



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

Wednesday, November 12, 2025

12:00 pm - 1:30 pm

Old Stone House

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

	Pages
1. Call to Order	
2. Declaration of Pecuniary Interest	
3. Adoption of Agenda	
Mover _____	
Seconded _____	
Resolved that the Agenda for Historic Sites Board meeting for November 12, 2025 as presented be approved.	
4. Adoption of Minutes	3 - 5
Mover _____	
Seconded _____	
Resolved that Minutes of Historic Sites Board meeting of September 10, 2025 be approved.	
5. Business Arising	
6. Accounts	6 - 6
Mover _____	
Seconded _____	
Resolved that the Historic Sites Board members approve the expenditures YTD - September 30, 2025, as presented.	

7. Curator's Report

7 - 7

- a) new branding
- b) FedNor Tourism Growth update on projects
- c) Key Performance Indicators
- d) Fall Rendezvous
- e) fall / winter programming and events
- f) CMOG standards for 2026

8. Municipal Heritage Committee

9. New Business

10. Next Meeting

January 14, 2026

12:00 noon

11. Adjournment

Mover _____

Seconder _____

Resolved that this Committee now adjourn.



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

Wednesday, September 10, 2025
12:00 pm ~ Old Stone House

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

Absent: C. Tomchick, L. Siegwart

Officials: K. Fisher, V. McLeod

1. Call to Order

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

Land acknowledgment – S. Casola

2. Declaration of Pecuniary Interest

none noted

3. Adoption of Agenda

Moved by: D. Conyers

Seconded by: C. Caputo

Resolved that the Agenda for Historic Sites Board meeting for September 10, 2025 as presented be approved.

Carried

4. Adoption of Minutes

Moved by: Heather Bot

Seconded by: D. Conyers

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

Carried

5. Business Arising

User fees were submitted to Finance for budget with rounding and including HST.

6. Accounts

It was noted that the official agenda package did not include the financials YTD. Provided during the meeting.

Moved by: J. van Haaften

Seconded by: Sandra Hollingsworth

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.

Carried

7. Curator's Report

a) New Branding – Board t-shirts provided for the unveiling ceremony. Invitations sent to Board members and were provided to Council members at their last Council meeting.

b) Fall Rendezvous – details of Rendezvous and Highland Fest were discussed.

c) Fall and Winter events and Programming – Halloween House, Moonlight Magic, Yuletide.

d) Hours of Operation change at Thanksgiving. Tuesday to Saturday.

e) Lucia O'Connor – Indigenous artist mural donation (from Culture Days 2024)

8. Municipal Heritage Committee

1) Doors Open - October 4, 2025 - Volunteers needed. J. vanHaaften reported on the list of heritage buildings that will be participating in Doors Open.

2) Heritage Booklet - deferred to 2026.

3) Working on Heritage Trees

4) Property Inspections being conducted in September.

9. New Business

Question arose regarding the Tourism stats. Have we returned to 2019 visitation, and do we know where the visitors originated from - United States, Europe, Canada?

Action: K.Fisher

10. Next Meeting

November 12, 2025

12:00 noon

11. Adjournment

Moved by: C. Caputo

Seconded by: D. Conyers

Resolved that this Committee now adjourn.

