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

Thursday, March 12, 2026

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

As a courtesy, meetings are available for viewing on the City's YouTube channel
https://www.youtube.com/user/SaultSteMarieOntario

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 - 7

Mover _____

Seconder _____

Resolved that Minutes of Municipal Heritage Committee meeting of January 7, February 4 and March 4, 2026 be approved.

3. Declaration of Pecuniary Interest

4. Adoption of Agenda

Mover _____

Seconder _____

Resolved that the Agenda for Municipal Heritage Committee meeting for March 12, 2026 as presented be approved.

5. Business Arising

5.1 238 Queen Street

8 - 11

238 Queen Street East has submitted a Heritage Permit application to replace the roof and create an awingin over an exterior door.

Mover _____

Seconder _____

Resolved that the Municipal Heritage Committee approve the work as proposed with the repalcement of the roof and creation of an awning over a back entrance to the building located behind 238 Queen Street East.

6. Sub-committee / Task Force Updates

7. New Business

8. Correspondence

9. Next Meeting

April 1, 2026 at noon

10. Adjournment

Mover _____

Seconder _____

Resolved that this Committee now adjourn.

The Corporation of the City of Sault Ste. Marie

Municipal Heritage Committee

Minutes

Wednesday, March 4, 2026
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, J. van Haaften, L. Joyal, H. Ellis
Absent:	S. Walker, S. Spina, C. Tomchick, V. Ferlaino
Officials:	V. McLeod, S. Marchese, N. Maione, I. Espeut

Meeting adjourned due to lack of quorum.

The Corporation of the City of Sault Ste. Marie

Municipal Heritage Committee

Minutes

Wednesday, February 4, 2026
12:00 pm
Video Conference
Meetings may be viewed live on the City's Youtube channel
https://www.youtube.com/user/SaultSteMarieOntario

Present:	S. Walker, J. van Haaften, L. Joyal, H. Ellis
Absent:	A. White, S. Spina, C. Tomchick, V. Ferlaino
Officials:	V. McLeod, S. Marchese, N. Maione

Meeting was adjourned due to lack of quorum.

The Corporation of the City of Sault Ste. Marie

Municipal Heritage Committee

Minutes

Wednesday, January 7, 2026 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, J. van Haaften, L. Joyal, H. Ellis
Absent:	S. Spina, C. Tomchick, V. Ferlaino
Officials:	V. McLeod, S. Marchese

1. Land Acknowledgement

2. Adoption of Minutes

Moved by: S. Walker
Seconded by: H. Ellis

Resolved that Minutes of Municipal Heritage Committee meeting of November 5, 2025 be approved.

Carried

3. Declaration of Pecuniary Interest

4. Adoption of Agenda

Moved by: S. Walker
Seconded by: L. Joyal

Resolved that the Agenda for Municipal Heritage Committee meeting for January 7, 2026 as amended be approved.

Carried

5. Business Arising

5.1 Election of officers

Moved by: L. Joyal
Seconded by: A. White

Resolved that the nominations are open for the position of Chair of the Municipal Heritage Committee for 2026.

Carried

Moved by: A. White
Seconded by: S. Walker

Resolved that Jami van Haaften was declared Chairperson of the Municipal Heritage Committee for 2026.

Carried

Moved by: L. Joyal
Seconded by: J. van Haaften

Resolved that nominations be open for the position of Vice-chair of the Municipal Heritage Committee for 2026.

Carried

Moved by: L. Joyal
Seconded by: H. Ellis

Resolved that Alex White was declared Vice-chairperson of the Municipal Heritage Committee for 2026.

Carried

5.2 Heritage Week

Activities discussed include arranging a Heritage walk, and displaying the heritage panels at the libraries. The heritage panels need to be updated and reprinted. V. Mcleod and J. van Haaften will work on reviewing the panels. A. White will contact Joe Bumbacco to see if he is interested in assisting with a heritage walk and V. McLeod will contact Councillor Spina.

H. Ellis, J. van Haaften will work on promotion for the event and utilize Doors Open Facebook. The MHC can also cross-promote events taking place at the other sites if applicable.

6. Sub-committee / Task Force Updates

6.1 Doors Open 2026

A sub-committee meeting is scheduled for January 28, 2026.

6.2 Heritage Trees

V. Mcleod is meeting with S. Walker to review research to date. Tree measurements are still outstanding.

6.3 Heritage Booklet and Tours

V. Mcleod will arrange a meeting with H. Ellis and J. Ingram.

7. New Business

8. Correspondence

8.1 CHO Membership

8.2 Doors Open 2025 Wrap Up Report

9. Next Meeting

10. Adjournment

Moved by: S. Walker
Seconded by: L. Joyal

Resolved that this Committee now adjourn.

