



The Port Coquitlam Heritage and Cultural Society

Annual Report

April 1, 2021 – March 31, 2022

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Message from the President

This past year proved to be another challenging COVID year as we entered the 6th COVID wave. Society as a whole has mixed opinions about how comfortable they feel about being in other's company with or without a mask. At PoCo Heritage, we continue to make a vaccination passport a condition of employment. Many of our volunteers tend to be in the more vulnerable elder population. Our AGM is a mixed in person and Zoom meeting to accommodate differing comfort levels.



Our Museum Manager and Curator, Alex Code, is currently still working a hybrid model: in person for the three days the Outlet is open to the public and at home when it is not.

The closure and reconstruction of McAllister Avenue this past year further complicated visitor accessibility and parking issues.

The Port Coquitlam Heritage and Cultural Society is in its 34th year of working hard to tell and preserve Port Coquitlam's stories for current and future generations. Last fiscal year we were fortunate to receive funding from the federal Canada Summer Jobs program for an unprecedented four-16 week Museum Assistant positions.

Our member of parliament, Ron MacKinnon spoke to the house of the important accomplishment PoCo Heritage staff and volunteers made in photographing all 2,000 items in storage in Fire Hall #2. He also spoke about the well publicized Vancouver Sun front page story of our staff and volunteers researching and translating a collection of Chinese bottles dating back to the days of the early Chinese R.R. construction workers.

For the first time PoCo Heritage Museum and Archives will be launching a Digital Museum of Canada virtual exhibit in Canada's two official languages, available to anyone having a computer, smart phone or tablet. This labour of love has occupied many months of time firstly from the staff, the grant, and exhibit committees, navigating an onerous and competitive grant process which ended successfully with a \$14,000 grant followed by the challenging job of researching, designing, writing and illustrating our story. The staff took on the complicated process of entering the material into the system. This entire process had to pass many stages of translations, and feedback revisions from the funders and has taken place over three fiscal years.

While it was sad to hear that St. Catherine's Anglican church is moving their congregation to Coquitlam, they have donated their Church bell to PoCo Heritage. We have been in discussion with the city planners and are optimistic that it will find a prominent home in the newly organized Civic Square because of its dual provenance of coming from the church building formally on McAllister Ave across the street from the Museum and spending its early years on the top of a steam train.

I conclude my second term as President at the June AGM for a total of four and a half years. Funding from the city has remained at \$55,000 which has not allowed us to hire a second employee and doesn't allow the Board to transition from a working board to a Governance structure. This has contributed to our inability to attract a President and Vice President because of the onerous volunteer time commitment required. We remain optimistic that the city will be able to fund our Museum and Archives to the \$110,000 level we have requested.

We thank the city for their support and we enjoy monthly communications with our enthusiastic council designate, Nancy McCurrach.

I would like to express my deep appreciation for our amazing staff and volunteers that put so much time and effort into getting PoCo's story out into the world via ever evolving and expanding methods from in person, displays, telephone, and paper, to complex websites, QR codes and numerous forms of digital and offsite connections. COVID has changed the way we do business and its effect will be felt long after the virus fades into history.