Carried

CITY OF SAULT STE MARIE							
HSB - OLD STONE HOUSE							
For the Nine Months Ending Tuesday, September 30, 2025							
					2024	2024	
		YTD	Budget		Actual To:	Actual	Budget
FISCAL YEAR REMAINING% :	September	Actual	2025		September	Year End	2024
REVENUE							
Fees and user charges	(\$18,883.61)	(\$112,614.54)	(\$85,205.00)		(\$91,744.88)	(\$118,682.92)	(\$84,968.00)
Government grants	(\$1,312.40)	(\$11,138.98)	(\$18,780.00)		(\$24,531.52)	(\$48,644.71)	(\$18,780.00)
	(\$20,196.01)	(\$123,753.52)	(\$103,985.00)		(\$116,276.40)	(\$167,327.63)	(\$103,748.00)
EXPENDITURES							
Salaries	\$27,957.41	\$217,153.15	\$311,780.00		\$219,163.61	\$309,542.64	\$293,814.00
Benefits	\$5,518.25	\$45,142.55	\$66,807.00		\$44,384.70	\$62,535.90	\$63,678.00
TOTAL SALARIES/BENEFITS	\$33,475.66	\$262,295.70	\$378,587.00		\$263,548.31	\$372,078.54	\$357,492.00
Travel and training	\$0.00	\$1,528.48	\$3,300.00		\$2,614.32	\$2,876.81	\$3,300.00
Vehicle allowance, maintenance and repairs	\$54.88	\$54.88	\$100.00		\$39.20	\$72.35	\$100.00
Utilities and fuel	\$37.65	\$17,403.91	\$33,687.00		\$21,936.13	\$30,562.49	\$33,270.00
Materials and supplies	\$4,752.17	\$32,645.41	\$26,830.00		\$44,366.05	\$55,832.75	\$26,830.00
Maintenance and repairs	\$1,001.15	\$27,427.59	\$21,821.00		\$23,117.00	\$33,494.56	\$21,393.00
Goods for resale	\$3,007.88	\$26,051.39	\$9,100.00		\$17,850.54	\$18,885.17	\$9,100.00
Financial expenses	\$550.79	\$4,738.44	\$1,750.00		\$4,177.10	\$6,786.58	\$1,750.00
Purchased and contracted services	\$773.68	\$4,482.29	\$9,082.00		\$5,989.35	\$10,482.90	\$9,082.00
TOTAL OTHER EXPENSES	\$10,178.20	\$114,332.39	\$105,670.00		\$120,089.69	\$158,993.61	\$104,825.00
	\$43,653.86	\$376,628.09	\$484,257.00		\$383,638.00	\$531,072.15	\$462,317.00
NET (REVENUE)/EXPENDITURE	\$23,457.85	\$252,874.57	\$380,272.00		\$267,361.60	\$363,744.52	\$358,569.00

Ermatinger Clergue National Historic Site												YTD 2025	Q3
KPI	2017	2018	2019	2020	2021	2022	2023	2024	Q1 - 2025	Q2 - 2025	Q3 - 2025	TOTAL	YTD 2025
General				COVID	COVID							Q2	Q3
Ermatinger Historic Site				closure	partial								
Financial-Profitability													
Total Visitation	21,107	22,517	31,065	4559	7061	26708	30823	28991	997	3208	8999	4205	13204
General Site Visitors	4,404	4,146	4,983	828	591	1558	1711	2195	57	592	1285	649	1934
Cruise Ships	2,398	1,870	1,813	0	0	895	1213	973	0	96	541	96	637
Bus Tours / Road Scholar	464	625	459	0	0	327	343	573	0	145	270	145	415
Group Tours & Bus Tours	577	558	611	33	29	45	195	96	0	162	0	162	162
Educational Tours / programs: School curriculum, - Total # of students - See breakout below	2,884	2,431	2,033	3143	2459	2073	2285	2620	60	397	1035	457	1492
Adult Programming (Fridays & Private Heritage Culinary)	752	969	567	494	0	96	583	623	201	48	43	249	292
Special Events	7834	6,338	17,667	666	1924	18620	21776	18293	471	1104	4525	1575	6100
Venue Rentals visitors	330	472	394	165	4	134	2	329	0	0	0	0	0
Venue Rentals	5	8	6	4	1	3	63	8	0	0	0	0	0
# of Programs Education - in house	69	73	39	3	0	71	90	92	5	15	40	20	60
# of Participants	1,895	1,762	1,767	46	0	1819	2194	2209	60	364	923	424	1347
# of Programs Education - in house (i.e.: Jr. Gardener)	5	5	2	24	13	0	66	375	0	33	72	33	105
# of Participants - Education - outreach (& out to Pools)	989	333	64	3510	2462	0	47	36	0	0	0	0	0
non paying - Visitors to Gift Shop or CURB SIDE or /4culture/Members/gratuitous for Partnerships & City Training Venue or / ticket purchasers	1225	4,377	2,198	2126	2054	2849	2477	3289	208	664	1300	872	2172
Social Media:							2024			YTD Q2 - 25	Q3	YTD 2025	
Website Unique Visits							2800			3555	1992	5547	
Website Page Views							6418			8367	4804	13171	
Social Media Posts (Facebook and Instagram)							4340			10341	5156	15555	
Facebook Reach							39960			76290	261,747	305,422	
Facebook Page Visits							4928			10684	8,140	18,262	
Fcebook Followers							2423			2557	2,656	2,656	
Instagram Reach							4734			7589	20,631	94,876	
Instagram Engagement							627			1796	1,043	2,839	
Instsgram Follwers							1058			1123	1,136	1,136	
Facebook:													
Organic content views:										932941	345,889	1,229,043	
Ads content views:										9339	307,840	317,179	
Total Facebook Views:										942280	653,729	1,546,222	
Instagram:													
Organic content views:										74985	30,160	71,213	
Ads content views:										229	23,504	23,663	
Total Instagram Views:										75214	53,664	94,876	