



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

Wednesday, April 15, 2026

12:00 pm - 1:30 pm

Old Stone House

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

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	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 April 15th, 2026 as presented be approved.	
4. Adoption of Minutes	3 - 5
Mover _____	
Seconder _____	
Resolved that Minutes of Historic Sites Board meeting of March 11th, 2026 be approved.	
5. Business Arising	
6. Accounts	6 - 6
Q1 financials for ECNHS.	
Mover _____	
Seconder _____	
Resolved that the members of the Historic Sites Board approve the YTD - Q1	

unofficial financials as presented.

**7. Curator's Report**

7 - 50

- 1) Strategic Plan update: reviewed, updated, and completed by the task force. CMOG requirement for 2026.
- 2) Policies updated: Governance, Community, Finance, H.R., Accessibility - as they relate to Strategic Plan
- 3) Q1 - stats - KPI's

Mover \_\_\_\_\_

Secunder \_\_\_\_\_

Resolved that the members of the Historic Sites Board, approve the updated Strategic Plan (2024 to 2029) and the revised policies of: Governance, Community, Finance, Human Resources, and Accessibility as they relate to the Strategic Plan update.

**8. Municipal Heritage Committee**

**9. New Business**

**10. Next Meeting**

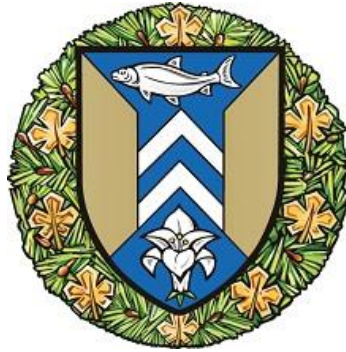
May 13th, 2026 - 12:00 noon.

**11. Adjournment**

Mover \_\_\_\_\_

Secunder \_\_\_\_\_

Resolved that this Committee now adjourn.



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

Wednesday, March 11, 2026  
12:00 pm ~ Old Stone House – Summer Kitchen

Present: S. Casola, D. Conyers, Sandra Hollingsworth, Heather Bot,  
C. Caputo, J. van Haften, S. Walker, Brittany Paat (regrets)

Absent: C. Tomchick, L. Siegart

Officials: K. Fisher

Others: N. Maione, V. McLeod

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**1. Call to Order**

Call to order 12:16 - S. Casola - Chair

**2. Declaration of Pecuniary Interest**

None noted

**3. Adoption of Agenda**

Moved by: C. Caputo

Seconded by: S. Walker

Resolved that the Agenda for Historic Sites Board meeting for March 11, 2026, as presented be approved.

**Carried**

**4. Adoption of Minutes**

Moved by: S. Walker

Seconded by: J. van Haaften

Resolved that Minutes of Historic Sites Board meeting of February 11, 2026, be approved.

**Carried**

**5. Business Arising**

none noted

**6. Accounts**

Q1 at next meeting.

**7. Curator's Report**

May is Museum Month: May is our Council meeting. Items to go to Council May 23rd: Annual Report 2025, Strategic Plan update, Firearms exemption.

May is Museum Month: Friends of ECNHS AGM - May 25th - Volunteer Recognition.

Curator attended first stage in Truth & Reconciliation Training - Returning to Spirit reconciliation workshop. Put on by:

[www.returningtospirit.org](http://www.returningtospirit.org)

New website is up and running: [www.ecnhs.com](http://www.ecnhs.com)

Discussion on Group Tours and the trending over 5 years. K.Fisher will review and create a graph with the 5 year trends of the various group tours.

**8. Municipal Heritage Committee**

Subcommittees working on:

- Door Open 2026 - September 26th,
- Heritage Properties Booklet, and
- Heritage Trees (assistance from Sault College, G. LeBlanc, T. Ladd)

**9. New Business**

none noted

**10. Next Meeting**

April 15th - 12:00 noon  
& May 13th - 12:00 noon

**11. Adjournment**

Moved by: S. Walker  
Seconded by: C. Caputo

Resolved that this Committee now adjourn.

**Carried**

CITY OF SAULT STE MARIE								
HSB - OLD STONE HOUSE								
For the Two Months Ending Saturday, February 28,	(prepared by Finance)							
March estimates	(prepared by K.Fisher from Acc't software)							
				<b>Budget</b>	<b>2025</b>	<b>2025</b>		
					<b>Actual To:</b>	<b>Actual</b>		<b>Budget</b>
<b>FISCAL YEAR REMAINING% :</b>	<b>March YTD estimated</b>	February	February YTD	<b>2026</b>	<b>February</b>	<b>Year End</b>		<b>2025</b>
<b>REVENUE</b>								
Fees and user charges	-19324.35	(\$4,413.00)	(\$12,757.22)	(\$100,922.00)	(\$8,843.93)	(\$144,297.08)		(\$85,205.00)
Government grants	0	\$0.00	\$0.00	(\$18,780.00)	\$2,395.44	(\$33,610.40)		(\$18,780.00)
	-19324.35	(\$4,413.00)	(\$12,757.22)	(\$119,702.00)	(\$6,448.49)	(\$177,907.48)		(\$103,985.00)
<b>EXPENDITURES</b>								
Salaries	65760.51	\$21,208.80	\$34,256.91	\$331,773.00	\$31,489.15	\$303,058.42		\$311,780.00
Benefits	79213.44	\$4,681.90	\$6,995.77	\$82,431.00	\$6,639.72	\$61,935.78		\$66,807.00
<b>TOTAL SALARIES/BENEFITS</b>	<b>144973.95</b>	<b>\$25,890.70</b>	<b>\$41,252.68</b>	<b>\$414,204.00</b>	<b>\$38,128.87</b>	<b>\$364,994.20</b>		<b>\$378,587.00</b>
Travel and training	669	\$0.00	\$669.00	\$3,300.00	\$1,265.99	\$1,528.48		\$3,300.00
Vehicle allowance, maintenance and repairs		\$0.00	\$0.00	\$100.00	\$0.00	\$130.48		\$100.00
Utilities and fuel	9018.49	\$5,910.13	\$6,359.47	\$34,283.00	\$4,192.80	\$26,687.86		\$33,687.00
Materials and supplies	1871.13	\$2,863.57	\$5,000.65	\$33,041.00	\$3,624.66	\$44,413.38		\$26,830.00
Maintenance and repairs	10698.46	\$3,255.46	\$5,936.54	\$22,982.00	\$8,311.48	\$39,530.69		\$21,821.00
Goods for resale	13990.35	\$9,669.54	\$10,974.59	\$9,100.00	\$6,614.59	\$25,934.65		\$9,100.00
Financial expenses	1061.87	\$786.43	\$803.84	\$1,750.00	\$418.36	\$6,616.32		\$1,750.00
Purchased and contracted services	5085.72	\$3,253.70	\$3,351.38	\$9,082.00	\$2,678.91	\$6,790.48		\$9,082.00
Transfer to own funds		\$0.00	\$0.00		\$0.00	\$17,829.58		
<b>TOTAL OTHER EXPENSES</b>	<b>42395.02</b>	<b>\$25,738.83</b>	<b>\$33,095.47</b>	<b>\$113,638.00</b>	<b>\$27,106.79</b>	<b>\$169,461.92</b>		<b>\$105,670.00</b>
	\$187,368.97	\$51,629.53	\$74,348.15	\$527,842.00	\$65,235.66	\$534,456.12		\$484,257.00
<b>NET (REVENUE)/EXPENDITURE</b>	<b>\$168,044.62</b>	<b>\$47,216.53</b>	<b>\$61,590.93</b>	<b>\$408,140.00</b>	<b>\$58,787.17</b>	<b>\$356,548.64</b>		<b>\$380,272.00</b>

# Strategic Plan

Historic Sites Board for the operations of the  
Ermatinger • Clergue National Historic Site

2024 - 2029

*updated March 2026*

**Kathy Fisher, Curator**

Administration for the Historic Sites Board,  
Committee of Council



**ERMATINGER  
CLERGUE**  
NATIONAL HISTORIC SITE





***We acknowledge with respect that this land is steeped in the rich history of First Nations, and in particular, that we are in the Robinson-Huron Treaty territory. We recognize that the land on which we are gathered is 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.***

***The Ermatinger Clergue National Historic Site stands with all Indigenous Peoples, past and present, in promoting the wise stewardship of the lands on which we live. We recognize that we must do more to learn about the history of Indigenous people. This will help us better understand our roles and take responsibility towards reconciliation, in that we can build on understanding, dignity and respect.***



## 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. **([see more on our website](#))***



# 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



**STRATEGIC PLAN**

Focus Areas: Community Development, Quality of Life, Infrastructure, and Service Delivery