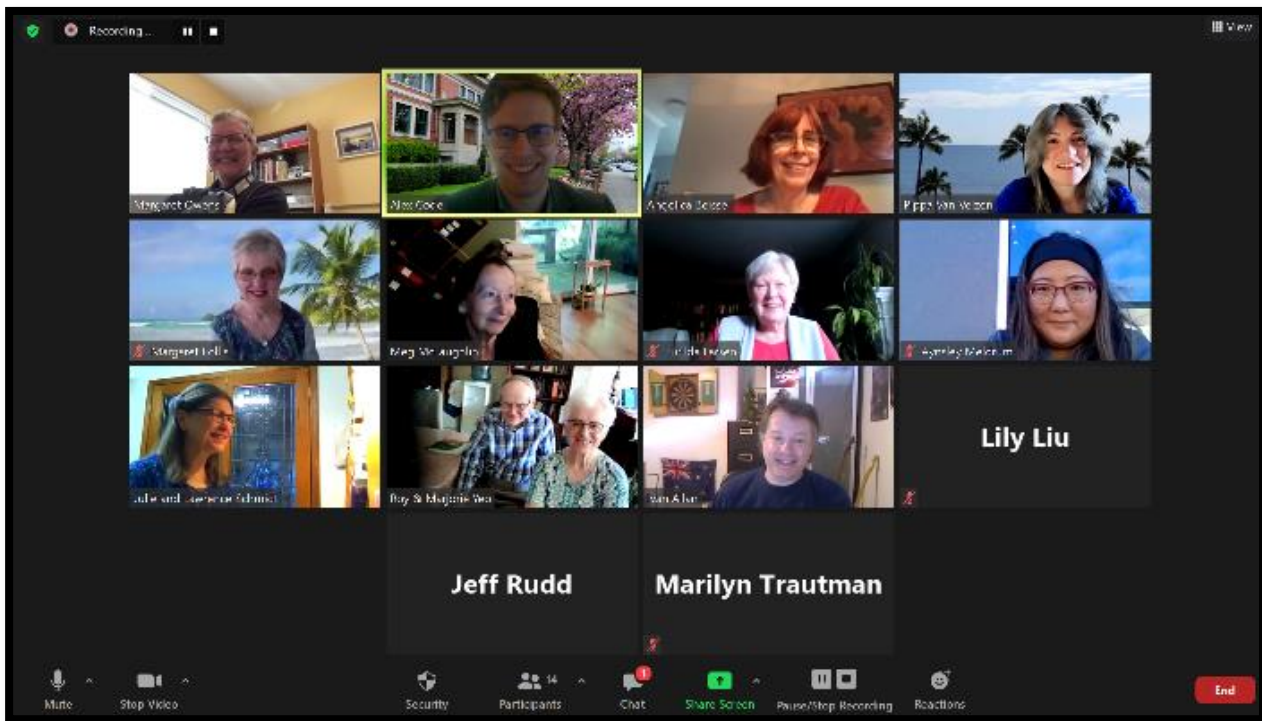
Sincerely

A handwritten signature in cursive script that reads "Julie L. Schmidt".

Julie L. Schmidt
President

Board of Directors

| Position | Member | Term | Notes |
|---------------------------|----------------------|-----------|-----------|
| President | Julie Schmidt | 2020-2022 | Appointed |
| Vice President | | | Vacant |
| Treasurer: | Aynsley Wong Meldrum | 2020-2022 | |
| Secretary: | Angelica Beissel | 2020-2022 | Resigned |
| Director at Large: | Brian Hubbard | 2020-2022 | |
| | Lily Liu | 2021-2023 | |
| | Marilyn Trautman | 2021-2023 | |
| | Ivan Allan | 2020-2022 | Resigned |
| | Jack Choules | 2022-2024 | Appointed |
| | Pam Murray | 2022-2024 | Appointed |



Strategic Plan 2018-2022

Vision

A community enriched by its culture and connected to its past.

Mission

To celebrate and preserve Port Coquitlam's diverse heritage and culture through community engagement.

Our Values

We *preserve* Port Coquitlam's history and heritage for future generations

We deliver *community focused* exhibits and programming

We celebrate the *diversity* within our community

We apply *professional* standards to what we do

Our Values

Priorities 1: Clarify Society and Museum organization

- a) Clarify our organizational structure and transition to a governance Board
- b) Clarify our roles and responsibilities
- c) Confirm active Committees and Task Forces
- d) Clarify our name and identity, and create a consistent media and communication strategy

Priorities 2: Increase and diversify participation and attendance in the museum

- a) Increase attendance in the museum by developing diverse, engaging, community oriented exhibits and displays, and communicate with target audiences
- b) Create a Volunteer Program that provides experiences that are meaningful, challenging, and impart a sense of value to everyone who contributes to the Society and the Museum and Archives

Priorities 3: Demonstrate our value to the City and our community

- a) Connect to our community by increasing and diversifying our programming and outreach
- b) Create a sustainable marketing and communication strategy
- c) Collaborate and strengthen relationships with our surrounding communities; the City, local businesses, community groups, and other heritage organizations

