



# PORT MOODY HERITAGE SOCIETY ANNUAL REPORT

2017

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BOARD OF DIRECTORS

2017/2018

<b>David Ritcey</b>	President
<b>Robert Simons</b>	Past President
<b>Bruce Gibson</b>	Vice-president
<b>Irene Reid</b>	Treasurer
<b>Deb Naso</b>	Secretary
<b>Armando Elias</b>	Director
<b>Bob Elliot</b>	Director
<b>Brad Letwin</b>	Director
<b>Dan Kirchner</b>	Director
<b>Wade Leslie</b>	Director
<b>Calum McVicar</b>	Director
<b>Bruce Schroeder</b>	Director
<b>Chris Staddon</b>	Director

2017

2018

Executive Director	Jim Millar	Jim Millar
Museum Coordinator	Markus Fahrner	Brianne Egeto Markus Fahrner
Museum Assistants	Alan Bradaric Kristyna May-Rashke Dorian Nijdam	Christina Anderson Alan Bradaric Dorian Nijdam Kristyna May-Rashke
Bookkeeper	Deb Naso	Deb Naso

## PRESIDENT'S REPORT: DAVID RITCEY

## President's Report

2017 was in many ways a time of change for the Port Moody Heritage Society and the Station Museum, as we prepared to significantly increase and improve our operations to meet the needs, opportunities, and challenges of a growing city.

From the perspective of the Board of Directors of your Society, the biggest event of the year was applying to the City of Port Moody for a new multi-year funding agreement, one that will allow us to operate with 3 full-time permanent staff. This work is continuing into 2018. Preparation for this application included compilation and presentation of financial and operational information showing our growth over the years, 2012-2017:

- 39% increase in total annual Museum attendance
- Over 300% increase in number of events, with 28% increase in guest attending
- 22% increase in Educational Programs, with 19% increase in participants
- 111% increase in annual volunteer hours

Operationally at the Museum, one big highlight of the year was our Vimy Centennial commemoration, which drew an impressive number of attendees, including VIP, Premier Christy Clark, MP Ron McKinnon (formally representing the Minister of Veterans' Affairs,) MP Fin Donnelly, MLA Linda Reimer, Mayor Mike Clay, and Aimee Brennan of War Amps.

In the fall, we were pleased to host at the Museum an exhibit of the family photo album of Mary and Colonel Richard Moody, on temporary loan from the Royal BC Museum and made possible by a grant from the BC Provincial Government through the BC Museums Association.

Details of the dozens of other Museum events and programs are in the Executive Director's Report.

At the beginning of 2017, Markus Fahrner joined our staff as coordinator, initially as a maternity replacement Brianne Egeto. We are currently blessed with having both Brianne and Markus on board.

My sincere thanks go to the Board of Directors and Officers, particularly to Armando Elias, Dan Kirchner, Wade Leslie, and Calum McVicar, who are departing the Board as of this Annual General Meeting, and also to continuing Directors Bob Elliott, Brad Letwin, and Bruce Schroeder, and to Vice-President Bruce Gibson. Extra special thank go to those who do the heavy lifting: outgoing Secretary Deb Naso, continuing Treasurer Irene Reid, and Past-President Robert Simons.

A big thank-you also to our continuing Committee Representatives – Dianna Brown (Heritage Commission) and Brenda Millar (Arts and Culture.)

Our Society members, Museum volunteers, and donors are what make all this possible. We are pleased to acknowledge the support of major funding partners:

- City of Port Moody
- British Columbia Community Gaming Grants
- Veterans' Affairs Canada
- Service Canada and Young Canada Works
- Port Moody Foundation

In addition to operating the Port Moody Station Museum, your Society also takes a role in heritage advocacy. During 2017, we were actively engaged with property owners at the loco Townsite, pushed for measures to retain heritage character homes in Moody Centre during small-lot subdivisions, sought a higher level of heritage protection for the Old Orchard Park caretaker's house, and served as stakeholders providing input for the new Port Moody Arts and Culture Master Plan and the enhanced Sustainability Checklist for development applications in the City.

With 2018 well underway, we certainly anticipate a bold and bright future for your Society!

