



**City of Kingston
Kingston Heritage Programs Committee
Meeting Number 01-2024
Agenda**

**Wednesday, December 6, 2023 at 5:30 p.m.
In a virtual, electronic format**

Please provide regrets to Christine O'Connor, Committee Clerk at 613-546-4291, extension 1219 or cloconnor@cityofkingston.ca

Committee Composition

Councillor Cinanni
Councillor Stephen
Geoffrey Allan
Paul Banfield
Cheri Dobbs
Laura Hallman
Jean Héroux
Marzia Sakhida

- 1. Election of Officers**
- 2. Meeting to Order**
- 3. Approval of the Agenda**
- 4. Confirmation of Minutes**
 - a) That** the minutes of Kingston Heritage Programs Committee Meeting Number 02-2023, held on Thursday, July 20, 2023, be approved.
- 5. Disclosure of Pecuniary Interest**
- 6. Delegations**

7. Briefings

8. Business

a) Update Kingston Commemoration Policy: New Project Requests, Works in Progress and Works Complete in 2023

The Report of the Commissioner of Community Services (HPC-24-001) is attached.

Schedule Pages 1 - 9

Recommendation:

This report is for information only.

b) Your Stories, Our Histories Project Update

The Report of the Commissioner of Community Services (HPC-24-002) is attached.

Schedule Pages 10 – 17

Recommendation:

This report is for information only.

9. Motions

10. Notices of Motion

11. Other Business

12. Correspondence

13. Date of Next Meeting

The next meeting of the Kingston Heritage Programs Committee is to be determined.

14. Adjournment



City of Kingston
Information Report to Kingston Heritage Programs Committee
Report Number HPC-24-001

To: Chair and Members of the Kingston Heritage Programs Committee

From: Jennifer Campbell, Commissioner, Community Services

Resource Staff: Kevin Gibbs, Acting Director, Heritage Services

Date of Meeting: December 6, 2023

Subject: Update Kingston Commemoration Policy: New Project Requests, Works in Progress and Works Complete in 2023

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive Community

Goal: See above

Executive Summary:

The purpose of this report is to provide the Kingston Heritage Programs Committee members with updates regarding the implementation of the Kingston Commemoration Policy, including an overview of commemoration requests received by the City of Kingston in 2023 as well as status updates on commemorations underway.

The Commemoration Policy is administered in conjunction with the Kingston Commemorations Strategy that was approved by Council in 2015 and provides guidelines for managing requests for commemorations that are to be presented on City-owned property or that require City resources or approval. It is also the framework for staff to work with the community to foster a multi-faceted dialogue on people, places, events and ideas with significance to Kingston's heritage through various commemorative forms.

In 2023, a total of 314 commemoration requests were received across all commemoration categories.

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This report provides a high-level update on the requests received, in-progress and completed in 2023, and fulfills the annual reporting requirement of the Commemorations Policy.

Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Jennifer Campbell,
**Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Lanie Hurdle, Chief
Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Neil Carbone, Commissioner, Corporate Services	<input checked="" type="checkbox"/>
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	<input checked="" type="checkbox"/>
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

The Heritage Services Department is responsible for the administration of the Kingston Commemoration Policy in coordination with other City departments. Each year, the City of Kingston receives many community requests for commemorations that need to be reviewed and administered in accordance with existing policies and procedures. These requests vary in scope and scale, and staff are committed to the administration of the Kingston Commemoration Policy to guide these processes and to providing the Kingston Heritage Programs Committee with updates on these commemorations.

The Commemoration Policy and Kingston Heritage Programs Committee

The ongoing administration of the Kingston Commemorations Strategy and the Kingston Commemoration Policy is closely tied to the mandate of the Kingston Heritage Programs Committee.

For reference, the Kingston Commemoration Policy defines a “commemoration” as an intentional act of acknowledging the memory of people, places, events and ideas that can be public or private, national or local, tangible or intangible, monumental or modest in scale, permanent or temporary, and be represented in a range of forms including, but not limited to, memorials, monuments, plaques, artwork, mementos, spaces, events and digital platforms.

The commemorations policy acts as the umbrella document that brings together all other existing City policies and by-laws pertaining to commemorations. Under the policy, any new requests for commemorations on City-owned property are first sorted into the appropriate “form” categories as outlined in the policy. Requests are then reviewed in accordance with the specific City policy associated with that form. In all cases, the Kingston Commemoration Policy remains the senior guiding document in City matters concerning commemorations.

Community Initiated Commemoration Requests

In January 2023, staff provided the 2022 commemorations update to the Heritage Kingston Committee through [Report Number HK-23-001](#). In 2022, staff received a total of 253 commemorations requests. In 2023 staff have received a total of 316 commemorations requests.

