



The Corporation of the City of Sault Ste. Marie  
Municipal Heritage Committee  
Agenda

Wednesday, February 7, 2024

12:00 pm - 1:00 pm

Video Conference

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

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Pages

1. **Land Acknowledgement**

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

2. **Adoption of Minutes**

3 - 4

Mover \_\_\_\_\_

Seconder \_\_\_\_\_

Resolved that Minutes of Municipal Heritage Committee meeting of January 3, 2024 be approved.

3. **Declaration of Pecuniary Interest**

4. **Adoption of Agenda**

Mover \_\_\_\_\_

Seconder \_\_\_\_\_

Resolved that the Agenda for Municipal Heritage Committee meeting for February 7, 2024 as presented be approved.

5. **Business Arising**

5.1 **Museum Bell**

**5.2 Heritage Week**

Theme: Celebrating Local Heritage Properties

**6. Sub-committee / Task Force Updates**

**6.1 Heritage Trees**

**7. New Business**

**7.1 Request for Support - Museum Movable Cultural Property Designation**

5 - 12

Background information regarding designation process - Movable Cultural Property

**8. Correspondence**

**8.1 Museum Correspondence**

13 - 13

Moveable Cultural Property Designation

**9. Next Meeting**

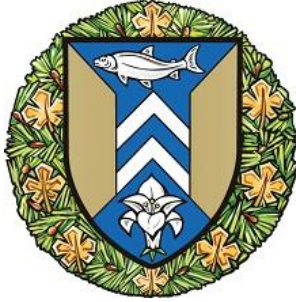
March 6, 2024

**10. Adjournment**

Mover \_\_\_\_\_

Seconder \_\_\_\_\_

Resolved that this Committee now adjourn.



## The Corporation of the City of Sault Ste. Marie

### Municipal Heritage Committee Minutes

Wednesday, January 3, 2024 at 12:00 pm

Video Conference

Meetings may be viewed live on the City's Youtube channel

<https://www.youtube.com/user/SaultSteMarieOntario>

Present: A. White, S. Walker, N. Curry, M. Bifano, Councillor A. Caputo  
Absent: J. Bumbacco, K. Marshall, S. Maragna  
Guests: P. Lofstrom, W. Hollingshead  
Officials: V. McLeod

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#### 1. Land Acknowledgement

#### 2. Adoption of Minutes

Moved by: Councillor A. Caputo

Seconded by: A. White

Resolved that Minutes of Municipal Heritage Committee meeting of December 6, 2023 be approved.

**Carried**

#### 3. Declaration of Pecuniary Interest

#### 4. Adoption of Agenda

Moved by: S. Walker

Seconded by: M. Bifano

Resolved that the Agenda for Municipal Heritage Committee meeting for January 3, 2024 as presented be approved.

**Carried**

**5. Business Arising**

**5.1 Museum Bell**

**5.2 Heritage Week**

Theme for 2024 will be - Celebrating Local Heritage Properties. N. Curry will reach out to the ECNHS, Sault Ste. Marie Museum, Bushplane Museum to discuss opportunities to share videos. M. Bifano will contact Algoma Archives, V. McLeod will contact the Library regarding setting up displays and the Station Mall.

**6. Sub-committee / Task Force Updates**

**6.1 Heritage Trees**

**7. New Business**

**8. Correspondence**

**9. Next Meeting**

February 7, 2024

**10. Adjournment**

Moved by: Councillor A. Caputo

Seconded by: Madison Bifano

Resolved that this Committee now adjourn.

**Carried**

# Designation of institutions and public authorities - Movable Cultural Property

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Designated organizations are located in Canada and demonstrate the ability to ensure the long-term preservation of cultural property. They also make cultural property available to the public through exhibitions, programming or research.

Organizations must be officially designated by the Minister of Canadian Heritage to access the tax incentives and grant provisions under the *Cultural Property Export and Import Act*.

Organizations are designated for specific classes of cultural property .

## Who can apply

Designated organizations are:

- institutions such as museums, public art galleries, archives, and libraries; and
- public authorities such as cities, municipalities, Aboriginal governing bodies, and other government bodies that collect, preserve and present cultural property.

To be eligible for designation, applicants must be either a public authority or an institution as defined under the *Cultural Property Export and Import Act*.

