



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

Wednesday, June 10, 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>

	Pages
1. Call to Order	
2. Declaration of Pecuniary Interest	
3. Adoption of Agenda	
Mover _____	
Secunder _____	
Resolved that the Agenda for Historic Sites Board meeting for June 10, 2026 as presented be approved.	
4. Adoption of Minutes	3 - 5
Mover _____	
Secunder _____	
Resolved that Minutes of Historic Sites Board meeting of May 13, 2026 be approved.	
5. Business Arising	
6. Accounts	6 - 6
Mover _____	
Secunder _____	
"Resolved that the members of the Historic Sites Board, approve the expenditures and Year to Date estimated financials for June 1st, 2026"	

7. Curator's Report

- a) Proposed User Fees 2027
- b) Asset Management 2027
- c) CMOG application 2026

Mover _____

Secunder _____

"Resolved that the members of the Historic Sites Board approve the proposed User Fees 2027, as discussed and amended:

Mover _____

Secunder _____

"Resolved that the members of the Historic Sites Board approve the submission of the list of items for Asset Management 2027"

Mover _____

Secunder _____

"Resolved that the members of the Historic Sites Board approve the submission of the application to the Province for the Community Museum Operating Grant, and that the application include the approved Strategic Plan, Annual Report, and revised Policies."

8. Municipal Heritage Committee

9. New Business

10. Next Meeting

July or September, 2026

No August meeting

11. Adjournment

Mover _____

Secunder _____

Resolved that this Committee now adjourn.



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

Wednesday, May 13, 2026
12:00 pm
Old Stone House

Present: S. Casola, D. Conyers, C. Caputo, J. van Haaften, C. Tomchick,
S. Walker

Absent: Sandra Hollingsworth, Heather Bot, Brittany Paat, L. Siegart

Officials: K. Fisher

1. Call to Order

S. Casola called the meeting to order at 12:16 p.m.

2. Declaration of Pecuniary Interest

none noted

3. Adoption of Agenda

Moved by: C. Caputo

Seconded by: J. van Haaften

Resolved that the Agenda for Historic Sites Board meeting for May 13, 2026, as presented be approved.

Carried

4. Adoption of Minutes

Moved by: J. van Haaften

Seconded by: D. Conyers

Resolved that Minutes of Historic Sites Board meeting of April 15, 2026, be approved.

Carried

5. Business Arising

none noted

6. Accounts

April meeting presented Q1 for 2026.

No financials to report until Q2 is complete.

June meeting will have YTD financials

7. Curator's Report

2025 Annual Report (draft) presented for review and approval.

Moved by: C. Caputo

Seconded by: D. Conyers

"Resolved that the members of the Historic Sites Board approve the 2025 Annual Report for the operations of ECNHS, and whereas, the report be submitted to Council as per the HSB management by-law."

Carried

8. Municipal Heritage Committee

No May meeting.

9. New Business

a) Our fundraiser: Walkway to History - engraved bricks - is on hold until we can find a new engraver / installer.

b) August 10th is the last Council meeting for any approvals and reports, until the October election is complete.

10. Next Meeting

June 10th, 2026

12:00 noon

possibly July and August - no meeting

June meeting:

a) proposed user fees 2027

b) asset management / capital - proposal for 2027 budget considerations

c) CMOG application

11. Adjournment

Meeting adjourned at 12:55 p.m.

Moved by: C. Caputo

Seconded by: J. van Haaften

Resolved that this Committee now adjourn.