Priorities 4: Build a long term sustainable base of funding

- a) Maintain and deepen the partnership between the Society and the City of Port Coquitlam that is mutually beneficial
- b) Develop a coordinated and proactive strategy to obtain grants and external funding
- c) Expand revenues through unique fundraising events and activities

Committees, Liaisons, & Designates

(Apr 1st – March 31st, 2022)

Governance Committees

Election Committee

Chair Marg Owens

Finance Committee

Chair Julie Schmidt
Co-Chair Aynsley Wong Meldrum

Human Resources Committee

Chair Julie Schmidt
Co-Chair Aynsley Wong Meldrum

Operational Committees

Collection Management Committee

Chair Alex Code
Staff Rep Alex Code, M. Francis

Grant Committee

Chair Marg Owens
Staff Rep Alex Code

Exhibits and Displays Committee

Co-Chair Meg Mclaughlin
Co-Chair Julie Schmidt
Staff Rep Alex Code

Events, Programming, and Fundraising Committee

Chair Alex Code
Staff Rep Alex Code

Technology Committee

Chair Brian Hubbard
Staff Rep Alex Code

Volunteer Committee

Chair Alex Code
Staff Rep Alex Code

Liaison

Heritage Liaison

PoCo Heritage Marg Owens

Designate

City of Port Coquitlam Heritage Designate



Cllr. Nancy McCurrach

And a big congratulations to our first ever **Pet Ambassador**



Pet Ambassador Raiin Romani

Operations

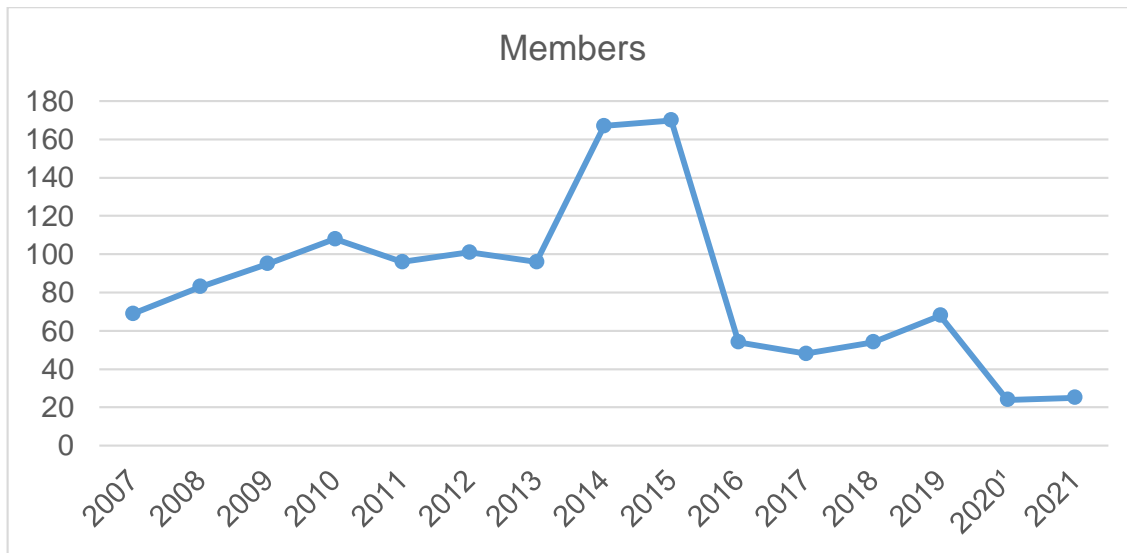
Society Meetings

| | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March |
|-------------------------------|-------|------|------|------|-----|------|------|------|------|-----|------|-------|
| Board Meeting | 12th | 10th | x | 30th | x | x | 1st | 12th | 10th | x | 18th | 18th |
| General Meeting | x | x | x | x | x | x | 13th | x | x | x | x | x |
| Annual General Meeting | x | x | 7th | x | x | x | x | x | x | x | x | x |

Society Membership

In 2022 our membership included 25 individuals and businesses.

Note: The Society records its membership numbers based on calendar years.



¹ COVID-19 caused a reduction of membership largely due to museum closure.

Staff

Permanent Staff



Alex joined the PoCo Heritage Museum and Archives in July 2020 as a Programs Assistant under Canada Summer Jobs. As of November 2020, Alex became PoCo Heritage's new Museum Manager.

