



# Port Moody Heritage Society 2012 Annual Report



Compiled by Jim Millar & Brianne Egeto



# CONTENTS

<b>Board of Directors &amp; Staff 2012/2013.....</b>	<b>3</b>
<b>President's Address.....</b>	<b>4</b>
<b>Executive Director's Report.....</b>	<b>6</b>

## FINANCIAL STATEMENTS

<b>Statement of Financial Position.....</b>	<b>7</b>
<b>Statement of Operations.....</b>	<b>8</b>
<b>Statement of Operations (cont).....</b>	<b>9</b>

<b>OUR SUPPORTERS.....</b>	<b>10</b>
----------------------------	-----------

## 2012 STATISTICS

<b>Review of Financial Statements.....</b>	<b>11</b>
<b>Case Statement.....</b>	<b>20</b>
<b>AGM Meeting Minutes, 2012.....</b>	<b>24</b>

<b>Acknowledgements.....</b>	<b>26</b>
<b>Final Word.....</b>	<b>27</b>



## The Port Moody Heritage Society Board of Directors, 2012/2013

<b>Robert Simons</b>	President
<b>Al Davies</b>	Vice-president
<b>Irene Reid</b>	Treasurer
<b>Amanda Maplethorp</b>	Secretary
<b>Wayne Beggs</b>	Past-President

<b>Christine Clarke</b>	Director
<b>Armando Elias</b>	Director
<b>Dan Kirchner</b>	Director
<b>Darell Penner</b>	Director
<b>Mladen Plecko</b>	Director
<b>Ron Simpson</b>	Director
<b>Al Sholund</b>	Honorary

### Staff

	<b>2012</b>	<b>2013</b>
Manager/Curator Program and Events Coordinator	Jim Millar Rebecca Clarke	Jim Millar Brienne Egeto
Programs Assistant Exhibits Assistant Collections Assistant	Jaclyn Forster Will McGraw Peter Wallace	Katie May-Rashke Lauren Vanderdeen Jessica Poland
Bookkeeper	Deb Naso	Deb Naso



## **President's Report**

It is my pleasure to report to you the affairs of the Port Moody Heritage Society for 2012. Your Society continued to maintain a high level of activity and visibility to engage residents and visitors in learning and understanding the importance of our local history and heritage. Port Moody has a unique place in early British Columbia history from events recorded by British Royal Engineers to the heady days of building the Canadian Pacific. The Port Moody Heritage Society is proud to be the keeper of this memory.

In 2012 we kept a focus on building our museum collection and in managing the collection to best represent our mission to "...promote an appreciation of community heritage by preserving and presenting history through exhibits and programs." A major project was completed with the generous contribution by Canadian Heritage to replace and expand a significant portion of the museum's archive and storage area with the installation of modern compact museum shelving. The space efficiency and shelving has significantly improved the management and storage of the Museum's collection.

Major events during 2012 included our annual Easter Extravaganza, one day Garden Railway display, Ioco Days Festival and the special exhibition of "Chinese Legacies: Building the Canadian Pacific Railway in British Columbia". Ioco Days Festival was the second year for a multi-day event on the Ioco Townsite. In addition to the annual festivities on Ioco Ghost Day visitors were able to enjoy a live outdoor theatre presentation that toured the Townsite and many of the heritage properties. Mother Nature did provide the festival with an interesting challenge on the last day of the event but despite the soggy conditions, the Festival was still a success.

The travelling display, "Chinese Legacies" was an opportunity to showcase the Museum and to celebrate the history of a community that played an important part in Port Moody's early history along with their role in the building of the western segment of the Canadian Pacific Railway. We were pleased and honoured to host this travelling exhibition curated by the Revelstoke Railway Museum – which included key artifacts from our collection. The Society took the opportunity to invite our patrons and members to a reception in the Port Moody Station Museum that included a memorable presentation by Cathy English, the exhibition curator.

In early 2012 your Society undertook a site plan and feasibility study looking at options to address long-term plans for additional space, amenities and common areas on the current Museum property. In late 2012 the City of Port Moody asked the Society to consider an expanded feasibility study to evaluate multiple options for the best long-term location for Port Moody's Station Museum / Heritage Centre. The construction of the Evergreen Line and



the City's review of its Official Community Plan are considered major initiatives that present long –term challenges and future site planning requirements for the Museum. It is hoped that a directional plan can be completed in 2013.

I would be remiss in not mentioning the release of “*Tracks in Time: Port Moody's First 100 Years*” earlier this year. As reflected in my latest comments in the Station Telegram: “The

countless hours of writing, editing, proofing, graphic design and more proofing created a book that won praise from the contributors and also all the participants at the official launch held in Port Moody's Inlet Theatre and Galleria. The Port Moody Heritage Society owes a debt of appreciation to our Editors - Jim Millar and Rebecca Clark - for their dedication and perseverance in producing this exceptional publication.”

