



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

Wednesday, September 10, 2025

12:00 pm - 1:00 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

This meeting is livestreamed on the City of Sault Ste. Marie's YouTube channel.

We acknowledge with respect, that we are meeting in the Robinson-Huron Treaty Territory, that the land on which we are gathered is the the traditional territory of the Anishinaabe, known as Baawating. Baawating 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 September 10, 2025 as presented be approved.

4. Adoption of Minutes

Mover _____

Seconded _____

Resolved that Minutes of Historic Sites Board meeting of August 6, 2025 be approved.

3 - 6

5. Business Arising

6. Accounts

Mover _____

Seconder _____

Resolved that the members of the Historic Sites Board approve the expenditures, year to date July 31, 2025 for the operations of ECNHS, as presented.

7. Curator's Report

a) New branding

b) Fall Rendezvous

c) fall and winter events and programming

d) hours of operation change from 7 days a week, to Tuesday to Saturday, following Thanksgiving.

8. Municipal Heritage Committee

9. New Business

7 - 16

2026 Community Museum Standards will be reviewing "Strategic Plans" - 3 to 5 year plan, that can also set out long term goals. Therefore, the document is attached for us all to review, and really take a look at in November and January meetings.

10. Next Meeting

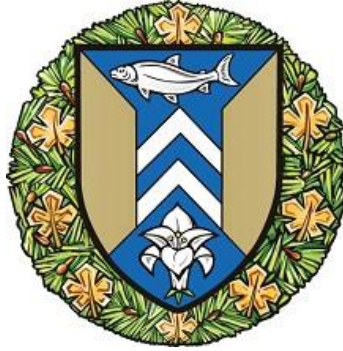
November 12, 2025

11. Adjournment

Mover _____

Seconder _____

Resolved that this Committee now adjourn.



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

Wednesday, August 6, 2025
12:00 pm ~ Old Stone House

Present: S. Casola, D. Conyers, Sandra Hollingsworth, Heather Bot, J. van Haaften, C. Tomchick, S. Walker

Absent: Brittany Paat, C. Caputo, L. Siegwart

Officials: K. Fisher

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 Baawting. Baawating is the home of Garden River First Nation, Batchewana First Nation, and the Historic Sault Ste. Marie Métis Council.

2. Declaration of Pecuniary Interest

none noted

3. Adoption of Agenda

Moved by: D. Conyers

Seconded by: Heather Bot

Resolved that the Agenda for Historic Sites Board meeting for August 6, 2025 as presented be approved.

Carried

4. Adoption of Minutes

Moved by: Sandra Hollingsworth

Seconded by: D. Conyers

Resolved that Minutes of Historic Sites Board meeting of June 11, 2025 be approved.

Carried

5. Business Arising

Branding and Logo finalization.

Unveiling September 27th, 2025 - 12:00 noon - Fall Rendezvous - Highland Fest - Ontario Culture Days.

Moved by: Heather Bot

Seconded by: C. Tomchick

Resolved that the Historic Sites Board approve the Branding and Logo redesign for the Ermatinger Clergue National Historic Site, and agree to launch at the Fall Rendezvous festival in September 2025.

Carried

6. Accounts

6.1 Budget 2026

6.1.1 Proposed User Fees 2026

City is recommending an increase overall of 2.5%, and would like amounts rounded.

Most of HSB user fees are including taxes, and are rounded to an amount of ease for visitors.

Moved by: D. Conyers

Seconded by: S. Walker

Resolved that the members of the Historic Sites Board approve the Proposed User Fees 2026, as discussed.

Carried

6.1.2 Operating Budget 2026

Supplemental operational increase requested for increased maintenance costs - contracted labour & materials, and for higher utilities.

Moved by: J. van Haaften

Seconded by: S. Walker

Resolved that the Historic Sites Board recommend the discussed Operational Increase for budget 2026.

Carried

6.1.3 Asset Management - Maintenance 2026

List of priorities on the Asset Management list for capital restoration was presented.

Blockhouse is the priority. Followed by Summer Kitchen and Boardwalk.

6.1.4 Service Level Increase 2026

Business Case proposal reviewed and discussed for increased service level.

Moved by: S. Walker

Seconded by: Heather Bot

Resolved that the Historic Sites Board approved the submission of the Service Level increase as discussed.

Carried

7. Curator's Report

Review of Q2 - Key Performance Indicators

Overview of programming and bookings for the rest of Peak Season.

Overview of Fall Rendezvous and the addition of Highland Fest. Friends of ECNHS are the hosts and receive the funding for the festival.

Cultural Attraction Pass - resurrection of the old 4Culture pass - now includes Entomica. One price for 5 attractions. Sold on the Bushplane website.

8. Municipal Heritage Committee

October 4th - DOORS OPEN.

Volunteers required to assist with Doors Open.

9. New Business

New Ideas discussed:

- contacting Porter Airlines for an article in the magazine on board the planes
- airport backlit signage
- Billboard between Sudbury to here

10. Next Meeting

November 12, 2025

12 noon

11. Adjournment

Moved by: Heather Bot

Seconded by: C. Tomchick

Resolved that this Committee now adjourn.

Carried



**Ermatinger • Clergue
National Historic Site**

6/12/2024

Historic Sites Board – ECNHS Strategic Plan 2024 to 2029

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

Corporation of the City of Sault Ste. Marie

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

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

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

MANDATE STATEMENT

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

MISSION

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



SWOT ANALYSIS – Completed Q1 – 2024

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

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



COMMUNITY ENGAGEMENT & DEVELOPMENT

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



INFRASTRUCTURE / ASSET MANAGEMENT, RESTORATION, CAPITAL – PHYSICAL PLANT

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

QUALITY OF LIFE

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



SERVICE DELIVERY

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



SUSTAINABILITY

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



COMMUNITY ENGAGEMENT

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	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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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
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