Museum Manager (*Nov 2020 – Present*)
Alexander Code

Temporary Staff



MP Ron McKinnon (left), Robin (middle), Mallorie (right)

As the first round of Canada Summer Jobs hires, Robin and Mallorie helped us with a wide variety of projects. Mallorie has stayed with us and as of Dec 2021 she has been our Assistant Curator. After completing her term with us, Robin went on to continue her studies at the Masters of Art Conservation program at Queen's University

Museum Assistant (*May 2021 – Aug 2021*)
Robin Langmuir

Museum Assistant (*May 2021 – Dec. 2021*)
Mallorie Francis

Assistant Curator (*Dec 2021 – Present*)
Mallorie Francis



Madison joined us for our second round of Canada Summer Jobs funded positions. Madison is a Library and Information Technician who has always had a passion for museum work. She worked diligently with our collection over the course of her time with us!

Museum Assistant (*Aug 2021 – Dec 2021*)
Madison Holgate

Our museum operational funds and permanent staff salary is funded through the City of Port Coquitlam and their Community Cultural Development Investment Program – Organization Category.

Our sincerest thanks for the City of Port Coquitlam’s continued support!

Summer job positions were funded primarily by the Government of Canada through the Canada Summer Jobs program. Our sincerest thanks to **MP Ron McKinnon** for his continued support for this important program!

Museum Attendance

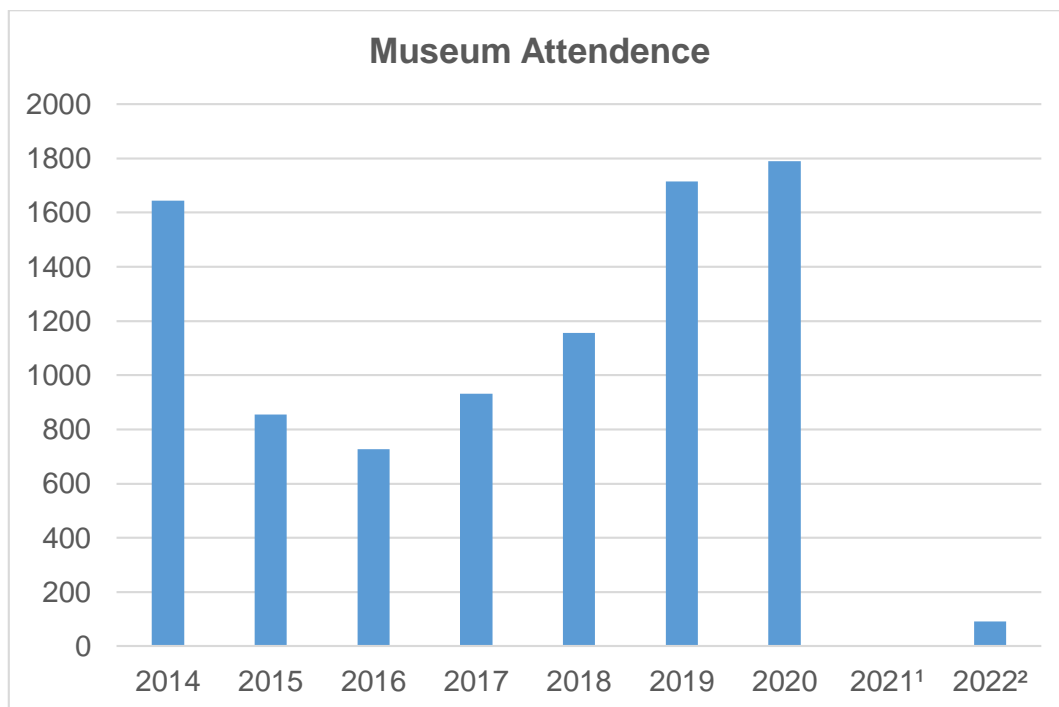
General Attendance

Due to Covid-19, the museum was forced to close its doors in March 2020. No in-person visitors other than staff, volunteers, or those who had business at the museum were admitted until September 2021.

