



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

Wednesday, June 11, 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	
2. Declaration of Pecuniary Interest	
3. Adoption of Agenda	
Mover _____	
Seconded _____	
Resolved that the Agenda for Historic Sites Board meeting for June 11, 2025 as presented be approved.	
4. Adoption of Minutes	4 - 6
Minutes of April 9, 2025 attached.	
Mover _____	
Seconded _____	
Resolved that Minutes of Historic Sites Board meeting of ____ be approved.	
5. Business Arising	
6. Accounts	7 - 7
Mover _____	
Seconded _____	
Resolved that the members of the Historic Sites Board approve the expenditures as reported - YTD April 30, 2025.	

Administrative Activities completed or drafted:

1) CMOG application, Digital Plan, Digital Procedures, Policy updates relating to Digital Strategy and Plan - Community, Collections, Social Media, Interpretation & Education, and Exhibition. See attached policies for review and approval.

2) review for future considerations: User fees, Business Plan for increased operations, Capital request / Asset Management

3) Grants: YCW summer employee, SEP summer employee, Metis summer employee, FedNor extensions - youth intern & projects.

FedNor projects:

a) Blockhouse heaters - went to tender - contract awarded

b) AR exhibits - went to tender - contract to be awarded

c) Website - contract with legal awaiting approval

Staff Programming:

1) Events - Mother's Day tea, Lilac & Lavender

2) School tours

3) Start of Junior Gardeners

4) Start of first cruise ships, bus tours, and private bookings for heritage culinary

Summer Peak Season Hours: beginning June 3 - 7 days a week, 9:30 to 4:30. Extended hours for private group tours or events.

Summer Employees: 3 + 1 more to come. And 1 Part Time funded for summer full time. Total of 5.

Mover _____

Seconder _____

Resolved that the Historic Sites Board approve the Policies presented, and whereas, the policies will be submitted along with the application for the Community Museum Operating Grant with the Province.

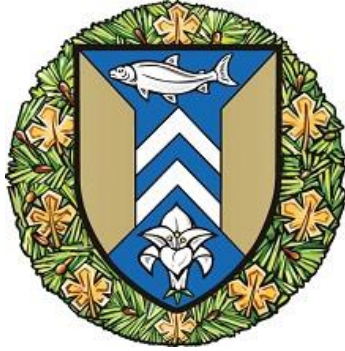
10. **Next Meeting**

11. **Adjournment**

Mover _____

Seconder _____

Resolved that this Committee now adjourn.



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

Wednesday, April 9, 2025
12:00 pm
Old Stone House

Present: S. Casola, D. Conyers, Heather Bot, Brittany Paat, J. van
Haaften, C. Tomchick, S. Walker, L. Siegwart

Absent: Sandra Hollingsworth, C. Caputo

-
1. **Call to Order**
 2. **Declaration of Pecuniary Interest**

None noted

3. **Adoption of Agenda**

Moved by: S. Walker

Seconded by: Heather Bot

Resolved that the Agenda for Historic Sites Board meeting for April 9, 2025 as presented be approved.

Carried

4. Adoption of Minutes

Moved by: S. Walker

Seconded by: Brittany Paat

Resolved that Minutes of Historic Sites Board meeting of February 12, 2025 be approved.

Carried

5. Business Arising

6. Accounts

7. Curator's Report

The 2024 Annual Report was reviewed. S. Casola shared key highlights from the past year.

Moved by: S. Walker

Seconded by: Heather Bot

Resolved that the Historic Sites Board approve the 2024 Annual Report, as presented.

Carried

Moved by: S. Walker

Seconded by: Heather Bot

Resolved that the Historic Sites Board approve the 2024 to 2029 Digital Plan as presented.

Carried

8. Municipal Heritage Committee

J. van Haaften provided an update on Doors Open which is scheduled for October 4, 2025.

The Municipal Heritage Committee (MHC) is also working on updating the Heritage booklet. A draft will be brought to the Historic Sites Board for review in June. S. Walker shared, the MHC, is also working on assessing some trees to determine if they meet the standard for Heritage Designation.

9. New Business

10. Next Meeting

11. Adjournment


Moved by: S. Walker

Seconded by: Brittany Paat

Resolved that this Committee now adjourn.

Carried

Chair

 SAULT STE. MARIE	CITY OF SAULT STE MARIE					
	HSB - OLD STONE HOUSE					
	For the Four Months Ending Wednesday, April 30,					
		YTD	Budget	2024 Actual To:	2024 Actual	Budget
FISCAL YEAR REMAINING% :	April	Actual	2025	April	Year End	2024
REVENUE						
Fees and user charges	(\$9,015.54)	(\$22,635.70)	(\$85,205.00)	(\$16,211.67)	(\$118,682.92)	(\$84,968.00)
Government grants	\$0.00	\$2,395.44	(\$18,780.00)	(\$11,492.10)	(\$48,644.71)	(\$18,780.00)
	(\$9,015.54)	(\$20,240.26)	(\$103,985.00)	(\$27,703.77)	(\$167,327.63)	(\$103,748.00)
EXPENDITURES						
Salaries	\$32,491.98	\$85,876.84	\$311,780.00	\$85,048.92	\$309,542.64	\$293,814.00
Benefits	\$6,410.27	\$18,224.79	\$66,807.00	\$18,354.53	\$62,535.90	\$63,678.00
TOTAL SALARIES/BENEFITS	\$38,902.25	\$104,101.63	\$378,587.00	\$103,403.45	\$372,078.54	\$357,492.00
Travel and training	\$0.00	\$1,265.99	\$3,300.00	\$1,500.80	\$2,876.81	\$3,300.00
Vehicle allowance, maintenance and repairs			\$100.00	\$0.00	\$72.35	\$100.00
Utilities and fuel	\$2,116.25	\$8,103.20	\$33,687.00	\$9,137.00	\$30,562.49	\$33,270.00
Materials and supplies	\$1,857.65	\$7,719.87	\$26,830.00	\$17,377.18	\$55,832.75	\$26,830.00
Maintenance and repairs	\$3,856.39	\$21,780.37	\$21,821.00	\$9,922.52	\$33,494.56	\$21,393.00
Goods for resale	\$6,627.25	\$15,462.90	\$9,100.00	\$8,524.32	\$18,885.17	\$9,100.00
Financial expenses	\$454.10	\$1,125.77	\$1,750.00	\$769.72	\$6,786.58	\$1,750.00
Purchased and contracted services	\$156.90	\$2,932.70	\$9,082.00	\$3,991.85	\$10,482.90	\$9,082.00
TOTAL OTHER EXPENSES	\$15,068.54	\$58,390.80	\$105,670.00	\$51,223.39	\$158,993.61	\$104,825.00
	\$53,970.79	\$162,492.43	\$484,257.00	\$154,626.84	\$531,072.15	\$462,317.00
NET (REVENUE)/EXPENDITURE	\$44,955.25	\$142,252.17	\$380,272.00	\$126,923.07	\$363,744.52	\$358,569.00

DERIVED FROM THE DIGITAL STRATEGY 2023

2024 to 2029

DIGITAL PLAN



Document drafted by: Kathy Fisher, Curator

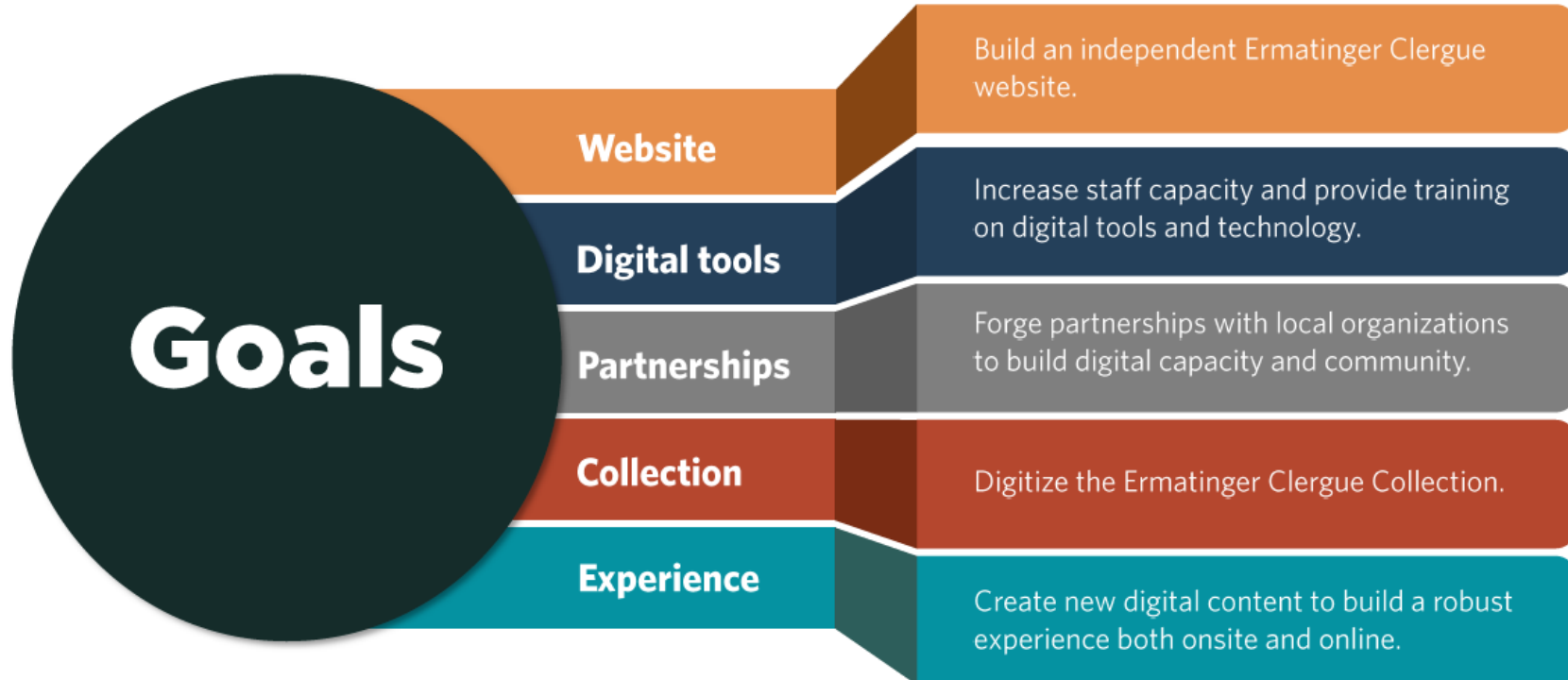
For review by HSB April & May 2025

2024 to 2029

Digital Vision

Ermatinger Clergue National Historic Site will use technology to transform the experience of its history and heritage into an accessible, immersive, interactive journey where everyone learns and feels welcome.

The Digital Plan draws on the museum's Community, Collections, Exhibit, Education & Interpretation, and Social Media, Policies. The plan stems from the 2023 Digital Strategy.



GOAL #1 – WEBSITE	OBJECTIVE	WHO	WHEN	COMPLETED
	Secure funding opportunities	Curator	2024	FedNor completed
	Website builder tools & platforms	Digital Intern	2024	With web developer
	HR resources to build	Curator / Manager	2024 & 2025	started
	Populate website	Digital Intern	2025 & 2026	
	Create e-commerce on website	Digital Intern	2025 & 2026	
	Online ticketing as part of website	Digital Intern	2025 & 2026	
	Digital assets & Collection digitization	Digit Intern, PT Collections	2025 & beyond	started
GOAL #2 – DIGITAL TOOLS	OBJECTIVE	WHO	WHEN	COMPLETED
	Edit job descriptions & add digital skills	Curator	2025 & beyond	
	Training for core staff	Curator / Manager	2025 & beyond	
	Introduce efficiencies	Curator / Manager	2024 & beyond	started
	Expand volunteers & students	Curator	2024 & beyond	started
	Hire dedicated staff	Curator / Manager	2024 & beyond	Digital Intern – Fednor Youth. Business Plan for future started
GOAL #3 – PARTNERSHIPS	OBJECTIVE	WHO	WHEN	COMPLETED
	Partners – skill sharing – digitization	Curator	2024 & beyond	started
	Explore funding for projects	Curator	2024 & beyond	FedNor & MAP grant
	Strengthen collaboration	Curator	2024 & beyond	Tourism Growth Project
	Volunteers from schools	Curator	2025 & beyond	Started
	Virtual education possibilities	Programmer	2025 & beyond	
GOAL #4 – DIGITIZATION	OBJECTIVE	WHO	WHEN	COMPLETED
	Training on Past Perfect software	PT Collections to lead	2025	
see next page	Define digitization strategy	Curator & PT collections	2024 & beyond	started
	Create metadata standards	Curator & PT collections	2024 & beyond	started
	Incorporate content creation	Curator & PT collections	2025	
	Portal on the new website	Curator & Digital Intern	2025	
	Explore Past Perfect – cloud based	Curator & PT Collections	2025	
GOAL #5 – DIGITAL CONTENT	OBJECTIVE	WHO	WHEN	COMPLETED
	Repair or replace interactive exhibits	Curator	2025	FedNor Tourism Growth
	Incorporate digital content	Digital Intern	2024 & beyond	started
**see page 6 **	Social media management tools	Digital Intern	2024 & beyond	started
	QR code to enhance exhibits	Digital Intern & PT	2024 & beyond	started
	Funding for Augmented Reality	Curator	2024	FedNor Tourism Growth
	Digital tours	Curator & Digital Intern	2024 & beyond	started
	Indigenous histories	Curator	2024 & beyond	started
	Transform existing content into digital	Digital Intern	2025	

GOAL #4 – DIGITIZATION

OBJECT: define digitization strategy

JUSTIFICATION for Digitization:

The need in ECNHS Collection Management is to digitize the collection. The justification is directly related to our Digital Strategy, and the need to facilitate a digital replica of our objects, in that we can utilize the image as:

- A way to monitor the condition of the artifact, and improve organization,
- A high resolution photographic surrogate record of the past to allow for a wider sharing and study of cultural heritage,
- A story telling tool,
- A way to exhibit, especially if the item is in poor condition and may not be physically accessible,
- A way to exhibit virtually,
- A way to eventually allow access to our collection (as they are inaccessible currently),
- To facilitate collaboration,
- and promote our collection.

DEFINE WORKFLOWS & PROCEDURES (keeping in mind the Curation Lifecycle – page 7)

- What are the institutional procedures and workflows required for the digitization process? In 2025 define and produce the Procedure document.
 - Include: human resources & training, equipment and technology user guide, space, software
 - Include: specifications for the digital images – raw format, storage, back up files, resolution, past perfect software, etc.

ACTION PLAN: Define and Produce the “Procedure” document including the following details:

Step #1:

- Create Excel Spreadsheet to allow for documentation of items in the collection that will cross reference the following:
 - Item, Accession number, Notes, Location, and then:
 - If the item was recorded with a file in Past Perfect
 - If the item was digitized properly
 - ✓ Raw, large, jpg, etc.
 - Add column for Meta data work to be completed (Metadata standards are one of the objectives)

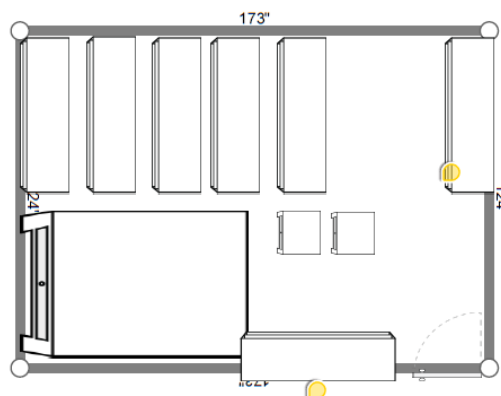
Item	Accession Number	Item Type	Notes	Location	PassPerfect	Photographed
Grey Box	None	Storage	A garment box containing various artifacts	Shelf 2.Top		
Emmaringer Saber	X973.379.1A	Artifact	A Calvary Saber believed to have belonged to Fredrick William Emmaringer, who served as a member of the Montreal Calvary. The Saber appears to be a dress saber, not meant for combat and dull. The saber is in relatively good condition with some minor points of concern. It is wrapped in a cloth not tissue.	Shelf 2.Top (Grey Box)		
Emmaringer Saber Sheath	X973.379.1B	Artifact	A sheath for the Emmaringer saber. It is in bad condition most of the original leather sheath has disintegrated leaving only three pieces. The three pieces: the open/top of the sheath with a small portion of the remaining leather, the middle/end with a metal support and some leather and a section of the leather with no metal pieces attached.	Shelf 2.Top (Grey Box)		

Step #2:

- Identify all artifact storage locations on floor plans
 - Include locations / floor plans of exhibit space
 - This will assist in the "location" column of the excel spreadsheet and in the "Past Perfect" software.

Example of Floor Plans - Collection Storage

HDC Archival Room – 5 shelving units on tracking for sliding – map draws – collection workspace desk – shelving



STEP#3: Development and implementation ~ *Intention through application* ~ Methodology

- Create a copyright and usage protocol that will correspond to a publication and access policy.
- Refer to the 2025 the Social Media plan.
- Develop and Maintain image capture standards for ECNHS:
 - To be developed by Q2 – 2025 by: Curator & Collection / Digital Team
- Create & Maintain documentation standards: data, metadata, preservation of operating systems
 - To be developed by Q2 – 2025 by: Curator & Collection / Digital Team
- Maintain storage and backup files – Digital preservation plan
 - Curator & Collection Team: completed with Corporate I.T. department in Q3 of 2024.
- Create a digital file of all digitized collection items
 - Work breakdown on sections of the collection – where to start – workflow of artifacts
 - include a file in smaller formats for website and social media purposes
 - take time while digitizing to include other needed steps – encapsulation or removal for digital process

STEP#4: Manuals & Maintenance

- Create and maintain a user manual of hardware and software for the purposes of digitizing the collection.
- Create the requirements for who will be responsible, and the training required.
- Maintain the digital images and document, identifying the priority / most vulnerable items – for the Emergency & Disaster Plan.

*****NOTE: please see attached Procedure Documents as current documents drafted for the digitization of the collection*****

GOAL #5 – DIGITAL CONTENT

OBJECT: Social Media

STEP #1: Establish a revised Social Media Plan in 2025

- Vision statement for Social Media = Digital Vision (Digital Strategy)
- Digital Engagement Framework for ECNHS for innovative communication, marketing, and audience development.
 - What are our assets?
 - What is our reach & our audience(s)?
 - What channels / technologies will be used to engage & engagement strategies: Facebook, Instagram, YouTube channel?
 - What are our guidelines & metrics to monitor?

“A social institution is an organization that has put in place all the strategies, technologies and processes that are needed to systematically involve all stakeholders....”

“The biggest and most promising change we see in cultural institutions is that digital media is inspiring them to be more social. The audience is becoming more than a customer, the institution more than a provider of education and entertainment.”

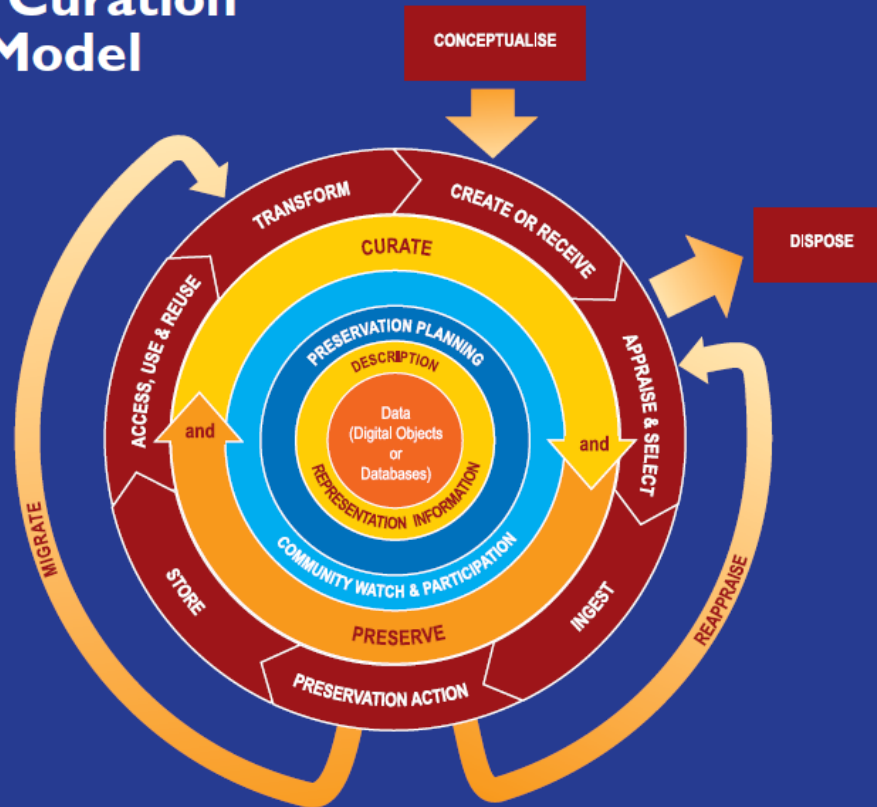
Visser & Richardson: Digital Engagement in Culture, Heritage, and the Arts

- Strategic Roadmap & goals of social media use for ECNHS
 - Objectives: Audience engagement, admissions / visitation, marketing, blogs / information sharing
 - Core activities and who will carry out
 - Branding
 - Resources needed – staffing, equipment
 - Stakeholders
 - timelines



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The DCC Curation Lifecycle Model

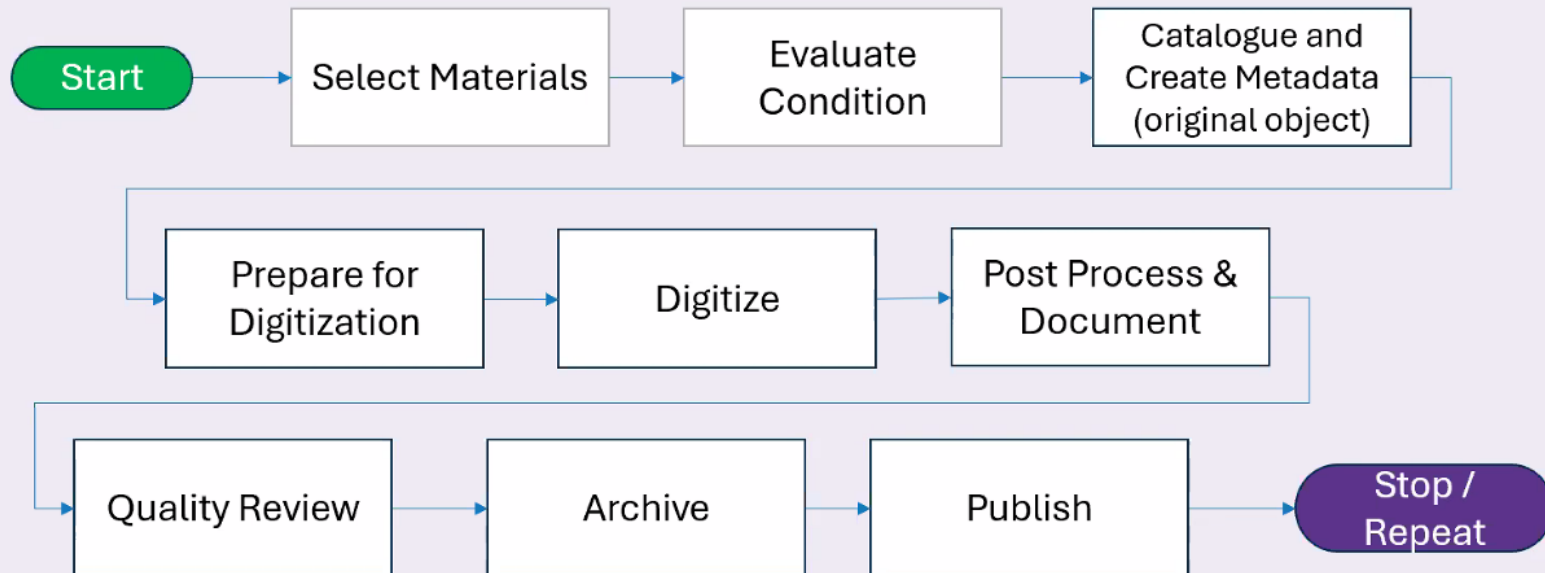


JISC



www.dcc.ac.uk
info@dcc.ac.uk

Digitization Workflow



Phase One Digital Camera **Startup and Shut Down**

Getting the Camera Ready

- First, set up the tripod.
 - Extend the lower third of the tripod legs.
 - Make sure they are locked.
 - Using the level bubbles, level the tripod.
- Now remove the camera from the case and mount it onto the tripod. Note: Have a solid grip on the camera or put it on a table to complete this step.
 - Insert the battery into the camera body.
 - Insert the battery into the digital back.
- The connector plate to hold the camera to the tripod is already attached and should stay attached.
- If the digital back is not attached to the camera, put it on now.
- Next, mount the lens onto the camera body.
 - When you remove the body cap, you will see a foam piece in the mounting area. Remove this gently and place it in the case. You will need this again.
- Insert the compact flash card.
 - Check the card if there are any images stored on it. If there are, check to see that these have all been downloaded to a computer.
 - Once that is confirmed, erase all the images and format the card
- Return all body caps and lens caps to the case.

