



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

Wednesday, June 26, 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>

Pages

1. **Call to Order**

2. **Declaration of Pecuniary Interest**

3. **Adoption of Agenda**

Mover _____

Seconder _____

Resolved that the Agenda for Historic Sites Board meeting for June 26, 2024 as presented be approved.

4. **Adoption of Minutes**

4 - 7

Mover _____

Seconder _____

Resolved that Minutes of Historic Sites Board meeting of April 17, 2024 be approved.

5. **Business Arising**

6. **Accounts**

8 - 8

Mover _____

Seconder _____

"Resolved that the members of the Historic Sites Board approve the expenditures to date - end of May 2024, as presented."

Community Museum Operating Grant (CMOG) - application, finances, and required documents (Emergency & Disaster Policy & Plan, Annual Report, Physical Plant Policy, Conservation Policy, Fire Plan, drafted strategic plan) - Resolution to submit annual application required.

Proposed letter to Ministry of Culture for increased operating grant. Draft included in package.

Program update

Events update

Draft #1 - Strategic Plan Directions

Mover _____

Seconder _____

"Resolved that the members of the Historic Sites Board approve the submission of the CMOG application and the relevant documents required."

Mover _____

Seconder _____

"Resolved that the members of the Historic Sites Board approve the submission of the letter to the Ministry of Tourism, Culture and Gaming, regarding the level of funding through CMOG."

a) Proposed User Fees 2025

b) Service Level Change request 2025 budget & Business Case

c) Asset Management Priorities report for 2025 budget consideration - see page 2 of report.

Mover _____

Seconder _____

"Resolved that the members of the HSB approve the Proposed User Fees 2025, as presented"

Mover _____

Seconder _____

"Resolved that the members of the HSB approved the proposed submission for an increase in service level for the 2025 budget"

Mover _____

Seconder _____

"Resolved that the members of the HSB approve the priorities list ECNHS Asset Management submission 2025, for consideration in budget 2025."

10. Next Meeting

September 11, 2024

12:00 noon

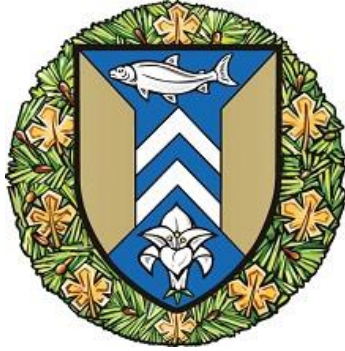
Summer Kitchen - Ermatinger Old Stone House

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 17, 2024
12:00 pm
Old Stone House

Present: S. Casola, C. Wiseman, Sandra Hollingsworth, Heather Bot, Kelly Marshall, Brittany Paat

Absent: D. Conyers, Joe Bumbacco

Officials: K. Fisher

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

none noted

3. **Adoption of Agenda**

Moved by: Sandra Hollingsworth
Seconded by: Brittany Paat

Resolved that the Agenda for Historic Sites Board meeting for April 17th, 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 February 14th, 2024 be approved.

Carried

5. Business Arising

none noted

6. Accounts

Moved by: Brittany Paat

Seconded by: Sandra Hollingsworth

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

Carried

7. Curator's Report

Emergency Electrical Work was required. Digging up to find electrical conduit had been blown out by a metal object burried. Electrician, and equipment to be covered financially by emergency funds from City.

May is Museum month. Annual operating Report 2023 to be presented to Council as per HSB by-laws.

Firearms exemption and Noise exemption requests to Council for exemption to the by-laws for the season - musket and cannon firing by re-enactors.

Proclamation of May is Museum month by Mayor. International Museum Day - May 18th - free day at all museums and art gallery, promotion, and activities planned.

Curator is attending the CMA National Conference - April - Niagara Falls.

Roof Tender has been awarded. Roof replacement on OSH - this summer. Cedar Shakes to be ordered as first steps.

Approval has been received for a FedNor youth intern for 1 year. 10% of wages will be required from HSB-ECNHS operating budget - 90% funding approved.

Phase 1 of FedNor Tourism Growth Program approved. Phase 2 application now being drafted.

Moved by: Heather Bot

Seconded by: C. Wiseman

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

Carried

Moved by: Brittany Paat

Seconded by: Sandra Hollingsworth

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

Carried

8. Municipal Heritage Committee

MHC is working on digital content for future Digital Doors Open.

9. New Business

General questions regarding how many cruise ships, and bus tours are scheduled, and what is our programming for them.

