

50 
1969 - 2019



**PORT MOODY HERITAGE SOCIETY
ANNUAL REPORT 2018**

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BOARD OF DIRECTORS**2018/2019**

President	David Ritcey
Vice President	Bruce Gibson
Treasurer	Irene Reid
Secretary	Laura Dick
Director	Stan Copp
Director	Bob Elliott
Director	Kirsten Gerllays
Director	Brad Letwin
Director	Deb Naso
Director	Bruce Schroeder
Director	Chris Staddon

2018**2019**

Executive Director	Jim Millar	Jim Millar
Museum Coordinator	Brianne Egeto Markus Fahrner	Brianne Egeto Markus Fahrner
Museum Assistants	Christina Anderson Alan Bradric Dorian Nijdam Kristyna May-Rashke	Kaitlyn Daly Gohar Nazem Kristyna May Rashke Theo de Lotbiniere Harwood
Bookkeeper	Deb Naso	Deb Naso

PRESIDENT'S REPORT: DAVID RITCEY

President's Report, 2018-2019

2018 marked the 50th year of operations for the Port Moody Heritage Society, as we received our incorporation from the Province on June 18, 1969. Birthday celebrations started with the heritage theme of the current City of Port Moody community calendar, and will continue through much of 2019.

This past year was one of fantastic success for the Society and the Museum, as we began operations with enhanced annual funding from the City of Port Moody and with three full-time staff members. Our biggest museum project of recent years, commemorations of The Great War, reached a culmination of sorts with the centenary of the Armistice of November 11, 1918. From this point of accomplishment, at the Society and Board of Directors' level, we ask ourselves, **“What next?”**

From a strategic planning session in 2016, the Society set four main multi-year aims:

- 1) To Lead the Community
- 2) To Educate, Entertain, and Remember
- 3) To be a Special Place in Port Moody
- 4) To be the “Best Small Museum” both in operations and in Board governance

These will continue to be our guiding points. At the Board meetings throughout 2018-19 and in a focused workshop in January, we set out some more specific goals, including:

- to build a formal strategic plan document
- to further integrate our Museum programs with schools
- to enhance and strengthen our connections to indigenous groups and their history.

This work is ongoing, and will be carried forward by staff and volunteers at the Museum, and by the incoming Board of Directors.

For me personally, one of the great events of the year was the “We Remember” project in which children from elementary schools in Port Moody and Anmore brought their family recollections of military service to the Museum in November. I feel we have truly made some lasting and valuable connections to students and to teachers.

2018-19 is my final year of President of your Society, but I doubt it marks the end of my time at the Museum or in the broader heritage community. In addition to our hardworking and devoted staff, my genuine thanks go to the Board of Directors and Officers, all of whom deserve to be applauded by name: Stan Copp, Laura Dick, Bob Elliott, Kirsten Gerllays, Bruce Gibson, Brad Letwin, Deb Naso, Irene Reid, Bruce Schroeder, and Chris Staddon, and to our continuing representatives on City Committees and Commissions, Dianna Brown and Brenda Millar.

Extra special thanks and special mention must go to Past President Robert Simons, whose efforts and achievements have been truly foundational for us, and will put us in good stead for many years to come.

Our Annual General Meeting this year is running in conjunction with a volunteer appreciation event. Volunteers are an essential part of the Museum; it literally would not be here without them. Their work is done both at the many public events we operate throughout the year, and in the background (and backyard, and basement) at the Museum.

It is a pleasure also for me to acknowledge and thank our diverse funding partners and financial donors who make our work possible:

- City of Port Moody (Operating Agreement and various event funding)
- British Columbia Community Gaming Grants
- Service Canada
- Young Canada Works
- Vancouver Foundation
- Metro Vancouver
- Port Moody Foundation
- Veterans' Affairs Canada
- Heritage Canada (Ioco Festival Grant)
- Government of Canada (National Indigenous Peoples' Day)
- Royal Canadian Legion Branch 119
- Brilliant Circle Group
- Pacific Coast Terminals
- A & A Steel Ltd.
- John Grasty
- Deborah Nijdam

With the goals we have set for ourselves, and an awareness of the opportunities and challenges ahead, I truly expect 2019-2020 will be a year of great achievement and advancement for your Society and our Museum.

