

CORPORATE POLICY



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Policy Category: **Administration Policy**
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Department: Community, Culture and Recreation Services
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POLICY STATEMENT:

The City of Waterloo recognizes the importance of community culture as described by heritage artifacts, art, and archives.

As the custodian of a public collection, the City must manage the Heritage and Art Collections according to the policy and standards of the Province of Ontario and the Canadian Museums Association for collection development, preservation and access.

The City of Waterloo's Collections are made up of the Heritage Collection and the Art Collection. The Heritage Collection includes a number of sub-collections including the Seagram Collection, City Artifact Collection, Elam Martin Farmstead Collection, and the Industrial Artifacts Collection. The Art Collection is made up of the Fine Art Collection and the Large Scale Art Collection.

The City of Waterloo's Education Collection, which includes poor quality or duplicate objects intended for promoting heritage education among youth and the general public, is not covered by this policy.

Through the strategic management of the Heritage and Art Collections, the City is committed to ensuring its ongoing significance for Waterloo and the wider community.

The City of Waterloo is committed to providing professionally trained managerial staff and appropriate resources for the Collections, including allocating budgets for managing the Collections and developing the Collections.

Mandatory Policy, <i>Municipal Act</i>	No
Policy Administration Team, Review Date	May 2012
Corporate Management Team, Review Date	April 17, 2013

PURPOSE:

The objectives of the Collection Management Policy are to:

- a) define the conditions and criteria for acquisition and de-accession;
- b) define the conditions and criteria for managing the Heritage and Art Collections;
- c) inform collection access, promotion and exhibition strategies;
- d) ensure compliance with professional museum standards developed and endorsed by the Province of Ontario, the Canadian Museums Association and the Ontario Museum Association;
- e) ensure management of the Collections is in line with other policies of the City of Waterloo; and
- f) guide management of the Collections within the annual budget allocation.

DEFINITIONS:

Art: The creation of beautiful or thought-provoking objects. The purpose of art is to express or stimulate ideas or emotions. Art is unique and original. Art can be functional, but is not necessarily functional. It generally takes the form of painting, sculpture, drawing, watercolour, graphics, or architectural features.

Artist: A person generally recognized by his/her peers, critics and other art professionals as committed to producing works of art on a regular basis.

Artifact: A physical object produced, shaped, or adapted by human workmanship.

Acquisition: The act of obtaining physical and legal ownership of objects such as artifacts, art, and archival materials.

Collection: The natural or cultural objects and intellectual property directly owned by a museum, as a public trust, and registered as part of its permanent collection, to be used for the exclusive purposes of preservation, research and presentation to the public.

De-accession: To remove an object or objects permanently from the physical control and ownership of the City.

Heritage: A broad concept that encompasses our natural, indigenous and historic or cultural inheritance. It is the art, objects, buildings, traditions, beliefs that a society considers important to its history.

Intellectual Property: Legal rights that result from intellectual activity in the industrial, scientific, literary and artistic fields.

Large Scale Art: A work of art that meets one or more of the following criteria:

- a) size and/or weight is not suitable for traditional gallery settings;
- b) moving and/or transportation of the work is prohibitive;
- c) may be permanently installed in the ground, or fastened to a building;
- d) may be architectural components of a building, or an entire building.

Museum: A permanent establishment, open to the public at regular hours and administered in the public interest for the purpose of collecting, preserving, studying, interpreting, assembling, and exhibiting to the public, for its instruction and enjoyment, objects and specimens of cultural value, including artistic, scientific (whether animate or inanimate), historical, and technical material (Canadian Museum Association, 1995)

Object: For the purposes of this policy, an object is defined as an artifact or work of art that is part of a City of Waterloo Collection.

Public Area: A place frequented by the general public including, but not limited to, the interior (foyers, concourses, outer offices, waiting rooms, conference rooms, council chambers, sports and recreation facilities, city offices) and exterior of City owned buildings. Public areas also include, but are not limited to, other exterior spaces owned by the City such as parks, cemeteries, civic gathering spaces, boulevards, streets and bridges.

SCOPE:

This policy applies to all members of the City's organization including members of Council, full, part-time and contract staff, members of Advisory Committees or Boards and any sub-committees of these Committees or Boards , as well as volunteers, involved in management of the City of Waterloo's Heritage and Art Collections.