**ERMATINGER  
CLERGUE**  
NATIONAL HISTORIC SITE



## STRENGTHS

- High quality and well organized events
- Top tier SSM Tourism attraction
- Good curriculum-based education programs & adult programming
- Strong PR partners
- Quality & dedicated leadership
- Functional Heritage Garden – Heritage Culinary experiences interpreting the history, seed packages
- Friendly & welcoming environment
- Committed, talented, and engaged volunteers
- Strong relationship with Friends of ECNHS – charitable status allows for grants, volunteers & event hosting



## WEAKNESSES

- Under staffed – only 2 full time staff & limited part time
- No content creation – articles for websites – “stories” or blogs
- Ongoing but limited asset development – digital
- Outdated technology on Site: Theatre, 1812, Blockhouse
- Limited non-English interpreters and audio tours
- Time for staff training & staff development
- Interpretation and information on Indigenous Peoples
- Lack of wayfinding signage
- Limited advertising
- Limited engagement from community to know what they would like to see us offer



## OPPORTUNITIES

- Attracting new audiences through technology, and partnerships
- Expand storytelling & create opportunities for Indigenous stories of the history and culture
- Increase tourism promotion and partnership
- Expand theatre opportunities
- Expand grant funding
- Complete digitization of collection
- Travelling exhibition – bring in and creation of
- Create new exhibits with own collections or partnerships
- Recruit next-generation volunteers
- Expand collaboration with Seniors, Indigenous, Metis Centre, Thrive Tours, Metis Tours



## THREATS

- Staffing levels & loss of specialized skills
- Succession planning, staffing uncertainty (retirements, leaves, mostly part time)
- Our opportunities are endless, but lack stable staffing to realize them
- Annual investment & financial restraints in operational and capital budgets
- Text panels – update (visually & editorial) – consult Indigenous community
- Neighborhood – security issues





## STRENGTHS

- Exhibits incorporate the “Stories Steeped in Stone” theme with good aesthetics, tying in the local correlations and history.
- Quality of tours & storytelling
- Popular summer kitchen events especially Heritage Culinary experiences
- Collaborations with other attractions in area
- Intuitive to the needs of community & visitors
- Active social media & new independent website
- Specialized curated tours for groups & private bookings
- Quality tourism itineraries & programs offered to cruise ships & bus tours



## WEAKNESSES

- Aging volunteer base
- Limited capacity to expand Heritage Culinary programming – part-time Cook
- Limited adult programming



## OPPORTUNITIES

- More garden to table programs & partners – bring in specialized chef – participatory events
- Speaker series
- Expand curriculum-based tours to older grades. Add virtual programming for rural schools
- New or more theatre movies – update theatre equipment
- Promote venue rentals as a revenue source offering cultural venue and creative cultural venue
- Expand e-commerce with new website – gift shop
- Continue nurturing visitation from international & interprovincial markets



## THREATS

*In consultation: HSB members, Friends of ECNHS, and partners*





Our Strategic Plan outlines the organization's direction and goals through 2029 and the strategies and actions that will guide the direction and allocation of resources for years to come.

The Strategic Plan has an accompanying workplan that includes the directions with details of the following: Status, Responsible, Accountable, Consulted, Informed, Target Date, Objectives and Key Results.

## **Community Engagement & Development**

Digital Strategy • Programming & Collections  
Truth & Reconciliation

## **Infrastructure/Asset Management, Restoration, Capital - Physical Plant**

Physical Plant • Environmental

## **Quality of Life**

Arts, Culture, and History • Downtown • Welcoming

## **Service Delivery**

Customer Service • Accessibility

## **Sustainability**

Visitation • Fees • Marketing • Programming  
Succession Planning

# COMMUNITY ENGAGEMENT & DEVELOPMENT



## Digital Strategy

- Independent Website ([ecnhs.com](http://ecnhs.com))
- Digital content – Augmented Reality (AR) & Quick Response (QR) – visitor experience
- Human Resources – securing staffing
- Expand e-commerce for online gift shop & ticketed events & programs
- Digital marketing & promotion
- Expand the visibility, reputation, tourism and reach by strengthening the destination marketing
- Digitization of museum collection



## Programming and Collections

- To build sense of belonging
- Maintain & expand visitor experiences, itineraries, and packages
- Create on-site experiences unique to Site that deepens engagement and encourages longer more meaningful stay
- Maintain & Expand / Create and Review School curriculum tours, virtual tours, outreach kits & visiting schools
- Create temporary exhibits that showcase collection items
- Align collections development, maintenance, & digitization with visitor experience goals to enhance engagement
- Maintain Memorandums of Understanding (MOUs) with Parks Canada & Destination Ontario



## Truth and Reconciliation

- Establish respectful and meaningful relationships.
- Create a working discussion group with Indigenous mentors & elders
- Review collection items to evaluate any for repatriation
- Implementation of UNDRIP
- Involve, collaborate, and empower



# INFRASTRUCTURE/ASSET MANAGEMENT



## Physical Plant - Current

- Asset management priorities: prioritize critical restoration projects for the Site to safeguard structural integrity of the historic buildings
- Remediate drainage, flooding, & leaks
- Replace wooden boardwalk
- Update Emergency & Disaster Plan (including Fire Plan)
- Policy review – Physical Plant, Collections, etc.
- Continue program of ongoing maintenance and repair



## Environmental

- Review operations for energy consumption and utilize energy funding programs for retrofitting
- Continue heritage gardening processes & composting

# QUALITY OF LIFE



## Arts, Culture, and History

- Support, grow, and celebrate culture by fostering belonging, inclusion, and community connections
- Co-create programs with partners who care share expertise and lived experience



## Downtown

- Continue to work with the Downtown of SSM on events and programming



## Welcoming

- Instill a strong sense of community that embraces and celebrates diversity and culture
- To build sense of belonging



# SERVICE DELIVERY



## Customer Service

- Secure Digital Programmer position – full time
- Provide employees with training and information.
- Support development on Customer service, supportive workplace, eliminate barriers.
- Develop training manuals and offer training on operational updates
- Develop and maintain a strategic workplan

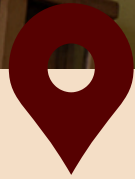


## Accessibility

- Independent website
- Digital content
- Accessible stations on main levels of buildings – digital content – touch screen display interfaces
- Boardwalk replacement
- Audio tour upgrade
- Conduct an accessibility audit on physical space, audio, and online tools



# SUSTAINABILITY



## Visitation

- Develop new programming and exhibits for increased visitation.
- Target new audiences



## Fees

- Annual user fees
- Seek out new revenue streams through expanded programs, partnerships, and grants



## Marketing

- Innovative independent website
- Continue to strengthen the marketing plan for new website, and for advertising and promotion



## Programming

- Create new itineraries, programs, and events
- Expand current events – create new content, add sittings and or dates
- Expand Culinary programs



## Succession Planning

- Work plans, manuals, staff development, and course of action

# WORKPLAN



## Digital Strategy

# Samples of Strategic Plan 2029 to 2029 workplan spreadsheet Historic Sites Board Ermatinger • Clergue National Historic Site

ECNHS Strategic Plan: Community Engagement and Development

AREA Digital Strategy

RACI Model: Responsible (does the work), Accountable (approves/submits the work), Consulted (during the process/while work is ongoing), Informed (after the fact).

Tr Task	Priority	Status	Responsible	Accountable	Consulted	Informed	Target Date	Target Status	Tr Notes
Independent website	P1 - High/Urgent	Completed	Youth Intern	Curator	City of SSM	Public	1-Feb-2026	On Schedule	FedNor funding application submitted June 2024
-	-	-	Web Designer	-	I.T. Dept	Tourism Partners	dd/mm/yyyy	-	-
Digital content – AR & QR – visitor experience	P2 - Moderate/Default	In progress	Youth Intern	Curator	-	Public	1-Feb-2026	Behind Schedule	FedNor funding application submitted June 2024
-	-	-	Contracted Servi...	-	-	City of SSM	dd/mm/yyyy	-	-
-	-	-	-	-	-	Tourism Partners	dd/mm/yyyy	-	-
Human resources – secure staffing	P1 - High/Urgent	In progress	Curator	Curator	City of SSM	Public	1-Mar-2025	Behind Schedule	FedNor Youth Intern approved until February 2026
Task	P1 - High/Urgent	Completed	City of SSM	Council	City of SSM	HSB	8-Aug-2025	On Schedule	Business Plan submitted to City Finance
-	P1 - High/Urgent	Completed	Curator	HSB	Council	City of SSM	5-Dec-2025	On Schedule	approved position for ECNHS operations
Digital marketing and promotion; expand the visibility, reputation, tourism, and reach by strengthening the destination marketing	P2 - Moderate/Default	In progress	Staff	Curator	Corporate Comm...	-	31-Dec-2029	On Schedule	Ongoing FedNor Youth Intern approved until February 2026
-	-	-	-	-	Tourism Partners	-	dd/mm/yyyy	-	-
Digitization of museum collection	P2 - Moderate/Default	In progress	Staff	Curator	-	-	31-Dec-2029	On Schedule	Ongoing Intern - PT staff - students



## Truth and Reconciliation

ECNHS Strategic Plan: Community Engagement and Development

AREA Truth and Reconcili...