Respectfully submitted,

David Ritcey

EXECUTIVE DIRECTOR'S REPORT: BY JIM MILLAR

For this year's annual report, we will look back at the 50 plus years of our history. The Port Moody Historical Society received its incorporation from the Province on June 18, 1969 – 50 years ago, but it takes some time to become incorporated.

What is likely the biggest heritage tragedy in Port Moody was not saving the CPR's 1882 Terminus Station. There was talk in 1960 of making it a museum when it was offered to the City for a dollar but the talk didn't lead to action, so it was torn down in the fall of 1961. Some five years later, leading up to the Canadian Centennial of 1967, there was a push to include Heritage into the celebrations, thus formed the 1967 Centennial Committee. The Committee's vision was strong, including sharing of the Centennial Building to be a library and a museum. Unfortunately, again this wasn't to be.

From the 1967 Centennial Committee, formed the Port Moody Historical Society, lead by its first and second presidents, Bert Flinn and Bud Espeseth respectfully. Bert Flinn was a sitting City Councilor. Still with hopes of creating a museum, employment creation grants were received. Collections and archive work began and artifacts were stored in the basement of Old City Hall. A museum was finally created in 1972 when the sales building from the College Park subdivision was moved to the vacant lot east of Kyle Centre. More employment creation grants were received to operate the Museum.

1976 was a major crossroads for the Historical Society, for that was the year the CPR ceased operations of its 1907/08 Station. (CPR posted request for proposals in April 1907 and the building was completed in July of 1908.) The decision became whether to have a permanent museum in the CPR station or wait five years to have the Old City Hall. (Council wanted to build a new City Hall by 1981.) The decision split the Society as some did not want a railway museum. As we know, the #9 station was moved a second time in 1978 to 2734 Murray Street.

It took 5 years for the Historical Society to renovate the station; on July 1, 1983, the Port Moody Station Museum was officially opened. During this 5 years, another major development occurred. The Coquitlam Historical Society, formed in 1972, faltered and closed. There were meetings to amalgamated the two societies and create a School District 43 Museum. This was tried but in the end the Port Moody Historical Society purchased the artifacts of the Coquitlam Historical Society. Support and funding from others of SD43 never materialized.

With the official opening of the Port Moody Station Museum, the Historical Society changed its name to Port Moody Heritage Society. However this did not clear up public perception of what type of museum it was or who operated it. Something we still deal with.

In the mid 1980's, employment grants dried up and the funding shortage became critical to the point of closing the Museum in 1986. In 1987 an employment grant allowed a staff of 3 including Diane Rogers for 8 months. Complicating the issue was the purchasing of CPR Rules Car 49 (Venosta) and a caboose.

The caboose eventually went to Maple Ridge and it took 5 years to get the Venosta restored, opening in 1991. In 1983, Al Sholund became Vice President, leading fundraising with Imperial Oil. Al spent many volunteer hours at the Museum and became known as the City historian earning him Freedom of the City.

Al McNeil became President in 1991, leading the museum through the redevelopment of the main building. It took 4 years of dedication to get enough funding to upgrade the main floor display and create a website. Also, a spare copy of Dbase 3 was found at BCTel and with some ingenuity, we were one of the first museums in BC to have a computerized collections system.

In 1999, the Society hired Jim Millar for the part-time position of Manager/Curator, providing the Society with better organization and new initiatives that helped the museum become more self-sufficient. A fire sprinkler system was installed, the website upgraded and the museum's shed was named, "Charlie's Shop" in recognition of the many years Charlie McNaire "Mr. Fix It" gave to the museum.

In the fall of 1999, the Society had a special memorial bench dedication ceremony for Bud Espeseth, founding member and president of the Society. Bud was instrumental in the process of moving the CPR station, its location selection, design and the complete restoration of the station into the Museum.

Many projects began in 2000, the Heritage Garden Project and a pathway from Rocky Point Park to the museum was built. A set of train tracks were installed parallel to the first set of handcars and a strategic plan outlined our future. Other maintenance projects followed including painting the building and the Venosta in 2007, platform replacement and building drainage in 2008 which fixed our basement flooding problem, roof replacement in 2009 and the Venosta Cover in 2011.

In 2002, Manager/ Curator became full- time and part -time Museum Assistant was added in 2004 thanks to City funding. The Museum Assistant position was changed to full time Program and Events Coordinator in 2009 with Rebecca Clarke doing much including "The Book".