Respectfully submitted,

David Ritcey  
President – Port Moody Heritage Society

**Executive Director's Report: Jim Millar**

After much contemplation on what I should say in this year's annual report, I'll focus on the important things.

First our volunteers get a heart-felt thank you. We would not be able to accomplish all that we do without you.

Second is our staff. Brianne was on mat leave in 2017 and Markus did a marathon effort filling in. Brianne is back and we still have Markus! Our list of 2017 events shows how busy we are and our community engagement:

- Volunteer Fair, Glen Eagle Jan 12
- Great War Talks: War Art, Jan 28
- Family Day, Feb 13
- Mayfair Outreach 2 Trench Talks
- Heritage Week Feb 19 Queen Street
- Great War Talk – Knights of the Air,
- Heritage Fashion Show- 150 years
- UME/Block 8 Academy Spring break
- Vimy Day -100th Anniversary April 9
- Easter
- Fingerling Festival – May 6
- Trench Talk Shell Shock May 28
- Mothers' Day Tea
- UME/Block 8 Academy – Pro-D day
- Telus Day of Giving
- 24Hour Trench - June 10
- National Aboriginal Day June 25
- Member/ Volunteer Appreciation Event
- Canada Day
- Outreach Burnaby Heritage T. Talk
- Night Market
- BC Highland Games
- Newfie Kitchen Party
- Ribfest July 21
- Car-Free Day
- Ioco Festival
- City scavenger hunt
- Canada 150 Mosaic
- Dieppe Talk August 25
- Coquitlam Amazing Race Sept 30
- Venosta Radio Show
- "Meeting the Moodys" album
- 24 Hr Trench- 3 Talks
- Outreach Mayfair
- Remembrance Week
- Trench Talk First Nation Soldiers
- Tell us your Stories, Sept 12
- PD Day for teachers, Oct 20
- Outreach Loyalist Society Burnaby
- Trench Talk Beaumont Hamel
- Christmas Tea on the Train, Dec 10, 17
- Christmas Lights – Letters to Santa

Third is our Funders. David has listed the major ones but there are lots of others, each helping a bit. Wonderful that we now have 3 permanent staff positions, thanks to increased funding mainly the City.

Then, I get into our future plans as we just closed our Koch exhibit of sketches from Germany: We plan on keeping the Trench display through June 2019, we have a replica SE5 to add, we want to add/increase senior engagement/volunteering, we will support the Alberta Museum Associations 'Action on Climate Change' and keep busy with programs, events and the collection (of which we had some interesting donations in 2017).

2017 was a good year – someday it will be 'the good old days'.



## 2017 BUDGET

**PORT MOODY HERITAGE SOCIETY**  
**Statement of Financial Position December 31, 2017**

**ASSETS**

## Current Assets

## Chequing/Savings

WS - Community chequing	-\$ 1,466.74
WS - Investor Savings - Operating	\$ 63,511.37
WS - Investor Savings - Weldon	\$ 64,432.24
WS - Investor Savings - Capital	\$ 70.76
Gaming Operating Savings	\$ 0.68
Gaming Community Chequing	\$ 27,820.90

## Undeposited Funds

Total Chequing/Savings	<u>\$ 154,369.21</u>
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## Accounts Receivable &amp; Other

Accounts Receivable	\$ 1,821.50
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## Prepaid Expenses

## Undeposited Funds

Total Current Assets	<u>\$ 156,190.71</u>
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## Fixed Assets

Capital Assets	\$ 618,365.96
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less Acc. amortization	-\$ 278,994.51
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Total Fixed Assets	<u>\$ 339,371.45</u>
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<b>TOTAL ASSETS</b>	<b><u>\$ 495,562.16</u></b>
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**LIABILITIES & EQUITY**

## Liabilities

Accounts Payable	\$ 29,679.10
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Total Current Liabilities	<u>\$ 29,679.10</u>
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## Deferred Revenue

Deferred Revenue - City of Port Moody	
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Total Current Liabilities	<u>\$ -</u>
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## Equity

## Restricted Funds

Property Equipment Fund Capital	\$ 339,371.45
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Direct Access Fund	\$ 27,832.58
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Funds for Future Programs	\$ 98,679.03
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Total Equity	<u>\$ 465,883.06</u>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>\$ 495,562.16</u></b>
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**PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION  
JANUARY TO DECEMBER 2017**