I want to acknowledge the support of the Board – Al Davies, Amanda Maplethorp, Irene Reid, Darrell Penner, Ron Simpson, Mladen Plecko, Armando Elias and Dan Kirchner. I also want to thank Jim, Rebecca, Deborah and our summer students for their exceptional work and continued contributions to the Society and the Port Moody Station Museum in 2012. Special thanks go to the Government of Canada – Department of Canadian Heritage, Province of British Columbia – Community Gaming, the City of Port Moody, and our sponsors, members and volunteers. Without their support, we would not be able to deliver the range and quality of the programs and events offered by the Port Moody Heritage Society.

Respectfully submitted  
Robert Simons – President



## **Executive Director's Report**

This report will augment the President's Report and covers as well as 2012, to June 1, 2013 with some thoughts for the future.

The major project over the last 2 years has been affectionately known as 'The Book'. It was a major relief when it went to print in late 2012 and an exhilarating conclusion with the official launch on Feb 3, 2013. We are very proud of 'Tracks in Time' and believe it to be a good legacy for the Museum both as an historical reference and financial source for the Society. I extend a sincere 'Thank You' to all that helped us with it; well done!

In just the last two months, a major change has occurred in the staff of the Society/Museum: Rebecca Clarke has left us to become the executive director at the Gulf of Georgia Cannery. This created a void and she will be missed for her dedication to the Museum. We welcome Brianne Egeto who has come on board as the Coordinator, Programs & Events, with us having high expectations for a great year participating in all the Centennial celebrations. We had 3 summer students in 2012, Will McGraw, Jaclyn Forster and Peter Wallace who also did weekend duties through to May 2013. We have 3 new summer students for 2013, Jessica, Lauren and Katie. The Board realigned the Managers position to that of the Executive Director in April 2013. Therefore, this is the Executive Director's Report.

Early 2012, Don Luxton and Associates developed a site feasibility plan to determine how to best utilize our space in the future. It has an interesting concept to take our entrance/presence under the Moody Street overpass so that we would be visible to people in the park as well as at the future Skytrain stop. This raised some concern at the City resulting in a study (just getting underway) to determine the best location for the Museum to develop into a Heritage Centre. This coupled with the City's review of the Official Community Plan will affect the Society greatly. We are looking for membership/community input to help make the decisions. Please participate in the City's OCP process.

Regarding capital works, the Venosta Cover was completed in 2012 with many accolades. A&A Steel did a great job erecting it so the Venosta will be looking good for 2113. Other capital projects have been put on hold while the site location study is in progress. This will cause some delays to plans but in the long term provide benefits. Just hope the delays aren't long as in the end we may stay here.

As always, we are appreciative of our volunteers. Over 1,670 hours of volunteer time in 2012 is a very significant contribution. I could quote last years report to acknowledge Tom, Tess and Dave. The Book did account for much of this time; along with events and the day to



day operations, this enabled us to accomplish many things to promote our heritage. Thank you to all our volunteers.

As we participate in the Centennial celebrations, we need to, as well as reflect on the last hundred years (our heritage), consider the next hundred years (our future heritage). What legacies do we want to leave behind for future generations to follow? What do we want the Heritage Society and Museum to be?

Respectfully submitted: Jim Millar, Executive Director



## PORT MOODY HERITAGE SOCIETY

### Statement of Financial Position December 31, 2012

#### ASSETS

##### Current Assets

##### Chequing/Savings

WS - Community chequing	\$	64,089.48
WS - Investor Savings - Operating	\$	18,446.75
WS - Investor Savings - Weldon	\$	126,826.32
WS - Investor Savings - Capital	\$	68.13
WS - Display	\$	2,683.15
Gaming Operating Savings	\$	79.51
Gaming Community Chequing	\$	7,769.28

Total Chequing/Savings \$ 219,962.62

##### Accounts Receivable & Other

Government agencies receivable	\$	1,306.69
--------------------------------	----	----------

Total Current Assets \$ 221,269.31

##### Fixed Assets

Capital Assets	\$	556,445.50
less Acc. amortization	-\$	204,251.47
Computer - cost	\$	1,816.86
Less Acc. amortization	-\$	1,446.89

Total Fixed Assets \$ 352,564.00

**TOTAL ASSETS \$ 573,833.31**

#### LIABILITIES & EQUITY

##### Liabilities

Accounts Payable	\$	33,587.51
------------------	----	-----------

##### Deferred Revenue

Deferred Revenue - PM Foundation	\$	2,000.00
Deferred Revenue - Display	\$	1,827.65

Total Current Liabilities \$ 37,415.16

##### Equity

##### Restricted Funds

Property Equipment Fund	\$	479,390.32
Direct Access Fund	\$	7,848.79
Funds for Future Programs	\$	49,179.04

