City of Kingston
Information Report to Municipal Heritage Committee
Report Number MHC-15-037

To: Chair and Members of Municipal Heritage Committee
From: Cynthia Beach, Commissioner, Corporate & Strategic Initiatives
Resource Staff: Colin Wiginton, Cultural Director, Cultural Services Department
Date of Meeting: June 1, 2015
Subject: Kingston Commemorations Strategy, 2015-2024

Executive Summary:

The purpose of the report is to provide background information on the Kingston Commemorations Strategy and to provide the Municipal Heritage Committee with the first draft of the Kingston Commemorations Strategy report (attached as “Exhibit A”) prepared by Workshop Architecture Inc. on behalf of the Cultural Services Department.

Recommendation:

This report is provided for information purposes only.
Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Cynthia Beach, Commissioner, Corporate & Strategic Initiatives

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Lanie Hurdle, Community Services Not required
Denis Leger, Transportation, Facilities & Emergency Services Not required
Jim Keech, President and CEO, Utilities Kingston Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer Not required
Options/Discussion:

The City of Kingston regularly receives requests from members of the public to install plaques and other tangible forms of commemoration on City property, such as Kingston City Hall and public parks across the city. At present, the City does not have policies or procedures to assess these requests in a consistent manner. For that reason, staff requested a moratorium on the acceptance of new commemorations on City property until appropriate policies could be put into place. Council passed a motion to that effect at its meeting held on September 10, 2013 (Report number 108, clause e):

**THAT** Council approve the request from the Princess Patricia’s Canadian Light Infantry Regimental Association to install and officially dedicate a stone monument within City Park to recognize the many sacrifices of members of the regiment and the regiments’ connection with Kingston as per Exhibits A and B of Report 13-277; and

**THAT** Council approve the request from PeaceQuest to designate the identified existing oak tree as a peace tree and to install a stone monument to commemorate the tragedy of war and celebrate peace within City Park as per Exhibits C and D of Report 13-277; and

**THAT** Council approve the request from J.A. Pye Ontario Limited to construct a public gathering space within Chadwick Parkette and to install and officially dedicate a commemorative plaque for the late Kingston land developer, Graham Pye as per Exhibits E and F of report 13-277; and

**THAT** Council direct staff to put a hold on the granting of permission to install tangible commemorative monuments in parks and public spaces until Q1 2015; and

**THAT** staff be directed to develop a management policy for Council’s consideration that would guide the administration of plaques and monuments in City parks and public spaces by Q1 2015.

Kingston Commemoration Strategy:

In response to Council direction, in 2014 the Cultural Services Department, in conjunction with numerous other City departments, began the process of developing a municipal commemoration strategy and associated policies and procedures. To reflect an ever-increasing level of public interest in commemorations, staff expanded the scope of the original Council direction to include all forms of commemorations currently facilitated by the City of Kingston.

The Cultural Services Department retained Workshop Architecture Inc. to work with City staff to develop a commemorations strategy relevant to commemorations on City property or that require City approvals. The project included an examination of existing City commemorative policies and procedures with the objective to draw them together into a cohesive whole, while retaining the lines of departmental authority and responsibilities.
The high-level commemorations document that resulted from this work is the Kingston Commemorations Strategy, 2015-2024 (the Strategy), attached as 'Exhibit A'. The Strategy is designed as an umbrella document that examines in a holistic way the meaning and purpose of commemoration (persons, places, events, ideas), tangible and intangible forms of commemoration (monuments, statues, public art, plaques, memorial benches and trees, naming rights, landscapes, events, festivals, ceremonies, etc.), and the history and context for commemoration in the City of Kingston.

The Strategy covers a period of ten years and focuses on three main areas: (1) it introduces a cohesive overall vision; (2) it outlines a transparent, stream-lined decision-making framework for proposing, evaluating and establishing commemorations on City property or requiring City approvals; and (3) clarifies roles and responsibilities for the management of the civic commemorative collections.

Community Consultation:

City staff and Workshop Architecture Inc. created two working groups: an external body consisting of nine members of the public and an internal group comprised of staff members from five City departments. Interviews were also conducted with members of other departments involved in or affected by commemorations.

An online survey was facilitated through the City of Kingston website that garnered 137 responses from the public. These responses helped to confirm the community’s interest in a robust City commemorations process and to shape future priority thematic areas for new commemorations. A roundtable event hosted by the Kingston Immigration Partnership also attracted 40 attendees who were also asked about commemorations within the city form the point of view of new Canadians.

Presentations to the Arts Advisory Committee, the Museums and Collections Advisory Committee and the Arts, Recreation and Community Policies Committee have also been given to engage a broader cross-section of stakeholders and to inform the development of the Strategy. Staff in the Cultural Services Department are working the Strategic Communications Department to facilitate a Twitter Town Hall in early June 2015 in an effort to solicit feedback from a broader cross-section of Kingston residents.

A final version of the Kingston Commemorations Strategy is scheduled to be presented to the Arts, Recreation and Community Policies Committee for consideration and approval at its meeting on June 25, 2015. Once the Strategy is endorsed by the Committee and subsequently approved by Council, a second phase of this commemorations project will be to produce the associated policy and procedures required to implement the strategy.
Existing Policy/By Law:

A number of existing City of Kingston policies, procedures and by-laws pertaining to commemorations have been identified in the development of the Kingston Commemorations Strategy. The Kingston Commemorations Strategy, 2015-2024 (Exhibit A) recommends the revision of several existing policies and by-laws to align them with the goals of the strategy.

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

The funds needed to complete this project were drawn from the Cultural Services Department's 2013 Capital budget previously approved by Council and allocated to support the on-going implementation of the Kingston Culture Plan.

Contacts:

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Colin Wiginton, Cultural Director 613-546-4291, ext. 1357

Other City of Kingston Staff Consulted:

Paul Robertson, City Curator

A number of internal departments and external agencies have been consulted for review and comment.

Exhibits Attached:

Completed by:

WORKSHOP architecture inc

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Toronto, ON M6H 2G4
phone: 416.901.8055
fax: 416.849.0383
www.workshoparchitecture.ca

City of Kingston lead:

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1.0 PURPOSE AND BACKGROUND

"I think plaques are still a good way to give people information. They could also be linked to a potential smartphone app or website, to provide complementary materials."

comment from the Commemoration Survey
Kingston, its History and Commemorations

Kingston is a city that has a strong affinity for its past and likes to honour it. There are at least 80 physical commemorations in the Civic Collection alone and that doesn’t account for many other commemorative forms -- tangible ones such as tree and bench dedications, and intangible forms including digital commemorations, events and tours.

A commemoration is an intentional act to acknowledge the memory of people, places, events and ideas. Commemorations can be public or private, national or local, tangible or intangible, monumental or modest in scale, permanent or temporary. The subjects can also be particular (recognizing a single person or event) or general (eulogizing an idea or movement). For the purpose of this strategy, we are looking at commemorations on City-owned property or requiring City approvals, in a wide variety of forms including: memorials, monuments, plaques, artwork, mementoes, commemorative spaces, events and digital platforms.

Due to its strategic location and natural setting, Kingston played a crucial role in the development of Canada as a nation in the 18th and 19th centuries and that history is still evident in its built heritage. A large percentage of existing physical commemorations present this British colonial history, but there are many stories and experiences that occurred both before and after this period -- as well as points of view during the same period -- that have not been shared and do not have a visible presence.