<b>OPERATING REVENUE</b>	<b>ACTUAL Jan – Dec 2017 Total</b>	<b>BUDGET  2017</b>
<b>EARNED REVENUE</b>		
Building Rentals	12,754.48	\$ 10,000.00
Amin fee re Moody Album	2,800.00	
Visitor Donations	10,421.15	\$ 5,000.00
Education Program Fees	6,586.47	\$ 5,000.00
Book Sales	2,756.05	\$ 1,000.00
Gift Shop Sales	388.74	\$ 700.00
Membership Fees	280.00	\$ 500.00
Miscellaneous income	\$ 17.07	
<b>TOTAL EARNED REVENUES</b>	<b><u>\$ 36,003.96</u></b>	<b><u>\$ 22,200.00</u></b>
<b>PRIVATE SECTOR REVENUE</b>		
Charitable Receipted Donations	\$ 6,150.00	\$ 3,000.00
Non Tax Receipted Donations	\$ 2,415.82	\$ 7,500.00
Port Moody Foundation	\$ 8,900.00	\$ 8,000.00
Interest Income	718.30	\$ 300.00
Special Events	\$ 18,858.18	\$ 14,000.00
Research Request Fees		
<b>TOTAL PRIVATE SECTOR REVENUE</b>	<b><u>\$ 37,042.30</u></b>	<b><u>\$ 32,800.00</u></b>
<b>GRANT REVENUE</b>		
<b>Federal</b>		
Service Canada (75% of costs)	\$ 11,708.00	\$ 12,252.00
Young Canada Works	\$ 3,424.24	\$ 12,329.00
Federal Grants - Other	\$ 9,250.00	\$ 14,950.00
<b>Total Federal Grants</b>	<b><u>\$ 24,382.24</u></b>	<b><u>\$ 39,531.00</u></b>
<b>Provincial</b>		
Direct Access - 50/50 draw	\$ 277.50	\$ -
Grants - other	\$ 21,700.00	\$ 23,780.00
Community Grant - Gaming	\$ 28,000.00	\$ 28,000.00
<b>Total Provincial Grants</b>	<b><u>\$ 49,977.50</u></b>	<b><u>\$ 51,780.00</u></b>
<b>Municipal</b>		
Arts Assistance Program	\$ 82,831.00	\$ 82,000.00
Municipal Grants - other	\$ 11,400.00	\$ 10,000.00
<b>Total Municipal Income</b>	<b><u>\$ 94,231.00</u></b>	<b><u>\$ 92,000.00</u></b>
<b>TOTAL OPERATING REVENUE</b>	<b><u>\$ 241,637.00</u></b>	<b><u>\$ 238,311.00</u></b>

**PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION  
JANUARY TO DECEMBER 2017**

	<b>ACTUAL</b>	<b>BUDGET</b>
	<b>JAN – DEC</b>	
	<b>2017 Total</b>	
<b>OPERATING EXPENSES</b>		
Accounting & Consultants Fees	\$ 4,668.75	\$ 5,000.00
Amortization	\$ 14,209.23	\$ 13,500.00
Alarm, Fire & Security	\$ 1,857.57	\$ 1,500.00
Bank Charges	\$ 377.22	\$ 500.00
Senior's Project		\$ 2,000.00
Display Collection Mgmt	\$ 20,530.62	\$ 17,800.00
Dues Licenses & Memberships	\$ 1,496.62	\$ 2,000.00
Education Program Supplies	\$ 57.71	\$ 900.00
Gift Shop Expense	\$ 12.68	\$ 600.00
Government Agency (G.S.T.)	\$ 964.57	\$ 2,500.00
Insurance	\$ 2,448.00	\$ 4,000.00
IT Expenses	\$ 1,376.91	\$ 2,500.00
Admin Fee for Moody Album	\$ 2,800.00	
Member Services (newsletters)		\$ 200.00
Marketing	\$ 2,477.46	\$ 1,500.00
Mileage, Meals, Per Diem	\$ 688.00	\$ 600.00
Office & General	\$ 1,877.40	\$ 4,500.00
Payroll	\$ 149,687.05	\$ 153,811.00
Miscellaneous	\$ 250.00	\$ -
Professional Development	\$ 2,370.74	\$ 2,400.00
Repairs & Maintenance	\$ 17,269.63	\$ 4,400.00
Special Events expenses	\$ 16,110.54	\$ 15,000.00
Telephone & Internet	\$ 2,683.65	\$ 2,500.00
Utilities	\$ 6,390.40	\$ 6,600.00
<b>T Volunteer Expense</b>	<b>\$ 5,280.17</b>	<b>\$ 7,500.00</b>
	<b>\$ 255,884.92</b>	<b>\$ 251,811.00</b>
<b>Excess or Revenue over Expenditures</b>	<b>-\$ 14,247.92</b>	<b>-\$ 13,500.00</b>

