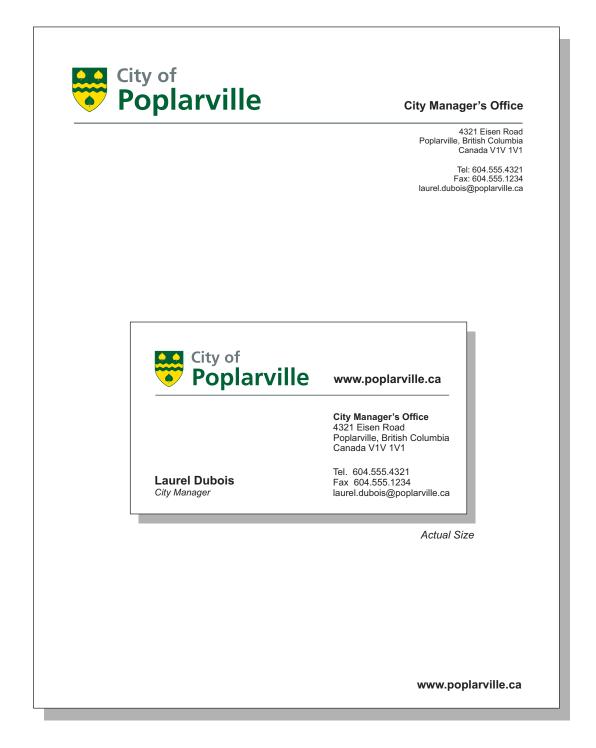
#### **Mayor and Council**

Only the Mayor and Council may use the full coat of arms on their letterhead and business cards. The approved designs are shown below. It is important to ensure that the coat of arms is sufficiently large to show all details of the design, including the motto.



#### **Departmental**

The following layout with the appropriate information is to be used by all departments.



### **Proclamations, Awards, Scrolls & Letters of Greeting**

The full coat of arms is to be used on all Proclamations, Award Certificates, Scrolls and Letters of Greeting from the Mayor's Office.

Celebratory scrolls may be granted to residents for significant wedding anniversaries and birthdays. Businesses, registered non-profit community organizations, social clubs, schools and religious organizations may also apply for a scroll to recognize their signifigant anniversaries.

Retirements of City staff, police and firefighters are also eligible for scrolls.

Under certain circumstances, letters of greeting may be sent to organizations holding conferences or meetings in the City.

#### City of Poplarville



## CIVIC VOLUNTEER AWARD OF EXCELLENCE

Be it known by these presents that the Mayor of the City of Poplarville did on this date confer upon

#### Robert Wattle

this Award of Excellence for outstanding achievement and commitment as a dedicated volunteer in the City of Poplarville's *Make a Difference* Program.

Bruce Wood

May 22, 2016

Date

### **The Website**

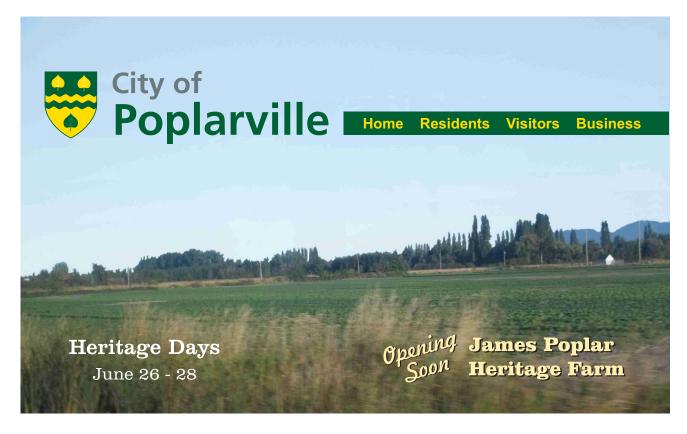
#### **Website Design**

The Poplarville website is now identified with the official wordmark which is displayed at the top of each page.

The current version of the Visual Identity Manual has been placed on the website for a quick and convenient reference for elected officials and City staff. Suppliers have access to

sections related to the production of products displaying the coat of arms, wordmark and other emblems to ensure compliance with municipal standards.

The website also has a section providing a history of the City, including the coat of arms and flag.

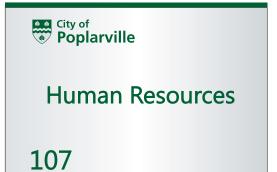


Screen shot of the current Home Page of Poplarville Website

### Signage - City Hall, Streets & Highways

The illustrations on this page are examples of the basic signage to be used within the City of Poplarville.





