Summary of the Discussion Item:

Heritage Kingston is a committee of Council which serves in both an advisory and consultative role. In addition, the committee is involved in educating and informing the community related to Kingston’s cultural heritage; tangible, intangible, and natural. The membership of Heritage Kingston is composed of two members of council and nine members of the public. Heritage Kingston reports directly to Council; furthermore, three working groups report to Heritage Kingston. The working groups are composed of representatives from the committee as well as the community. The working groups examine the following issues: heritage properties, cultural heritage and heritage assets.

The mandate of Heritage Kingston addresses both the stewardship of Kingston’s cultural heritage resources and works within the framework of the Ontario Heritage Act regarding the conservation of properties of cultural heritage value or interest.

In accordance with Section 2.5 of the Committee By-Law, Heritage Kingston is required to provide Council with a report summarizing the activities undertaken by Heritage Kingston during 2018.

Recommendation:

That the 2019 Heritage Kingston Report Card be approved as a summary of the work accomplished by the committee.

Discussion:

Commensurate with the new term of City Council beginning in December 2018, a new membership of Heritage Kingston was appointed by Council. Seven new public members were welcomed to the Committee, in addition to two new members of Council; two public members were re-appointed from the 2014-2018 term.

Heritage Kingston met on 12 occasions during 2019. Staff brought a total of 50 reports before Heritage Kingston. The contents of the reports are categorized as follows:
• The committee provided recommendations related to reports associated with statutory aspects of the Ontario Heritage Act which included consideration of 16 Part IV heritage permit applications and the designation or listing of one property and the creation of heritage easement agreements for two properties; and
• The committee received and approved a report regarding updates to the Heritage Grant By-Law;
• The committee provided consultation regarding 17 reports related to applications for heritage permits under Part V of the Ontario Heritage Act;
• The committee received 10 reports related to the cultural heritage aspects of their mandate - specifically the committee’s role to act as the City’s museum and collections advisory committee;
• The committee received three sets of meeting notes from the Cultural Heritage Working Group, one set of notes from the Heritage Assets Working Group, and seven sets of notes from the Heritage Properties Working Group, updating the committee on working group initiatives;
• The committee received four reports related to pre-consultations for applications for heritage permits under the Ontario Heritage Act;
• The committee recommended to Council that several objects be de-accessioned from the City of Kingston Civic Artifact Collection; and
• The committee recommended to Council that a working group be created to undertake a review of the composition, mandate, and procedures of Heritage Kingston. The working group is expected to submit recommendations to the Council in mid-2020.

Heritage Kingston members attended numerous site visits with the City’s heritage planners over the course of 2019. The visits provided an informal opportunity for applicants to discuss their proposals with Heritage Kingston members and for staff to share with Committee members their understanding of important heritage conservation considerations. The visits contributed to mutually beneficial opportunities for knowledge building and were considered an asset in serving the public interest.

In 2019 ten heritage property grants were awarded, representing a total investment of $50,000 in heritage conservation.

In 2019 eight operating grants were awarded through the City of Kingston Cultural Heritage Fund, representing a total investment of $267,192.30 in community museums, heritage projects, cultural groups and historical societies. Additionally, two project grants were awarded through the Cultural Heritage Fund for a total investment of $15,571.

Working Groups

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. Jennifer Campbell, Manager, 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):

- Champion all aspects of Kingston’s cultural heritage - including natural, tangible and intangible elements – with a particular emphasis on intangible elements;
- Promote 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;
- Support the implementation of other relevant policies such as the Kingston Commemoration Policy;
- Develop 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
- Provide input related to the City of Kingston Heritage Fund.

Though the working group is not a decision making body, it is a valuable resource and space where community members can lend their voice and expertise on projects and initiatives relevant to Heritage Kingston and to the Cultural Heritage sector. This feeds back to Heritage Kingston and on to Council through staff reports and information sharing, with Heritage Kingston acting as a consultative committee.

In 2019 the working group offered input and consultation on several major staff led projects. This work was endorsed by Heritage Kingston through report HK-19-030 and included:

- **Your Stories Our Histories** – support on the development of a cultural heritage strategy. Consultation continued throughout 2019 and is being used in the development of a strategy that will be shared with Heritage Kingston and brought to Council for consideration in summer 2020.
- **Civic Recognition Program** – Consultation and input was sought around the Council motion that asked staff to research options and report back to Council with recommendations for a civic recognition program. A staff report on this motion will be brought to Heritage Kingston for consultation and then to Council for consideration in Q3 2020.
- **Review of the City of Kingston Cultural Heritage/Historic Walking Tour Program** – Review of the walking tour program continues and potential actions and/or outcomes are still to be identified and reported on.
- **Civic Collections Management Policy Review and Updates** – The Cultural Heritage Working Group was consulted on the updates made to the Civic Collections Management Policy (along with the Heritage Assets Working Group). Updates to the plan were completed in 2019 and were reviewed by Heritage Kingston and Administrative Polices Committee. Council will be asked to approve this updated policy on March 3, 2020.

The Cultural Heritage Working Group reported back to Heritage Kingston regarding its progress through a combination of meeting notes, staff-led discussions and formal reports. A challenge faced by the working group in 2019 was diminished membership. Due to several working group members moving outside of Kingston the group’s public membership had reduced to three by the end of 2019. This had an impact on the amount of work the group was able to undertake.
and also the frequency of meetings. In 2020 a new working group member has already come forward and additional members are being sought.

