



**City of Kingston
Report to Heritage Kingston
Report Number HK-19-030**

To: Chair & Members of Heritage Kingston
From: Peter Huigenbos, Acting Commissioner, Community Services
Resource Staff: Colin Wiginton, Cultural Director, Cultural Services
Date of Meeting: May 15, 2019
Subject: Cultural Heritage Working Group, Approval of Priority Work in 2019

Executive Summary:

The purpose of this report is to update Heritage Kingston regarding the work being pursued by the Cultural Heritage Working Group and to seek its support so the Cultural Heritage Working Group can complete the priority work it has identified in 2019. The intent is that the Cultural Heritage Working Group will report back to the Committee regarding its progress and to obtain Heritage Kingston's endorsement and approval related to this work as needed.

As per By-Law Number 2010-205, Schedule B-4, Advisory Committees, Heritage Kingston is mandated to provide advice related to the development, implementation and/or review of policy respecting policy development and its implementation in a number of areas as outlined in Section 5 of its Mandate/Terms of Reference, including the following:

- d. The integrated Cultural Heritage and Cultural Tourism Strategy;
- e. The Commemoration Policy; and
- g. The creation and review of a framework and policy for collecting, narrating and commemoration the Kingston story.

Heritage Kingston is also mandated to promote community understanding, appreciation of and pride in local history in a number of areas as outlined in Section 6 of its Mandate/Terms of Reference, including the following:

- a. Championing all aspects of Kingston's cultural heritage resources, tangible, intangible and natural;
- d. Informing the development of frameworks and policies that can be used to interpret Kingston's cultural heritage; and

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- e. Developing educational materials that promote Kingston's cultural heritage and contributing to the development of new content/display materials for the Heritage Resource Centre.

Through discussion, the Cultural Heritage Working Group has identified a number of priorities it wishes to pursue in 2019 that are intended to help Heritage Kingston fulfill aspects of its mandate as it relates to cultural heritage. Heritage Kingston is being asked to approve the priority work that has been identified as part of Report Number HK-19-030 and to endorse and approve the work that gets completed as needed and to reference this work as part of its annual reporting process as required.

Recommendation:

That it is recommend to Council that the Cultural Heritage Working Group Priority Work for 2019 be approved as identified; and

That Heritage Kingston, in its role as advisory committee to Council, reference this work as part of its annual reporting process as required as part of By-Law Number 2010-205, "Committee By-Law".

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Peter Huigenbos, Acting Commissioner,
Community Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Lanie Hurdle, Acting Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Gary Dyke, Commissioner, Corporate Enterprise Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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Options/Discussion:**Heritage Kingston, Mandate/Terms of Reference**

Heritage Kingston was established to function as an advisory committee to Council, providing advice as it relates to a combination of statutory and non-statutory activities specific to cultural heritage that includes a combination of tangible, intangible and natural resources. The Committee also provides support and advice to staff and to relevant community partners and groups who are recognized as stakeholders with a vested interest in the conservation, preservation and interpretation of Kingston's history and heritage.

The City of Kingston's [By-Law Number 2010-205](#), "Committee By-Law", defines Heritage Kingston's Mandate/Terms of Reference as follows:

The mandate and activities of Heritage Kingston will address the broad array of issues, opportunities and projects related to Kingston's cultural heritage and lead by example in terms of responsible stewardship. By definition, cultural heritage includes a combination of tangible, intangible and natural resources and it is the responsibility of Heritage Kingston to apply its knowledge and expertise in all these areas. Heritage Kingston is also appointed in accordance with the *Ontario Heritage Act* that provides a framework within which municipalities can ensure the conservation of properties of cultural heritage value or interest. In all matters, Heritage Kingston's role is advisory and consultative and is involved in educating and informing the community about matters related to Kingston's cultural heritage.

