



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

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**To:** Chair and Members of the Kingston Heritage Programs Committee

**From:** Jennifer Campbell, Commissioner, Community Services

**Resource Staff:** Kevin Gibbs, Acting Director, Heritage Services

**Date of Meeting:** December 6, 2023

**Subject:** Your Stories, Our Histories Project Update

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**Council Strategic Plan Alignment:**

Theme: 4. Foster a Caring and Inclusive Community

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

**Executive Summary:**

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

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

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

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**Recommendation:**

This report is for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

Jennifer Campbell,  
**Commissioner, Community  
Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Lanie Hurdle, Chief  
**Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

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

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**Options/Discussion:**

**Background**

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

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

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

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

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

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

**Existing Policy/By-Law:**

None

**Notice Provisions:**

None

**Financial Considerations:**

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

**Contacts:**

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

**Other City of Kingston Staff Consulted:**

Miranda Riley, Acting Curator, Heritage Services

Vanessa Mensah, Acting Manager, Equity, Diversity & Inclusion

Courtney Klumper, Communications Officer, Communications & Customer Experience

**Exhibits Attached:**

Exhibit A – Your Stories Our Histories application



# Your Stories Our Histories Community Exhibit Application

## Your Stories Our Histories Community Exhibit

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

## Other Information

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

## FAQs

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

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

### What type of lighting system do you use?

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

### Are the niche cases climate controlled?

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

### Do all exhibit cases lock?

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

### Can we nail things into the exhibit cases?

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

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

Yes, providing materials will not leave any residue.

### Can we design our own text panels and labels?

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

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

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

### When will staff let me know about my application?

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

**The survey will take approximately 6 minutes to complete.**

\* Required

1.Group Name or Organization Name (if applicable)

2.Contact Name \*

3.Mailing Address \*

4.Email \*

5.Phone Number \*

6.Social Media Links (if applicable)

7.Website address (if applicable)

8.Description of Proposed Exhibit \*

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

Yes

No

10. If yes, please specify.

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

**Upload file**

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