

POLICY

Policy Title	Art on Campus
Policy Holder	Director, Advancement and External Relations
Policy Approver(s)	Senior Team
Related Policies	Gift Acceptance Gifts in Kind Naming Potential Donor-Sponsor Clearance Sponsorship, Donations & Attendance for External Events
Related Procedures	Art on Campus Gift Acceptance Gifts in Kind Naming Potential Donor-Sponsor Clearance Sponsorship, Donations & Attendance for External Events
Appendices	
Storage Location	https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2025-03-14
Next Review Date	2028-03-14

Purpose

Confederation College holds a large and valuable art collection which must be handled appropriately and safely. This policy defines the principles and guidelines that will regulate the development of the Confederation College Art Collection. More specifically, the policy will:

- Maximize the visibility of art work on Confederation College campuses;
- Promote the diversity of displayed art work;
- Coordinate art displays;
- Ensure the care and maintenance of the collection;
- Create accurate inventory records of ownership, de-acquisition and art displays for archival purposes; and,
- Support the development and expansion of the collection.

Scope

This policy applies to all full-time and part-time faculty and staff of Confederation College and all art whose ownership by the College through purchase or donation is clearly established.

Definitions

Acquisition: An acquisition is an Artwork that has entered the Permanent Collection.

Art: The College defines art, for the purposes of this directive, as the creation of aesthetically-impactful or thought-provoking works that include but are not limited to printmaking, drawing, book and paper art, painting, sculpture, ceramics, textiles, photography, installation art, soundscapes, digital art and mixed media.

Artwork: An artwork is a physical, digital or sonic object considered an artistic creation. For the purposes of the Confederation College Art Policy, “works of art” include:

- a. paintings, drawings, prints, photographs, films or videotapes;
- b. sculptures, in any material or combination of materials whether in the round, relief, mobile, fountain, kinetic or electric;
- c. crafts, in any material or combination of materials such as clay, fiber, wood, textiles, glass, metal, plastic;
- d. architectural embellishments such as ornamental surface treatment, special lighting, landscaping or specific architectural design features; and
- e. works of historical significance, arts and crafts, and antiques.

Commissioning: Commissioning is the act of hiring and paying for the creation of an Artwork.

Deaccessioning: Deaccessioning refers to the permanent removal of one or more Artworks from the Permanent Collection.

Gift: Any voluntary transfer of real or personal property, including in kind property, from individuals, organizations, or other sources (“donor”) to the college. A gift is made without expectation of return or benefit to the donor or any individual or organization designated by the donor because of acceptance of the gift.

Contribution: A transfer of property that does not meet the definition of a donation. A contribution is often a business expense for the donor, typically arising from a sponsorship opportunity. Since sponsorship opportunities are made under contract (implied or explicit) and generally involve a significant benefit to the donor in terms of advertising and promotion value, a sponsorship would be considered a contribution. A contribution also includes the proceeds of sales and other business activities, lotteries, raffles and auctions. With a contribution, the donor is not entitled to a charitable receipt for income tax purposes.

Donation: A voluntary transfer of property without valuable consideration to the donor. The donor is entitled to a charitable donation receipt for income tax purposes.

Gift in kind: Also known as non-cash gifts, can be gifts of real property or other tangible or intangible items such as artwork, equipment, securities, cultural or ecological property. Note: per the Canada Revenue Agency, a contribution of service, that is, of time, skills or efforts, does not qualify for charitable receipt.

Permanent Collection: The Permanent Collection encompasses all the College's art collections which will be held as a legacy by the College.

Permanent Works of Art: Permanent works of art are those which persist in time and space, and which are not ephemeral in nature. Such works would include:

- a. fixed works of art (e.g., permanently installed sculpture) which, because of their size, weight, or site-specific nature, cannot or should not be easily moved (e.g. Presidential portraits in the Board of Governors Boardroom). Also included are works of art which are an integral part of a structure (e.g. murals on walls etc);
- b. portable works of art (e.g. a small painting) which may be in a variety of settings and are generally more easily moved but are nevertheless permanent in nature.

