



The Corporation of the City of Sault Ste. Marie
Historic Sites Board
Agenda

Wednesday, February 12, 2025

12:00 pm - 1:30 pm

Old Stone House

Meetings may be viewed live on the City's YouTube channel
<https://www.youtube.com/user/SaultSteMarieOntario>

Pages

1. Call to Order

This meeting is livestreamed on the City of Sault Ste. Marie's YouTube channel.

We acknowledge with respect, that we are meeting in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe, known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, and the Historic Sault Ste. Marie Métis Council.

2. Declaration of Pecuniary Interest

3. Procedure By-Law for HSB committee of Council

Regulating By-law mandate, composition, terms

Governance, Accountability

Procedure By-law 2013-100, By-law 99-100

Open meetings vs Closed meetings

Agenda, rules of conduct, motions, voting, quorum, administration, conflict of interest

4. Election of Officers

Nomination of Chair HSB 2025 & 2026

Mover _____

Seconded _____

Resolved that the Nominations be open for the position of Chair HSB 2025 & 2026.

Chair nomination

Mover _____

Seconded _____

Resolved that the Historic Sites Board nominate _____ for Chair of the HSB committee of Council.

Nomination of Vice-Chair HSB 2025 & 2026

Mover _____

Seconded _____

Resolved that the nominations be open for the position of Vice-Chair HSB.

Vice Chair nomination

Mover _____

Seconded _____

Resolved that the Historic Sites Board nominate _____ for Vice Chair of the HSB committee of Council.

5. Adoption of Agenda

Mover _____

Seconded _____

Resolved that the Agenda for Historic Sites Board meeting for February 12, 2025 as presented be approved.

6. Adoption of Minutes

4 - 6

Mover _____

Seconded _____

Resolved that Minutes of Historic Sites Board meeting of December 11, 2024 be approved.

Moved and Seconded by members present at the December meeting.

7. Business Arising

8. Accounts

7 - 7

Financial Statement Year to Date - end of December 2024 - UNOFFICIAL

Mover _____

Seconded _____

Resolved that the members of the Historic Sites Board approve the expenditures to date - YTD estimated expenditures December 2024.

9. Curator's Report

Events 2025

Toronto Gift Show

February - Heritage Week

March - March Break Cultural Pass

10. Municipal Heritage Committee

Heritage Week

11. New Business

Overview of meeting dates and tasks for each meeting - deadlines.

HSB members can stay after the official meeting business for a tour, and orientation binder.

12. Next Meeting

April 9, 2025

12:00 noon

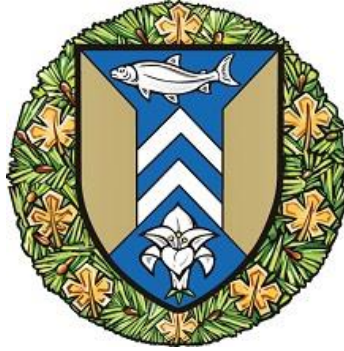
Summer Kitchen - ECNHS

13. Adjournment

Mover _____

Seconder _____

Resolved that this Committee now adjourn.



The Corporation of the City of Sault Ste. Marie

Historic Sites Board Minutes

Wednesday, December 11, 2024 ~ 12:00 pm
Biggings Room, Civic Centre

Present: ☒ S. Casola
 ☒ D. Conyers
 ☐ C. Wiseman
 ☒ Sandra Hollingsworth
 ☒ Heather Bot
 ☐ Joe Bumbacco
 ☐ Kelly Marshall
 ☒ Brittany Paat

Officials: ☒ K. Fisher

1. Call to Order

K.Marshall - chair - sent regrets.

S. Casola chaired meeting - 12:20 called to order.

2. Declaration of Pecuniary Interest

none noted

3. Adoption of Agenda

Moved by: D. Conyers

Seconded by: Heather Bot

Resolved that the Agenda for Historic Sites Board meeting for December 11, 2024 as presented be approved.

Carried

4. Adoption of Minutes

Moved by: Sandra Hollingsworth

Seconded by: D. Conyers

Resolved that Minutes of Historic Sites Board meeting of October 9, 2024 be approved.

Carried

5. Business Arising

none noted

6. Accounts

Discussion on Community Museum Operating Grant (CMOG) annual grant approval from the Province. Letter was sent to the Minister on behalf of the Historic Sites Board request a review of the operating grant for ECNHS. Ontario Museum Association is advocating for a review of the overall Provincial program and to increase the funding. The program has not changed in funding in over 25 years. HSB & the staff strive to perfect the Provincial museum standards in operations and policy. HSB members would like to revisit and do more advocating in the upcoming year.

The application for the FedNor - Tourism Growth Program has been approved at \$195,000.

Summer Employment funding application with Young Canada Works - Canadian Heritage - Canadian Museums Association has been submitted.

Summer Employment funding application with Summer Experience Program - Provincial application - has been submitted.

FedNor Youth Internship claim form for 3 months has been submitted for year end.

2024 estimated year end financials will be available for February meeting.

Moved by: Heather Bot
Seconded by: D. Conyers

Resolved that the members of the Historic Sites Board approve the expenditures to date - ending October 31, 2024, as presented.

Carried

7. Curator's Report

KPI's for year end 2024 will be forthcoming at February's meeting.

Programming update:

- Fridays by the Fire will resume in January
- Valentine Tea
- Booking dates for Cruise Ships, Bus Tours, wedding, showers, and groups have been received and our calendar is filling up.

Moved by: Sandra Hollingsworth
Seconded by: Brittany Paat

"Resolved that the Historic Sites Board approve the final draft of the Strategic Plan 2024 to 2029, as presented."

Carried

8. Municipal Heritage Committee

V. McLeod provided a quick update.

- Yard Locker @ the Machine Shop is under review for Designation
- the booklet on the Heritage Properties, Plaques, and Monuments is being updated
- Heritage Trees project is just beginning

9. New Business

10. Next Meeting

11. Adjournment

Moved by: Sandra Hollingsworth
Seconded by: Heather Bot

Resolved that this Committee now adjourn.

Carried



**SAULT
STE. MARIE**

CITY OF SAULT STE MARIE
HSB - OLD STONE HOUSE

For the Eleven Months Ending Saturday, November 30, 2024

		Dec. 31 YTD	Budget	2023 Actual To:	2023 Actual	Budget
	November	ESTIMATED	2024	November	Year End	2023
FISCAL YEAR REMAINING% :						
REVENUE						
Fees and user charges	(\$4,844.71)	(\$118,682.92)	(\$84,968.00)	(\$125,850.49)	(\$132,292.70)	(\$80,976.00)
Government grants	\$0.00	(\$31,964.71)	(\$18,780.00)	(\$153,140.30)	(\$178,456.70)	(\$18,780.00)
	(\$4,844.71)	(\$150,647.63)	(\$103,748.00)	(\$278,990.79)	(\$310,749.40)	(\$99,756.00)
EXPENDITURES						
Salaries	\$20,580.30	\$301,650.07	\$293,814.00	\$245,373.69	\$273,237.87	\$278,757.00
Benefits	\$4,325.62	\$60,244.37	\$63,678.00	\$49,161.19	\$54,598.67	\$62,004.00
TOTAL SALARIES/BENEFITS	\$24,905.92	\$361,894.44	\$357,492.00	\$294,534.88	\$327,836.54	\$340,761.00
Travel and training	\$0.00	\$2,876.81	\$3,300.00	\$94.95	\$205.39	\$3,200.00
Vehicle allowance, maintenance and repairs	\$0.00	\$81.76	\$100.00	\$76.72	\$97.83	\$100.00
Utilities and fuel	\$1,943.22	\$30,562.49	\$33,270.00	\$32,953.53	\$38,877.59	\$35,270.00
Materials and supplies	\$1,993.55	\$55,106.63	\$26,830.00	\$135,004.69	\$139,119.66	\$25,330.00
Maintenance and repairs	\$1,049.62	\$33,494.56	\$21,393.00	\$52,357.78	\$58,595.85	\$19,670.00
Goods for resale	\$1,075.99	\$18,885.17	\$9,100.00	\$26,034.76	\$23,231.96	\$9,000.00
Financial expenses	\$320.13	\$5,483.55	\$1,750.00	\$5,051.89	\$6,541.99	\$1,750.00
Purchased and contracted services	\$377.43	\$10,482.90	\$9,082.00	\$16,507.46	\$17,087.60	\$9,782.00
Transfer to own funds				\$0.00	\$340.69	
TOTAL OTHER EXPENSES	\$6,759.94	\$156,973.87	\$104,825.00	\$268,081.78	\$284,098.56	\$104,102.00
	\$31,665.86	\$518,868.31	\$462,317.00	\$562,616.66	\$611,935.10	\$444,863.00
NET (REVENUE)/EXPENDITURE	\$26,821.15	\$368,220.68	\$358,569.00	\$283,625.87	\$301,185.70	\$345,107.00
**Note: emergency maintenance funds still to be transferred & finance adjustments for year end still outstanding						