Through the following years, the number of events the Society undertook grew and the Museums programs expanded. The Heritage Garden and grounds improvements continued with much credit to Tom Galinis who rescued plants from around Port Moody. A new renovation took place in the Freightshed with support from the Port Moody Foundation. 2011 saw Mary Anne Cooper pass the lead of Ioco Ghost Town Day to the Society. Due to the growth, the Museum's exhibits and programs started gaining attention and the Museum started being recognized for the work it was doing. Awards of note include the City Heritage Awards for the years 2004, 2005, 2015; the Peter Hulbert Accessibility Award in 2015, and in 2018 we won both the City of Port Moody's Civic Arts Award and Tourism Award.

In 2012, the museum began a collection storage restoration project; giving approximately 40% more storage space to the museum which allowed our collection to grow. The Dbase program evolved into and continued adding more information, an ongoing project as more digitization occurs.

Through a Federal grant given by Service Canada's New Horizons for Seniors program, a book project began and through the help of many volunteers and Museum staff the Society was able to launch their book, *Tracks in Time* in 2013.

During the City's Centennial year, 2013, the Society took part in many events and projects to help celebrate Port Moody's History, with Brianne Egeto as Program and Events Coordinator.

In 2014, the Museum added a Meditation garden created and maintained by Linda Moncur; a WW1 Trench Exhibit by the 'Trench Squad' which gained National Recognition with an international exhibit.

In 2018, a second Events and Program Coordinator position, filled by Markus Fahrner, was created thanks to funding by the City.

We have grown many relationships within the community over the years and look forward to this year as we celebrate our 50th Anniversary. Please help us celebrate!



2019 BUDGET

PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION

Budget 2019

INCOME

OPERATING REVENUE

EARNED REVENUE

Building Rentals

Visitor Donations

Education Activity

Membership Fees

Gift Shop Sales
Book Sales
TOTAL EARNED REVENUES

\$	6,000.00
\$	5,000.00
\$	10,000.00
\$	500.00
\$	500.00
	<u>\$</u>
	<u>6,500.00</u>
	<u>\$</u>
	<u>28,500.00</u>

PRIVATE SECTOR REVENUE

Charitable Rec Donations

Non Tax Rec Donations

Foundations

Interest Income

Special Events

TOTAL PRIVATE SEC REVENUE

\$	2,500.00
\$	7,500.00
\$	1,200.00
\$	600.00
	<u>\$</u>
	<u>14,730.00</u>
	<u>\$</u>
	<u>26,530.00</u>

GRANT REVENUE

Federal

Service Canada (Min wage + MERCS)

\$ 16,529.00

Young Canada Works (74% of costs)

\$ 9,800.00

Federal Grants - Other

\$
5,000.00

Total Federal Grants

\$
31,329.00

Provincial

Direct Access Gaming

Direct Access - other

BCArts Council Project/Festival

Provincial Grants - Other

Total Provincial Grants

\$
28,000.00

\$ -

\$
6,000.00

\$ -

\$
34,000.00

Municipal

Arts Assistance Program

Capital Maintenance Fund

Municipal - Other

Metro Vancouver

Total Municipal Income

\$	193,000.00
\$	-
\$	6,000.00
\$	<u>2,000.00</u>
\$	<u>201,000.00</u>

TOTAL REVENUES	\$ 321,359.00
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EXPENSES

OPERATING EXPENSES

Accounting & Consultants Fees	\$ 5,000.00
Alarm, Fire & Security	\$ 1,000.00
Bank Charges	\$ 500.00

Admin Upgrade	\$ 15,000.00
Display Collection Mgmt	\$ 10,000.00
Dues Licenses & Memberships	\$ 2,000.00
Education Program Supplies	\$ 2,000.00
Fund Raising Expense	\$ -
Gift Shop Expense	\$ 800.00
Government Agency (G.S.T.)	\$ 500.00
Insurance	\$ 1,500.00
IT Expenses	\$ 5,000.00
Janitorial Expense	\$ -
Member Services (newsletters)	
Marketing	\$ 1,500.00
50th Anniversary Cookbook	\$ 7,000.00
Meals, Per Diem	\$ 500.00
Mileage	\$ 1,500.00
Minor Capital Expense	\$ -
Office Expense	\$ 2,000.00
Payro Permanent II	\$ 184,139.00
Payroll Weekend	\$ 4,508.00
Payro Student II	\$ 29,676.00
Benefits	\$ 20,862.00

