

Number: CC18
Administered by: City Council
Approved by: *C. A. Spearman*
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CITY OF
Lethbridge

USE OF REGISTERED CITY OF LETHBRIDGE CREST AND FLAG

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to govern the use of the City of Lethbridge Crest and Flag.

PERSONS AFFECTED

All employees (including those in Special Purpose Bodies)

POLICY STATEMENT

It is the policy of the City of Lethbridge that employees use the City of Lethbridge Crest and Flag only for official City business and that the use and/or sale by anyone other than the City of Lethbridge shall be subject to approval of the City Manager. The City of Lethbridge Crest and Flag are registered trademarks of the City of Lethbridge and are protected under copyright law.

RESPONSIBILITIES

City Manager to:

- authorize other persons or organizations to use the Crest and Flag
- maintain the guidelines on the usage of the Crest and Flag

PROCEDURES

Guidelines on the usage of the Crest and Flag are to be maintained by the City Manager or his delegate.

REFERENCES

- History of the City of Lethbridge Crest, Logo and Flag
- Guidelines on the Use of the Crest and Flag
- Flag Policy CC50

DEFINITIONS

Official City Business includes:

1. correspondence from City Council and all City departments
2. business cards and name tags of City employees and City Council
3. Bylaws
4. press releases
5. policies
6. signage on City office buildings and vehicles
7. official staff security identification tags
8. any other media conveying information in an official capacity
9. partnering & promoting
10. City reports and projects

REVISION/REVIEW HISTORY

Oct 15, 1986: New Document (City Council Policy #39)

Feb 5, 2007: Re-issued (CC18)

July 7, 2014: Added sentence on copyright and provided City Manager the authority to approve usage of the Crest and Flag