- 11 or 12 cruise ships - we are open for Hop on Hop off - and offering a Gt. Canadian Maple land excursion program.
- 10 Road Scholar bus tours - dinner, live music, tour, cash bar - every second Friday night
- 4 bus tours - boxed lunches, tour, movie, cash bar

10. Next Meeting

11. Adjournment

Moved by: S. Casola

Seconded by: Brittany Paat

Resolved that this Committee now adjourn.

Carried

Chair

CITY OF SAULT STE MARIE
 HSB - OLD STONE HOUSE
 For the Five Months Ending Friday, May 31, 2024

| | | YTD | Budget | 2023 | 2023 | |
|--|--------------|---------------|----------------|-------------------|--------------------|----------------|
| FISCAL YEAR REMAINING% : | May | Actual | 2024 | Actual To: May | Actual Year End | Budget 2023 |
| REVENUE | | | | | | |
| Fees and user charges | (\$7,654.48) | (\$23,866.15) | (\$84,968.00) | (\$25,620.09) | (\$132,292.70) | (\$80,976.00) |
| Government grants | \$0.00 | (\$11,492.10) | (\$18,780.00) | (\$149,454.80) | (\$173,148.80) | (\$18,780.00) |
| | (\$7,654.48) | (\$35,358.25) | (\$103,748.00) | (\$175,074.89) | (\$305,441.50) | (\$99,756.00) |
| | | | | | | |
| EXPENDITURES | | | | | | |
| Salaries | \$25,742.90 | \$110,791.82 | \$293,814.00 | \$98,173.21 | \$271,044.49 | \$278,757.00 |
| Benefits | \$4,994.64 | \$23,349.17 | \$63,678.00 | \$20,859.75 | \$54,574.35 | \$62,004.00 |
| TOTAL SALARIES/BENEFITS | \$30,737.54 | \$134,140.99 | \$357,492.00 | \$119,032.96 | \$325,618.84 | \$340,761.00 |
| | | | | | | |
| Travel and training | \$1,113.52 | \$2,614.32 | \$3,300.00 | \$25.00 | \$205.39 | \$3,200.00 |
| Vehicle allowance, maintenance and repairs | \$0.00 | \$0.00 | \$100.00 | \$0.00 | \$97.83 | \$100.00 |
| Utilities and fuel | \$2,550.25 | \$11,687.25 | \$33,270.00 | \$17,898.96 | \$38,877.59 | \$35,270.00 |
| Materials and supplies | \$7,469.77 | \$24,846.95 | \$26,830.00 | \$30,964.88 | \$139,119.66 | \$25,330.00 |
| Maintenance and repairs | \$10,182.30 | \$20,104.82 | \$21,393.00 | \$34,724.32 | \$58,595.85 | \$19,670.00 |
| Goods for resale | \$3,035.92 | \$11,560.24 | \$9,100.00 | \$9,516.95 | \$23,231.96 | \$9,000.00 |
| Financial expenses | \$265.02 | \$1,034.74 | \$1,750.00 | \$1,222.02 | \$6,541.99 | \$1,750.00 |
| Purchased and contracted services | \$364.04 | \$4,355.89 | \$9,082.00 | \$8,534.30 | \$17,087.60 | \$9,782.00 |
| TOTAL OTHER EXPENSES | \$24,980.82 | \$76,204.21 | \$104,825.00 | \$102,886.43 | \$283,757.87 | \$104,102.00 |
| | | | | | | |
| | \$55,718.36 | \$210,345.20 | \$462,317.00 | \$221,919.39 | \$609,376.71 | \$444,863.00 |
| | | | | | | |
| NET (REVENUE)/EXPENDITURE | \$48,063.88 | \$174,986.95 | \$358,569.00 | \$46,844.50 | \$303,935.21 | \$345,107.00 |

