

CORPORATE POLICY



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Policy Category: **Administration Policy**
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Department: Community Services
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Author: Karen VandenBrink, Museum and Collections Manager/Curator
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By-law #2019-026
Others – see Linkages section
Key Word(s): heritage, object, artifact, Collection

POLICY STATEMENT:

The Corporation of the City of Waterloo recognizes the importance of community culture as described by its Collection and Museum.

As the custodian of a public collection, the City will manage the Collection in accordance with the Province's Standards for Community Museums in Ontario and guidelines of the Canadian Museums Association Collection to ensure they are properly cared for, well organized, and appropriately documented. The City of Waterloo is committed to providing professionally trained managerial and curatorial staff and appropriate resources for the Collection, including allocating budgets for managing and developing the Collection. By doing so, the Museum ensures the Collection retains its informational and historical value and significance for Waterloo and the wider community.

The City of Waterloo's Collection is made up of a number of sub-collections, including the Seagram Collection, City Object and Archival Collection, Elam Martin Farmstead Collection, and the Fine Art Collection, along with other objects relevant to the Museum's mission and collection plan.

The City of Waterloo also has an Education Collection, which includes poor quality or duplicate objects intended for promoting heritage education among youth and the general public.

Mandatory Policy, *Municipal Act*: No
Policy Administration Team, Review Date
Corporate Management Team, Review Date

PURPOSE:

The objectives of the Collection Policy are to:

- a) define the conditions and criteria for acquisition and deaccession;
- b) define the conditions and criteria for managing the 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 Collection is in line with other policies of the City of Waterloo; and
- f) guide management of the Collection within the annual budget allocation.

DEFINITIONS:

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.

City: The Corporation of the City of Waterloo

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.

Deaccession: 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, and 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.

Museum: The City of Waterloo Museum, as an institution that collects, preserves and makes available to the public heritage resources, which it holds in trust for society.

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

SCOPE:

This policy applies to the City of Waterloo Museum and associated Collection, Museum staff, volunteers, and Council.

The City of Waterloo's Collection is made up of a number of sub-Collections, including the Seagram Collection, City Object and Archival Collection, and the Fine Art Collection, along with other objects relevant to the Museum's mission and Collections plan.

Given the nature of the objects in Education Collection and its purpose, this policy does not apply to the Education Collection.

POLICY COMMUNICATION:

This policy will be communicated by:

- Posting on the City of Waterloo website
- Posting on the City of Waterloo intranet available to staff
- Sharing with relevant interested parties and collaborators
- Providing training to staff and volunteers

POLICY:**1.0 Collection Mandate**

The Museum's mandate for the Collection is to:

- a) acquire and preserve objects that align with the mission of the Museum and best reflect the 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 staff, environmentally controlled storage, adequate security, and use of museum and archival industry approved materials;
- d) make the Collection available to the public to demonstrate the unique history and current context of the City of Waterloo through displays, exhibits, programs, and loans;
- e) have a Collection of sufficient scope and range to sustain a diversity of views and interpretations; and
- f) increase the understanding and enjoyment of local history and culture of the City.

2.0 Risk Management

In managing the City's Collection, Museum staff 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 Federal 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 (WAPPRIITA)*;
- 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"; and
- 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 Indigenous objects and the representation of Indigenous 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. Activities must also be aligned with recommendations from the Truth and Reconciliation Commission. Museum staff will also consult with the Indigenous Initiatives, Anti-Racism, Accessibility, and Equity team as appropriate.

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

- 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)*; and
- e) any subsequent revisions or replacements of these Acts and Conventions.

3.0 Acquisition

3.1 General Acquisition Requirements

1. Acquisitions into the Collection 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. The Museum Manager/Curator is responsible for acquisitions and 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 property acquisition 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. Artifacts must be distinguished as part of the education collection or research collection, where applicable.
8. If an object is acquired directly from an artist or donor, it must be ensured that royalty, reproduction, exhibition and moral rights are transferred to the City.
9. If determined that objects important to the history and culture of Waterloo and to the City of Waterloo's collecting scope cannot be collected for whatever reason, the City of Waterloo must endeavor to make a complete documentary record of the material using printed, visual and audio media.

3.2 Acquisitions and Signing Authority

Acquisitions will follow By-law #2019-026 the 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.

3.3 Ethics of Acquisition

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

- a) which has been collected, sold or otherwise transferred in contravention of any Provincial or Federal 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 accepted by Canada on March 28, 1978; and
- 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 where the objective has a questionable, undetermined or unethical history of ownership.

3.4 Acquisition Criteria

To ensure development of a cohesive Collection, this policy sets out essential acquisition criteria (3.4.1), which all objects must meet. Specific acquisition criteria (3.4.2) for each of the current Collection sub-categories have also been identified to provide additional guidance.

As the Museum implements the Museum and Collections Strategy, the scope of the Collection will expand to reflect new areas of community interest. New areas of collection will be reflected in the Museum's Collection Plan, and must align with the Museum's mission statement.