Total Equity \$ 536,418.15

**TOTAL LIABILITIES & EQUITY \$ 573,833.31**





**PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION**  
**JANUARY TO December, 2012**

**NOTES**

<b>OPERATING REVENUE</b>	<b>Jan – Dec, 2012 Total</b>	<b>Info</b>	<b>Jan - Dec, 2012 CORE</b>	<b>Jan - Dec, 2012 CAPITAL</b>
<b>EARNED REVENUE</b>				
Building Rentals	\$ 2,374.06	Birthdays	\$ 2,374.06	
Visitor Donations	\$ 4,665.01	Parking Lot. Etc	\$ 4,665.01	
Education Program Fees	\$ 4,018.35		\$ 4,018.35	
Membership Fees	\$ 385.00		\$ 385.00	
Gift Shop Sales	\$ 826.58		\$ 826.58	
Book Sales	\$ 927.50		\$ 927.50	
Sale of Donated Items	\$ 1,129.00		\$ 1,129.00	
Special Events	\$ 12,514.05		\$ 12,514.05	
Research Request Fees	\$ 167.49		\$ 167.49	
<b>TOTAL EARNED REVENUES</b>	<b><u>\$ 27,007.04</u></b>		<b><u>\$ 27,007.04</u></b>	<b><u>\$ -</u></b>
<b>PRIVATE SECTOR REVENUE</b>				
<b>1</b> Charitable Received Donations	\$ 28,357.22	Balance Weldon	\$ 28,357.22	
<b>2</b> Non Tax Received Donations Foundations	\$ 17,359.75		\$ 8,609.75	\$ 8,750.00
Interest Income	\$ 1,896.41		\$ 1,896.41	
<b>TOTAL PRIVATE SECTOR REVENUE</b>	<b><u>\$ 47,613.38</u></b>		<b><u>\$ 38,863.38</u></b>	<b><u>\$ 8,750.00</u></b>
<b>GRANT REVENUE</b>				
<b>Federal</b>				
Service Canada (75% of costs)	\$ 11,263.00		\$ 11,263.00	
Young Canada Works	\$ 4,209.62		\$ 4,209.62	
<b>3</b> Federal Grants - Other	\$ 55,867.71		\$ 8,817.71	\$ 47,050.00
<b>Total Federal Grants</b>	<b><u>\$ 71,340.33</u></b>		<b><u>\$ 24,290.33</u></b>	<b><u>\$ 47,050.00</u></b>
<b>Provincial</b>				
Gaming Programming	\$ 28,000.00		\$ 28,000.00	
<b>Total Provincial Grants</b>	<b><u>\$ 28,000.00</u></b>		<b><u>\$ 28,000.00</u></b>	<b><u>\$ -</u></b>
<b>Municipal</b>				
<b>4</b> Arts Assistance Program	\$ 109,973.00		\$ 109,973.00	
<b>5</b> City Capital Assistance Heritage Commission	\$ 69,826.66	Capital -Venosta	\$ -	\$ 69,826.66
<b>Total Municipal Income</b>	<b><u>\$ 179,799.66</u></b>		<b><u>\$ 109,973.00</u></b>	<b><u>\$ 69,826.66</u></b>
<b>TOTAL OPERATING REVENUE</b>	<b><u>\$ 353,760.41</u></b>		<b><u>\$ 228,133.75</u></b>	<b><u>\$ 125,626.66</u></b>



**PORT MOODY HERITAGE SOCIETY FINANCIAL INFORMATION  
JANUARY TO December, 2012**

**NOTES**

<b>OPERATING EXPENSES</b>	<b>Jan – Dec, 2012 Total</b>	<b>Information</b>	<b>Jan - Dec, 2012 CORE</b>	<b>Jan - Dec, 2012 CAPITAL</b>
Accounting & Consultants Fees	\$ 3,295.50		\$ 3,295.50	
Alarm, Fire & Security	\$ 574.45		\$ 574.45	
Amortization	\$ 14,145.79			\$ 14,145.79
Bank Charges	\$ 141.22		\$ 141.22	
Book Project	\$ 30,468.41		\$ 30,468.41	
Display Collection Mgmt	\$ 1,464.64		\$ 1,464.64	
Dues Licenses & Memberships	\$ 676.00		\$ 676.00	
Education Program Supplies	\$ 284.20		\$ 284.20	
Gift Shop Expense	\$ 528.51		\$ 528.51	
<b>6</b> Government Agency (H.S.T.)	\$ 15,364.07	(2009 to Jun 2012)	\$ 7,895.41	\$ 7,468.66
Insurance	\$ 1,263.00		\$ 1,263.00	
IT Expenses	\$ 750.96		\$ 750.96	
Janitorial Expense	\$ 1,020.00		\$ 1,020.00	
Member Services (newsletters)	\$ 124.10		\$ 124.10	
Marketing	\$ 3,684.16		\$ 3,684.16	
Mileage, Meals, Per Diem	\$ 617.43		\$ 617.43	
Office Expense	\$ 2,459.60		\$ 2,459.60	
Payroll Expense	\$ 128,179.06		\$ 125,278.36	\$ 2,900.70
Professional Development	\$ 1,526.35		\$ 1,526.35	
Repairs & Maintenance	\$ 3,999.65		\$ 3,999.65	
Special Events expenses	\$ 10,668.29		\$ 10,668.29	
Telephone & Internet	\$ 1,951.84		\$ 1,951.84	
Utilities	\$ 5,406.18		\$ 5,406.18	
Volunteer Expense	\$ 1,041.46		\$ 1,041.46	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 229,634.87</b>		<b>\$ 205,119.72</b>	<b>\$ 24,515.15</b>
<b>7 Excess of Revenue over Expenditur</b>	<b>\$ 124,125.54</b>		<b>\$ 23,014.03</b>	<b>\$ 101,111.51</b>