RACI Model: Responsible (does the work), Accountable (approves/submits the work), Consulted (during the process/while work is ongoing), Informed (after the fact).

Tr Task	Priority	Status	Responsible	Accountable	Consulted	Informed	Target Date	Target Status	Tr Notes
Establish respectful and meaningful relationships	P1 - High/Urgent	In progress	Curator	HSB	Indigenous Liais...	-	1-Apr-2026	On Schedule	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.
-	-	-	HSB	-	-	-	dd/mm/yyyy	-	-
Create a working discussion group with Indigenous mentors & elders.	P1 - High/Urgent	In progress	Curator	HSB	Indigenous Liais...	Public	1-Apr-2026	On Schedule	Working discussion group to review the "story" at ECNHS and assist in providing direction and leading changes in the presentation of the "story".
-	-	-	Indigenous Work...	-	-	-	dd/mm/yyyy	-	-
Implementation of UNDRIP	P2 - Moderate/Default	In progress	Curator	Curator	Indigenous Liais...	Public	31-Dec-2029	On Schedule	Museums moved into action - i.e. activating UNDRIP and implementing T&R Actions 67-70
-	-	-	HSB	-	-	-	dd/mm/yyyy	-	-



## Independent Website

Independent website

Tr Task	Priority	Status	Start date	End date	Tr Milestone	Deliverable	Tr Notes
Website Planning	Q1	Completed	20/02/2025	31/03/2025	Start of the scope and deliverables	File	Outlining goal, plan, and ideas with the developers and staff
Site Map Creation	Q2	Completed	27/02/2025	07/03/2025	Milestone	File	Development of website structure main webpages, subpages, and sections
User Interface Strategy	Q2	Completed	27/02/2025	07/03/2025	Milestone	File	Planning of user navigation flow
Wireframe Design	Q2	Completed	12/03/2025	11/04/2025	Milestone	File	Wireframe design drafting with low and high-fidelity frames
Website Development Kickoff	Q3	Completed	28/04/2025	16/12/2025	Official start of the project	File	Web programming and coding process
Webpages Development	Q3	Completed	19/05/2025	20/06/2025	Milestone	File	Webpages creation based on the site map
Content Management	Q4	In progress	10/10/2025	16/12/2025	Milestone	File	Managing content assets with photos, text, and videos
Custom Functionalities	Q4	In progress	13/11/2025	15/01/2026	Milestone	File	Implementing special functionalities for customer services, payment gateway, and accounting reports

**ERMATINGER • CLERGUE NATIONAL HISTORIC SITE  
GOVERNANCE POLICY**



Drafted: October 2001  
Accepted  
Revised 2003  
Reviewed and Revised June 2008  
Reviewed October 2010  
Revised and Approved January 2011  
Revised January 2018  
Approved: April 2018  
Revised: March 2026  
Approved:\_\_\_\_\_2026

**1.0 POLICY STATEMENT**

The Governance Policy of the Ermatinger Clergue National Historic Site will outline the organization, membership, duties, and responsibilities, of the Site's publicly accountable operating board and will clearly define the Sites mission.

1.1 Definitions

- 1.1.1 The Ermatinger Clergue National Historic Site shall be referred to as the **Site**.
- 1.1.2 The Corporation of the City of Sault Ste. Marie shall be referred to as the **City**.
- 1.1.3 The Historic Sites Board shall be referred to as the **Board**.
- 1.1.4 The City Council of the City of Sault Ste. Marie shall be referred to as **Council**.
- 1.1.5 The Ermatinger Old Stone House shall be referred to as the **EOSH**.
- 1.1.6 The Clergue Blockhouse shall be referred to as the **Blockhouse**.
- 1.1.7 The Heritage Discovery Centre shall be referred to as the **HDC**.

## **2.0 PUBLIC ACCOUNTABILITY**

The Ermatinger Clergue National Historic Site is a municipally owned and operated Site, and as such is subject to the standards and bylaws of the Corporation of the City of Sault Ste. Marie, and certain Provincial and Federal statutes, as well as appropriate standards, guidelines, and procedures.

2.1 Authority for the Site – Operating Board, its membership and accountability.

2.1.1 The Site will be operated by a Board of Management created under the authority of the City of Sault Ste. Marie By-law 2001-229 and the Ontario Heritage Act of 1974, to be known as the Historic Sites Board. The Board will follow Municipal, Provincial and Federal Standards & Guidelines that regulate the operations of the Site.

2.1.2 The governing authority for the Site shall be composed of the following persons: one member of Council and at least 6 members who are qualified – as per the directives of Council. Members shall be appointed to the Board by Council. These members will reflect the individuals and partnerships which whom assist in the delivery of the purpose and mandate of the Site.

2.1.3 They will serve a two-year term (according to the by-law). The member of Council shall be appointed every two years.

2.1.4 The Board shall elect a Chairperson and a Vice Chairperson, and any other officers it deems necessary from amongst its members. These positions are for a two-year term.

2.1.5 The Curator of the Site will be the Administrator of the Board and will communicate any or all Board actions, requests, and concerns to the Manager of Recreation and Culture or other appropriate staff within the City of Sault Ste. Marie.

2.1.6 The Historic Sites Board is directly responsible to City Council.

2.1.7 The Board, staff, and volunteers will also adhere to the Community Policy so that the Site may be a steward in our community. Ethical behaviour will be consistent with established professional standards and ethics as stated in the Ethical Guidelines (Canadian Museums Association) and the Code of Conduct for Council and its Boards.

## 2.2 Mandate, Mission Statement, Strategic Directions / Objectives:

- 2.2.1 Mission Statement will be reviewed by the incoming appointed members of the Board and revised as required.
- 2.2.2 Objectives / Strategic Plan will be revised every five years, or as required, and will align with the Corporation of Sault Ste. Marie's strategic plan and Cultural Plan.

## 2.3 Dissolution (Effect on the Buildings)

- 2.3.1 The EOSH and its contents are the property of the City, and as such, if the Site were to become inoperable or redundant, the house and its contents would remain the property of the City.
- 2.3.2 The Blockhouse and its contents are the property of the City, and as such, if the Site were to become inoperable or redundant, the Blockhouse and its content would remain the property of the City.
- 2.3.3 The HDC and its contents are the property of the City, and as such, if the Site were to become inoperable or redundant, the HDC would remain the property of the City.
- 2.3.4 The Grounds, Structures and other items placed on the land are the property of the City, and as such if the Site were to become inoperable or redundant, they would remain the property of the City.

## 2.4 Dissolution (Effect On The Artifacts)

- 2.4.1 Artifacts unconditionally donated to the Site are, and would remain the property of the City.
- 2.4.2 Artifacts on loan would be returned to the original owner(s) where possible. If the original owner could not be contacted, then the Collection Policy regarding deaccessioning artifacts would be followed.

- 2.4.3 Artifacts on loan (outgoing or permanent storage loan) with outside organizations would be returned to the City.
- 2.4.4 Artifacts of unknown origin would remain the property of the City.
- 2.4.5 Final disposal of the artifacts would be the responsibility of the City following the recommendations of the Board and Council.

## 2.5 Responsibilities and Duties of The Board

### 2.5.1. Management

The Board shall act on behalf of City Council as a Board of Management for the Site. The Board shall act on behalf of Council for such other properties as are referred to it by Council. The Board shall be subject to such limitations and restrictions as Council may place upon it either by resolution, bylaw or otherwise direct.

The Board shall:

- (i) Be responsible to Council.
- (ii) Serve without remuneration.
- (iii) Conduct all ordinary meetings open to the public as per City Bylaw 99-100 Council and Committee Proceedings, and in accordance with the Municipal Act.
- (iv) Follow By-law 2018-78 amended {2001-229, 2004-17 amendment, 2017-9 amendment}.
- (v) Any person exhibiting improper conduct during a meeting may be directed to leave.
- (vi) Keep minutes of its meetings and keep all papers, documents, books and files, pertaining to the business of the Board. All papers, documents, books, and files kept by the Board shall be open to the inspection of Council or any other person or persons appointed for that purpose by Council, in accordance with the Freedom of Information Act.