Note: All the lenses are autofocus. Be sure that Autofocus is selected on each lens. On the wide-angle lens, the on/off for the autofocus is the focusing ring of the lens barrel. Sliding the barrel up or down turns the autofocus on and off. Also, be sure that the autofocus on is selected on the camera body as well.

Camera Take Down and Storage

The first few steps are done with the camera still mounted to the tripod.

- Power down the digital back.
- Remove the compact flash card. Once you are finished with it, place it back in its holder and return it to the case.
- Remove the digital back and put the sensor cap back on. Place it back in the case.
- Remove the lens. Put on the rear cap and the lens cap. Place it back in the case.
- Place the foam protective piece back inside the camera body via the lens opening.
- Put the body cap on the camera.
- Carefully remove the camera from the tripod. To release the camera, toggle and hold the release switch. *NOTE: MAKE SURE YOU ARE HOLDING THE CAMERA WHEN YOU DO THIS!*
- Fold the tripod.
 - Hold the tripod upside down.
 - Undo the leg latches one at a time. The leg will collapse downward.
 - Be sure to lock the latch.

Capturing Images

Preparation

- These images are for record-keeping purposes so no clever compositions are necessary.
- Once the camera is ready to photograph, you will set up your subject.
- Then you will choose a lens.
 - For most subjects, the 80mm lens will be appropriate.
 - For smaller subjects, you may require the 150mm lens.
 - The 35mm wide-angle lens is the best choice when your subject goes past the edges of your frame and you don't have enough room to back up and accommodate the size.
- Use the dust brush or cleaning cloth to make sure there is no dust or fingerprints on the lens.

Composition

- Keep the subject in the centre of the frame
- Choose the first angle to photograph.
 - Some artifacts may need multiple angles to capture their many facets and details.
- The lenses are fixed focal length. This means they do not have zoom capabilities. If you need to get closer to your subject, you will have to move the camera/tripod together.
- Remember: Lenses have a minimum focusing distance. You'll discover this if you move too close to the subject and you won't be able to focus. If that happens, back up.
 - If backing up does not deliver an effective photograph, you will have to choose another lens to bring the subject tighter in the composition.

Lighting

- The artifact should have an even light across all of its surfaces.
 - This can be achieved by having a light source on each side of the artifact at an angle.
 - Choose a soft light source. These will wrap around the subject creating smooth, even lighting.
- Be sure there are no shadows on the backdrop or shadows concealing details of the artifact.

External Storage.

- Laptop ? - speeds & specs.
for software

Phase One Digital Camera Startup and Shut Down

Getting the Camera Ready

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 - Extend the lower third of the tripod legs.
 - Make sure they are locked.
 - Using the level bubbles, level the tripod.
- Now remove the camera from the case and mount it onto the tripod. Note: Have a solid grip on the camera or put it on a table to complete this step.
 - Insert the battery into the camera body.
 - Insert the battery into the digital back.
- The connector plate to hold the camera to the tripod is already attached and should stay attached.
- If the digital back is not attached to the camera, put it on now.
- Next, mount the lens onto the camera body. *Dot to Dot - Click*
 - When you remove the body cap, you will see a foam piece in the mounting area. Remove this gently and place it in the case. You will need this again. *Side slide button - lens release*
- Insert the compact flash card.
 - Check the card if there are any images stored on it. If there are, check to see that these have all been downloaded to a computer.
 - Once that is confirmed, erase all the images and format the card
- Return all body caps and lens caps to the case.

select autofocus on lens
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- Reverse & Attach lens Hood (collar)

may have to back up to allow for focusing.

28 mm - Wide Angle

55 mm - Standard View.

80 mm - Narrow - Portrait - small Artifact

Subscription to

"Capture One"

photo editing
Software
for Phase One
Camera.

Pictures
"S" single
"C" continuous
"M" manual
focus &
lens.

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 - Hold the tripod upside down.
 - Undo the leg latches one at a time. The leg will collapse downward.
 - Be sure to lock the latch.

* → "AV" - allows aperture changes

"P" - Auto.

"M" - manual

11100"
Basec.

ISO - Bright light - use 100
Larger ISO - more sensitive to light.

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Capture One Guide

Importing Artifact Pictures from Phase One Camera

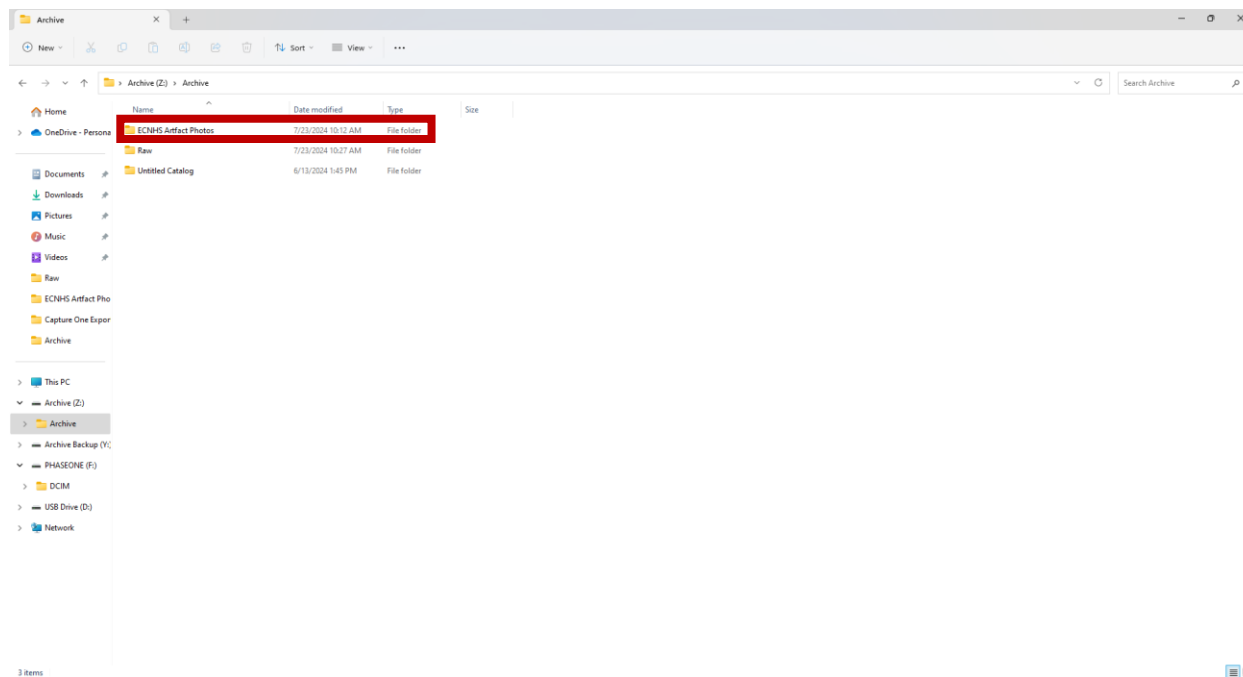
Important starting notes: The only computer, as of writing this guide, that has the Capture One software is the computer in the Curator's office, in addition to the additional storage (back up – archival storage – digital images) for the photos.

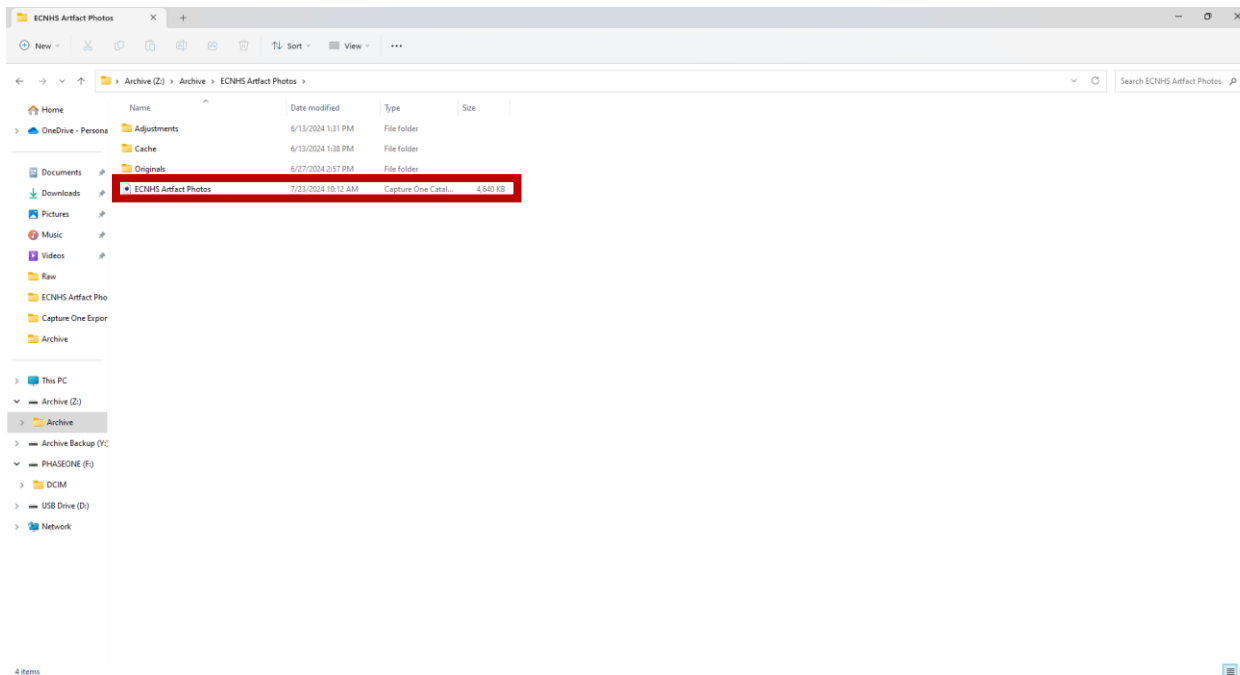
To import picture from the memory card into Capture One, log in to the curator's computer with your own profile.

Then go to file explorer and find the "Archive (Z:)" folder.

Next click on the "ECNHS Artifact Photos" folder

then select the Capture One Catalogue file titled "ECNHS Artifact Photos".



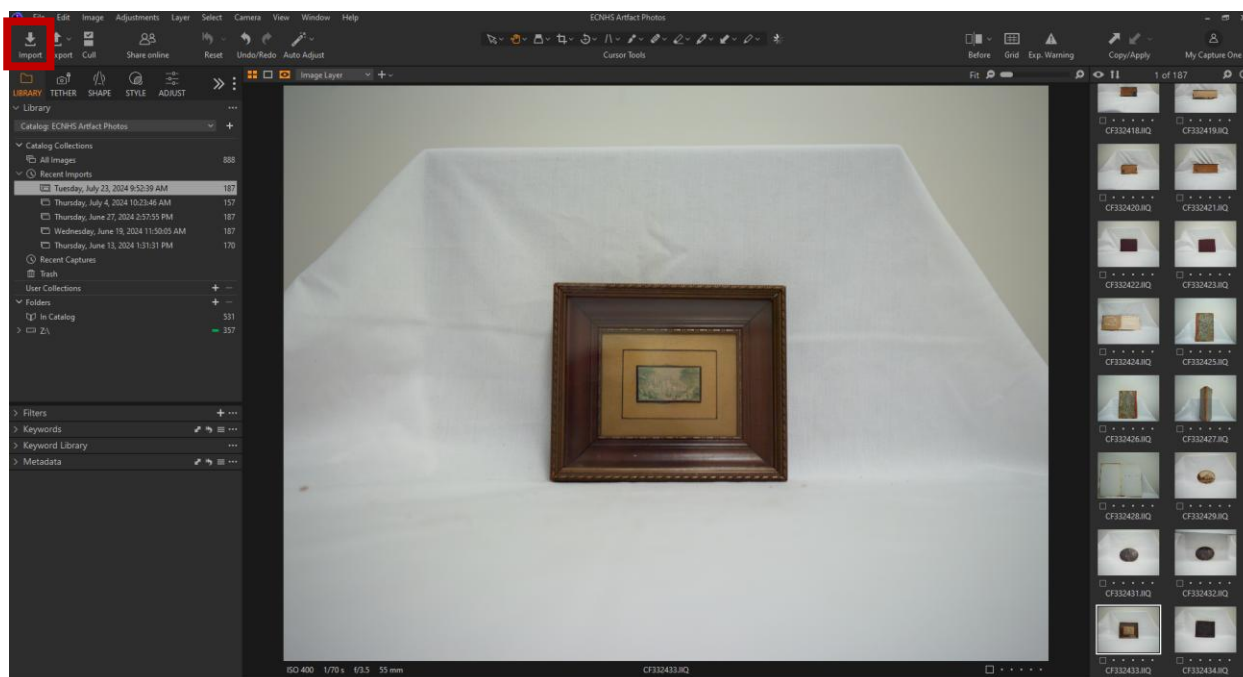


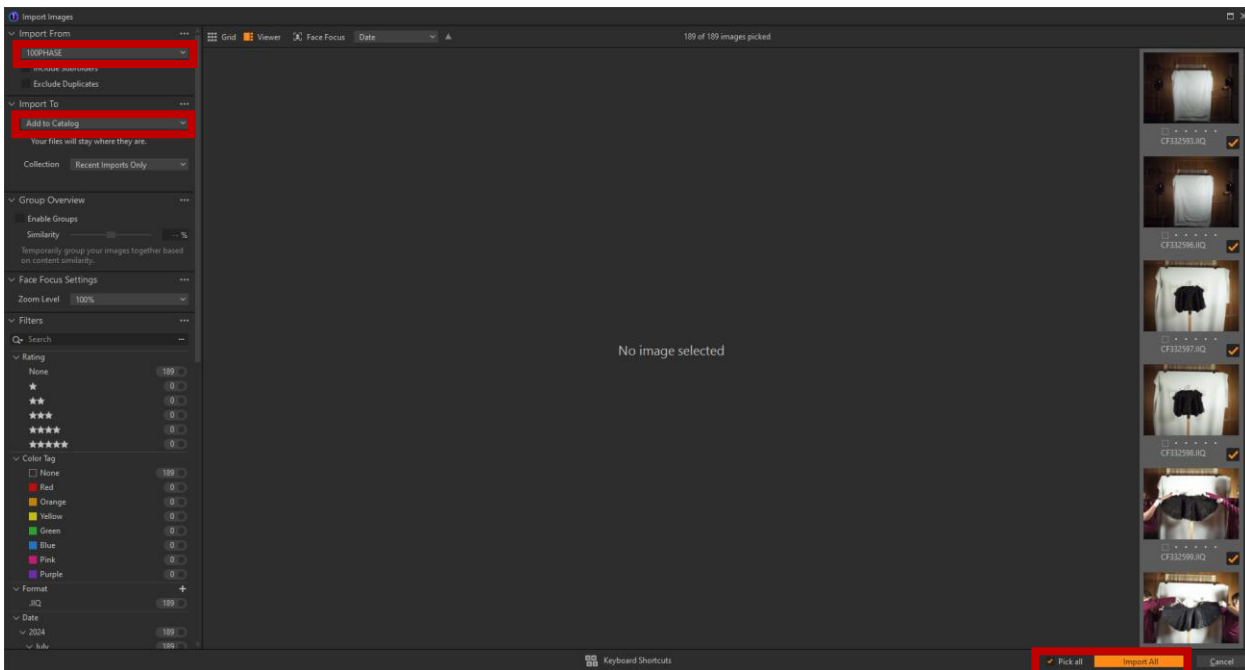
After selecting the Catalogue file, Capture One should open to all the photos currently in the Capture One System.

To import the photos, select the “Import” button,

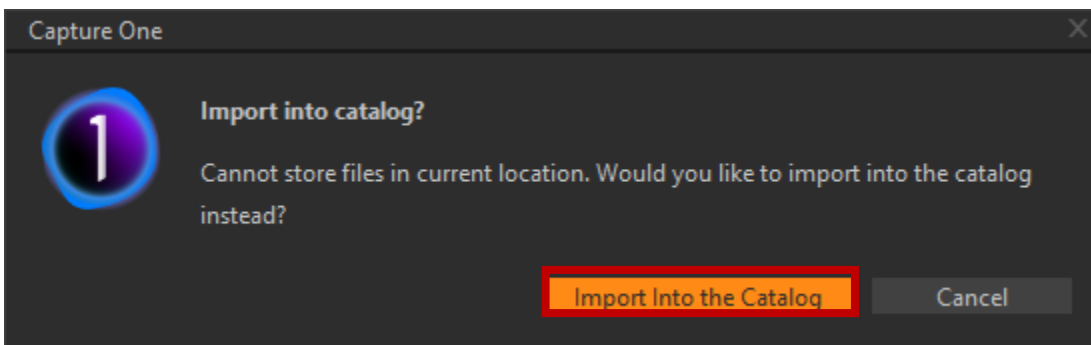
after clicking the button a new window should open asking where you want to import photos from and to where you want those photos to go.

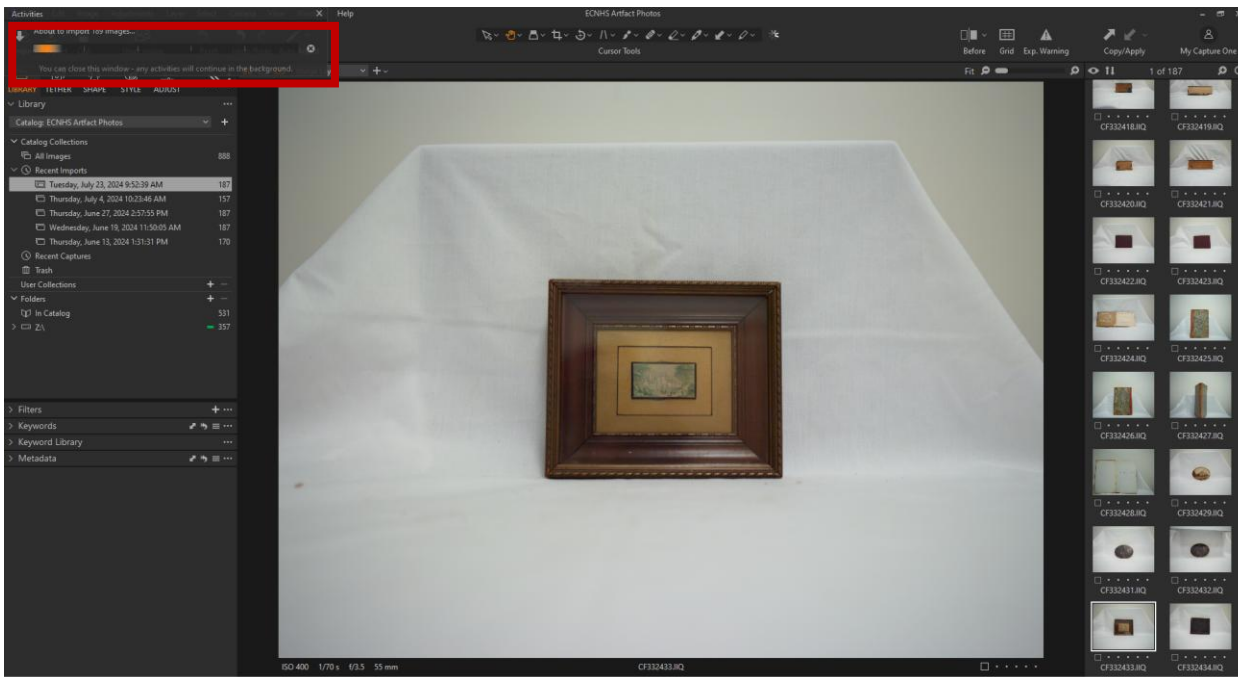
In the new window make sure that the “Import From” section says “100PHASE” and the “Import To” section states “add to Catalogue” then hit the “Import All” button.