POLICY COMMUNICATION:

The policy will be posted to the City of Waterloo's website.

Policy:**2.0 Collection Mandate**

The mandate of the Collections is to:

- a) acquire and preserve objects which best reflect the social and cultural heritage of the City of Waterloo;
- b) document the collection according to professionally recognized standards;
- c) maintain and protect the collection through both proactive and reactive conservation methods including management by professionally trained managerial staff, environmentally controlled storage, adequate security, and use of acid-free materials;
- d) grow the intrinsic value of the City's heritage, arts, and cultural assets through acquisition and based on available resources;
- e) make the collection available to the public to demonstrate the unique social and cultural history and current social and cultural context of the City of Waterloo through displays, exhibits and loans;
- f) be of sufficient scope and range to sustain a diversity of views and interpretations;
- g) increase the understanding and enjoyment of local history and contemporary art as they pertain to the history and culture of the City.

3.0 Risk Management

In managing the City's Collections, employees must adhere to the Canadian Museums Association's Code of Ethics, and any subsequent revisions or replacements of this document.

The City of Waterloo must comply with Canadian and Provincial laws and by international conventions and treaties signed by Canada regarding illegal export and import of cultural property including, but not limited to:

- a) the Occupational Health and Safety Act;
- b) *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act (WAPPRITA)*;
- c) The Ontario Heritage Act;
- d) The Cultural Property Export and Import Act;
- e) The Firearms Act and related regulations;
- f) The UNESCO "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970";
- g) any subsequent revisions or replacements of these Acts or Conventions.

In addition to the above, collection management activities must be in alignment with the ethical framework and best practice guidelines for the use of Aboriginal objects and the representation of Aboriginal Culture contained in the report from the Task Force involving the Assembly of First Nations and the Canadian Museums Association, entitled "Forging New Partnerships Between Museums and First Peoples" (1992), and any subsequent revisions or replacements of this report.

In situations where copyright is of relevance, City of Waterloo must comply:

- a) the provisions of the Copyright Act;
- b) the provisions of the Ontario Heritage Act;
- c) the Municipal Freedom of Information and Protection of Privacy Act;
- d) *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* (WAPPRIITA);
- e) any subsequent revisions or replacements of these Acts and Conventions.

4.0 Acquisition

4.1 General Acquisition Requirements

1. Acquisitions into the Collections may be made by donation, exchange, bequest, purchase, or commissioning by the City of Waterloo.
2. Acquisitions must be made with a view to permanency, and not for the purpose of eventual disposal.
3. When considering an acquisition, it must be ensured that legal title can be conveyed in written form and the authenticity, source and provenance of the object must be fully documented and ethically acceptable. City of Waterloo staff responsible for acquisitions must make every reasonable effort to ascertain that the authentication of an object is possible and that the City can rightfully assume legal and valid title to the object.
4. Any object acquired by purchase or exchange or any other transaction must be processed into the collection following the *New Acquisition Procedures (Appendix A)*.
5. When objects are acquired from other organizations, it is necessary to confirm that the transfer is in accordance with the policies of that organization.
6. All acquisitions involving transfer of ownership and/or responsibility must be accompanied by a signed gift agreement or other proof of legal title to the object, such as a transfer of title or a bill of sale.
7. Objects generated by the City of Waterloo or acquired by Council or staff in the course of their duties may also be eligible to enter the collection if they meet the required criteria.

8. If an object is acquired directly from an artist, (or donor if applicable), it must be ensured that royalty, reproduction, exhibition and moral rights, as well as installation plans, are negotiated and documented.
9. If deemed, for whatever reason, objects which are important to the history and culture of Waterloo and to the City of Waterloo's collecting scope cannot be collected, the City of Waterloo must endeavor to make a complete documentary record of the material using printed, visual and audio media.

4.2 Acquisitions and Signing Authority

Acquisitions will follow the Section 7. Signing Authority of By-Law #2001-043 Being a by-law to establish policies for the procurement of goods and services by the City, and any subsequent revisions or replacement of this section of the by-law.