As summarized below, 2023 requests pertained to existing low-impact commemoration streams that require few City resources and that can be processed in a routine fashion by the applicable department.

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Lead Department	Commemoration Request Type Completed in 2023
Clerk's Office	Motion of Recognition (9) Motion of Condolence (12) Motion of Congratulations (3) Motion of Speedy Recovery (0) Flag Raising (27) Proclamation (54) Illumination (119)
Public Works	Memorial Trees (74) Commemorative Benches (17)
Recreation & Leisure Services	Commemoration (0)
Heritage Services	Commemoration (1) Heritage Building Plaques (0)
Arts & Culture Services	Commemoration (0)
Engineering Services (Parks)	Commemoration (0)
Total (2023)	316

The Interdepartmental Commemorations Group (ICG)

The Interdepartmental Commemorations Group is made up of members from the above listed departments that meet to discuss more complicated commemorations. No new commemorations requests of a complex nature were received in 2023 and therefore the ICG did not meet in 2023.

Vicki Keith 'Kingston Remembers' Plaque Installed

In conjunction with the Richardson Beach and Richardson Bathhouse improvements, a new Kingston Remembers plaque was installed in June 2023 alongside the rock that Vicki Keith touched at the end of her record-breaking swim across Lake Ontario in 2005. This plaque commemorates Vicki Keith and local accomplishments in long distance swimming.

Gerard Hunt Memorial Park

On September 9, 2023, Gerard Hunt Memorial Park was officially opened in honour of Gerard Hunt, former Chief Administrative Officer for the City of Kingston, as directed by Council on June 20, 2023 and in accordance with the Commemoration Policy. Gerard Hunt Memorial Park honours the many contributions of Gerard Hunt who passed away in office on March 23, 2020. Gerard Hunt made significant contributions to the community throughout his 20 years of

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dedicated service to the City, including 10 years as the City's Chief Administrative Officer, demonstrating leadership, mentorship and strong values in a City that he loved and worked tirelessly to make a great place to live and do business. The newly developed 1.5 hectare community park located at 1242 Wheathill Street was officially opened with a public unveiling of the park name.

Active Commemoration Requests

Exhibit A provides a summary of active commemoration requests underway at the end of 2023. These requests are of a more complex nature and require additional time and resources to complete.

Existing Policy/By-Law:

A number of existing City of Kingston policies, procedures and by-laws pertaining to commemorations exist. These include the Kingston Commemorations Strategy 2015-2024, Kingston Commemoration Policy (POL-37), Corporate Sponsorship Policy, Donation Policy, Commemorative Bench Policy, Commissioning Mayoral Portraits Policy, Consolidated Civic Collection & Municipal Museums Policies, City of Kingston Civic Collections Management Policy, Distinguished Citizen Award Program, First Capital Place Policy, Flag Display and Flying Policy, Heritage Commemoration Program Guidelines, Illumination of City Facilities Policy, Naming of Corporate Assets Policy, Proclamations Policy, Public Art Policy, Special Events Policy for City Facilities, Civic Address and Road Naming By-Law Number 2005-98, Council Procedural By-Law Number 2010-1, Fees & Charges By-Law Number 2005-10 and Parade By-Law Number 5 (1981).

Notice Provisions:

None

Financial Considerations:

None

Contacts:

Kevin Gibbs, Acting Director, Heritage Services 613-546-4291 extension 1354

Other City of Kingston Staff Consulted:

Janet Jaynes, City Clerk, Legal Services

Amy Elgersma, Manager, Recreation Facilities, Recreation & Leisure Services

Danika Lochhead, Acting Director, Arts & Culture Services

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Troy Stubinski, Operations Manager, Public Works & Solid Waste Services

Neal Unsworth, Manager, Parks & Shoreline, Engineering Services

Chanda Sames, Parks & Open Space Planning Coordinator, Engineering Services

Melanie Banks, Acting Manager, Heritage Programming, Heritage Services

Exhibits Attached:

Exhibit A – Summary of Active Commemoration Requests

Summary of Active Commemoration Requests (Q4 2023)