**NOTES:**

- 1 Balance Weldon Legacy \$25,964.22 plus others
- 2 Expected \$8750 donation for Capital
- 3 Federal Grants for Capital (money received in 2011 and deferred to 2012)
- 4 Municipal income of \$77,961 (2012 grant) and \$32312 deferred from 2011.
- 5 Capital from city for Venosta, plus up to \$30,0000 from city to cover Annex system
- 6 Gov't reassessed our HST rebate and assessed back to 2009
- 7 Excess Of Revenue broken down:

a. CORE EXPENSES	-\$ 3,812.29	
b. CAPITAL	\$ 115,257.30	
c. WELDON'S LEGACY & INTEREST	\$ 26,826.32	
d. AMORTIZATION	-\$ 14,145.79	<b>\$ 124,125.54</b>



## 2012 STATISTICS

**Membership** 46

---

**Staff**

---

Full Time: 1 Manager/Curator  
 1 Program & Events Coordinator  
 Summer Placements: 2 Service Canada Student Assistants  
 1 Young Canada Works Assistant

Volunteers	Number of Volunteers	Hours Worked
	442	1671.75

Museum Hours	Open	Closed
	Victoria Day to Labour Day – daily 10am – 5pm	
	Labour Day to Victoria Day – Wed – Sun 12-4pm	holidays

**Displays** 10

---

Permanent Displays: Life in the 30s, 40s and 50s  
 Port Moody Industry and Community

Feature Displays: Yesterday and Tomorrow Lego Exhibit

Seasonal Displays: Easter  
 Remembrance Day  
 Christmas at the station

Special Events	Month	Visitors
Heritage Week Appraiser	February	36
Easter extravaganza	April	1900
Artwalk	April	360
Mothers' Day Tea	May	46
Canada Day	July	636
loco Days	October	370

Programs	# Groups	# Visitors
School Groups	68	1637
Public Groups	31	1200

Visitor	General	Events	Rental	Programs	Out reach	Total
	3673	3297	263	1637	1200	10070



---

**PORT MOODY HERITAGE SOCIETY**

**Financial Statements**  
(Unaudited)

**Year Ended December 31, 2012**

---

***J. FITZPATRICK & ASSOCIATES INC.***  
CERTIFIED GENERAL ACCOUNTANT



**PORT MOODY HERITAGE SOCIETY**

**Index to Financial Statements**

**Year Ended December 31, 2012**

---

**REVIEW ENGAGEMENT REPORT**

<b>Statement of Financial Position</b>	<b>STATEMENT 1</b>
<b>Statement of Operations</b>	<b>STATEMENT 2</b>
<b>Statement of Changes in Net Assets</b>	<b>STATEMENT 3</b>
<b>Statement of Cash Flows</b>	<b>STATEMENT 4</b>

*J. FITZPATRICK & ASSOCIATES INC.*  
CERTIFIED GENERAL ACCOUNTANT



**J. FITZPATRICK & ASSOCIATES INC.**  
CERTIFIED GENERAL ACCOUNTANT

#102 - 2071 Kingsway Avenue  
Port Coquitlam, BC V3C 6N2

James M. Fitzpatrick, C.G.A.\*  
\*Denotes Professional Corporation

Telephone: 604.942.4362  
Fax: 604.942.2732

---

**REVIEW ENGAGEMENT REPORT**

---

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

I have reviewed the statement of financial position of Port Moody Heritage Society as at December 31, 2012 and the statement of operations and changes in net assets and of cash flows for the year ended December 31, 2012. My 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 me by the Society.