- (vii) Make regulations governing its proceedings, the calling of meetings and the conduct of its members. For voting purposes on any recommended motions: a Quorum will consist of 50% plus 1 members of the Board.
- (viii) Appoint a Chair, a Vice-Chair and such other officials as may be required from time to time for the organizational structure of the Board.
- (ix) Recommend the schedule of User Fees or Revenue Charges related to the Site's operations, to Council for approval.
- (x) Determine policy concerning the sale or distribution of objects and literature of historical significance and the sale of souvenirs, articles, and bricks.
- (xi) Determine hours of operation when the Site may be open.
- (xii) The Board will meet monthly (currently the 2<sup>nd</sup> Wednesday of the month) or a minimum of seven (7) times per year. The meeting notice will include a written Agenda with the previous meeting minutes electronically sent a week prior to the meeting. For special meetings scheduled, the agenda will be available at the meeting. The Curator will take minutes, and create the package on the Corporation's e-scribe system. Agenda packages will be made public with at least one week notice on the City's website.
- (xiii) The Curator, upon the direction of the Board will research funding opportunities with the assistance of the Manager of Recreation and Culture. The Board and Council will approve all funding applications prior to submission.
- (xiv) The Board under Bylaw No. 2001-229 as amended is responsible for ensuring the financial resources for the operational and capital needs of the Site are met, as well as adhering to further subsections of the Bylaw not referenced in this policy.
- (xv) In accordance with the By-Law Section 7(ii); the HSB is to arrange for special displays, shows and events, and capital needs, that it deems consistent with the purposes of the

ECNHS and use any monies raised as a result of such special displays, programs, events, as if these monies were a private donation. Therefore, at the end of each budget year, after being fiscally responsible with the Corporation of the City of SSM, any monies raised over budgeted amounts in the areas of gift shop net revenues, courses, special events and tourism market share – be transferred to the HSB trust account.

- (xvi) The HSB has a fundraising program: “Walkway to History” in which plaques and walkway bricks are sold with engraving. Proceeds from the sale of these are directly deposited into the HSB trust account for use in special projects as the HSB deems necessary.
- (xvii) At the end of each calendar year the Curator of the Site will compile for the Board an annual report to be submitted to Council by June of the following year (which falls in line with the Provincial application for funding and meeting of standards). The report will include statistical information on visitation, volunteers, tours, and also any activities pertaining to the Museum Standards set forth by the Province.
- (xviii) The Board will not make or authorize any structural change of any kind in or to the Site without the approval of Council, and to also include any recommendations by the members of the Municipal Heritage Committee.
- (xix) The Board and its individual members will declare any conflict of interest and abstain from voting on any recommendations or decisions related to the conflict or potential conflict.
- (xx) The Board, its individual members, and staff of the Recreation & Culture Division will follow and support the guiding principles of the Canadian Museums Association Ethical Guidelines.

### **3.0 BEQUESTS**

Subject to such limitations and restrictions herein or hereinafter set out, the Board may: Receive and apply any Bequests / Donation toward the Site in such manner as it deems advisable, consistent with the conditions upon which the donation was made.

### **4.0 HUMAN RESOURCES**

- 4.1 The City through consultation with the Board will post the all positions according to Municipal Employment Guidelines.
- 4.2 The Board may submit recommendations for the job description of the Curator (and any other) to the Manager of Recreation & Culture for submission to Human Resources / Council for approval.
- 4.3 The City of Sault Ste. Marie - operating under the Employment Standards Act will interview potential candidates for the position of Curator and may seek input from the Board.
- 4.4 The Curator's performance evaluation will be the responsibility of the Manager of Recreation and Culture with input from the Board and will be done in accordance with Municipal Standards.
- 4.5 All volunteers will apply, be interviewed, trained and monitored by staff through the Volunteer Policy and Manual for the Site.

## **5.0 POLICY AND PROGRAMS**

- 5.1 The Board and Curator will draft the Site's Mission Statement, Statement of Purpose. A final copy will be submitted to Council for final approval.
- 5.2 The Board may form various working groups required for the governing and operation of the Site. These teams will follow the Terms of Reference for which they have been called and as established by the Board.
- 5.3 The Board will review existing policies or standards governing the operation of the Site.
- 5.4 The Curator and staff, will formulate and define the programs offered at the Site, and will then submit a report to the Board for review and approval.
- 5.5 The Board will develop short and long term written objectives through the Strategic Plan (revised every 5 years) and subsequent work plan, for submission to Council, and the Province of Ontario (Standards for Community Museums).
- 5.6 The Board will recommend to Council that current recommendations from the Ontario Museums Association and the Canadian Museums Association with respect to Collection Management Standards, ethical behavior and the avoidance of conflict of interest, as a body and as individuals, be followed.

## **6.0 PROFESSIONAL AFFILIATIONS**

- 6.1 The Board will review and approve membership to professional affiliated organizations (such as the Ontario Museums Association, The Canadian Museum Association and the Ontario Historical Society).
- 6.2 The Board will continue to work with the Provincial & Federal agencies with regard to following the recommendations of their Standards and Guidelines for Museums and National Historic Sites, and respect their lead on Diversity and Inclusion.

## **7.0 MUNICIPAL, PROVINCIAL AND FEDERAL STANDARDS**

The Ermatinger Clergue National Historic Site is owned, operated and governed by the policies and bylaws of the Corporation of the City of Sault Ste. Marie.

- 7.1 As an employer the City is ultimately responsible for worker health and safety.
- 7.2 It is the responsibility of the worker to protect his/her own health and safety by working in compliance with the law and with the safe work practices and procedures established by the City.
- 7.3 It is the responsibility of the Curator to supervise all staff and volunteers to ensure that safe work practices and procedures are carried out.
- 7.4 The Curator will conduct regular Site inspections for building safety, safety manuals (Workplace Hazardous Materials Information System, Health and Safety Regulations, Material Safety Data Sheets, Job Safety Analysis, Policies and Procedures), and will monitor worker compliance with safe work practices. This will identify problems on Site and allow for recommendations and solutions to be reported to the Manager of Recreation and Culture and the Board.
- 7.5 The City as the employer will ensure that the Site complies with applicable legislated requirements (i.e. Ontarians with Disabilities Act, 2005).
- 7.6 The Curator will undertake to preserve the objects in the collection by providing an appropriate environment where safety and security, labeling, handling, storage, display, documentation, and conservation treatment is done only by trained staff, in accordance with recommended conservation practices and the Collections Policy.

7.7 The Site will maintain current, detailed Policies and procedures to meet the Provincial Standards for Community Museums, as well as other relevant policies and procedures approved by the HSB.

## **8.0 FRIENDS OF Ermatinger•Clergue National Historic Site**

8.1 The Friends of ECNHS will operate as a separate entity, currently as a registered non-profit, charitable organization. The Friends of ECNHS will operate within their own Constitution and By-laws.

## **9.0 REVIEW OF POLICY**

Staff and the Board will review this policy every five years or more frequently if deemed necessary. The Board must approve any and all revisions to this policy. Council must approve any changes to the By-laws.

Approved by the Historic Sites Board

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(Signature of Board Chairperson)

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(Date)

# ERMATINGER CLERGUE NATIONAL HISTORIC SITE COMMUNITY POLICY



Written: March 2005  
Reviewed & Revised: Jan. 2011  
Review & Revised: March 2016  
Review, Revised, and Adopted by HSB: April 2023  
Revised and Adopted by HSB: June 2025  
Reviewed & Revised March 2026  
Adopted by HSB\_\_\_\_\_2026

## 1.0 POLICY STATEMENT

The Community Policy of the Ermatinger Clergue National Historic Site will ensure that the Site is relevant, accessible, and is in partnership with the community of Sault Ste. Marie and Algoma area. The policy will govern the Site so that it may be a steward of our community's heritage and national heritage, as well as being actively engaged in the community so as to be responsive to its cultural needs and the strategic plan.

The Ermatinger Clergue National Historic Site, located in the City of Sault Ste. Marie, is dedicated to preserving, interpreting, and exhibiting the heritage of Sault Ste. Marie specific to the timelines of the Old Stone House & the Clergue Blockhouse, and for the other reasons of significance outlined in the Statement of Integrity, National Historic Sites. As a community museum, the Site provides tangible and irreplaceable links to what defines us a community. Heritage value resides in tangible material culture (objects, structures and spaces) and in the intangible associations, memories, and stories. It is our "Stories Steeped in Stone" that we pride ourselves.

As stated in the Strategic Plan, it is our goal to build on our community engagement, and develop the sense of belonging, to involve, collaborate, and empower people, in that they aid us in facilitating the mission and mandate of the Site.