FINANCIAL SUMMARY



**PORT MOODY HERITAGE SOCIETY**

**Financial Statements**  
(Unaudited)

**Year Ended December 31, 2017**



**PORT MOODY HERITAGE SOCIETY**

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**Year Ended December 31, 2017**

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CHARTERED PROFESSIONAL ACCOUNTANTS

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## REVIEW ENGAGEMENT REPORT

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### To the Members of the Port Moody Heritage Society

We have reviewed the statement of financial position of Port Moody Heritage Society as at December 31, 2017 and the statement of operations and changes in fund balances and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and, consequently, We do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Pitt Meadows, British Columbia

April 9, 2018

J. FITZPATRICK & ASSOCIATES INC.

CHARTERED PROFESSIONAL ACCOUNTANTS

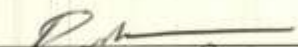
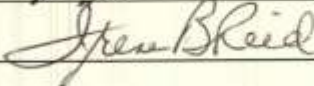


STATEMENT 1

**PORT MOODY HERITAGE SOCIETY**  
**Statement of Financial Position**  
**December 31, 2017**  
 (Unaudited)

	General Fund	Direct Access Fund	Capital Asset Fund	Total	
				2017	2016
<b>CURRENT ASSETS</b>					
Cash	\$ 126,548	\$ 27,822	\$ -	\$ 154,370	\$ 129,453
Accounts receivable	1,822	-	-	1,822	9,047
Government agencies receivable	697	-	-	697	1,044
Prepaid expenses	-	-	-	-	250
	<u>129,067</u>	<u>27,822</u>	<u>-</u>	<u>156,889</u>	<u>139,794</u>
<b>CAPITAL ASSETS (note 3)</b>	<u>-</u>	<u>-</u>	<u>339,371</u>	<u>339,371</u>	<u>353,580</u>
	<b>\$ 129,067</b>	<b>\$ 27,822</b>	<b>\$ 339,371</b>	<b>\$ 496,260</b>	<b>\$ 493,374</b>
<b>CURRENT LIABILITIES</b>					
Accounts payable	\$ 30,378	\$ -	\$ -	\$ 30,378	\$ 13,244
	<u>30,378</u>	<u>-</u>	<u>-</u>	<u>30,378</u>	<u>13,244</u>
<b>FUND BALANCES</b>					
Invested in capital assets	-	-	339,371	339,371	353,580
Externally restricted (note 4)	-	27,822	-	27,822	27,906
Unrestricted	<u>98,689</u>	<u>-</u>	<u>-</u>	<u>98,689</u>	<u>98,644</u>
	<u>98,689</u>	<u>27,822</u>	<u>339,371</u>	<u>465,882</u>	<u>480,130</u>
	<b>\$ 129,067</b>	<b>\$ 27,822</b>	<b>\$ 339,371</b>	<b>\$ 496,260</b>	<b>\$ 493,374</b>

On Behalf Of The Board:

 Director  
 Director

The accompanying notes are an integral part of these financial statements.  
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STATEMENT 2

**PORT MOODY HERITAGE SOCIETY**  
**Statement of Operations and Changes in Fund Balances**  
**Year Ended December 31, 2017**

(Unaudited)

