



City of St. John's Corporate and Operational Policy

Policy: 09-05-04 Donations of Artwork

Status:

Issued By: Arts Advisory Committee

Revision No:

Revision Date:

Date of Original Council

Approval: 2002/06/17

Rescind Date:

Index: 09 Community Service

Section: 05 Culture

Title: 04 Donations of Artwork

Purpose

To outline requirements for donated artwork to be accepted into the City's art collection.

Policy Statement

Consider the suitability of the work (complements existing items in the public art collection)

- Consider the quality of the work
- Consider the suitability of the subject matter to public venue
- Where a specific site is identified, consider the appropriateness of that site
- Establish financial implications of acceptance: installation, on-going maintenance, insurance, future relocation or removal
- Where appropriate suggest provision by the donor for ongoing maintenance
- For a proposed donation, take all reasonable measures to obtain documentation of authenticity and ownership.
- If the donor requires a receipt for Income Tax purposes, the City Archivist will arrange for an appraisal of the piece and a receipt will be issued by the City.
- For artwork that has not yet been created, if the proposal is accepted a memorandum of agreement will be drawn up outlining the responsibilities of each party. The agreement will address such issues as project funding, insurance, WHSCC (Workers Health and Safety Compensation Commission) requirements, location, maintenance costs and responsibilities, project supervision, project

documentation, copyright and/or issues of ownership, etc.

- Artwork being proposed for installation on a public site in the City's jurisdiction should be treated in the same manner as gifts and donations.

Application

Responsibilities

Council, City Clerk, City Archivist.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Arts Advisory Committee report - May 16, 2002; Regular Meeting of Council - June 17, 2002

Review Period

Available to Public

- ☐ Yes
- ☐ No