The "Community" of this museum, is a mix of several communities, reaching from local, regional, provincial, and National audiences. A community's heritage is part of its identity. The staff, volunteers, and Historic Sites Board of the Ermatinger Clergue National Historic Site are stewards of these resources, on behalf of the people of Sault Ste. Marie.

- 1.1 STEWARD in that: "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 the Ermatinger Old Stone House, the Clergue Blockhouse, Heritage Discovery Centre, and related artifacts" (refer to the mission statement)

1.2 STEWARD in that:

- 1.2.1 “Within the Ermatinger Old Stone House, staff collect, preserve, research, house, exhibit and interpret artifacts that illustrate the 1808 – 1870 time period.
- 1.2.2 The Clergue Blockhouse is restored to exemplify the 1894 time period when Francis Hector Clergue used the building as his residence and as the hub from which he directed his growing business empire.
- 1.2.3 For the purposes of acting as the Visitor Centre to the Site, The Heritage Discovery Centre, will provide accessibility, 50 seat multi-media theatre with retractable seating (so as to offer alternative meeting / conference room options and venue rentals), exhibits that provide the “stories steeped in stone” of the other buildings and grounds, administrative services, and gift shop.
- 1.2.4 The Ermatinger Clergue National Historic Site will provide the residents of Sault Ste. Marie and its visitors, with the opportunity to experience festivals, demonstrations and tours that are designed to interpret the customs and lifestyles of our earliest citizens”.
- 1.2.5 Refer to the statement of purpose, mandate, mission statement, and the strategic plan.

1.3 STEWARD in that: “The staff and volunteers of the Ermatinger Clergue National Historic Site will ensure that the themes, content and formats of interpretation and educational programs meet the needs of the community in accordance with the Ermatinger Clergue National Historic Site’s, Statement of Purpose. Interpretation and Education Programming will assist in communicating the Site and its components; provide a mix of school curriculum programs, public programs, and special events” (refer to Interpretation & Education Policy).

1.4 STEWARD in that: “It will govern the restoration and preservation of the Ermatinger Old Stone House, the Clergue Blockhouse, and all of the other artifacts in the collection. This standard sets down guidelines that will allow staff to display and interpret the collection while preserving the artifacts and meeting Federal, Provincial and Municipal, legislative requirements that have an impact on the conservation of collections”. (refer to the Conservation Policy)

1.5 STEWARD in that: “It will be publicly accountable and its governing body will clearly define the Site’s mission and goals. The governing authority for the Site shall be a City Council appointed Board. This Board shall consist of a minimum of six members who are persons qualified to be elected as members of City Council and one of whom is a member of Council. These members will reflect the diversity of the community they serve.” (refer to the Governance Policy).

- 1.6 STEWARD in that: “It will establish the priorities of research and will demonstrate responsibility in protecting the Site and its collection, so that it remains a valuable resource for study and so that it shall survive intact for future generations” (refer to the Research Policy).
- 1.7 STEWARD in that: “It will develop exhibits in the public areas of the Ermatinger Old Stone House, the Clergue Blockhouse, Heritage Discovery Centre, and the grounds of the Site. Exhibits will communicate the significance of the Site and its components as indicated in the Statement of Purpose” (refer to the Exhibition Policy).
- 1.8 DEFINITIONS
  - 1.8.1 The Historic Sites Board shall be referred to as the Board.
  - 1.8.2 The Ermatinger Clergue National Historic Site shall be referred to as the Site.
  - 1.8.3 The Ermatinger Old Stone House shall be referred to as the E.O.S.H.
  - 1.8.4 The Frances H. Clergue Blockhouse shall be referred to as the Clergue Blockhouse.
  - 1.8.5 The Heritage Discovery Centre shall be referred to as the HDC.
  - 1.8.6 The City Council of the City of Sault Ste. Marie shall be referred to as Council.
  - 1.8.7 The Corporation of the City of Sault Ste. Marie shall be referred to as the City.
  - 1.8.8 Ethical behaviour will be consistent with established professional standards and ethics as stated in the Ethical Guidelines. (Canadian Museums Association)

## **2.0 VISITATION MIX:**

- 2.1 The “Community” of this museum, is a mix of several communities, reaching from local, regional, provincial, and National audiences.
- 2.2 The staff of the Site provides services and programs to include a mix of members from the “community” in a variety of activities & exhibitions.  
Programs & temporary displays / exhibitions vary to target:
  - School Tours,
  - Group Tours,
  - General Visitors,
  - Outreach Programs,
  - and Special Events.Each program will incorporate its own target audiences and accommodate the needs of each. (Refer to Education & Interpretation Program Mix)

### **3.0 COMMUNITY PARTNERS**

- 3.1 The staff of the Site will identify, pursue and network with community partners. (Refer to “Community Partners” list)
  - 3.1.1 Community/media relations will be developed and maintained in order to allow the Site to be involved, able to address historical and tourism needs, and to also have the affiliations in order to become aware of technological advances and breakthroughs appropriate for the Site.

### **4.0 PROMOTION, MARKETING & SOCIAL MEDIA:**

- 4.1 The staff and Board of the E.C.N.H.S. will utilize various means of advertising and promotion in order to ensure that all visitors have equal access to information concerning the Site (ie: hours of operation, hours open to public, hours open by appointment, and how to contact the Site), the collection and accessibility to the collection (Research Policy), and services and programs offered (Exhibition Policy, Interpretation & Education Policy, Building Site Use Policy, Admissions Policy, Collections Management Policy, Digital Strategy & Plan, Social Media Policy, and Strategic Plan).
- 4.2 In 2026, ECNHS launched its own independent website: [www.ecnhs.com](http://www.ecnhs.com)
- 4.3 Some information is transferred to the City’s website.
- 4.4 Currently staff utilize **facebook** & **Instagram** for social media posts.

### **5.0 ACCESSIBILITY**

- 5.1 The Ermatinger Clergue National Historic Site is committed to ensuring that the Site is safe, secure, and accessible to staff, volunteers and visitors. The Municipality of the City of Sault Ste. Marie has an accessibility plan for all municipally owned buildings and services, as well as an Assets Management plan. The Ermatinger Clergue National Historic Site (Community Services Department, Recreation & Culture Division) is included in this process and will follow and meet relevant related regulations and building codes where possible or unless an exemption is given to maintain heritage integrity.
- 5.2 The Ermatinger Clergue National Historic Site follows the City of Sault Ste. Marie Accessibility Mandate & will follow the Accessibility Standards set forth by the Ontarians with Disabilities Act, 2005. Staff and volunteers have participated in current accessibility training programs set forth by the Accessibility Committee of the City of Sault Ste. Marie. (See Governance Policy – section 3.5)
- 5.3 The Ermatinger Clergue National Historic Sites has its own Accessibility Plan to compliment the City’s Accessibility plan.

- 5.4 The Site does have some limitations regarding physical accessibility due to its historic buildings and their structure. Both the E.O.S.H. and the Clergue Blockhouse have a second floor. The E.O.S.H. has a third floor and a basement. Neither building has an elevator due to the maintenance of historic integrity of the Site.
- 5.5 The HDC offers full physical accessibility from the parking lot, washrooms, ground floor only facility, with actuated door entrances.
- 5.6 The EOSH is equipped with a ramp entrance and actuated door that accommodates wider wheelchairs and scooters.
- 5.7 A touch screen computer in the Clergue Blockhouse main floor, allows for accessibility that includes all areas of the site, as well as extensive background information.
- 5.8 The website for ECNHS is included within the City of Sault Ste. Marie’s website. This ensures that accessibility requirements are met.
- 5.9 Future exhibition digitization projects are set within the strategic and exhibition plans of the HSB. In 2023, a Digital Strategy was completed, and 2024 a Digital Plan began.
- 5.10 In making its resources accessible, the staff, volunteers and Board will:
  - 5.10.1 Respect the values and traditions of its community in the development of programs and exhibits that are consistent with the mandate.
- 5.11 Minimize economic, social, geographic, physical, and cultural barriers and reach out to a broad range of interest levels, to the greatest extent possible.
- 5.12 Demonstrate its commitment to the community through public open hours, public access, outreach, physical accessibility, and intellectual accessibility.

## **6.0 VOLUNTEERS & COMMUNITY PARTICIPATION**

- 6.1 The E.C.N.H.S. encourages community participation through its Volunteer Program. All individuals must be registered and then be appropriately trained, assigned, monitored, evaluated and provided appropriate recognition in accordance with procedures specified in the Site’s Volunteer Manual. Any volunteers working with children and handling cash will be required to submit a criminal reference check.
- 6.2 The “Friends of ECNHS” was formed (2010) by members and volunteers and incorporated by affiliation with the Ontario Historical Society. This group is a registered charity and provides opportunities through such to the Site and community participation.