Sacred Item: As defined by the Canada Revenue Agency (CRA), an object of Indigenous material culture deemed holy or sacrosanct by virtue of its ritual or ceremonial association. Depending upon the nation in question. Sacred Items can include a range of objects connected with drumming, dancing, smoking rituals, vision questing, fasting or traditional healing and sweat lodge rites.

Temporary Works of Art - Temporary works of art shall include works of art exhibited on a temporary basis or for a specific occasion, time frame or event. They also include works of art which are temporary or ephemeral in nature (e.g. performance art or ice sculpture).

Governing Laws and Regulations

Cultural Property Import and Export Act, R.S.C. 1985, c. C-51

Income Tax Act, R.S.C. 1985, c.1 (5th Supp.)

Income Tax Regulations, C.R.C., c. 945, as amended

Ontario Heritage Act, R.S.O. 1990, c.O-18

Registered Charities and Income Tax Act.

UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970.

Policy Statements

1. Principles Governing the Handling of Artworks

- 1.1. Works of art are a valued asset of Confederation College ("the College") that should be displayed for the enjoyment and enrichment of the entire College community. Accordingly, the greatest care must be taken in the handling and disposal of works of art.

- 1.2. Clear management policies and procedures will ensure that art works are accessible to the community, that the collection retains its value, and is protected from loss, damage or the possibility of deaccessioning.
- 1.3. All collecting activities shall be in accordance with the laws of Ontario, other Canadian provinces, Canada, and international agreements between Canada and other countries.
- 1.4. Control of all funds realized from the disposal of art would be the responsibility of Senior Team for disposition to support College priorities at the time. Expenditures from this fund would require the approval of Senior Team.

2. Acquisition of Artworks

2.1 The College can acquire works of art in the following ways:

2.1.1 By Donation:

- individual donors by gift or bequest;
- organizations or associations within the College;
- corporations or organizations outside the College;
- students.

**The acceptance of gifts of works of art will be the responsibility of the Office of Advancement with a strict adherence to the Canada Revenue Agency guidelines and corresponding laws/statutes.*

2.1.2 By Purchase

- works of art paid for by the College;
- commissioned works;
- acquired works of art that are an integral part of a College construction project;
- works of art as a joint project with another organization.

2.1.3 By Loan

3. Exhibition of Artworks

- 3.1. It is the College's policy to promote and/or facilitate the display of artworks on campus.
- 3.2. It is the intention of the College to display high quality artworks from a variety of sources, in all media possible.
- 3.3. Decisions about exhibitions should be governed by the overall goal of providing educational and cultural opportunities for the College and public communities

4. Deaccession of Artworks

- 4.1. Deaccessioning shall not be based on current fashion or taste. Attention shall be paid to the acquisition policy requirement of maintaining a collection which forms a continuum of the Confederation College's art focus.
- 4.2. A work of art can be deaccessioned under any of the following conditions:
 - 4.2.1 it does not meet the criteria of the policy;
 - 4.2.2. it is a duplicate which is not considered useful;
 - 4.2.3. it is in irreparable condition;
 - 4.2.4. the College has no identifiable space to exhibit the work of art.
- 4.3. Memorial gifts that have been accepted should be deaccessioned with caution.
- 4.4. No work shall be subjected to disposal unless an exceptional condition or reason for disposal is found to exist.

Non-Compliance

Employees have the responsibility to follow policies and procedures regardless of their position and are required to report any situation where they are asked to violate policies. Individuals or those directing others must also adhere to policies and will be held responsible for their own behaviour and for the behaviour of people reporting to them who have violated policies and procedures. Failure to comply with this policy and procedure may result in disciplinary action up to and including termination of employment for individuals found submitting or approving fraudulent expenditures, or causing financial loss, reputational damage and/or legal sanctions against the College.

Revision History

Version	Change	Author	Date of Change
Original		Department of Advancement	2021-09-18
V2	Update to new template	Department of Advancement	2025-03-14