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

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

Port Coquitlam, British Columbia

May 24, 2013

**J. FITZPATRICK & ASSOCIATES INC.**


**CERTIFIED GENERAL ACCOUNTANT**

STATEMENT 1

PORT MOODY HERITAGE SOCIETY  
Statement of Financial Position  
December 31, 2012  
(Unaudited)

	December 31, 2012			December 31, 2011	
	General Fund	Direct Access Fund	Capital Assets Fund	Total	Total
<b>ASSETS</b>					
<b>Current:</b>					
Cash	\$ 85,280	\$ 7,848	\$ 126,826	\$ 219,953	\$ 218,068
Accounts receivable	1,307	-	-	1,307	24,853
Government agencies receivable	86,090	7,848	126,826	221,270	252,227
<b>Tangible capital assets (note 3)</b>	-	-	352,564	352,564	251,452
	\$ 86,596	\$ 7,848	\$ 479,390	\$ 573,834	\$ 503,679
<b>LIABILITIES</b>					
<b>Current:</b>					
Accounts payable	\$ 33,597	\$ -	\$ -	\$ 33,597	\$ 16,560
Deferred revenue	3,628	-	-	3,628	74,826
	37,415	-	-	37,415	91,386
<b>NET ASSETS</b>	49,181	7,848	479,390	536,419	412,293
	49,181	7,848	479,390	536,419	412,293
	\$ 86,596	\$ 7,848	\$ 479,390	\$ 573,834	\$ 503,679

On Behalf Of The Board:

 Director  
Director



J. FITZPATRICK & ASSOCIATES INC.  
CERTIFIED GENERAL ACCOUNTANT



STATEMENT 2

PORT MOODY HERITAGE SOCIETY  
Statement of Operations  
Year Ended December 31, 2012  
(Unaudited)

	General Fund	Direct Access Fund	Capital Assets Fund	2012	2011
<b>REVENUES</b>					
Grants	\$ 253,515	\$ -	\$ -	253,515	185,432
Contributions	53,432	-	-	53,432	20,113
Fundraising/Corporate sponsorship	12,514	-	-	12,514	13,506
Memberships	385	-	-	385	925
In-kind donations	4,979	-	-	4,979	-
Interest income	4,018	-	876	4,018	5,085
Investment income	-	20,000	-	20,000	56,000
Direct access casino income	-	20,000	-	20,000	-
	<u>354,834</u>	<u>20,000</u>	<u>876</u>	<u>355,710</u>	<u>267,061</u>
<b>EXPENDITURES</b>					
Advertising	3,850	-	-	3,850	974
Amortization	574	-	14,146	14,146	9,523
Admin. fee and security	1,465	-	-	1,465	1,465
Capital assets	15,394	-	-	15,394	3,344
General and administrative	81	-	-	81	40
Interest and charges	1,293	-	-	1,293	1,700
Insurance	2,392	-	-	2,392	10,700
Office	3,296	-	-	3,296	711
Professional fees	5,070	-	-	5,070	6,155
Repairs and maintenance	100,837	20,284	-	121,121	134,754
Salaries and wages	41,136	-	-	41,136	9,492
Special Event and Project	5,405	-	-	5,405	4,923
Utilities	166,204	20,284	14,146	200,634	184,440
	<u>428,239</u>	<u>7,716</u>	<u>(13,320)</u>	<u>422,635</u>	<u>402,531</u>
<b>Excess (Deficiency) of Revenues Over Expenditure</b>				<u>\$ 134,128</u>	<u>\$ 102,531</u>

J. FITZPATRICK & ASSOCIATES INC.  
CERTIFIED GENERAL ACCOUNTANT



STATEMENT 3

PORT MOODY HERITAGE SOCIETY  
 Statement of Changes in Net Assets  
 Year Ended December 31, 2012  
 (Unaudited)

	2011 Balance	Excess of revenues over expenditures	Interfund transfer	2012 Balance
General Fund	\$ 60,709	\$ 129,730	\$ (141,269)	\$ 49,181
Direct Access Fund	132	7,716	-	7,848
Capital Assets Fund	351,452	(13,320)	141,269	479,390
	<u>\$ 412,293</u>	<u>\$ 124,126</u>	<u>\$ -</u>	<u>\$ 536,419</u>

	2010 Balance	Excess of revenues over expenditures	Interfund transfer	2011 Balance
General Fund	\$ 147,409	\$ 112,370	\$ (199,070)	\$ 60,709
Direct Access Fund	368	(226)	-	132
Capital Assets Fund	161,905	(9,523)	199,070	351,452
	<u>\$ 309,672</u>	<u>\$ 102,621</u>	<u>\$ -</u>	<u>\$ 412,293</u>



J. FITZPATRICK & ASSOCIATES INC.  
 CERTIFIED GENERAL ACCOUNTANT



**STATEMENT 4**

**PORT MOODY HERITAGE SOCIETY**  
**Statement of Cash Flows**  
**Year Ended December 31, 2012**

(Unaudited)