4.3 Ethics of Acquisition

The City of Waterloo does **not** acquire an object:

- a) which has been collected, sold or otherwise transferred in contravention of any Provincial or National statute;
- b) which has been collected, sold or otherwise transferred in contravention of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (or any similar statutes) as ratified by Canada on June 28, 1978;
- c) where, in addition to, or beyond the preceding clauses, there is any reason to believe that the object's recovery involved recent unscientific handling and/or intentional destruction or damage of archaeological/historical sites or illegal/ clandestine excavations; or which has questionable, undetermined or unethical history of ownership.

4.4 Acquisition Criteria

To ensure development of a cohesive collection, this policy sets out essential acquisition criteria (7.3.1), which all objects must meet, and specific acquisition criteria (7.3.2) for each Collection sub-category.

An object may be acquired if it meets the essential acquisition criteria and one or more of the specific acquisition criteria for the Heritage and Art Collections.

The City of Waterloo must not acquire any artifact with the intention of eventual de-accession.

4.4.1 Essential Acquisition Criteria

In order to be considered for the Heritage or Art Collections all objects must meet the following essential acquisition criteria:

- a) strengthen and add to an existing series of works or the overall scope of the Collections;
- b) be informed by or identifiably associated with the City of Waterloo;
- c) be supported by documentation and support material;
- d) have the capacity to be placed on display without hindrance to public access or safety, and without breaching the artist's moral rights;
- e) have the necessary resources (human, financial, temporal, special) allocated to resolve all foreseeable issues related to conservation, preservation, storage, research, exhibit and interpret the artifact;
- f) be a quality example that will be a significant addition to the Collections;
- g) be a suitable subject matter for a public venue;
- h) not be a duplication;
- i) not involve any conditions of acquisition that restrict the use of or disposition of the object(s) in accordance with the City of Waterloo's policies and professional standards.

4.4.2 Specific Acquisition Criteria – Seagram Collection

An object recommended for acquisition for the Seagram Collection is required to meet one or more of the following criteria:

- a) relate to the Seagram Distillery in Waterloo, its origins and development, both historically and within the context of the community;
- b) relate to subsidiary companies such as the Canada Barrels, Kegs Company (CANBAR), or others;
- c) relate to the social history or nature of work in the former distillery;
- d) relate to the history of the Seagram family in Waterloo;
- e) be an object of technology or of a scientific nature used (or similar to those used) specifically in the production of spirits at the Waterloo distillery or used in industries with an historic association to the production of spirits such as cooperage, clay and glass;

- f) be an object of decorative art which relate to the technology, production, mythology, storage, service, consumption, societal values and customs of wines and spirits.

4.4.3 Specific Acquisition Criteria – City Artifact Collection

An object recommended for acquisition for the City Artifact Collection is required to meet one or more of the following criteria:

- a) be a gift, award or certificate accepted by a Council representative in the course of official Council business;
- b) be a photograph, document or other object generated by the City of Waterloo which represents a major event, activity or initiative and is not eligible for keeping by Records Services.

4.4.4 Specific Acquisition Criteria – Elam Martin Farmstead Collection

An object recommended for acquisition for the Elam Martin Farmstead Collection is required to meet one or more of the following criteria:

- a) be an existing farm building and building fabric associated with the Elam Martin Farmstead;
- b) relate to the history of the Elam Martin Farmstead and the Elam Martin family;
- c) be representative of Mennonite culture and augment the history of the Elam Martin farm.

4.4.5 Specific Acquisition Criteria - Industrial Artifacts Collection

An object recommended for acquisition for the Industrial Artifacts Collection is required to meet the following criteria:

- a) be an industrial machine or by-product that represents the history of local Waterloo industries and industrial workers.

4.4.6 Specific Acquisition Criteria – Fine Art and Large Scale Art Collection

An object recommended for acquisition is required to meet one or more of the following criteria:

- a) be a sculpture in any material or combination of materials whether in the round, bas-relief, high relief, mobile, fountain, kinetic or electronic;
- b) be a painting, fine art, drawing, print, photograph, film, digital material or videotape;

- c) be a craft in any material or combination of materials such as clay, fibre, textiles, wood, glass, metal, plastic.

Additionally, the object must meet one or more of the following criteria:

- a) represent significant periods, occasions and urban initiatives in the evolution of the City of Waterloo, and city life;
- b) represent the artistic practice of an emerging or established local artist who has received acclaim for their work locally, provincially, nationally and/or internationally;
- c) represent contemporary art practice and support the work of new artists and recent work by established artists.

