

## **PROCEDURE**

Title: Municipal Art Collection Art Museum

Division: Parks, Culture & Community Services

Procedure Number: 0185

File Number: 0282-20-0185

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### **1. Governing Policy**

- 1.1. This procedure is associated with Municipal Art Collection Policy 0081.

### **2. Scope/Application**

- 2.1. The West Vancouver Art Museum (WVAM) Collection is a part of the Municipal Art Collection and held in trust by the District of West Vancouver (District) for the public of West Vancouver. The WVAM Collection is managed by a professional Administrator/Curator under direction of the Senior Manager, Cultural Services in the Parks, Culture & Community Services Division.
- 2.2. This procedure guides the WVAM in collection development and care. Periodically and/or during times of significant operational change, the procedure should be revisited and revised according to the evolving mandate of the institution.
- 2.3. The WVAM utilizes this procedure to increase understanding and appreciation of the WVAM Collection, and related contextual information, through programs, exhibitions, and publications.

### **3. Procedure**

#### **3.1. Scope of the WVAM Collection**

##### **3.1.1. Range**

The WVAM primarily collects artworks and other design-related items from/or significant to West Vancouver. The WVAM may also collect artworks and other design-related items created in or derived from other regions if they are significant or relevant to West Vancouver.

##### **3.1.2. Types of Collections**

The WVAM Collection is primarily comprised of artworks (e.g. paintings, drawings, prints, photographs, sculptures, ceramics, etc.) and other design-related items (e.g. architectural drawings and photographs, furniture, etc.). The WVAM also houses a collection of historical objects related to the development of West Vancouver. In addition, the WVAM has a small teaching collection used specifically for education purposes.

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### (a) Art/Design

Comprised of artworks (e.g. paintings, drawings, prints, photographs, sculptures, ceramics, artworks in other media, etc.) and other design-related items (e.g. architectural drawings and photographs, furniture, etc.).

### (b) Historical objects

Comprised of historical objects (excluding artworks and design-related items) related to the development of West Vancouver.

### (c) Teaching

Comprised of artworks/objects that have been acquired specifically for the education program. They may be commissioned, contemporary reproductions or duplicate artworks/objects. These items are managed within the general inventory of the WVAM Collection.

### (d) Agreements with Local First Nations

The WVAM works with the Squamish Nation, Tsleil-Waututh Nation, and Musqueam Nation, within whose territory the WVAM falls, to preserve and interpret First Nations history with full respect of the peoples concerned and in accordance with the Truth and Reconciliation Commission of Canada: Calls to Action and the Canadian Museums Association/Assembly of First Nations *Task Force Report Recommendations on Museums and First Nations*, and does not collect historical First Nations materials without the participation of the appropriate First Nation. Upon request by a First Nation, and where appropriate, the WVAM may work with a First Nation to acquire, store, and preserve historical First Nations materials.

## 3.2. Acquisition

### 3.2.1. Means of Acquisition

Artworks and design-related items are added to the WVAM Collection by means of a gift, bequest, purchase, exchange, commission, or any other transaction by which legal title is passed to the WVAM. The WVAM accepts only items to which clear title is known and transferred to the WVAM without restriction or condition imposed by a donor. A bequest does not presuppose automatic acceptance; artworks/objects bequeathed to the WVAM are subject to the same process as regular donations.

### 3.2.2. Acquisition Process

When an artwork or design-related item is offered to the WVAM, or becomes available, WVAM staff shall strive to determine the provenance, history, and condition. Based on the criteria listed in section 3.2.4, the WVAM shall only evaluate and recommend artworks or design-related items which are deemed significant.

### 3.2.3. Acquisition into the WVAM Collection

The WVAM operates according to professional gallery/museum standards of practice, and the laws of West Vancouver, British Columbia, and Canada. WVAM acquisitions shall be made in accordance with these laws and international agreements between Canada and other countries, such as, the Canadian Cultural Property Export and Import Act (CPEIA), the UNESCO Convention of 1970 regarding illegal importation of foreign cultural property, and

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the Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES).

The WVAM Administrator/Curator and an advisory panel evaluate potential donations based on the criteria stated in section 3.2.4. Procedure restrictions on the acquisition of artworks and design-related items and/or other objects endeavour to ensure the long-range viability of the WVAM Collection. The WVAM must be assiduous in its selection of artworks/objects for its Collection and must ensure that it collects only significant artworks/objects for which it can guarantee future resources for their care and preservation.