Received	Subject	Location	Form	Proponent	Department	Status	Funding	Estimated Completion Date
Q3 2018	Sport History, Hockey: Location of the Original Hockey Hall of Fame	Memorial Centre	To be Determined	Community member (Mike Potter)	Heritage Services with Recreation & Leisure Services and Public Works	Discussions with the proponents have identified opportunities to reference this history as part of the re-development of the Memorial Centre and in conjunction with Council's motion requesting the history of the Memorial Centre be interpreted (May 5, 2015).	Proponents (Original Hockey Hall of Fame)	To be Determined
Q1 2019	Local History, Congregation of Notre Dame	7 Wright Crescent, Kingston	Plaque	Council request, not a formal motion	Heritage Services, with Recreation & Leisure Services and Public Works	Council has requested staff consider integrating a 'Kingston Remembers' plaque as part of the development of affordable housing at 7 Wright Crescent.	Existing capital budgets	2024
Q3 2019	Military History, National Wall of Remembrance	Macdonald Park	Monument	National organization (National Wall of Remembrance Association) supported by a Council motion (July 9, 2019)	Heritage Services, with Recreation & Leisure Services and Public Works	The proponent has requested a permanent monument to be established in Kingston commemorating all of Canada's war dead; staff are currently working with the proponents on the final design of the monument.	Proponents (National Wall of Remembrance Association)	Spring 2024 planned construction start. Q3 2024 Completion.

Received	Subject	Location	Form	Proponent	Department	Status	Funding	Estimated Completion Date
2017-2020	Heritage Building Plaques (20 total)	Various	Plaque	At the request of Homeowners	Heritage Services	Property owners are currently being verified and approvals gathered for new plaques. 20-25 plaques will be out for manufacturing in 2024.	Department funding has been directed to complete the installation of new plaques.	Q4 2024
2018	Demographics in the Swamp Ward area	Riverview Park	Plaque	Ethnographic community groups	Heritage Services	Text has been drafted, concrete pad has been installed and the pedestal has been ordered.	Existing capital budgets	Q4 2024 install
2023	Historical Land Owner	Lawrence Park	Plaque	At the request of former land owner as part of land acquisition agreement	Engineering Services	Text has been provided. Location on site still to be determined with former land owner.	Existing capital budget	2024
2023	Ukrainian Plaque	Riverview Park	Plaque	At request of community	Heritage Services	Text complete, working on design of plaque.	Existing capital budget	Q4 2024



City of Kingston
Information Report to Kingston Heritage Programs Committee
Report Number HPC-24-002

To: Chair and Members of the Kingston Heritage Programs Committee

From: Jennifer Campbell, Commissioner, Community Services

Resource Staff: Kevin Gibbs, Acting Director, Heritage Services

Date of Meeting: December 6, 2023

Subject: Your Stories, Our Histories Project Update

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive Community

Goal: 5.7 Foster culture, history, education, arts and recreation (CHEAR).

Executive Summary:

The purpose of this report is to provide a summary update regarding the formalization of the Your Stories, Our Histories program, which is intended to bring more diverse and inclusive installations to Kingston City Hall National Historic Site in the form of annual, community-driven niche case exhibitions.

The goal is to expand the Your Stories, Our Histories program and open it up to community applications, which launched in November of 2023 on Get Involved Kingston. The first City Hall niche case installation under this new community application initiative is scheduled for spring 2024 with the intention of an installation run of eight-to-12 months. Moving forward, a minimum of one niche case will be filled via this application process on an annual basis.

The formalization of the Your Stories, Our Histories niche program supports Strategic Priority 5.7 Foster culture, history, education, arts, and recreation (CHEAR), specifically 5.7.1C (Formalize 'Your Stories, Our Histories' program to bring more diverse and inclusive installations to City Hall).

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Recommendation:

This report is for information only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Jennifer Campbell,
**Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Lanie Hurdle, Chief
Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Development & Growth Services	Not required
Neil Carbone, Commissioner, Corporate Services	<input checked="" type="checkbox"/>
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Background

The Your Stories, Our Histories program began as a public engagement process in 2018 with the goals of: encouraging people to think about how Kingston stories are shared, capturing Kingston stories that are less well known or less frequently profiled in public spaces, and expanding the community understanding of the history and legacy of Sir John A Macdonald. The five niche cases located on the first and second floors of City Hall were identified as suitable spaces to tell community stories through small, temporary, community-driven exhibitions. City Hall's sixth niche case is dedicated to displaying the 1855-2003 City of Kingston Chain of Office and will not be used for the Your Stories, Our Histories program.

The process for identifying suitable community stories for the program has now been formalized through an application form that launched in November 2023. Applications are available online through the Get Involved Kingston platform and will be open for community submissions on a rolling basis. Interested community groups will also be able to submit questions and request applications in other formats through the City's regular communication channels. Heritage Services staff will review Your Stories, Our Histories niche case applications, and will acknowledge all submissions within 20 business days of receiving them. Applications will be reviewed to determine eligibility and alignment with the Your Stories, Our Histories project goals. In the event that a large number of viable submissions is received in any given year, applications not selected for advancement will be retained for consideration in future years with community partner approval.