**7.0 ENGAGING THE COMMUNITY**

- 7.1 Engaging the community in museum activities is a two-way street. Through its stewardship, transparency, services and programs, as well as the openness to ideas from the community through Friends of ECNHS, volunteers, members, cultural partners, and tourism partners, ECNHS shall ensure that the lines of communication are open from the “Community” to the museum, as we strive for a sense of belonging, involvement, collaboration, engagement, and empowerment.
  
- 7.2 ECNHS must also ensure that it initiates and establishes direct lines of communication from the museum to the “community”. This includes municipal, provincial, and national government(s). Having representation on committees, events planning, tourism, local BIA, and being involved in the cultural & museum sector.

**8.0 REVIEW OF POLICY**

Staff and the Board will review this policy every five (5) years or more frequently if deemed necessary. The Board and City Council must approve all revisions to this policy.

Approved by the Historic Sites Board on: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Chair

\_\_\_\_\_  
Date

# ERMATINGER•CLERGUE NATIONAL HISTORIC SITE FINANCE POLICY



Drafted: May 2003

Accepted

Reviewed & Revised Sept. 2010

Reviewed & Revised January & May 2017

June 2017 Accepted & Approved

Reviewed & Revised March 2026

Approved:\_\_\_\_\_2026

## 1.0 POLICY STATEMENT

The Finance Standard of the Ermatinger•Clergue National Historic Site will outline the duties and responsibilities of the Historic Sites Board to ensure the Site has the necessary funds to operate and meet its operational and capital needs.

### 1.1 Definitions

1.1.1 The Ermatinger•Clergue National Historic Site shall be referred to as the Site.

1.1.2 The Corporation of the City of Sault Ste. Marie shall be referred to as the City.

1.1.3 The Historic Sites Board shall be referred to as the Board.

1.1.4 The City Council of the City of Sault Ste. Marie shall be referred to as Council.

1.1.5 Friends of Ermatinger•Clergue National Historic Site shall be referred to as the "Friends of"

## 2.0 FINANCIAL RESOURCES

The Ermatinger•Clergue National Historic Site is Municipally owned and operated, and as such is subject to the Municipal Act, and bylaws of the Corporation of the City of Sault Ste. Marie. The Historic Sites Board under Bylaw No. 2001-229 is responsible for ensuring the financial resources for the operational and capital needs of the Site are met and are also in line to assist in accomplishing the goals of the Strategic Plan.

The Board and staff are responsible for application to the Community Museum Operating Grant on an annual basis, and any other funding sources to assist in the financial resources for the Site and projects.

2.1 Sections from Bylaw No. 2001-229.

- 2.1.1 a) The Board shall submit its yearly budget of the estimated revenue and expenditures for the Ermatinger•Clergue National Historic Site as part of the corporate budget on the date determined by the City Treasurer.
- b) The Board is responsible for ensuring the financial resources for the operational & capital needs of the Site are met, in order to adequately sustain and stabilize financial requirements.
- c) The Board shall submit its yearly "User Fees" for council approval which outlines:

Admissions  
Education & Group  
Events  
Venue Rental Fees  
Research Fees

- 2.1.2 At the end of each year, submit its annual report to Council including a report on private donations and the terms upon which any private donations were given during the preceding year.
- 2.1.3 Review and decide on recommendations of any expenditure brought forward by the Curator that are not within the daily norms of the operations.
- 2.1.4 Assist in determining the sale or distribution of objects and literature of historical significance and the sale of souvenirs, articles or refreshments.
- 2.1.5 Review and Approve accounts payable for the operations of ECNHS.
- 2.1.7 The Curator, upon the direction of the Board, will research funding opportunities. The Board, City Treasurer, and / or City Council will approve all funding applications prior to submission.

2.2 Statement of Ethical Behaviour

- 2.2.1 The Historic Sites Board will ensure that all fundraising activities for the Site relate to the Ermatinger•Clergue National Historic Sites Mission Statement and Statement of Purpose. (Refer to Governance Policy) and are within approved methods / advise of the City.
- 2.2.2 The Curator will ensure that all products sold at the Ermatinger•Clergue National Historic Site are accurate, reliable publications and products of good quality, safe educational or decorative items.
- 2.2.2 The Board, its individual members, and staff will follow and support the guiding principles of the Canadian Museums Association Ethical Guidelines.

- 2.2.3 The Board will conduct themselves within the ethics and profession of the Corporation of the City of Sault Ste. Marie standards for Committees of Council.
- 2.2.4 The staff will follow the ethics and professional conduct rules stipulated through the Human Resource Department of the City of Sault Ste. Marie.
- 2.2.5 The Historic Sites Board will not sell at the Ermatinger-Clergue National Historic Site 'any products that incorporate (parts of) and endangered species or illegally acquired objects or items that have been disposed from museum collections'. (Ethics Guideline – Canadian Museum Association)
- 2.2.6 Any fraudulent behavior will be dealt with through the City's legal and Human Resources Department and may result in Police investigation.

### 2.3 Diversification of Funding

As per the Strategic Plan for the Board and for the City, the projects (activities, events, education programs, and exhibitions) and capital requirements may require diversification of funding.

- 2.3.1 The Board will seek to diversify sources of funding for the Site.
- 2.3.2 The Board in conjunction with the "Friends Of" will review required Fundraising and explore, discuss, implement and evaluate effective fundraising opportunities to generate the funds required to pursue capital projects on the Site, Events, and Exhibitions.
- 2.3.3 The "Friends Of" could develop fundraising activities for 'special projects' and new capital development at the Site. "Friends of" are a separate non-profit and charitable organization that assist in the diversification of funding application for events & exhibitions.

### 2.4 Annual Budget

- 2.4.1 The Historic Sites Board will follow the guidelines established by the City of Sault Ste. Marie for the preparation and approval of an annual budget.
- 2.4.2 The budget preparation stages consist of:
  - i) Capital requests – August draft – year prior
  - ii) User Fees – August draft – year prior
  - iii) Operational / Service Level changes – August draft – year prior
  - iv) Operational Budget – September draft – year prior

- v) Any major changes in the operational budget proposals will require presentation to Council with justification on the objectives and priorities of the museum in relation to the Strategic Plan.
- vi) All budgets are subject to full approval at the City Council level.

2.4.3 Priorities of the Operational Budget in order:

- a) Salaries, Wages, & Benefits
- b) Utilities
- c) Security / Alarms
- d) Maintenance & contracts for regular services
- e) Programming Supplies
- f) Exhibition, Curatorial, Research
- g) Events, Marketing & Promotion

2.4.3 This Historic Sites Board will follow the Purchasing Policy and Procedures established by the Corporation of the City of Sault Ste. Marie.

2.5 Financial Information / Reports

2.5.1. The financial statements of the Board are subject to an annual audit within the Corporation of the City of Sault Ste. Marie.

2.5.2 The City of Sault Ste. Marie may provide financial information on the Historic Sites Board and the Ermatinger•Clergue National Historic Site upon request.

**3.0 REVIEW OF POLICY**

Staff and the Historic Sites Board will review this policy every five (5) years, or more frequently if deemed necessary. All policies are referred to the City for final approval. It is the responsibility of the Curator to ensure the policy update/review schedule is followed.

Approved by the Historic Sites Board

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(Signature of Board Chairperson)

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(Date)

**ERMATINGER CLERGUE NATIONAL HISTORIC SITE**  
**HUMAN RESOURCE POLICY**



Written: March 2005  
Reviewed September 2010  
Adopted November 2010  
Revised April 2015  
To be adopted July 2015  
Revised: May 2022  
Reviewed & Revised: March 2026  
Adopted by HSB:\_\_\_\_\_2026

**1.0 POLICY STATEMENT**

The Human Resource Policy of the Ermatinger Clergue National Historic Site will ensure that appropriate levels of human resource activities are provided to meet the Purpose, Mandate, Mission, and Strategic Plan, and support its ongoing operations. It will enable the staff and volunteers of the Site to perform their duties professionally and safely. This policy will govern and ensure that all Federal, Provincial and Municipal legislative requirements are met. The Human Resources Department of the City of Sault Ste. Marie and the policies associated with the City govern the Site staff and ongoing operations in this related area.

Definitions

- 1.1 The Historic Sites Board shall be referred to as the Board.
- 1.2 The Ermatinger Clergue National Historic Site shall be referred to as the Site.
- 1.3 The Heritage Discovery Centre shall be referred to as the H.D.C.
- 1.4 The Ermatinger Old Stone House shall be referred to as the EOSH.
- 1.5 The Frances H. Clergue Blockhouse shall be referred to as the Clergue Blockhouse.
- 1.6 The City Council of the City of Sault Ste. Marie shall be referred to as Council.
- 1.7 The Corporation of the City of Sault Ste. Marie shall be referred to as the City.