### **3.2.4. Acquisition Evaluation Criteria**

The acquisition evaluation criteria is as follows:

- (a) Consistency with the goals and mission/mandate of the WVAM.
- (b) Significance to West Vancouver.
- (c) Relation to other artworks/objects currently held or potentially available.
- (d) Availability of resources, storage capacity and staff time, to ensure the proper care and preservation of the artwork/object.
- (e) Condition of the artwork/object is acceptable so as to not place undue strain on the current or future resources available for care and preservation of the WVAM Collection as a whole.
- (f) Significant possibilities for use of the artwork/object in the future.
- (g) Provenance of the artwork/object is reasonably known and documented.
- (h) Artwork/object is free of any restrictions for care and display that may impact the WVAM, including but not limited to; copyright, physical hazards, or sacred nature of the artwork/object.
- (i) Artwork/object is free of encumbrances and conditions imposed by the donor.

### **3.2.5. Exceptions**

Exceptions to the above procedure and acquisition criteria must be approved by the WVAM Administrator/Curator and Council through a separate motion which identifies the artworks/objects in question and the special circumstances surrounding its acquisition.

### **3.2.6. Found and Abandoned Artworks/Objects**

In the case of 'found' artworks/objects—those being ones that have been abandoned or left at the WVAM through whatever means and do not have provenance or appropriate title documentation—the WVAM shall attempt to find the original owner/donor through requests and notices to networks, collectors, and other galleries/museums as appropriate. The WVAM shall allow a period of one year from the first attempt at locating the owner/donor, after which time staff shall evaluate if the artwork/object should remain in the WVAM Collection or be deaccessioned.

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### 3.3. Documentation

#### 3.3.1. Records

The WVAM shall endeavor to maintain complete, up-to-date written records of all activities affecting its Collection. A backup list of the inventories and catalogue records shall be stored electronically and/or off-site at the offices of the Parks, Culture & Community Services Division of the District.

The WVAM Collection records shall include:

(a) Accession Numbers

Individual numbers assigned to each object that links it to its documentation and provides the means to track and locate it within the WVAM. The numbering system shall follow standard museum practices and shall be applied to the object in such a way as to remain in perpetuity, without damaging the integrity of the object.

(b) Accession Register

Records all accessions by the WVAM.

(c) Signed Deed of Gift Forms

Documents the legal transfer of title to the WVAM.

(d) Cataloging Records

Documents what the object is, its provenance, history of use, value, condition, and activity since arrival at the WVAM.

(e) Tax Receipts

A record of tax receipts.

(f) Insurance

Insurance appraisals and documentation.

(g) Insurance Updates

Insurance updates and correspondence with insurers.

(h) Deaccession Register

Documents the transfer or disposal of artworks/objects.

(i) Digital Inventory

A digital inventory that is updated as needed.

#### 3.3.2. Insurance

The WVAM Collection is covered under the insurance policy of the District. All artworks/objects coming into the WVAM are covered by the District's insurance policy for the duration of its time at the WVAM. A record of movement of artworks/objects in and out of the WVAM shall be forwarded to the District's Insurance Advisor for notification to the District's insurers. This shall include artworks/objects on loan to the WVAM, which shall be covered by the District's insurance policy.

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### 3.3.3. Appraisals

The WVAM follows current Canada Revenue Agency guidelines and procedures for issuing charitable tax receipts. Generally, if fair market value of a donation is at or less than \$1,000 CAD, staff may determine its value. For artworks/objects expected to be valued over \$1,000 CAD a third-party appraisal is required, and the name and address of the appraiser must be included on the official donation receipt. The WVAM may request donors obtain an appraisal. The appraisal can be completed by a commercial gallery or certified appraiser. If the individual artwork/object is believed to be valued at or more \$10,000 CAD, then a third-party appraisal must be obtained by a certified appraiser.

### 3.4. Collections Care

#### 3.4.1. Standard of Care

The WVAM shall endeavor to provide for the care and storage of artworks/objects in its Collection that follow standard museums practices. This shall include:

- (a) a safe and secure storage area;
- (b) stable environmental conditions;
- (c) periodic comprehensive inventories; and
- (d) trained staff and volunteers involved in the handling of collections.

### 3.5. Deaccessioning

#### 3.5.1. Deaccessioning Process

The WVAM Administrator/Curator will research the known information about the artwork/object and evaluate its potential for deaccession according to the criteria listed in the Municipal Art Collection Policy 0081. Recommendations for deaccessioning shall be forwarded to an advisory panel and, upon endorsement, to the Director, Parks, Culture & Community Services for final approval, and shall follow the process listed below.

- (a) Artworks/objects shall be disposed of by exchange, donation, or sale; with preference going to exchange or transfer with another public gallery/museum;
- (b) Disposal by sale will require that artworks/objects go to public auction. Municipal employees and members of the advisory panel involved in the review process shall be precluded from purchasing deaccessioned artworks/objects. Funds from the sale of artworks/objects shall be set aside for acquisition or care and management of the existing Collection;
- (c) Artworks/objects that have seriously deteriorated beyond their usefulness may be transferred to the Teaching Collection, destroyed, or disposed of outright;
- (d) Artworks/objects may not be returned to a donor who has received a tax receipt, although as a courtesy they will be notified of the pending deaccession;
- (e) Artworks/objects stolen or lost shall be recorded as deaccessioned; and

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- (f) Artworks/objects may be transferred to the District's Municipal Public Art Collection if appropriate.

