Donated Art Guidelines

2026

MISSISSAUGA

Purpose of Guidelines

To outline the terms and criteria by which the City of Mississauga may evaluate and accept Donated Art by an individual, private sector group, or community group (the "Donor") for acceptance into the City's Art Collection. As referred to in **Corporate Policy and Procedure – City Art Collection**.

Contact:

public.art@mississauga.ca

First Approved: June 2024

Approved By: Culture Planning & Public Art, City Panning Strategies Division, Planning & Building Department

Definitions and Terms

City means The Corporation of the City of Mississauga.

City Art Collection means all art that is officially owned by the City. The City Art Collection may consist of visual art in any medium and take on any shape, form, or scale, such as, but not limited to, paintings, sculptures, Digital Art, fine art, photography, prints, mural art, hoarding art, and digitally illustrated art.

De-accessioning means the process of removing an artwork from the City Art Collection

Director means the Director, City Planning Strategies, Planning and Building Department.

Donated Art means a gift of art which has been given voluntarily and without compensation or non-monetary consideration (e.g. advertising, promotion, services, etc.)

Memorial Art means art that is designed to honour a particular individual or to commemorate a particular event and that is created by a Professional Artist and acquired by a process administered by the City.

Provenance refers to the ownership of a work of art across time. Information about the provenance of a work can come from a range of sources, such as contemporary descriptions, inventories of collections, inventory numbers and auction sale catalogues.

Public Art means art on public property created through a formal, City-led process, by a Professional Artist or in collaboration with artists. This work can be in any medium, including digital, and take on any shape, form, or scale that is accessible to the public and free for all to enjoy. Public Art can be permanent or temporary, stand-alone, site-specific, or integrated into other design elements such as street furniture, architecture, and/or landscape architecture.

Public Art Program means the City program that acquires, commissions, purchases, loans and leases Public Art, accepts donations as Public Art, and manages the City Art Collection on behalf of the City, administered by the Culture Planning and Public Art business unit in the City Planning Strategies Division.



Image of Guardians of the Owl, Kenojuak Ashevak (1991). Donated to the City of Mississauga as a memorial to Ted Sharp.

Donation Type

Monetary Donations

The City accepts monetary donations from individuals or organizations to support the City Art Collection.

For information on monetary donations, refer to **Corporate Policy and Procedure – Fundraising Campaigns and Monetary Donations to the City of Mississauga**.



Installation of the Vietnamese Boat People Monument, Vi Vi Vo Hung Kiet (2019), photo by Vietnamese Boat People Memorial Association

Donated Art

The City may accept donations of art, including, but not limited to:

- ✓ Works on paper such as paintings, prints and photographs
- ✓ Sculptures
- ✓ Monuments
- ✓ Memorial art, and
- ✓ Digital art

All prospective donations of art to the City Art Collection will follow a two-step process, which consists of a Preliminary Application (Part 1), followed by a Full Application (Part 2), if the Preliminary Application is deemed acceptable. Both parts of the application will be reviewed by Public Art Program staff and other City staff, as required.

Application Process

1. Preliminary Application

The preliminary application requires Donor to submit the following information to Public Art Program staff:

- ✓ Artwork name and artist (if known)
- ✓ Status (completed, work in progress, or proposed)
- ✓ Drawings, photos, and/or written description of the work to be donated
- ✓ Authenticity and provenance (if known)
- ✓ Estimated condition
- ✓ Estimated value
- ✓ Intended or proposed location(s)
- ✓ A written explanation of why the donation is relevant to Mississauga and the City's Collection, why it should be displayed on public property, and how the donation is appropriate for the proposed site and the interests of the public.

Submissions must be sent by email to:
public.art@mississauga.ca

Subject: Preliminary Application – Donated Art (*Project or Artwork Name*)

The Preliminary Application will be reviewed by Public Art Program staff and other City staff, as required. If the application meets the criteria, as set out in **Corporate Policy and Procedure – City Art Collection**, the Donor will be invited to submit a formal Full Application (Part 2).

2. Full Application

If invited to submit a Full Application, the Donor will work with Public Art Program staff to obtain the required information. Depending on project status and requirements, the Donor may be required to submit the following information:

- ✓ Demonstrated proof of funding of a minimum 30% of the anticipated public art project budget
- ✓ Funding strategy for remaining project budget funds, if needed
- ✓ Project Plan from concept through to installation, including but not limited to estimated project timelines
- ✓ Proposed site selection
- ✓ Artwork appraisal
- ✓ Installation Plan
- ✓ Maintenance Plan
- ✓ Evidence of community support

- ✓ Evidence of a stable and recognized organization and structure if applicable.

Public Art Program staff will notify the Donor which of the above items are required to be submitted.

The artwork must be appraised at the time of donation to establish the fair market value. If the donation is valued at more than $1,000, an outside professional appraisal is required, unless there is a ready market for the donation from which the fair market value can be readily ascertained. It is the Donor's responsibility to have the item appraised.

Donation Approval

Full Applications will be referred to the Director, City Planning Strategies, for evaluation. Donations having a value of $10,000 or more must be reviewed by the Commissioner, Planning and Building.

Once a submission is recommended for approval by City staff, and the Donor demonstrates that all requirements have been met, Public Art Program staff will be responsible for notifying the Donor of the City's decision to accept or decline the donation. Mayor and Members of Council will be advised of decisions to accept or decline donations having a value of $10,000 or more in a memo to Council.

Public Art Program staff are responsible for advising the Manager, Risk Management, of accepted donations in order to make arrangements for insurance, where appropriate.

Financial

There are no municipal funds available for donation projects. All costs associated with the Donated Art shall be the sole responsibility of the Donor.

While not an exhaustive list, the Donor may be responsible for any of the following costs, at the discretion of the Director. The determination is based on factors such as the value of the donation and the complexity of the installation.

- ✓ Transporting the item
- ✓ Framing the item, including providing security hardware
- ✓ Appraisal or evaluation by a certified specialist
- ✓ Photographs for inventory and insurance purposes
- ✓ For Public Art that is intended to be permanent, 10% of the value of the Art for future maintenance and conservation, in the form of a certified cheque, and
- ✓ Any costs associated with the engineering, site planning and preparation and installation of the artwork.

Receipts for Donated Art

Official receipts for accepted Donations having a fair market value of $20 or more can be issued only when the Manager, Financial and Treasury Services, determines that the Donation qualifies under Canada Revenue Agency (CRA) guidelines.

If an official receipt for income tax purposes is being issued, the Donation receipt must include the following information in accordance with CRA guidelines:

- The day on which the Donation was received
- A brief description of the property transferred to the City
- The name and address of the appraiser, and
- The fair market value of the property at the time the Donation was made

Ownership

When art is donated, the Donor will be asked to sign a release, in a form approved by Legal Services. Any documents pertaining to the ownership of the donation must be transferred to the City. Public Art Program staff are responsible for ensuring that all documentation is retained appropriately.

As property of the City, the donation will be used at the City's discretion. The donation may be stored, exhibited, loaned to galleries or de-accessioned and disposed of at the discretion of the City. Refer to **Corporate Policy and Procedure – City Art Collection** for further details on the City's Corporate Acquired Art policy.

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