Heritage Kingston Review Working Group
Notes

Working Group Members Present
Jennifer Campbell, Ann Dalton, Bruce Downey, Helen Finley, Andrea Gummo, Laura Phillips, Georgina Riel, Don Taylor

Regrets
Not applicable

Date
February 11, 2020

Time
10:00am – 12:00pm

Location
Stationview Room, City Hall

Contact
Andrea Gummo, Acting Manager, Policy Planning
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Jennifer Campbell, Manager, Cultural Heritage
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Agenda Items:
- Welcome – Jennifer welcomed the group to the meeting.
- Approval of minutes – Don asked if Andrea could cross-reference the number of delegated authority applications that were referenced on page 2 of the notes. There was a discussion about the timing and frequency of the delegated authority report from staff to Heritage Kingston.
- Correspondence – Jennifer referenced the correspondence shared by Shirley Bailey, which is attached as exhibit pages 1-2. This correspondence item was forwarded to Derek Ochej, Committee Clerk, for distribution to members of Heritage Kingston.
- Housekeeping items – Jennifer shared a slide regarding the Terms of Reference with respect to working within the legal advisement of the City of
Kingston Legal Counsel. Don raised concerns about the inability to discuss these items, and Jennifer mentioned that we could include these concerns in the Working Group’s final report to Council. Helen clarified that she asked for an independent legal interpretation regarding the interpretation and application of the statutory guidelines related to the mandate of Heritage Kingston. There was a discussion about the recourse of concerned citizens to raise concerns about the legal interpretation of the statutory guidelines, and it was determined that this discussion needs to be parked at the Working Group table as that is not within the scope of the Working Group.

- Review other examples of municipal heritage committees’ mandates and agendas (Continued) – Jennifer clarified that the municipalities were chosen for review due to their similar tier system, populations and structure. Don asked to review the City of Hamilton as they are also reviewing their heritage committee. Helen requested that we review the number of listed Heritage properties within the municipalities to use as comparators. Helen also cautioned using the language of “best practice” when benchmarking other municipalities.

Laura referenced Burlington’s survey regarding Heritage. She stated that it is unclear the areas of expertise of the committee composition. She thought it was unique that Brantford closely involved a Council member of Six Nations.

The Working Group discussed Indigenous representation on Heritage Kingston and the composition of the committee more broadly.

Jennifer suggested putting comparators into a chart to understand the similarities and differences of the different municipalities. Helen suggested that that effort might be very time consuming. Bruce suggested that the documents he was reviewing were not insightful about what was happening at the committee and what types of things are contentious within that municipality.

Jennifer suggested that the group could include discussions with representatives from other municipalities to learn more about the committee and the heritage process.

The Working Group discussed collecting data to better understand the perceptions of citizens and anecdotal complaints and feedback.

- Discussion of previous homework – the members had three minutes to propose their ideal agendas. Their comments are summarized below.

Bruce addressed three emerging themes from previous discussions: museums, landscapes and landforms, and built forms. He stated that these themes cannot be handled in one meeting or the same meeting. He suggested that there be a preliminary review of the topics and the timeframe each topic might take. He suggested cultural input including museums might be a special meeting held three or four times a year and could perhaps be held at museums and include members from other organizations.

Andrea likes the current agenda structure but she suggested that she might change the way in which we approach the items in the agenda.
Ann thinks the agenda is fine but raised concern regarding the composition. She observed that time seems to be the big issue and suggested that the smaller items be dealt within the smaller working groups and then presented to the larger committee. The smaller working groups would be composed of experts who would bring their recommendations forward.

Don had issues discussing the agenda structure until we better understand the Committee structure and procedures, and then we can decide how to incorporate them into the agenda structure. He suggested 90% of the business is on built heritage and that the agenda does not reflect the business coming forward, which should be decided by the Chair and the Heritage Planners a week before the meeting.

Helen likes the idea of separating the larger heritage items. She suggested that each item requires a different amount of time and frequency – the built heritage has to have the meeting within a certain number of days for statutory requirements and the Cultural Heritage business could meet quarterly. She stated that the statutory requirements are driving the frequency of meetings. She supports the idea of the working groups but does not want the committee to be a rubber stamp. The cultural heritage work does not usually have time for a large discussion and it should have that time, and it is also a large factor in tourism.

Georgina appreciated the information from other committees but did not get much time to dedicate to it. There is a lack of flexibility for this group to participate and share our experience and information we learned from the other municipalities. She suggested separating the committee into categories with working groups to discuss the issues.

Laura stated that her main concern is the definition of heritage and that we would be wrong to assume what people in Kingston feel is heritage beyond the Provincial obligations. She added that there is a self-selecting group of people who see the committee recruitment ads on the City website and there are many others who would appreciate the opportunity to be on the Committee.

Jennifer challenged the way the agenda is being used and highlighted the briefings portion of the agenda. She stated that the item has not been applied in its intended way at the Committee. She suggested that there needs to be a Chairs update, a Council update, a Planning staff update, and a Cultural Services staff update. Jennifer does not like the way reports are introduced at the Committee which contributes to the time constraints. The committee needs to take ownership of reading the documents and being prepared to speak to them and ask questions. She suggested removing assets like the PumpHouse and group them as assets, as well as communication and advocacy, and statutory business. She suggested that the Working Group reports exist as they have and to create a new Working Group regarding heritage permit pre-consultations.

The Working Group had a discussion regarding the applicant’s experience at Heritage Kingston including their involvement, attendance, and impact at the Committee. Jennifer mentioned that we need to take time to continue this discussion at a later date.
There was a discussion regarding the use and structure of working groups or sub committees of Heritage Kingston, and the ways in which the working groups or sub committees would handle applications, facilitate discussion, and involve the applicant. There was also a discussion about proposed working group/sub-committee compositions, including suggestions for involving members with certain areas of expertise and members of Heritage Kingston.

The Working Group moved into an activity where they were asked to provide five key questions that they would like to ask people about the heritage committee.

- Ie: What is the experience of built heritage applications to the HK Committee?

Jennifer mentioned that she will circulate Cultural Heritage/Cultural Tourism Strategy, North King’s Town Secondary Plan, Culture Plan, Your Stories, Our Histories which is meant to feed a Cultural Heritage Strategy.

Jennifer stated that she will reach out to some municipalities about the ways in which they are using working groups and can report back at the next meeting.

- Determine Homework for next meeting
  - The Working Group members are tasked with writing out their questions and identifying to whom the questions are directed. Ie applications, former members, etc. What types of questions are best used in Focus Groups, in-person conversations, and/or surveys? Jennifer also circulated tipsheets regarding surveys, focus groups, and world cafes as different types of engagement styles and asked the Working Group review the sheets.

- Review of Heritage Property Booklet

| Date & Time of Next Meeting | The next meeting of the Heritage Kingston Review Working Group will take place on Monday, March 9, from 4-6pm. |