**Heritage Assets Working Group**

The Heritage Assets Working Group (HAWG) is primarily responsible for promoting the City’s tangible heritage, namely the incredibly diverse range of objects, works of art and documents found within the City of Kingston’s Civic Collection of nearly 15,000 items, ranging from woodworking tools and mayor’s portraits to the 1095 locomotive and the Time sculpture. Paul Robertson, City Curator, currently acts as the staff resource person supporting this working group and calls upon its membership to make recommendations to Heritage Kingston respecting the following matters:

- Address issues that impact the City-owned museums, including the fulfillment of museum standards for the purposes of Community Museums Operating Grants (CMOG);
- Support the development and implementation of comprehensive Collections Management and Collections Development Plans for the civic collection as a whole housed, in part, within the Pump House Steam Museum (PumpHouse), MacLachlan Woodworking Museum and City Hall National Historic Site, including recommendations for acquisitions or de-accessions; and
- Enhance the role of Kingston’s museums and other heritage assets within the community.

The working group is tasked with several focus areas:

- Museum operations, including operational reviews;
- Kingston City Hall Cultural Heritage Management Plan;
- Civic collection preservation and maintenance;
- Collections development, including acquisitions and de-accessions and collections policies; and
- Archaeological resources and Archaeology Master Plan.

The HAWG met once in 2019 to provide comment on two items:

1. **Proposed revision and update to the Civic Collection Policy**

   The Civic Collection Policy is one of the six policies included in the Consolidated Civic Collection & Municipal Museums Policies document (2013). The updates made to the Policy are significant in that they introduce updated staff roles and revised Civic Collection object categories that will allow staff to consolidate and reassess current holdings to refine the quality and improve the relevance of the Civic Collection. These categories are proposed to differentiate between Primary Collection, Secondary Collection, Working Collection and General Heritage Assets. On the whole, the revised Policy will allow for more streamlined and focused collection development and more effective collection management and collections rationalization. Up-to-date museum policies help to ensure that the City of Kingston is in compliance with the requirements of the Community Museum Operating Grants (CMOG) program administered by the Province of Ontario through which the City secures annual operating grants that support the MacLachlan Woodworking Museum and the PumpHouse Museum.
Comments received from HAWG members on the draft Civic Collection Policy were incorporated into the final draft of the document for later submission to Heritage Kingston and the Administrative Policies Committee. Council approval of the new policy is anticipated in spring 2020.

2. Proposed objects for deaccession

Staff presented a list of items recommended for deaccession (permanent removal). Comments received from HAWG members on these deaccessions were incorporated into the report later submitted to Heritage Kingston. Council approved the proposed deaccessions from the Civic Collection in December 2019.

Heritage Properties Working Group

The Heritage Properties Working Group is responsible for researching and reviewing information to support the conservation of built heritage resources throughout the City. This includes work on individual designating by-laws and listing reports and the review of draft heritage conservation policy with broader implications. The Working Group also reviews and prepares educational information to support owners of heritage properties. Ryan Leary, Senior Heritage Planner, acts as the staff resource person supporting this working group. Its membership includes two Heritage Kingston representatives and three public members. Heritage Kingston’s Council representatives and the Heritage Kingston committee Chair also regularly attend Heritage Properties Working Group meetings.

In 2019, the Heritage Properties Working Group met ten times. They reviewed and discussed draft statements of cultural heritage value and their accompanying lists of heritage attributes in detail, for 12 individual properties, including four which currently had no status under the Ontario Heritage Act. Some noteworthy examples of heritage property statements drafted and/or reviewed by the Working Group include: the Meisel House, the Skelton House, the Mahood House and a number of Queen’s University owned properties on University Avenue.

The Working Group was approached on four occasions, by interested members of the public and staff, to review the cultural heritage value of certain properties of interest, including: Victoria Park, the Kingston Tennis Club, a former Girl Guide house, and a small dwelling in the former Pickardville area; much of this work is still ongoing.

At any given time, each member of the Working Group is responsible for approximately six addresses/projects that they will research and prepare information that is presented and reviewed by the Group. If a consensus is reached that the property is worthy of designation or listing on the City’s Heritage Register, a statement of significance is prepared by the member and reviewed by the Working Group before being provided to staff for by-law preparation and presentation to Heritage Kingston. Some examples of individual projects that are currently underway include: 808 Middle Road, 390 King Street East, 134 Albert Street and 11 Kensington Avenue.

The Working Group also reviewed staff’s scoring and allocations of the 2019 Heritage Property Grant program, whereby $50,000 was awarded to ten eligible heritage restoration projects.
The Working Group dedicated one full meeting in 2019 to meeting with the City’s heritage consultant and project manager to review and provide comments on the draft North King’s Town Cultural Heritage Study. Their comments will help direct the preparation of heritage conservation policy related to managing future growth in the upcoming North King’s Town Secondary Plan.

At the end of 2019 the Working Group started an ambitious new project to compile an inventory of properties of possible cultural heritage value in the Williamsville area. The study area was divided and assigned to each member to review and report back. The intention is to gain a better understanding of the built heritage resources in this area and work toward conserving them, as required.

The Heritage Properties Working Group continues to meet monthly and takes an active role in assisting staff in conserving Kingston’s built heritage resources and providing resources for property owners.