



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

Wednesday, April 17, 2024

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>

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Pages

1. **Call to Order**

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

2. **Declaration of Pecuniary Interest**

3. **Adoption of Agenda**

Mover \_\_\_\_\_

Seconded \_\_\_\_\_

Resolved that the Agenda for Historic Sites Board meeting for April 17th, 2024 as presented be approved.

4. **Adoption of Minutes**

4 - 5

Mover \_\_\_\_\_

Seconded \_\_\_\_\_

Resolved that Minutes of Historic Sites Board meeting of February 14th, 2024 be approved.

5. **Business Arising**

6. **Accounts**

6 - 6

Mover \_\_\_\_\_

Seconded \_\_\_\_\_

"Resolved that the members of the Historic Sites Board approve the financial statement ending February 29, 2024, as presented"

**7. Curator's Report**

7 - 29

For Review and approval (included in agenda package)

1) Annual Report 2023

2) Emergency and Disaster Policy 2024

CMA Conference

Roof Tender

Strategic Plan

May is Museum Month

FedNor Youth application - 10% from budget - 90% funding

FedNor Tourism Growth application - 100% funding

Mover \_\_\_\_\_

Seconded \_\_\_\_\_

"Resolved that the members of the Historic Sites Board approve the Annual Report 2023 and the Emergency and Disaster Policy 2024 as presented."

Mover \_\_\_\_\_

Seconded \_\_\_\_\_

"Resolved that the members of the Historic Sites Board approve the submission of the FedNor funding applications"

**8. Municipal Heritage Committee**

**9. New Business**

**10. Next Meeting**

May 8, 2024

12:00 noon

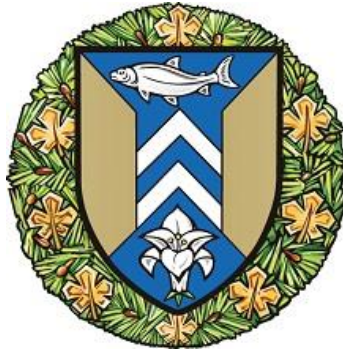
Summer Kitchen

**11. Adjournment**

Mover \_\_\_\_\_

Seconder \_\_\_\_\_

Resolved that this Committee now adjourn.



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

Wednesday, February 14, 2024  
12:00 pm ~ Old Stone House

Present: S. Casola, D. Conyers, C. Wiseman, Heather Bot, Brittany Paat  
Absent: Sandra Hollingsworth, Joe Bumbacco, Kelly Marshall  
Officials: K. Fisher

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**1. Call to Order**

**2. Declaration of Pecuniary Interest**

none noted

**3. Adoption of Agenda**

Moved by: Brittany Paat

Seconded by: S. Casola

“Resolved that the Agenda for Historic Sites Board meeting for February 14, 2024 as presented be approved.”

**Carried**

**4. Adoption of Minutes**

Moved by: Heather Bot

Seconded by: C. Wiseman

“Resolved that Minutes of Historic Sites Board meeting of November 8, 2023 be approved.”

**Carried**

**5. Business Arising**

none noted

**6. Accounts**

Discussion on the grants received in revenues, and their purposes.

Moved by: Heather Bot

Seconded by: S. Casola

"Resolved that the Historic Sites Board approve the draft - unofficial - financial statement YTD December 31, 2023."

**Carried**

**7. Curator's Report**

Review of statistics - performance measures for 2023 year in review.

Review of activities forthcoming for February to April 2023.

Strategic Plan start of review: D. Conyers and H. Bot agreed to sit and start the review with staff.

Applications for funding summary.

CMOG - Annual Report & Policies.

**8. Municipal Heritage Committee**

Heritage Week: Ermatinger will be doing Facebook posts and a display in the foyer.

**9. New Business**

none noted

**10. Next Meeting**

April 10th - rescheduled for April 17th at 12:00 noon. D. Conyers sends regrets.

**11. Adjournment**

Moved by: C. Wiseman

Seconded by: Brittany Paat

Resolved that this Committee now adjourn.

**Carried**

CITY OF SAULT STE MARIE					
HSB - OLD STONE HOUSE					
For the Two Months Ending Thursday, February 29,					
			2023	2023	
	YTD	Budget	Actual To:	Actual	Budget
<b>FISCAL YEAR REMAINING% :</b>	Actual	2024	February	Year End	2023
<b>REVENUE</b>					
Fees and user charges	(\$7,654.20)	(\$84,968.00)	(\$5,780.79)	(\$132,292.70)	(\$80,976.00)
Government grants	(\$11,492.10)	(\$18,780.00)	(\$54,978.00)	(\$173,148.80)	(\$18,780.00)
	(\$19,146.30)	(\$103,748.00)	(\$60,758.79)	(\$305,441.50)	(\$99,756.00)
<b>EXPENDITURES</b>					
Salaries	\$36,799.65	\$293,814.00	\$31,910.81	\$271,044.49	\$278,757.00
Benefits	\$7,939.32	\$63,678.00	\$7,009.84	\$54,574.35	\$62,004.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>\$44,738.97</b>	<b>\$357,492.00</b>	<b>\$38,920.65</b>	<b>\$325,618.84</b>	<b>\$340,761.00</b>
Travel and training	\$805.80	\$3,300.00	\$0.00	\$205.39	\$3,200.00
Vehicle allowance, maintenance and repairs	\$0.00	\$100.00	\$0.00	\$97.83	\$100.00
Utilities and fuel	\$3,480.67	\$33,270.00	\$9,136.27	\$38,877.59	\$35,270.00
Materials and supplies	\$5,928.40	\$26,830.00	\$3,419.27	\$139,119.66	\$25,330.00
Maintenance and repairs	\$2,972.84	\$21,393.00	\$6,423.87	\$58,595.85	\$19,670.00
Goods for resale	\$3,733.17	\$9,100.00	\$201.58	\$23,231.96	\$9,000.00
Financial expenses	\$645.23	\$1,750.00	\$90.36	\$6,541.99	\$1,750.00
Purchased and contracted services	\$1,678.51	\$9,082.00	\$1,518.27	\$17,087.60	\$9,782.00
<b>TOTAL OTHER EXPENSES</b>	<b>\$19,244.62</b>	<b>\$104,825.00</b>	<b>\$20,789.62</b>	<b>\$283,757.87</b>	<b>\$104,102.00</b>
	\$63,983.59	\$462,317.00	\$59,710.27	\$609,376.71	\$444,863.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$44,837.29</b>	<b>\$358,569.00</b>	<b>(\$1,048.52)</b>	<b>\$303,935.21</b>	<b>\$345,107.00</b>



# 2023 ANNUAL REPORT

## ERMATINGER•CLERGUE NATIONAL HISTORIC SITE



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Ermatinger • Clergue  
National Historic Site





# Executive Summary 2023

We are Back! - 2023 resulted in a very busy year, and we realized visitation to the Site that is close to full recovery, in comparison to pre-pandemic 2019. Overall Tourism to the Site is still slow to recover, especially when reviewing who is visiting, with individual visitors and families still well below 2018 & 2019 statistics, however, the cruise ships and bus tours – group bookings – were back to normal visitation. Special Events like Poutine Feast and Fall Rendezvous increased our visitation tremendously.