Carried

CITY OF SAULT STE MARIE							
HSB - OLD STONE HOUSE							
For the Four Months Ending Thursday, April 30, 2026							
					2025	2025	
		estimated YTD	YTD	Budget	Actual To:	Actual	Budget
FISCAL YEAR REMAINING% :	April	June 1st	Actual	2026	April	Year End	2025
REVENUE							
Fees and user charges	(\$5,727.48)	(\$47,148.00)	(\$25,712.59)	(\$100,922.00)	(\$22,635.70)	(\$144,297.08)	(\$85,205.00)
Government grants	\$0.00	\$0.00	\$0.00	(\$18,780.00)	\$2,395.44	(\$33,610.40)	(\$18,780.00)
	(\$5,727.48)	(\$47,148.00)	(\$25,712.59)	(\$119,702.00)	(\$20,240.26)	(\$177,907.48)	(\$103,985.00)
EXPENDITURES							
Salaries	\$21,958.97	\$114,088.00	\$87,719.48	\$331,773.00	\$85,876.84	\$303,058.42	\$311,780.00
Benefits	\$4,730.95	\$23,035.00	\$17,874.79	\$82,431.00	\$18,224.79	\$61,935.78	\$66,807.00
TOTAL SALARIES/BENEFITS	\$26,689.92	\$137,123.00	\$105,594.27	\$414,204.00	\$104,101.63	\$364,994.20	\$378,587.00
Travel and training	\$0.00	\$669.00	\$669.00	\$3,300.00	\$1,265.99	\$1,528.48	\$3,300.00
Vehicle allowance, maintenance and repairs	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$130.48	\$100.00
Utilities and fuel	\$2,999.99	\$12,402.00	\$12,018.48	\$34,283.00	\$8,103.20	\$26,687.86	\$33,687.00
Materials and supplies	\$6,110.55	\$16,743.00	\$13,572.25	\$33,041.00	\$7,719.87	\$44,413.38	\$26,830.00
Maintenance and repairs	\$4,817.07	\$16,589.00	\$15,982.20	\$22,982.00	\$21,780.37	\$39,530.69	\$21,821.00
Goods for resale	\$2,638.55	\$19,589.00	\$16,628.90	\$9,100.00	\$15,462.90	\$25,934.65	\$9,100.00
Financial expenses	\$380.68	\$1,692.00	\$1,194.73	\$1,750.00	\$1,125.77	\$6,616.32	\$1,750.00
Purchased and contracted services	\$1,648.08	\$5,184.00	\$5,183.80	\$9,082.00	\$2,932.70	\$6,790.48	\$9,082.00
Transfer to own funds	\$0.00	\$0.00	\$0.00		\$0.00	\$17,829.58	
TOTAL OTHER EXPENSES	\$18,594.92	\$72,868.00	\$65,249.36	\$113,638.00	\$58,390.80	\$169,461.92	\$105,670.00
	\$45,284.84	\$209,991.00	\$170,843.63	\$527,842.00	\$162,492.43	\$534,456.12	\$484,257.00
NET (REVENUE)/EXPENDITURE	\$39,557.36	\$162,843.00	\$145,131.04	\$408,140.00	\$142,252.17	\$356,548.64	\$380,272.00

HISTORIC SITES BOARD - ECNHS
PROPOSED 2027 USER FEES

	HISTORIC SITES BOARD	2024	2025	2026	2027	HST
10-550-5550-5630	ADMISSIONS:				changes	
	- Admission - Adult	\$15.00	\$15.00	\$16.00		Included
	- Admission - Senior	\$12.00	\$12.00	\$13.00	\$14.00	Included
	- Admission - Youth	\$9.00	\$9.00	\$10.00		Included
	- Admission - Child 5 to 12	\$5.00	\$5.00	\$6.00		Included
	- Admission - Children 5 & under	\$0.00	\$0.00	\$0.00		Included
	- Admission - Family	\$40.00	\$40.00	\$40.00		Included
	- Admission - Group Rate (10 or more)	\$13.00	\$13.00	\$13.00	\$14.00	Included
	- Audio Tour - Wand Rental - no longer using - Delete	\$5.00	\$5.00			
	- Bus Tours with box lunch (we provide) & learning tour	\$35.00	\$40.00	\$45.00		Included
	Bus Tour with Box Lunch (Group rate + boxed lunch from caterer + admin fees)				separated out	included
10-550-5550-5636	EDUCATIONAL TOURS:					
10-550-5560-5636	- 1.5 hour tours - no longer using- delete	\$5.00	\$5.00			
	- 2 hour tours	\$6.00	\$6.00	\$6.00		Exempt
	- 3 hour tours (lunch included)	\$10.00	\$10.00	\$10.00		Exempt
	2 hour class fee + admin & supply fee				\$185.00	
	3 hour class fee + admin & supply fee				\$285.00	
	- After hours - Brownies/Scouts	\$10.00	\$10.00	\$10.00		Exempt
	- Brownie/Guide sleepover badge program	\$75.00	\$85.00	\$85.00		Exempt
	- Workshops - fees & supplies	\$30.00	\$30.00	\$35.00		Included
	- Outreach programs (minimum 2 hour fee)	\$80.00	\$80.00			Exempt
	- Outreach kit	\$25.00	\$25.00	\$125.00		Included
	- Virtual Curriculum Engagement - 1 hour session	\$80.00	\$80.00			Exempt
	- Virtual Curriculum kits (per class) in addition to above fee	\$25.00	\$25.00	\$125.00		Included
	EVENTS:					
	- Bracelet Days - Adults	\$10.00	\$10.00	\$10.00		Included
	- Bracelet Days - Youth	\$5.00	\$5.00	\$5.00		Included
	Small heritage event fee - same fee as bracelet day				\$10.00	included
	- Heritage Tea (desserts & tea)	\$18.00	\$18.00	\$20.00		Included
	- Heritage Fridays by the Fire (soup, biscuit, desserts, beverage)	\$20.00	\$20.00	\$21.00		Included
	- Heritage High Tea (i.e. Lilac & Lavender - fancy sandwiches & desserts, programming)	\$30.00	\$35.00	\$36.00	\$38.00	included
	Heritage High Tea (group bookings)				\$36.00	included
	- Virtual & Curbside Tea kits - small	\$20.00	\$20.00	\$25.00		Included
	- Virtual & Curbside Tea kits - medium	\$40.00	\$40.00	\$40.00		Included
	- Virtual & Curbside Tea kits - large	\$60.00	\$60.00	\$60.00		Included
	- Heritage Culinary Lunch (soup, main, dessert, beverage)	\$25.00	\$30.00	\$30.00		Included
	- Heritage Culinary Dinner (apps, soup, main, dessert, beverage, c	\$40.00	\$50.00	\$55.00		included
	- Heritage Cocktail & Appetizers	\$30.00	\$30.00	\$30.00		Included
	- Heritage Dinner menu, theatrical, & program (group rate)	\$60.18	\$70.00	\$75.00		Included
	- Evening in the Summer Kitchen	\$60.00	\$60.00	\$65.00		Included
	- Birthday Parties (up to 10 people) (hearth baking, games, craft)	\$150.00	\$150.00	\$175.00		Included
	- Extra attendees for Birthday Party	\$10.00	\$10.00	\$13.00		Included
	- Extra hour time usage of site for birthday (per hour)	\$50.00	\$50.00	\$50.00		Included
	- Extra food, craft, beverage, and/or activity (each)	\$10.00	\$10.00	\$12.00		Included

HISTORIC SITES BOARD - ECNHS
 PROPOSED 2027 USER FEES

	WALKWAY ENGRAVING BRICKS (trust fund - capital fundraising)	\$75.00	\$75.00			Included
	RESEARCH FEES:					
	- Individual research fee - daily	\$25.00	\$30.00			Included
	- Individual research fee - yearly	\$115.00	\$125.00			Included
	- Reproduction fees, photocopying	\$0.50	\$1.00			Included
	- Reproduction fees, digital for exhibit or education (for each)	\$28.00	\$30.00			Included
	- Reproduction fees, digital for other uses (following copyright laws)	\$115.00	\$125.00			Included
10-550-5550-5631	SITE USE:					
	- Summer Kitchen / Theatre Only / Grounds (rental of a space)					
	- Basic Rental - Not for Profit - half day	\$225.00	\$250.00	\$280.00		included
	- Basic Rental - Not for Profit - 8 hour day	\$340.00	\$350.00	\$390.00		included
	- Basic Rental - Commercial - half day	\$450.00	\$500.00	\$565.00		included
	- Basic Rental - Commercial - up to 8 hours	\$905.00	\$950.00	\$1,000.00		included
	Auxillary modern kitchen rental for events & bookings (add on)				\$125.00	included
	- Wedding Ceremony and Photographs	\$395.00	\$400.00	\$475.00		included
	- Wedding Ceremony , Rehearsal, set up /down, photos	\$565.00	\$600.00	\$650.00		included
	- Wedding Ceremony only	\$285.00	\$300.00	\$350.00		included
	- Wedding Photographs only or professional photography request	\$225.00	\$225.00	\$250.00		included
	bartender fees - our license			\$150.00		included
	- Basic rental Film Crew - DAILY	\$565.00	\$1,500.00	\$2,000.00		included
	- Supervisory Fees - hourly for after hours	\$56.00	\$55.00			included
	Theatre for meeting added, if Heritage menu ordered	\$115.00	\$125.00	\$150.00		included
	ADDITIONAL FEES:					
	- Non refundable deposit on Site Rentals, Events, Weddings, etc. ** Applicable to total invoice**	\$56.00	\$100.00	\$100.00		included
	- Non refundable deposit for Commercial bookings (i.e. film companies) ** Applicable to total invoice**	\$285.00	\$300.00	\$300.00		included
	- Cleaning Fees	\$85.00	\$85.00	\$100.00		included
	- Tables - per table (after the original 36 on site)	\$5.00	\$5.00	\$5.50		included
	- Chairs - per chair (after what is available on site)	\$2.00	\$2.00	\$2.50		included
	- Waste Disposal	\$340.00	\$350.00	\$375.00		included
	- AV equipment	\$49.55	\$50.00	\$60.00		included
	- Security fees - once tents are set up on lawn (hourly)	\$39.50	\$40.00	\$50.00		included
	- Auxillary Kitchen for caterer	\$225.00	\$250.00	\$300.00		included
	- Damage fees will apply depending on damage to the site and cost of repair	\$101.75	\$100.00	\$150.00		included
	Refreshments:					
	- Coffee, Tea, Water & all condiments (environmental cups, cream & stir)	\$30.00	\$40.00	\$45.00		included
	- Coffee Big Urn & cups, cream, stir & water	\$49.55	\$55.00	\$55.00		included
	Coffe & Coffee cake - for meetings only - per person	\$17.90	\$18.00	\$20.00		included

2027 PRIORITIES

ASSET MANAGEMENT - HSB / ECNHS

MAINTENANCE / ASSET MANAGEMENT - CAPITAL

CLERGUE BLOCKHOUSE:

- Cedar Shake Roof \$80,000
 - Window repairs & paint \$80,000
 - Log chinking & repair & paint \$30,000
- \$190,000

ERMATINGER OLD STONE HOUSE:

- N.E. Foundation (last corner) \$30,000

SUMMER KITCHEN:

- Window repairs and paint \$40,000
 - Logs - chinking & repair \$30,000
- \$70,000