4.5 Acquisition Exceptions

If an object is of the utmost importance to the collection, and the potential donor insists on certain conditions of use or disposition, the managerial, in consultation with the appropriate Director, may consider making an exception to the acquisitions criteria.

4.6 Acquisition Approvals

The managerial staff must be consulted prior to acquisition of any object to the Collections to ensure the proposed acquisition is in compliance with this policy.

Approval for all acquisitions is granted subject to the object being the sole property of the owner.

5.0 De-accessioning

De-accessioning refers to the permanent removal of one or more objects from a Collection. In order to maintain a growing and relevant Collection in accordance with this policy and current professional standards, occasionally it is necessary to de-accession an object or objects.

City of Waterloo must do its utmost to ensure the de-accessioned object remains in public trust and is retained in Canada.

City of Waterloo will de-accession an object for the purpose of repatriation, when it is legally proven that another body, organization, people, and/or government has the legal and ethical right to said object.

Where and when the de-accession involves a transfer of ownership and/or responsibility, appropriate documentation and forms must be completed.

Funds resulting from a de-accession (i.e. proceedings from a sale) must be directed toward the Heritage Reserve Fund or Art Maintenance fund. However, de-accession must not be considered a primary means of funding other initiatives.

If the value of any single item recommended by managerial staff for de-accession is under \$5,000.00, the decision to de-accession will be made by the appropriate Advisory Committee or sub-group and will be taken to the appropriate appropriate Directors Team Meeting for information purposes. The method of disposal will be selected by managerial staff.

If the value of any single item recommended by managerial staff for de-accession is over \$5,000.00, the decision to de-accession will be made by the Corporate Management Team, and approved by Council. The method of disposal will be selected by the Corporate Management Team, based on the advice of managerial staff and subsequent approval by Council.

5.1 De-accessioning Criteria

In order to de-accession material from the permanent collection, the object must meet one or more of the following criteria. The object must:

- a) be of minimal value or significance to the collection and/or to Waterloo history;
- b) be of poor quality, condition, or be a duplicate;
- c) lack documentation verifying authenticity, and/or origins, and/or chronological history, and/or owner and/or donor(s);
- d) involve prohibitive conservation expenses;
- e) allow for upgrading of the Collections by means of exchange or other transaction.

5.2 Method of Disposal of a De-accessioned Object

One of the following methods of disposal for a de-accessioned object must be used:

- a) it may be offered to City of Waterloo's Education Collection;
- b) it may be offered to another tax exempt, non-profit educational/cultural institution, as a gift or for exchange purposes;
- c) it may be sent to disposal through a legitimate public auction. If this means of disposal is chosen, no City of Waterloo staff, other than managerial staff, nor volunteer will be advised which auction is involved nor the date of the auction. Any net proceeds earned by the sale of the de-accessioned object(s) at the auction must be sent to City of Waterloo after the auction;
- d) it may be given for disposal to a dealer either for money or for exchange;

- e) it may be physically destroyed only if the object is in extremely poor condition and there is no documentation related to its authenticity, origin or history, and if it is of no monetary value nor historical significance, nor importance to another institution and due diligence has been taken to offer it back into the public domain. In such cases the *Physical Destruction of De-accessioned Objects Procedures (Appendix D)* must be followed.

6.0 Collection Care

6.1 Collection Management

1. All objects in the Collections must be stored and handled according to current professional standards.
2. Records must be maintained and updated according to current professional standards and staff resources.
3. Objects must be researched, interpreted and exhibited according to current professional standards and staff resources.
4. Once a year, all new acquisitions must be appraised for tax receipts and insurance purposes.
5. A comprehensive inventory of all objects in the Heritage or Art Collections must be maintained in order to ensure current information is available for management and insurance purposes.
6. In the event of accidental loss or damage or destruction of an object in the Collections, the appropriate Director must be notified and a written report submitted for file in a timely fashion.

6.2 Collection Documentation

All objects within the City's Heritage and Art Collections must be registered (accessioned) and catalogued according to current standards and procedures. Records of all objects in the Collections must be classified to allow for accessibility of information for purposes of research, exhibition and programming both internally and externally. An electronic database of collection records must be maintained by the City and each object must be individually numbered.