Professional Development	\$ 3,000.00
Repairs & Maintenance	\$ 5,000.00
Special Events expenses	\$ 18,940.00
Telephone & Internet	\$ 3,800.00
Utilities	\$ 7,000.00
Volunteer Expense	\$ 4,000.00
Volunteer Honorariums	\$ -
TOTAL OPERATING EXPENSE	\$ 336,725.00
Excess of Revenue over Expenditures	<u>-\$ 15,366.00</u>

FINANCIAL SUMMARY



PORT MOODY HERITAGE SOCIETY

Financial Statements
(Unaudited)

Year Ended December 31, 2018

PORT MOODY HERITAGE SOCIETY ANNUAL REPORT 2018



J. FITZPATRICK & ASSOCIATES^{INC.}

CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of the Port Moody Heritage Society

We have reviewed the accompanying financial statements of Port Moody Heritage Society that comprise the statement of financial position as at December 31, 2018 and the statements of revenues and expenditures, changes in net assets and cashflows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Basis for Qualified Conclusion

In common with many not-for-profit organizations, Port Moody Heritage Society derives revenue from fundraising activities, the completeness of which is not susceptible to us obtaining evidence we considered necessary for the purpose of the review. Accordingly, the evidence obtained of these revenues was limited to the amounts recorded in the records of Port Moody Heritage Society. Therefore, we were unable to determine whether any adjustments might have been found necessary with respect to fundraising revenue, excess of revenue over expenses, and cash flows from operations for the years ended December 31, 2018 and 2017, current assets at December 31, 2018 and 2017, and net assets as at January 1 and December 31, 2018 for both 2018 and 2017 year ends. Our conclusion on the financial statements as at and for the year ended December 31, 2018 was modified accordingly because the possible effect of this limitation in scope.

Qualified Conclusion

Based on our review, except for the possible effect of the matter described in the basis for a qualified conclusion paragraph, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Port Moody Heritage Society as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for not-for-profit organizations.

Pitt Meadows, British Columbia

May 27, 2019

J. FITZPATRICK & ASSOCIATES INC.

CHARTERED PROFESSIONAL ACCOUNTANTS

**PORT MOODY HERITAGE SOCIETY ANNUAL REPORT
2018**

PORT MOODY HERITAGE SOCIETY ANNUAL REPORT

2018




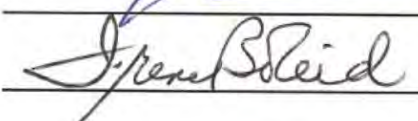
STATEMENT 1

PORT MOODY HERITAGE SOCIETY
Statement of Financial Position
December 31, 2018
(Unaudited)

	General Fund	Direct Access Fund	Capital Asset Fund	Total	
				2018	2017
CURRENT ASSETS					
Cash	\$ 143,886	\$ 28,544	\$ -	\$ 172,430	\$ 154,370
Accounts receivable	-	-	-	-	1,822
Government agencies receivable	143	-	-	143	697
Prepaid expenses	250	-	-	250	-
	<u>144,279</u>	<u>28,544</u>	<u>-</u>	<u>172,823</u>	<u>156,889</u>
CAPITAL ASSETS (note 3)	<u>-</u>	<u>-</u>	<u>325,743</u>	<u>325,743</u>	<u>339,371</u>
	<u>\$ 144,279</u>	<u>\$ 28,544</u>	<u>\$ 325,743</u>	<u>\$ 498,566</u>	<u>\$ 496,260</u>
CURRENT LIABILITIES					
Accounts payable	\$ 9,602	\$ -	\$ -	\$ 9,602	\$ 30,378
Unearned revenue	2,000	-	-	2,000	-
	<u>11,602</u>	<u>-</u>	<u>-</u>	<u>11,602</u>	<u>30,378</u>
FUND BALANCES					
Invested in capital assets	-	-	325,743	325,743	339,371
Externally restricted (note 4)	-	28,544	-	28,544	27,822
Unrestricted	132,677	-	-	132,677	98,689
	<u>132,677</u>	<u>28,544</u>	<u>325,743</u>	<u>486,964</u>	<u>465,882</u>
	<u>\$ 144,279</u>	<u>\$ 28,544</u>	<u>\$ 325,743</u>	<u>\$ 498,566</u>	<u>\$ 496,260</u>