Interior Building Signage



City Limits





**Direction Sign** 

### The Coat of Arms at City Hall

There are three renditions of the coat of arms at City Hall, in metal, wood and glass. The first is a very visible, four metre high, cast bronze sculpture mounted above the front entrance.

The second is a wood carving located inside City Hall, in the Council Chamber and displayed between the national and city flags. It has been carved from basswood and painted in the official colours of green and gold.

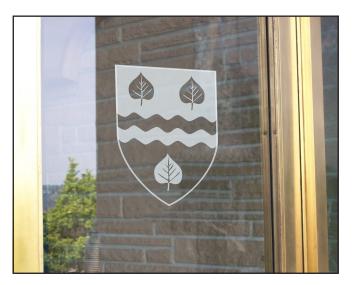
The glass door at the visitors' entrance to City Hall has been decorated with a laser-etched image of the shield, the key element of the full coat of arms.



Painted wood carving of coat of arms displayed in Council Chamber.



Bronze cast sculpture mounted above entrance to City Hall

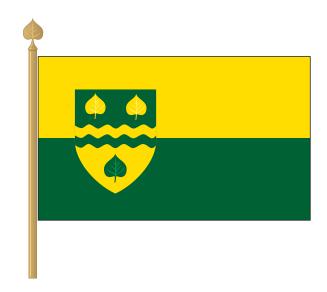


Etched-glass shield on visitors' door at City Hall

### Flags & Table Shields

#### Flag

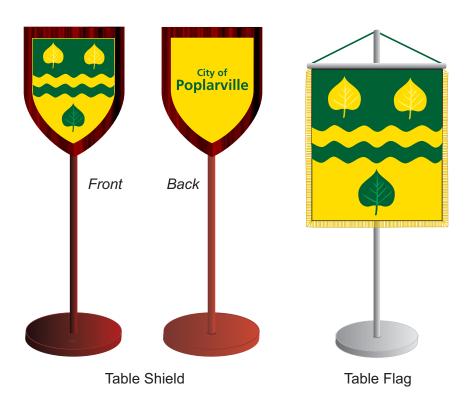
The Poplarville Flag will be flown from all public buildings in the City along with the national and provincial flags whenever feasible. It will also be displayed at all civic events, including parades. Residents of the City are encouraged to fly the municipal flag.



#### Table Flag & Table Shield

The table flag or table shield may be displayed during conferences, special events such as formal document signings, presentation of City awards, etc. as well as on reception and information desks.

A table flag can also be presented as a gift to official visitors to the City.



### **Vehicles**

All vehicles owned by the City of Poplarville must bear the City Wordmark and appropriate departmental identification as authorized by the City Manager.



Automobiles



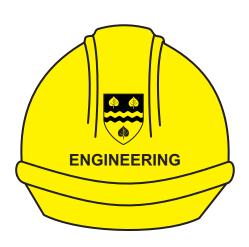
Vans & Trucks

### **Uniforms & Name Tags**

#### **Uniforms - Outside Workers**

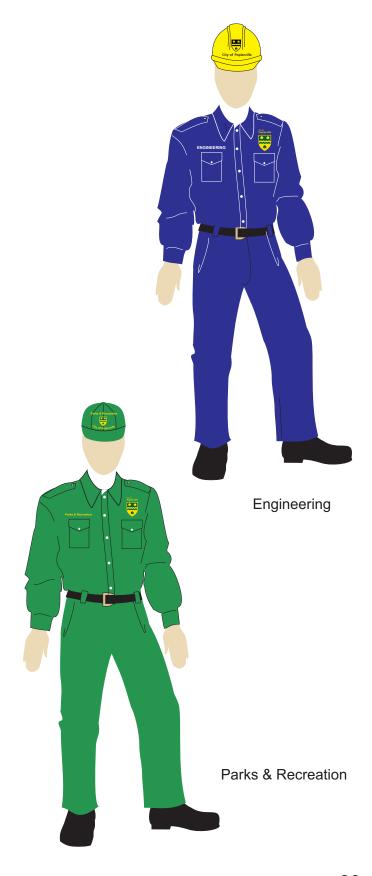
All uniforms worn by outside workers will display a City wordmark and departmental identification as authorized by the City Manager.

Appropriately sized uniform wordmarks will be worn over the left pocket. Hard hats may have a line art version of the shield with the department name underneath, all in black (white shield and department name on a dark colour hard hat). Soft caps will also bear the department name and wordmark as illustrated below.



Hard Hat & Cap Designs





#### **Uniforms - Security/Information**

As illustrated, uniform shirts and blazers will display the appropriate Poplarville wordmark on a patch worn on the left side (see page 33).

The dark green blazer will be worn for more formal events with the official tie for men and the official scarf for women (see page 33).