The current name of the place erases the area’s prior histories: the story of the long occupancy of this region by First Peoples is complex and multi-faceted. When Europeans began to arrive in the early 1600s, this place was known as Katarokwi. Later called Cataraqui by the French, in 1788 it was officially renamed Kingston. In this document the name “Kingston” is used to refer to the area within the current municipal boundaries, but its reference shall include the full history of the area from the earliest times of human occupancy.

For Kingston, the link to the past continues to assert itself as a strong foundation for future growth. The corporate motto for the City of Kingston positions the city as a place where the past, the present and future are equally important: “Where History and Innovation Thrive.”

The Findings

The Integrated Cultural Heritage and Cultural Tourism Strategy for the City of Kingston detected a number of gaps in the stories being told and in the locations where they are found -- many of Kingston’s existing physical commemorations are downtown, with very few commemorations in rural areas and the west end. The stories of First Peoples, women, Francophones and other Ethno-cultural communities are drastically under-represented. Stakeholder feedback received during the development of this strategy reinforced these findings.

There is no clear municipal information available that describes
the process for public proposals of new commemorations or a clearly defined process for civic response to these proposals. Most commemorations to date have been funded by the proponent group proposing the commemoration and paid through fundraising and grants. Groups who have less access to the resources to support their proposals and/or who are not aware of the processes involved are at a disadvantage. Although there is little City or other public monies available for new commemorations, a need has been identified to develop a method to share information about these funding streams and a transparent application process.

Kingston has a number of policies related to commemorations, but they are isolated in separate departments and, in some cases, they don’t clearly lay out processes, roles and responsibilities. As responsibility for various forms of commemorations rests across different City departments and committees with some areas of overlap, this lack of clarity and consistency presents a challenge to manage the existing collections of physical commemorations and to provide consistent decision-making and coordinated, efficient processes.

The database of the existing inventory of commemorations is not up-to-date and is missing information including provenance, ownership and maintenance procedures. In the past, priorities had not been set for acceptance of new commemorations, maintenance endowments had not been collected from organizations proposing the commemoration, and ownership transfer and/or time limits were not always clearly established. For this reason, and due to the size of the existing collection, long-term maintenance and conservation takes a lot of Civic resources. Also, there is a lack of space, particularly in waterfront parks, for future commemorative needs. With the high volume of new commemorations proposed every year, the City needs to be more selective in what it accepts, and for how long a commemoration is to remain in place, to ensure there is space for people’s use of City spaces as well as for future commemorative needs and any future redevelopment of the Civic spaces.

**The Purpose**

The purpose of the Kingston Commemorations Strategy is to establish clear, consistent and consolidated protocols and decision-making processes as effective means to work with and respond to local community members with the intention of fostering a multi-faceted dialogue on people, places, events and ideas with significance to Kingston’s heritage through commemorative forms. The strategy covers a period of ten years and includes all forms of commemoration that are on City of Kingston-owned property or require City approvals. The strategy will:

- introduce a cohesive, overall vision;
- outline a transparent, stream-lined decision-making framework for commemoration proposals; and
- clarify the roles and responsibilities for the management of the commemorative collections.

The Kingston Commemoration Strategy provides a vision of how commemorations can support a greater understanding of Kingston’s many stories. Commemorations in a variety of forms in City spaces throughout Kingston will be used to: honour important achievements and aspirations; discuss uncomfortable truths; and build appreciation of the diverse stories that make up Kingston’s past generations. This vision has been identified through stakeholder consultation during the development of this strategy and it mirrors the inclusive vision of history proposed in *The Integrated Cultural Heritage and Cultural Tourism Strategy.*

To quote the Kingston Cultural Plan, “Kingston’s many stories need to be developed in compelling ways and told through a variety of means and opportunities. By valuing both the
tangible and the intangible, Kingston can develop strategies that allow all long-time residents, transitory residents, urban and rural residents, and newcomers to share their compelling and distinctive stories with each other and the world."

Prior to the release of the Kingston Commemorations Strategy, City staff have already begun to facilitate local communities to tell their stories. At the invitation of Alderville First Nation in 2013, City Council directed Cultural Services staff to work with Alderville representatives on a joint project to commemorate the history of the Mississaugia Nation at Kingston. This work has served to inform discussions and development of the new Kingston Commemorations Strategy. It also supports a recommendation in the 2014 Cultural Services-sponsored study Kingston First Peoples: Purposeful Dialogues to “assist in acknowledging and sharing awareness of the role of First Peoples in Kingston's history and modern context...."
“Let’s bring some life to the way we commemorate in Kingston, change them up and keep our past relevant and welcoming to new residents and visitors.”

comment from the Commemoration Survey
The following are a series of recommendations that will help to guide the decision-making and management of commemorations in all forms on City property for the next ten years:

**FRAMEWORK (p. 12 to 17)**

**Establish a framework for commemorations in Kingston.**

**Recommendation 1.** Approve the Definition, Vision, Guiding Principles and Outcomes for all forms of commemorations on City-owned property or requiring City approvals.

**Recommendation 2.** Confirm the Priority Thematic Areas.

**Recommendation 3.** Direct staff to work with local community groups to further develop the cultural heritage cluster downtown with new commemorations in a variety of forms to fill the current thematic gaps in a way that does not add to the problem of “clutter,” and to address geographic gaps as appropriate. The current annual funding for commemorations shall be leveraged to encourage external investments for this purpose.

**ORGANIZATIONAL STRUCTURE (p. 18 to 23)**

**Establish an organizational structure for commemorations with clear roles and responsibilities.**

**Recommendation 4.** Confirm the staff roles, responsibilities and processes as outlined in Diagrams 4.1 to 4.3 and direct staff to further investigate efficiencies and to streamline processes, using non-management staff wherever possible. Report back to Council by 2016 on how this has been achieved.

**Recommendation 5.** Approve an Interdepartmental Commissions Group to meet bi-annually to provide review and coordination assistance for commemoration proposals under consideration for forms C2 to C5 (as listed in Diagram 4.1).

**Recommendation 6.** Direct Cultural Services and Planning Division staff in their joint roles in guiding cultural heritage at teh City to review the mandate and composition of the working groups of the Municipal Heritage Committee for the purpose of simplification and to add the remit of advising staff and the Museums and Collections Advisory Committee on physical long-term Commemoration proposals being considered for addition to the Civic Collection.

**Recommendation 7.** Confirm Council and Committee roles. Give staff delegated authority for decisions on new physical commemorations under $50,000 except where located on a protected heritage property.
PROCESS AND POLICIES (p. 24 to 31)

Establish a decision-making process and policies for commemorations.

**Recommendation 8.** Confirm the decision-making processes for commemoration proposals including subject, site selection and design criteria and duration.

**Recommendation 9.** Direct staff in each department to review existing physical commemorative items on City properties they manage by Q4 2015. The City Curator will lead the assessment of the list of items that will be either: included in the Civic Collection or removed. Any items not included in the Civic Collection and not removed will continue to be the responsibility of the department in question.

**Recommendation 10.** Staff managing various commemorative forms and the related budgets shall endeavor to provide up-to-date inventory information annually to be included as part of the Civic Collection database as well as the Kingston Culture Map, as resources permit.

**Recommendation 11.** Direct staff to amend or repeal existing By-law 2008-154, A By-law to Create a “Kingston Remembers” Program because some if its provisions are not enforceable under the Planning Act.