Carried

SAULT STE.MARIE

Heritage Permit Application

This permit form is for external alterations or interior alterations specified in the designating by-law. Please see page two for alterations requiring a Heritage Permit. There is no fee for a Heritage Permit.

Important: A heritage permit does not supersede the requirements of the Building Code Act or the Municipal Planning Act.

Designated Property information:

Address: 238 Queen St. East	
Designated Property– Bylaw #:	Date: Dec. 27, 2025
Is the property subject to a Heritage Easement or Agreement? Yes	

Registered Owner Information:

Name: Sherry Berlinghoff	
Address: [redacted]	Postal Code: P6B 4L8
City: Sault Ste. Marie ON	Work Phone #: 705-942-2148
Email Address: sherryb@skgroupinc.com	Cell Phone #: [redacted]

Applicant/Agent Information (if different from owner)

Name: Sherry Berlinghoff	
Company: SK Holdings SSM Inc.	
Address: 238 Queen St. East	Postal Code: P6A 1Y7
City: Sault Ste. Marie ON	Work Phone #: 705-942-2148
Email Address: sherryb@skgroupinc.com	Cell Phone #: [redacted]

Owner's Authorization: If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below. I,_____, am the owner of the land that is the subject of this application and I authorize _____ to prepare and submit this application on my behalf.

Owner's Signature:	Submitted via email	Date:

Where is the change occurring (Check all those that apply)

X	Exterior		Signage
	Interior		

Type of Construction (Check all those that apply):

X	New Construction		Relocation
X	Alteration		Demolition

SAULT STE.MARIE

Description of Work:

A written description of the work to be undertaken along with any conservation methods, including such details as the materials to be used, measurements, paint colors, decorative details, and if any of the heritage attributes will be affected by the construction. If applicable, attach plans and elevation drawings, site plans and dimensions.

New Construction:
We are looking to put a small roof over the back man door to prevent ice from falling on people coming in or out of the building. This is for the warehouse that is attached to the heritage building and this building was built in 1974. The work that is being done is at the far back of the property approximately 60 feet from the heritage building. There is no heritage designation for this part of the building. Basic building materials including wood, shingles (either black or dark brown) and whatever it takes to fasten it together. At this time, I have no sight plans, drawings or specific dimensions only that it will be big enough to cover a 36" door. I am looking to have this done in early spring.

Alteration:
We are also looking to do some work to the roof of the warehouse (circa 1974). We are looking to cover the metal roof on one side (right side if looking towards the building) with the left side of the roof being done another year (due to cost). This will include insulation between the corrugated metal roof area with insulation and a membrane roof covering over top. I would like approval on the full roof being done regardless of what year we are doing it. Again, there is no heritage designation on this part of the building. This is for safety issues that are affecting the people parking on both sides of the warehouse. I will attach the quote from Maverick and Sons for the roof.

The work that is being done is for safety reasons so my hope is that this will be approved especially as it is not a part of the heritage building itself, only the attached building.

SAULT STE.MARIE

Declaration & Signature:

I acknowledge that all information provided in the application, along with any additional documents, is correct. Acknowledge that the application may not be accepted by the City of Sault Ste. Marie and that the acceptance of the document is dependent on the information in this document and the additional documents provided.

Name: Sherry Berlinghoff Date: December 27, 2025

Please submit the application and supporting documentation to:

Sault Ste. Marie Municipal Heritage Committee
c/o Manager of Recreation & Culture
99 Foster Drive
Sault Ste. Marie, ON P6A X6
csd@cityssm.on.ca

Collection of Personal Information Notice

Personal information on this application form is collected under the authority of the Municipal Freedom of Information and Protection Act. R.S.O. 1990, Chap. M56 and will be used solely to determine applicable information necessary for the Heritage Permit application. Questions about this collection should be directed to the address noted above.

OFFICE USE ONLY			
Date received	December 31, 2025	File Number:	2026-01
Staff	Virginia Mcleod	Building #	
MHC		Notes:	
Council			

238 Queen Street East

Attached are a couple of photos of the building that I am looking to put a full roof on (approximately 60’ x 60’) as well as the man door that I am looking to put a small tent like roof above the door where the SK Group Shipping and Receiving sign is.

The structure does not have any heritage value and is located behind 234 Queen St. E. building (part of SK Holdings property).

This is being done for safety reasons.