The City of Waterloo must not acquire any artifact with the intention of eventual deaccession.

3.4.1 Essential Acquisition Criteria

In order to be considered for the Collection, all objects must meet the following essential acquisition criteria:

- a) support the Museum's mission
- b) strengthen and add to an existing series of works or the overall scope of the Collection;
- c) be informed by or identifiably associated with the City of Waterloo;
- d) be supported by documentation and support material;
- e) have the capacity to be placed on display without hindrance to public access or safety, and without breaching the artist's moral rights;
- f) have the necessary resources (human, financial, temporal, spacial) allocated to resolve all foreseeable issues related to conservation, preservation, storage, research, exhibition, and interpretation of the object;
- g) be a quality example that will be a significant addition to the Collection;
- h) be a suitable subject matter for a public venue;
- i) not be a duplication; and

- j) 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 of Museum staff. However, acquisition of objects related to equity deserving communities will consider alternative, collaborative agreements such as a co-stewardship arrangements.

3.4.2 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 a historic association to the production of spirits such as cooperage, clay and glass;
- f) be an object of decorative art which relates to the technology, production, mythology, storage, service, consumption, societal values and customs of wines and spirits; and
- g) a record or document which relates to the Seagram Distillery's production, marketing or advertising of spirits.

3.4.3 Specific Acquisition Criteria – City Object and Archival 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; and
- c) a record that is not eligible for keeping by Records Services but has historic relevance that contributes to building an understanding of Waterloo's past.

3.4.4 Specific Acquisition Criteria – Fine Art Collection

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

- a) be a painting, drawing, print, photograph, film, digital material or videotape;
- b) be a sculpture in any material or combination of materials whether in the round, bas-relief, high relief, mobile, fountain, kinetic or electronic; and
- 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; and
- c) represent contemporary art practice and support the work of new artists and recent work by established artists.

3.5 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 Museum and Collections Manager/Curator, in consultation with the appropriate Director, may consider making an exception to the acquisitions criteria.

3.6 Acquisition Approvals

The Museum and Collections Manager/Curator must be consulted prior to acquisition of any object to the Collection to ensure the proposed acquisition is in compliance with this policy.

Approval of an acquisition meeting the above criteria will only be granted if the object is the sole property of the owner.

4.0 Deaccessioning

Deaccessioning 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 deaccession an object or objects.

The City must do its utmost to ensure the deaccessioned object remains in public trust and is retained in Canada.

The City will deaccession an object for the purpose of repatriation, when it is legally proven that another body, organization, person(s), and/or government has the legal and ethical right to the object.

Where and when the deaccession involves a transfer of ownership and/or responsibility, appropriate documentation must be completed.

Funds resulting from a deaccession (i.e. proceedings from a sale) must be directed toward the Heritage Reserve Fund. However, deaccession must not be considered a primary means of funding other initiatives.

4.1 Deaccessioning Criteria

In order to deaccession material from the 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; and
- e) allow for upgrading of the Collection by means of exchange or other transaction.

4.2 Method of Disposal of a Deaccessioned Object

One of the following methods of disposal for a deaccessioned object must be used:

- a) it may be offered to the 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 Museum and Collections Manager/Curator, nor volunteer will be advised which

auction is involved nor the date of the auction. Any net proceeds earned by the sale of the deaccessioned object(s) at the auction must be sent to the City of Waterloo to be directed to the Heritage Reserve Fund after the auction;

- d) it may be given for disposal to a dealer either for money or for exchange; and
- 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 Deaccessioned Objects Procedures (Appendix D)* must be followed.

5.0 Collection Management

5.1 Collection Documentation

A comprehensive inventory of all objects in the Collection must be maintained in order to ensure current information is available for management and insurance purposes.

All objects within the City's Collection must be registered (accessioned) and catalogued according to current standards and procedures.

The Museum and Collections Manager/Curator will act as registrar of the Collection and will be provided appropriate time, workspace, and funding for collection management activities.

Records of all objects in the Collection will 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 will be kept up to date. The Collection database must:

- a) Use a standardized numbering system and assign an individual number to each object;
- b) record essential information, including but not limited to, valuations, loans (including electronic copies of signed donor and loan forms), condition, location, identifying features, provenance and legal requirements;
- c) document the significance of the object;
- d) record an image of each object;
- e) include an accession register and a master catalogue file;
- f) be regularly maintained and updated; and

- g) be kept secure through back up procedures and by keeping a periodically updated electronic copy in an offsite, secured location.

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

5.2 Valuation and Insurance

- a) The Collection 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.
- b) Once a year, all new acquisitions must be appraised for tax receipts and insurance purposes.
- c) The City of Waterloo must issue tax receipts to donors of objects that are accepted into the permanent Collection in accordance to Charitable Receipts legislation set by Revenue Canada Agency. 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.
- d) All objects must have a signed gift form and be part of the Collection before an appraisal is completed.
- e) 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.
- f) When completing appraisals, staff must select the appraiser most suitable for the type of object being appraised.
- g) 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 Collection database and forwarded along to the City's current insurer.