### 3.6. Repatriation

#### 3.6.1. Repatriation Process

The following procedures provide some basic guidance to staff regarding repatriation requests for Indigenous cultural material. The procedures apply only in the absence of other agreements or memoranda of understanding.

Council or the Municipal Manager may request staff to work with representatives of an Indigenous community to explore the intent and scope of repatriation requests and to carry out repatriation procedures as directed.

- (a) Repatriation requests might come in different forms and will be considered on a case-by-case basis.
- (b) The District encourages respect, openness and transparency in relationships between the District and Indigenous peoples regarding its Collections and their associated information.
- (c) The District is responsible for working with Indigenous peoples to determine the provenance of Indigenous cultural material. This may require contracting Indigenous cultural experts and could include engaging with multiple Indigenous communities. Conflicting claims will be addressed on a case-by-case basis. The resulting information will be provided to the advisory panel.
- (d) Staff is responsible for keeping an updated inventory of all Indigenous cultural material in the WVAM Collection and their provenance and ensuring this information is updated on the Municipal Art Collections Database and available upon request by Indigenous peoples.
- (e) Staff must notify the Municipal Manager of any requests or inquiries related to repatriation and should provide the Municipal Manager with copies of the communication with the requestor, a list of all applicable accession numbers and photos of the materials requested as well as any background information about the materials from the Municipal Art Collections Database and any other files.
- (f) When a repatriation request is received from an Indigenous community, members of the advisory group will work with representatives from the Indigenous community and the District to make recommendations on the repatriation request.
- (g) Alternatives to repatriation may be discussed, such as renewable loans, special access to collections, collaboration for the display of collections, custodial agreements, memoranda of understanding or shared stewardship arrangements.
- (h) The recommendation of the advisory panel shall be documented, and a copy placed in the cataloging records and in the Municipal Art Collections Database.
- (i) Final agreements about repatriation, including lists of materials to be repatriated and arrangements for custody and transfer, will be recorded in

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legal documents that will be signed by representatives of the District and Indigenous community. Copies of these documents will form part of the cataloging records.

- (j) All repatriated material will be documented by District staff prior to transfer to the Indigenous community as agreed upon by the working group. The documentation may consist of accession records, updated condition information at the time of transfer and museum quality photographs. The agreed upon documentation must be uploaded to the Municipal Art Collections Database and kept in the cataloging records.

### **3.7. Loans**

#### **3.7.1. Permanent Loans**

The loan of an artwork/object involves the temporary transfer of the item(s) to or from the WVAM that does not involve a change in ownership. The WVAM shall not enter into permanent loan arrangements.

#### **3.7.2. Incoming Loans**

The WVAM engages in the short-term loan of artworks/objects for the purposes of exhibition or research. Loans are the responsibility of the WVAM Administrator/Curator and shall be documented through a WVAM Incoming Loan Agreement. All incoming loans shall be given the same consideration of care as applied to the WVAM Collection. Loans requiring unusual restrictions and requirements by the Lender shall be evaluated by the WVAM Administrator/Curator.

#### **3.7.3. Outgoing Loans**

The WVAM shall consider the loan of artworks/objects from the WVAM Collection upon request by a Gallery/Museum or official community group for the purposes of exhibition and education. Loan requests are the responsibility of the WVAM Administrator/Curator to evaluate and manage. Loans shall only be made where the safety and preservation of the object can be guaranteed for the duration of the loan. A written statement, or standard facility report, that outlines the type of conditions the borrower can provide shall be required and evaluated by the WVAM Administrator/Curator prior to the loan. Loan transactions shall be documented through a WVAM Outgoing Loan Agreement, or a similar form from the borrowing institution, to which the borrowing organization must sign and agree to all stipulated conditions.

### **3.8. Access**

#### **3.8.1. Provisions for Public Access**

Access to the WVAM Collection shall be provided to researchers and interested public within the operations, safety, and resources of the WVAM. Provisions for access, both physical and intellectual, shall be governed by the Freedom of Information and Protection of Privacy Act applicable to the District.

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#### 4. Approval

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2025/01/27	
<b>Council minutes eDocs # (Council Procedures only)</b>	5796554	
<b>Council report eDocs # (Council Procedures only)</b>	5784320	
<b>Signature</b>	<u>[Original signed by Mayor]</u> Mayor	

#### 5. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Date of last review</b>	2025	