On Behalf Of The Board:


Director


Director

**PORT MOODY HERITAGE SOCIETY ANNUAL REPORT
2018**

PORT MOODY HERITAGE SOCIETY ANNUAL REPORT

2018



STATEMENT 2

PORT MOODY HERITAGE SOCIETY
Statement of Operations and Changes in Fund Balances
Year Ended December 31, 2018

(Unaudited)

	General Fund		Direct Access Fund		Capital Asset Fund	
	2018	2017	2018	2017	2018	2017
REVENUES						
Grants	\$ 230,333	\$ 140,313	\$ 28,380	\$ 28,278	\$ -	\$ -
Donations	22,950	33,849	1,000	-	-	-
Fundraising/Corporate sponsorship	22,221	18,858	-	-	-	-
Membership	415	280	-	-	-	-
Interest income	955	691	113	27	-	-
Program fees	10,657	6,587	-	-	-	-
Rentals	10,698	12,755	-	-	-	-
	<u>298,229</u>	<u>213,333</u>	<u>29,493</u>	<u>28,305</u>	<u>-</u>	<u>-</u>
EXPENSES						
Advertising	239	2,477	-	-	-	-
Amortization	-	-	-	-	13,628	14,209
Alarm, fire and security	934	1,858	-	-	-	-
Collection management and display	7,023	20,531	-	-	-	-
General and administrative	1,014	965	-	-	-	-
Interest and charges	330	375	15	3	-	-
Insurance	1,248	2,448	-	-	-	-
Office	9,800	11,173	-	-	-	-
Professional fees	4,638	4,669	-	-	-	-
Repairs and maintenance	9,348	17,270	-	-	-	-
Salaries and wages	204,612	124,902	28,756	28,386	-	-
Special Event and Project	15,634	17,802	-	-	-	-
Training	3,836	2,428	-	-	-	-
Utilities	5,585	6,390	-	-	-	-
	<u>264,241</u>	<u>213,288</u>	<u>28,771</u>	<u>28,389</u>	<u>13,628</u>	<u>14,209</u>
Excess (Deficiency) of Revenues Over Expenses	33,988	45	722	(84)	(13,628)	(14,209)
Fund balances, beginning of year	98,689	98,644	27,822	27,906	339,371	353,580
Interfund transfers - note 6	-	-	-	-	-	-
Fund balances, end of year	<u>\$ 132,677</u>	<u>\$ 98,689</u>	<u>\$ 28,544</u>	<u>\$ 27,822</u>	<u>\$ 325,743</u>	<u>\$ 339,371</u>

**PORT MOODY HERITAGE SOCIETY ANNUAL REPORT
2018**



PORT MOODY HERITAGE SOCIETY ANNUAL REPORT 2018



PORT MOODY HERITAGE SOCIETY
Statement of Cash Flows
Year Ended December 31, 2018
(Unaudited)

STATEMENT 3

	OPERATING ACTIVITIES				INVESTING ACTIVITIES	
	General Fund		Direct Access Fund		Capital Asset Fund	
	2018	2017	2018	2017	2018	2017
SOURCES OF CASH						
Grants	\$ 230,333	\$ 140,313	\$ 28,380	\$ 28,278	\$ -	\$ -
Donations	26,522	41,324	1,000	-	-	-
Fundraising/Corporate sponsorship	22,221	18,858	-	-	-	-
Membership	415	280	-	-	-	-
Interest income	955	691	113	27	-	-
Program fees	10,657	6,587	-	-	-	-
Rentals	10,698	12,755	-	-	-	-
	<u>301,801</u>	<u>220,808</u>	<u>29,493</u>	<u>28,305</u>	<u>-</u>	<u>-</u>
USES OF CASH						
Purchase capital assets	-	-	-	-	-	-
Salaries and wages	204,612	124,902	28,756	28,386	-	-
Purchased materials and services	79,851	70,905	15	3	-	-
	<u>284,463</u>	<u>195,807</u>	<u>28,771</u>	<u>28,389</u>	<u>-</u>	<u>-</u>
CHANGE IN CASH DURING THE YEAR	17,338	25,001	722	(84)	-	-
Cash, beginning	126,548	101,547	27,822	27,906	-	-
Interfund transfers - note 6	-	-	-	-	-	-
Cash, ending	<u>\$ 143,886</u>	<u>\$ 126,548</u>	<u>\$ 28,544</u>	<u>\$ 27,822</u>	<u>\$ -</u>	<u>\$ -</u>