	General Fund	Direct Access Fund	Property Equipment Fund	2012	2011
<b>OPERATING ACTIVITIES</b>					
Excess of revenues over expenditures	\$ 128,730	\$ 7,716	\$ (13,320)	\$ 124,126	\$ 102,621
Item not affecting cash:					
- amortization			14,146	14,146	9,573
	128,730	7,716	826	138,272	112,144
Changes in non-cash working capital:					
Accounts receivable	24,935			24,935	(23,561)
Government agencies recoverable	7,027			7,027	(8,177)
Accounts payable	17,027			17,027	13,236
Deferred revenue	(70,999)			(70,999)	12,689
	107,721	7,716	826	116,263	105,341
Cash flow from (used by) operating activities					
				(115,259)	(88,070)
<b>INVESTING ACTIVITY</b>					
Additions to capital assets					
	107,721	7,716	(114,432)	1,005	7,271
<b>INCREASE (DECREASE) IN CASH</b>	118,826	132	100,000	216,958	211,687
Cash - beginning of year	(141,258)		141,258		
Interfund transfers					
<b>Cash - end of year</b>	<b>\$ 85,289</b>	<b>\$ 7,848</b>	<b>\$ 126,826</b>	<b>\$ 219,963</b>	<b>\$ 218,958</b>



**PORT MOODY HERITAGE SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2012**

(Unaudited)

---

**1 PURPOSE OF THE ORGANIZATION**

The Port Moody Heritage Society ("the Society") is a registered charity incorporated on June 18, 1979 under the Society Act of British Columbia. 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 presentation

The financial statements of the Society have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Fund Accounting

The Society operates the following funds:

- i) The General Fund is used for the day-to-day operations of the Society.
- ii) The Direct Access Fund is used to handle funds received from the gaming activities.
- iii) The Capital Asset Fund is used to show funds received and used for tangible capital assets.

Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates. Significant areas of estimation include allowance for doubtful accounts, estimated useful lives of tangible capital assets, impairment of long-lived assets, accrued liabilities, employee future benefits, and disclosure of contingencies.

Revenue recognition

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.

The Society recognizes contributions of materials and services only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Society's operations and would otherwise have been purchased.

The Society uses the restricted fund method of accounting for contributions, which is a specialized type of fund accounting that involves the reporting of details of financial statement elements by fund in such a way that the Society reports total general funds, one or more restricted funds, and an endowment fund, if applicable.

Restricted contributions for the purchase of tangible capital assets that will be amortized should have been deferred and will be recognized as revenue on the same basis as the amortization expense related to the acquired tangible capital assets.

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Pledges are not recognized until collected, as the Society cannot make a reasonable estimate of the amount that will be collected and collection is not reasonably assured.

*J. FITZPATRICK & ASSOCIATES INC.*  
CERTIFIED GENERAL ACCOUNTANT



**PORT MOODY HERITAGE SOCIETY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2012**

(Unaudited)

Tangible capital assets

Tangible capital assets are stated at cost less accumulated amortization. Amortization is provided annually at rates and methods over their estimated useful lives as follows, except in the year of acquisition when one half of the rate is used. Estimates of useful lives of the assets are reviewed every year and adjusted on a prospective basis, if needed.

Building	5%	straight line
Computers	30%	declining balance

**3 TANGIBLE CAPITAL ASSETS**

	Cost	2012 Accumulated Amortization	Net Book Value	2011 Net Book Value
Building	\$ 556,445	\$ 204,252	\$ 352,193	\$ 250,923
Computers	1,817	1,446	371	529
	<u>\$ 558,262</u>	<u>\$ 205,698</u>	<u>\$ 352,564</u>	<u>\$ 251,452</u>

**4 FINANCIAL INSTRUMENTS**

The Society's financial instruments consist of cash, accounts receivable, accounts payable and deferred revenue. Unless otherwise noted, it is management's opinion that the Society is not exposed to significant credit, interest rate, liquidity, or market (other price) risks arising from these financial statements.

**5 CASH - CAPITAL ASSETS FUND**

The Society has committed a significant donation received in 2010, to be used as part of the capital needed for a new facility. The amount, including accrued interest at December 31, 2012, is \$ 126,826.

*J. FITZPATRICK & ASSOCIATES INC.*  
 CERTIFIED GENERAL ACCOUNTANT



## **A CASE STATEMENT FOR THE PORT MOODY HERITAGE SOCIETY**

**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.

### **Background:**

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 thirteen member 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 Manager oversees the daily operation of the Museum with a full-time Museum Coordinator, volunteers and federally sponsored summer students.