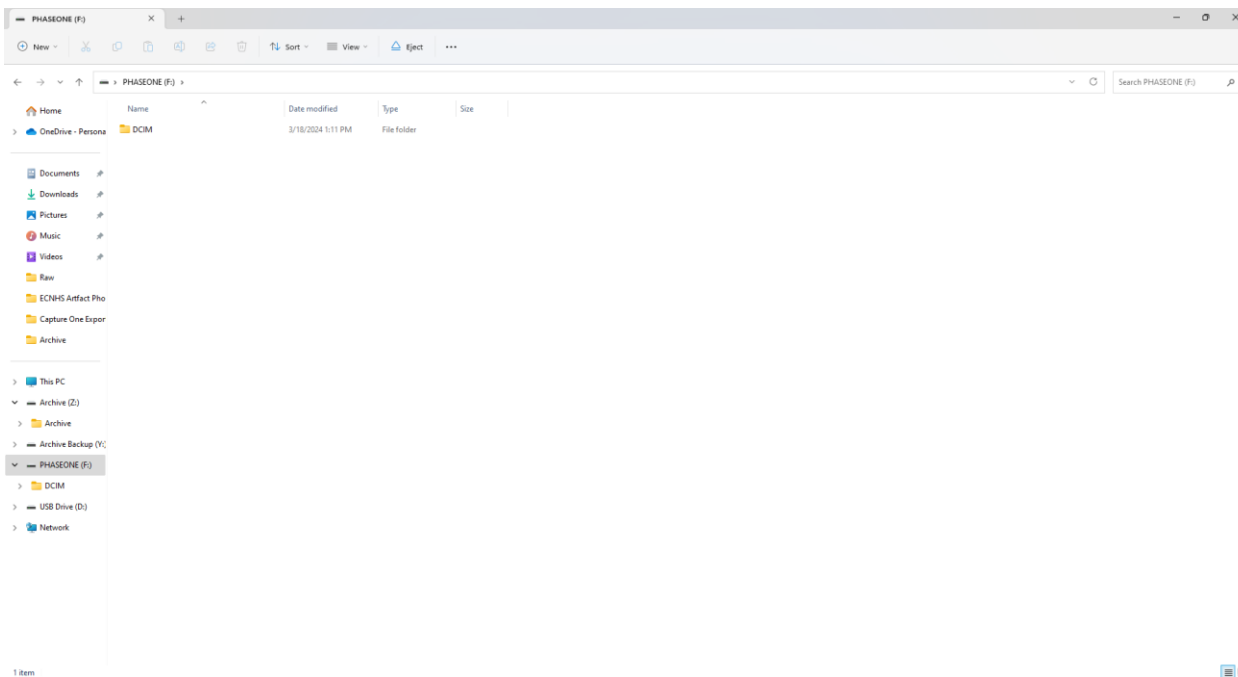


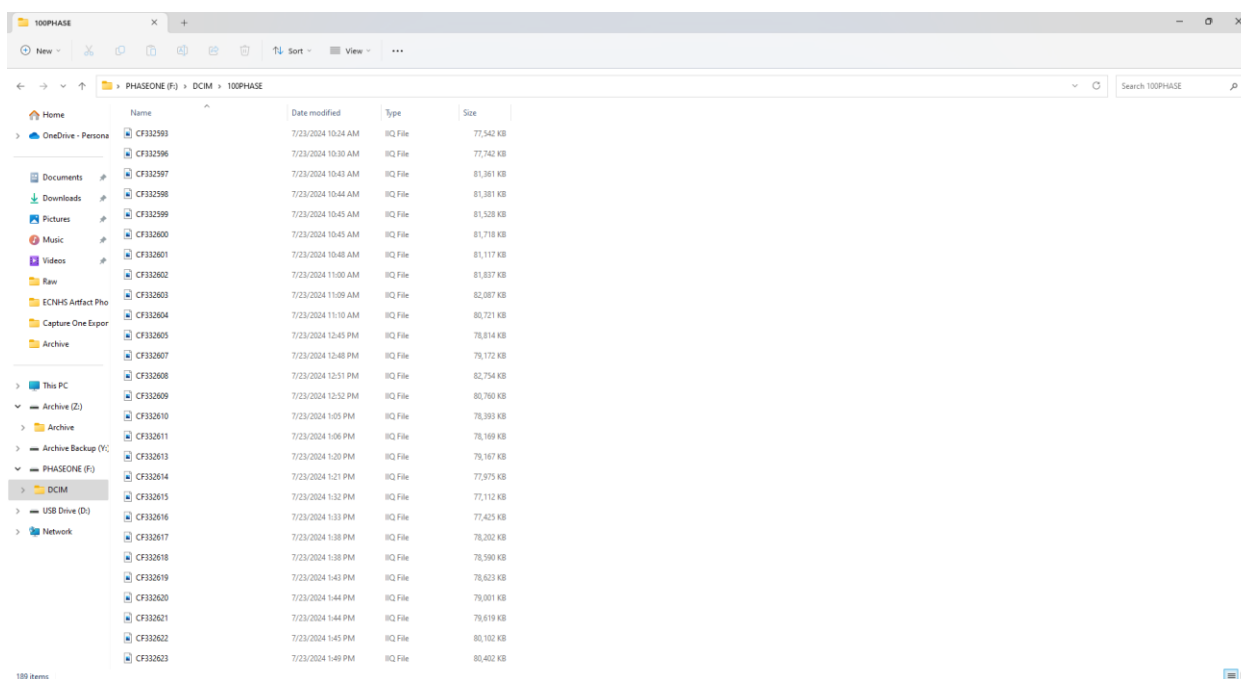
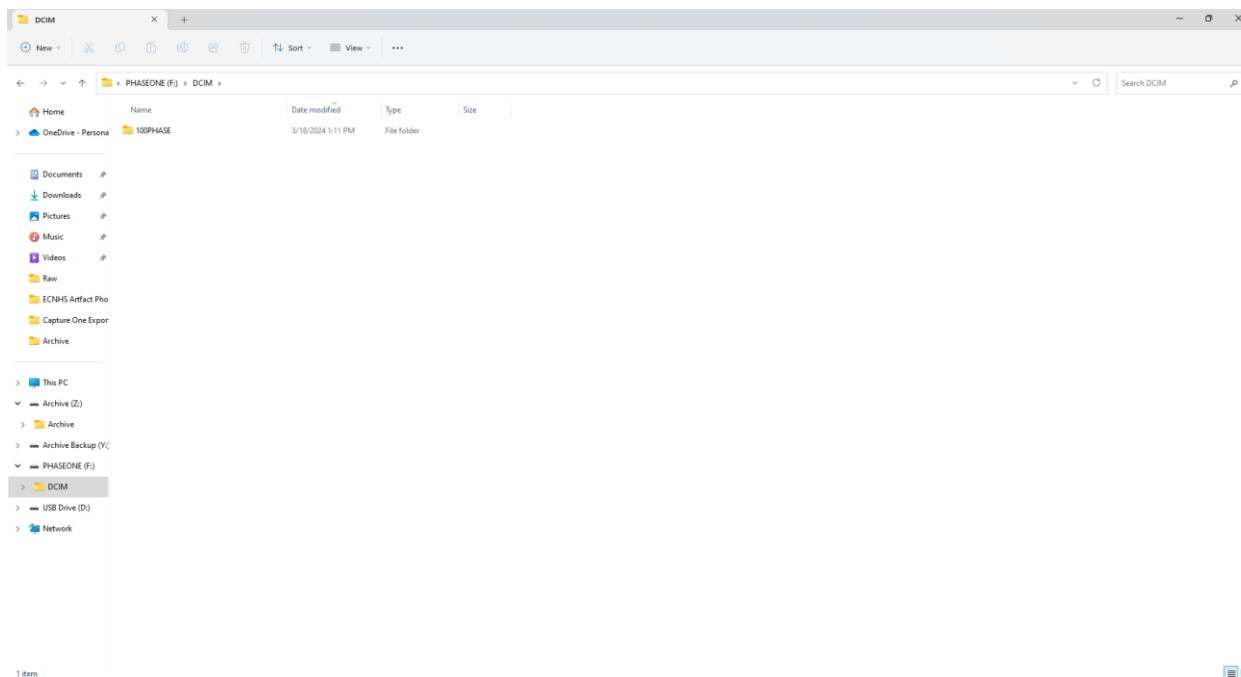
After hitting the “Import All” button, you will receive a prompt just select add to catalogue. Following this Capture One will start converting the photos, this process will take about 15-20 minutes. While the pictures are converting Capture One and the computer can still be used, however this may slow down the process.



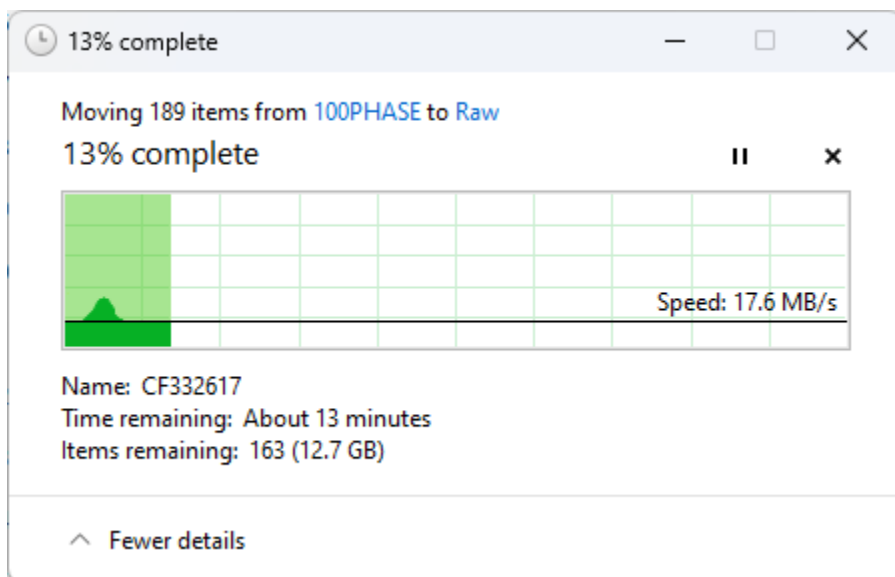
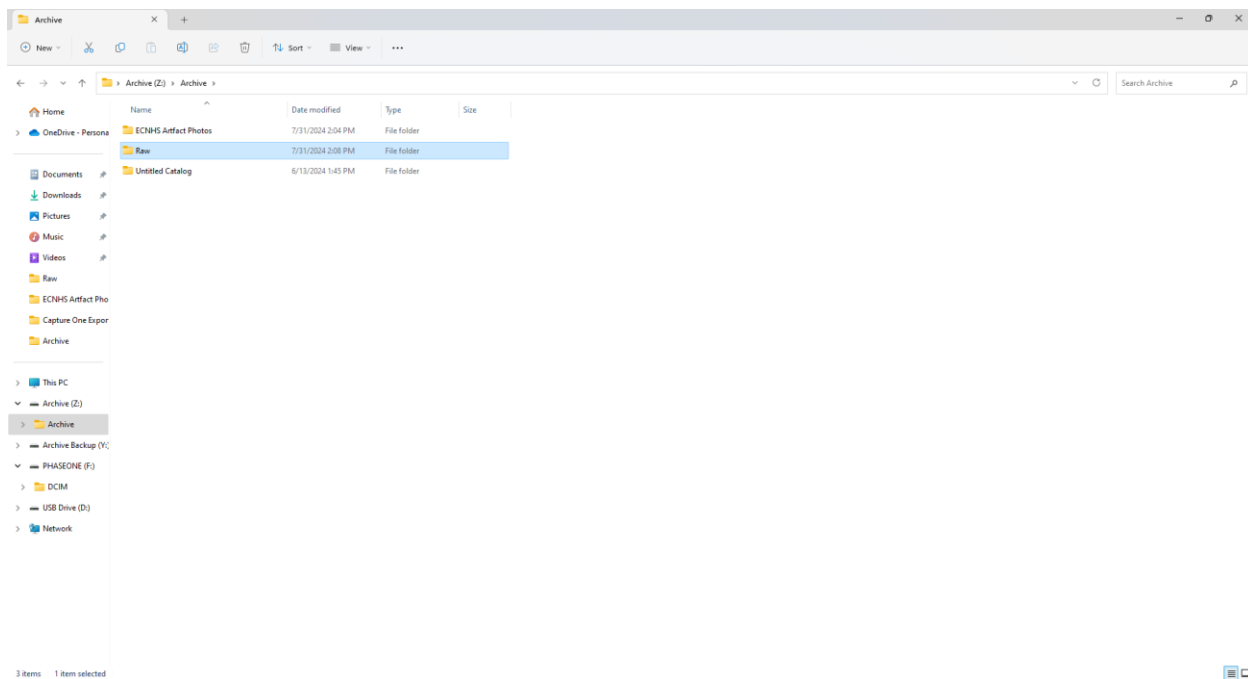


After the photos have been added to the catalogue the pictures must be moved out of the camera's memory card. To begin find the memory card's folder "PHASEONE (F:)" and click through the folders (DCIM and 100PHASE) until you find the photo files.





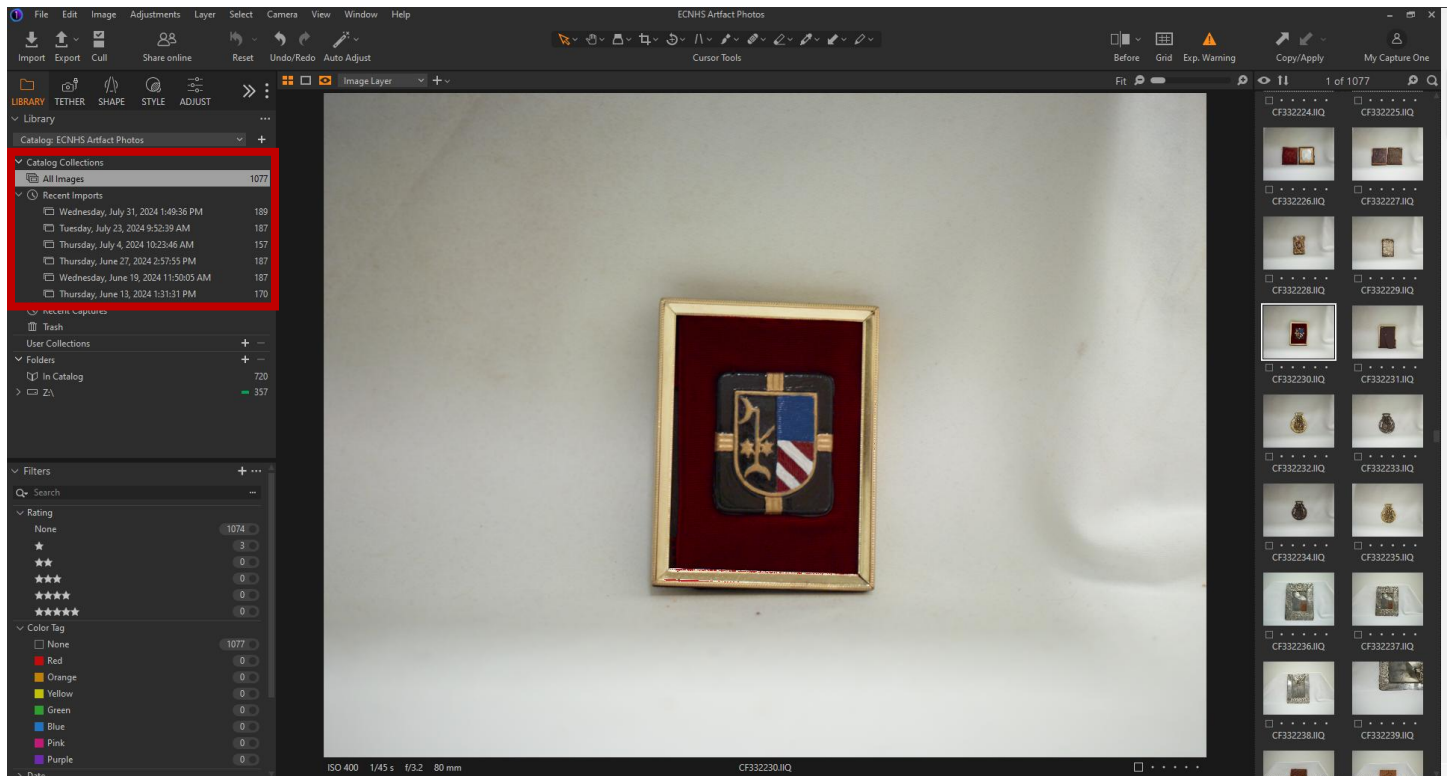
Select and Cut all of the photo files to get ready to transfer them into a RAW folder. The Raw Folder for the Artifact Photos is located the “Archive (Z:)” folder and is a subfolder titled “Raw” select that folder and paste the cut files into the folder. The process of moving the photos will likely take about 15-20 minutes.



After the photos are fully transferred you may close the files and log-out or continue using the computer.

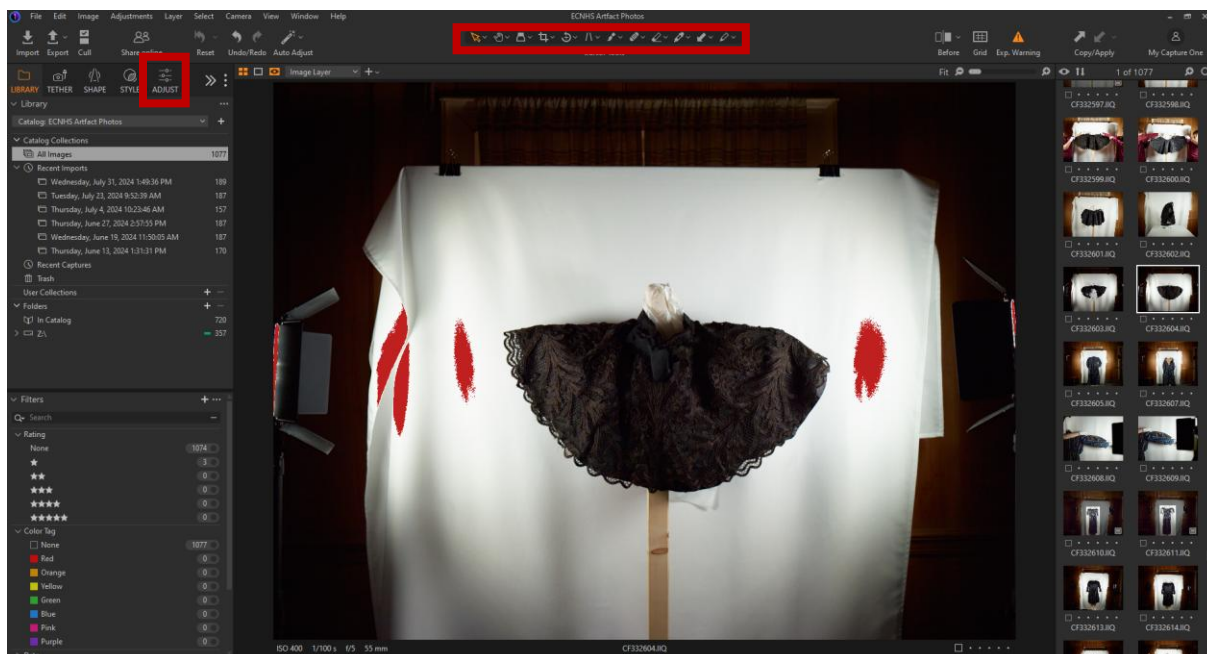
Editing Artifact Photos

Open Capture One, it should open automatically to the last file edited, or find the “ECNHS Artifact Photos” file in the “Archive (Z:)” folder.

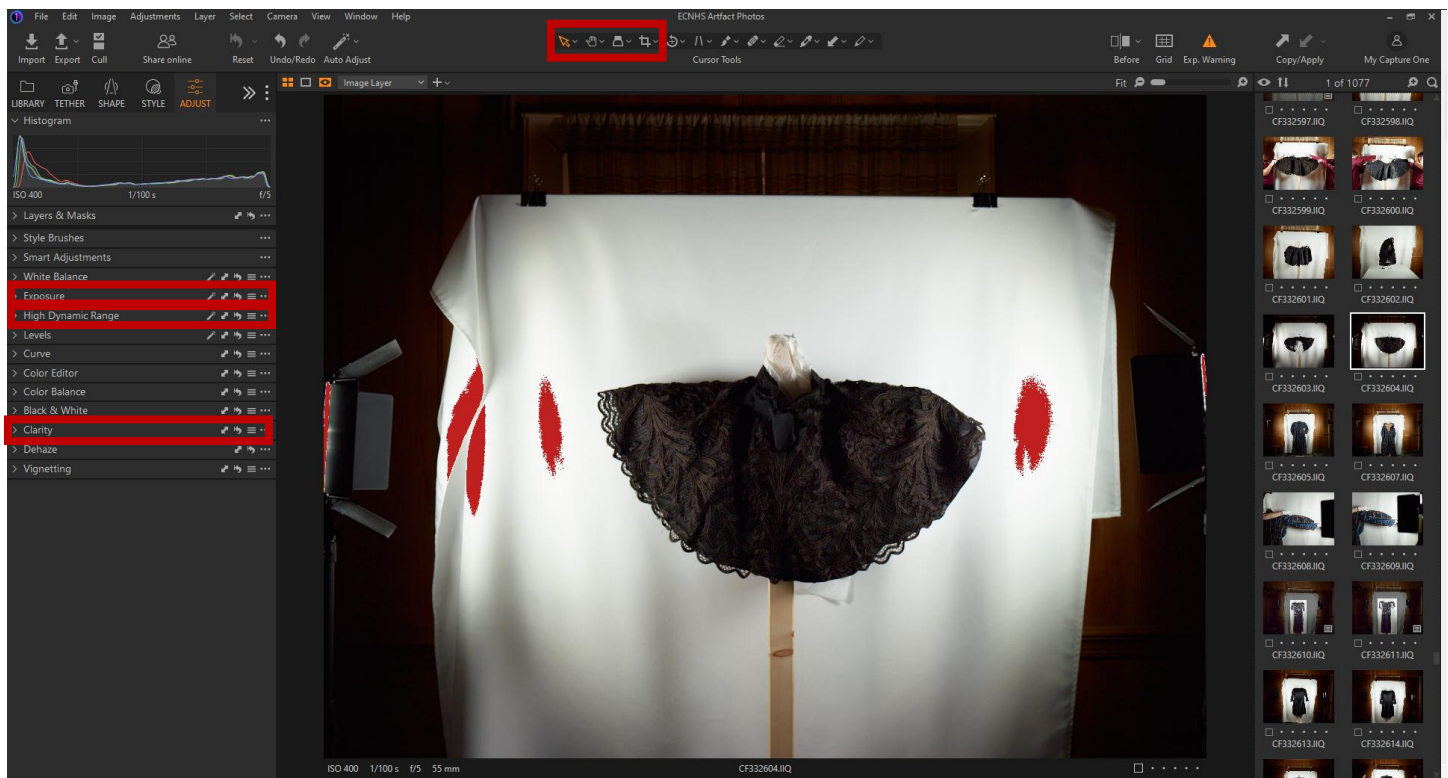


The Photos are organized into folder's based on import date, the title of each photo is the automatic name given by the camera and needs to be changed to accession numbers, during editing.