[By-Law Number 2010-205](#) also prescribes that the work of the Committee be supported by working groups that are intended to help Heritage Kingston fulfill its mandate. These working groups include the Heritage Properties Working Group, the Heritage Assets Working Group and the Cultural Heritage Working Group. These working groups function as collaborative teams that report to Heritage Kingston through briefing notes, which are typically prepared by a staff resource person. Membership in these working groups generally consist of City Councillors, Heritage Kingston Committee members and interested members of the public who are identified through various means and whose appointments are approved by Council.

Cultural Heritage Working Group

The Cultural Heritage Working Group is primarily responsible for promoting the City's intangible heritage resources, with a focus on initiatives that align with and support policy documents such as the Kingston Culture Plan and related strategies. The Manager of Cultural Heritage currently acts as the staff resource person supporting this working group and its mandate calls upon its membership to research and make recommendations to Heritage Kingston respecting the following matters, among others:

- Champions all aspects of Kingston's cultural heritage - including natural, tangible and intangible elements – with a particular emphasis on intangible elements;
- Promotes Kingston's cultural heritage through initiatives that align with the City's strategic priorities and the Official Plan as well as the recommendations of the Kingston Culture Plan and the Integrated Cultural Heritage and Cultural Tourism Strategy;

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- Supports the implementation of other relevant policies such as the Kingston Commemoration Policy;
- Develops educational materials and contribute to the development of new content/display materials for the Heritage Resource Centre to support community awareness and appreciation of Kingston's cultural heritage; and
- Provides input related to the City of Kingston Heritage Fund.

During the March 2019 meeting of the Cultural Heritage Working Group, the membership reviewed its mandate and prepared a list of proposed priorities to be pursued in 2019. These priorities were first brought to Heritage Kingston for review and discussion as part of the Working Group Notes included as [Schedule B](#) attached to Heritage Kingston's [Agenda](#) for its April 17, 2019 meeting. The priorities excerpted below are being submitted through this report for endorsement by Heritage Kingston with the request that they be recommend to Council for approval.

- 1) **Your Stories Our Histories** – Stakeholder group on the development of a cultural heritage strategy. Consultation will continue throughout 2019 and be used to inform the development of a strategy to be shared with Heritage Kingston and Council for consideration, endorsement and approval as needed.
- 2) **Civic Recognition Program** – Council motion asking staff to research options and report back to Council with recommendations. Anticipated completion in third quarter of 2019 with a proposed approach to be presented for consideration, endorsement and approval as needed.
- 3) **Commemorations requests and Kingston Remembers Plaque Strategy** - Ongoing through 2019 with information reports being brought forward by staff to Heritage Kingston.
- 4) **City of Kingston Heritage and Arts Fund Reviews** – Stakeholder group. Consultation expected in second half of 2019 with a proposed approach and potential revisions, to be presented for consideration, endorsement and approval as needed.
- 5) **Review of the City of Kingston Cultural Heritage/Historic Walking Tour Program** - To be completed by end of year 2019 with potential actions and/or outcomes to be identified.
- 6) **Civic Collections Management Policy Review and Updates** – Stakeholder group (with Heritage Assets Working Group). Updates to be completed by end of year 2019, for review by Heritage Kingston and Council in first half of 2020.

The intent is that the Cultural Heritage Working Group will report back to Heritage Kingston regarding its progress through a combination of meeting notes, staff-led discussions and formal reports. Additional consultation and direction will also be sought where needed and as appropriate. It is also requested that Heritage Kingston reference this work as part of its annual reporting process as required.

In addition to this priority work, the Cultural Heritage Working Group will remain available to assist Heritage Kingston with new business or projects as they arise.

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Existing Policy/By-Law:

Kingston Culture Plan

[By-Law Number 2010-205](#) "Committee By-Law"

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

Not applicable

Contacts:

Colin Wiginton, Cultural Director, Cultural Services 613-546-4291 extension 1357

Other City of Kingston Staff Consulted:

Jennifer Campbell, Manager, Cultural Heritage

Exhibits Attached:

Not applicable