### **The Museum's Key Features**

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 and working conditions in the station between 1905 and 1930. The Large Exhibition Room features permanent exhibits of historical events from the local area including; a lumber display showing materials from early saw and shingle mills, and a pot-bellied stove as part of Captain Clarke's office, an historic photo collection, a general store



and also houses temporary theme displays. 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>, added when the building was moved to Murray Street, is the museum's collection storage area. The upper floor of 60 m<sup>2</sup> is used for offices and administration. Future plans are to open the upper level to feature a restored bedroom and provide additional space for changeable temporary displays.

Outside displays feature the "Venosta" a 1921 sleeper car that now displays historic railway pictures and artifacts or set-up as a dining car for events and Heritage Teas. The Venosta is available for rent for private functions. Also, the Heritage Garden planted and cared for by volunteers, features heritage varieties typical to the gardens of the period that dotted the communities along CPR's line.

### **Our Current Program**

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 Manager, a full-time Museum Coordinator, volunteers and summer students sponsored by Service Canada. 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; assists schools, ESL groups, home schoolers and educators meeting their curriculum requirements.
- **Assisting the Heritage Commission** – staff and volunteers have assisted in the delivery of the Stone Marker Program, Heritage Building Inventory, displays, signage; by providing research and data.



- **The Book Project** – A major project supported by Service Canada, New Horizons for Seniors, began in late 2010. Seniors’ Reminiscing meetings occurred through 2011 to create a book of Port Moody’s recent history. The book “Tracks In Time” was completed in the fall of 2012.
- **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, Canada Day and Ioco Ghost Town Days. We participate in other community events such as Fingerling Festival 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.
- **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”.
- **Centennial Celebrations** – With 2013, the 100<sup>th</sup> anniversary of Port Moody becoming a city, not far away, plans are being made to include our heritage as a major focus.

### **Our Accomplishments and Plans for the Future:**

Although we have accomplished much over the years, we know that we need to offer more to the community in the years to come; preserving our past and future heritage as we create it.

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** -- We must maximize the capacity of our assets through continued improvements: re-roofing outbuildings in 2008, painting the Museum and Venosta and rebuilding the Station platform in 2009. The Station had new cedar roof in 2011. The Venosta cover was constructed in 2012 as well as the major mobile artefact shelving project in the basement Annex.
- **Increasing community involvement and heritage awareness** -- There is an ongoing need to update existing displays in order to reflect to the ever-changing needs and



character of the community. We plan to extend heritage awareness through display partnerships and joint events with community groups, for example, the Arts Centre, the Golden Spike Society, Community Associations, local businesses and SD43 schools. This includes initiatives outside the Museum, such as expansion of the Walking Tour brochure. Strengthening our relationship with First Nations is a focus area.

- **Continuing to develop educational programming** -- by creating more specialized educational programs in partnership with immigrant service organizations and others. This encourages a higher utilization of facilities as programs focused on specific curriculum content will offer more in-depth learning opportunities.
- **Site Development** -- Other future capital projects include visitor-focused improvements such as wheelchair accessible washrooms, 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. A 2011 study by Donald Luxton and Associates will guide planning.





## Annual General Meeting

Monday, June 18, 2012

1. President's Welcome The President, Wayne Beggs welcomed the group attending (15) to the AGM and called the Meeting to order at 7:10 P.M. Former Board Members Dave Maxwell, David Spence and Maryann Cooper were present.
2. Adoption of Agenda **Motion #1** It was moved by David Spence, seconded by Irene Reid "that the Agenda, as printed and circulated, be adopted". Carried
3. Approval of Minutes - June 20/2011 **Motion #2** It was moved by Robert Simons, seconded by Amanda Maplethorp "that the June 20, 2011 AGM Minutes, as printed in the PMHS 2011 Annual Report, be approved". Carried
4. Business arising from Minutes None
5. Reports
  - a. President's Report  
Wayne Beggs went over his printed remarks stressing the accomplishments made this year, and acknowledging the contributions of Staff, Volunteers and Board.  
**Motion #3** It was moved by Wayne Beggs, seconded by Robert Simons "that the President's Report be accepted". Carried
  - b. Manager's Report (printed) Jim Millar reviewed a number of pertinent items. New Museum Roof, Venosta cover, Contract shelving, Gardens Funding loco Days, Student contributions, Weldon Haley's Legacy monies and thanked all Volunteers in particular. **Motion #4** It was moved by Jim Millar, seconded by Irene Reid "that the Manager's Report be accepted". Carried
  - c. Treasurer's Report (Printed) Irene Reid reviewed the Financial Year, and review by Auditor, surplus over expenses, payroll costs in the Summary, and fielded queries from the audience. **Motion #5** It was moved by Irene Reid, Seconded "that the Treasurer's Report be accepted". Carried
6. Elections of Officers and Board of Trustees for the 2012-2013 Term. President, Wayne Beggs outlined the process, and in turn, clarified the number of 1 year and 2 year term positions to be filled. Two (2) written submissions from candidates Armando Elias & Christine Clark were read out--as they were unable to attend this AGM.  
Officers elected were  
President - Robert Simons, -  
Vice-President - Al Davies  
Secretary - Amanda Maplethorp  
Treasurer (continuing and appointee), Irene Reid.