- Any institution that is public, charitable, located in Canada, and has been in operation for at least two years may apply for Category A or Category B designation. However, an institution that has been in operation for less than two years but at least one year may be eligible to apply for Category B designation.
- Applicants must also have occupied for at least one year the buildings where movable cultural property will be stored and/or exhibited.

To find out if they are eligible for designation, organizations should fill out the [Self-assessment tool](#).

# Designation: Self-Assessment Tool - Movable Cultural Property

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Designated organizations can apply to the Canadian Cultural Property Export Review Board (Review Board) for certification of cultural property as being of "outstanding significance and national importance" for tax purposes as well as to apply to the Department of Canadian Heritage for movable cultural property grants.

This self-assessment tool is designed to help you understand and prepare for the designation application process.

Once completed, you will know:

1. Whether your organization requires designation.
2. If your organization is eligible to apply for designation.
3. The type of designation status you should seek.
4. What key documents you will need in order to apply.

**Note:** This is a self-assessment tool intended for your own use and reference.

## A. Does your organization need designation?

- 1. Does your organization have a donor or vendor who wants to obtain certification of cultural property for income tax purposes?
- 2. Does your organization plan on applying to the Review Board to have a donation or sale certified and a tax certificate issued?
- 3. Does your organization plan to apply for a Movable Cultural Property grant to assist with the purchase of eligible cultural property?

### Analysis

If you answered "no" to all of these questions, the organization may not require designation and there is no need to continue completing the self-assessment tool.

If you answered "yes" to any one of these questions, then the organization may be eligible for designation. Please continue to the next section of the self-assessment tool.

## B. Is your organization eligible to apply?

To be eligible to apply for designation, an organization must be either a public authority or an institution, as defined by the Cultural Property Export and Import Act (the Act).

**4. Is your organization:**

- 4a. a national, provincial/territorial, municipal or regional government?
- 4b. a Crown agency or Crown corporation?
- 4c. a public body performing a function of the Government of Canada?

**Analysis**

If you answered "yes" to numbers 4a, b or c, then the organization meets the definition of a public authority under the Act and you should proceed to question 5 below.

If you answered "no" to each question, then the organization does not meet the definition of a public authority. Please continue to [question 7](#) to determine if the organization may qualify as an institution.

**To be eligible to apply for designation, a public authority must also meet all of the following requirements:**

- 5. Are you a public authority able to issue official donation receipts for income tax purposes?
- 6. Is your organization committed to preserve for the long term certified cultural property or cultural property acquired with a Movable Cultural Property grant and commit itself to inform the Department of Canadian Heritage of any deaccession of these properties, if applicable?

**Analysis**

If you answered "yes" to numbers 5 and 6 then you are able to apply for designation as a public authority. Please proceed to [Section C](#). A "no" response to 5 **or** 6 indicates that the public authority is not eligible to apply for designation and there is no need to complete the self-assessment tool.

**7. To determine if your organization is an institution, please answer the following questions. Is the organization:**

- 7a. publicly owned and operated solely for the benefit of the public? In other words, does the organization have a public mandate and is it managed exclusively in the public interest?
- 7b. established for educational or cultural purposes?
- 7c. conserving and exhibiting objects or otherwise making them available to the public?

### Analysis

If you answered "yes" to questions 7a, b and c, then the organization meets the definition of an institution under the Act.

Any single "no" response to 7a, b or c, means that the organization does not meet the definition of an institution and cannot apply for designation. It is not necessary to continue completing the self-assessment tool.

**To be eligible to apply for designation, an institution must also meet all of the following requirements:**

- 8. Does your organization own the building(s) where it displays and houses objects or hold a long-term lease (minimum 10 years)?
- 9. Is your organization a registered charity with the Canada Revenue Agency, and is it able to issue official donation receipts for income-tax purposes?
- 10.a. Does your organization have a dissolution clause indicating that certified cultural property or cultural property acquired with a Movable Cultural Property grant will be transferred to another designated organization if your organization ceases operations? **This criteria does not apply to units established within a public university or college** (if this is the case, check N/A).
- 10.b. If your organization does not have such a clause, are you prepared to amend your bylaws or, if applicable, the legal document establishing the organization to include such a clause?
- 10.c. Is your organization committed to preserve for the long term certified cultural property or cultural property acquired with a Movable Cultural Property grant and does your organization commit itself to inform the Department of Canadian Heritage of any deaccession of these properties, if applicable?

## Analysis

### C. What type of designation do you need?

Two types of designation are possible: Category A and Category B. Designation cannot be granted in relation to cultural property already owned by the organization.