COMMUNITY ENGAGEMENT

| AREA | DIRECTION | TARGET DATE | BY WHOM | NOTES |
|---------------------------|---|-------------|---|---|
| Digital Strategy | Independent Website | July 2025 | Curator, IT, City, Youth Intern | FedNor funding application submitted June 2024 |
| | Digital content – AR & QR – visitor experience | July 2025 | Curator, Youth Intern, Contracted services | FedNor funding application submitted June 2024 |
| | Human Resources – securing staffing | March 2025 | Curator, HSB, Council | Interim – FedNor Youth Intern approved until June 2025 |
| | Digital marketing & promotion | Ongoing | Staff, Corporate Communications, Tourism partners | Interim - FedNor Youth Intern approved until 2025 |
| | Digitization of Museum Collection | Ongoing | Curator, Staff, Volunteers | Interim – YCW student summer 2024 |
| | | | | |
| Accessibility Plan | Independent Website | July 2025 | Curator, IT, City, Youth Intern | |
| | Digital content | July 2025 | Curator, IT, City, Youth Intern | |
| | Accessible stations on main levels of buildings – digital content – touch screens | June 2026 | Curator, IT, staff | Applications for funding for the touch screens. Content creation on Youth Intern list of duties |
| | Find solution for the wooden Boardwalk | June 2026 | Curator, City departments, HSB | Boardwalk is very slippery when wet, uneven, and in constant need of repair. Not visually noticeable. |
| | Railing on Front Exterior OSH Steps | August 2024 | Curator, City PWT, | Stairs are very steep – not railing. |
| | | | | |
| Service Delivery | Secure an Assistant Curator position – full time | 2025 | Curator, HSB, City Council | Identified in Digital Strategy. Identified by HSB. Only 2 full time staff – for a year round 3 building Site. |
| | | | | |

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|--------------------------------------|--|---|--|--|
| Programming & Collections | Create new visitor experiences, itineraries, packages | On-going – some to be ready each year for tourism season May market ready | Curator, Youth Intern, TSSM & Algoma Country, partners | Partnerships with other cultural institutions, tourism operators |
| | Create on-site experiences unique to Site | On-going – to be released annually in November for upcoming season | Curator, staff, Board, volunteers | Research programming that relates to Site |
| | Create and Review School curriculum tours | On-going – to be released annually in September to schools | Curator and Programming staff | Research the Ministry of Education curriculum expectations. |
| | Create temporary exhibits that showcase collection items | On-going – created annually | Curator | Research artifacts. |
| | Digitizing the Collection | On-going | Curator | To continue the work & momentum from the Collections Management project and Digital Strategy |
| | | | | |

ASSET MANAGEMENT, RESTORATION, CAPITAL – PHYSICAL PLANT

| | | | | |
|-----------------------|---|--|----------------------------|---|
| Physical Plant | Asset management priorities | Annual – ongoing – refer to the AM plan & priorities | Curator, HSB, City Council | Funding applications to be written when necessary |
| | Emergency & Disaster Plan | review and approve 2024, annual review in May | Curator, HSB | Annual review in May |
| | Policy review – Physical Plant, Collections, etc. | Annual with E&D review | Curator, HSB | Annual review in May |

SUSTAINABILITY

| | | | | |
|------------|--|--|----------------------------|--|
| Visitation | Increase visitation | Annually | Curator, HSB | Creating new programming and increasing Marketing efforts, WEBSITE creation. Streamline processes, eliminate barriers. |
| Fees | Annual User Fees | Annually | Curator, HSB, City Council | Balancing between affordable and sustainable. |
| Marketing | Increase marketing efforts & develop independent WEBSITE | 2024 to 2025 – completion by June 2025 | Curator, HSB, City IT | Funding application to FedNor currently being submitted. |



Ermatinger • Clergue
National Historic Site

HISTORIC SITES BOARD
c/o 99 Foster Dr.
Sault Ste. Marie, ON
P6A 5X6
(705) 759-5443



SAULT STE. MARIE

June 20, 2024

Minister Stan Cho
Minister of Tourism, Culture and Gaming
6th Floor, 438 University Avenue
Toronto, Ontario
M6G 2K8

Manager Jennifer Green
Culture Branch – Culture Grants Unit
5th Floor, 400 University Avenue
Toronto, Ontario
M7A 2R9

Dear Ministry Cho:

Re: Community Museum Operating Grant increase

On behalf of the Historic Sites Board of Sault Ste. Marie, a committee of Council, I am requesting a review of the operating grant approval level for the Ermatinger Clergue National Historic Site, in Sault Ste. Marie, Ontario.

For the past 25 years, our Curator has assisted us in meeting the Museum Standards for the Province, and we are proud to be stewards of preserving the heritage and our Site on behalf of the public.

The Ermatinger Clergue National Historic Site has evolved significantly over the years. Starting with the historic Ermatinger Old Stone House, operating seasonally, has grown into one of Sault Ste. Marie's premier heritage designations. Today it encompasses two heritage buildings, a visitor center and historic grounds and gardens, which operates year-round.

We wish to appeal for increased funding to support our museum. Over the past 25 years the formula and approval level for CMOG has stayed the same for our application at \$16,680. This amount pales in comparison to the funding received by similar sites in our community. For example, there are two other institutions that receive funding through CMOG, and each of these are funded at a 75% percent higher approval rate, for similar budget and operating service levels.