The Collections database must:

- a) record essential information, including but not limited to, valuations, loans, condition, location, identifying features, provenance and legal requirements;
- b) document the significance of the object;

- c) record an image of each object;
- d) be regularly maintained and updated;
- e) be kept secure through back up procedures and the most appropriate available technology.

Access to the Collections' records must be in alignment with the Municipal Freedom of Information and Protection of Privacy Act.

6.3 Valuation and Insurance

1. The Collections must be insured by a Fine Arts and Exhibition Floater as part of the insurance coverage for the City of Waterloo. This insurance must include coverage for objects in transit and on loan from or to the City or left in temporary custody.
2. The City of Waterloo must issue tax receipts to donors of objects that are accepted into the permanent collection. Once a year the City of Waterloo must arrange an appraisal to be done for all donations in the tax year. Donors may have an independent appraisal done at their own expense.
3. All objects must have a signed gift form and be part of the collection before an appraisal is completed.
4. Donors requesting tax receipts for objects donated prior to approval of this policy that have not been previously appraised will pay for the appraiser's fee.
5. When completing appraisals, staff must select the appraiser most suitable for the type of object being appraised.
6. If an appraiser is used that is not selected by staff, two letters of reference must be received by the appropriate managerial staff before the appraisal can be completed.
 - a. Updated annual valuation information must be recorded in the Collections database and forwarded along to the City's current insurer.

6.4 Storage

1. Objects not on display will be labelled appropriately and held securely in the Collections storage area according to current standards.
2. Managerial staff will monitor storage areas on a regular basis, with maintenance of these areas undertaken regularly.

6.5 Conservation and Handling

1. Objects for priority conservation will be listed annually.
2. Priority objects will be assessed and treated by professional conservators as funds allow.
3. Only personnel trained in preservation handling will move objects in the Collections.
4. An object will not be displayed in a place that puts it at risk of damage, accelerated deterioration, or where the object's security is threatened.

7.0 Collection Access

7.1 Access Services

Access to the Collections is provided by the Managerial staff. The following access services may be provided:

- a) digital access through the database;
- b) reproduction services for images;
- c) supervised research access;
- d) loans to qualified organizations;
- e) display throughout City facilities;
- f) exhibitions.

7.2 Priorities and Standards for Display of the Collections' Objects

The priority areas for display of Collection Objects should be within City facilities. Within City facilities, display locations must focus on those areas most commonly accessible to the public.

Heritage Collection objects should be placed on display primarily at the City of Waterloo Museum but can also be displayed in public areas, including meeting rooms and offices frequently used for meeting with the public.

Displays must include didactic labels containing the standard required information and optional interpretive information.

All exhibitions and displays of the Collections must aim towards standards of practice in terms of access, interpretation, space, lighting and security.

7.3 Objects for Display / Period of Display

Not all Collections objects will be displayed. Suitable objects for display are limited by environmental conditions and must be able to withstand the UV light and heat conditions.

Where objects are particularly sensitive to deterioration, they must only be exhibited for a maximum period of up to six months. At such time the Managerial staff will review the condition of the object to determine whether the object may remain on display, be conserved, or temporarily returned to storage.

7.4 Removal of Displayed Objects

Collection objects on display can be removed by appropriate management staff at any time for the following reasons:

- a) outward loan;
- b) object identified as being at risk;
- c) internal loan agreement is in breach.

7.5 Exhibitions

Exhibitions must be displayed in accessible, secure venues, appropriate to the material and the exhibition content.

Exhibitions must be documented through labels and photographs.

Exhibitions must represent a diversity of themes and issues relevant to the City of Waterloo and the broader community.

7.6 Moral Rights

During exhibition and display, the artist's moral rights must be observed and the work must be labelled in full view with the following information as a minimum requirement: artist's name, title of the artwork, date of the work, medium and, as appropriate, the name of the donor or credit to the source of the work.

The work must:

- a) not be displayed so as to be obscured or altered without written permission of the artists;
- b) not be displayed if it is in disrepair;
- c) be properly identified as a reproduction, where an object on display is not the original work.

7.7 Supervised Research Access and Digital Access

Supervised access to Collections objects for research purposes are made available through the Managerial staff. Photographic documentation and supplementary information may be available by appointment for research access only.