5.3 Storage, Handling and Display

- a) Objects not on display will be labelled appropriately and held securely in the Collection storage area according to current standards.

- b) Managerial staff will monitor storage areas on a regular basis, with maintenance of these areas undertaken regularly as per the Conservation and Physical Plant Policies.
- c) All exhibitions and displays of the Collection will comply with the Exhibition Policy.
- a) Only Museum staff trained in preservation handling will move objects in the Collection.
- b) Collection objects on display can be removed by appropriate museum staff at any time for the following reasons:
 - outward loan;
 - object identified as being at risk; and
 - internal loan agreement is in breach.
- c) In the event of accidental loss, damage, or destruction of an object in the Collection, the Director of Community Programs and Outreach Services must be notified and a written report submitted for file in a timely fashion.

6.0 Collection Access

6.1 Access Services

Access to the Collection is provided by the Museum and Collections Manager/Curator. 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; and
- f) exhibitions.

6.2 Access through Display of the Collections' Objects

The priority areas for display of Collection objects will be within the Museum and other City facilities. Within City facilities, display locations must focus on those areas most commonly accessible to the public, 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.

6.3 Digital Access to the Collection

Information about objects, including visual reference information, will 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 will 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 recent 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 Museum and Collections Manager/Curator.

6.4 Loan of Collection Objects

The City is responsible for making its Collection available 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 the Museum and Collections Manager/Curator.

6.4.1 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 include date of arrival/departure and date of return 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) The 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

6.4.2 Internal Loan Requirements

An internal loan is the loan of an object from the Collection 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.

LINKAGES:

1. City of Waterloo Fees and Charges By-Law
2. *Municipal Freedom of Information and Protection of Privacy Act*
3. City of Waterloo’s Code of Conduct Policy, December 13, 2004
4. Canadian Museums Association’s Code of Ethics
5. *Firearms Act*
6. *Occupational Health and Safety Act*
7. *Wild Animals and Plant Protection Regulation of the International The Ontario Heritage Act*
8. *Cultural Property Export and Import Act*
9. *Firearms Act* and related regulations
10. The UNESCO, “Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970”
11. Report of the Task Force on Museums and First Peoples, 1991
12. *Copyright Act* (Bill C.32 an Act to Amend the Copyright Act, (April 25, 1997)
13. *Ontario Heritage Act*
14. *Freedom of Information and Protection of Privacy Act*
15. *Interprovincial Trade Act* (WAPPRITA)
16. Revenue Canada Charitable Tax Receipts
17. Any subsequent revisions or replacements of these Acts or Conventions.

REVIEW:

The policy shall be reviewed by staff every 3 years and shall be updated as required.

COMPLIANCE:

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

APPENDICES:

- Appendix A: Collection Description
- Appendix B: Acquisition Procedures
- Appendix C: Deaccession Procedures
- Appendix D: Physical Destruction of Deaccessioned Objects Procedure

Appendix A: Collection Descriptions

Most of the City of Waterloo's current Collection can be classified into one of five sub-categories: Seagram Collection, Elam Martin Farm Collection, City Object and Archival Collection, and the Fine Art Collection. These categories are defined below.

A. 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 Object and Archival Collection and Fine Art 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 leased off-site storage. 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 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. City Object & Archival Collection

The City's Object & Archival 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, and 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.

3. Fine Art Collection

Throughout the history of the City of Waterloo, the corporation has acquired many works of art, such as paintings or small sculptures.

City of Waterloo Council has accepted, on behalf of Waterloo's citizens, many gifts of 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.

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 artists: Peter Goetz, Douglas Schaeffer and Woldemar Neufeld. 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 Act. Woldemar Neufeld is a watercolorist best known for his masterful printmaking of Waterloo buildings and streetscapes.

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 story of Waterloo and documents people, places and events; and
- d) to promote awareness and appreciation of local artists.

Appendix B: Acquisition Procedures

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

- a) When an artifact is offered to City of Waterloo, the potential donor must sign a *"Temporary Deposit"* form.
- b) The artifact will then be housed in the *"artifact holding room"* along with its *"Temporary Deposit"* 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 *"Temporary Deposit"* 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 *"property acquisition 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 the owner. 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 collection workroom.
- h) Upon being catalogued and marked, the artifact 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 collection management software, which will be backed up as per City standards.

Appendix C: Deaccession Procedures

The deaccession 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. Museum and Collections, Manager/Curator consults with the appropriate Director, and other professionals as needed, to develop a recommendation;
- e. Museum and Collections, Manager/Curator, the Director of Community Programming and Outreach Services and Commissioner, Community Services jointly communicate to council recommending deaccessioning of the object, and the method of disposal; and
- f. following Council's approval to deaccession the object, the catalogue number and any other museum related markings are removed from the deaccessioned object. The object's museum record notes its change of status to "*deaccessioned*", the date Council approved its deaccession, and the method of disposal.

Appendix D: Physical Destruction of Deaccessioned Objects Procedure

When it is determined that the physical destruction of a deaccessioned 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; and
- 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.