



BOARD OF DIRECTORS MANUAL

CATEGORY:	Joint Board and Foundation	NUMBER: VII-001
ISSUED BY:	GOVERNANCE COMMITTEE	
APPROVED BY:	BOARD OF DIRECTORS	PAGE: 1 of 2
DATE OF ISSUE:	MAY 2011	

ART POLICY

Purpose:

This policy establishes the Hospital Board as the absolute authority for accepting, relocating or disposing of works of art whether purchased or donated.

Policy:

A work of art may only be purchased or accepted if:

- It enhances the healing process and provides comfort;
- It is consistent with the goals and objectives of the Hospital; and
- It is unconditional as to ownership, site for display and recognition signage.

Donations of artwork deemed not suitable for display may be sold. The Hospital Board in its sole discretion may refuse to accept any work of art, with or without reasons.

The Hospital will not accept loans of works of art to the Hospital from any private source. The Hospital will accept and encourage loans of works of art to the Hospital from public art galleries.

Procedure:

- Purchased or donated works of art are considered assets of the Hospital; all operating procedures that refer to purchase, safe storage and disposition of assets apply to such works of art;
- A "terms of Gift and Acceptance" document shall be signed by the donor and the Hospital or Foundation with final acceptance contingent on Hospital Board approval; and
- When a donor of a work of art requests an income tax receipt for the donation, the donor shall be directed to the Foundation who may issue the tax receipt in accordance with its policies for compliance with the Income Tax Act.

NOTE: This is a CONTROLLED document as are all management system files on this server. Any documents appearing in paper form are not controlled and should ALWAYS be checked against the server file version (electronic version) prior to use.

Approved:

June 2003

December 2005

May 2011

March 2014 reviewed

March 2016 revised

February 2017 reviewed

February 2018 reviewed

February 2019 reviewed

February 2020 reviewed

March 2021 reviewed

May 2022 revised

March 2023 reviewed

March 2024 reviewed

NOTE: This is a CONTROLLED document as are all management system files on this server. Any documents appearing in paper form are not controlled and should ALWAYS be checked against the server file version (electronic version) prior to use.