To edit photos select the “adjust” tab on the side window. This will open up a variety of selectable sliders to adjust various features of the photo. In addition there are several cursor tools located at the middle top of the window, these allow for minor edits.



The cursor tools that I recommend using are the first four (going left to right) the “Select”, “Pan”, “Loupe” and “Crop” tools. The “adjust sliders” I recommend using are “Exposure”, “High Dynamic Range”, and “Clarity”.



Brief explanation of mentioned tools

Cursor Tools*

*On all tools you can use the mouse wheel to zoom in while the cursor is on the photo

Select: default cursor used to select photos or features in the photo, I recommend switching back to this tool after using any of the other cursor tools

Pan: used to click and drag on photos while zoomed in.

Loupe: a zoom in function that lets you inspect the fine details of the photo

Crop: allows you to cut out parts of the photo that you may not want in the shot. Hit select after cropping to view only the cropped parts of the photo.

Adjust Sliders*

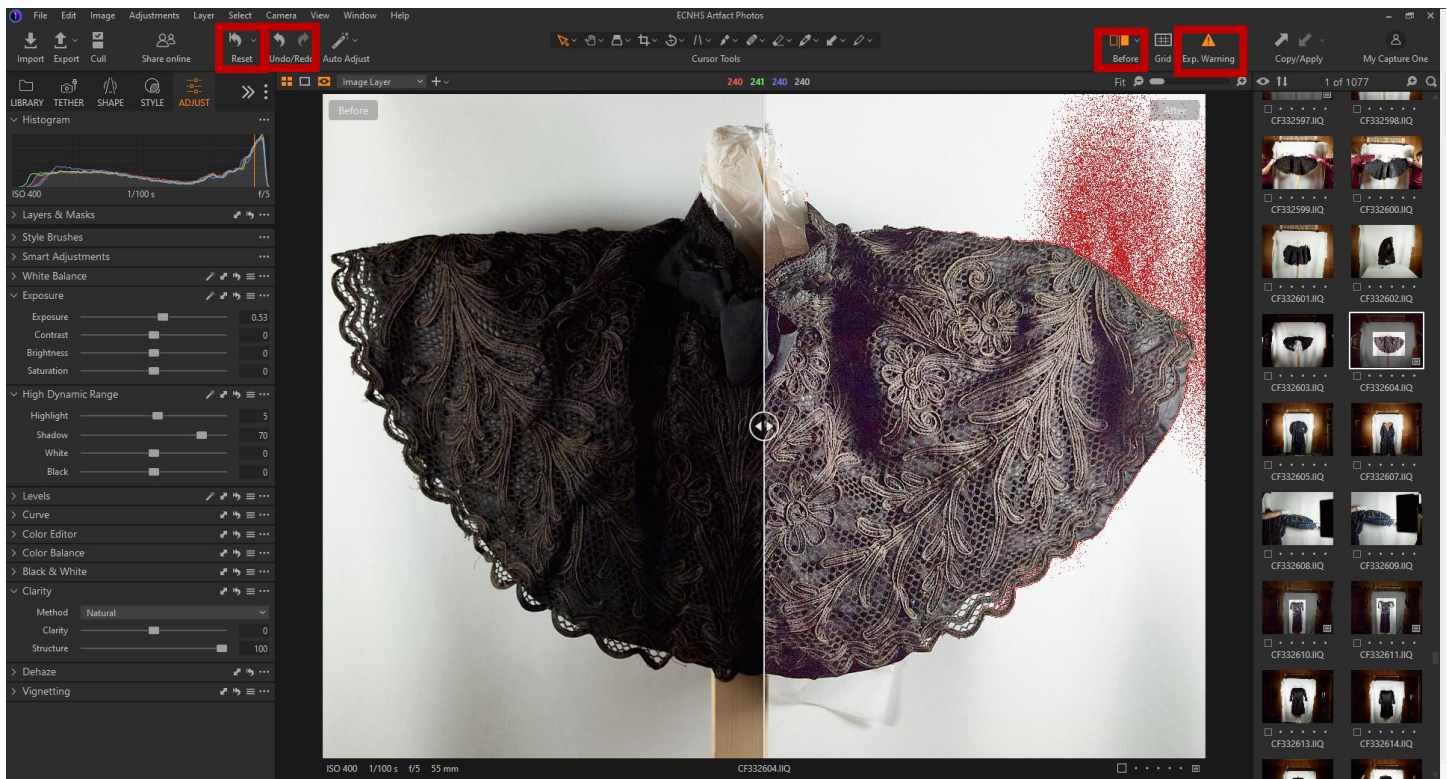
*Double clicking on the sliders will reset them to 0

Exposure: Allows for basic adjustments to exposure levels to make the picture brighter, show more colour, etc.

High Dynamic Range: Allows to manipulate shadows and highlight sections of the photo.

Clarity: allows to manipulate amount of detail shown.

Other important features include the “Reset” button which returns the photo to before any edits, the “Before” button which creates a movable line on the photo to show the photo before edits and after edits, the “undo” button just undoes the last edit made and the “Exp. Warning” button is used to show areas that have lost details due to overexposure (this is usually only an issue if the artifact is overexposed)



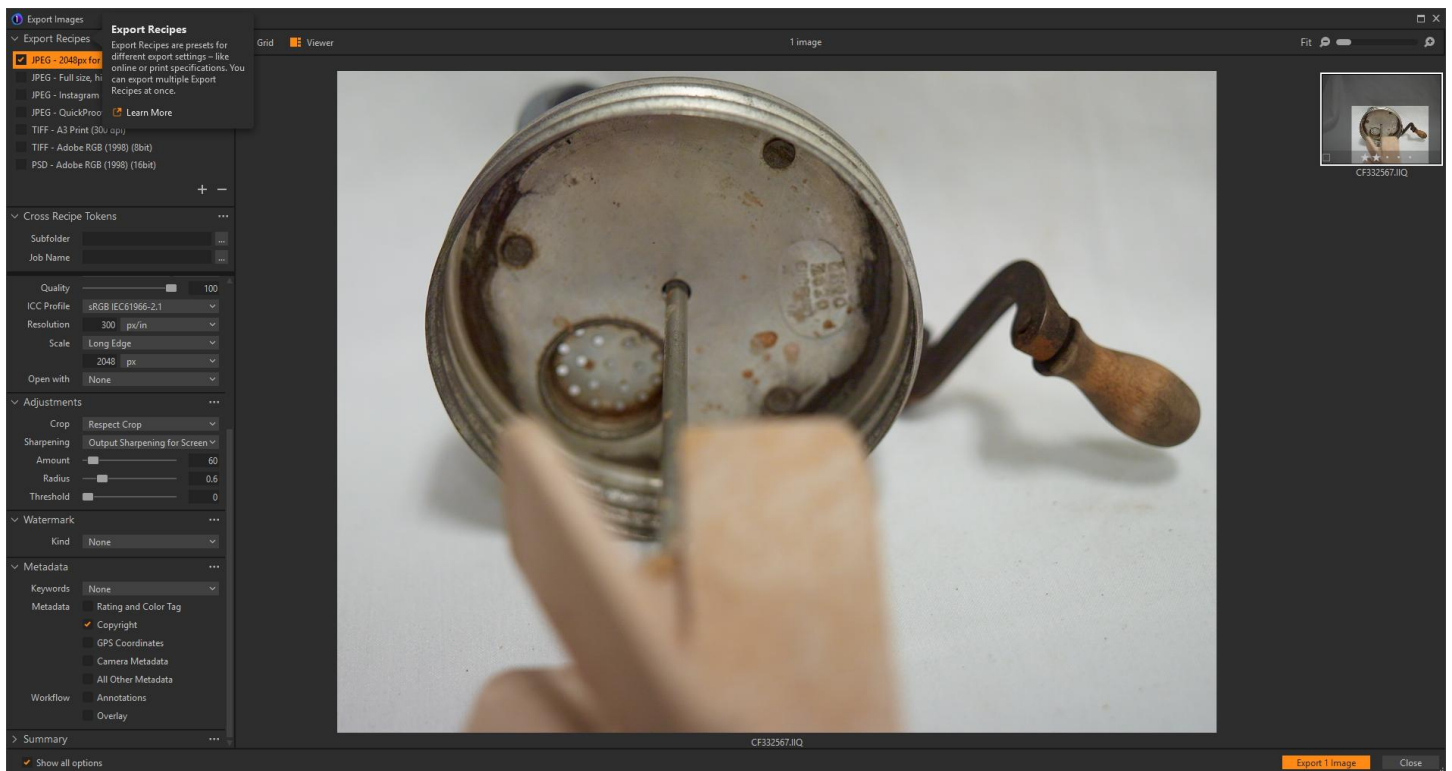
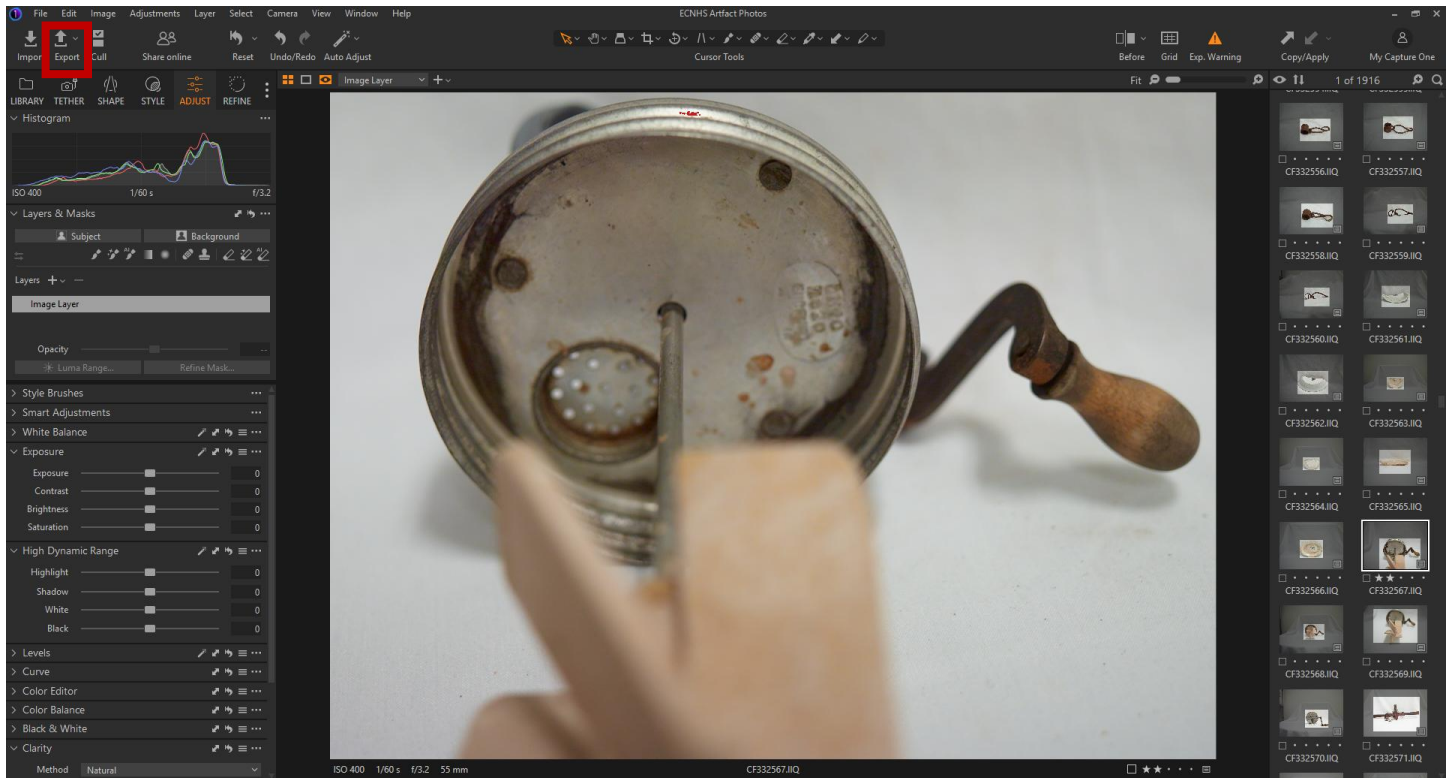
All changes/edits are saved automatically so you can close Capture One at any time.

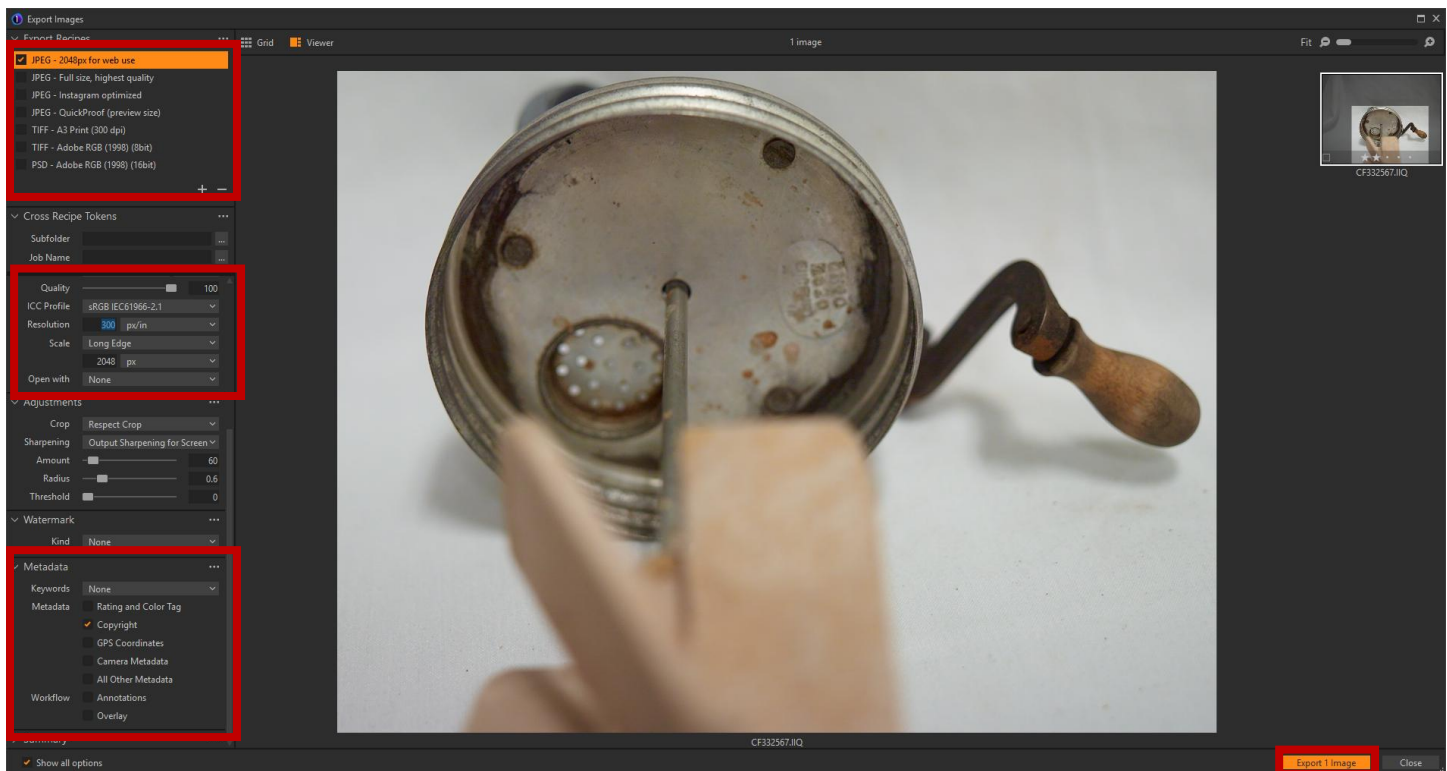
Last Note: these edits are only permanent for exported files and change or mistake made during the edit process can be reversed, so don't be afraid to experiment with some of the features. If you want to know more about the tools mentioned or about how to use Capture One please refer to the tutorials and tool guides on the Capture One website.

<https://support.captureone.com/hc/en-us/categories/7185486681373-Learning-hub>

Exporting Photos

To export photos select the “Export” button at the top of the screen near the “Import” button.





After selecting the “Export” button, a new window will open with a variety of options for how the file will be exported. Options include file format (JPEG, TIFF, and PSD), file size (smaller size will decrease resolution), file resolution/quality, minor adjustments for optimizing the file (such as ignoring cropping, a common edit for most photos) and the file path (where the export will go to). It also allows for the inclusion of metadata such as copyright, camera data, GPS Coordinates, etc. After selecting the export options hit the “ Export # Image” button at the bottom of the screen.

Additional Notes on Exporting Images: Exporting will not destroy or remove images from the catalogue it creates a copy in a different format. CaptureOne has a number of default options for exporting including exports optimized for printing, web use, high-quality, social media and printing. Exporting images does appear to be done through the photo file type (IIQ file), though there appears to be a way to add additional export options.

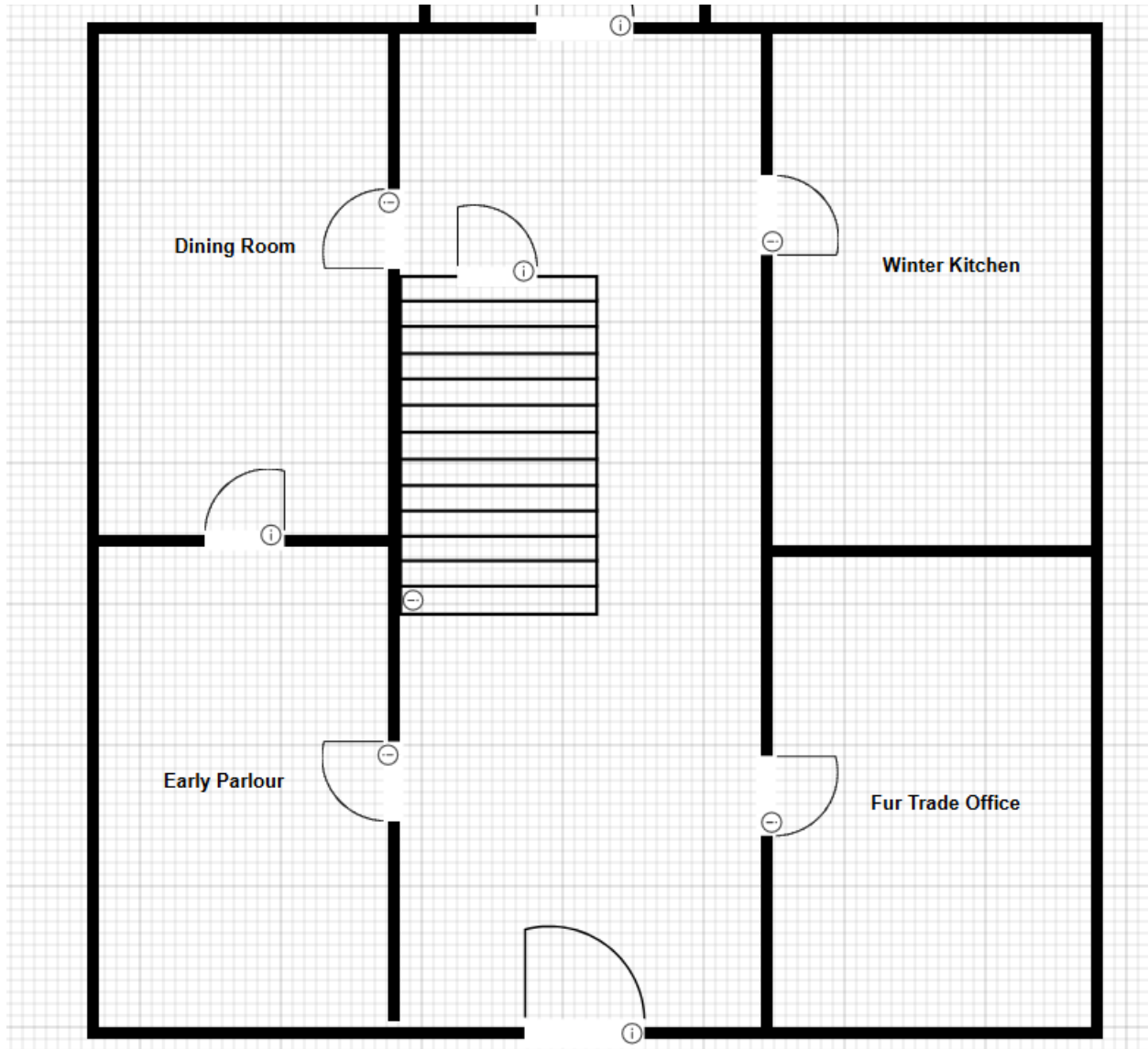
Digital Storage and Backups

At present all photos are stored on a pair of external storage devices attached the Curator’s computer with one holding the original digital photos and the other holding the backups for any photos in Capture One. The Capture One software will regularly ask to backup a photo catalogue when it is closed, I recommend backing up the photos whenever asked, and during this process Capture One will check the integrity of the catalogue for any errors in the data and restore any damaged or degraded photos.

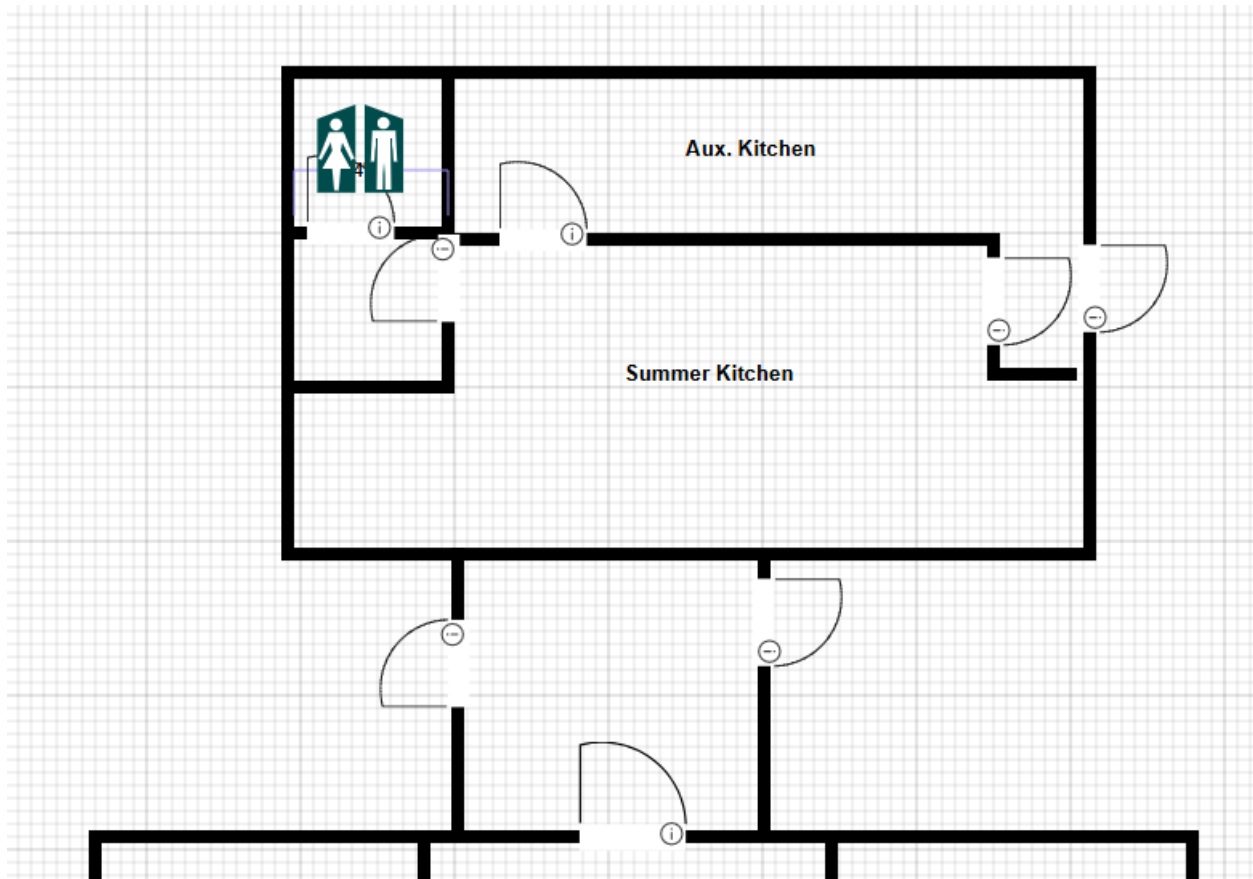
To remove a photo from the CaptureOne Catalogue it must be deleted from the Catalogue, otherwise CaptureOne will attempt to recover or repair damaged photos. In the event that the original photo file is damaged, CaptureOne may still retain a copy of the file if it has been edited, though only the edited copy will remain in the system.

ENCHS Floor Plans (Not to Scale)

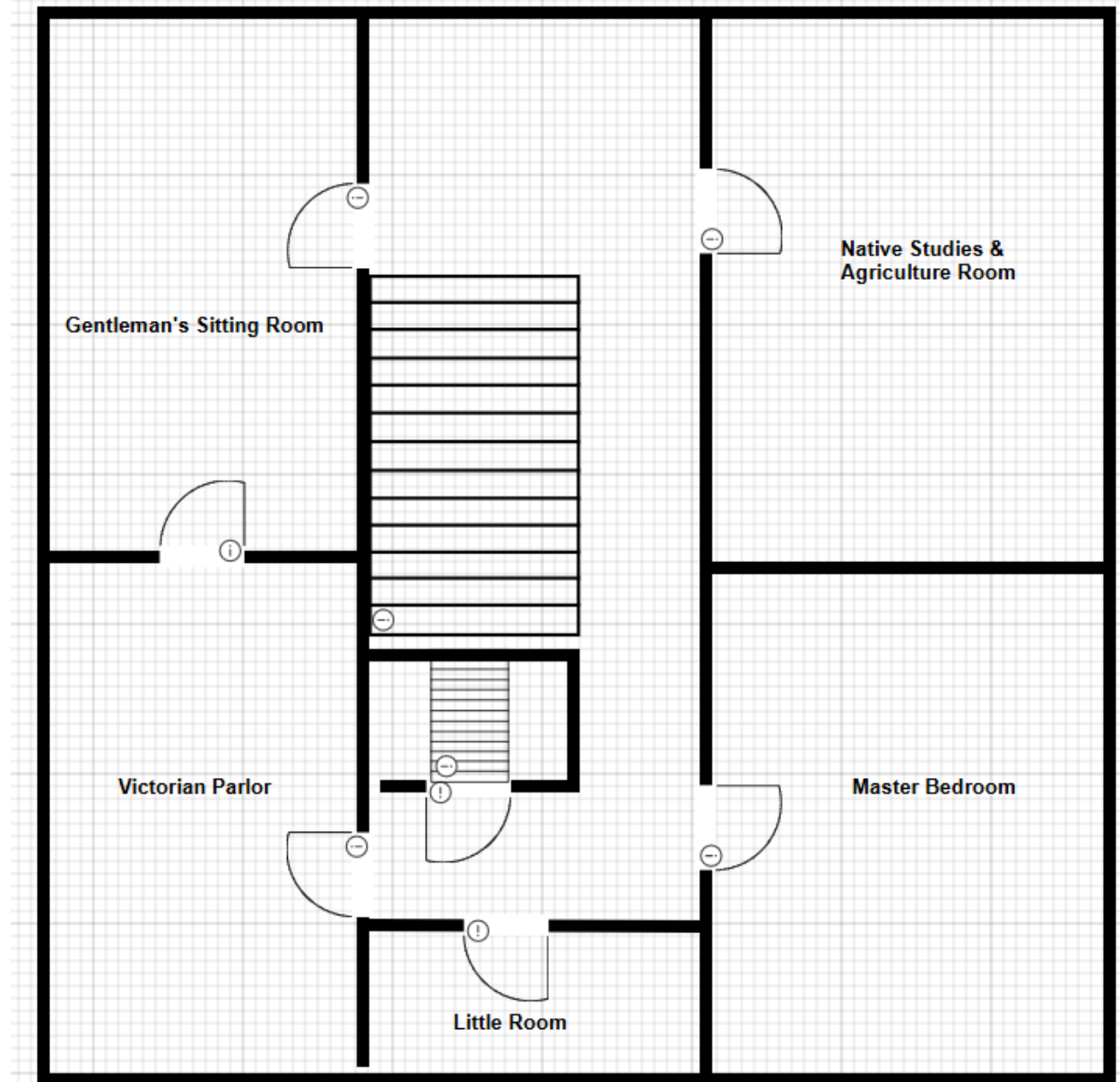
Ermatinger OSH 1st Floor



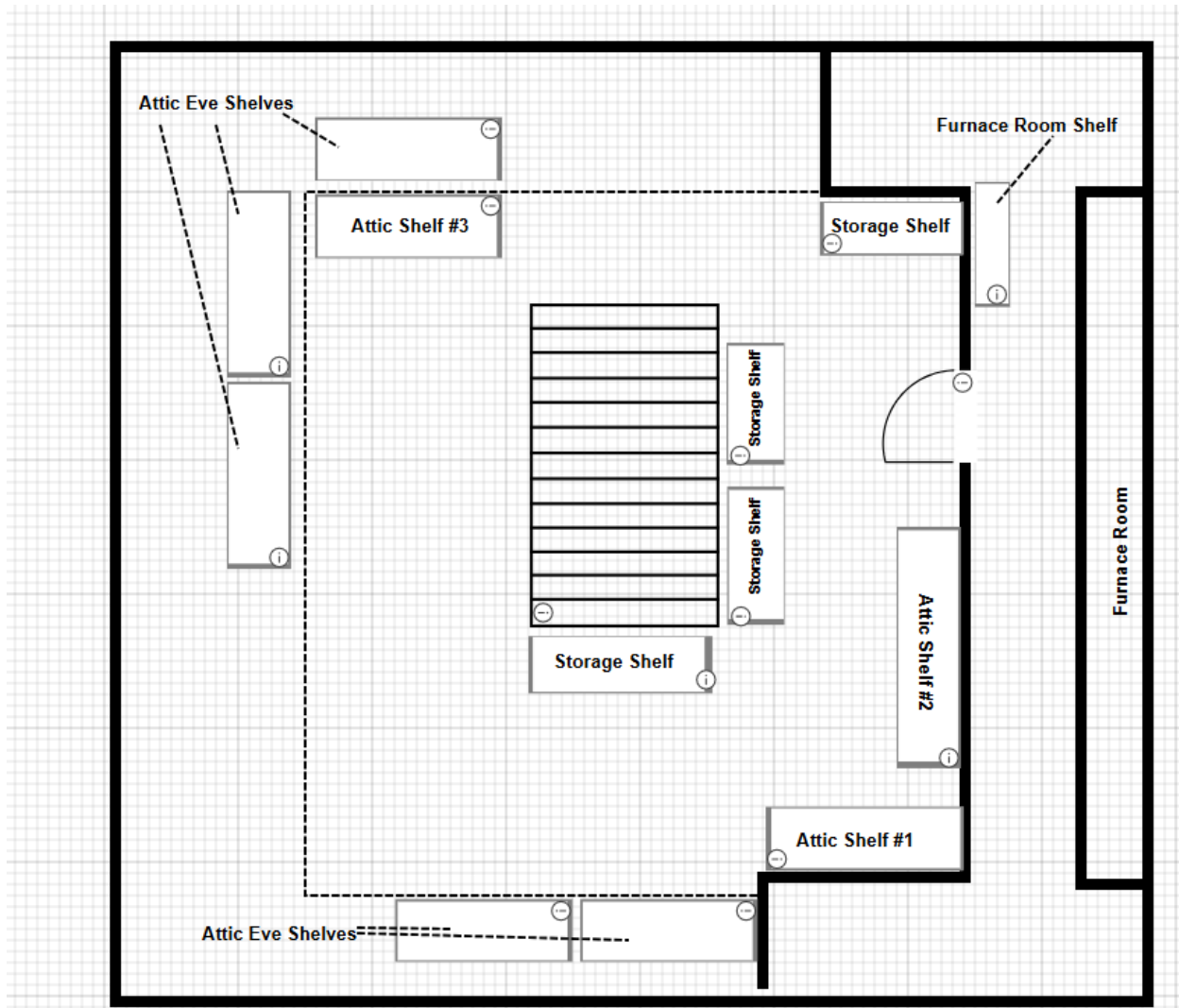
Ermatinger OSH Summer Kitchen



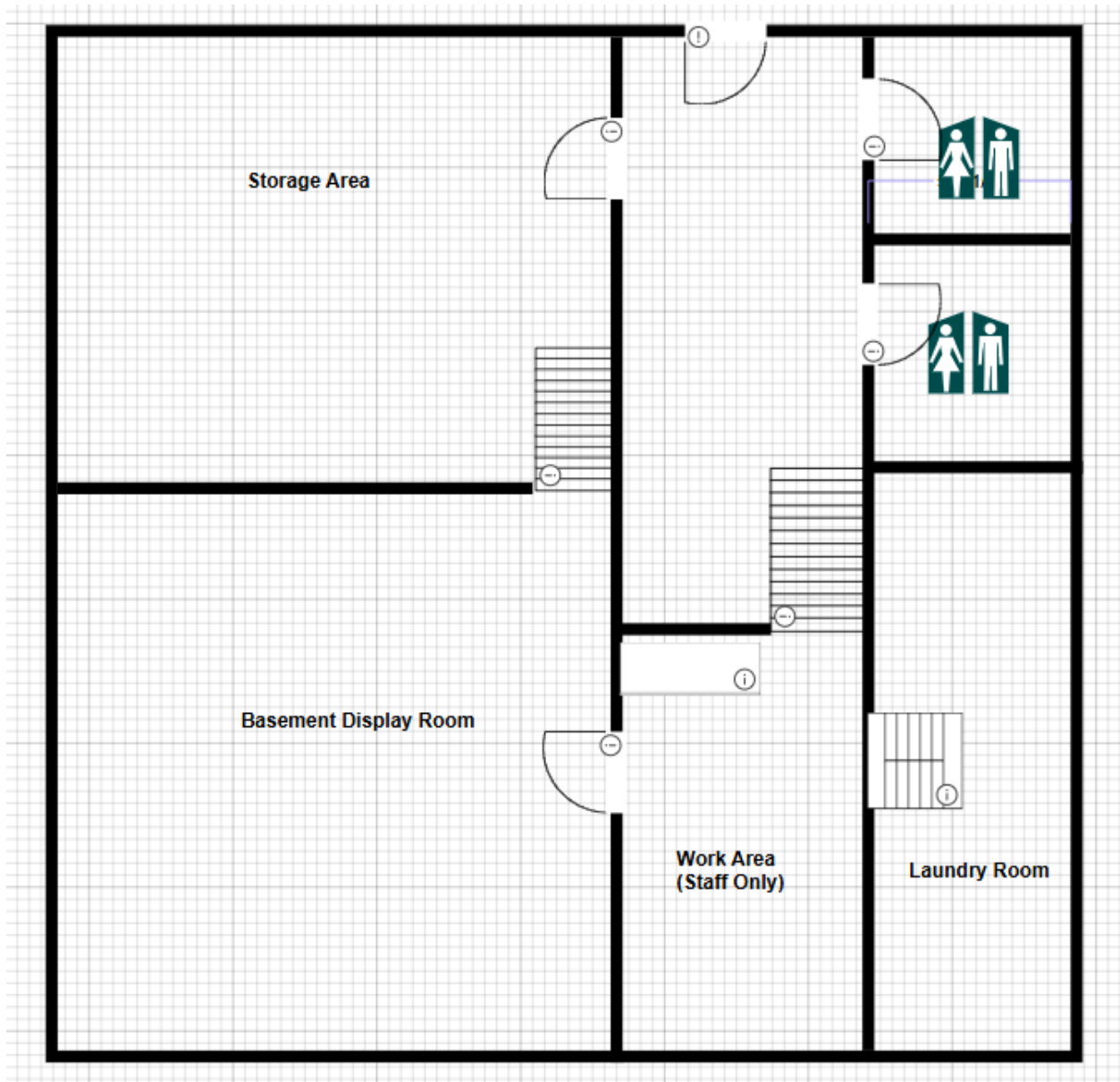
Ermatinger OSH 2nd Floor



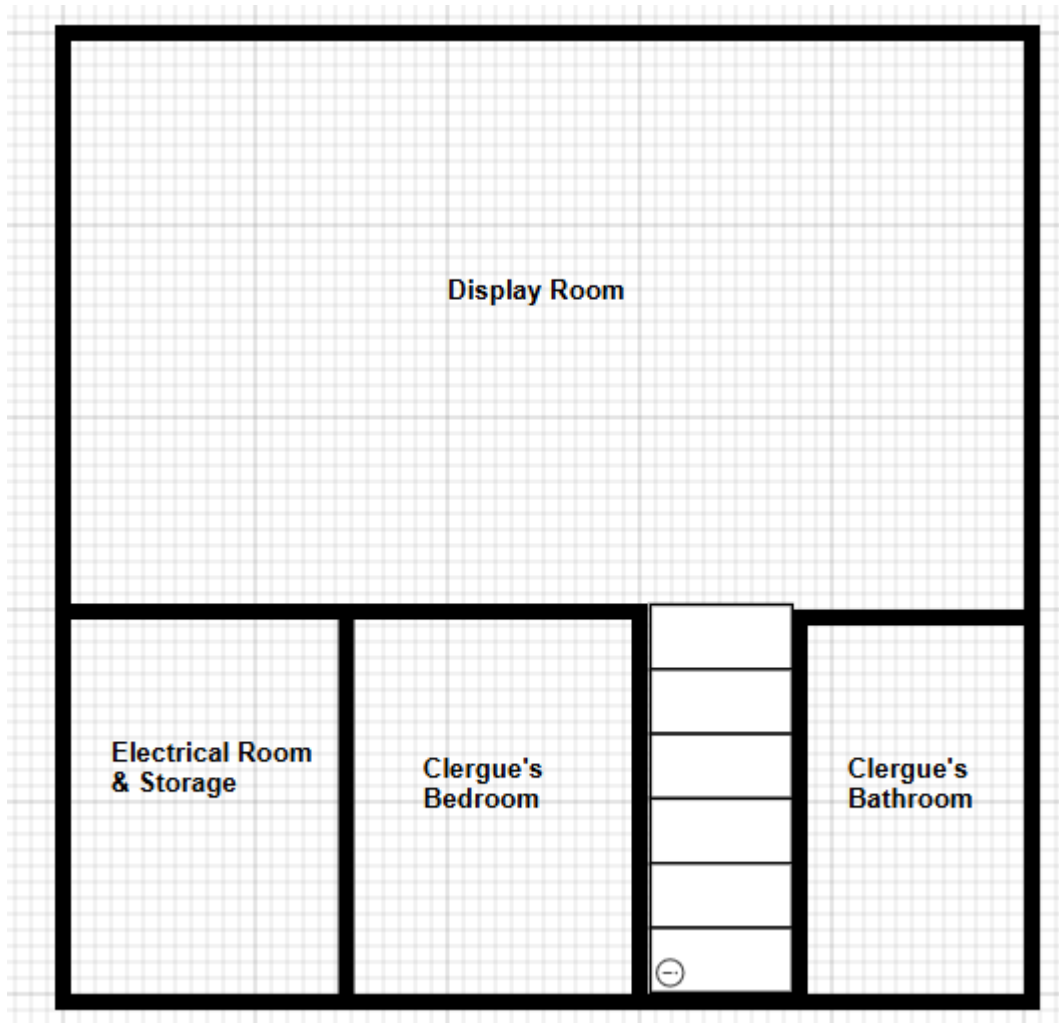
Ermatinger OSH Attic



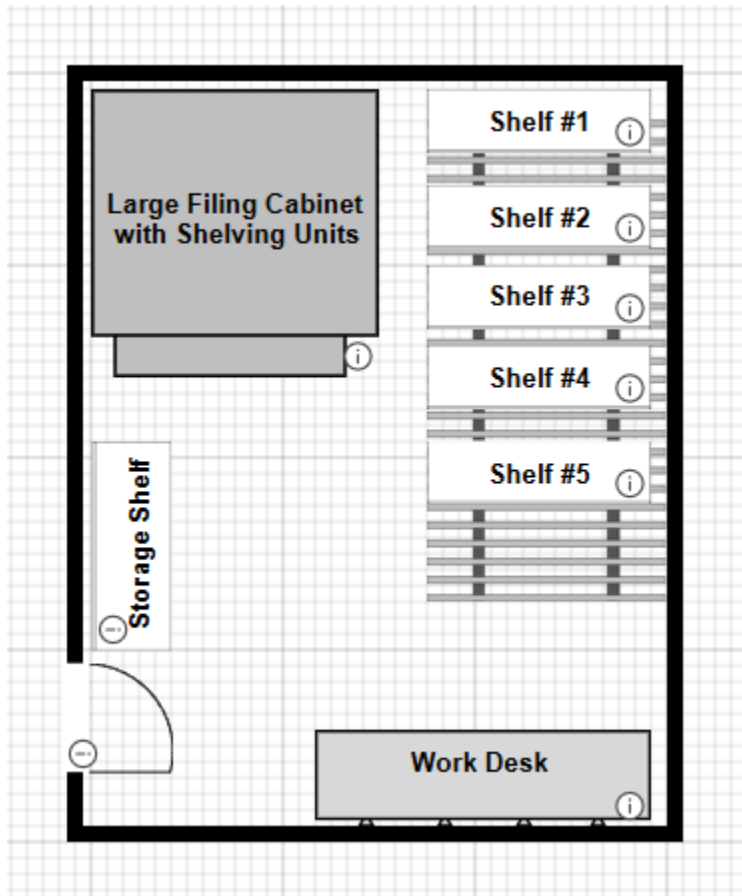
Ermatinger OSH Basement



Blockhouse 2nd Floor

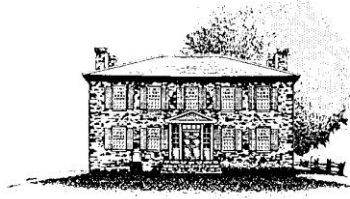


HDC Archive Room



ECNHS Artifact Digitization Progress Outline					
Site Location	Amount Digitized	Amount Left to be Digitized	Priority		Priorities Rankings Explained
ECNHS Heritage Discover Centre					High: to be done immediately, usually rooms that contain a large amount of artifacts and are not open to the public
Archive Room	Shelf 5 and 4 have been completely digitized, with half of Shelf 3 being digitized and part of Shelf 2.	Shelves 3, 2 and 1 need to be completely digitized along with the additional artifacts in the Archive Room	High		Mid: to be done at earliest convenience, usually display rooms that contain multiple artifacts
War of 1812 Gallery	None	All	Low		Low: to be done if all other rooms are finished or unavailable, display rooms or other rooms on site that contain few artifacts
Ermtanger Old Stone House					
Fur Trade Office	Some artifacts have been digitized but may need to be redone.	All	Mid		
Early Parlor	None	All	Mid		
Dining Room	None	All	Mid		
Winter Kitchen	None	All	Mid		
Summer Kitchen	None	All	Low		
Basement	None	All	Low		
Native Studies and Agriculture Room	None	All	Low		
Master Bedroom	None	All	Mid		
Little Room (Storage)	None	All	High		
Victorian Parlor	None	All	Mid		
Gentleman's Sitting Room	None	All	Mid		
OSH Attic	All of the artifacts with the exception of artifacts too large to be photographed in the attic have been digitized	None	Completed, to be reviewed and finished		
Clergue Blockhouse					
2nd Floor	All	None	Mid		
*Important: a breakdown of what artifacts have been digitized and in which room are located on separate excel sheets in the collection management folder					

COMMUNITY POLICY



Written: March 2005
Reviewed & Revised: Jan. 2011
Review & Revised: March 2016
Review, Revised, and Adopted by HSB: April 2023
Revised and Adopted by HSB: June 2025

1.0 POLICY STATEMENT

The Community Policy of the Ermatinger Clergue National Historic Site will ensure that the Site is relevant, accessible, and is in partnership with the community of Sault Ste. Marie and area. The policy will govern the Site so that it may be a steward of our community's heritage and national heritage, as well as being actively engaged in the community so as to be responsive to its cultural needs.

The Ermatinger Clergue National Historic Site, located in the City of Sault Ste. Marie, is dedicated to preserving, interpreting, and exhibiting the heritage of Sault Ste. Marie specific to the timelines of the Old Stone House & the Clergue Blockhouse, and for the other reasons of significance outlined in the Statement of Integrity, National Historic Sites. As a community museum, the Site provides tangible and irreplaceable links to what defines us a community. Heritage value resides in tangible material culture (objects, structures and spaces) and in the intangible associations, memories, and stories. It is our "Stories Steeped in Stone" that we pride ourselves.

The "Community" of this museum, is a mix of several communities, reaching from local, regional, provincial, and National audiences. A community's heritage is part of its identity. The staff, volunteers, and Historic Sites Board of the Ermatinger Clergue National Historic Site are stewards of these resources, on behalf of the people of Sault Ste. Marie.

- 1.1 STEWARD in that: "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 the Ermatinger Old Stone House, the Clergue Blockhouse, Heritage Discovery Centre, and related artifacts" (refer to the mission statement)
- 1.2 STEWARD in that:
 - 1.2.1 "Within the Ermatinger Old Stone House, staff collect, preserve, research, house, exhibit and interpret artifacts that illustrate the 1808 - 1870 time period.
 - 1.2.2 The Clergue Blockhouse is restored to exemplify the 1894 time period when Francis Hector Clergue used the building as his residence and as the hub from which he directed his growing business empire.
 - 1.2.3 For the purposes of acting as the Visitor Centre to the Site, The Heritage Discovery Centre, will provide accessibility, 50 seat multi-media theatre with retractable seating (so

as to offer alternative meeting / conference room options and venue rentals), exhibits that provide the “stories steeped in stone” of the other buildings and grounds, administrative services, and gift shop.

1.2.4 The Ermatinger Clergue National Historic Site will provide the residents of Sault Ste. Marie and its visitors, with the opportunity to experience festivals, demonstrations and tours that are designed to interpret the customs and lifestyles of our earliest citizens”.

1.2.5 Refer to the Statement of Purpose.

1.3 STEWARD in that: “The staff and volunteers of the Ermatinger Clergue National Historic Site will ensure that the themes, content and formats of interpretation and educational programs meet the needs of the community in accordance with the Ermatinger Clergue National Historic Site’s, Statement of Purpose. Interpretation and Education Programming will assist in communicating the Site and its components; provide a mix of school curriculum programs, public programs, and special events” (refer to Interpretation & Education Policy).

1.4 STEWARD in that: “It will govern the restoration and preservation of the Ermatinger Old Stone House, the Clergue Blockhouse, and all of the other artifacts in the collection. This standard sets down guidelines that will allow staff to display and interpret the collection while preserving the artifacts and meeting Federal, Provincial and Municipal, legislative requirements that have an impact on the conservation of collections”. (refer to the Conservation Policy)

1.5 STEWARD in that: “It will be publicly accountable and its governing body will clearly define the Site's mission and goals. The governing authority for the Site shall be a City Council appointed Board. This Board shall consist of a minimum of six members who are persons qualified to be elected as members of City Council and one of whom is a member of Council. These members will reflect the diversity of the community they serve.” (refer to the Governance Policy).

1.6 STEWARD in that: “It will establish the priorities of research and will demonstrate responsibility in protecting the Site and its collection, so that it remains a valuable resource for study and so that it shall survive intact for future generations” (refer to the Research Policy).

1.7 STEWARD in that: “It will develop exhibits in the public areas of the Ermatinger Old Stone House, the Clergue Blockhouse, Heritage Discovery Centre, and the grounds of the Site. Exhibits will communicate the significance of the Site and its components as indicated in the Statement of Purpose” (refer to the Exhibition Policy).

1.8 DEFINITIONS

1.8.1 The Historic Sites Board shall be referred to as the Board.

1.8.2 The Ermatinger Clergue National Historic Site shall be referred to as the Site.

1.8.3 The Ermatinger Old Stone House shall be referred to as the E.O.S.H.

1.8.4 The Frances H. Clergue Blockhouse shall be referred to as the Clergue Blockhouse.

1.8.5 The Heritage Discovery Centre shall be referred to as the HDC.

1.8.6 The City Council of the City of Sault Ste. Marie shall be referred to as Council.

1.8.7 The Corporation of the City of Sault Ste. Marie shall be referred to as the City.

- 1.8.8 Ethical behaviour will be consistent with established professional standards and ethics as stated in the Ethical Guidelines. (Canadian Museums Association)

2.0 VISITATION MIX:

- 2.1 The “Community” of this museum, is a mix of several communities, reaching from local, regional, provincial, and National audiences.
- 2.2 The staff of the Site provides services and programs to include a mix of members from the “community” in a variety of activities & exhibitions.

Programs & temporary displays / exhibitions vary to target School Tours, Group Tours, General Visitors, Outreach Programs, and Special Events. Each program will incorporate its own target audiences and accommodate the needs of each. (Refer to Education & Interpretation Program Mix)

3.0 COMMUNITY PARTNERS

- 3.1 The staff of the Site will identify, pursue and network with community partners. (Refer to “Community Partners” list)
- 3.1.1 Community/media relations will be developed and maintained in order to allow the Site to be involved, able to address historical/tourism needs of the community, and to also have the affiliations in order to become aware of technological advances and breakthroughs appropriate for the Site.

4.0 PROMOTION, MARKETING & SOCIAL MEDIA:

- 4.1 The staff and Board of the E.C.N.H.S. will utilize various means of advertising and promotion in order to ensure that all visitors have equal access to information concerning the Site (ie: hours of operation, hours open to public, hours open by appointment, and how to contact the Site), the collection and accessibility to the collection (Research Policy), and services and programs offered (Exhibition Policy, Interpretation & Education Policy, Building Site Use Policy, Admissions Policy, Collections Management Policy, Digital Strategy & Plan, and Social Media Policy).
- 4.2 In 2015, the Historic Sites Board transferred the website to be within the Corporate City of Sault Ste. Marie website. Access is still available through the URL’s of www.ermatingerclerguenationalhistoricsite.ca and www.ecnhs.com. The website now provides fully accessible information regarding the Site, hours of operation, location, contact information, programming, special events, and any other information pertinent to visitors and community inquiries. Currently, 2025, funding has been secured to create a stand-alone website.
- 4.3 Current **facebook** pages: Friends of the Ermatinger Clergue National Historic Site, Royal Newfoundland Regiment Armstrong Company, and in May 2016 (May is Museum month) – the launch of the facebook page for E.C.N.H.S.

5.0 ACCESSIBILITY

- 5.1 The Ermatinger Clergue National Historic Site is committed to ensuring that the Site is safe, secure, and accessible to staff, volunteers and visitors. The Municipality of the City of Sault Ste. Marie has an accessibility plan for all municipally owned buildings and services, as well as an Assets Management plan. The Ermatinger Clergue National Historic Site (Community Services Department, Recreation & Culture Division) is included in this process and will follow and meet relevant related regulations and building codes where possible or unless an exemption is given to maintain heritage integrity.
- 5.2 The Ermatinger Clergue National Historic Site follows the City of Sault Ste. Marie Accessibility Mandate & will follow the Accessibility Standards set forth by the Ontarians with Disabilities Act, 2005. Staff and volunteers have participated in current accessibility training programs set forth by the Accessibility Committee of the City of Sault Ste. Marie. (See Governance Policy – section 3.5)
- 5.3 The Ermatinger Clergue National Historic Sites has its own Accessibility Plan to compliment the City's Accessibility plan.
- 5.4 The Site does have some limitations regarding physical accessibility due to its historic buildings and their structure. Both the E.O.S.H. and the Clergue Blockhouse have a second floor. The E.O.S.H. has a third floor and a basement. Neither building has an elevator due to the maintenance of historic integrity of the Site.
- 5.5 The HDC offers full physical accessibility from the parking lot, washrooms, ground floor only facility, with actuated door entrances.
- 5.6 The EOSH is equipped with a ramp entrance and actuated door that accommodates wider wheelchairs and scooters.
- 5.7 A touch screen computer in the Clergue Blockhouse main floor, allows for accessibility that includes all areas of the site, as well as extensive background information.
- 5.8 The website for ECNHS is included within the City of Sault Ste. Marie's website. This ensures that accessibility requirements are met.
- 5.9 Future exhibition digitization projects are set within the strategic and exhibition plans of the HSB. In 2023, a Digital Strategy was completed, and 2024 a Digital Plan began.
- 5.10 In making its resources accessible, the staff, volunteers and Board will:
 - 5.10.1 Respect the values and traditions of its community in the development of programs and exhibits that are consistent with the mandate.
- 5.11 Minimize economic, social, geographic, physical, and cultural barriers and reach out to a broad range of interest levels, to the greatest extent possible.
- 5.12 Demonstrate its commitment to the community through public open hours, public access, outreach, physical accessibility, and intellectual accessibility.

6.0 VOLUNTEERS & COMMUNITY PARTICIPATION

- 6.1 The E.C.N.H.S. encourages community participation through its Volunteer Program. All individuals must be registered and then be appropriately trained, assigned, monitored, evaluated and provided appropriate recognition in accordance with procedures specified in the Site's Volunteer Manual. Any volunteers working with children and handling cash will be required to submit a criminal reference check.
- 6.2 The "Friends of ECNHS" was formed (2010) by members and volunteers and incorporated by affiliation with the Ontario Historical Society. This group is a registered charity and provides opportunities through such to the Site and community participation.

7.0 ENGAGING THE COMMUNITY

- 7.1 Engaging the community in museum activities is a two-way street. Through its stewardship, transparency, services and programs, as well as the openness to ideas from the community through Friends of ECNHS, volunteers, members, cultural partners, and tourism partners, ECNHS shall ensure that the lines of communication are open from the "Community" to the museum.
- 7.2 ECNHS must also ensure that it initiates and establishes direct lines of communication from the museum to the "community". This includes: municipal, provincial, and national government(s). Having representation on committees, events planning, tourism, local BIA, and being involved in the cultural & museum sector.

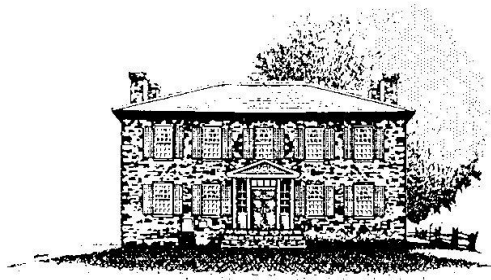
8.0 REVIEW OF POLICY

Staff and the Board will review this policy every five (5) years or more frequently if deemed necessary. The Board and City Council must approve all revisions to this policy.

Approved by the Historic Sites Board

(date)

Signature of Board Chairperson



ERMATINGER●CLERGUE NATIONAL HISTORIC SITE
COLLECTIONS MANAGEMENT POLICY

Accepted: April 11, 1985
1st Revision: July 9, 1990
2nd Revision: January 12, 1995
3rd Revision: September, 2000
4th Revision: May 10, 2001
5th Revision: September, 2003
Drafted changes 2009
Reviewed September 2010
Revised: January 2012
Reviewed: Summer 2013
Revised: September 2013
Accepted: October 9, 2013
Reviewed: January 2015
Revised: April 2015
Accepted: July 2015
Reviewed: March 2018
Approved: June 2018
Revised and Approved: HSB June 2025

1.0 POLICY STATEMENT

The Collections Management Policy of the Ermatinger●Clergue National Historic Site governs the collection of artifacts, archives, and reproductions; including collection, loan and de-accessioning criteria, and insurance and documentation requirements. The policy will govern the museum's ability to pursue research on its collection in accordance to the Research Policy, and **govern the Collection's Digitization Plan.**

2.0 COLLECTION CRITERIA

All archives, artifacts, and reproductions acquired for the Ermatinger•Clergue National Historic Site should reflect the following criteria:

2.1 Heritage Discovery Centre

The archives, artifacts and reproduction items acquired for the exhibits in the Heritage Discovery Centre reflect:

- a) the War of 1812
- b) Voyageurs & Coureur de Bois
- c) Fur Trade
- d) Indigenous
- e) Orientation to the Site

2.2 Time Frame

As stated in the Statement of Purpose, for the Ermatinger Old Stone House, archives, artifacts, and reproductions should reflect the period of 1800 – 1865 and the significant persons / topics listed below, as well as the House itself. Artifacts reflecting the Francis Hector Clergue era will not be collected, unless it pertains to Clergue the man and his Blockhouse (residence), and would justly represent him and/or his house. Other pertinent items pertaining to the North West Trading Company (bottom portion / main floor of the Blockhouse) may also be considered.

2.3 Significant Persons/Topics

Archives, artifacts, and reproductions will be collected which illustrate the period of history when the Ermatinger Old Stone House was used for and was occupied by:

- a) Charles Oakes Ermatinger
- b) Mananowe (Charlotte) Ermatinger
- c) The fur trade, especially as it relates to the Ermatinger family
- d) Native Peoples, in particular the family of Mananowe, the Ojibway wife of Charles Ermatinger
- e) The role of women in the fur trade
- f) William McMurray
- g) Joseph Wilson
- h) David Pim
- i) Richard Carney
- j) Colonel John Prince
- k) Other occupants or visitors to the house, particularly those who inhabited the House until 1865 and those for which the Ermatinger Old Stone House is Nationally Commemorated.

2.4 General Documentation

Archives and artifacts accepted into the collection are to be authentic examples of their kind supported by documentation obtained by research and /or accompanied by background history or verbal information. Such information may not be verifiable, but should be collected.

2.5 Purpose

2.5.1 The proposed function of the object is to be researched and considered before accepting it into the collection. It should be determined whether it is to be used for exhibit, demonstration, interpretation, or other educational functions, or, has some exceptional attribute relevant to the criteria.

2.5.2 The object is not to be a duplicate unless it is in better condition or is a better example of a similar object already in the collection. Reproductions will be collected for demonstration purposes and will not be considered duplicates.

2.6 Physical Condition

The archive or artifact is to be in sound physical condition and not require extraordinary treatment, environment or storage conditions.

2.7 Legal Considerations

2.7.1 The donor or seller must be the legal owner of the object, or have the power of attorney.

2.7.2 No restrictions or conditions can be placed on the object at the time of acquisition.

2.7.3 The collection of relevant materials will be done only after meeting municipal, provincial and federal legislative requirements.

2.8 Exceptions

Under exceptional circumstances, objects not complying with the criteria may be taken into the collection at the discretion of the Curator and the Historic Sites Board.

2.9 Cultural Resources

In its commitment to ethical collection practices, the Ermatinger•Clergue National Historic Site will only add an artifact of cultural resource to the collection if the artifact meets collection criteria and is obtained through recognized reputable sources, and has been approved through the appropriate cultural organizations.

3.0 **ACQUISITION PROCESS**

3.1 Purchases

Purchases are to be accompanied by a bill of sale that clearly states the name, address and telephone number of the vendor. Purchases are to be made in the name of the governing body. Purchases are not to be made unless the Historic Sites Board has carefully reviewed the object / item and has passed a motion approving the acquisition. Purchases have been required for major exhibitions, and are usually of reproduction nature.

3.2 Donations

Donations are to be accompanied by a signed gift form that states that:

a) The donation becomes the property of the Ermatinger•Clergue National Historic Site.

- b) The Site may use the donation as it wishes for exhibit, collections, educational programming and may dispose of the donation if deemed necessary through the process listed in section 6.0 of this policy.

3.3 Legal Considerations

All acquisitions will meet municipal, provincial and federal requirements.

The Ermatinger•Clergue National Historic Site is under no obligation to accept donations or bequests.

3.4 Procedure for Acceptance

3.4.1 The Curator, according to the criteria stated by this Policy, will determine the acceptability of an object for the collection. (see 2.0)

3.4.2 In situations deemed necessary by the Curator, the Historic Sites Board may be called upon to decide on the suitability of a potential acquisition. The donor will retain the object until such a decision is made.

3.4.3 Purchases of acquisitions (see also Section 6 - Loans) will be brought to the attention of the Historic Sites Board.

3.5 Procedure Following Acceptance

3.5.1 Specific Documentation

3.5.1.1 A Gift Form will be given to the donor, which must be signed in duplicate. One copy will remain with the donor, and the 2nd copy will be retained in the permanent object file.

3.5.1.2 A receipt for purchased items will be retained in the permanent object file.

3.5.1.3 A Master catalogue file will be established for the object, to include historical background, original owner, user or manufacturer, and where and when the object originated.(See Curator's Worksheet)

3.5.1.4 The object will be given an accession number that will be affixed to the object using the current method recommended by the Canadian Conservation Institute. A brief description and other pertinent information will be recorded in the accession register.

3.5.1.5 The object will be recorded in the donor, classification and location files, and then will be entered into the collection database.

3.5.1.6 Both an electronic copy and a paper copy of the database will be kept in the safe in the clerk's office at (1) City Hall and (2) Sault Ste. Marie Museum, and shall be updated every 5 years or more often if necessary.

3.5.2 Notification of Governing Bodies

The Historic Sites Board and the Curator will review possible acquisitions. After receiving approval and acquiring the artifact, the curator will submit a full report in writing and verbally to the Historic Sites Board.

4.0 INSURANCE

All artifacts, archives, and reproductions, that are part of the permanent collection of the Ermatinger•Clergue National Historic Site will be insured under the blanket coverage of the City of Sault Ste. Marie. Specific items, as deemed necessary by the Historic Sites Board and the Curator, will be specifically itemized and covered under a Fine Arts Rider of the aforementioned policy. All objects on loan to the Ermatinger•Clergue National Historic Site will be insured under a separate Fine Arts Rider, if the loan agreement regulates: i.e.: travelling exhibitions.

5.0 LOANS

5.1 Incoming Loans

- 5.1.1 The Ermatinger•Clergue National Historic Site will only borrow objects for the purpose of exhibition that contributes significantly to the illustration of the history of the Site. Such loans are to be for a specified time.
- 5.1.2 All items on loan will be documented on incoming loan forms that will state the duration of the loan, the conditions of the loan, ownership and signature of the lender and the borrower.
- 5.1.3 All items on loan are to be insured by the City of Sault Ste. Marie for the Ermatinger•Clergue National Historic Site, under the Fine Arts Policy of the City of Sault Ste. Marie. Responsibility for possible damages therefore rests with the borrower.
- 5.1.4 Incoming loans will have a condition report done immediately, and both the lender and the borrower will sign this report. Each will retain a copy of the report.
- 5.1.5 An updated condition report will be done before the object is returned, and this report will be signed and verified by both the borrower and the lender. Each will retain a copy of this report.

5.2 Outgoing Loans

- 5.2.1 Objects from the collection may be loaned to qualified institutions or individuals for a specified length of time at the discretion of the Curator in consultation with the Historic Sites Board and the Manager of Recreation and Culture.
- 5.2.2 Qualified institutions/individuals will be defined as those are able to meet the environmental needs of the object, those who understand and follow the recommended care and handling practices required for museum collections, and those who meet the security standards of the Ermatinger•Clergue National Historic Site.
- 5.2.3 Loans may be made when requested for specific purposes such as research and/or exhibition.
- 5.2.4 Both the borrower and the lender must sign an Outgoing Loan form, stating the duration of the loan, reason for loan and conditions of the loan.
- 5.2.5 A condition report will be done before the object leaves the Site, and both the borrower and the lender shall sign it. A copy will be kept by each.

- 5.2.6 A condition report will be done within 24 hours of being received back into the collection, and it will be verified and signed by both the borrower and the lender.
- 5.2.7 The borrowing institution/individual must provide adequate insurance, (value to be set by the Ermatinger•Clergue Heritage Site), for the object while it resides within their premises. Responsibility for possible damages therefore rests with the borrower.

6.0 DE-ACCESSIONING

6.1 Consideration:

Archives, artifacts, and reproduction objects to be considered for de-accession must meet the following criteria:

- a) The object is a duplicate of another in better condition, OR;
- b) The object is in a condition considered hazardous, beyond repair or not suitable for display purposes, OR;
- c) The object has been stolen or is missing from the collection, authorities notified, and a reasonable length of time allowed for possible recovery, OR;
- d) Objects outside of collection criteria: objects which do not meet the criteria as set out by this policy and which are still in fair/good condition will be brought to the attention of the Historic Sites Board, OR;
- e) Correcting old accession mistakes: items that have been accessioned into the collection that were not meant to be part of the collection should be de-accessioned.

Objects, which meet one of these requirements, will be presented to the Historic Sites Board by the Curator, and the Curator will follow their recommendations, and / or process of de-accessioning.

6.2 Process of De-accession:

When an object that falls into the categories mentioned above, the Board will make a recommendation for de-accessioning, and the following steps will be taken:

- a) Offer to give the object to another cultural institution,
 - b) Offer to exchange the object for another at another cultural institution.
 - c) Sell the object publicly, with the proceeds going into an acquisition fund or towards the conservation and care of the collection.
- Members of the Ermatinger•Clergue National Historic Site staff and Historic Sites Board will not be permitted to purchase the object. If the object is in total disrepair, a professional conservator will be consulted to determine if the object should be saved or destroyed.

6.3 Documentation

De-accessioning an object will consist of the following:

- a) Approval in writing where applicable, from the donor. Such letter to be retained in the master catalogue file,
- b) Motion passed by the Historic Sites Board, noting the object name, accession number, date of accession and donor name,
- c) Striking from the Accession register with a red line
- d) Noting on all related materials, in red, the date of de-accessioning. (i.e. condition reports, donor card, classification card, location card, and the computer data base)

All documentation regarding the object and its de-accessioning will remain in the master catalogue files of the Ermatinger•Clergue National Historic Site.

6.4 Reporting

Upon completion of a de-accession, a full report will be presented to the Historic Sites Board.

6.5 Ethics

Within the governance of the Ermatinger•Clergue National Historic Site, the Historic Sites Board is responsible and publicly accountable for the activities within, while striving to meet the mission and mandate. The H.S.B., staff & volunteers will also adhere to the Governance Policy and Community Policy so that the Site may be a steward in our community. Ethical behavior will be consistent with established professional standards and ethics as stated in the Ethical Guidelines (Canadian Museums Association), and align with ICOM Ethic Guidelines.

7.0 **PRESERVATION OF ACQUISITIONS**

- 7.1 The Ermatinger•Clergue National Historic Site will undertake to preserve the objects it collects by providing a conducive environment, safety and security, and assuring that labeling, handling, storage, display and conservation treatment is done only by trained staff in accordance to recommended conservation practices.
- 7.2 The Ermatinger•Clergue National Historic Site will maintain an up to date, detailed Conservation Standard outlining labeling, care and handling of artifacts.
- 7.3 The staff and volunteers will adhere also to the Conservation and Physical Plant Policies of the Site.
- 7.4 Staff and volunteers will continue to keep the digitization process of the collection ongoing, in order to have digital images for referencing the preservation and conservation concerns of an archive or artifact.

8.0 COLLECTIONS MANAGEMENT

- 8.1 The Ermatinger•Clergue National Historic Site will set aside a designated workspace for collections management activities.
- 8.2 Adequate time to ensure thorough and complete record keeping will be allowed.
- 8.3 Necessary supplies and equipment will be provided.
- 8.4 A percentage of the Historic Sites Board Budget will be allowed to collections work including salaries, supplies, etc.
- 8.5 Collections work will be undertaken by an appropriately trained staff member who may work with untrained staff and/or volunteer assistance.
- 8.6 Collection Management will follow the collections manual for accessioning, storage, handling, and digitization / digital plan.

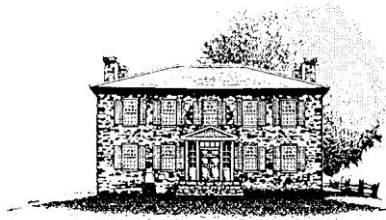
9.0 COPYRIGHT

The staff & volunteers will acquire and/or create permissions on any archive, artifact, or reproduction, as required to obtain appropriate consent to enable use for exhibition, internet postings, or use otherwise.

Further reference to copyright is also stated in the Research Policy for Collection Management.

10.0 REVIEW OF POLICY

This policy will be reviewed by staff and the Historic Sites Board every five years or more frequently if deemed necessary. The Historic Sites Board and City Council must approve any and all revisions to this policy.



Historic Sites Board
Ermatinger•Clergue National Historic Site

INTERPRETATION AND EDUCATION POLICY

Written: October 1985
Revised: September 1990
2nd Revision: July 31, 1995
3rd Revision: September 2000
4th Revision: March 2004
5th Revision: December 2009 & February 2010
6th Revision: May 2017
Revised and Approved: HSB June 2025

1.0 POLICY STATEMENT

The staff and volunteers of the Ermatinger•Clergue National Historic Site will ensure that the themes, content and formats of interpretation and educational programs meet the needs of the community in accordance with the Ermatinger•Clergue National Historic Site's Statement of Purpose.

Interpretation and Education Programming will assist in communicating the Site and its components, provide a mix of school curriculum programs, public programs, and special events.

All programs developed at the Ermatinger•Clergue National Historic Site will meet established criteria, demonstrate a commitment to accuracy and objectivity in presentation, and also meet the following:

- a) Canadian Museums Association Ethics Guidelines
- b) Conservation Standard and conservation procedures
- c) Care of the Collection in the Collections Management Standard
- d) Exhibition Standard
- e) Research Standard
- f) Signage and Interpretation Policy
- g) And any Municipal, Provincial and Federal legislative requirements that impact the programs and their accessibility to the public.

1.1 DEFINITIONS

1.1.1 The Ermatinger•Clergue National Historic Site shall be referred to as the Site.

1.1.2 The Corporation of the City of Sault Ste. Marie shall be referred to as the City.

1.1.3 The Historic Sites Board shall be referred to as the Board.

1.1.4 The City Council of the City of Sault Ste. Marie shall be referred to as Council.

1.1.5 Friends of Ermatinger•Clergue National Historic Site shall be referred to as “Friends of”

1.1.6 Trained Staff is defined as: the Curator, Assistant Curator, and the House/Grounds Keeper. Training of other staff and volunteers will be the responsibility of the Curator, and will be carried out prior to assisting with exhibits.

2.0 INTERPRETATION-EDUCATION PRIORITIES

2.1 Research for all programming will be developed with historical relevance, accuracy, objectivity, and be consistent with the Statement of Purpose and the statement of integrity for the reasons of National Significance.

2.2 Priorities in program development are to allow for a variety in programming (see appendix A for table of program mix). The following list provides the priorities for the ECNHS:

- i) General Programming
 - a. Casual Visitors / Tourists
 - b. Group Tours – i.e.; Tour Bus companies
 - c. Interest Courses - Workshops
 - d. Special Interest Programming / Tours – Girl Guides or Scouts, Red Hat ladies, Horticultural Society, etc.
- ii) School Interpretation and Education
 - a. School Curriculum Programs
 - b. School Seasonal Programs – End of season field trips or Yuletide program
- iii) Special Events
 - a. Themed Exhibits
 - b. Demonstrations and Reenactments
 - c. Festivals
 - d. Heritage Culinary Experiences
- iv) Digital Interpretation & Education
 - a. Virtual exhibits and tours & curriculum programming
 - b. Website & Social Media information
 - c. Exhibition digital components

3.0 GENERAL PROGRAMMING

3.1 Purpose

To interpret the history of the Ermatinger Old Stone House and its collection, the Clergue Blockhouse and its collection, and the Grounds, through display, demonstration, verbal communication, and textual guide sheets, in a manner that will encourage thought and understanding.

3.2 General Interpretation, Casual Visitors

A basic interpretive program will be offered to all public visiting the Site. This includes costumed interpretation and daily historic happenings demonstrations.

3.2.1 Initial Greeting of Visitor

Visitors will be greeted by an Interpreter wearing an authentic reproduction costume, will be given a brief introduction to the Site. The Interpreter will be available at all times to answer questions or provide information while visiting the Ermatinger Old Stone House. An Interpreter will be available at the Clergue Blockhouse, or will accompany the visitor to the second building on the site. The walk from one building to the next will allow time for the interpreter to offer general information regarding the period gardens. Guided tours can be pre-arranged, and / or accessed during regularly scheduled tours.

3.2.2 Summer Kitchen (Ermatinger Old Stone House)

When staffing permits, an Interpreter will also be stationed in the Summer Kitchen Interpretive Centre, and will conduct demonstrations suitable to the period and surroundings. All foods cooked in the Summer Kitchen demonstrations will be made available for sampling by the general public at no charge, unless specified otherwise by the Curator, or designate. The daily historic happenings are planned to be suitable to the period, surroundings, and may often pertain to the harvesting of herbs, plants, and crops of the heritage gardens.

3.2.3 Basement, Second Floor, and Attic (Ermatinger Old Stone House)

When staffing permits, an Interpreter will be stationed in the basement and second floor exhibit areas, otherwise, staff and volunteers will move to the different levels of the House thus ensuring visitor safety on stairs and / or to accommodate any visitor questions. The attic is utilized only for artifact storage, but may be accessed with a Site staff by special arrangement in order to view period construction techniques.

3.2.4 Clergue Blockhouse

When staffing permits, a designated Interpreter will be stationed in the Clergue Blockhouse, otherwise visitors will be accompanied to this building. This will ensure visitor safety and / or accommodate any visitor questions.

3.2.5 Outdoors

The grounds surrounding the Ermatinger Old Stone House and the Clergue Blockhouse contain gardens with period plantings. Visitors will be encouraged to visit these gardens, and when staffing levels permit, an Interpreter will be stationed outdoors. The produce gathered from the gardens will be used for on Site programming and Heritage Culinary Experiences. These grounds will also be used for Special Events and/or Education Programs.

3.2.6 Fees

Fees for general admission will be calculated as per the fee schedule for the current year. Site Staff and the Historic Sites Board will recommend these fees to City Council. Final approval given by City Council as outlined in the Municipal User Fee Policy. Fees must be paid at the time of entry.

3.3. General Interpretation - Group Tours

Parties of ten (10) or more people with advance booking may be treated as a group, and must meet the following criteria:

3.3.1 Advance Notice

General Tours must be booked a minimum of 48 hours in advance. Bookings will be accepted only when staffing levels permit, and the regular general operation of the Site is not affected.

3.3.2 Group Size

Group Tours will be a minimum of ten (10) people, and a maximum of twenty (20) adults or thirty (30) children. Groups exceeding the maximum number will be divided for the tour through both buildings simultaneously, with a switch during the timed visit. If the site cannot accommodate the group at once additional visits will be coordinated with other cultural attractions nearby.

3.3.3 Staffing Requirements

Guided Group Tours will require one staff person for every group or divided group, in order to conduct the tour. Site Staff and volunteers will still be required for gift shop, summer kitchen demonstrations, and to possibly be stationed through the buildings and grounds, depending on the groups needs and abilities.

Children's group tours will require an accompanying group leader for every 15 children on the tour.

3.3.4 Fees

Fees for general group admittance will be calculated as per the fee schedule for the current year. Site staff and the Historic Sites Board will recommend these fees to City Council. Final approval given by City Council as outlined in the Municipal User Fee Policy.

3.4 Interest Courses

Interest courses will be coordinated and developed for youth and adults in areas that correspond to the Statement of Purpose, and which might be of interest to the public, or requested by members.

3.4.1 Fees

All interest courses must be self-supporting. Fees for interest courses will be calculated as per the fee schedule for the current year. Site staff and the Historic Sites Board will recommend these fees to City Council. Final approval given by City Council as outlined in the Municipal User Fee Policy. In order to secure registration and participation in the course, fees must be paid in advance.

3.5 Special Interest Programming

3.5.1 Purpose

Special interest programming will be offered to community organizations (i.e. Girl Guides, Scouts, Red Hat ladies). Programs can be developed in advance to meet specific organizational objectives. Programs can also be combined with the Heritage Culinary Experiences.

3.5.2 Advance Notice

Special Interest Programs must be booked a minimum of 48 hours in advance. Bookings will be accepted only when staffing levels permit, and the regular general operation of the Site is not affected.

3.5.3 Group Size

Groups must be a minimum of 10 people. Larger group will be divided into smaller group sizes.

3.5.4 Fees

Fees for special interest programming will be calculated as per the fee schedule for the current year. Site staff and the Historic Sites Board will recommend these fees to City Council. Final approval given by City Council as outlined in the Municipal User Fee Policy.

4.0 **SCHOOL INTERPRETATION AND EDUCATION**

4.1 Purpose

School programs will be offered to encourage children to understand and explore further the early inhabitants of Sault Ste. Marie, and particularly the themes as set out by the Statement of Purpose for the Ermatinger•Clergue National Historic Site and the statement of integrity for the reasons of National Significance. Education programs will meet Ministry of Education Curriculum outcomes, or College & University professors requests.

4.2 Development

The curriculum expectations for specific grade levels, as set by the Ministry of Education and Training will be referenced and followed in the development of school educational tours. All school programs will have a specific focus. Programs will involve some 'hands-on' aspect.

4.3 Teacher's Package

All programs will have in-class pre/post visit materials that will be provided to the teacher a minimum of two (2) weeks in advance. The package will provide the teacher with an outline of the programming, timing, the Ministry expectations that will be met during the visit, and any details required by the teacher during the visit. Museum expectations and requirements are also included in the package. An evaluation form is provided for the teacher and the students, and they are encouraged to complete the evaluation and return by fax, post or electronically.

4.4 Bookings

All school programs must be booked a minimum of two (2) weeks in advance, when possible, and are subject to availability. Last-minute bookings will be accepted when staffing schedules permit.

The following booking procedure will be followed by the staff of the ECNHS:

- i) Tour booking form completed
- ii) Confirmation form faxed or emailed back to the school
- iii) Teacher package sent
- iv) Follow up contact made approximately 3 to 5 days prior to visit

4.5 Class Size

Bookings will be accepted for only one class at a time. Each class must be accompanied by a teacher and any Educational Assistants normally working within the classroom. Teachers and EA's will be required to actively monitor their students, remind students of the museum expectations, and assist in the hands-on activities. Exceptions to this policy will be for Educational Days during Site Special Events, or be reviewed and approved by the Curator, or designate.

4.6 Fee Schedule

Fees for School Curriculum Tours will be calculated as per the fee schedule for the current year. Site staff and the Historic Sites Board will recommend these fees to City Council. Final approval given by City Council as outlined in the Municipal User Fee Policy.

4.7 Other Educational Programs

Upon request, educational programs will be designed to meet specific one-time needs of a particular classroom. In such cases, the teacher must work alongside Site Staff. Fees will be adjusted to meet the requirements of the program. Under such circumstances, teacher packages will not be available.

5.0 **SPECIAL EVENTS & FESTIVALS**

Throughout the open season of the Site, special events & festivals will be held which complement the Site and its surroundings, and which promote the Site within the community.

5.1 Accompanying Exhibits

Temporary exhibits may be created or brought in on loan to accompany special events & festivals to enhance or complement the theme of the event. These exhibits will follow the Exhibition Policy guidelines.

5.2 Demonstrations & Reenactments

Demonstrations by volunteers and / or re-enactors will accompany certain special events & festivals. Demonstrations may be conducted throughout the House or on the Site grounds.

5.3 Fees

Site staff and the Historic Sites Board will recommend these fees to City Council. Final approval given by City Council as outlined in the Municipal User Fee Policy.

6.0 **EVALUATION**

SCHOOLS - An evaluation form is included in the teacher's package and at the end of the visit, the teacher is encouraged to complete the evaluation and return. Staff of the ECNHS will review all evaluations and respond to the teachers when required, report to the HSB with findings, and change programming and/or procedures when necessary.

SPECIAL EVENTS & FESTIVALS - Staff will perform written evaluations on all other programs, special events and festivals, and will encourage guests/ visitors to complete a customer satisfaction survey. Re-enactors and volunteers will be provided an evaluation form / survey, or will be asked to complete an event report with recommendations.

ANNUAL - An annual review with the Program Sub-Committee of the Historic Sites Board includes a summary on the following evaluation methods:

- Teacher Evaluations
- Staff Reports
- Special Event Summaries & Re-enactor Evaluations / Reports
- Visitor Comment Book
- Verbal Reports Documented
- Outside Party Evaluations
- Customer Satisfaction Surveys

7.0 **ARTIFACTS**

Reproduction items will be used during demonstrations and programming. On occasion, items on exhibit will be identified during a tour, and in doing so, the staff or volunteer will follow procedures outlined in the Conservation Policy and Procedures, Care of Collection, and the Exhibition Policy. Some programming will utilize digital exhibit components, or offer virtual opportunities.

8.0 EXHIBITS

Exhibits are an integral component to Interpretation and Education, and often exhibits throughout the buildings will be designed to meet curriculum expectations, special event themes, or seasonal programming.

Digital exhibition components will offer interactive / or immersive options, virtual tours, and website /social media inclusions.

The exhibits of the Ermatinger•Clergue National Historic Site will reflect the Statement of Purpose and meet the Exhibition Policy.

9.0 STAFF TRAINING

All staff and volunteer docents will be trained before conducting any educational or interpretive program. The training program will include: Ermatinger•Clergue National Historic Site Statement of Purpose, historical background, objectives of the program, program details, interpretive techniques, costuming, handling of artifacts, and when necessary, kitchen equipment, fireplace cooking techniques and craft techniques. Training / Interpreter manuals will be available for each of the curriculum oriented education programs, as well as a general manual for the Site, to be reviewed and made available for reference.

New curriculum or themed tours will be created by the Curator and the Historical Programmer in order to ensure tours meet the mandate and purpose, are authentic and accurate, and have a commitment to meeting curriculum or group mandate.

10.0 RESEARCH

Research for Interpreting the Statement of Purpose and its components is initially conducted by paid Historic Consultants, staff and the Historic Sites Board.

When planning and developing Interpretation and Education Programs, the staff and volunteers will ensure that the Research Policy is followed, and that any curriculum expectations are met.

11.0 SPACE, SAFETY & ACCESSIBILITY

The Ermatinger•Clergue National Historic Site is committed to ensuring that the Site is safe, secure, and accessible** to visitors. This is achieved by:

- i) Accessible washrooms in the Heritage Discovery Centre and Ermatinger Summer Kitchen
- ii) Accessible theatre in the Heritage Discovery Centre

- iii) Accessibility and special limitations can be accommodated through Digital and Virtual exhibition components, website and social media inclusion.
- iv) Wooden boardwalks that provide accessibility into the site's two buildings from parking areas
- v) The parking lot provides accessible parking spaces.
- vi) The entrance to the EOSH also has a wooden ramped entrance to sliding patio doors for accessibility
- vii) The Blockhouse entrance is ground level with the wooden boardwalk and the width of the front door allows the main floor of the Blockhouse to be fully accessible
- viii) Passageways will be kept clear and traffic flow will be designed to ensure ease of movement.
- ix) The touch screen computers for interactive exhibits provide interactive information on the buildings, grounds, and exhibits.
- x) Overcrowding and obstruction will be avoided.
- xi) In any period rooms, roped stanchions will be placed in areas to prevent access beyond a certain point.
- xii) Objects in other exhibit areas will be displayed in a manner that ensures safety, effective conservation techniques, proper mounting techniques, and prevents unauthorized handling or theft, i.e.: display cases.
- xiii) The Summer Interpretive Centre will have a stationed interpreter when baking/hearth demonstrations are being conducted to ensure the safety of all visitors
- xiv) Exhibit areas will meet fire safety regulations and building codes.
- xv) Staff and volunteers will be trained on Health & Safety regulations, First Aid, Emergency Evacuation & Disaster Planning, and job safety analysis / procedures.

** The Municipality of the City of Sault Ste. Marie has engaged an Accessibility Advisory Committee, and various agencies to assist all facilities in meeting the accessibility legislation of the Ontario with Disabilities Act, and the 5 Standards being currently being implemented. Accessibility will be provided as much as possible with respect to the Historical Integrity of the Site.

12.0 **FINANCIAL RESOURCES**

The Corporation of the City of Sault Ste. Marie approves an annual operating budget for the Ermatinger•Clergue National Historic Site. The following cost centers will be allocated annually for Interpretation & Educational purposes:

- Staffing
- Curatorial Expenses
- Exhibit Supplies
- Exhibit Capital
- Education and Interpretation Supplies

Any major exhibit and interpretation development requires a heritage consultant. A proposal will be reviewed by the Historic Sites Board and their Fundraising Committee,

and may result in a City Council Supplementary Budget request, and / or a submission to various funding sources.

11.0 REVIEW OF POLICY

Staff and the Historic Sites Board will review this policy every five (5) years, or more frequently if deemed necessary. The Historic Sites Board and the Curator must approve revisions to this Policy. All policies are referred to City Council for final approval. It is the responsibility of the Curator to ensure the policy update/review schedule is followed.

EXHIBITION POLICY



Written: April 9, 1985

Revised: June 2, 1990

2nd Revision: Aug. 30, 1994

3rd Revision: September 2003

4th Revision: May 2004

5th Revision: December 2009 & February 2010

6th Revision: underway beginning May 2022

Revised and approved: HSB June 2025

1.0 POLICY STATEMENT

The Exhibition Policy of the Ermatinger•Clergue National Historic Site will govern the development of the public areas of the Ermatinger Old Stone House, the Clergue Blockhouse, and the Grounds of the Site.

Exhibits will communicate the significance of the Site as a National Historic Site, and its components as per the Statement of Purpose.

Traveling exhibitions may be hosted, provided they complement or assist in the interpretation of the Site and will not disrupt the normal activities or financial capabilities of the Site.

Joint exhibitions will be produced with other museums and galleries, community organizations / groups, or community families, providing they continue to meet the criteria of the Site.

The Curator will initiate and approve changes to displays / exhibits, in accordance with this policy.

Digital exhibits components, Website and Social Media exhibition / collection content along with Virtual exhibits will be under the direction of the Curator.

All exhibits developed at the Ermatinger•Clergue National Historic Site will meet established criteria, demonstrate a commitment to accuracy and objectivity in presentation, and will also meet the following:

- a) Canadian Museums Association Ethics Guidelines
- b) Conservation Standard and Conservation Procedures
- c) Care of the Collection in the Collections Management Policy
- d) Interpretation & Education Policy
- e) Signage and Interpretation Policy
- f) Research Policy
- g) And any Municipal, Provincial and Federal legislative requirements that impact exhibits and their accessibility to the public; in their design, materials and use of artifacts and archival materials.

1.1 DEFINITIONS

- 1.1.1 The Historic Sites Board shall be referred to as the “Board”.
- 1.1.2 The Ermatinger•Clergue National Historic Site shall be referred to as “ECNHS”.
- 1.1.3 The Ermatinger Old Stone House shall be referred to as “EOSH”.
- 1.1.4 The Clergue Blockhouse shall be referred to as “ the Blockhouse”.
- 1.1.5 The property, period gardens, outbuildings, and walkways within the fenced parameters, shall be referred to as “Grounds”.
- 1.1.6 The Corporation of the City of Sault Ste. Marie shall be referred to as the “City”.

1.1.7 The Ermatinger•Clergue National Historic Site shall be referred to as the “Site”.

1.1.8 Trained Staff is defined as: the Curator, and Assistant Curator. Training of other staff and volunteers will be the responsibility of the Curator (Assistant Curator for Volunteers), and will be conducted prior to having them assist with exhibits.

2.0 EXHIBITION COMPONENTS AND CRITERIA

The Ermatinger•Clergue National Historic Site will exhibit objects from the collection, and objects loaned to the Site, in accordance with the Statement of Purpose.

Ermatinger Old Stone House

The building itself, as a designated heritage building, is a component of the Site’s exhibits and is considered part of the collection. Restoration of the house and archeological investigations prior to the construction of the Summer Kitchen Interpretive Centre, are documented through exhibits.

Exhibit spaces on three floors will portray the history of the building in order to illustrate the following themes. Items on display from the collection will be rotated as required by conservation standards.

- i) Charles Oakes Ermatinger and family
- ii) Ermatinger’s role in the War of 1812
- iii) Other occupants or prominent visitors of the House from 1808 until 1870, their relationship to the community, and the changes in the use of the house during this period
- iv) The fur trade as it relates to the Ermatinger family and Sault Ste. Marie
- v) Native people, in particular, Mananowe, the Ojibway wife of Charles Oakes Ermatinger, the role of women in the fur trade, early agricultural techniques both Native & European

Blockhouse

The building itself is part of the Site’s exhibits and is considered part of the collection. The exhibition space will portray the history of this building in order to illustrate the following themes. Items on display for the interpretation of these themes were for the most part, purchased representations, for the sole purpose of the exhibits.

- i) The fur trade as it relates to the North West Fur Company 1821
- ii) Francis Hector Clergue - the man from 1894 to 1908, and his industrial empire
- iii) The Blockhouse move and restoration

Grounds

a) Ermatinger – 1808 to mid 1800’s

- i) Crop Gardens
 - Vegetable Gardens
 - Broom Corn Crop
 - Native 3 Sisters Gardens
- ii) Herb and Medicinal Gardens
- iii) Walkway/Entrance
 - Old Stone House front step garden - rugosa roses
 - Elderberry Bushes
 - Walkway roses & heritage floral
 - Stone Cairn gardens – heritage floral

b) Blockhouse – 1820 to 1900

Crop or Floral garden, Orchard, Raspberry Patch, Métis Mountain Ash

- c) Grounds are interpreted utilizing costumed interpreters, interpretive signage and brochure, wooden benches, and barrel garbage containers. The interpretation of the grounds is included in all guided tours.
- d) Historic representations of period out-buildings consist of: Hardwood shed, tool shed, and softwood shed.

3.0 The ERMATINGER OLD STONE HOUSE Exhibits

- 3.1 When entering the restored areas of the EOSH, visitors will feel they are stepping back in time. Furnishings will be authentic and true to period except in instances where reproductions are necessary. Interpretive panels have been added to all exhibit areas.
- 3.2 The Curator will approve annual selection and arrangement of objects for period rooms.
- 3.3 Seasonal changes will be made in the period rooms.
- 3.4 Development of story line and text for the exhibit areas will be first approved by the Curator, and then secondly, approved by the Historic Sites Board.
- 3.5 Proposals and budget for new exhibits will be presented to the Historic Sites Board.
- 3.6 Display areas will be reviewed annually to assess possible improvements.
- 3.7 Interpretation of the techniques used to build the house is offered through guided tours, exhibits, and interpretation brochures. Access to the attic for purposes of viewing the heritage significance of the structure and early construction techniques is only available by a pre-arranged guided tour.
- 3.8 First Floor – Ermatinger period of 1808 to 1828
 - i) First floor hallway and stairs with 20th century intrusions including safety and security measures kept to a minimum and disguised wherever possible.
 - ii) Orientation and Fur Trade Post
 - iii) Early Parlor
 - iv) Dining Room
 - v) Winter Kitchen
- 3.9 Second Floor
 - i) Stairs and hallway - 1814-1870
 - ii) Southeast room – Bedroom of the Ermatinger period
 - iii) Southwest room - Victorian Parlour - Pim family and other residents / prominent visitors during 1828-1850 time period
 - iii) Northwest room - Gentleman's Sitting Room – Sherriff Carney and Col. Prince (first Judge), and Col. Wollsley periods, 1850-1870
 - iv) Northeast room – Native Ojibway Culture, Sault Ste. Marie early inhabitants, and European agricultural techniques
 - vi) South Centre - Research Room, Ermatinger genealogy, and Riverscape viewing telescope.
- 3.10 Attic

The original structure will be maintained and used for artifact storage and is not accessible to the public. Interpretation of the early construction heritage features of the house and attic are displayed through the exhibit in the basement. The attic can be accessed by a prearranged guided tour.
- 3.11 Basement

Basement and stairwell will not be maintained to period. The exhibition space in the basement displays the period construction of the house, restoration techniques and process, and artifacts encountered during an archaeological investigation at the Site.

4.0 SUMMER KITCHEN INTERPRETIVE CENTRE – Attached to EOSH

- 4.1 The Summer Kitchen Interpretive Centre was added to the house in 1983, this room represents the original “out kitchen” which was destroyed by fire c.1840. The fireplace is a reproduction of a typical hearth & bake oven found in a wealthy home similar to C. O. Ermatinger’s.
- 4.2 The Linkway to the summer kitchen will not be in period and will serve to illustrate to the public that they have left the restored House and are entering the Summer Kitchen Interpretive Centre.
- 4.3 The Summer Kitchen will represent the 1808-1865 period. Reproductions will be used for display and demonstration purposes. This area is meant to be a hands-on, immersion type experience. The hearth exhibit is a working environment, and changes on a daily basis depending on the cooking or other heritage activity being demonstrated. This space also is utilized for Heritage Culinary Experiences – small group events for lunch or dinner that utilize the produce from the Heritage gardens.
- 4.4 Remaining areas of the Interpretive Centre serve as staff areas. These areas are: auxiliary modern kitchen and storage areas, and are not open to the public.

5.0 CLERGUE BLOCKHOUSE Exhibits

- 5.1 The Blockhouse has been restored to the time when Francis H. Clergue took ownership and created his office and living quarters in it (1894). Exhibits in this building have permanent interpretation panels, and some furnishings. Interpretation of the construction techniques is offered through guided tours, interpretation brochures, and through the touch screen computer kiosk on the main floor.
- 5.2 The Ground Floor (1819) was originally built as a powder magazine by the North West Fur Company. F.H. Clergue restored it in 1894 when he built on the second floor and attic.
 - i) Front lobby room (south)
 - a) Two buildings in one – interpretive panel
 - b) History on the Move – interpretive panel
 - c) Computer Kiosk – touch screen
 - ii) Back room (north)
 - a) Fur Trade – St. Mary’s River – interpretive panel
 - b) Fur Trade – North West Company (Hudson’s Bay Company) – interpretive panel
 - c) Fur Trade exhibit (1821)
- 5.3 Second Floor (upper level) – Francis Hector Clergue’s Bachelor Quarters (1894)
 - i) Main Room – Living room [North side] (1894 – 1900)
 - a. Mannequin – interactive projection
 - b. A man of ideas - interpretive panel
 - c. Captain of Industry – interpretive panel
 - d. Bachelor Quarters – interpretive panel
 - e. Industrial Tycoon – interpretive panel
 - f. Before S.S.M. (silver tongued Clergue) – interpretive panel
 - g. After S.S.M. (twilight of industrialist) – interpretive panel
 - h. Interactive panels X 2 – test your wits

- i. Construction of second floor (cantilevered logs) – interpreted in guided tours, and the touch screen computerized kiosk on main floor, as well as through “Clergue’s speech” (interactive mannequin)
- j. Original Heating System – steam pipes around perimeter of the second floor rooms
- k. Lighting – F.H. Clergue incorporated into his home the first “in-home” electrical circuits, thus allowing him to install similar lights to those incorporated in the exhibit.
- ii) Washroom – original tub and sink 1894 [southeast corner]
- iii) Bedroom – 1894 [south center]
- iv) Resource room [south west corner] – not accessible to the public, utilized for main computer of touch screen on the main floor, and the technological equipment for the mannequin and for exhibit items on sensors.

5.4 Attic – not accessible to the public

- i) ladder (ceiling of main room / Clergue’s living room) – interpreted in guided tours, and the touch screen computerized kiosk on main floor. The ladder is retractable with counterbalanced weights in the stairwell. Originally the attic was utilized by Clergue for his office.
- ii) Skylights & Hip roof – interpreted in guided tours, and the touch screen computerized kiosk on main floor.

6.0 EXHIBIT THEMES

6.1 Chronological displays:

Chronological displays (timelines) that are created will be consistent with the statement of purpose and the statement of integrity for National Significance.

Throughout the House there are a number of text panels that offer chronology of the changes in the House in ownership, visitors, and events that occurred during the time frame in which each period room portrays. Whenever possible these panels also include reproduced paintings of the era, or photographs of artifacts pertaining to the subject of the chronology.

Basement exhibits offer a few timelines of chronology – archaeological findings and the list of owners of the House over time.

The Blockhouse has a chronological listing in the Touch Screen Computer on Frances H. Clergue.

6.2 Thematic displays:

EOSH: Permanent Exhibits: Period Rooms

- a) Fur Trade Post – Ermatinger 1808 to 1828
- b) Early Parlor – Ermatinger
- c) Winter Kitchen – Ermatinger
- d) Dining Room – Ermatinger
- e) Bedroom - Ermatinger
- f) Victorian Parlor – Pim family & other prominent owners and visitors 1828 to 1850
- g) Gentleman’s Sitting Room – Carnery & Col. Prince, Col. Wollsley – 1850 to 1870.

- h) Native Culture – Ojibway tools and traditions, trading, and agriculture 1808 to 1870
- i) Original construction techniques & restoration processes
- j) Archaeological findings

EOSH: Temporary Exhibition

- a) Native Culture exhibition changes
- b) European Agriculture & Farming Equipment / Tools exhibition changes
- c) Summer Kitchen Interpretive Centre – seasonal & thematic temporary exhibits regarding the gardening & harvesting
- d) Seasonal changes in all period rooms and artifact rotation
- e) Temporary exhibits on loan that blend with the statement of purpose and statement of integrity for National Significance.

BLOCKHOUSE: Permanent and temporary exhibits:

- a) The fur-trade exhibit.
- b) Frances H. Clergue Residence.

7.0 RESEARCH

Research for Exhibition and for Interpreting the Statement of Purpose and Statement of Integrity for National Significance and their components is conducted by Historic Consultants, staff and the Historic Sites Board.

When planning and preparing an exhibit, the staff and volunteers will ensure that:

- a) Objectivity and accuracy is demonstrated
- b) The Research Policy is followed
- c) The exhibition plan is reviewed by the Historic Sites Board

8.0 SPACE & SAFETY

The ECNHS is committed to ensuring that the Site is safe, secure, and accessible** to visitors. This is achieved by:

- i) Wooden boardwalks that provide accessibility into the site's two buildings from parking areas
- ii) Parking lot provides accessible parking spaces.
- iii) The EOSH also has a wooden ramped entrance to sliding patio doors for accessibility
- iv) The Blockhouse entrance is ground level with the wooden boardwalk and the width of the front door allows the main floor of the blockhouse to be fully accessible
- v) Passageways are kept clear and traffic flow is designed to ensure ease of movement.
- vi) The Touch screen computer in the main floor of the Blockhouse provides interactive information on both buildings and the exhibits of the second and third floors of the buildings, which require the use of stairs. 2025 development of several touch screens, and 360 virtual tours, will be available to address accessibility for 2026 & beyond.
- vii) Overcrowding and obstruction will be avoided.
- viii) In E.O.S.H. period rooms, areas of restricted entrance will be divided by roped stanchions and signage. Some of the period rooms also include hand painted floor cloths to provide a visual pathway to guide the visitor.
- ix) Objects in other exhibit areas will be displayed in a manner that ensures safety, effective conservation techniques, proper mounting techniques, and prevents unauthorized handling or theft, i.e.: display cases.

- x) The Summer Interpretive Centre will have a stationed interpreter when baking / hearth demonstrations are being conducted to ensure the safety of all visitors.
- xi) Exhibit areas will meet fire safety regulations and building codes.
- xii) Staff and volunteers will be trained on Health & Safety regulations, and job safety analysis / procedures.
- xiii) Annual maintenance review of the site is conducted to identify safety issues.
- xiv) Annual inspections are conducted by the Building Division of the City of Sault Ste. Marie, and by the Health & Safety Coordinator of the City of Sault Ste. Marie.

** The Municipality of the City of Sault Ste. Marie has engaged an Accessibility Advisory Committee, and various agencies to assist all facilities in meeting the accessibility legislation of the Ontario with Disabilities Act, and the 5 Standards being currently being implemented. Accessibility will be provided as much as possible with respect to the Historical Integrity of the Site.

9.0 CONSERVATION IN EXHIBITION

- 9.1 The ECNHS staff and volunteers will follow the Conservation Policy and Procedures for all items on exhibit. Objects selected for display will be in satisfactory condition and not particularly susceptible to deterioration. Display materials and mounting techniques will be safe. Environmental conditions will be controlled, according to museum standards, to the degree possible within an historic structure. Routine cleaning will take place in the exhibit areas.

10.0 ILLUMINATION

- 10.1 Exhibition and ambience lighting will be controlled in keeping with recognized conservation standards, to the degree possible within an historic structure. Lights will be hidden and directed to avoid glare. Windows will be covered with ultra-violet filter film and with curtains and blinds, when historically appropriate.

11.0 EXHIBITION FURNITURE

- 11.1 Exhibition furniture (i.e.: display cases) will be as unobtrusive as possible and will provide optimal viewing for the visitor. It will be built of safe and strong materials and comply with established conservation and security standards as well as building and fire code regulations.

12.0 LABELS AND GRAPHICS

All labels and graphics will be of a professional standard. Text panels have been and will continue to be created by the contracted Exhibit Designer Team.

Labels and textual components of an exhibit will not be hand written.

Labels and text will be printed in a font that allows the viewer to read from approximately 3 feet. Any labels and graphics required for an exhibit will be installed in such a manner that the removal will not damage the integrity of the EOSH or the Blockhouse.

13.0 WORK AREA

A work area will be provided for changing and refurbishing exhibits. Designated work areas are: (see floor plans for location)

- a) Research Room,
- b) Attic,
- c) Basement,
- d) Offices,
- e) Summer Kitchen Interpretive Centre.

Some exhibit changes occur within the exhibit – i.e: furniture moves within the Period Rooms, and changes are made to reflect seasonal activities.

15.0 EXHIBIT DURATION & SCHEDULES

Refer to “Appendix 1” for Exhibit Schedule

16.0 EVALUATION

See Appendix 8 for exhibit evaluation forms.

Staff will perform written evaluations on all temporary exhibits, and any permanent exhibits requiring changes.

An annual review with the Program Sub-Committee of the HSB includes a summary on the following evaluation methods:

- Teacher Evaluations
- Staff Reports
- Special Event Summary
- Visitor Comment Book
- Verbal reports documented
- Outside Party evaluations
- Customer Satisfaction Survey

17.0 HUMAN RESOURCES

Exhibit workers will be trained following the guidelines in the Staff Training Program – Handling of Artifacts, to ensure they have an understanding of the objectives of the museum and a regard for conservation principles.

18.0 PROGRAMMING

All programming based on exhibits will reflect the Statement of Purpose and meet the Interpretation and Education Policy.

Any public area is open for interpretation & education programs. See floor plans of site and building rooms.

19.0 DIGITAL EXHIBITS

The Site’s exhibits will include Digital components with monitors, QR coding, Augmented reality, and a Digital Application (APP). The ECNHS Digital Strategy was completed in 2023, and the Digital Plan in 2025.

20.0 FINANCIAL RESOURCES

The Corporation of the City of Sault Ste. Marie approves an annual operating budget for the ECNHS. The following cost centres will be allocated annually for Interpretation & Exhibition purposes:

- Curatorial Expenses
- Exhibit Supplies
- Exhibit Capital
- Education and Interpretation Supplies

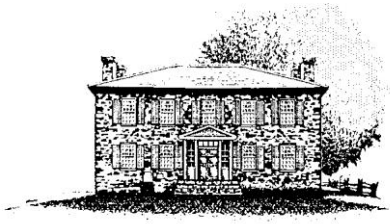
Any major exhibit and interpretation development requires a heritage consultant. A proposal will be reviewed by the Historic Sites Board and their Fundraising Committee, and may result in a City Council Supplementary Budget request, and / or a submission to various funding sources.

Since the EOSH and the Blockhouse are considered “artifacts” in of themselves, the budget also consists of cost centres that designate annual operating funds to the maintenance of the buildings and site.

Any administrative expenses incurred by exhibits will fall within the cost centres associated with such.

20.0 POLICY REVIEW

Staff and the Historic Sites Board will review this policy every five (5) years, or more frequently if deemed necessary. The Historic Sites Board and the Curator must approve revisions to this Policy. It is the responsibility of the Curator to ensure the policy update/review schedule is followed.



SOCIAL MEDIA POLICY

Ermatinger•Clergue
National Historic Site



Written and Approved: HSB February 2016
Revised and Approved: HSB June 2025

PURPOSE:

The purpose of this policy is to assist the employees, volunteers and “Friends of” the Ermatinger•Clergue National Historic Site (ECNHS) engaged in social media on behalf of the ECNHS, as part of their duties, in understanding and maintaining social media accounts in an official capacity on behalf of the ECNHS and the City of Sault Ste. Marie.

Social media has become a vital tool to assist with the implementation of carrying out the mission and strategic plan, as well as the day to day operations and promotion of the Site. However, the speed of dissemination and the informality of social media can also present legal risks and risks to the reputation of the Ermatinger•Clergue National Historic Site, if not utilized responsibly. On line activity follows the same rules and standards of conduct, policy directives, as offline activity.

The ECNHS follows several other policies that apply to participation on social media, even though their intent was designed for other purposes, i.e.: City of Sault Ste. Marie Corporate Affairs: Social Media Policy, Community, Ethics, Accessibility, Collections Management, **Digital Strategy & Plan**, and Copyright.

DEFINITIONS:

Social Media: Web-based and mobile technologies designed for information sharing and social interaction with other users. Facebook, Skype, Twitter, YouTube, Instagram, Google+, LinkedIn and Blogs are examples of social media platforms.

Communication Tools: Websites, software or internet applications that facilitate information delivery and communication. Examples include saultstemarie.ca, ecnhs.com.

SCOPE:

This policy applies to City Employees authorized to administer and/or use social media and communication applications to conduct business or deliver information to the general public.

Social Media is carried out by a participant who has an official capacity and on behalf of the ECNHS and the City of Sault Ste. Marie. This designate(s) will be responsible for maintaining social media accounts, postings, and speaks or purports to speak on behalf of ECNHS on a social media account (Facebook, twitter, flicker, you tube) opened in the name of the ECNHS and/or City of Sault Ste. Marie.

Utilizing Site / City computers for social media shall be limited to the activities relating to ECNHS / City of Sault Ste. Marie. By using a Title of responsibility for the ENCHS / City, the participant is identifying oneself as having an affiliation with, and therefore, should be representing in a professional manner, in order to not affect the interests and reputation of the institution.

ROLES AND RESPONSIBILITIES:

In order to establish and monitor the conduct of participants in the use of social media for the ECNHS, the City of Sault Ste. Marie, office of Corporate Affairs will assist designated staff to maintain and monitor the social media sites, and will periodically monitor the sites established and maintained by the units and offices, i.e.: Ermatinger Clergue Site, and Friends of ECNHS Facebook pages. The Curator of ECNHS will also be responsible for ensuring that the social media sites comply with this policy.

The Office of Corporate Affairs in conjunction with the City's information technology (IT) department will be responsible for maintaining the servers, storage, and backups that host social media activities within the ECNHS. As such the ECNHS must consult with these departments prior to launching internally hosted activities, to ensure the sustainability and maintainability of these activities.

The Office of Corporate Affairs in conjunction with IT and the City's legal department, will review and approve the privacy policies of social media providers prior to the establishment of accounts, and periodically review to ensure compatibility.

The Director / Curator is responsible for the approving the establishment of social media posts in the name of ECNHS, and for ensuring that those who establish are working with the Office of Corporate Affairs, in order to comply with the terms of this policy.

The Director / Curator is responsible for ensuring that the City of Sault Ste. Marie's Corporate Affairs – Social Media Policy is also met and adhered to in regards to responsibilities, access, new requests, administration, content guidelines, and rules / regulations.

AUDIENCES:

Social media accounts should be used as part of a strategy for enhancing content available on websites, for reaching and engaging existing new audiences, and carrying out the ECNHS / HSB Strategic Plan and **Digital Strategy**.

The Social Media strategy and use of particular sites must consider their mission-related goals, target audiences, staff and other resources, level of user engagement, comment moderation practices, means of measuring success and records management practices.

Social media accounts should be used and updated regularly, improved as needed, and evaluated periodically against the goals. When no longer used or appropriate for their purpose, the social media accounts should be closed with notice to the community / public as appropriate, and content archived.

CONTENT, ACCESS & USAGE:

Requirements for ECNHS posted content on social media sites must apply the following conditions:

- a) Follow the City of Sault Ste. Marie - Computer Usage Policy – F-V-3
- b) Content must not be posted that is unrelated to ECNHS
- c) Content must not be posted that contains: political or personal information, editorials about such, contains personal attacks, is abusive, threatening, unlawful, harassing, discriminatory, libelous, obscene, false, pornographic, and content that might be construed as lobbying.
- d) Content must be free and clear of any restrictions, copyrights, digital asset access and use, and must have been researched for provenance or other related records, and **follow the Digital Plan for ECNHS**.
- e) Posted content must state any restrictions and / or permissions if such were found in the research.
- f) Recognition of sponsors, donors, and partners is only permitted in accordance with an approved agreement with those groups / individuals.
- g) Advertising and promotion of third parties, their products or services are only permitted as they relate to the ECNHS.
- h) Advertising of merchandise is permitted as it pertains to the Site.
- i) Content must not be posted if it violates a person's privacy or includes personally identifiable information, unless prior consent has been obtained from the owner (for ECNHS exhibitions, programs, and activities), or is posted automatically when social media sites are used (such as Twitter alias or an image and name that appear in conjunction with Facebook postings).

- j) Photographic images of adults may be posted for non-commercial use if the image is a crowd shot, the adult(s) have given permission to use the image, or the image was taken at an event that provided notice to the public that photographs would be taken and used publicly.
- k) Photographic images of recognizable children who appear to be under the age of 18 should not be used unless a parent and / or guardian has given written permission to pose and use the image.
- l) Digital images of artifacts & archival items must follow the Digital Strategy and Digital Plan.
- m) Recommended guidelines: professional, dignified and respectful. Conversations are friendly. Spelling and grammar should be correct. Tone should not be overly informal or use slang, jargon, profanity and other language that does not keep within the dignity and reputation of ECNHS and the City of Sault Ste. Marie.
- n) If a mistake is made, it should be corrected in an honest and transparent manner.
- o) The employees approved to act as content managers, must not disclose any information derived from ECNHS that is privileged, confidential, private, sensitive, non-public, or violates any rights such as copyright.

Ermatinger•Clergue National Historic Site: SOCIAL MEDIA PLAN:

The social media plan for ECNHS must be approved by the Historic Sites Board, and provides the designated content manager (staff designates) the direction to move the Site forward. The plan must consist of: a vision statement and the strategic roadmap. The Roadmap / content plan will state: goals, success measures, audiences, and content.

POLICY REVIEW:

Staff and members of the Historic Sites Board will review this policy every five (5) years, or more frequently if deemed necessary. The HSB must approve revisions to the Policy.