	General Fund		Direct Access Fund		Capital Asset Fund	
	2017	2016	2017	2016	2017	2016
<b>REVENUES</b>						
Grants	\$ 140,313	\$ 141,478	\$ 28,278	\$ 28,000	\$ -	\$ -
Donations	33,849	35,267	-	-	-	-
Fundraising/Corporate sponsorship	18,858	14,243	-	-	-	-
Membership	280	880	-	-	-	-
Interest income	691	284	27	13	-	688
Program fees	6,587	5,646	-	-	-	-
Rentals	12,755	3,135	-	-	-	-
	<u>213,333</u>	<u>202,933</u>	<u>28,305</u>	<u>28,013</u>	<u>-</u>	<u>688</u>
<b>EXPENSES</b>						
Advertising	2,477	7,487	-	-	-	-
Amortization	-	-	-	-	14,209	13,481
Alarm, fire and security	1,858	1,998	-	-	-	-
Collection management and display	20,531	15,235	-	-	-	-
General and administrative	985	3,030	-	-	-	-
Interest and charges	375	200	3	12	-	-
Insurance	2,448	1,223	-	-	-	-
Office	11,173	11,056	-	-	-	-
Professional fees	4,669	4,413	-	-	-	-
Repairs and maintenance	17,270	9,991	-	-	-	-
Salaries and wages	124,902	129,521	28,386	22,407	-	-
Special Event and Project	17,802	37,508	-	-	-	-
Training	2,428	2,141	-	-	-	-
Utilities	6,390	6,105	-	-	-	-
	<u>213,288</u>	<u>229,906</u>	<u>28,389</u>	<u>22,419</u>	<u>14,209</u>	<u>13,481</u>
<b>Excess (Deficiency) of Revenues Over Expenses</b>	45	(26,973)	(84)	5,594	(14,209)	(12,793)
Fund balances, beginning of year	98,644	57,449	27,906	22,312	353,580	434,541
Interfund transfers - note 6	-	68,168	-	-	-	(68,168)
Fund balances, end of year	<u>\$ 98,689</u>	<u>\$ 98,644</u>	<u>\$ 27,822</u>	<u>\$ 27,906</u>	<u>\$ 339,371</u>	<u>\$ 353,580</u>

The accompanying notes are an integral part of these financial statements.  
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**PORT MOODY HERITAGE SOCIETY**  
**Statement of Cash Flows**  
**Year Ended December 31, 2017**  
 (Unaudited)

**STATEMENT 3**

	OPERATING ACTIVITIES				INVESTING ACTIVITIES	
	General Fund		Direct Access Fund		Capital Asset Fund	
	2017	2016	2017	2016	2017	2016
<b>SOURCES OF CASH</b>						
Grants	\$ 140,313	\$ 141,478	\$ 28,278	\$ 28,000	\$ -	\$ -
Donations	41,324	25,933	-	-	-	-
Fundraising/Corporate sponsorship	15,858	14,243	-	-	-	-
Membership	290	880	-	-	-	-
Interest income	691	284	27	13	-	688
Program fees	6,587	5,646	-	-	-	-
Rentals	12,755	5,135	-	-	-	-
	<u>220,808</u>	<u>193,589</u>	<u>28,305</u>	<u>28,013</u>	<u>-</u>	<u>688</u>
<b>USES OF CASH</b>						
Purchase capital assets	-	-	-	-	-	61,920
Salaries and wages	124,902	129,521	28,386	22,407	-	-
Purchased materials and services	70,906	97,371	3	12	-	-
	<u>195,807</u>	<u>226,892</u>	<u>28,389</u>	<u>22,419</u>	<u>-</u>	<u>61,920</u>
<b>CHANGE IN CASH DURING THE YEAR</b>	25,001	(33,293)	(84)	5,594	-	(61,232)
Cash, beginning	101,547	86,672	27,906	22,312	-	129,400
Interfund transfers - note 6	-	68,168	-	-	-	(68,168)
Cash, ending	<u>\$ 126,548</u>	<u>\$ 101,547</u>	<u>\$ 27,822</u>	<u>\$ 27,906</u>	<u>\$ -</u>	<u>\$ -</u>

The accompanying notes are an integral part of these financial statements.

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**PORT MOODY HERITAGE SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2017**

(Unaudited)

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**1 PURPOSE OF THE SOCIETY**

The Port Moody Heritage Society ("the Society") was incorporated on June 18, 1979 under the Society Act of British Columbia as a not-for-profit organization and is exempt from income tax as a registered charity under the Income Tax Act. The purpose of the organization is to promote heritage awareness of the communities at the head of the Burrard Inlet.

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**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of accounting

The Society prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund Accounting

The Society follows the restricted fund method of accounting for contributions.

The General Fund accounts for the society's program delivery and administrative activities. This fund reports unrestricted resources.

The Direct Access Fund is used to handle funds received from the gaming activities. This fund reports restricted resources.

The Capital Asset Fund reports the assets, liabilities, revenues, and expenses related to the Society's capital assets.

Capital assets

Purchased capital assets are recorded at cost. Amortization is taken on a straight-line basis over the assets' estimated useful lives, which for buildings is 20 years. Amortization is reported in the Capital Asset Fund.

Capital assets are written down when conditions indicate that they no longer contribute to the Society's ability to provide goods and services, or when the value of future economic benefits associated with the asset is less than the book value.

Revenue recognition

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be recorded can be reasonably estimated and collection is reasonably assured.

All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Membership fees are recognized as fees for services. When the members receive the services, the fees are recognized as revenue.

The Society recognizes government funding in the period in which it is received.

Contributed services

In its day-to-day operation, the Society uses the services of many volunteers. Volunteers contribute about 1,400 hours per year to assist the Society in carrying out its service delivery activities. Because of the difficulty of determining the fair value, contributed services are not recognized in the financial statements.



**PORT MOODY HERITAGE SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2017**

(Unaudited)

Use of estimates

When preparing financial statements according to ASNPO, the Society makes estimates and assumptions relating to:

- Reported amounts of revenue and expenses;
- Reported amounts of assets and liabilities; and
- Disclosure of contingent assets and liabilities.

Management's assumptions are based on a number of factors, including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that they believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates were used when accounting for certain items, such as the useful lives of capital assets and impairment of long-lived assets.

**3 CAPITAL ASSETS**

	Cost		Accumulated Amortization		Net book	
	2017	2016	2017	2016	2017	2016
Building	\$ 618,366	\$ 618,366	\$ 278,995	\$ 264,786	\$ 339,371	\$ 353,580

**4 EXTERNALLY RESTRICTED NET ASSETS**

	2017	2016
Restricted, related to gaming activities	\$ 27,822	\$ 27,906

For 2017, the Society received \$28,000 in funding in August of 2017. These funds will used to help fund operations in 2018.

**5 FINANCIAL INSTRUMENTS**

The Society uses risk management to monitor and manage its risk arising from financial instruments. These risks include credit risk, interest rate risk, liquidity risk and market risk. The Society does not use any derivative financial instruments to mitigate these risks.

Credit risk

The Society's credit risks arise from cash and accounts receivable. Cash are deposited with reputable, major financial institutions to limit the credit risk exposure. The credit risk from counter parties not paying accounts receivable is not considered to be significant.

Interest rate risk

The Society is exposed to interest rate risk with respect to cash. Changes in interest rates can affect cash flows related to interest income and expense.

Liquidity risk

Liquidity risk exposure is dependent on the receipt of funds from provincial government grants and other sources to enable the Society to pay its liabilities as they become due.



**PORT MOODY HERITAGE SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2017**

(Unaudited)

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**6 INTERNALLY RESTRICTED FUNDS**

The Society decided in 2016 to unrestrict the internally restricted funds that have been held for future development of the museum building. The funds were used for capital assets, building repairs and maintenance and the balance has been moved into the general fund.

**2017 Statistics**

Membership 34

Staff

Executive Director	Full Time
Museum Coordinator	Full Time
Museum Assistants	3 Full Time Summer
	1 Full Time Fall

Volunteers Volunteer Hours: 1731 hours

Museum Hours of Operation

Victoria Day to Labour Day  
 Open Daily: 10:00am – 5:00pm

Labour Day to Victoria Day  
 Museum Offices Mon-Fri 9:00am-5:00pm  
 Museum Open to public:  
 Wednesday to Sunday 12:00pm – 4:00pm

Displays

**Permanent Displays: 6**

Industry and Community of Early Port Moody, Replicated rooms of a 1908 Train station, 1921 Venosta Train Car, Heritage and Meditation Gardens and the McKnight Centennial Trench.

**Temporary Exhibits: 5**

National War Memorial Exhibit, Meeting the Moody’s, Tell us your stories, Vimy Ridge Tunnel, Hospital Train Display, Sopwith Camel and WW1 Vehicle Display.

<u>Programs</u>	<u>Events</u>	<u>Outreach</u>
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School Groups: 89 school groups	31	7
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Amount of visitors :

General	Events	Rental	Programs	Out-Reach
2723	7770	215	1466	835

Total People reached: 14142

## Acknowledgements

### **The Port Moody Heritage Society gratefully acknowledges support from:**

The Community of Port Moody, our Volunteers and Members

Brillant Circle

City of Port Moody

COBS Fresh Bread Suter brook

Flavelle Sawmill Company

Government of Canada

Canadian Heritage Information Network

Heritage Canada, Service Canada, Veterans Affairs

Indian Arm Recreational Services Ltd

Inlet Floral Design

Ivan Sayers

Kinderbooks

Pajo's at Rocky Point Park

Pasta Polo

Pacific Coast Terminals Company

Port Moody Foundation

Port Moody Flowers

Province of British Columbia - BC Gaming Commission

TELUS

The Tri-City News

Tri-Cities Community Television

## A Case Statement

**Our Vision:** A valued and vibrant community asset that showcases and celebrates our heritage

**Our Mission:** PMHS promotes an appreciation of community heritage by preserving and presenting history through exhibits and programs. We welcome everyone to discover our shared heritage.

**Our History:** The Port Moody Heritage Society, a volunteer based registered non-profit society, was formed from the 1967 Port Moody Centennial Committee and incorporated in 1969 as the Port Moody Historical Society. In 1983 the name of the society was changed to Port Moody Heritage Society to reflect the additional focus of creating and operating the Port Moody Station Museum; preserving information and records of community heritage value.

The Museum is housed in the second Canadian Pacific Railway station built in Port Moody. It was built on the west side of the town in 1908 and moved in 1945 by rail to the center of town at Queens Street. The station building was purchased by the Society in 1978 and moved a second time, by truck to its present location on land leased from the City of Port Moody at 2734 Murray Street, beside Rocky Point Park.

The Museum is a community museum, portraying the history and heritage of the area at the head of Burrard Inlet. Port Moody is the original Western Terminus of the Canadian Pacific Railway so the CPR is highlighted to show the importance of the railway in the development of the community and Western Canada.

The Museum is governed by a maximum of thirteen Board of Directors, elected annually from the Society's membership. The Board is comprised of a group of dedicated volunteers who bring together a wide variety of backgrounds, skills, contacts and expertise. A full time Executive Director oversees the daily operation of the Museum with a full-time Museum Coordinator, three federally sponsored Summer Student Staff and Volunteers round out the staff.

## The Museum's Key Feature

The station, designed to be a live-in unit, originally consisted of two floors. The main floor of 240 m<sup>2</sup> is used as community and public display space. The Telegraph Office, the hub of railroad activity, features an operational telegraph system, which is available for visitors to try, and a hand-operated telephone from 1884 when the Port Moody and New Westminster Telephone Co. was the first telephone system in B.C.

The Waiting Room contains wooden benches and CPR travel posters together with a ticket booth. The restored Parlour and Kitchen show the living conditions in the station between 1908 and 1930. The Large Exhibition Room features permanent exhibits of Port Moody's Industry and community in the early 1900's. There is a lumber display showing materials from early saw and shingle mills, a pot-bellied stove, historic photo collection display, a 1930's, 40's and 50's display drawer, a general store and two models of early Port Moody. The Small Exhibition Room displays include a First Nation's display of Salish artefacts, the fur trade, the Royal Engineers, the First Train and the Western Terminus of the CPR.

The basement of 240 m<sup>2</sup>, was added when the building was moved to Murray Street and is the museum's collection storage area. The upper floor of 60 m<sup>2</sup> is used for offices and administration.

Outside displays feature the "Venosta" a 1921 sleeper car that displays historic railway pictures and artifacts. It is set-up as a dining car for events and Heritage Teas. The Venosta is available for rent for private functions.

The Heritage Garden is planted and cared for by volunteers and staff, and features heritage varieties typical to the gardens of the period that dotted the communities along CPR's line.

Our Meditation Garden was created and is cared for by volunteers and is a wonderful display of beautiful flowers.

The McKnight Trench exhibit is intended to educate the public about an important part of Canadian History and pay tribute to all of the soldiers that fought in WW1.

The Port Moody Heritage Society, through the efforts over the years of its many dedicated volunteers, has amassed a great deal of knowledge, a collection of important archival material and a multitude of artifacts relating to our community's heritage and history. The Museum preserves and promotes our Community's heritage and is the only local repository for artifacts and archival materials.

The Heritage Society provides a range of benefits to the Community:

- **Port Moody Station Museum** – The Museum is operated daily by a full time Executive Director, full-time Museum Coordinator, part time book keeper and summer students sponsored by Service Canada and Volunteers. Admission is by donation.
- **A Resource Centre and Archives** – The Museum is the repository of significant archival materials listed through the B.C. Archives Association. Among the collection are the City of Port Moody's tax rolls from 1913-1974 and over 5,000 photographs, which provide unique historical information.
- **Artifact Preservation** – we preserve many significant historic items in the Museum, which without our care, these items might otherwise be lost or unavailable to the community. Our collection mandate is to preserve items of significance to the development of the area.
- **Educational Programs** – a variety of programs and tours aid in kindling an interest of history; and assists schools to meet their curriculum requirements. The Animating History program is a dynamic partnership with Reel to Real and provides students and opportunity to create a Stop Motion animated short film on the Building of the Railway



- **Heritage Awareness** – Museum staff and volunteers promote heritage awareness by taking part in local community events, historical lectures and contributing our expertise. Our main events are: Family Day, the Easter Egg Hunt, Heritage Week, WW1 Commemoration events, Canada Day and Ioco Ghost Town Days Festival. We continued to participate in other community events such as Fingerling Festival, Ribfest, City Events and Golden Spike.
- **Volunteer Opportunities** – Museum resources encourage citizens to give back to their community and in turn receive opportunities for personal development. Our partnership with School District 43 provides opportunities for students in the Career Preparation program. Our volunteers have contributed substantially to the care and organizing of the collection, have helped out in all of our events and both gardens.
- **Tourist Destination** – Our guest book lists visitors from many far-away places. Local residents bring visiting friends and family to the Museum as it helps to bring a real sense of Port Moody “to life”. This Museum in 2017 hosted numerous events that brought a focus to our place in the Community.

## Our Accomplishments and Plans for the Future:

Although we have accomplished much over the years, we continue to strive to offer more to the community; opportunities to preserve our past and future heritage, as we create it. The Museum is to be a centre of activity, where our past is highlighted in a living vibrant exciting manner to enable visitors to explore and experience the past, present and future of our community.

Amongst our accomplishments / plans are:

- **Improvements to our physical space** - To improve and raise the garden beds.
- **Increasing community involvement and heritage awareness** -- There is an ongoing need to update existing displays in order to reflect the ever-changing needs and character of the community. We plan to extend heritage awareness through display partnerships and joint events with community groups
- **Continuing to develop educational programming and displays** -By creating more specialized educational programs with different partners encourages a higher utilization of facilities as programs focus on specific curriculum content providing more in-depth learning opportunities. We have been looking into new preschool programming. The addition of the McKnight Centennial Trench Exhibit has been an excellent opportunity to reach out to a new group of individuals locally and internationally. Programs on the trench have educated students from all grades about what life in the trenches were like and the monthly Trench Talks Series has been a great addition to educating the public.

**Site Development** -- Other future capital projects include visitor-focused improvements such as wheelchair accessible washrooms, air conditioning on the Venosta, signage improvements, a programming area as well as expanded displays, conservation work areas and future museum expansion. External factors such as the Evergreen rapid transit line will have dramatic impacts.

The Port Moody Heritage Society, a registered non-profit charity, gratefully appreciates community support and is capable of issuing tax receipts.

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