- 1.8 Trained Staff is defined as the Curator and the Heritage Programmer who are the only two full time staff, along with part-time Heritage Interpreters, cook, gardener, and administrative. Training of other contract staff and volunteers is carried out prior to working on assigned duties.
- 1.9 Ethical behavior will be consistent with established professional standards and ethics as stated in the Ethical Guidelines (Canadian Museums Association) and are consistent with the policies of the City of Sault Ste. Marie, in particular the 'Employee Code of Conduct'.

## **2.0 TRAINING & ORIENTATION**

- 2.1 The Historic Sites Board will be provided an Orientation Binder and a tour of the Site, upon appointment to the Board.
- 2.2 Staff and Volunteers including the Board, we receive training to meet Federal, Provincial and Municipal legislation, as well as any Site-specific performance training required to complete assigned tasks professionally and safely, congruent in keeping sound museological practices.
- 2.3 Training will be provided to the staff of the Site to meet the requirements of legislation, Health & Safety, First Aid, City policies and procedures and any other training in due diligence by the City of Sault Ste. Marie.
- 2.4 The Manager of Recreation will ensure that the Curator has been appropriately trained in Divisional and Departmental policies and procedures, and site-specific policies and procedures.
- 2.5 The Curator of the Site will ensure that all other staff and volunteers are provided with appropriate professional training required to carry out the Site's activities. (Refer to training schedule appended). The staff and volunteers will also be provided with opportunities to work alongside and be supervised in sound museological practices.
- 2.6 The Curator will ensure that all staff and volunteers are advised and familiar with and adhere to the C.M.A. Code of Ethics.
- 2.7 Professional Development: In order to ensure that the Site. is operated under sound museological practices, all staff are encouraged and supported in the area of professional development. Areas of professional development and training are encouraged. i.e.: toward completion of the Ontario Museum Association Certificate in Museum Studies or other equivalent certification programs. It is recommended that the Curator be hired with their Certification and experience to carry out the leadership of the Site.

- 2.8 The Curator will ensure that the ECNHS will be members with affiliated and Provincial and Federal organizations on an annual basis in order to provide opportunities for all human resources connected with the Site to network and communicate with colleagues in museum & tourism related fields.
- 2.9 The Curator will maintain the local and regional partnerships in existence and seek out possible new partnerships within the Sault Ste. Marie area and district.

### **3.0 REFERENCE LIBRARY**

- 3.1 A reference library of historical and museological materials will be assembled and maintained. All such materials will be made readily available to all staff, Board members, and volunteers.

### **4.0 PROFESSIONAL DEVELOPMENT**

- 4.1 The request to attend with costs/or without costs, is submitted to the Curator and upon approval, submitted to the Manager of Recreation & Culture for consideration. Further, all training is reviewed by City Council for approval. Some compensation may be available for staff to continue their professional development within the Site's training budget. Staff requesting financial assistance for professional development from the City of Sault Ste. Marie must be employed at the Site for a minimum of one full season.
- 4.2 The Curator and the Heritage Programmer will provide in-house training program and supervision to all staff and volunteers during their scheduled work hours. Costs associated are incorporated in the Site's operational budget (in areas such as, salaries, supplies, exhibit, and curatorial).

### **5.0 JOB DESCRIPTIONS**

- 5.1 The City of Sault Ste. Marie will ensure that the staff of the Site be provided with current job descriptions, job safety analysis, physical demands analysis and job evaluations.
- 5.2 The Curator & / or Heritage Programmer will ensure that the job descriptions and job safety analysis for volunteer positions be kept current for the volunteer manual.

### **6.0 SPACE & SAFETY**

6.1 The Ermatinger Clergue National Historic Site is committed to ensuring that the Site is safe, secure, and accessible. (Reference to this is included in the Physical Plant Policy.) However, the Site does have some limitations regarding physical accessibility due to its historic buildings and their structure. Both the E.O.S.H. and the Clergue Blockhouse have a second floor, and the E.O.S.H. has a third floor and a basement. Neither building has an elevator due to the preservation of historic integrity at the Site.

The Site has an accessibility plan and will keep it updated to reflect the accomplishments and accessible features of the Site.

- Costumed Interpreter to provide the historical interpretation and demonstrations
- Guide Sheets that include all areas of the Site
- Touch screen computers include all areas of the site, as well as virtual tours of the multi levels of the historic Buildings.
- Audio tours are available from the front desk providing further information should anyone be interested in the self-guided tour.
- The opening in 2014 of the new H.D.C. This visitor centre for the Site offers accessible parking, accessible washrooms, a multi-media theatre, and many accessible exhibits.

6.2 The staff of the Site will be provided with monthly updates on Health & Safety requirements from the Health & Safety/Human Resources Department of the City including any safety releases, information regarding First Aid, W.H.M.I.S., M.S.D.S., Workplace Inspections, and Job Safety Analysis.

6.3 The City of Sault Ste. Marie will ensure that the Site has staff who are kept up to date with their First Aid certification.

6.4 As per the requirements of the Recreation & Culture Division of the City of Sault Ste. Marie, any staff or volunteers in direct supervision of children and youth or involved in handling cash must provide a current (within the last two years) Police Reference Check.

**7.0 EMERGENCIES**

- 7.1 The Curator will ensure that staff, volunteers, and the stand-by supervisors are aware of procedures to follow in the event of any emergency and disaster. Training in Emergency Planning and Evacuation Procedures for ECNHS including the Fire Safety Plan is completed each May when the summer employees begin, and during May is Museum month for Volunteers & Friends of ECNHS.
- 7.2 The Curator will develop and ensure that an Emergency & Disaster Plan Manual for the Site is kept current, and that staff and volunteers are trained in the Site-specific procedures.
- 7.3 Staff of ECNHS will be provided with First Aid, AED, and CPR training, with annual re-oriented to Critical Injury Reporting, Accident/Incident Reports, and any other emergency procedures not covered in other areas.

**8.0 ENVIRONMENTALLY RESPONSIBLE**

The staff of the Site will ensure that they are trained and responsible for the use of energy and materials, including the handling, storage, and disposal of hazardous materials. (Refer to Health & Safety Manual sections, i.e. Disposal of Sharps, Disposal of Hazardous Materials, and W.H.M.I.S.). All appropriate materials are composted to add organic nutrients to the period gardens.

**9.0 REVIEW OF POLICY**

Staff and the Board will review this policy every five (5) years or more frequently if deemed necessary. The Board must approve all revisions to this policy, before being reviewed with the Manager of Recreation & Culture, and the H.R. department of the City of SSM.

Approved by the Historic Sites Board

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(date)

Signature of Board Chairperson

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**ERMATINGER • CLERGUE**  
NATIONAL HISTORIC SITE

## **Multi Year Accessibility Plan**

Plan development: March 2023

Approved by Historic Sites Board: April 2023

Reviewed & Revised: March 2026

Approved by HSB: \_\_\_\_\_2026

### PURPOSE:

The City of Sault Ste. Marie is committed to being an exceptional community where everyone can live, work, play, and participate to the fullest. From accessing city buildings to finding information online, we strive to ensure that we meet the differing accessibility needs of our employees, residents and visitors. The Multi Year plan outlines our City's approach to being an accessible and inclusive community in the years ahead. It describes how we will prevent and remove barriers to accessibility and also fulfill our obligations under the *Accessibility for Ontarians with Disabilities Act*.

The AODA Part VII section 29 requires municipalities with a population of 10,000 or more to have an Accessibility Advisory Committee (AAC). The majority of the committee members shall be persons with disabilities. The City of Sault Ste. Marie AAC is a committee of Council. Members are appointed by City Council for a two year term.

As a City owned and operated community museum/historic site, it is the goal of the staff and volunteers of the Ermatinger Clergue National Historic Site, to provide high quality visitor experiences for persons of all ages and abilities. We will strive to ensure that we meet the differing accessibility needs of our employees, residents and visitors. Our museum's accessibility plan will follow the Corporation of the City of Sault Ste. Marie's plan and policy, and will be revisited every five years or sooner to reflect the changes and directions from the Historic Sites Board & Ermatinger Clergue Operational Strategic Plan.

The Board, staff and volunteers of the Ermatinger Clergue National Historic Site are committed to ensuring equal access and participation for people with varying abilities / limitations / disabilities and has committed to prioritizing diversity and inclusion in order to create a vibrant, strong, collaborative and relevant cultural institution.