**PORT MOODY HERITAGE SOCIETY ANNUAL REPORT
2018**



PORT MOODY HERITAGE SOCIETY ANNUAL REPORT 2018



PORT MOODY HERITAGE SOCIETY Notes to Financial Statements Year Ended December 31, 2018

(Unaudited)

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.

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 (ASNFPPO).

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 ANNUAL REPORT
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PORT MOODY HERITAGE SOCIETY ANNUAL REPORT

2018



PORT MOODY HERITAGE SOCIETY Notes to Financial Statements Year Ended December 31, 2018

(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

	<u>Cost</u>		<u>Accumulated Amortization</u>		<u>Net book</u>	
	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>	<u>2018</u>	<u>2017</u>
Building	\$ 618,366	\$ 618,366	\$ 292,623	\$ 278,995	\$ 325,743	\$ 339,371

4 EXTERNALLY RESTRICTED NET ASSETS

	<u>2018</u>	<u>2017</u>
Restricted, related to gaming activities	\$ 28,544	\$ 27,822

For 2018, the Society received \$28,000 in funding in June of 2018. These funds will be used to help fund operations in 2019.

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 ANNUAL REPORT
2018**



PORT MOODY HERITAGE SOCIETY ANNUAL REPORT 2018



PORT MOODY HERITAGE SOCIETY
Notes to Financial Statements
Year Ended December 31, 2018

(Unaudited)

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.

**PORT MOODY HERITAGE SOCIETY ANNUAL REPORT
2018**



PORT MOODY HERITAGE SOCIETY ANNUAL REPORT 2018

2018 Statistics

Membership 37

Staff

Executive Director	Full Time
Museum Coordinator	2 Full Time
Museum Assistants	4 Full Time Summer

Volunteers Volunteer Hours: 1319 hours dedicated to the Society

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: 13

As They Saw It, BC at War (RCMB), Ioco Town site exhibit, Koch- As he Saw It, Medical tools from the past, SEA 5A Plane exhibit, Shrum Exhibition, Tell us Your Stories, As we See it, Unpacking your Suitcase, 11 Days of Remembrance, Memories from WW1, WW1 artifact display.

Programs

	<u>Events</u>	<u>Outreach</u>	<u>Rentals</u>
School Groups: school groups	129	28	16
			14

Amount of Visitors:

General	Events	Rental	Programs	Out-Reach
2700	4480	308	2373	1419

Total People reached: 11207

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Acknowledgements

The Port Moody Heritage Society gratefully acknowledges support from:

The Community of Port Moody, our Volunteers and Members

Artic Meats

Brillant Circle,

Celtic Colours

City of Port Moody

COBS Fresh Bread Suter brook

Coquitlam Optimist Club

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 Library

Port Moody Police

Port Moody Fire Brigade

Province of British Columbia - BC Gaming Commission

Remax

Reel to Reel

Royal Canadian Legion #119

Royal Canadian Legion #263

SD43 (Thank you to all the teachers and students that worked on projects)

TELUS

The Tri-City News

Tri-Cities Community Television

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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 two full-time Museum Coordinators, part time bookkeeper, federally sponsored summer students and valuable volunteers rounding 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 m² 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 m², was added when the building was moved to Murray Street and is the museum's collection storage area. The upper floor of 60 m² 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.

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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, 2 full-time Museum Coordinators and a 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

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- **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: the Easter Egg Hunt, Heritage Week, Mother’s Day Tea, WW1 Commemoration events, and Ioco Ghost Town Days Festival. We continued to participate in other community events such as Fingerling Festival, Ribfest, City Events
- **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”. The Museum in 2018 hosted numerous events that brought a focus to our place in the Community and we won Port Moody’s Tourist Destination Award!

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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**
- **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, signage improvements, expanded displays, conservation work areas and future museum expansion.

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

Port Moody Heritage Society

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