Information about objects, including visual reference information, can be made available through the City of Waterloo website. Information on the website must be limited in order to maintain the security of the Collection.

Handling charges for the reproduction of images from the collection must be administered to users requesting digital images. The costs of processing requests will be charged to the organization or individual making the request according to the fees outlined in the most recently approved version of the City Fees and Charges By-Law.

Users of collection images must sign a copyright contract which states that the images are to be used only for the purpose specified. Fees for the commercial use of images may be negotiated on a case by case basis by the managerial staff(s).

8.0 Loan of Collection Objects

The City is responsible for making its Collections accessible to the public. Objects may be borrowed by or from the City for the purpose of research, education/interpretation, exhibition, conservation, or reproduction with set time limits and with conditions considered necessary for the preservation of the integrity and ownership of the object.

All loan requests must be assessed individually, by evaluating the loan details.

Permanent loan requests are subject to Council approval based on resolution of legal, insurance and storage issues and advice from managerial staff.

8.1 Incoming/Outgoing Loans Requirements

- a. all incoming and out-going loans for exhibition or research purposes must be listed on loan agreement forms, signed for by a professional staff member; and date of arrival/departure and date of return are noted on the form;
- b. all in-coming objects must be insured by a rider governed by the insurance coverage for the City of Waterloo;
- c. City of Waterloo is responsible for all in-coming material, which is handled and managed according to City of Waterloo professional procedures and standards;
- d. all out-going objects must be insured by the loanee institution;

- e. the loanee institution is responsible for the on-loan objects, guaranteeing its handling, safety, exhibit and return according to professional standards.

8.2 Internal Loan Requirements

An internal loan is the loan of an object from the Collections for display for Council purposes.

All internal loans must be made according to the *"Internal Loan Agreement"* form. The appropriate Director must agree to be responsible for the object, by the terms of the agreement.

9.0 Accountability

The managerial staff , or designate(s), is/are responsible for ensuring compliance with this policy.

10.0 Monitoring

The implementation, performance and effectiveness of this policy will be monitored by the managerial staff , or designate(s).

11.0 Policy Review

The City's Collection Management Policy will be reviewed by qualified professional staff and updated, with Council approval, every five years or more frequently if changes are deemed necessary.

12.0 Linkages

1. The City of Waterloo "Percent for Art Policy" (R&L06-17)
2. Public Art Section Process
3. The City of Waterloo Fees and Charges By-Law
4. The Municipal Freedom of Information and Protection of Privacy Act
5. City of Waterloo's Code of Conduct Policy, December 13, 2004
6. Canadian Museums Association's Code of Ethics
7. The Firearms Act
8. The Occupational Health and Safety Act
9. The Wild Animals and Plant Protection Regulation of the International The Ontario Heritage Act
10. The Cultural Property Export and Import Act
11. The Firearms Act and related regulations
12. The UNESCO "Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970"
13. Report of the Task Force on Museums and First Peoples, 1991
14. Copyright Act (Bill C.32 an Act to Amend the Copyright Act, (April 25, 1997)
15. Ontario Heritage Act

16. Freedom of Information Act as pursuant to the Municipal Act, R.S.O., 1990 Chap.M.45
17. Interprovincial Trade Act (WAPPRITA)
18. Any subsequent revisions or replacements of these Acts or Conventions.

13.0 Compliance

In cases of policy violation, the City may investigate and determine appropriate corrective action.

15.0 Appendices

Appendix A: Collection Descriptions

Appendix B: Acquisition Procedures

Appendix C: De-accession Procedures

Appendix D: Physical Destruction of De-accessioned Objects Procedure

16.0 Procurement By Law

The Heritage and Art Collections policy shall be exempt from City of Waterloo Procurement By Law 2011-043 and any amendments or replacement thereof.

Appendix A: Collection Descriptions

There are two distinct Collection categories: Heritage and Art. These categories have been developed for purposes of management and research access.

The Heritage Collections have four sub-categories: Seagram Collection, Martin Farm Collection, City Heritage Collection and the Industrial Artifacts Collection. The Art Collection has two sub-categories: Fine Art and Large Scale Art. These categories are defined below.

A. Heritage Collection

The Seagram collection, together with artifacts relating to the history of the municipality of Waterloo, and the Elam Martin Farmstead, acquired by the City in 2000, form the City's Heritage Collection. In 2009, the Collection was moved from the Canadian Clay & Glass Gallery to the City of Waterloo Museum. The City still houses the collection at several offsite facilities such as the Centre for International Governance and Innovation and the Region of Waterloo water tower. The Collection is displayed on a permanent basis at the City of Waterloo Museum, periodically at the City's recreational facilities and other locations throughout the region. The Heritage Collection is made up of the following sub-categories:

1. Seagram Collection

On November 1, 1997 Council, acting on behalf of the citizens of the City of Waterloo, entered into an agreement to acquire a portion of the former Seagram Museum artifact collection. On November 1, 2007, the terms, requirements and restrictions of the original acquisition agreement between the parties expired, making ownership of the artifacts from the former Seagram Museum and Seagram Company the sole property of the City of Waterloo.

The Seagram Collection contains documents, photographs and artifacts which chronicle plant operations between 1857 and 1992. It also contains records, reference materials and displays from the former Seagram Museum from between 1980 and 1992. These include objects relating to spirit production at the plant such as coopering tools, objects used to carry out working activities, architectural details and objects such as plant and employee ephemera.

2. Elam Martin Farmstead Collection

This Collection consists of artifacts and documentation relating to the history of Elam Martin family, farmstead and associated Mennonite culture. It was acquired through the development of the Millennium Recreation Park Project for the City. [The Elam Martin Farmstead](#) is a sixth generation Mennonite dwelling consisting of 17 buildings, orchards, gardens farm fields, a tree lane, creek, and bridge. In operation since the 1820s, the

Elam Martin house is an excellent example of early rural life and the city's last operating Mennonite farm, making it architecturally and historically significant. In October, 14 of the farmstead's 17 buildings, together with its orchards, gardens, tree lane and fence line, received historical designation under the Ontario Heritage Act, allowing for its preservation and integration into the Millennium Recreation Park.

3. City Heritage Collection

The City Heritage Collection is comprised of artifacts, ephemera and other objects relating to the history of the City of Waterloo and Council activities that are not required for keeping by corporate record management. The collection includes objects relating to the City's social and business heritage and local events. It also contains objects of significance that have been donated to the City through sister city and international relationships, or gifted by visiting dignitaries and delegations. These gifts include objects such as plaques, flags, pennants, keys, cultural artifacts and objects which record the history of the City Hall, Council, City operated facilities. Included in this collection are artifacts that carry symbolic and historic significance, such as souvenir ware, industrial artifacts, sporting ephemera, trophies and objects related to emergency services. Additionally, this collection includes the historic art collection comprised of thirty-three oil paintings and photographs of Waterloo's civic leaders.

Most of the Collection is printed material recording City functions. Printed materials include Council minute books, by-laws, assessment roles, birth, death and marriage registers, programmes, visitor's books, historic photographs and ephemera, Christmas cards, photographs, documents and other objects relating to City of Waterloo activities and events. Some of this printed material has specific importance as research material.

4. Industrial Artifacts Collection

As of 2011, there are two pieces in the City of Waterloo's Industrial Artifact Collection: a punch press from Clemmer Industries, used to produce street signs for Waterloo in the 1930s and a barrel hoop driver from the former Seagram distillery.

B. Art Collections

Throughout the history of the City of Waterloo, the corporation has acquired many works of art, both fine art such as paintings or small sculptures, and large scale artworks such as sculptures and murals installed outdoors in public spaces.

City of Waterloo Council has accepted, on behalf of Waterloo's citizens, many gifts of fine and large scale artworks. The City has also commissioned paintings and

photographs on a variety of subjects specific to Waterloo, including portraits of community leaders and elected officials, significant landmarks in Waterloo, and heritage buildings.

In 1997, Council approved the “Percent for Art Policy” whereby *“The City of Waterloo shall allocate up to one percent of the budget for civic building construction or renovation projects over one million dollars towards the purchase or commission of art to be displayed in public areas, or as part of the building structure.”* Adherence to this policy contributes to the ongoing growth of the City’s art collections.

1. Fine Art Collection

The Fine Art Collection comprises art in a range of media, and represents artists connected with, and themes relevant to the City of Waterloo. The collection currently includes several paintings from two artists in particular: Peter Goetz and Douglas Schaeffer. Most of the Peter Goetz watercolour paintings are local landscapes, streetscapes and significant local landmarks. Douglas Schaeffer was commissioned to produce watercolour paintings of Waterloo buildings designated under the Municipal Heritage Art.

The objectives of the Fine Art Collection are:

- a) to increase public awareness and appreciation of the arts;
- b) to expand the experience of place (artworks in public spaces provide the community with iconic reference with the history, significance or story of that specific place);
- c) to build a representative collection which reflects the history of Waterloo and documents people, places and events;
- d) to promote awareness and appreciation of local artists.

2. Large Scale Art Collection

The Large Scale Art collection comprises art in a range of media, and represents artists connected with, and themes relevant to, the City of Waterloo. Most of the large scale works of art are displayed outdoors on City of Waterloo property. Many large scale artworks reflect the significance or stories of the public places where they are located.

The objectives of the Large Scale Art Collection are:

- a) to increase the liveability and attractiveness of Waterloo;
- b) to introduce neighbourhood landmarks/place makers into the public urban environment;
- c) to stimulate the growth of arts and art-related businesses within the City;
- d) to increase public awareness and appreciation of the arts;

- e) to lend scale and interest to large developments;
- f) to produce new work that engages with and reflects on current social, cultural and artistic dialogue;
- g) to express ideas in tangible forms that reflect the material sources and techniques of the time.

Appendix B: Acquisition Procedures

When a new acquisition is made, the procedures outlined below must be followed:

- a) when an artifact is donated to City of Waterloo, the potential donor must sign an *"on consideration"* form;
- b) the artifact will then be housed in the *"artifact holding room"* along with its *"on consideration"* form and any other accompanying documentation;
- c) the artifact will be researched and assessed with respect to its significance to Waterloo's history and inclusion in the permanent collection;
- d) if it is deemed as *not* pertinent to the collection, it will be returned to the owner and the "on consideration" form will be signed as *"artifact returned"* and *"date of return"* noted;
- e) if the artifact is deemed pertinent to the collection, the artifact will be assigned an accession number through an accession register, and tagged with the accession number. The accession number will be noted on the gift form sent to the owner/donor. The owner is required to sign the gift form, thus transferring ownership and responsibility to City of Waterloo;
- f) The owner has six months from the Accession Date to return the signed gift form to City of Waterloo. If the owner does not return the signed gift form in that time period, the artifact is returned to him/her. Without a signed gift form, a tax receipt will *not* be issued, and the artifact will *not* be stored in permanent storage nor put on display;
- g) Upon receipt of the signed gift form, the artifact will be marked with its accession number according to current museum standards, researched and catalogued in a room designated as a collections workroom;
- h) Upon being catalogued and marked it is stored in a permanent storage area, and its location is noted on its accession card and catalogue sheet; the information will be entered into the collections management software which will be backed up as per City standards.

Appendix C: De-accession Procedures

The de-accession of an object from the collection must comply with the following procedures:

- a. the object is assessed on its physical condition;
- b. its record and documentation are studied;
- c. its status within the collection is determined; the collection is reviewed to determine whether or not the object is unique, original, a duplicate, representative of Waterloo history, etc.;
- d. Managerial staff consults with the appropriate Director, and other professionals as needed, to develop a recommendation;
- e. Managerial staff and the appropriate Director jointly decide to forward a Report to Council recommending deaccession of the object, and the method of disposal;
- f. following Council's approval to deaccession the object, the catalogue number and any other museum related markings are removed from the de-accessioned object. The object's museum record notes its change of status to "*de-accessioned*", the date Council approved its de-accession, and the method of disposal.

Appendix D: Physical Destruction of De-accessioned Objects Procedure

When it is determined that the physical destruction of a de-accessioned object is appropriate, the following procedure will apply:

- a) catalogue number (#) and all museum markings are removed from the object;
- b) the object will be broken down into small pieces, in the presence of witnesses (a City employee or museum professional);
- c) the museum record is updated to note the date of destruction;
- d) the object is wrapped in a garbage bag and deposited at the Region of Waterloo, Waste Management Site or other authorized facility in the presence of witnesses, preferably by a City employee.