Our museum and historic site requires an increase in the funding envelope for CMOG, to offset rising operational expenses. This investment will enable us to continue preserving and promoting our local stories that define our unique identity. Additionally, it supports our efforts in cultural tourism, supplements school curriculum, and contributes to our vibrant community.

Museums play a pivotal role in aspects of community quality of life, through preservation, knowledge distribution, cultural enrichment, reconciliation, partnership, attraction for visitors, and a place of belonging. Museums now serve as integral centers for newcomers and provide spaces for educational and community events.

Recognizing our institution as a Provincial standard museum, and a designated Canadian national asset, we appeal to your support in strategically investing in our capacity to continue to contribute significantly to our community's economic well-being, and resiliency.

Should you require any additional information regarding our Site, please contact our Curator: Kathy Fisher at 705-759-5443 or k.fisher@cityssm.on.ca.

Respectfully submitted,

Kelly Marshall
Chair of Historic Sites Board Sault Ste. Marie

Cc: Elka Weinstein, Museum & Heritage Programs Advisor, Ministry of Tourism, Culture & Gaming
Virginia McLeod, Manager Recreation & Culture, City of Sault Ste. Marie
Shelley Schell, Chief Financial Officer – City Treasurer, City of Sault Ste. Marie

| GL Account Number | Services Offered | 2023 Current Fee | 2024 Proposed Fee | GST/HST Included or Added | 2024 Proposed Fee rounded | 2025 Proposed Fees |
|--------------------------------------|--|---------------------|----------------------|---------------------------------|---------------------------------|--------------------------|
| | HISTORIC SITES BOARD | | | | | 2025 |
| 10-550-5550-5630 | ADMISSIONS: | | | | | |
| | - Admission - Adult | \$15.00 | \$15.00 | Included | \$15.00 | \$15.00 |
| | - Admission - Senior | \$12.00 | \$12.00 | Included | \$12.00 | \$12.00 |
| | - Admission - Youth | \$9.00 | \$9.00 | Included | \$9.00 | \$9.00 |
| | - Admission - Child 5 to 12 | \$5.00 | \$5.00 | Included | \$5.00 | \$5.00 |
| | - Admission - Children 5 & under | \$0.00 | \$0.00 | Included | \$0.00 | \$0.00 |
| | - Admission - Family | \$35.00 | \$40.00 | Included | \$40.00 | \$40.00 |
| | - Admission - Adult Group Rate (10 or more) | \$13.00 | \$13.00 | Included | \$13.00 | |
| | Admission - Group Rate (10 or more) | | | | | \$13.00 |
| | - Admission - Senior Group Rate (10 or more) | \$11.00 | \$12.00 | Included | \$12.00 | |
| | - Admission - Bus Tours (50 or more) | \$12.00 | \$13.00 | Included | \$13.00 | \$13.00 |
| | - Audio Tour - Wand Rental | \$5.00 | \$5.00 | Included | \$5.00 | \$5.00 |
| | - Bus Tours with box lunch & learning tour | \$0.00 | \$35.00 | Included | \$35.00 | \$35.00 |
| 10-550-5550-5636 10-550-5560-5636 | EDUCATIONAL TOURS: | | | | | |
| | - 1.5 hour tours | \$4.00 | \$5.00 | Exempt | \$5.00 | \$5.00 |
| | - 2 hour tours | \$6.00 | \$6.00 | Exempt | \$6.00 | \$6.00 |
| | - 3 hour tours (lunch included) | \$10.00 | \$10.00 | Exempt | \$10.00 | \$10.00 |
| | - After hours - Brownies/Scouts | \$10.00 | \$10.00 | Exempt | \$10.00 | \$10.00 |
| | - Brownie/Guide sleepover badge program | \$75.00 | \$75.00 | Exempt | \$75.00 | \$75.00 |
| | - Workshops - fees & supplies | \$20.00 | \$30.00 | Included | \$30.00 | \$30.00 |
| | - Outreach programs (minimum 2 hour fee) | \$75.00 | \$80.00 | Exempt | \$80.00 | \$80.00 |
| | - Outreach kit | \$25.00 | \$25.00 | Included | \$25.00 | \$25.00 |
| | - Virtual Curriculum Engagement - 1 hour session | \$75.00 | \$80.00 | Exempt | \$80.00 | \$80.00 |
| | - Virtual Curriculum kits (per class) in addition to above fee | \$25.00 | \$25.00 | Included | \$25.00 | \$25.00 |
| | | | | | | |

| | | | | | | |
|-------------------|---|----------|----------|----------|----------|----------|
| | EVENTS: | | | | | |
| | - Bracelet Days - Adults | \$10.00 | \$10.00 | Included | \$10.00 | \$10.00 |
| | - Bracelet Days - Youth | \$5.00 | \$5.00 | Included | \$5.00 | \$5.00 |
| | - Heritage Tea (desserts & tea) | \$15.00 | \$18.00 | Included | \$18.00 | \$18.00 |
| | - Heritage Fridays by the Fire (soup, biscuit, desserts, beverage) | \$18.00 | \$20.00 | Included | \$20.00 | \$20.00 |
| | - Heritage High Tea (fancy sandwiches & desserts, beverage).i.e.: Lilac & lavender - 3 course | \$25.00 | \$30.00 | Included | \$30.00 | \$35.00 |
| | - Virtual & Curbside Tea kits - small | \$20.00 | \$20.00 | Included | \$20.00 | \$20.00 |
| | - Virtual & Curbside Tea kits - medium | \$40.00 | \$40.00 | Included | \$40.00 | \$40.00 |
| | - Virtual & Curbside Tea kits - large | \$60.00 | \$60.00 | Included | \$60.00 | \$60.00 |
| | - Heritage Culinary Lunch (soup, main, dessert, beverage) | \$25.00 | \$25.00 | Included | \$25.00 | \$30.00 |
| | - Heritage Culinary Dinner (apps, soup, main, dessert, beverage, demo) | \$40.00 | \$40.00 | Included | \$40.00 | \$50.00 |
| | - Heritage Cocktail & Appetizers (usually for a show) | \$25.00 | \$30.00 | Included | \$30.00 | \$30.00 |
| HST included 2025 | - Heritage Dinner menu, theatrical, & program (group rate) | \$60.00 | \$60.18 | Added | \$68.00 | \$70.00 |
| | - Evening in the Summer Kitchen | \$60.00 | \$60.00 | Included | \$60.00 | \$60.00 |
| | - Birthday Parties (up to 10 people) (hearth baking, games, craft) | \$150.00 | \$150.00 | Included | \$150.00 | \$150.00 |
| | - Extra attendees for Birthday Party | \$10.00 | \$10.00 | Included | \$10.00 | \$10.00 |
| | - Extra hour time usage of site for birthday (per hour) | | \$50.00 | Included | \$50.00 | \$50.00 |
| | - Extra food, craft, beverage, and/or activity (each) | | \$10.00 | Included | \$10.00 | \$10.00 |
| | | | | | | |
| | WALKWAY ENGRAVING BRICKS (trust fund - capital fundraising) | | \$75.00 | Included | \$75.00 | \$75.00 |
| | | | | | | |

| | | | | | | |
|----------------------|---|----------|----------|-------|----------|------------|
| | RESEARCH FEES: | | | | | |
| HST included 2025 | - Individual research fee - daily | \$25.00 | \$25.00 | Added | \$28.25 | \$30.00 |
| HST included 2025 | - Individual research fee - yearly | \$100.00 | \$101.77 | Added | \$115.00 | \$125.00 |
| HST included 2025 | - Reproduction fees, photocopying /scanned | \$0.50 | \$0.44 | Added | \$0.50 | \$1.00 |
| HST included 2025 | - Reproduction fees, digital for exhibit or education (for each) | \$25.00 | \$25.00 | Added | \$28.25 | \$30.00 |
| HST included 2025 | - Reproduction fees, digital for other uses (following copyright laws) | \$100.00 | \$101.77 | Added | \$115.00 | \$125.00 |
| | | | | | | |
| 10-550-5550-5631 | SITE USE: | | | | | |
| | - Summer Kitchen / Theatre Only / Grounds (rental of a space) | | | | | |
| HST included 2025 | - Basic Rental - Not for Profit - half day | \$200.00 | \$199.12 | Added | \$225.00 | \$250.00 |
| HST included 2025 | - Basic Rental - Not for Profit - 8 hour day | \$300.00 | \$300.88 | Added | \$340.00 | \$350.00 |
| HST included 2025 | - Basic Rental - Commercial - half day | \$400.00 | \$398.23 | Added | \$450.00 | \$500.00 |
| HST included 2025 | - Basic Rental - Commercial - up to 8 hours | \$800.00 | \$800.88 | Added | \$905.00 | \$950.00 |
| HST included 2025 | - Wedding Ceremony and/or Photographs | \$350.00 | \$349.56 | Added | \$395.00 | \$400.00 |
| HST included 2025 | - Wedding Ceremony and Rehearsal | \$500.00 | \$500.00 | Added | \$565.00 | \$600.00 |
| HST included 2025 | - Wedding Ceremony only | \$250.00 | \$252.21 | Added | \$285.00 | \$300.00 |
| | - Wedding Photographs only or professional photography request | \$200.00 | \$199.12 | Added | \$225.00 | \$225.00 |
| | | | | | | |
| Daily + HST (\$1700) | - Basic rental Film Crew - hourly (min. 3 hours) ** This is for Complete Site Rental - HOURLY ** | \$500.00 | \$500.00 | Added | \$565.00 | \$1,500.00 |
| HST included 2025 | - Supervisory Fees - hourly for after hours | \$50.00 | \$49.56 | Added | \$56.00 | \$55.00 |
| | - Theatre for meeting added, if Heritage menu ordered | \$100.00 | \$101.77 | Added | \$115.00 | \$115.00 |
| | | | | | | |

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|-------------------|---|-------------------------|----------|-------|----------|----------|
| | ADDITIONAL FEES: | | | | | |
| HST included 2025 | - Non refundable deposit on Site Rentals, Events, Weddings, film, bookings. ** Applicable to total invoice** | \$50.00 | \$49.56 | Added | \$56.00 | \$100.00 |
| HST included 2025 | - Non refundable deposit for Commercial bookings (i.e. film companies) ** Applicable to total invoice** | \$250.00 | \$252.21 | Added | \$285.00 | \$300.00 |
| | | | | | | |
| | - Cleaning Fees | \$75.00 | \$75.22 | Added | \$85.00 | \$85.00 |
| HST included 2025 | - Tables - per table (after the original 36 on site) | \$5.00 | \$5.09 | Added | \$5.75 | \$5.00 |
| HST included 2025 | - Chairs - per chair (after what is available on site) | \$2.00 | \$1.99 | Added | \$2.25 | \$2.00 |
| HST included 2025 | - Waste Disposal | \$250.00 | \$300.88 | Added | \$340.00 | \$350.00 |
| HST included 2025 | - AV equipment | \$50.00 | \$49.56 | Added | \$56.00 | \$50.00 |
| HST included 2025 | - Security fees - once tents are set up on lawn (hourly) | \$30.00 | \$34.96 | Added | \$39.50 | \$40.00 |
| HST included 2025 | - Auxillary Kitchen for caterer | \$150.00 | \$199.12 | Added | \$225.00 | \$250.00 |
| HST included 2025 | - Damage fees will apply depending on damage to the site and cost of repair | Hold/deposit refundable | \$101.77 | Added | \$115.00 | \$100.00 |
| | | | | | | |
| | Refreshments: | | | | | |
| HST included 2025 | - Coffee, Tea, Water & all condiments (environmental cups, cream & stir) | \$30.00 | \$30.09 | Added | \$34.00 | \$40.00 |
| HST included 2025 | - Coffee Big Urn & cups, cream, stir & water | \$40.00 | \$49.56 | Added | \$56.00 | \$55.00 |
| HST included 2025 | - Coffee & Coffee cake - only for meetings booked - per person | \$10.00 | \$17.92 | Added | \$20.25 | \$18.00 |
| | | | | | | |
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BUSINESS CASE DEVELOPMENT

Business Case – Service Level Increase *Assistant Curator*

Proposed project/initiative title

Assistant Curator Position – Currently sits on the PT Grid at level 7

2023 funded for a temporary full time.

2024 / 25 FedNor intern approval for a one year contract.

Requesting position to become Permanent Full Time non-union A1 level

Description of proposed project/initiative

Current Assistant Curator / Museum Assistant Status of Part-Time re-evaluated and proposed to change to Permanent Full Time status.

Increase to operating budget for the Permanent Full Time position including MERCS: \$55,000

Primary Duties and Accountabilities

With only 2 full time staff at ECNHS, and the fact the Site is open year-round, with 7 days a week during June to October, we are requesting an increase of a full-time assistant Curator to support an increase of various events, programs, services, and curatorial duties. When looking towards the future, succession planning, and for Health and Safety reasons, not to mention our obligation of stewards in the preservation of history, we make this recommendation.

Current Job Duties recently included on Job Description February 2023:

Duties & Responsibilities:

Lead collection management including:

- Review of current data base of collection artifacts and archives
- Locate and record storage locations for artifacts and archival items.
- Identify and report conservation concerns pertaining to the artifacts.
- Assist with hydrothermographs / psychrometer readings on environmental conditions.
- Update and maintain the collections database and digitization of collection.

Research historical background of the Site & artifacts, compile a reference library and electronic library with historical information.

Create displays and museum exhibits.

Develop and coordinate events.

Develop and implement programs.

Educate staff & volunteers regarding stability of artifacts and proper display methods, to avoid damage.

Perform administrative tasks in the areas of Curatorial Museum duties, CMOG, and Provincial standards.

Prepare reports, statistical information and record keeping.

Prepare digital content for exhibits, social media & web content.

Attract, place and support volunteers.

Assist with daily operations and services of the ECNHS, and perform other related duties as required.

Potential impact of business results if not approved

- Inability to fulfil required scheduling for daily operations, bookings, programming, exhibits, and Events.
- Impact to Customer Service as shortage of help will affect hours, and revenue generating services.
- Impact on maintaining the integrity of the historic defining elements.
- Impact on maintaining assets (buildings & grounds) and artifact / archival displays.
- Impact on ability for succession planning in a specific field of work.

Recommendation and rationale

Recommendation for a curatorial assistant position in a Full-Time status.

The added expertise and increase in hours will allow greater efficiency to complete assigned tasks.

- Ability to meet Provincial museum standards of care of collections – artifacts & archives.
- Ability to maintain the integrity of historic buildings & grounds.
- Flexibility of scheduling for added services, programs, & events.
- Increase in Customer Service.
- Increase in revenue from programs & services.
- Employee retention through interaction of training and employee satisfaction, and possible succession planning, as maintenance of skills set required for specific museum duties, and understanding will be maintained.
- Responsiveness in being proactive in assisting during events.
- Cultural management is a unique blend of knowledge and expertise that together with investing time and resources allows for the City to execute and implement visitor experiences with quality that translates into sales and profits.



Service Level Change Request

Please submit request to the Finance Department

Department: Community Development and Enterprise Services

Division: Recreation & Culture / ECNHS-HSB

Request Name: Increase in staff level - Assistant Curator

Overview:

Assistant Curator Position – Currently sits on the PT Grid at level 7
2023 funded for a temporary full time.
2024 / 25 FedNor intern approval for a one year contract.
Requesting position to become Permanent Full Time non-union A1 level
2023/2024 projects - DIGITAL STRATEGY & Collections Management both reported the need for staffing at ECNHS.
With only 2 full time staff at ECNHS, and the fact the Site is open year-round, with 7 days a week during June to October, we are requesting an increase of a full-time assistant Curator to support an increase of various events, programs, services, and curatorial duties. When looking towards the future, succession planning, and for Health and Safety reasons, not to mention our obligation of stewards in the preservation of history, we make this recommendation.

Service Level Change: Essential ☒ Discretionary ☐ (Select only one option)

Current Service Level

| Service Name | Service Description | Account Number |
|-------------------|---|-----------------|
| Assistant Curator | Part Time grid - funds being used by a PT Interpreter | 10-550-55506011 |
| | | |
| | | |

Changes to Service Level

\$55,000 with MERCs to the full time salary - 10-550-5550-6001 and benefit lines.

Alignment with Strategic Plan

Current HSB strategic plan ECNHS (DRAFT report 2024 to 2029) reflects this request.
Current Digital Strategy report reflects this request.

Impact Analysis:

Incremental Operating Expenditures (detail)

| Description | Duration | 2024 (\$) | 2025 (\$) | 2026 (\$) |
|-------------|---------------|-----------|-----------|-----------|
| wages | On-going | | 42,000 | |
| MERCs | On-going | | 25% | |
| | Select Option | | | |

Incremental FTE requirements (detail) Benefit % included in estimate

| Position/ Job Class | Pay Group | Duration | FTE required | 2024 (\$) | 2025 (\$) | 2026 (\$) |
|------------------------|-----------|----------|--------------|-----------|-----------|-----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

Incremental Operating Revenues (detail)

| Description | Duration | 2024 (\$) | 2025 (\$) | 2026 (\$) |
|-------------|---------------|-----------|-----------|-----------|
| | Select Option | | | |
| | Select Option | | | |
| | Select Option | | | |

Net Impact (total)

| Net Impact | 2024 (\$) | 2025 (\$) | 2026 (\$) |
|------------|-----------|-----------|-----------|
| On-going | | | |
| One-time | | | |
| Total | 0 | 0 | 0 |

Capital Requirements

| Description | 2024 (\$) | 2025 (\$) | 2026 (\$) |
|-------------|-----------|-----------|-----------|
| | | | |
| | | | |
| | | | |

Other supporting information (business plan, Council resolution, calculations, etc.):

HSB agenda package June 26, 2024, includes the resolution, supporting the submission of the Supplemental Increase for the 2025 operating budget.

Departmental
Approval:

Date:

Ermatinger Clergue National Historic Site

Asset Management (AM) Facility Condition Report

AM #3, #4, #11, #15, #35, #76

2019 Council Approval – completed in 2021 to 2022: Asset Management capital & RED funding (provincial)

- Foundation work of Old Stone House – except around the basement stairs
- Front portico pillars / repointing of stone porch of OSH – mortar needs to be fixed – warranty?
- Chimneys of OSH - repointed
- Main floor windows & framing of windows - OSH - restored
- Sump pump drainage included in foundation work – trench work & drain tube required for containing and directing pumped water away from house.

AM #27

COVID funding for retrofitting and HEPA filtering – Summer Kitchen Attic furnace – completed with air conditioning

AM #6, #19

2021 Council Approval – not completed

- \$70,000 roof replacement – OSH cedar hip roof, and asbestos abatement
- Engineering costs \$17,000 = \$53,000 remaining.
- Project costs estimated at \$125,000 = \$72,000 remaining to secure
- National Cost Sharing Program with Parks Canada application submitted 2022
- NCSP – declined funding April 2023

AM #15

2022 Council Approval – 2nd floor windows

- \$110,000 approved, RFP came in at \$8000 over. HSB approved up to \$12,000 for remaining.
- 2023 windows removed and are being restored – estimated return and install – June.

AM #41

2022 – 2023: COVID re-opening & recovery funding – Security Cameras

AM #12, #13, #21, #77, #78

2023 Council Approval

- \$35,000 approved
- Split rail fencing, White fencing, Palisade, Logs on Summer Kitchen exterior & Linkway roof.
- Split rails, cedar logs for uprights, palisade, and logs on SK – ordered = \$13,000

2024 priorities in order of Priority Need:

- ✓ AM #19: OSH cedar hipped roof - 2024 approvals received – work to be done in summer 2024.
- ✓ AM #76: OSH front steps – install railing in appropriate colour & metal – welding PWT – maintenance budget.
- ✓ AM #61: Clergue Blockhouse cedar hipped roof
- ✓ AM #58: Clergue Blockhouse windows
- ✓ AM #57: Clergue Blockhouse log structure repairs & chinking
- ✓ AM #59: Maintenance work on the front door of the Blockhouse – sanding & marine varnish – PWT carpentry
- ✓ AM #75: Wooden Boardwalk – Perhaps “accessibility funding / grants” for exposed aggregate pathways (cement with pebbles inlaid) [Fort George, Bethune House, Bellevue House – all have replaced wooden or pebble walkways]
- ✓ AM #80: Sheds are in fair to poor condition
- ✓ AM #5, #16: Floors & Doors – solid wood floor boards fixes, front door, thresholds – are all in need of restoration

2025 priorities for Asset Management:

- ✓ AM – A10 Foundation – Old Stone House – North East corner and North basement stairs – excavation, parging, waterproofing – only section not completed on the 2022 work. Estimated cost = \$45,000
- ✓ AM – B2010.2 Exterior Log Walls Summer Kitchen – localized deterioration & some rotten & punky. Estimated cost = \$20,000.
- ✓ AM – B2020. Summer Kitchen windows – framing is deteriorating and beginning to rot. Estimated cost = \$60,000.
- ✓ AM – B3010 Roof Coverings Construction Clergue Blockhouse – Cedar Shake = \$85,000
- ✓ AM – B2010.2 Exterior Walls – logs Clergue Blockhouse – localized repair and chinking = \$10,000
- ✓ AM – B2020 Exterior Windows – upper Clergue Blockhouse – framing is deteriorating & glass falling from frame. If work is deferred the wood will continue to deteriorate = \$60,000
- ✓ AM – G204099 Other site improvements – Sheds - Falling apart, rotting, deteriorating – rebuilding shed along the back alley fencing North of Blockhouse - \$20,000. Tear down the 2 main sheds (west wood shed, and east kitchen shed).

2025 Capital / Accessibility:

- Boardwalk – slippery when wet, continual wood rot, nails coming loose – Health & Safety issue for visitors and staff walking on any day that the wood is wet / frost. Numerous techniques and treatments have been tried.
 - ❖ Parks Canada has replaced wooden boardwalks with aggregate stones in cement for their pathways = \$500 square meter.
- Touch Screen computers – large format pedestal stand, touch screens for accessibility information on the Site for those with mobility issues. The current touch screen (1) is broken (in the Blockhouse). Cost for 3 (one in each building) with stands \$7500.

Goal is to apply to Canadian Cultural Spaces for some of the Blockhouse Asset Management items, including the Accessibility issues: the Board Walk and the Touch Screen computers.