**Recommendation 12.** In the guidelines for drafting a Heritage Impact Statements, the Planning Division staff will ask the Heritage consultant to look at and suggest opportunities for commemoration where they are appropriate.

**Recommendation 13.** Direct the City Curator to work with relevant department staff to make changes to the appropriate City policies to follow the framework, organizational structure and processes agreed in Recommendations 1 to 12.

PARTNERSHIPS AND OUTREACH (p. 32 to 35)

Provide information to community members, encourage and develop partnerships to support the commemoration strategy’s goals.

**Recommendation 14.** Staff shall direct some of the City’s current annual funding budget for commemorations towards projects with local groups that address thematic and geographic gaps identified in Recommendations 2 and 3. Staff shall use the funds to leverage external investments for this purpose wherever possible.

**Recommendation 15.** Encourage the development of partnerships, grants and sponsorships to further support the development of approved evaluation proposals, particularly to address existing thematic and geographic gaps identified in Recommendations 2 and 3.

**Recommendation 16.** Establish a physical portal in the Heritage Resource Centre as the first point of contact for commemorations on City-owned land and requiring City approvals. Also create a virtual portal on the City of Kingston website that provides information on the various commemoration options and corresponding decision-making processes.
11 May 2015

Kingston Commemorations Strategy 2015-2024

Digital commemoration: murmur in Toronto

Commemorative event:
Smudging ceremony in Kingston Council Chambers

Artist-designed commemoration:
Biddy Mason wall in LA

Spontaneous temporary commemoration:
ghost bike
“There are many other important stories to tell and hopefully they can be told in new and exciting ways which engage the public.”

comment from the Commemoration Survey

3.0 FRAMEWORK

Commemorative landscape: Poppy Plaza war memorial in Calgary
Establish a framework for commemorations in Kingston.

Finding: There is no overall vision and direction for the many forms of commemorations on City-owned property or requiring City approvals.

Recommendation 1. Approve the following Definition, Vision, Guiding Principles and Outcomes for all forms of commemorations on City-owned property or requiring City approvals.

Background
Kingston has a number of policies related to commemorations, but they exist in isolation in separate departments. A number of the policies were recently revised and strengthened, but there continues to be a lack of clarity over roles, responsibilities and procedures and no overall vision or criteria for prioritization.

Purpose
The purpose of the Kingston Commemorations Strategy is to establish clear, consistent and consolidated protocols and decision-making processes as effective means to work with and respond to local community members with the intention of fostering a multi-faceted dialogue on people, places, events and ideas with significance to Kingston’s cultural heritage through commemorative forms. The strategy covers a period of ten years and includes all forms of commemoration that are on City of Kingston-owned property or require City approvals.

Vision
Commemorations in a variety of forms in City spaces throughout Kingston will be used to: honour important achievements and aspirations; discuss uncomfortable truths; and build appreciation of the diverse stories that make up Kingston’s past generations.

Definition
A *commemoration* is an intentional act of acknowledging the memory of people, places, events and ideas.

Commemorations can be public or private, national or local, tangible or intangible, monumental or modest in scale, permanent or temporary. The subject can be particular (recognizing a single person or event) or general (extolling an idea or movement).

Guiding Principles
1. Commemorations shall be realized in a range of forms and together they should provide opportunities for celebration, reflection, discovery, dialogue and critique.
2. All of Kingston is reflected in the range of commemorations in City spaces.
3. Everyone in Kingston, including the city’s youth, are engaged and connected to Kingston’s stories through their experience of the range of commemorations in City spaces.
4. The City shall recognize collective commemorative impulses and shall be flexible and responsive to communities’ spontaneous temporary commemorations in public spaces.
11 May 2015

Outcomes

1. Commemorations are accessible in a wide variety of City spaces across Kingston.
   
   Indicator: Number of new locations in underserved areas and different types of locations or platforms for existing and new commemorations.

2. New commemorations shall address the current gaps in themes and subjects listed in the Priority Thematic Areas to help foster public awareness of diverse stories.
   
   Indicator: Number of new commemorations in all forms that address the four Priority Thematic Areas.

3. Provide a transparent, welcoming and efficient process to enable all sectors of the community and City staff to understand decision-making and action for all commemorative forms.
   
   Indicators: Number of web hits to the virtual portal; Increase in number of inquiries/feedback from individuals/groups who have not previously contacted the City about commemorations; Efficiency will be demonstrated through reduction in staff time and clear staff roles and process.

4. The City will encourage increased private and public support for commemorations, particularly for Priority Thematic Areas.
   
   Indicators: Amount of increased investment from new sources including diverse communities; Amount of funding leveraged for new commemorations for the four Priority Thematic Areas.

5. Individuals involved in advising, selecting and approving new commemorations shall represent a diversity in ages, voices and perspectives, with qualified subject-specific advisors involved as required.

   Indicator: Review composition of committees involved in advising, selecting and approving new commemorations.
Finding: In Appendix C of *The Integrated Cultural Heritage and Cultural Tourism Strategy for the City of Kingston* identified a number of gaps in the stories being told. These gaps were also identified in stakeholder and public feedback received during the development of the Kingston Commemorations Strategy.

**Recommendation 2. Confirm the Priority Thematic Areas.**

**Priority Thematic Areas**

The themes and subjects listed below have been identified as priorities at present:

- First Peoples
- Ethno-cultural communities
- Francophone
- Women

British-Canadian history and military history are also important, but feedback we received noted that these are currently well-represented in comparison and therefore, not priority themes or subjects.

*Images to left: To mark the 100th anniversary of Ukrainian settlement in Kingston, a plaque for the Gaskin Lion was erected with text in English, French and Ukrainian (top); The Kingston Multi-cultural Arts Festival is a large annual event that showcases Kingston’s many ethnic communities (bottom)*
Finding: The Integrated Cultural Heritage and Cultural Tourism Strategy found that many of Kingston’s most recognizable cultural heritage assets – waterfront access, military buildings and limestone architecture – are clustered downtown and particularly in the City Hall precinct (First Capital Place). This is also true of many of the existing physical commemorations with very few commemorations to be found in rural areas and the west end. Despite this clustering, Kingston’s downtown lacks stories addressing the Priority Theme Areas. Also, the Downtown Action Plan identified a problem of “clutter” in the City Hall precinct that shall be addressed during the redevelopment of public spaces in this location.

Recommendation 3. Direct staff to work with local community groups to further develop the cultural heritage cluster downtown with new commemorations in a variety of forms to fill the current thematic gaps in a way that does not add to the problem of “clutter,” and to address geographic gaps as appropriate. The current annual funding for commemorations shall be leveraged to encourage external investments for this purpose.
“As a lifelong Kingstonian, I have always wanted to be able to talk about our history and feel that what we celebrate now is incomplete. ... There needs to be a message put forward which challenges conventional understandings and forces new perspectives to develop.”

comment from the Commemoration Survey
Establish an organizational structure for commemorations with clear roles and responsibilities.

Finding: Responsibility for commemorations rests with various departments across the City. There are some areas of overlap and staff roles and responsibilities are not clearly defined. This presents a challenge to manage the existing collections and to provide consistent decision-making and coordinated, efficient processes for new commemorative proposals. Furthermore, City staff at management level are dealing with routine procedures that could otherwise be handled by non-management staff.

Recommendation 4. Confirm the staff roles, responsibilities and processes as outlined in Diagrams 4.1 to 4.3 below and direct staff to further investigate efficiencies and to streamline processes, using non-management staff wherever possible. Report back to Council by 2016 on how this has been achieved.

Recommendation 5. Approve an Interdepartmental Commemorations Group to meet bi-annually to provide review and coordination of commemoration proposals under consideration for forms C2 to C5 (as listed in Diagram 4.1).

The Interdepartmental Commemorations Group shall include designated staff from the following Departments and/or Divisions:
- Public Works
- Facilities Management and Construction Services
- Parks Development (for C2 to C4 only)
- Planning Division (for C2 to C4 only)
- Special Events Office (for C5 proposals only)
- Cultural Services

Additions or revisions to the members of this group may change accordingly to meet program requirements and proposal requests.

The group’s role in relation to commemorations shall be to:
- Give input into a commemoration strategy, policies and evaluation criteria for commemorations on City-owned properties or requiring City approvals.
- Representatives in the group shall act as staff liaisons in their departments and ensure all commemorative proposals are directed to the Heritage Resource Centre staff
- On a bi-annual basis, representatives in the group (or another appropriate staff member from their department) shall act as technical advisors on an Evaluation Committee for commemorative proposals C2 to C5.
Diagram 4.1: Commemorative Form Categories

Category A
straightforward process, low resource need and shorter approvals timeline
1. Civic Awards
2. Tree/Bench Dedication
3. Motions of Congratulations, Recognition, Sympathy, Condolences and Speedy Recovery at Council
4. Mayor’s portrait
5. Third party displays and exhibitions on City property.

Category B
medium amount of processing or resources required
1. Displays and exhibitions developed in partnership with City and on City property (includes banners, transit ads and digital resources).
2. Tours
3. Festival or Ceremony
4. Proclamations
5. Flag raising
6. Heritage Property Markers & Heritage Roadside Signs

Category C
more involved process, requires more time and resource
1. Naming of Corporate Assets
2. Kingston Remembers plaques
3. Addition or renovation to existing physical commemorations
4. Medium to long-term physical commemorations (including plaques)
5. City-led one-time Event, Festival or Ceremony

Diagram 4.2: Commemorative Form Categories to be Considered by the City
The diagram below will be used by staff to determine whether the subject matter of a proposed commemoration is eligible for further consideration for each commemorative form.

<table>
<thead>
<tr>
<th>Subject matter</th>
<th>one or more individuals</th>
<th>nation/community/group</th>
<th>idea/place/event/accomplishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>City-wide relevance</td>
<td>high: A/B/C</td>
<td>A/B/C</td>
<td>A.2/A.5/B/C</td>
</tr>
<tr>
<td></td>
<td>low: A</td>
<td>A</td>
<td>not eligible</td>
</tr>
<tr>
<td></td>
<td>none</td>
<td>not eligible</td>
<td>not eligible</td>
</tr>
</tbody>
</table>
### Diagram 4.3: Contacts for Commemoration Proposals

<table>
<thead>
<tr>
<th>Department responsible</th>
<th>Type of Commemoration</th>
<th>Application/Approvals Process</th>
<th>Approval timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerks Department, City Clerk</td>
<td>A.3 Motions of Congrats</td>
<td>Request originates from Mayor’s Office or a Councillor</td>
<td>2 weeks in advance of next Council meet</td>
</tr>
<tr>
<td></td>
<td>B.4 Proclamation</td>
<td>Proclamations Policy</td>
<td>Next Council Agenda</td>
</tr>
<tr>
<td></td>
<td>B.5 Flag Raising</td>
<td>Flag Raising Policy</td>
<td>Typically 4 to 8 weeks</td>
</tr>
<tr>
<td></td>
<td>C.1 Naming a Corporate Asset</td>
<td>Naming of Corporate Assets Policy</td>
<td>4 to 12+ weeks</td>
</tr>
<tr>
<td>Cultural Services, Administrative Assistant</td>
<td>A.1 Civic Awards</td>
<td>Annual Call for Nominations</td>
<td>Annual call with March 31 deadline</td>
</tr>
<tr>
<td>Cultural Services, City Curator</td>
<td>A.4 Mayor’s portrait</td>
<td>Mayor’s Portrait Policy</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>B.1 Display in City Facility (City-initiated or partnership)</td>
<td>Request to City Curator or relevant department staff</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Cultural Services, Cultural Heritage Manager</td>
<td>B.2 Tours included on City app</td>
<td>Review by Communications and Education Working Group</td>
<td>Annual review</td>
</tr>
<tr>
<td></td>
<td>C.2 New plaque (Kingston Rememb.)</td>
<td>Review by Commemorations Working Group/MHC as appropriate</td>
<td>Bi-annual review of proposals</td>
</tr>
<tr>
<td></td>
<td>C.3 Addition/renovation to existing physical objects</td>
<td>As per revisions to Civic Collections Policy (TBC)</td>
<td>Bi-annual review of proposals</td>
</tr>
<tr>
<td></td>
<td>C.4 Other new physical object</td>
<td>As per revisions to Civic Collections Policy (TBC)</td>
<td>Bi-annual review of proposals</td>
</tr>
<tr>
<td></td>
<td>C.5 City-led Event, Festival or Ceremony</td>
<td>As per revisions to Special Events Policy (TBC)</td>
<td>Bi-annual review of proposals</td>
</tr>
<tr>
<td>Planning Division Manager of Policy Planning</td>
<td>B.6 Heritage Property Markers &amp; Heritage Roadside Signs</td>
<td>As per revisions to Heritage Commemorations Policy (TBC)</td>
<td>Bi-annual review of proposals</td>
</tr>
<tr>
<td>Facility Booking Office 613-544-4442 ext. 1800</td>
<td>A.5 Temporary Display in City Facility (room rental)</td>
<td>Room Booking Form</td>
<td>2 to 4 weeks</td>
</tr>
<tr>
<td>Manager of Operations, Public Works</td>
<td>A.2 Tree/Bench Dedication</td>
<td>Dedication Trees and Commemorative Benches Policy</td>
<td>4 to 12 weeks (with autumn plant/install)</td>
</tr>
<tr>
<td>Special Events Office, Coordinator</td>
<td>B.3 Community-led Event, Festival, or Ceremony</td>
<td>Special Events Policy</td>
<td>4 to 12 weeks</td>
</tr>
</tbody>
</table>
Finding: Committees do not have clear roles on commemorations as there is overlap between the Museums and Collections Advisory Committee and the Municipal Heritage Committee with its Communications and Education Working Group and Cultural Heritage Working Group.

Recommendation 6. Direct Cultural Services and Planning Division staff in their joint roles in guiding cultural heritage at the City to review the mandate and composition of the working groups of the Municipal Heritage Committee for the purpose of simplification and to add the remit of advising staff and the Museums and Collections Advisory Committee on physical long-term Commemoration proposals being considered for addition to the Civic Collection.

The resulting Municipal Heritage Committee Working Group’s role for commemorations would be as follows:

- Annually review outcomes, processes, policies, plans in order to make recommendations to staff; and
- To take part in Evaluation Committees for commemoration proposals C2 to C5 and/or nominate individuals to supplement an Evaluation Committee to ensure diversity, subject-matter expertise, local representation and design knowledge.
Finding: There is inconsistency on what value and forms of commemoration need to go to Council for approvals.

Recommendation 7. Confirm Council roles. Give staff delegated authority for decisions on new physical commemorations under $50,000 except where it is located on a protected heritage property.

Mayor and Councillors are elected by the citizens of Kingston to govern the City. Council and Committees of Council are arms-length of any Commemoration acquisition processes, but their role is to perform the following functions or empower staff to do so on Council’s behalf:

- Review and approve the City of Kingston’s Commemoration Strategy.
- Approve Municipal Capital Plan allocations and annual Capital Budgets.
- Approve negotiated agreements with private developers that may contain sections related to the provision of commemorations.
- Decisions on commemoration proposals for physical commemorations over $50,000 and commemorations of any value on protected heritage properties that require approval under the Ontario Heritage Act, as well as for decisions on City-wide Celebrations.
5.0 PROCESS AND POLICIES

“I love the integration of historic material into public spaces and places of daily encounter.”

comments from the Commemoration Survey
Establish a decision-making process and policies for commemorations.

Findings: There is no clear and consistent process for evaluating a commemoration proposal.

Recommendation 8. Confirm the decision-making processes for commemoration proposals including subject, site selection, design criteria and duration.

Please note: Diagram 5.1 below summarizes the following process.

Step 1: Commemorative Form Category Review
by Heritage Resource Centre (HRC) staff for all proposals

- Proposals’ relevance will be reviewed using Diagram 4.2.
- Only those proposals which pass the review to be considered in categories C2 to C5 will continue to Step 2.
- Proposals in category C3 may not require every step. This will be determined by the Cultural Heritage Manager.
- Proposals in categories C2 to C4 that are on protected heritage properties may require Municipal Heritage Committee approval under the Ontario Heritage Act during Step 4.
- Proposals in category C5 will be subject to the Special Events Policy and First Capital Place Policy.
- Proponents not being considered for categories C2 to C5 will either be referred to the appropriate Commemorative Form contact or they will be informed that their proposal is not appropriate for public commemoration in Kingston.
- The following review processes may also be considered for use where proposal requests are outside of the various forms listed in Diagram 4.1.

Note: The following steps are only applicable for proposals C2 to C5.

Step 2: Subject Mandatory Requirements Review
by HRC staff; applicable only for C2 to C5

Pre-application: Proponents are advised to consult with HRC staff, who will provide preliminary feedback on ways to help strengthen the application.

Proposal Submission Requirements
1. Description of the commemorative subject
2. Outline of objectives and form of commemoration requested
3. Preliminary schedule and budget (including agreed and potential funding to cover the development and maintenance of the commemoration)

Proposals may also include: one or more proposed locations; preliminary design concepts; and/or letters of support.

The following mandatory requirements need to be met:
1. The subject proposed must have relevance to the Kingston area or to communities in Kingston.
2. An individual will only be considered for commemoration at least ten years after his/her death.
3. A group or organization will only be considered for commemoration at least ten years after it has been established.
4. An idea or event will only be considered for commemoration at least ten years after its conclusion.
5. A commemorative proposal must not duplicate the themes or subject matter of an existing commemorative site.

6. Military commemorations should recognize collective efforts rather than individuals. In the case of international conflicts, only major military conflicts sanctioned by the Government of Canada can be considered.

7. Natural disasters will not normally be commemorated.

**Automatic disqualification:** The following criteria will be utilized to refuse consideration of proposals (proposals may still be refused once subjected to the assessment process on other grounds):

1. Proposals that include ideological or religious beliefs, or individual convictions that promote hate;

2. Proposals that are obviously contrary to Canadian laws, other City policies or by-laws.

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**Step 3: Subject Evaluation and Impact Review** (for C2 to C5)

There is a pre-review by the department responsible. A full review where deemed appropriate will be performed by the Interdepartmental Group who meets bi-annually with their report going to the Working Group for feedback.

**Subject Evaluation Criteria**

1. The proposed commemoration helps to meet the Vision, Guiding Principles and Outcomes listed in the Kingston Commemoration Strategy.

2. Commemorative subjects need to demonstrate specific relevance to the Kingston area and to communities in Kingston.

3. Commemorative subjects that include one or more of the Priority Theme Areas will be prioritized.

4. A commemoration’s proposed form (i.e. physical, temporary, digital, ceremonies) shall be appropriate to the subject matter and context.

5. A proposed commemoration’s geographic reach, level and intensity of impact, quality of impact, education and inspiration potential, duration or longevity and inclusiveness shall be considered.

6. The proposed commemoration can demonstrate it will result in quantifiable and/or qualitative impact and benefits for the community.

7. The proposed commemoration needs to demonstrate organizational capacity and a sound funding plan. City service needs and funding requests will be taken into consideration in the evaluation.

If Step 3 review is successful, the proposal continues to Step 4. If not, the proponent will be informed that their proposal has not been accepted.
**Note: In some instances Step 3 and all or part of Step 4 can be completed simultaneously.**

**Step 4: Site Selection and Design Review (for C2 to C5)**

Site Selection review will be by the Interdepartmental Group; Design Review by Interdepartmental Group and feedback from the Working Group.

**Urban Design Objectives**

1. Designs for commemorations shall contribute to creating attractive communities and a sense of place.
2. The subject and design shall be appropriate to the site and context.

**Site Selection Criteria**

1. Commemorations shall be sited in highly visible public areas both interior and exterior across the entire city, but there may be instances where more remote or quiet public areas may be a more appropriate context for a commemoration.
2. The significance and subject of the commemorative subject shall be appropriate to the site's significance and context.
3. Siting of new commemorations shall not encroach on, or diminish, existing memorials or cultural heritage resources, in terms of proximity and presence and with respect to content, zone of influence, skyline and views.
4. The selection of the site shall take into consideration compatibility with the current and potential uses of the site and the surrounding sites. Sites must be able to accommodate the commemoration, be safe and meet all technical requirements and standards.
5. The site shall fit within and support City Planning and Strategies and shall follow all City By-laws, Regulations and Policies, and will include stakeholder consultation as required.

**Design Criteria** (for C2 to C4 forms only)

1. Commemoration designs shall be appropriate to the site location and context with high quality, durable materials, considered lighting and universally accessible, sustainable designs.
2. Design of new commemorations shall not encroach on, or diminish, existing memorials or cultural heritage resources, in terms of proximity and presence and with respect to content, zone of influence, skyline and views.
3. Designs for high profile commemorations shall involve a professional artist* and/or designer. Where possible the design shall be contemporary and innovative with respect to expression, views, scale and interaction and shall also be timeless.
4. Commemorations shall be designed to be integrated into public infrastructure where possible, rather than be stand-alone or additive structures.
5. Desings shall be engaging through text and/or form for both those familiar and unfamiliar with the commemorative subject.
6. The design of commemorations shall fit within and support City Planning and Strategies and shall follow all City By-laws and Regulations, and will include stakeholder consultation as required. Commemorations on protected heritage properties shall follow the necessary approval process as outlined in the Ontario Heritage Act.

* Professional artist as per the Ontario Arts Council definition: must be recognized as a professional practicing artist by other artists working in the same field, have completed basic training (formal or informal) in their field(s), spend a significant amount of time practicing their art and seek payment for their work.

**Note: Where a commemoration is also a work of Public Art, the Design Review process shall include review by an Art Selection Jury, as per the City of Kingston's Public Art Policy.**
Design Proposal Requirements
1. Professional designer and/or artist to lead the project.
2. For large-scale and high-profile projects, an open call or design competition is preferred.
3. Drawings and images will need to adequately describe the project and how it sits in its context.

Notes for Proponents:
Alternate Mechanism
An alternate mechanism for proposals may be available for reasons of cultural sensitivity and accessibility, but this is not meant to be used to expedite or circumvent the process. Please enquire if you would like to be considered for this.

Funding and Costs
Proponents are responsible for the funding of their commemoration. In most cases, this will require the proponent to engage in fundraising activities. All costs associated with the project management, development, construction and installation, and/or production of a commemorative object or event are the responsibility of the sponsoring organization.

At the project initiation stage, the proponent will be required to prepare a letter of intent to outline the commitment to raise funds for the project. The letter will also acknowledge the estimated cost and proposed completion date. Once the City of Kingston has been satisfied that the proponent is able to complete the fundraising, the detailed planning and/or design stage can begin. Fundraising must be completed before the project moves forward to its implementation phase.

To offset the costs of perpetual maintenance and conservation of a physical commemorative work, the proponent will be asked to provide a maintenance plan and to contribute to a maintenance reserve fund. The amount will be equal to 10% of the total estimated cost of construction, or more where deemed necessary by the maintenance plan.

Ownership and Duration (for C2 to C4)
The proponent will be asked to transfer ownership of the commemoration to the City at installation. The City of Kingston reserves the right to move, alter, de-accession or dispose of commemorations. Please refer to the Civic Collection Policy for details on these procedures for commemorations which are in the Civic Collection. Also, time limits for display of the commemoration may be set at the time of acceptance.

Public Disclosure
A proposal will be made publicly available only if it advances to Step 3 and will be presented to the Commemoration Working Group for review and advice. At this point, City staff will make the proponent aware of this, and staff or Working Group members may contact other relevant groups and area experts as needed. Proposals will be subject to the Municipal Freedom of Information and Protection of Privacy Act.

Decisions
The evaluation decision in each step is final. Please note: due to limited resources, the City will not be able to approve every commemorative proposal it receives and some difficult choices will need to be made using the established objectives and criteria for each type of commemoration.
Diagram 5.1: Summary of Evaluation Process for Commemoration Proposals C2 to C5

<table>
<thead>
<tr>
<th>APPROX. TIMELINE</th>
<th>STAGES</th>
<th>ROLES &amp; RESPONSIBILITIES</th>
</tr>
</thead>
</table>
| Full decision (Steps 1 to 4) may take up to 12 months total. | **Step 1: Commemorative Form Category Review**  
- As per Diagram 4.2  
- Only proposals that pass the review will continue to Step 2  
- Other proposals will be referred to appropriate contact | Steps 1 and 2  
- Heritage Resource Centre staff review |
| 2 to 4 weeks total for Steps 1 and 2 | **Step 2: Subject Mandatory Requirements Review**  
- Proposal Requirements list  
- Subject Mandatory Requirements & Automatic Disqualification | Steps 3 and 4  
- Pre-review by Cultural Heritage Manager who will lead a full review where deemed appropriate  
- Review by Interdepartmental Group for complex proposals (where proposal involves more than 3 departments or needs a Council report)  
- Working Group review and advise staff for complex proposals, additional area experts added to review as required;  
- Municipal Heritage Committee review may be necessary for any proposals on protected heritage properties  
- Where a commemoration is also a work of Public Art, the Design Review process shall include review by an Art Selection Jury, as per the City of Kingston’s Public Art Policy  
- Biannual Council report on commemoration proposals reviewed |
| 4 to 8 months from proposal submission | **Step 3: Subject Evaluation and Impact Review**  
- Subject Evaluation Criteria  
- Impact & Benefit Evaluation |  |
| 4 to 8 months from info received (can be simultaneous with Step 3) | **Step 4: Site Selection and Design Review**  
- Urban Design Objectives  
- Site Selection Criteria  
- Design Criteria & Design Proposal Requirements (C5 exempt) |  |
| Please note: steps 5 & 6 are only for proposals which have been approved | **Step 5: Implementation**  
- Proponent costs, roles and responsibilities outlined  
- City support, roles and responsibilities outlined |  |
| | **Step 6: Post-installation** (not applicable to C6)  
- Ownership transfer (legal documents)  
- Inauguration  
- Donor recognition  
- Collection management |  |

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Finding: There are a number of authorized and unauthorized commemorations on City property that are not part of the Civic Collection. In some cases, unauthorized commemorations pose a safety risk, for example roadside memorials that diminish site lines. With the high volume of new commemorations proposed and the large number of existing authorized commemorations on City property, time limits need to be introduced to ensure there is space, particularly in parks, for people’s use as well as for future commemorative needs and future redevelopment of the spaces.

Recommendation 9. Direct staff in each department to review existing physical commemorative items on City properties they manage by Q4 2015. The City Curator will lead the assessment of the list of items that will be either: included in the Civic Collection or removed. Any items not included in the collection and not removed will continue to be the responsibility of the department in question.

The City Curator will lead the assessment of the list of items against criteria (as per Recommendation 8) and as per the Civic Collection Policy, to determine which items may be considered for inclusion into the Civic Collection. The items that will not be included in the Collection will be scheduled for removal at the earliest of the following: in ten years (where they were authorized) or in one month (where they were not authorized); when the property is redeveloped, when the item’s condition is poor, or when the item poses a safety risk. Items not included in the Civic Collection will continue to be the responsibility of the department in question.

The City shall recognize collective commemorative impulses and shall be flexible and responsive to communities’ spontaneous temporary commemorations, but safety must always come first. Time limits are important because unauthorized commemorations cannot be left indefinitely on City property. In the future, proposals for new commemorations will all have to go through the process outlined in Recommendation 8. In some cases time limits, or the duration of the commemorative item may be set as a condition of acceptance.

Finding: Data on commemorations in the Civic Collection is missing or inconsistent and, although new database software is being set-up, there is not the capacity in staff resources to address the information backlog at present.

Recommendation 10. Staff managing various commemorative forms and the related budgets shall endeavor to provide up-to-date inventory information annually to be included as part of the Civic Collection database as well as the Kingston Culture Map, as resources permit.

Currently, the City of Kingston does not have a complete inventory of City-owned or managed commemorations available electronically. This work needs to be done to support the tracking and management of tangible commemorations across the city. The Kingston Culture Map also provides a mechanism to share this information with the public through the City of Kingston website. While the Civic Collection inventory and the Kingston Culture Map continue to be developed as useful tools, it is recommended that different departments within the City be required to maintain up-to-date records of the commemorations they manage so this data can be integrated across platforms with the help of IS & T and Corporate Communications. That would include tree and bench dedications and heritage markers, for example.
11 May 2015

**Finding:** Requests for commemorations negotiated through site plan approvals do not have clear direction for process and ability to ensure implementation. Also, existing By-law 2008-154 Kingston Remembers is not being used.

**Recommendation 11.** Direct staff to amend or repeal existing By-law 2008-154, A By-law to Create a “Kingston Remembers” Program because some if its provisions are not enforceable under the Planning Act.

**Recommendation 12.** In the guidelines for drafting a Heritage Impact Statement, the Planning Division will ask the Heritage consultant to look at and suggest opportunities for commemoration where they are appropriate.

**Finding:** The current policies related to commemoration have some inconsistencies and, in some cases, don’t clearly lay out processes, roles and responsibilities. The policies don’t currently share a vision.

**Recommendation 13.** Direct the Cultural Heritage Manager to work with relevant department staff to make changes to the following City policies to follow the framework, organizational structure and processes agreed in Recommendations 1 to 12.

All the policies related to Commemorations will need to be reviewed and amended to tie them back to the Kingston Commemoration Strategy with the following policies to be particularly amended as listed:

- Special Events Policy ARCP-14-003 to be amended to include process for evaluating City-led Events
- Civic Collection Policy CUL-MUS-002 to be amended to include process to evaluate new commemoration proposals and proposals to amend or add to existing commemorations, or a new policy will need to be created for the Commemoration collection node
- Heritage Commemoration Policy MHC-13-010 to be amended to make clear the process for new plaques, heritage property markers and heritage road signs.
- Naming of Corporate Assets Policy 2004 to include commemorative proposal criteria for any instances of commemorative naming. These criteria will not to apply to sponsorships.
- Create a new umbrella policy for Commemorations that will include the vision, outcomes and guiding principles listed in this strategy. The policy will reference the existing policies relating to commemorative forms.
6.0 PARTNERSHIPS AND OUTREACH

“There are many important stories to tell and hopefully they can be told in new and exciting ways which engage the public.”

comments from the Commemorations Survey
Provide information to community members, encourage and develop partnerships to support the commemoration strategy’s goals.

Finding: Most commemorations to date have been funded by the proponent group who is proposing the commemoration -- through fundraising and grants. There are a series of existing funding sources for commemorations in current City of Kingston budgets. The funding is not enough to cover all the costs of commemorations, but can be leveraged as a source of match-funding. Potential sources of funding for commemorations are listed for reference.

Recommendation 14. Staff shall direct some of the City’s current annual funding budget for commemorations towards projects with local groups that address thematic and geographic gaps identified in Recommendations 2 and 3. Staff shall use the funds to leverage external investments for this purpose wherever possible.

Recommendation 15. Encourage the development of partnerships, grants and sponsorships to further support the development of approved commemoration proposals, particularly to address existing thematic and geographic gaps identified in Recommendations 2 and 3.

Potential Funding Sources for Commemoration Proposals

City funding
1. Existing internal resources for City-initiated commemorations
2. Existing user-fees (tree/bench, room rentals, naming sponsorships)
3. Heritage interpretation budget (for City-driven projects & Kingston Remembers plaques)
4. City of Kingston Heritage Fund – managed by Kingston Association of Museums, Art Galleries and Historic Sites (KAM)
5. Through the development process: either negotiated or voluntary, where applicable
6. Specific requests for funds through Council (in exceptional circumstances)

Other funding sources
1. Government grants
2. Community foundations
3. Community groups and non-profits
4. Sponsorships from businesses
5. Individual donors
Findings: There is no clear public information on the process for proposing a commemoration and a lack of consistency in the review of proposals.

Recommendation 16. Establish a physical portal in the Heritage Resource Centre as the first point of contact for commemorations on City-owned land and requiring City approvals. Also create a virtual portal on the City of Kingston website that provides information on the various commemoration options and corresponding decision-making processes.

Diagram 6.1 provides a framework for the virtual portal. The information found in the virtual portal will also be made available to the City of Kingston customer service representatives.

The physical portal is a place where people could go to, or call to receive information on the process of proposing a commemoration on City-land as well as information and advice on the regulations governing commemorations in publicly-accessible private spaces.
**Diagram 6.1: Virtual Portal Framework**

**WELCOME TO THE CITY OF KINGSTON’S COMMEMORATIONS PAGE**

**WHAT ARE YOU LOOKING FOR?**

- locating existing commemorations in Kingston
- finding out more about an existing commemoration
- reporting vandalism or disrepair of a commemoration
- finding out more about the City’s commemoration program
- submitting a proposal for a new public commemoration

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**WHO OR WHAT ARE YOU INTERESTED IN COMMEMORATING?**

- one person
- a group of people
- a place
- an event
- an idea or accomplishment

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**WHAT FORM OF COMMEMORATION DO YOU WANT TO CONSIDER?**

<table>
<thead>
<tr>
<th>Civic Awards</th>
<th>Tree/Bench Dedication</th>
<th>Temporary Display in City Facility</th>
<th>Event, Festival or Ceremony</th>
<th>Proclamation</th>
<th>Flag Raising</th>
<th>Naming a City-owned Road, Building or Place</th>
<th>Heritage Marker or Roadside Sign</th>
<th>Plaque or other physical object</th>
</tr>
</thead>
</table>

- Form here
- Policy here
- Contact the Facility Booking Office

- Submission process and criteria here
- Policy here
- Contact the Heritage Resource Centre

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Please note, the City cannot accept your proposal if any of the following apply:
- fewer than 10 years have passed since event
- a commemoration already exists for the event
- the event has no relevance to the Kingston area or to communities in Kingston

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If you have further questions or comments please contact:
**Heritage Resource Centre**
email: email@cityofkingston.ca
tel: 613-546-4291 ext.0000
in person: Main Floor, City Hall from 10am to 4pm
"I think it is time for Kingston to diversify the nature of the history it reflects to its residents and to tourists."

comment from the Commemoration Survey
Overall the same trends and priorities were consistently mirrored by the internal and external stakeholders and the public survey responses. The following is a summary of the consultations.

**Stakeholder meetings**

**External Working Group**
Members:
- Paul Carl, Aboriginal Teacher Education Program, Queen’s University & Municipal Heritage Committee
- Peter Gower, President, Kingston Historical Society
- Sunita Gupta, Kingston Immigration Partnership & Kingston Multicultural Arts Festival
- Heather Home, Public Services Archivist, Queen’s University Archives
- Eric Millan, Cultural Services summer intern and St. Lawrence College Student
- Laura Murray, Professor, Department of English, Queen’s University & Municipal Heritage Committee
- Brian Osborne, Historian and Professor Emeritus of Geography, Queen’s University
- Gerry Shoalts, Shoalts and Zaback Architects
- Scott Wentworth, Scott Wentworth Landscape Group

**City Staff Working Group**
Meeting dates: 9 Sept, 20 Oct, 10 Dec, 2014, 21 Jan, 4 March, 28 April 2015
Members:
- Annalee Adair, Manager of Community Engagement and Education
- Sonya Bolton, Senior Policy Planner
- Sarah Forsyth, Civic Collections Technician
- Kristine Hebert-Jarron, Parks and Open Space Coordinator
- Ryan Leary, Senior Planner, Heritage
- Paul Roberston, City Curator
- Damon Wells, Director, Public Works
- Colin Wiginton, Cultural Director

**Kingston Immigration Partnership Roundtable**
Meeting date: 10 December 2014
The event was organized by Sunita Gupta of Kingston Immigration Partnership. Paul Robertson from the City of Kingston and Helena Grdadolnik from Workshop Architecture presented information about the purpose and development of the Kingston Commemoration Strategy and posed four questions to be brainstormed by the 40 attendees who were a diverse representation of cultural groups in Kingston.

**The consultation process for the Commemoration Strategy involved:** 14 City staff in 5 departments, 9 external community stakeholders, 40 attendees at the Kingston Immigration Roundtable, and 137 respondents to the public survey!
“In any person/event/thing commemorated, it is important to retain as much complexity and as much of the “big picture” as possible. Significant achievements can be celebrated at the same time as prejudices, injustices and historical wrongs are acknowledged.”

comment from the Commemorations Survey
Commemoration definitions

A **commemoration** is an intentional act of acknowledging the memory of people, places, events and ideas.

Commemorations can be public or private, national or local, tangible or intangible, monumental or modest in scale, permanent or temporary. The subjects can also be particular (recognizing a single person or event) or general (extolling an idea or movement). If a commemoration is created by an **artist** and sited or staged in **public space**, it will also be a work of **public art**.

**Typology: forms of commemoration**

*Please note: the items listed are existing forms. This list may not cover other forms that may emerge over time.*

A **memorial** is a commemoration created to honour a person who has died or suffered to preserve the memory of an event in which many people died. A cenotaph is one type of physical memorial. Other forms can include non-physical forms such as a vigil or a memorial website.

A **monument** is a large structure erected as a commemoration. These may include temples, arches, obelisks, columns and/or fountains.

A **figurative statue** depicting a sculptural resemblance to the people, places, events or ideas it recognizes, is amongst the oldest commemorative forms. The mode of expression can be from highly abstract to very realistic.

**Plaques** (includes medallions and book plaques) are relatively flat surfaces that can have commemorative messages inscribed or in bas-relief. Not all plaques are commemorations, some plaques offer other pieces of information (e.g. Jenny Trout plaque in Kingston City Hall).

**Public art** is a work in any media created by an **artist** that has been planned and executed with the specific intention of being sited or staged in **public space**, often incorporating elements of site specificity, community engagement and collaboration and acquired following the City of Kingston’s established processes. A work of public art can be integrated into a building, infrastructure, landscape or public space or it can be comprised of one or more distinct elements. Public art is only a commemoration in cases where it is intentionally acknowledging the memory of people, places, events and ideas.

A **dedication** is an element installed primarily for its use or function – including benches, trees, paving stones, planting beds, civic structures, and street and park furnishings. They serve to communicate the contribution of individuals and to mark events that are meaningful to a specific community of people.

A **memento** is an object taken from its original context and considered important because of its association with a person, place, event or idea and its use as a physical marker to commemorate a person, place, event or idea (e.g. Locomotive 1095 Spirit of Sir John A).

A **commemorative area** is a place of significance for the memory of a people, event or idea (e.g. Mecca).

A **commemorative space** is a public space such as a plaza, square, street, park or landscape that is designed to create a focal point to recognize the memory of a person, community, event or idea. The design of these spaces are often inextricably bound to the site and to the subject being commemorated (e.g. Veterans Memorial Garden, Memorial Centre).

A **commemorative event** is a culturally significant ceremony or festival in a public space or building that recognizes the memory of a person, community, place, event or idea (e.g. First Capital Place).
A commemorative award is an honour or prize that is named in the memory of a significant person, community, place, event or idea (e.g. Memorial cup).

Other (non-commemorative) elements

Other elements not considered commemorative but that are related are defined below:

Interpretation is the act of explaining the meaning of something through the use of a medium (e.g., brochure, plaque). Interpretive elements promote a critical understanding of persons, places and events of importance. Their intent is not to “recognize,” as would be in a commemoration, but rather to educate and interpret the significance of the subject.

Education is a form of learning in which the knowledge, skills and habits of a group of people are transferred from one generation to the next through teaching, training or research.

A tribute is an act, statement, or gift that is intended to show gratitude, respect, or admiration to honour a person’s accomplishment during their lifetime.

An artefact is an object made by a human being, typically an item of cultural or historical interest.

Sponsorship is the provision of products or services to support an event, activity, work, or organization in return for access to the commercial potential associated with that property or visibility for the sponsor.

Other relevant glossary terms

A Professional Artist is someone who: is recognized as a professional practicing artist by other artists working in the same field; has completed basic training (formal or informal) in their field; spends a significant amount of time practicing their art; and seeks payment for their work. (Ontario Arts Council definition)

Acquisition is the obtaining of a commemoration through commission, purchase, donation, gift or bequest.

De-accession is the formal process to permanently remove an object from the Civic Collection.

Civic Collection shall be defined as the commemorations, artefacts, archives, and works of art belonging to the Corporation of the City of Kingston.

Public space is defined herein as any exterior or interior space on City property or on property managed by the City of Kingston that is accessible to the general public. Publicly-accessible space that is owned by other levels of government or that is privately owned is not included for the purpose of this document.
“It feels like we need to rebalance by holding commemorative events and naming spaces for the lesser known, yet vitally important figures in our city’s history.”

comments from the Commemorations Survey


Images

Cover: A Time Remembered, temporary student art intervention to mark the 100 year anniversary of the start of WW1 on the permanent artwork Time by Kosso Elulol, Kingston. Credit: Michael Lea/Kingston Whig-Standard (left); 2013 National Aboriginal Day in Kingston, courtesy City of Kingston (top right); Battery Park paving detail, courtesy City of Kingston (bottom right).

p.3: WWI 21st Battalion Memorial, courtesy City of Kingston.

p.4: Dedication of the Kingston Remembers Colonel Bradstreet plaque, courtesy KingstonThisWeek.com/Sun Media.

p.7: Heritage Canada plaque on the exterior of the Kingston City Hall, courtesy of City of Kingston; Unveiling of the restored portrait of Sir John A. Macdonald during the City-led celebrations of the 200th anniversary of his birth, courtesy City of Kingston.

p.8: A Time Remembered, temporary student art intervention to mark the 100-year anniversary of the start of WW1 on the permanent artwork Time by Kosso Eluol, Kingston. Credit: Michael Lea/Kingston Whig-Standard.

p.11: [murmur] digital commemoration project in Toronto, courtesy of herd.typepad.com; Biddy Mason’s Place: A Passage of Time, Los Angeles, credit: Sheila Levant de Bretteville; Smudging ceremony on 16 December 2014 in Kingston Council Chambers, courtesy City of Kingston; a ghost bike memorial, courtesy of bikerumor.com, credit: Fred Askew.

p.12: Poppy Plaza war memorial and public space by Marc Boutin Architectural Collaborative, Calgary.


p.15: Kingston Remembers plaque for Gaskin Lion, courtesy City of Kingston; Kingston Multi-cultural Arts Festival, courtesy Kingston Immigration Partnership.

p.16: Image of Kingston Culture Map, courtesy City of Kingston; an activity during the First Canada Day celebrations, courtesy City of Kingston.

p.17: Confederation Park in Kingston, courtesy Diogenes Borealist blogspot.

p.18: City of Kingston commemoration in Market Square, courtesy City of Kingston.

p.19: Tree dedication; Kingston Remembers plaque for Queen Street Synagogue, both courtesy City of Kingston.

p.22 and 23: Plaques at Kingston City Hall, courtesy City of Kingston and Workshop Architecture.

p.24: Battery Park paving detail, courtesy City of Kingston.

p.31 and 33: Heritage road sign; Heritage marker, courtesy City of Kingston.

p.32: Artillery Park Aquatic Centre exhibit, courtesy City of Kingston.

p.34: Restoration of the Cross of Sacrifice, credit: Michael Lea/Kingston Whig-Standard.

p.36: Image of madeinygk.com website.

p.38: Kirkpatrick Memorial Fountain, courtesy City of Kingston.

p.41: Concert in Kingston City Hall during the City-led celebrations of the 200th anniversary of Sir John A. Macdonald’s birth, courtesy City of Kingston.


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