Category A designation is granted indefinitely to eligible organizations that collect, preserve and make cultural property accessible to the public through exhibitions, research, publications or online.

Category B designation is granted indefinitely to eligible organizations that intend to apply to the Review Board to have a specific object or collection certified as cultural property for income tax purposes. Category B designation relates only to an already identified object or collection and not to any future acquisition.

Category B designation is also intended for non-designated organization that wish to apply for a Movable Cultural Property Grant for the purchase of [eligible cultural property](#).

**Answer the following questions to find out which category best suits your organization.**

- 11. Does your organization have a mandate to collect and preserve cultural property?
- 12. Does your organization actively collect items for the collection?
- 13. Is the collection available to the public through exhibitions, research, publications or online?
- 14. Does your organization have the appropriate staff, facility and budget to preserve a collection of cultural property over the long term?
- 15. Has your organization been in operation for at least two years?
- 16. Are you seeking designation with a specific object or collection in mind?
- 17. Does your organization have the capacity to ensure that the specific object or collection will be preserved over the long term?

## Analysis

If you answered "yes" to numbers 11, 12, 13, 14, and 15, then it is possible to apply for Category A designation. If you answered "no" to any of these questions, then it is not possible to apply for a Category A designation.

If you answered "no" to numbers 11, 12, 13, 14, and 15 but "yes" to numbers 16 and 17 then you may apply for Category B designation if your organization has been in operation for at least one year.

If you answered "no" to the majority of questions 11 to 17, then you may not qualify for designation. Please contact the [Heritage Policy and Programs Directorate](#) if you have any questions as applications are assessed on a case by case basis.

#### **D. What documents do you need to apply?**

In order to be designated, applicant organizations must submit detailed information about their organization to demonstrate their capacity to preserve cultural property and make it accessible to the public. These include:

- Official charter documents, letters patent, legislation, or governing bylaws;
- Written, up-to-date plans and policies relating to collections, exhibitions, loans, fire safety, security and disaster management;
- Records indicating that the organization has been monitoring the relative humidity and temperature levels in its facility for the past twelve months;
- Detailed floor plans and representative photographs, clearly labelled and identified, of the exterior of each facility and of all areas within the facility where collections are exhibited, stored, consulted and conserved.

#### **Conclusion**

Now that you have completed the self-assessment tool, you should be able to determine whether you require designation and what documents you need to apply. The Heritage Policy and Programs Directorate is available to answer any questions that you may have.

If you are uncertain whether your facility meets designation guidelines, you may wish to contact the Canadian Conservation Institute before applying for designation.

If you are interested in obtaining a Canadian Conservation Institute site evaluation before applying for designation, this service is provided for a fee.

# Cultural property classes

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Organizations are designated for specific classes of cultural property based on the cultural property classes below.

## Classes of cultural property

Class	Cultural property
Class 1	Natural History (including fossils, minerals and other natural history objects) and Archeology
Class 2	Objects of Material Ethnographic Culture
Class 3	Military Objects
Class 4	Objects of Applied and Decorative Arts
Class 5	Objects of Fine Arts
Class 6	Scientific or Technological Objects
Class 7	Archival Material
Class 8	Musical Instruments
Class 9	Audiovisual collections (film, video, new media, including digital)

There are two categories of designated organizations across Canada:

- Category A: unlimited designation for property from one or more of the above classes.
- Category B: limited designation for a specific object or collection.

Source: <https://www.canada.ca/en/canadian-heritage/services/designation-institutions-cultural-property>

On Jan 27, 2024, at 10:45 PM, William Hollingshead <[william@saultmuseum.ca](mailto:william@saultmuseum.ca)> wrote:

This email originated outside of the Corporation of the City of Sault Ste. Marie.  
Do not open attachments or click links unless you verify the sender and know the content is safe.

Hi Virginia,

Upon doing some research for another project I came across this. It seems the Art Gallery of Algoma has been designated and I would like to look into pursuing our own designation. They do offer grants for cultural property. Maybe we can work together with the MHC to seek this designation? I know from my research and speaking to another listed organization we would be eligible for all 7 designations/classifications as per what we hold within the collections.

<https://www.canada.ca/en/canadian-heritage/services/funding/movable-cultural-property/designated-organizations.html>

Hope all is well.

Sincerely,

William Hollingshead (he/him)  
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