For 2024, the application process will result in at least one new niche case exhibition, dependent on the number of suitable applications that are received. In addition, there are existing niche case exhibition commitments that predate this new community application process and were selected for advancement based on alignment with the Your Stories, Our Histories program. This includes the commitment to a niche case exhibition in 2024 that focuses on a community-identified aspect of the history of Canadian Muslims in the Kingston area. As directed by Council through [Report Number EDI-23-001](#).

Heritage Services will work in collaboration with successful applicants to develop all new Your Stories, Our Histories exhibitions. The community group(s) will contribute text and any objects or visual components for the exhibition, which will be edited and assessed by Heritage Services staff to ensure appropriateness and that accessibility standards are met. Heritage Services will contract translation services and a professional graphic designer to create the final exhibition panel(s), which will be installed with any objects in the niche case by Heritage Services curatorial and collections staff. Costs associated with exhibition installation are included in the Heritage Services annual operating budget.

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Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

This project is intended to celebrate Kingston’s cultural and heritage diversity by highlighting stories that are less well known and community groups that have had limited opportunity or space to share their history and culture. The formalized Your Stories, Our Histories program will contribute to the advancement of IIDEA in the community (Strategic Priority 4.5.2) by fostering learning and development, creating and strengthening community relationships and through working with diverse communities to share their stories and culture with the broader Kingston audience.

Existing Policy/By-Law:

None

Notice Provisions:

None

Financial Considerations:

Costs associated with launching and marketing the program and installing exhibitions are included in the Heritage Services annual operating budget.

Contacts:

Kevin Gibbs, Acting Director, Heritage Services, 613-546-4291 extension 1354

Other City of Kingston Staff Consulted:

Miranda Riley, Acting Curator, Heritage Services

Vanessa Mensah, Acting Manager, Equity, Diversity & Inclusion

Courtney Klumper, Communications Officer, Communications & Customer Experience

Exhibits Attached:

Exhibit A – Your Stories Our Histories application



Your Stories Our Histories Community Exhibit Application

Your Stories Our Histories Community Exhibit

- Do you have an interesting story to tell? The City of Kingston is accepting applications for small exhibits that feature stories of the people, events or groups that have shaped Kingston.
- Exhibits will be displayed at Kingston City Hall in a niche case and there is no charge to participate.
- Exhibits must be **non-political** and **non-partisan** and promotional or commercial exhibits are not permitted.
- Each exhibit lasts approximately eight (8) months to one (1) year.

Other Information

- A general theme, story or message is required for the application. Exhibit text should be 500 or words or less and does not need to be finalized in order to apply.
- Exhibits can include high resolution images and three-dimensional objects.
- Participants will work with City of Kingston staff to develop and edit text and images.
- City of Kingston staff will print and mount all text panels, labels and objects for each exhibit. Participants will be consulted on final designs and plans prior to printing and mounting.
- Final exhibit text will be bilingual (French and English). Translation services are provided for free by the City of Kingston.
- A Letter of Agreement and a Loan Agreement will be signed by all participating peoples and/or institutions upon acceptance of their exhibit and loan of objects.
- Applications are accepted year-round. Exhibit installation typically occurs in the Spring.

FAQs

Can I choose which niche case my exhibit goes into in City Hall?

That will be at the discretion of Heritage Services staff but options are sometimes available.

What type of lighting system do you use?

LED lights are used throughout Kingston City Hall. Some cases are exposed to natural light levels.

Are the niche cases climate controlled?

The cases do not have climate control, but they are airtight and monitored by city staff on a regular basis.

Do all exhibit cases lock?

Yes. As well, our building is monitored by security guards and security cameras.

Can we nail things into the exhibit cases?

No. The exhibit cases are convex in shape and made of metal. But magnets can be used to hang objects.

Can we stick things to the glass interior of the exhibit case?

Yes, providing materials will not leave any residue.

Can we design our own text panels and labels?

No. We follow a set of design standards to ensure that all text and images are accessible and uniform in nature but participants can work with staff to develop text and images.

Can our organization's logo be included in our exhibit?

Yes, However the display will be subject to City of Kingston branding policy.

When will staff let me know about my application?

Staff will respond to your application within one month of submission.

The survey will take approximately 6 minutes to complete.

* Required

1.Group Name or Organization Name (if applicable)

2.Contact Name *

3.Mailing Address *

4.Email *

5.Phone Number *

6.Social Media Links (if applicable)

7.Website address (if applicable)

8.Description of Proposed Exhibit *

9. Does your exhibit celebrate or memorialize a specific date? *

Yes

No

10. If yes, please specify.

11. Please attach photos of images or objects you may want included in your exhibit (allowed file types: amf, dae, obj, stl, zip, doc, docx, ods, odt, pdf, xls, xlsx, jpg, png). Maximum 5 files.

Upload file

File number limit: 5 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio