



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

Wednesday, December 11, 2024

12:00 pm - 1:30 pm

Biggings Room, Civic Centre

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

	Pages
1. Call to Order	
2. Declaration of Pecuniary Interest	
3. Adoption of Agenda	
Mover _____	
Seconder _____	
Resolved that the Agenda for Historic Sites Board meeting for December 11, 2024 as presented be approved.	
4. Adoption of Minutes	3 - 4
Mover _____	
Seconder _____	
Resolved that Minutes of Historic Sites Board meeting of October 9, 2024 be approved.	
5. Business Arising	
6. Accounts	5 - 5
Mover _____	
Seconder _____	
Resolved that the members of the Historic Sites Board approve the expenditures to date - ending October 31, 2024, as presented.	

7. Curator's Report

6 - 13

a) HSB years in Review - attached

b) draft Strategic Plan 2024 to 2029 - attached - resolution to approve draft as final

c) update on ECNHS

Mover _____

Seconder _____

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

8. Municipal Heritage Committee

9. New Business

Newly appointed members of the Historic Sites Board will be notified and provided a new information binder to start their 2 year term. ACTION IN JANUARY by K.Fisher

10. Next Meeting

New HSB committee members will be contacted.

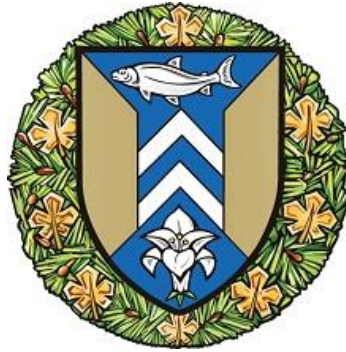
next meeting scheduled for February 12, 2024

11. Adjournment

Mover _____

Seconder _____

Resolved that this Committee now adjourn.



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

Wednesday, October 9, 2024

12:00 pm ~ Old Stone House ~ Summer Kitchen

Present: S. Casola, D. Conyers, C. Wiseman, Sandra Hollingsworth,
Heather Bot, Brittany Paat

Absent: Joe Bumbacco, Kelly Marshall

Officials: K. Fisher

1. Call to Order

Meeting called to Order at 12:12 p.m. by S. Casola

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 October 9, 2024 as presented be approved.

Carried

4. Adoption of Minutes

Moved by: Heather Bot

Seconded by: D. Conyers

Resolved that Minutes of Historic Sites Board meeting of June 26, 2024, be approved.

Carried

5. Business Arising

none noted

6. Accounts

Moved by: Heather Bot

Seconded by: D. Conyers

"Be it resolved that the members of the Historic Sites Board approve the expenditures to date - ending August 2024, as presented."

Carried

7. Curator's Report

a. Fall Rendezvous festival review

b. End of peak season – hours, cruise ships, bus tours

c. Comments regarding User Fees & KPI's

d. Presentation by Intern John: Branding, logo, beginning of Digital transformation – derived from the Digital Strategy.

e. Update on Restoration & Capital projects

f. New QR code APP – 5/15 stories are now uploaded onto the APP

8. Municipal Heritage Committee

no new business brought forward

9. New Business

none noted

10. Next Meeting

December 11, 2024

12:00 noon


11. Adjournment

Moved by: Sandra Hollingsworth

Seconded by: D. Conyers

Resolved that this Committee now adjourn.

Carried

 SAULT STE. MARIE	CITY OF SAULT STE MARIE				
	HSB - OLD STONE HOUSE				
	For the Ten Months Ending Thursday, October 31, 2024				
		YTD	Budget	2023 Actual To:	2023 Actual
FISCAL YEAR REMAINING% :	October	Actual	2024	October	Year End
REVENUE					
Fees and user charges	(\$14,447.87)	(\$106,192.75)	(\$84,968.00)	(\$118,020.83)	(\$132,292.70)
Government grants	(\$5,333.19)	(\$29,864.71)	(\$18,780.00)	(\$153,140.30)	(\$178,456.70)
	(\$19,781.06)	(\$136,057.46)	(\$103,748.00)	(\$271,161.13)	(\$310,749.40)
EXPENDITURES					
Salaries	\$36,533.30	\$255,696.91	\$293,814.00	\$224,652.28	\$273,237.87
Benefits	\$5,874.54	\$50,259.24	\$63,678.00	\$44,468.79	\$54,598.67
TOTAL SALARIES/BENEFITS	\$42,407.84	\$305,956.15	\$357,492.00	\$269,121.07	\$327,836.54
Travel and training	\$262.49	\$2,876.81	\$3,300.00	\$94.95	\$205.39
Vehicle allowance, maintenance and repairs	\$42.56	\$81.76	\$100.00	\$76.72	\$97.83
Utilities and fuel	\$1,981.81	\$23,917.94	\$33,270.00	\$30,171.33	\$38,877.59
Materials and supplies	\$6,059.77	\$50,425.82	\$26,830.00	\$118,259.10	\$139,119.66
Maintenance and repairs	\$2,426.22	\$25,543.22	\$21,393.00	\$48,373.61	\$58,595.85
Goods for resale	\$713.54	\$18,564.08	\$9,100.00	\$25,348.84	\$23,231.96
Financial expenses	\$278.82	\$4,455.92	\$1,750.00	\$4,641.80	\$6,541.99
Purchased and contracted services	\$3,150.16	\$9,139.51	\$9,082.00	\$13,838.74	\$17,087.60
Transfer to own funds				\$0.00	\$340.69
TOTAL OTHER EXPENSES	\$14,915.37	\$135,005.06	\$104,825.00	\$240,805.09	\$284,098.56
	\$57,323.21	\$440,961.21	\$462,317.00	\$509,926.16	\$611,935.10
NET (REVENUE)/EXPENDITURE	\$37,542.15	\$304,903.75	\$358,569.00	\$238,765.03	\$301,185.70



HISTORIC SITES BOARD – 2 YEARS IN REVIEW – 2023 & 2024

STRATEGIC PLAN DRAFTED

DIGITAL STRATEGY

EMERGENCY & DISASTER POLICY & PLAN including FIRE PLAN

FOUNDATION OF THE ERMATINGER OLD STONE HOUSE

FRONT STEPS, RAILING, & CHIMNEYS

WINDOW RESTORATION

CEDAR SHAKE ROOF & CHIMNEYS & STABILIZATION OF ROOF IN ATTIC

CEDAR RAIL FENCING & PALISADE GATE

NEW SHED BY BLOCKHOUSE

ANNUAL REVIEW OF USER FEES, BUDGETS & CAPITAL SUBMISSIONS

REVIEW OF FESTIVALS & EVENTS, PROGRAMS, & SERVICES

COLLECTIONS MANAGEMENT PROJECT

TOURISM GROWTH PROJECTS

REVIEW OF POLICIES FOR PROVINCIAL STANDARDS

AND THE START OF THE DIGITAL TRANSFORMATION, LOGO DEVELOPMENT & BRANDING

Thank You!

Kathy Fisher, Curator



**Ermatinger • Clergue
National Historic Site**

6/12/2024

Historic Sites Board – ECNHS Strategic Plan 2024 to 2029

Kathy Fisher, Curator
Administration for the Historic Sites Board, Committee of Council

Corporation of the City of Sault Ste. Marie

VISION: Sault Ste. Marie is a thriving, safe, and inclusive community where you belong.

MISSION: To provide municipal services that support development, enhance quality of life, and promote cultural vitality.

VALUES: Service Driven, Employee Centered, Responsible Growth, Diversity and Inclusion, Integrity

MANDATE STATEMENT

“The Ermatinger-Clergue National Historic Site provides visitors and residents of Sault Ste. Marie with an opportunity to experience the history of our community through the preservation and historic interpretation of artifacts related to the Site; within the Ermatinger Old Stone House, the Clergue Blockhouse, the Heritage Discovery Centre, and including the heritage gardens and grounds.”

MISSION

At the Ermatinger Clergue National Historic Site, our mission is to facilitate dialogue, engage, and create an atmosphere that tells our stories steeped in stone, where cultures meet.



SWOT ANALYSIS – Completed Q1 – 2024

IN CONSULTATION: HSB MEMBERS, FRIENDS OF ECNHS, AND PARTNERS

STRENGTHS	WEAKNESSES	OPPORTUNITIES	THREATS
Quality, well organized events	No independent Website	Attracting new audiences – technology	Staffing levels
Great tourism attraction	No content creation – articles for websites – “stories”	Expand storytelling	Succession planning
Educational opportunities	Limited asset development – digital	Tourism partnership and Indigenous tourism	Neighborhood
Publicly engaged	Understaffed	Expand theatre opportunities	Annual investment
Quality & dedicated leadership	Lack of youth volunteers & engagement	Expand grant funding	Text panels – update (visually & editorial)
High yield services	Time for staff training	Complete digitization of collection	Static website within City’s
Friendly & welcoming environment	No online gift shop presence	Travelling exhibition – bring in and creation of	
Committed volunteers	Limited online ticketing & admissions	Recruit next-generation volunteers	
Friends of ECNHS – charitable status	No virtual tours	Do more with First Nation and Metis partners	
Involvement with partners	Only 2 full time staff	More garden to table programs & partners	
Quality of tours & storytelling	Aging volunteer base	Speaker series	
Popular summer kitchen events	Limited capacity to expand Heritage Culinary – pt cook	Expand curriculum based tours	
Heritage culinary	Digital content	New or more theatre movies	
Intuitive to the needs of community & visitors	Limited adult programming		
Active social media			
Exhibit design			
Quality tourism itineraries & programs			



COMMUNITY ENGAGEMENT & DEVELOPMENT

AREA	DIRECTION	TARGET DATE	BY WHOM	NOTES
Digital Strategy	Independent Website	July 2025	Curator, IT, City, Youth Intern	FedNor funding application submitted June 2024
	Digital content – AR & QR – visitor experience	July 2025	Curator, Youth Intern, Contracted services	FedNor funding application submitted June 2024
	Human Resources – securing staffing	March 2025	Curator, HSB, Council	Interim – FedNor Youth Intern approved until June 2025
	Digital marketing & promotion	Ongoing	Staff, Corporate Communications, Tourism partners	Interim – FedNor Youth Intern approved until 2025
	Digitization of Museum Collection	Ongoing	Curator, Staff, Volunteers	Interim – YCW student summer 2024
Programming & Collections	Create new visitor experiences, itineraries, packages	On-going – some to be ready each year for tourism season May market ready	Curator, Youth Intern, TSSM & Algoma Country, partners	Partnerships with other cultural institutions, tourism operators
	Create on-site experiences unique to Site	On-going – to be released annually in November for upcoming season	Curator, staff, Board, volunteers	Research programming that relates to Site
	Create and Review School curriculum tours	On-going – to be released annually in September to schools	Curator and Programming staff	Research the Ministry of Education curriculum expectations.
	Create temporary exhibits that showcase collection items	On-going – created annually	Curator	Research artifacts.
	Digitizing the Collection	On-going	Curator	To continue the work & momentum from the Collections Management project and Digital Strategy
Truth & Reconciliation	Establish respectful and meaningful relationships	On-going	Curator, staff and Board	To continue to work on the collection and repatriate any artifact necessary, as well as developing the narrative, stories, and exhibits of the first people in our history.



INFRASTRUCTURE / ASSET MANAGEMENT, RESTORATION, CAPITAL – PHYSICAL PLANT

AREA	DIRECTION	TARGET DATE	BY WHOM	NOTES
Physical Plant – Current	Asset management priorities	Annual – ongoing – refer to the Asset Management plan & priorities	Curator, HSB, City Council	Funding applications to be written when necessary
	Emergency & Disaster Plan	review and approve 2024, annual review in May	Curator, HSB	Annual review in May
	Policy review – Physical Plant, Collections, etc.	Annual with E&D review	Curator, HSB	Annual review in May
Future Assets	Strategically build and acquire components of Site development to support the mandate & mission.	Annual	Curator, HSB, Partners, Indigenous Allies	Consultations, and strategic planning for funding opportunities.

QUALITY OF LIFE

AREA	DIRECTION	TARGET DATE	BY WHOM	NOTES
Arts, Culture and History	Support, grow, and celebrate culture.			
Vibrant Site	Create a hub of activity, events, and promotion			
Welcoming	Instill a strong sense of community that embraces and celebrates diversity and culture.			



SERVICE DELIVERY

AREA	DIRECTION	TARGET DATE	BY WHOM	NOTES
Service Delivery	Secure an Assistant Curator position – full time	2025	Curator, HSB, City Council	Identified in Digital Strategy. Identified by HSB. Only 2 full time staff – for a year round 3 building Site.
	Develop Employees – Customer service, supportive workplace, eliminate barriers			
	Community Partnerships			
Accessibility	Independent Website	July 2025	Curator, IT, City, Youth Intern	
	Digital content	July 2025	Curator, IT, City, Youth Intern	
	Accessible stations on main levels of buildings – digital content – touch screens	June 2026	Curator, IT, staff	Applications for funding for the touch screens. Content creation on Youth Intern list of duties
	Find a solution for the wooden Boardwalk	June 2026	Curator, City departments, HSB	Boardwalk is very slippery when wet, uneven, and in constant need of repair. Not visually noticeable.



SUSTAINABILITY

AREA	DIRECTION	TARGET DATE	BY WHOM	NOTES
Visitation	Increase visitation	Annually	Curator, HSB	Creating new programming and increasing Marketing efforts, WEBSITE creation. Streamline processes, eliminate barriers.
Fees	Annual User Fees	Annually	Curator, HSB, City Council	Balancing between affordable and sustainable.
Marketing	Increase marketing efforts & develop independent WEBSITE	2024 to 2025 – completion by end of 2025	Curator, HSB, City IT	Funding application to FedNor currently being submitted.