Three candidates at the meeting offered their services for the Board of Directors:

7. Dan Kirchner, Mladen Plecko and Ron Simpson.

George McCrae was nominated from the floor.

Due to this candidate's lengthy travel absences, another contributory position has been agreed to by the Board and Mr. McCrae. **Motion #6 & 7** It was moved by Robert Simons, seconded by Dianna Brown "that Christine Clark and Armando Elias be elected to the 1 year term vacancies" (joining incumbent Darrell Penner) and "that Ron Simpson, Dan Kirchner and Mladen Plecko be elected to the three 2 year term vacancies on the Board" Both Motions were carried.

8. Appointment of Nominating Committee for 2013 Elections. **Motion #8** It was moved by David Spence, seconded by Dianna Brown "that the naming of this Committee be vested in the hands of the Executive Committee. Carried.

9. New Business

- a. Nomination of Tom Galinis for Honorary Life Membership. Jim Millar cited the superlative garden contributions made by Tom Galinis over the past six years and made **Motion # 9**"that Tom Galinis be accorded the status of Honorary Life Member" Seconded by Dianna Brown Carried.
- b. **Motion # 10** David Spence moved "that the reference name Appleyard House be placed in all titling designations" Seconded by Dianna Brown. Ron Simpson noted that it is already in the Registry of National Historical Heritage dwellings. Carried  
Jim Millar confirmed that the Board would petition City Council to execute this motion's objectives.
- c. Special tributes were paid to Dianna Brown and Wayne Beggs for their noteworthy contributions to the PMHS. Both stepped down from their positions at this AGM.

10. Announcements

- a. The Port Moody Foundation (R. Simons/David Spence) announced a \$2,000.00 donation to PMHS for Platform Building at the Museum.
- b. On February 13, 2013 there will be a Bi-Centennial recognition celebration for Colonel R.C. Moody after whom Port Moody is named.
- c. Monday July 9, 2012 will be the first meeting of the new Board and Old at the Museum at 7:00.



11. Adjournment **Motion #11** It was moved that the AGM be adjourned by David Spence.

An informal wine and cheese gathering followed the AGM where Officers, Guests and Staff could mingle. Some took the opportunity to view the newly installed shelving in the basement.

Respectfully submitted,

\_\_\_\_\_  
Al Davies, Outgoing Secretary

\_\_\_\_\_  
Wayne Beggs, Outgoing President

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

**The Community of Port Moody**

Our Volunteers and members, and individual donors  
Port Moody Foundation  
The Weldon Haley Estate

**The City of Port Moody**

Corporate Services  
Cultural Services

**Local Businesses**

Tri City News, Port Metro Vancouver, Peller Estates, Pacific Coast Terminals, Thrifty Foods, Imperial Oil, Impact canopies, Tim Horton's, Freybe's Gourmet Foods, Starbucks, Pajo's, Cobs Bread Suter Brook, Pasta Polo, and the V3H.com

**The Province of British Columbia**

BC Gaming Commission

**The Government of Canada**

Canadian Heritage Information Network  
Heritage Canada  
Service Canada

**The Port Moody Heritage Society Board of Directors, 2012/13**

<b>Robert Simons</b>	President
<b>Al Davies</b>	Vice-president
<b>Irene Reid</b>	Treasurer
<b>Amanda Maplethorp</b>	Secretary
<b>Wayne Beggs</b>	Past-President



<b>Christine Clarke</b>	Director
<b>Armando Elias</b>	Director
<b>Dan Kirchner</b>	Director
<b>Darrell Penner</b>	Director
<b>Mladen Plecko</b>	Director
<b>Ron Simpson</b>	Director
<b>Al Sholund</b>	Honorary Director

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

2734 Murray Street  
Port Moody, BC V3H 1X2  
604-939-1648

email [info@portmoodymuseum.org](mailto:info@portmoodymuseum.org)  
website [www.portmoodymuseum.org](http://www.portmoodymuseum.org)

## **Final Word**

The Board of Directors promotes our vision to be “**A valued and vibrant community asset that showcases and celebrates our heritage.**” In order for a city to have a sense of community, its citizens must be made aware of its roots and have an appreciation of all those who have helped make it happen. The Museum’s goal is to fulfill the continuing need of knowing one’s identity, of educating and informing new members of our community to the importance our history has played in making our today’s community so vibrantly alive. In addition, the Museum plays an economic role in providing a tourist attraction highlighting the cultural identity of the area. Overall, we strive to remember and promote Port Moody’s past for, *if our past is forgotten, it quickly vanishes, leaving a void, to never again to be completely filled.*