**Dress Uniforms** 



Standard Uniforms



**Summer Uniforms** 

#### **Name Tags**

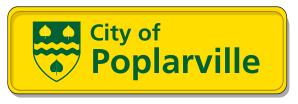
These name tags may be worn by all elected officials and City staff as authorized by the City Manager.



For use with light colour shirt or jacket



For use with dark colour shirt or jacket



To be used when a name tag is not required but when it is still necessary to be identified as a representative of the City

#### Name Badge Holder

Name badge holders are for use at conferences, meetings and events where representatives need to be identified.



### **Municipal Branded Merchandise**

### Jewellery for Employee Service Awards

The shield is ideal for use on jewellery as the detail remains distinct when the design is miniaturized.

Pins will be awarded at five year intervals up to 30 years. At 25 years enamel cufflinks or an enamel pendant will be awarded with the pin, and at 30 years the additional award will be a gold pendant or gold cufflinks.





Service Pins
Awarded at five year intervals



Enamel Pendant & Cufflinks 25 Year Award



Gold Pendant & Cufflinks 30 Year Award

#### **Clothing**

Branded clothing may be purchased by City employees or used as official gifts when appropriate. Clothing considered as "business casual" may be worn during business hours when consistent with the City dress code.

#### **Blazer Patches, Ties & Scarves**

Blazer patches, ties and scarves may be purchased from the City and worn by elected officials and employees while on the job, for personal use or during retirement. They may also be gift items presented to official visitors.



Scarf Pattern



Necktie & Coat of Arms Blazer Patch

### Clothing

#### **Polo Shirts & T-Shirts**

Polo shirts qualify as "business casual" and may be worn during business hours. T-Shirts may be worn by outside workers if desired.



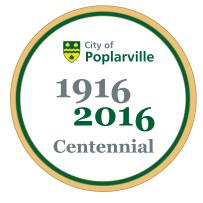
### Promotional Items & Official Souvenirs

Items such as T-Shirts, coffee mugs, commemorative medals, etc. designed to support a municipal program or commemorate a special event may be sold to City employees or used as giveaways. They may use the City wordmark or coat of arms in the design.



#### Commemorative Medallion

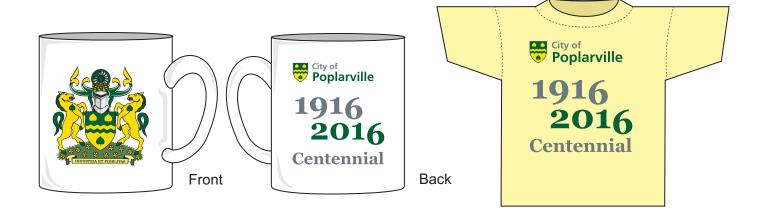






Obverse

Reverse



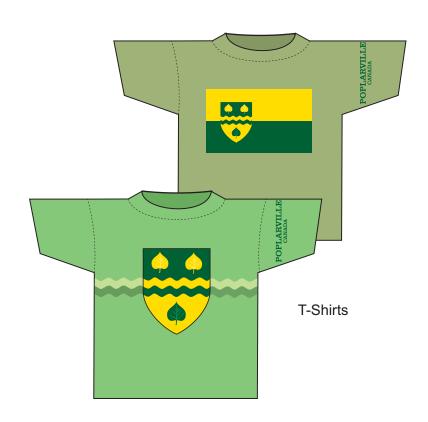
### **Commercial Branded Merchandise**

"Commercial Branded Merchandise" includes any item with the shield or flag that merchants wish to sell to residents or tourists. Using any other City emblem without permission would be an infringement of the City's copyright. The shield may be used on its own or paired with the name Poplarville, or Poplarville Canada, or other variations.

The following illustrations provide examples of branded merchandise that may be sold as souvenirs or for municipal events or celebrations.

#### **Clothing**

Branded items may include a wide range of casual clothing.





#### Souvenirs & **Special Event Items**

The shield with the City name can be used to decorate almost any item.

The City flag may be used freely, as illustrated, and produced in any size as long as the proportions are 5:3. The official colours of yellow and green must be used, and the flags may be made from paper, nylon or any other appropriate material.





Mugs



Water Bottles







A modern coat of arms conveys a sense of dignity, stability and history and offers the perfect solution to meet the visual identity needs of Canadian municipalities.

Using the arms of the fictional municipality of Poplarville this manual illustrates the flexibility and versatility of a coat of arms and how it can be applied as the basis of a municipality's visual identity program.

This publication resulted from the passion co-authors Ailo and Larsen have for municipal heraldry. Both hold office in, and are long time members of, the Royal Heraldry Society of Canada.