The Heritage Discovery Centre provides accessible parking, washrooms, activated doorways, and main level accessibility, with accessible boardwalks to the property and the Heritage buildings.

#### SPECIFIC PROVISIONS:

The following are provisions currently offered at the Ermatinger Clergue National Historic Site:

- Access 2 allows for an accompanying person to be permitted as one admission for anyone requiring a person to aid.
- Accessible parking
- Accessible entrance into the visitor centre – Heritage Discovery Centre
- Accessible washroom, family, and gender neutral – equipped with call bell, grab bars, and adult change table
- Exhibit flow allows for adequate space for movement of persons with mobility aids & devices
- Accessible boardwalks allow for pathways on the property. The wooden boardwalks may be slippery when wet, and are part of our maintenance strategic plan to resolve.
- Exterior lighting and emergency exits
- Accessible ramp into the Old Stone House main floor
- Blockhouse entrance is barrier free
- Virtual Tours are available on Touch screens to allow for visual options of visiting the 2<sup>nd</sup> floor of the heritage buildings
- Audio tours are free of charge for anyone upon request
- Bus tours will often provide staff members a microphone which may assist for persons with hearing loss
- Volume of the orientation movie may be adjusted upon request. Staff and volunteers are trained to speak clearly and directly.
- Information can be provided in print form – and large print format – guide sheets
- Exhibit text & Interpretive panels will soon have QR codes for audio recordings and also be available in print form
- Support persons for ESL learning classes, leaders and language interpreters are not charged admission

- Audio tours and printed guide sheets are currently being translated into French language
- Access to an Interpreter staff and volunteer can be provided on request , preferably in advance of the visit.
- The new [www.ecnhs.com](http://www.ecnhs.com) website is currently live and we are making adjustments to meet content that complies with the requirements of World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.
- French translation is available for some of the website components by clicking on the English/French tab.

#### GENERAL PROVISIONS:

##### a) TRAINING:

The Corporation of the City of Sault Ste. Marie employees, volunteers, and members of boards & committees receive training on the Accessibility Standards and the Ontario Human Rights Code as it pertains to persons with disabilities.

At the Ermatinger Clergue National Historic Site, sensitivity on the part of staff and volunteers to the various needs of all visitors, is critical to providing a positive experience. All staff and volunteers who interact with the public in any way, are provided with a review of the purpose of the Accessibility for Ontarians with Disabilities Act and the training requirements of Accessibility Standards for Customer Service.

##### b) INFORMATION AND COMMUNICATIONS:

The Ermatinger Clergue National Historic Site will follow the Corporations plan and policy regarding information and communications. Staff and volunteers will communicate with people in ways that consider their disability, and will provide alternate formats of print materials, upon request and in a reasonable timeframe, and without additional cost.

##### c) ASSISTIVE DEVICES, SERVICE ANIMALS, SUPPORT PERSONS, AND FEEDBACK:

Assistive devices: Staff and volunteers will ensure that visitors are welcomed and provided information regarding access to the Site and our Services. Safety measures shall be addressed such as oxygen tanks by our hearth (open flame). Visitors may use various types of assistive devices and staff / volunteers are familiar with the various types of devices in order to best serve the visitor. One wheelchair is available for visitors if they feel the Site has a more strenuous walk to the historic buildings.

Service animals: Persons with service animals accompanying them are welcome anywhere the Museum is open to the public, except in areas of food service. Identifying measures may be required as household pets are normally not allowed. When it is not easily identifiable that an animal is a service animal, staff may ask for documentation from a regulated health professional that confirms the person needs the service animal for

reasons relating to their disability. A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

Support Persons: Support persons may accompany a visitor free of charge at any time through our membership in "ACCESS2". If a support person intends on attending to consume food through a ticketed event, fees may apply.

Feedback: Visitors are welcome to provide feedback on the way the museum provides services to people with disabilities. All comments will be directed to the Curator / Supervisor, and may be accepted in various formats to meet the needs of our visitors.

#### EMPLOYMENT STANDARDS:

The Corporation of the City of Sault Ste. Marie has within its accessibility policy and plan the standards for employment standards, supports, communication, emergency response and individual accommodation plans.

#### OTHER STANDARDS:

The community museum standards include the policies for:

- physical plant and public spaces
- community
- collections
- public open hours & promotion / dissemination of activities
- public access & research
- education, interpretation, and outreach

Each of these policies and practices ensure that the accessibility standards are being met within each of those sections.

As a community museum the Ermatinger Clergue National Historic Site recognizes that in order to be an effective steward of the community's identifying material heritage, the museum must be proactively engaged in the community and be responsive to its needs, in that each person visiting can participate to the fullest.



**ERMATINGER  
CLERGUE**  
NATIONAL HISTORIC SITE

**Summary of 2026**

Date	Adult	Youth & Child	Senior	Family	GROUPS		4 Culture	Gift Shop & Not Paid	students	Lunches & Dinners	Special	Venue	Cruise	Bus	Total	
					Adult	Senior					Event	Rental	ships	Tours		
January	0	0	0	0	0	0	6	106	103	43	7	86	0	0	351	
February	9	0	0	0	0	11	3	116	20	96	43	114	0	0	412	
March	13	6	6	6	14	14	0	6	0	53	52	195	10	0	375	
April	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
June	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
July	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
August	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
September	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
October	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
November	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
December	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Totals</b>	22	6	6	6	14	25	0	15	222	176	191	245	210	0	0	1138
Date	Adult	Youth & Child	Senior	Family	Adult	Senior	Pass.	Gift Shop & Not Paid	students	Lunches & Dinners	Special Event	Venue Rental	Cruise Ships	Bus Tours	Total	
					GROUPS											

# Website and Social Media KPI Stats

Website Unique Visits

**2,235**

Website Page Views

**15,008**

Website Total Sessions

**3,287**

Facebook Reach

**128,664**

Facebook Page Visits

**3,467**

Facebook Followers

**2,724**

Instagram Reach

**5,714**

Instagram Engagement

**494**

Instagram Followers

**1,169**

Facebook Organic Content Views

**302,309**

Instagram Organic Content Views

**34,574**

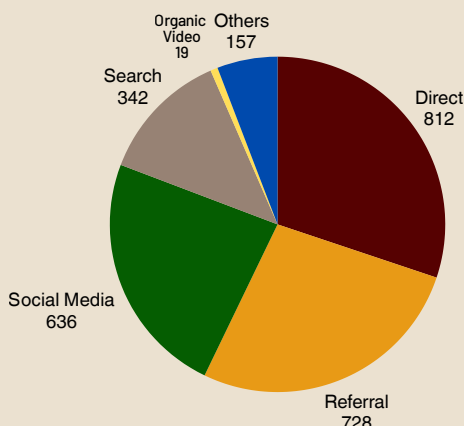
Social Media Posts Engagement

**2,291**

## Website Traffic Source Analysis

## Website User Behavior Report

### Website Total Sessions - Traffic Acquisition By Channel



### Website Unique Visits User Acquisition

Pages per Session:

**4.78%**

a user views nearly five pages or screens during a single visit to your website or app

Returning Visitors:

**355**

New Visitors:

**2,235**

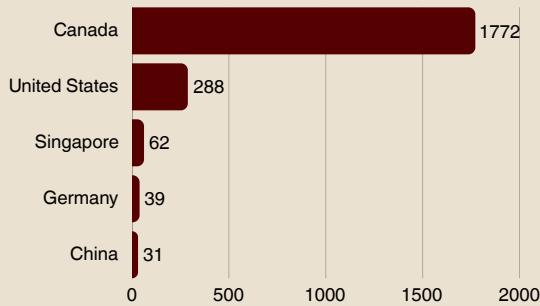


# Website and Social Media KPI Stats

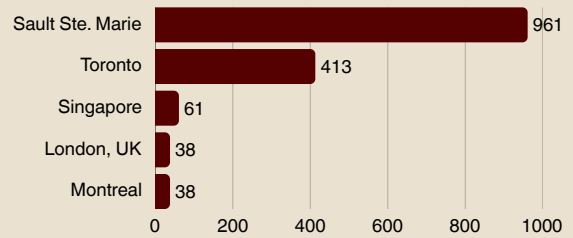
## Website Unique Visits by Demographics

www.ecnhs.com

### By Country - 2,235 Total



### By City - 2,235 Total



Complete demographic details in Google Analytics board

## Traffic Source Device Analysis

Mobile: **55.2%**

Desktop: **41.6%**

Tablet: **3.1%**

## Ecommerce Purchases Analysis

Total Items Viewed

**3,070**

Total Item Purchased

**318**

Total Fulfilled Orders

**175**

## Top 5 Most Selling Events by number of purchases:

