

**A Comprehensive Institutional Plan**  
**CARSTAIRS HERITAGE CENTRE**  
**2023 TO 2027**

**Current:**

*Updated February 2023*

**Note:**

1. *The 5-Year Plan is to be reviewed and updated annually during the first Quarter of Society and Museum operations. The original 5-Year Plan was developed in February 2011, and has been updated annually since this original edition.*
2. *Additional planning documents (work plan and/or action plan) may be required to actuate the 5-Year Plan, and will be created/ reviewed as necessary.*

**BACKGROUND**

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**Profile**

The Carstairs & District Historical Society (CDHS) is a non-profit, registered charity incorporated under the Alberta Societies Act in 1986.

It is a membership organization, and membership is open to all individuals, families and organizations with an interest in Local, Regional and Western Canadian History and Heritage. CDHS operates **The Carstairs Heritage Centre** to help fulfill its Mandate & Mission:

*To collect, preserve, record and interpret objects and materials relevant to Carstairs and District from the time of the first settlement to the present day; to preserve cultural traditions and maintain the local knowledge of the community.*

Further supporting the Museum's and CDHS key values/principles\*:

*The collection will be present with integrity and relevancy to the community and without bias, for the educational and cultural enjoyment for present and future generations.*

*\*Note: Please see Policy Manual A-1, Schedule 1 for "Commonly Held Values."*

The CDHS is supported by its membership, the Town of Carstairs, Mountain View County, and the Alberta Museums Association. Additional funds and support are provided through various grants; generous individual, corporate, and private donations; and annual fundraisers.

The Society and Museum has enjoyed steady expansion over the years primarily due to the dedication of countless volunteers and the support of the community.

## **Governance**

The Carstairs Heritage Centre is operated by a Curator/Manager, who is employed by the Carstairs and District Historical Society (CDHS). CDHS is operated by a Governance Board. The Board consists of a President, a Vice President, a Secretary, a Treasurer, and elected Directors.

Since 2020, the Curator/Manager portfolio was covered by 'interim' leadership. This will continue into 2023, and will ultimately end by Q2 2023. No gaps in service or delivery are expected during this period.

## **5-Year Plan**

The 5-Year Plan is the key planning tool for the CDHS and Carstairs Heritage Centre. It is both an institutional plan and year-to-year operations guide – combining strategic objectives and operational goals.

The Plan is renewed annually by a committee of the CDHS. The committee includes Board members, Society members and citizens at large – and includes input from the Carstairs Heritage Centre manager and staff. It is reviewed annually by Society membership and further voted at the AGM which is open to public. After approval by the Board and Society, it is sent for review by Town Council (Carstairs) and County Council (Mountain View). A follow-up presentation (per request) with Q&A to Town Council and/or County Council is the final step for approving the document for the year.

Following the presentation to Council(s), the 5-Year Plan is published online, and hardcopies are made available at the Carstairs Heritage Centre for any interested party.

## **Museum & Grounds**

The present facilities include: Visitor Information Centre (Administration Building), Main Museum (Roulston Hall, Knox Church, Ing Gallery, Pointen Gallery, & North Gallery), 3 carriage houses (each about 560 square feet, suitable for large displays in the summer), The McCaig House (pioneer homestead) and garage (250 square feet).

## **Operations & Programming**

### **Museum Open Hours**

Summer Hours (June, July, August): Monday through Saturday: 10am-4pm  
Sunday: Noon-4pm

Winter Hours: Monday-Friday: 10am-4pm

*\*Additional hours available by appointment.*

## Current Programming

- Educational Programs
  - *The Five Things*– onsite program
  - *Grade 2 Edu-Kit* – outreach program
  - *Grade 4 Edu-Kit* – outreach program
  - *Sheep to Sweater* – onsite program
  - *Cream of the Crop* – onsite program
  - *Young Curators* – onsite program
  - *Johnny Chinook* – onsite/outreach program
  - *Worth 1000 Words* – outreach program
  - *Pioneer Holiday* – onsite or outreach program
  - *The Home Front (Remembrance Day)* – onsite or outreach program
  - *Our community* – taking the museum on the road
- Outreach
  - *Antiques in the Attic*
  - *What is it?*
  - *Carstairs - 1883-1903*
  - *Dr. Chrystal*
  - *Good News, Bad News & No News.*
- Reminisce Speaker Series – a guest speaker series based in personal experience in a topic area
- Concert Series
- Pointen Art Gallery - Art Galas.

## Events & Activities

- Pioneer Supper (February)
- Carstairs Block Party (May)
- Carstairs Heritage Festival (June)
- Beef & Barley Days (July)
- Carstairs Horticultural Show August
- Alberta Culture Days (September)
- Crazy Carstairs Christmas Christmas (December)

## 2022 YEAR REVIEW

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### Projects & Operations

- ✓ Visitor Information Centre re-accreditation (annual)
- ✓ Received grants to support two summer students.
- ✓ North Gallery
  - Opened two new exhibits and remodeled three existing exhibits.
- ✓ Post-pandemic reopening
  - A return to school programming, and other special tours
  - A return for the concert series and art galas.
- ✓ Library Display Case

### **Collections Management**

- ✓ Trained two additional volunteers for cataloguing work.
- ✓ Continue accessions, cataloguing, or deaccession of Orphaned Items
- ✓ Inventory location and cataloguing – (data entry to new database)
  - Ongoing cataloguing work
  - Ongoing renumbering and relabeling of the Collection to bring up to a Museum Standard
- ✓ Ongoing collection audit
- ✓ Ongoing storage facilities re-organization planning/mapping
- ✓ Ongoing database reconciliation

### **Programming**

- ✓ Partnering with local businesses (Traditional Sweet Shop, Friends Pizza, Farm to Table) for QR-code scavenger hunt
- ✓ Hosted the classes from local schools.
- ✓ Continued offsite Art Auctions

### **Exhibits & Display**

- ✓ Expanding the museum's social media presence
- ✓ Continued the redevelopment of the North Gallery
- ✓ North Gallery stuff
  - Exhibits include a music exhibit, sports exhibit, remodeling the general store, sewing and military exhibits.
- ✓ Art Gallery
  - 10 new exhibits featuring art from Central Alberta
    - i. Billy Yakabowski
    - ii. HSS student Art Exhibit.
    - iii. A Medley of Central Alberta Art
    - iv. Gwen Day - Dee Poisson “Close to Home”
    - v. Sepideh Jaririan
    - vi. Dennis McConnell
    - vii. “Companion Species” Trex exhibit
    - viii. “Rush and the Roar” Trex exhibit
    - ix. Carstairs Artist guild
- ✓ Offsite (Library Exhibits)
  - Bob Clark
  - the National Day for Truth and Reconciliation,
  - Remembrance Day
  - Old Fashioned Christmas

### **Facilities & Maintenance**

- ✓ Church Steps
- ✓ Pest control
- ✓ Post-pandemic reconfigurations

## 2023 YEAR OBJECTIVES AND PRIORITIES

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The primary objective for the 2023 year is the North Gallery. There is a walled off space that now sits empty in which the museum intends to develop an exhibit about Indigenous history. This is an exhibit that will require careful planning and patience. With that in mind, The Carstairs Heritage Centre is collaborating with the Blackfoot Crossing Museum to develop this exhibit. Moreover, a plan is underway to reconfigure the south gallery and develop a new exhibit that focuses on the Great Depression. An important aspect to these new gallery changes will be redeveloping programs for school groups.

In conjunction with the development of new exhibits, the museum is auditing our collection to making room for new donations and to place new items on display. Starting in the fall of 2023 the museum will make a community wide call for artifact donations that will fill gaps the collection, this will be informed by our audit.

The museum plans to expand upon its outreach and events. The Town of Carstairs and many organizations there in are preparing for a full year of events which, historically, the museum has participated. This is an opportunity for the museum to reinvigorate our participation in such events. Additionally, the museum plans on developing an offsite exhibit for the Carstairs Memorial Arena.

### 2023-2027 PLAN

#### Category 1: Projects and Operations

Category 1 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2 0 2 3	2 0 2 4	2 0 2 5	2 0 2 6	2 0 2 7
Off-Site Satellite Displays	Primary – C/M	X	X			
Continue Phase 1 Regional Signage	Primary – VT Secondary – C/M	X	X			
Town of Carstairs Heritage Signage	Primary - C/M Secondary – VT; SS		X	X		
Create & Implement	Primary- C/M					

Conservation and Restoration Plan for Knox Church	Secondary- B	X	X	X	X	
Grow Volunteer Program – develop volunteer job descriptions.	Primary – C/M	X	X	X	X	X
Museum publication series	Primary – VT, C/M			X	X	X
Maintain museum’s online presence (website, facebook, etc.)	Primary – C/M, SS	X	X	X	X	X
Complete Museum’s Operational Health and Safety Policy	Primary- C/M, B	X				

## Category 2: Partnership and Funds Development

Category 2 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2020	2021	2022	2023	2024
Annual Fundraising Event	Primary: Com	X	X	X	X	X
Strengthen and explore community partnerships – library, playschool, 4H, etc.	Primary – C/M	X	X	X	X	X
Develop and implement Marketing and Promotion Plan	Primary – C/M Secondary - B		X			
Partner with local businesses to synergize local tourism	Primary – C/M Secondary - Com	X	X	X		

Research and source new granting opportunities	Primary – C/M	X	X	X	X	X
Reference organizational structure plan to hire second staff member	Primary- C/M Secondary- B	X	X			
Develop and execute Fundraising Action Plan	Primary – B Secondary - Com	X	X	X	X	X
Remain agile to seek and meet new fundraising opportunities	Primary – B Secondary - Com	X	X	X	X	X

**Category 3: Collections Management**

Category 3 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2020	2021	2022	2023	2024
Archives Cataloguing	Primary: SS, VT, C/M	X	X	X	X	X
Ongoing collections work – and upgrading to Museum Standard	Primary: C/M Secondary: VT	X	X	X	X	X
Ongoing database and paper gift record reconciliation	Primary: VT Secondary: C/M	X				

Photo scanning	Primary: SS	X	X			
Pursue newspaper digitization/ preservation project (as able to be funded)	Primary: C/M, Secondary: VT	X				
Collection Inventory	Primary: VT Secondary: C/M	X	X			
Audit storage facilities and develop plan	Primary: C/M	X	X			
Upgrade storage facilities	Primary: C/M Secondary: VT		X	X	X	

**Category 4: Programming**

Category 4 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2	2	2	2	2
		0	0	0	0	0
		2	2	2	2	2
		3	4	5	6	7
Continued development of upper grade (grade 5-12) programming	Primary: VT Secondary: C/M		X	X	X	
Formal review of educational programming	Primary: Com		X	X		
Continue guest speaker series	Primary: Com	X	X	X	X	X
Build out Carstairs Oral History Project	Primary: C/M Secondary: B, VT	X	X	X	X	X

<b>Restart annual fieldtrips</b>	Primary: C/M	X	X	X	X	X
<b>Restart and grow performing arts series</b>	Primary: Com	X	X	X	X	X
<b>Develop a general public tours and interpretive theme (adult and youth – e.g. scavenger hunt)</b>	Primary: C/M Secondary: SS	X	X			
<b>Develop public programming and increase number of in-house events (incl: summer programming)</b>	Primary: C/M Secondary: Com	X	X	X	X	X

### Category 5: Exhibits & Display

Category 5 Activities/Goals	Resources (B = Board; C/M = Curator/Manager; VT = Volunteer Team; SS = Seasonal Staff; Com = Committee)	Timelines (end of fiscal)				
		2 0 2 3	2 0 2 4	2 0 2 5	2 0 2 6	2 0 2 7
<b>Add object labels/contextual information into existing displays as needed</b>	Primary: C/M Secondary: SS	X	X			
<b>Develop interpretive plan and furnishings plan for McCaig House</b>	Primary: C/M Secondary: SS	X	X			
<b>Develop plan for Ing Gallery Space – rotating/traveling</b>	Primary: C/M	X	X	X	X	X
<b>Pointen Gallery Space – rotating art</b>	Primary: C/M	X	X	X	X	X
<b>Create Interpretive Plan for North Gallery exhibit spaces</b>	Primary: C/M	X	X			
<b>Implement North Gallery Interpretive Plan and begin</b>	Primary: C/M	X	X	X	X	X

<b>creation/installation of new exhibits</b>	<b>Secondary: SS</b>					
<b>Baseball – Ing Gallery</b>	<b>Primary: C/M</b> <b>Secondary: SS</b>	X				
<b>Textiles &amp; Fashion– Ing Gallery</b>	<b>Primary: C/M</b> <b>Secondary: SS</b>		X			
<b>Weird &amp; Wonderful – Ing Gallery</b>	<b>Primary: C/M</b> <b>Secondary: SS</b>			X		