For this year's group tours we curated new itineraries and worked with community partners to offer new land excursions for cruise ships. This allowed for us to have the passengers visit via the hop on hop off options, and through a guided itinerary, lunch, and program.

New social media strategies carried out by our regional tourism partners for Fall Rendezvous, created virtual impressions and engagements which will in turn create the awareness of our festivals and lure visitors for future events. Fall Rendezvous did see a small percentage increase from those travelling > 50 km – which constitutes a tourist.

With being fully open for business again, meant we could host all our Special Events: Lilac & Lavender, Strawberry, Blueberry, Rendezvous, our Fridays by the Fire and our Heritage Tea's. Biggest, longest, most well attended is Poutine Feast, however when thinking of tourism - 70 % were local residents. We will not complain though that our Sault Ste. Marie residents came out on Canada Day weekend to the festival. Local musicians were contracted to play through out each of the 4 days on the main stage on the front lawn of ECNHS. Community events and involvement bring a sense of pride and allows us to give back to the residents for their year-round support. Funding for Poutine Feast festival was provided by Northern Ontario Heritage Fund – events program.

As the Curator, I am pleased to report that we embarked upon two large projects in 2023 with funding support from Canadian Heritage, Museums Assistance Program. The program supported ECNHS for the development of a Digital Strategy, and for the storage and management of the Collection (artifacts).

The Friends of ECNHS, our hosts of Fall Rendezvous each year, provided a full in-person Festival. The Friends received support from all levels of government to bring together a fantastic lineup of heritage interpreters / re-enactors. The funding provided the opportunity to market and coordinate with our Tourism partners a robust promotion program for Rendezvous. This festival also caters to the grade 7 curriculum, and we hosted approximately 1500 students from all school boards. Funding for the Fall Rendezvous was approved from Canadian Heritage – Local Festivals, Experience Ontario 2023, NOHFC, and from Arts & Culture Assistance Program with the City of Sault Ste. Marie.

As a curator my belief is that we should facilitate dialogue, therefore, moving forward as we revisit our Strategic Plan, we need to be aware and develop ways in which to become more diverse. To me this means we need to collaborate, partner, and be cognizant of the fact that museums hold cultural patrimony and that the atmosphere in which we exhibit requires a creation that becomes more valuable than the artifacts themselves, after all, it is the Spirit that Sings. Interwoven into our activities, we hope to strengthen our partnership with our local First Nations and Métis people to provide the true histories and their involvement in the development of our Site. This could in turn provide an opportunity for cultural reclamation.

I would like to take this opportunity to thank everyone who once again supported our year of activities and special events - Patrons, Staff, Friends, and new audiences. More details of the year are included in the following report.

Approved by the Historic Sites Board on April 17, 2024.  
Report on Consent - Council Meeting May 13, 2024.

Kathy Fisher, Curator  
Bsc, Bsc, Associates Degree  
Certificate in Museum Studies  
AMCTO - MAP



# Mandate

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

# Mission

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

# Governance

The Ermatinger•Clergue National Historic Site is owned and operated by the City of Sault Ste. Marie, under the management of the Historic Sites Board, an appointed Board of Council. The 2023 Board comprised of six Council-appointed citizens and one Council member.

The Historic Sites Board By-law mandates the responsibilities of the Board in overseeing the operations of the Ermatinger•Clergue National Historic Site, on behalf of Council.

In 2018 and 2019, the Historic Sites Board reviewed and revised their strategic plan and governance policy to reflect the direction of the Ontario Museum Association, Ontario Cultural Plan, City of Sault Ste. Marie’s corporate strategic plan, and the SSM Downtown Association plan. 2023 / 2024 will be the next review.

The Historic Sites Board along with the Curator, ensure that each year, the Ontario standards for Museums are met and submitted to the Ministry of Tourism, Culture, and Sport.

Membership with the Ontario Museums Association, and the Canadian Museums Association are maintained annually. Membership with the Ontario Historical Society is through the Friends of ECNHS.

The staff and management of the Ermatinger Clergue National Historic Site fall within the Corporation through the Community Services and Enterprise Services, Recreation and Culture Division.

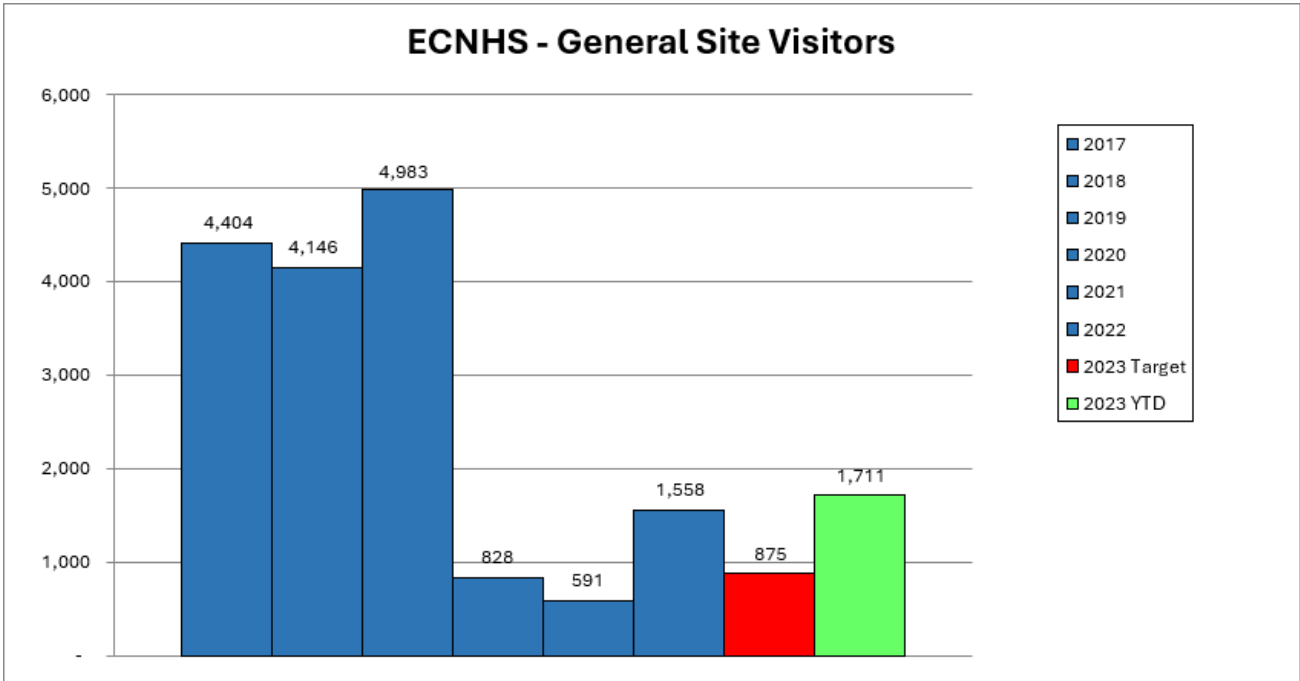
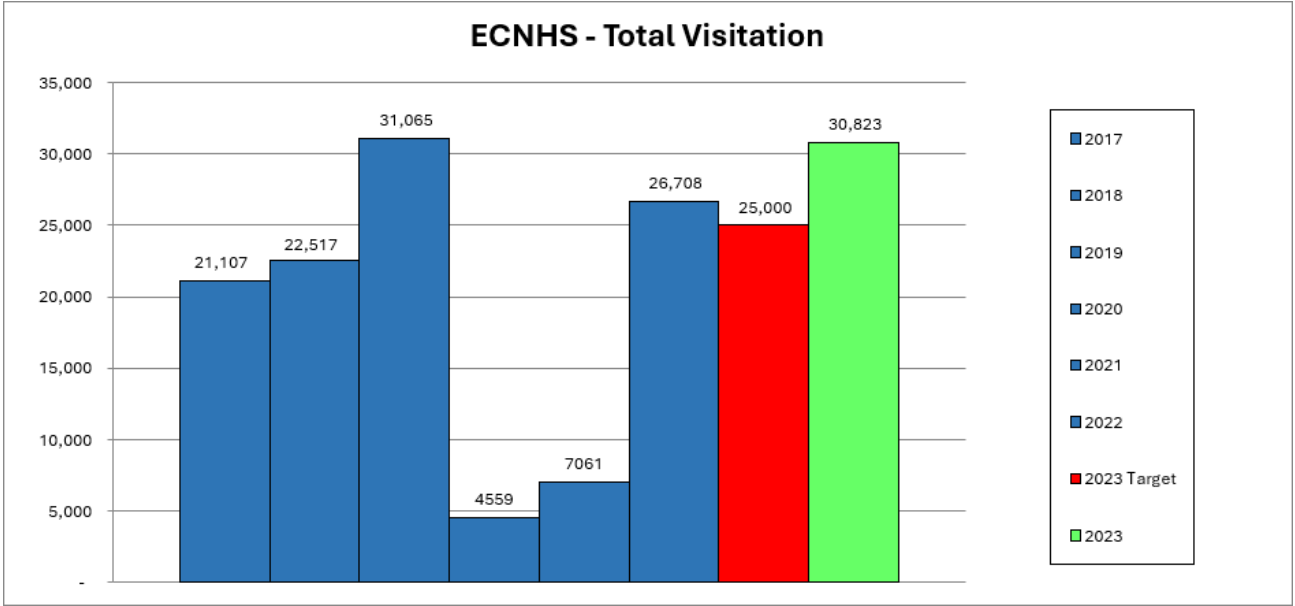
# Key Performance Indicators

## Overall Visitation

Cruise Ships, bus tours, and group tour programming contracted tours for over 3500 visitors in 2023.

General (individuals & families) visitors in 2019 (pre-pandemic) were approximately 5000 people.

General (individuals & families) visitors in 2023 (post-pandemic) were approximately 1700 people. A target audience not yet recovered.



Educational Programming

2019 students were all on-site face-to-face curriculum tours with 2,033 students served.

2020 we did receive 3 classes with 46 total students for in person tours, as well as 3510 students reached virtually. With the expansion of virtual curriculum programs, we had more students participate in our virtual school programs, as we were able to reach to the whole district, to schools, which normally would not have participated our curriculum tours.

2021 there were no in person tours, and 2,462 students received virtual programs.

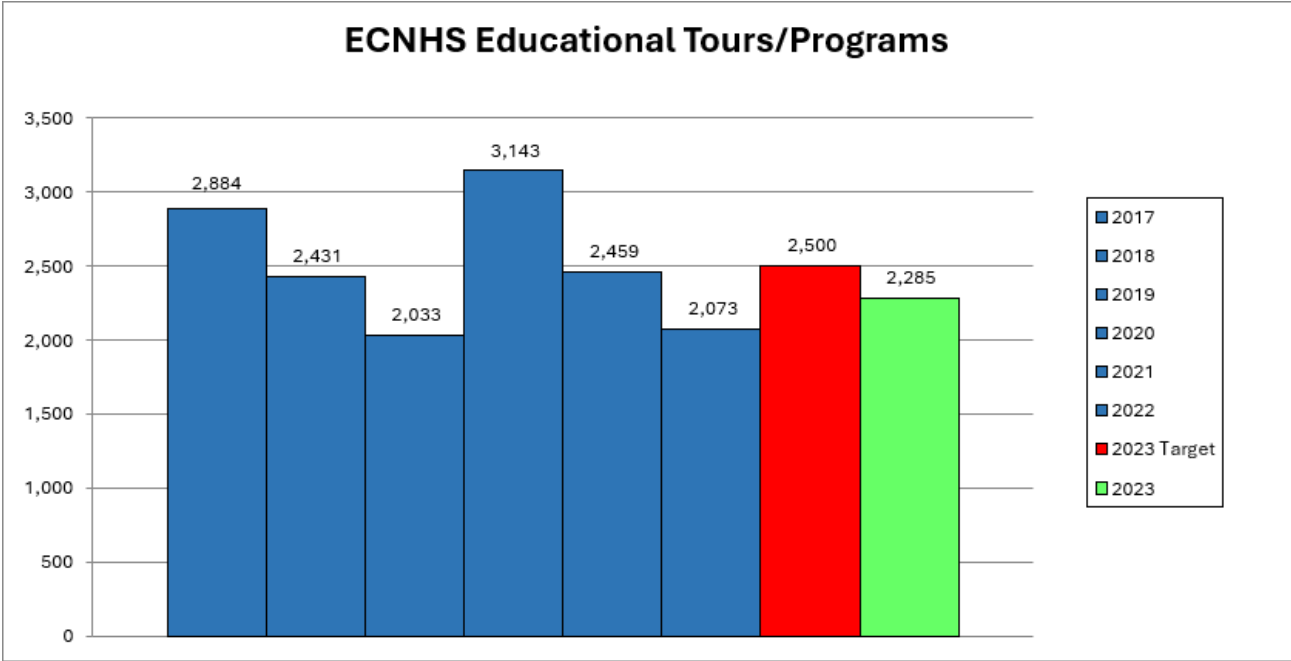
2022 saw very little virtual content, and 2073 face to face curriculum tours – higher than 2019 indicators.

2023 – School Boards did not support virtual content from ECNHS; therefore, all programming were in person = 2073 students.

Curriculum programs focus:

- K to 2 Long Ago
- 1 to 3 **Yuletide**
- 3 **Pioneer Living**
- 4 to 6 Early Explorers
- 7 (6 to 8) **1812, Fur Trade, Confederation**
- 10 Canadian History
- 10 Civics – in combination with Civic Centre
- 11/12 Culinary Tourism
- K to 8 Summer Pioneers – end of year field trips

The three *italicized* programs are our most popular for curriculum field trips, however, we do receive classes for all of the programs listed.





# Special Events

Special Events comprised 71% of our visitation in 2023. This percentage is a result of hosting Poutine Feast bringing in close to 12,000 guests on the property over 4 days of the Canada Day weekend.

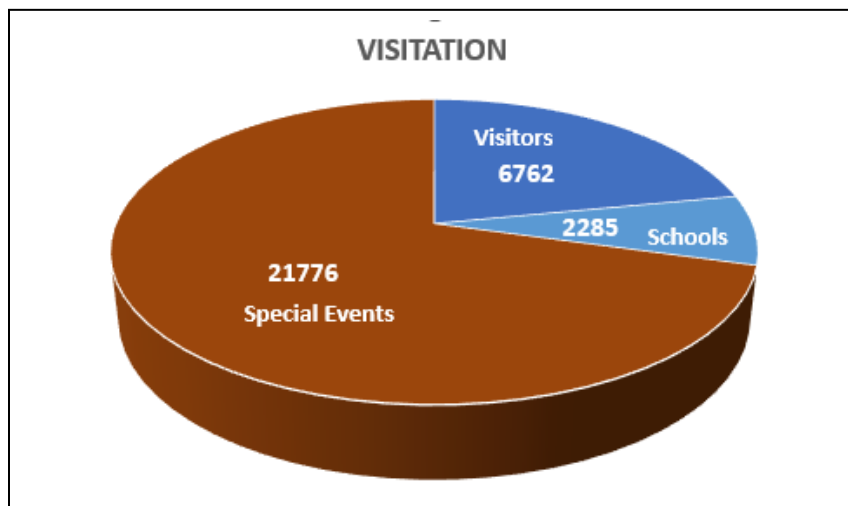
Other Events for 2023:

- Lilac & Lavender, Strawberry, Blueberry
- Downton Abbey Mother's Day tea
- Halloween House
- Moonlight Magic
- Downton Abbey Christmas Dinner
- Christmas Tea's

Our two largest festivals would not occur without the partnerships with our two hosts:

- Poutine Feast – The Downtown Association – BIA of Sault Ste. Marie
- Fall Rendezvous & Harvest Fest – Friends of ECNHS

Each of these partners bring with them tremendous funding for the festival, and event details: Federal, Provincial, and Municipal funding levels, plus local business sponsors all comprise the support required for the implementation of the festivals.



# Gift Shop – The Post

With anticipation of a full operating year with group tours, we re-stocked the store for 2023. However, people are watching their non-essential spending, as the essential spending and inflation has increased. Many visitors on group tours expressed their inability to pack items in luggage, and for 2024 merchandise will reflect these observations.

The Gift Shop within the Heritage Discovery Centre was a target of **a major break in and theft** during the month of August. Damage of the entrance to the gift shop, and merchandise lost had a value of approximately \$6000. Some of this is reflected in the net revenue listed below, as we compensated some of the artist consignors for their work.

With all the comments from visitors / tourists, our gift shop still had a successful season.

Net Revenue 2023 (fully reopened)	\$10,268.78
Net Revenue 2022 (begin re-opening)	\$ 4761.00
Net Revenue 2021 (COVID capacity limits & curbside):	\$ 8050.00
Net Revenue 2020 (COVID lockdowns & curbside):	\$ 5802.57
Net Revenue 2019:	\$13,352.31
Net Revenue 2018:	\$ 10,028.95
Net revenue 2017:	\$ 9,860.00

## COVID Relief & Recovery

During the past three years of the pandemic, we gratefully acknowledge the financial support of Canadian Heritage.

Through the Museums Assistance Program, Canadian museums were encouraged to apply for a percentage of their operating budget, in order to offset the loss in revenue in admissions and programs. This funding was to enable museums to continue with their expenses during the pandemic closures, and assist in the road to recovery. The federal budget year runs April to March, while our fiscal is January to December.

- 3) Museums Assistance Program COVID recovery for Operations 2022 = \$34,228 – carrying over to 2023 for special projects
- Security cameras
  - Replacement of theatre multimedia projectors
  - Industrial dishwasher & refrigerator replacement

# Museum Standards

## DAYS OPEN: - 180 minimum required for Museums Standards

Months	2019 - # of days open	2020 - # of days open	2021 - # of days open	2022 - # days open	2023 # of days Open
January	21	21	0	0	21
February	19	21	0	15 gift shop / curbside	19
March	21	10 – begin shut down	12 gift shop only	25 gift shop / curbside	21
April	20	0	10 gift shop only	16 gift shop / 5 open	20
May	26	0	19 gift shop only	21	26
June	30	6 gift shop & curb	24 gift shop only	30	30
July	31	23 gift shop & yard	22	31	31
August	31	20 gift shop & yard	22	31	31
September	30	22 gift shop & yard	25	30	30
October	27	23 with restrictions	22	24	27
November	20	20 with restrictions	22	21	20
December	16	17 with restrictions	22 with restrictions	14	16
<b>TOTALS</b>	<b>292</b>	<b>183</b>	<b>200</b>	<b>258</b>	<b>292</b>

## HOURS OPEN: – 1060 minimum required for Museum Standards

2019 REGULAR OPERATIONS we were open 2728 Hours

2020 PANDEMIC YEAR we were open 1090 Hours

2021 PANDEMIC YEAR we were open 1200 hours

2022 Partial PANDEMIC YEAR & we were open = 1806 hours

2023 REGULAR OPERATIONS we were open 2728 hours.





# Volunteers

Volunteers who assist in activities, events, and programming are a mix of individuals from the following areas:

- Members of the Historic Sites Board
- Members of the Friends of Ermatinger•Clergue National Historic Site
- Adult and Youth Re-Enactors
- Adults & Seniors (55+) who individually want to assist in many capacities

Volunteers whom we need to attract are: Youth.

The Site is managed by a volunteer Board (Historic Sites Board) which is comprised of **6 members** contributing a total of 125 hours for Board Meetings. Members for the Sault Ste. Marie Historic Sites Board are appointed by City Council every 2 years.

The Ermatinger•Clergue National Historic Site has **32 volunteers** who contribute 1230 hours, including the Board members.

We are graced with some volunteers that have achieved over 30 years of service, bringing “History to Life”! Volunteers with milestone years of service are acknowledged at the Ontario Volunteer Service Awards held annually.

## Staffing Levels

The Ermatinger•Clergue National Historic Site consists of 3 buildings and heritage gardens, operated year-round, since the 2015 opening of the Heritage Discovery Centre.

Due to the funding programs and projects for: Digital Strategy and Collections Management, some of the part time staff were provided more hours in order to assist the Curator in completing the projects.

2023 Staff levels at the Ermatinger•Clergue National Historic Site were as follows:

Regular year-round staff:

- 1 Full Time Permanent Curator
- 1 Full Time Permanent (Heritage) Programmer Assistant
- 1 Part Time Garden / Grounds / House Keeper - seasonal
- 1 Part Time Cook
- 1 Part Time Administrative Assistant & Gift Shop Administrator
- 1 Part Time Interpreter (often comprised of a couple people)

Students:

- 1 Young Canada Works Summer Student (Federally Funded)
- 1 Provincial Summer Experience Program (Provincially Funded)
- 1 summer student for Municipal Heritage





# Virtual Engagement & Digital Strategy



## Digital Strategy

We were fortunate to receive funding through Canadian Heritage, Museums Assistance Program, for the completion of a Digital Strategy. LORD Cultural Resources were contracted to lead us through the process. The approach was a process of 2 key steps:

Step 1: Digital needs assessment, consultation, and research

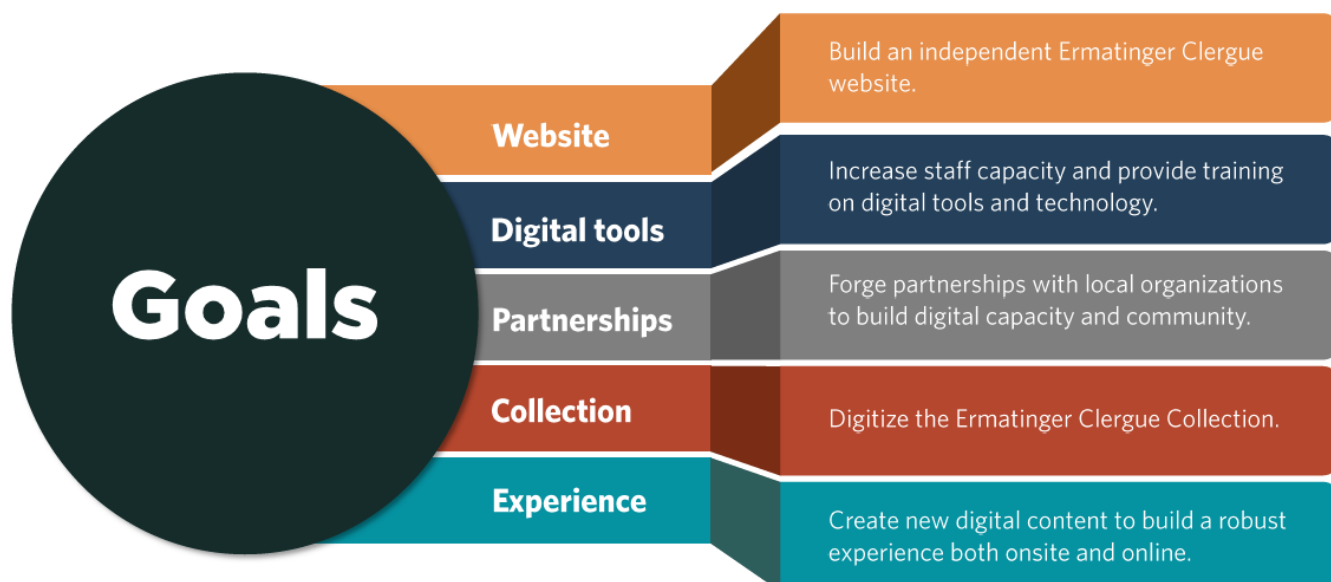
- a. Start up meeting
- b. Digital needs assessment
- c. Internal and external consultation and SWOT analysis
- d. Site visit
- e. Trends and leading practice research
- f. Key findings report

Step 2: Strategy development

- a. Strategy development workshop
- b. Draft digital strategy and presentation for approval
- c. Final strategy

The basics of the Strategy Recommendations / Goals are:





### Virtual Engagement

The total **"FOLLOWERS"** on our Facebook:

2196

The total **"FOLLOWERS"** on our Instagram (@ermatingerclergue):

932

### Virtual Programming & Engagements

2019 was mainly promotion on social media, and all programming was in person.

2020 pivot to provide virtual programming to schools & public with a total of 46,262 engagements.

2021 continued virtual programming to schools & public with a total of 56,712 engagements.

2022 increased purchased social media promotion, added digital content, & continued virtual = 133,280 engagements.

2023 brought the Digital Strategy, and funding through our festivals to conduct digital marketing campaigns, bringing our impressions and engagements to: 1,393,516



## Virtual Engagement Campaigns

- As part of the provincial festival funding for Fall Rendezvous, through the “Friends ECNHS”, marketing strategies focused on digital and social media campaigns. Our regional tourism partners were contracted to assist in target marketing campaigns.
  - **Tourism Sault Ste. Marie, and**
  - **Algoma Country**

### Specifically created web page – Tourism SSM

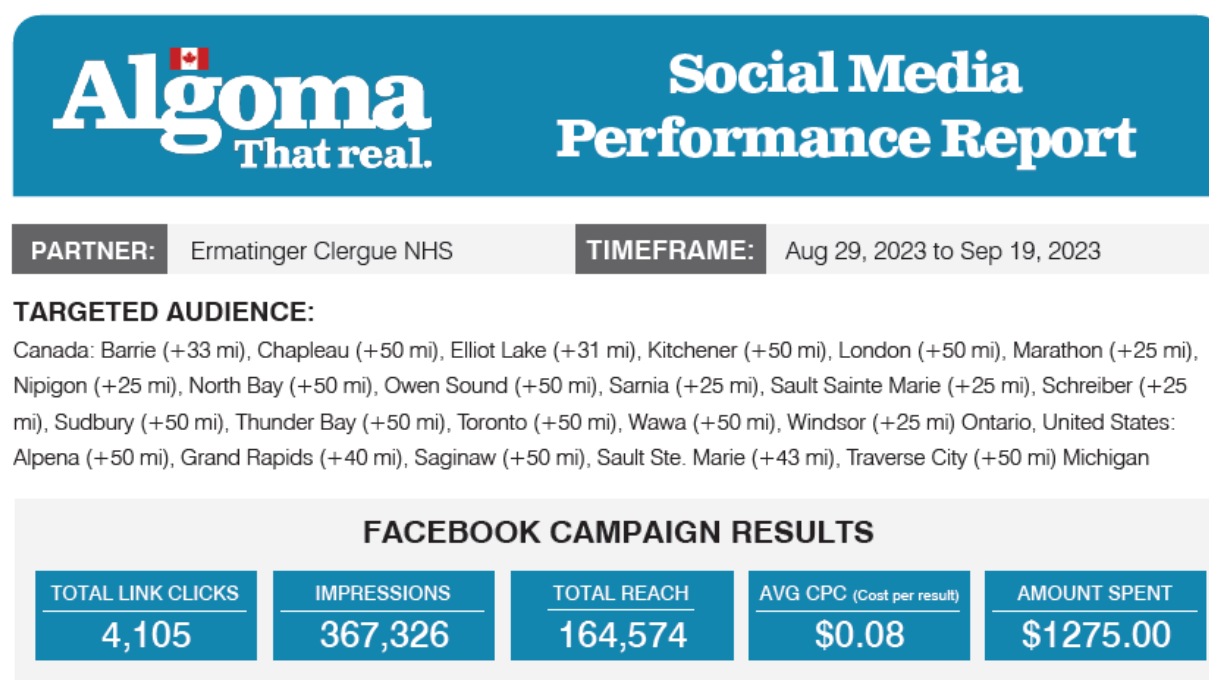
<https://saulttourism.com/travelogues/fall-rendezvous-at-ermatinger-clergue-national-historic-site/>

- Page Views: 4,938,
- Users: 4,081

### Paid Media Campaign (video ad) – Tourism SSM

- Spent \$1,325 (Of which TSSM contributed \$1,325)
- Impressions: 600,000
- Reach: 198,000
- Link clicks (to web page): 693

Below is the report from **Algoma Country** showing the results.





# Collections Management

During the pandemic years, we took inventory of the state of our collection. The responsibilities of the Curator (and staff) are to manage the collection, and to be a steward in preservation of the items within the collection.

For 2023 to 2024 a collections management and storage project was undertaken by staff. With funding from Canadian Heritage, Museums Assistance Program, we were able to purchase a lot of shelving, archival supplies, collection storage supplies, humidifiers, de-humidifiers, hydrothermographs, laptop for the collection, and more.

This project will continue into 2024 as we continue the process of collection management. Next steps will be the digitization process. The project actually occurred at an opportune time as in the summer of 2024, the roof of the Ermatinger Old Stone House will be restored and replaced. Many of the artifacts were stored in the attic of the House, and thus we have managed to properly wrap, store, and move to the archival room in the Heritage Discovery Centre where we have environmental controls. Items not requiring the environmental regulations, we have set up shelving in other areas, until the roof project is complete. For items too large to move, we will take the opportunity to properly pack and store.

## Maintenance, Restoration, and Asset Management

The Board received approval from their application to **Rural Economic Development** (OMAFRA – Ontario Ministry of Agriculture, Food and Rural Affairs).

Due to the pandemic closures in 2020 and the COVID-19 restrictions, the construction projects were deferred and we were able to complete by end of June 2022:

- Four chimneys on the Ermatinger Old Stone House: repointing and mortar fixes. Repointing of front steps and back basement stairs.
- Correct basement leakage: the exposed walls in the basement of the EOSH show, parging at grade level and efflorescence on walls from grade level to floor, – excavation, waterproofing, and drainage required.
- Repaint and putty main floor windows and other wood trim elements (mutton bars & re-putty) on both the Ermatinger Old Stone House.

Council approved through Asset Management capital, the second phase of the window restoration – second floor of the Ermatinger Old Stone House. Second floor windows of the Ermatinger Clergue National Historic Site were successfully restored and returned to the House during September 2023.

2022 & 2023 Council approved Asset Management capital for the restoration and replacement of the cedar shake Hipped Roof, of the Ermatinger Old Stone House. This project will be completed in 2024.

A further 2023 asset management approval has allowed for us to address the Site's fencing and service gates – split rail, picket, and gates. Some restoration on the link way structure between the Old Stone House and the summer kitchen, and for some restoration on the logs of the Summer Kitchen. In the summer of 2023, the cedar was purchased for this project, with labour restoration set for 2024.



## Maintenance, Restoration, and Asset Management

The future priorities for the Site are:

- Sheds: East shed (kindling) is in really bad shape and could crumble any day. West shed (garbage & wood) is bad shape – floors, doors, and cedar.
- Blockhouse roof – same desperate condition as the Old Stone House cedar shake.
- Blockhouse windows – south side rotting & paint peeling, others in need of restoration
- Blockhouse logs – chinking & testing for rot - repainting
- Boardwalk – some solution required for the slipperiness and constant repair
- Summer Kitchen logs – rotten area, chinking.
- Summer Kitchen windows – restoration and painting

## Summary

As per the Historic Sites Board by-law this report shall be submitted annually to City Council.

The annual report accompanies many funding applications.

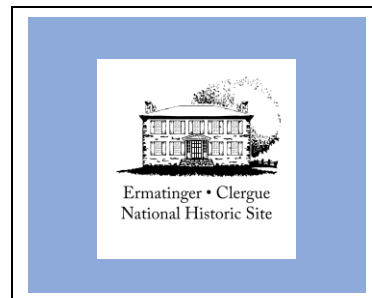
- ✓ Community Museums Operating Grant – Grants Ontario
- ✓ Canadian Heritage – Museum Assistance Programs
- ✓ Any other governmental funding application

☞ THE END ☞



# ERMATINGER CLERGUE NATIONAL HISTORIC SITE EMERGENCY AND DISASTER POLICY

April 2024



## POLICY GUIDING PRINCIPLES

The Ermatinger Clergue National Historic Site's commitment is to provide and sustain a safe and healthy work environment and will take reasonable steps to ensure that the safety of the people, collections, buildings, and other assets in its care, are protected in an emergency or disaster. Human safety will be the first priority in emergency or disaster prevention, response, and recovery. Under no circumstances will measures taken to protect collections or other assets in an emergency put human life or safety at risk. Pursuant to its Health and Safety Policy and Procedures, the Ermatinger Clergue National Historic Site (under the auspices of the Corporation of the City of Sault Ste. Marie) recognizes that emergencies can arise, and that effective emergency preparedness ensures that we are able to rapidly respond to and efficiently recover from an emergency.

The Ermatinger Clergue National Historic Site has within the boundaries of the property three buildings, of which two are considered artifacts themselves. The Ermatinger Old Stone House (1812), the Clergue Blockhouse (1894), and the Heritage Discovery Centre (2015). The grounds contain outbuildings, and heritage gardens, surrounded by split rail or palisade fencing. With the three buildings resides the museum's collection of artifacts, whether on display or within the attic storage area of the Old Stone House. The Heritage Discovery Centre holds the archives within the archival storage room, and the reference library within the Curator's office.

The staff and volunteers will operate utilizing the Emergency and Disaster Policy, the Plan procedures manual, in combination with the Physical Plant policy and the Conservation policy.

The staff and volunteers will operate in accordance with the Corporation of the City of Sault Ste. Marie Health and Safety and Fire Plan Procedures and guidelines in accordance with the Occupational Health & Safety Regulations.

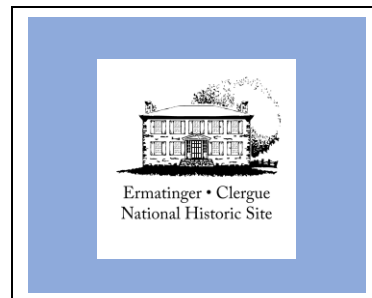
The Ermatinger Clergue National Historic Site will undertake to manage emergencies in support of the following goals:

- Preservation of life and reduction of suffering.
- Protect and restoration of physical property and artifacts.
- Restoration of services as a Museum and Attraction within Sault Ste. Marie, Ontario.

Ermatinger Clergue National Historic Site will define the activities in which will be undertaken to effectively manage an emergency in terms of preparedness, response, and recovery through a comprehensive Emergency and Disaster Plan.

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### PLANS AND PROCEDURES

The Ermatinger Clergue National Historic Site (here now in referred to as “ECNHS”) will define the activities which will be undertaken to effectively manage an emergency in terms of emergency and disaster preparedness, response, and recovery through a comprehensive plan.

The ECNHS will develop, implement, and monitor plans and procedures adequate to direct the actions of staff and volunteers in an emergency or disaster.

A complete and up to date copy of the Emergency and Disaster Plan, including related documents and appendices, is compiled and available with the Health and Safety information in the staff area of the Heritage Discovery Centre, is backed up on the computer network, is copied to partnering and neighboring museums off-site who are also members of the E&D recovery team, and a copy with the City of Sault Ste. Marie – Recreation and Culture Division.

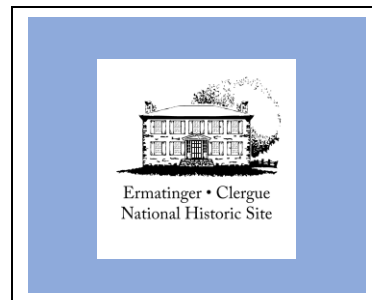
### EMERGENCY RESPONSE TEAM

The ECNHS will establish an Emergency Response Team reporting to the Curator of ECNHS, and the Manager of Recreation & Culture with the following responsibilities:

- ❖ Assume authority for the carrying out of emergency plans and procedures in the event of an emergency or disaster.
  - In an emergency evacuation scenario, the Team would ensure that the buildings have been safely and completely evacuated.
  - Ensure that appropriate plans and procedures are in place to prevent, prepare for, and direct the actions of staff and volunteers in case of an emergency or disaster.
  - Ensure that staff and volunteers are adequately trained for emergency prevention and response. Initial and ongoing training is linked to the duties and responsibilities of the Team’s leadership.
  - Ensure that policy, planning, and support documents and tools are up to date and accurate and are monitored and tested.
  - Liaise with the City of Sault Ste. Marie – Joint Health and Safety Committee – Community Centres, and the Health & Safety Coordinator, Corporate Services of the City of Sault Ste. Marie, to ensure that—where responsibilities overlap or influence the work or authority of either committee—procedures or practices are aligned.

## ERMATINGER CLERGUE NATIONAL HISTORIC SITE EMERGENCY AND DISASTER POLICY

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### FIRST RESPONDERS

In an emergency where life, safety, or property are at risk, the staff of ECNHS will first contact emergency service authorities such as police, fire department, and/or ambulance. Directions provided by first responders will be followed. Staff will then in turn contact the Curator, and the Manager of Recreation & Culture, and the Supervisor on Call for the department, to respond.

In a disaster scenario where emergency service authorities are present for an extended period of time, the Curator & /or Manager of Recreation and Culture, will act as the main liaison between the emergency service authorities to ensure both parties work cooperatively and have the access and information, they need to fulfill their responsibilities.

Reasonable efforts will be made to ensure that emergency service authorities understand the unique nature of a museum facility and are acquainted with the buildings, collections areas, and emergency plans of an emergency.

Currently, the City's Fire Services are in possession of the Fire Safety Plan that includes the building floor plans and maps, and notes on the Emergency and Disaster Plan.

Annual facility tours should be arranged with emergency service authorities, and the department's supervisors on call.

### COLLECTIONS SAFETY

The ECNHS will take reasonable measures to ensure the safety of the collection entrusted to its care. Decisions regarding collections care in an emergency will be made respecting the long-term integrity of the collections, and the ECNHS / Historic Sites Board legal and ethical obligations in maintaining the public trust.

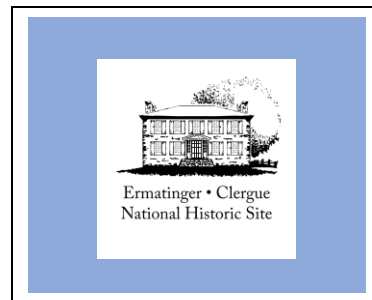
The day-to-day handling and care of ECNHS collections will be directed by the Site's Collection Policy including procedures and practices related to environmental controls.

Collections care in the case of an emergency or disaster will consider prevention, response, and recovery measures respecting damage to the collections due to any of the reasons listed in the Emergency and Disaster Plan, and the procedures in these circumstances will be directed by the Plan.



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After human safety has been addressed, the initial focus in an emergency will be on stabilizing the buildings and collections to prevent further damage to loaned and accessioned objects and documents.<sup>1</sup>

A qualified conservator from an external agency will be consulted regarding salvage cleaning and treatment as soon as is reasonable. In determining salvage priorities, historic, cultural and local significance object value, and the expense and difficulty of conserving collection objects will be considered.

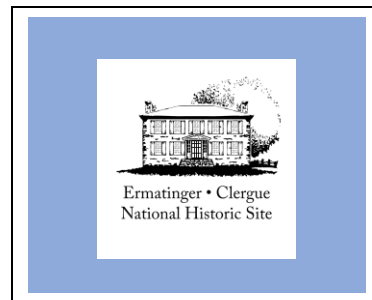
If objects on loan from other institutions are in danger or damaged in an emergency, ensuring their protection and stabilization will be a topmost priority. The objects' owners will be notified of the situation as soon as is reasonably possible and in advance of the undertaking of conservation treatment.

The ECNHS will take reasonable measures to ensure the expertise, materials, supplies, and facilities required to stabilize and treat collection objects damaged in an emergency are provided. When possible, these will be arranged through planning activities in advance of an emergency.

1. Loaned objects take priority over ECNHS's own collection. If the ECNHS is often host to loan items, through a regular travelling or community exhibit program or otherwise, collections staff or volunteers should ensure that the terms of loan agreements as they relate to emergency preparedness are well understood.

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## **WARNINGS AND ALARMS**

The ECNHS will ensure that the megaphone is always equipped to be ready to warn people on-site that an emergency is in place. Staff will be made aware, practiced, and annually reviewed on the protocols and warnings for their responsibilities in an emergency, and will make reasonable efforts to ensure communication protocols are in place between staff.

If the emergency warrants the pulling of fire pull station, staff will set off the pull station, which in turn sends the warning to the fire monitoring company to send the fire department to the Site.

The Curator, or most senior staff is assigned to monitor weather and climate information for advance warning of a natural disaster.

When forewarning of an emergency or disaster is obtained, the ECNHS staff and volunteers will take additional measures to ensure the safety of people, collections, and assets as time allows and the threat requires. This may include the cancelling of on-site or off-site programs or events, evacuation of the building, and the complete or partial evacuation of vital records and the collections as deemed appropriate by the Emergency Response team.

Programming staff will be provided with the authority to make changes to programming activities off-site when an emergent situation requires that a program be cancelled, rescheduled, relocated, or otherwise changed to ensure the safety of participants and staff. Staff and volunteers will be provided with training for recognizing and responding to emergencies when conducting programming on- or off-site.

## **SECURITY**

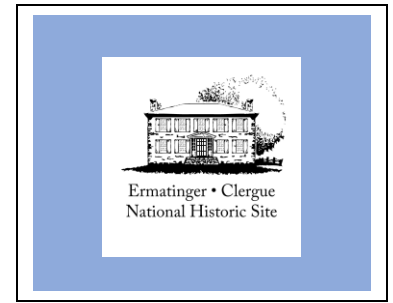
The ECNHS will undertake reasonable measures to ensure the security of people, buildings, and the collections. Procedures and practices respecting human and building security are outlined in the Physical Plant policy, Conservation policy, Collections Management policy, the Fire Safety Plan, and the Emergency & Disaster Plan.

In the case of an emergency that threatens human safety or human life, emergency authorities will be contacted immediately. Staff will provide information and assistance to first responders as required, and directions provided by first responders will be followed.

In the event of an emergency, increased security measures may be required to adequately control access to the building and collections if normal security measures have been compromised by building damage or system failure. This will be the call of the Curator, Manager of Recreation & Culture, and the senior levels of the Corporation of the City of Sault Ste. Marie.

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## **INSURANCE**

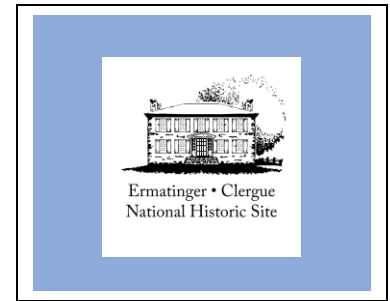
The ECNHS will ensure that sufficient insurance is maintained to mitigate emergency and disaster related risks with respect to:

- The Corporation of the City of SSM - General Liability (including for visitor accidents).
- The City's Workers' compensation coverage.
- Property (including building damage and repair or replacement of assets including but not limited to furniture, equipment, materials and supplies, and commercial materials).
- Fine Art Coverage (for damage to collection items; the insurance industry generally covers all collection items—artwork or not—under Fine Art policies).
- Collection Salvage (this might be included in within the City's Property or Fine Art policies).
- Interruption of Service (including relocation spaces for collections and staff and setting up office and communication systems).

The ECNHS assigns responsibility to the City's legal department & the Curator, to regularly monitor that insurance coverage is sufficient to meet the needs of ECNHS and that the terms and scope of the policies are understood and administered appropriately in an emergency.

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### EXTERNAL AID AND RESOURCES

ECNHS has taken reasonable steps to establish relationships with organizations—commercial and public or not-for-profit—that could provide assistance in case of an emergency. The list of external resources and their contact numbers will be maintained & revised to include a revised list in the Emergency and Disaster Plan. The “Who to Call” list should also be readily available in the off-site copies and included on the H&S bulletin board for easy access.

External aid and resources included in the Plan are:

- Expert human resources from other nearby cultural institutions.
- space for displaced collections and assets.
- space for an Emergency Operations Centre (EOC).
- specialized services and suppliers such as moving or freezer trucks, movers, drying or cleaning equipment, conservation materials for storage and salvage.
- conservation expertise.
- communications.
- volunteers and staffing for collection evacuation, stabilization, and salvage.

### RESUMPTION OF SERVICES

In most circumstances, ECNHS will be closed to the public in the case of an emergency or disaster.

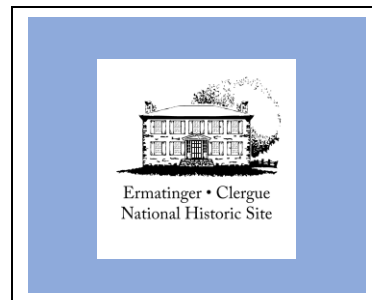
The facilities will be reopened, and services will be resumed only after emergency officials and the response team have deemed that it is safe to do so. In determining when facilities will reopen and services resume, the Emergency Response Team will consider the stabilization of the building and collections and the safety and capacity of staff.

Following a disaster, a revised schedule of services may be offered in alignment with increased responsibilities, reduced capacity, and what can safely be offered to the public as immediate salvage and long-term recovery efforts are underway.

Reasonable measures will be taken to ensure that the documents required to ensure continuity of operations are protected and backed up and stored off-site. Plans for the resumption of vital systems will be included in emergency and disaster preparedness activities and tested regularly.

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**MONITORING AND TESTING**

The procedures and practices outlined in the ECNHS Emergency & Disaster Plan, will be regularly monitored.

It is ultimately the Curator's responsibility to ensure that the monitoring, and the maintenance of the facilities and collection areas are regularly reviewed & inspected to ensure that potential dangers are prevented from occurring and handled in a timely manner when identified.

The Emergency and Disaster Plan will be reviewed by all staff at the May staff meeting when all students and contract staff are engaged. Drills will be conducted regularly as deemed appropriate with respect to fire & emergency evacuation, fire extinguisher operation, lockdown or shelter-in-place procedures, and other procedures as required.

Reasonable efforts will be made to ensure that all staff are aware of emergency preparedness plans and familiar with their roles in them and that regular training and occasional drills take place.

**SCHEDULE FOR REVIEW**

The Emergency and Disaster Policy and corresponding plans, procedures, and supporting documents are considered living documents. The Policy is subject to review, as with the Physical Plant and Conservation Policies, every five years.

The Emergency and Disaster Plan, procedures and supporting documents will be reviewed annually in May during the annual training of staff, to keep it updated and relevant.

Approved by the Historic Sites Board: \_\_\_\_\_

DD/MM/YYYY

Signature of the Chair HSB: \_\_\_\_\_