When the museum was able to open, hours remained limited through to the end of this fiscal year due to staffing shortages at the City of Port Coquitlam. Hours were limited to Saturdays 1:00pm – 4:00pm until October 2021 when they were increased to 9:30am-4:30pm Tuesdays & Thursdays, 1:00pm - 4:00pm Saturdays. These reduced hours continued until the end of the fiscal year.

Access issues due to construction along McAllister also persisted from summer 2021 to December 2021. The building was only accessible from the rear and there was no parking in front of the museum due to road and sidewalk closures.

As always, numbers recorded here only reflect those accounted for in the guest book. This reflects a small percentage of actual visitors, as only around 1 of every 3 guests signs in.



Event & Programing Attendance

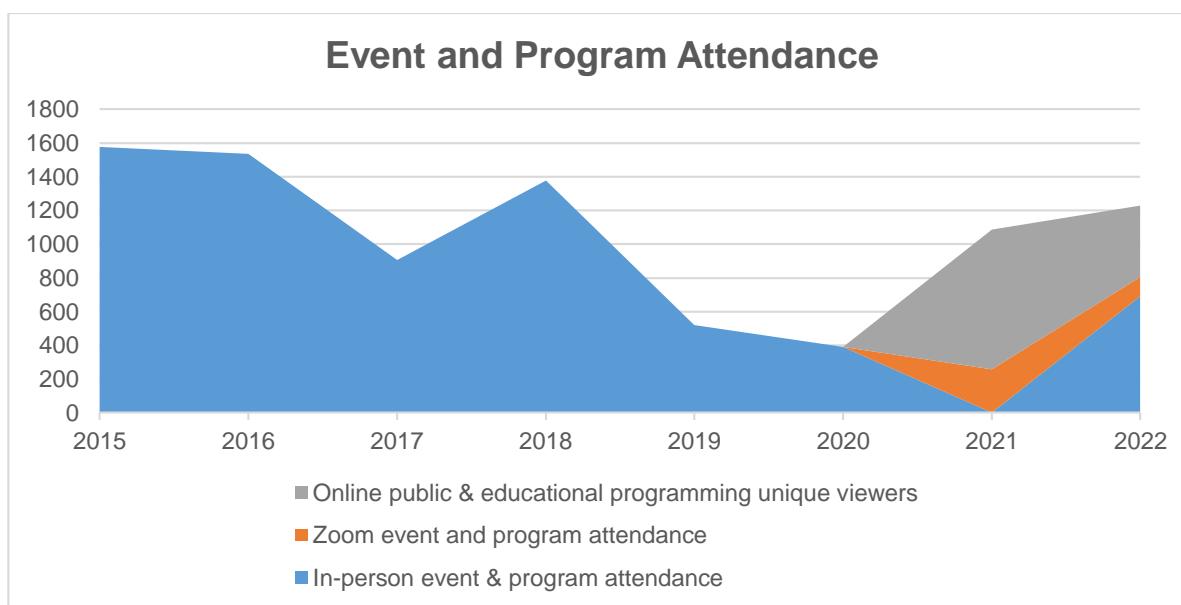
Events and programming have been provided largely online since the beginning of the pandemic. This fiscal year, we began to reintroduce in-person events, programs, & outreach in the fall 2021.

A total of 43 events and programs were delivered directly to gusts over the course of the year, including 4 speaking events, 3 craft workshops, 2 group tours, outreach at 2 city events, and 32 other small group programs.

School programming was provided entirely online and self-guided via our website. Two curriculum-based school and ESL programs are available to the public and are free to download.

Public programming in the form of a free self-guided downtown walking tour as well as a paid VR tour are also available on our website.

Total event and program attendance over the course of the year was **1,228**, a **13% increase** over last year's 1,086.



| Attendance Type | 2020 ² | 2021 | 2022 |
|---|-------------------|------|------|
| In-person event & program attendance | 390 | 0 | 690 |
| Zoom event and program attendance | N/A | 259 | 116 |
| Online public & educational programming unique viewers ³ | N/A | 827 | 422 |

² COVID lockdown begins forcing move to online programming.

³ Includes statistics for online school programming and PoCo Heritage Art Walk webpages.

Museum and Archives Collections

Collection Records

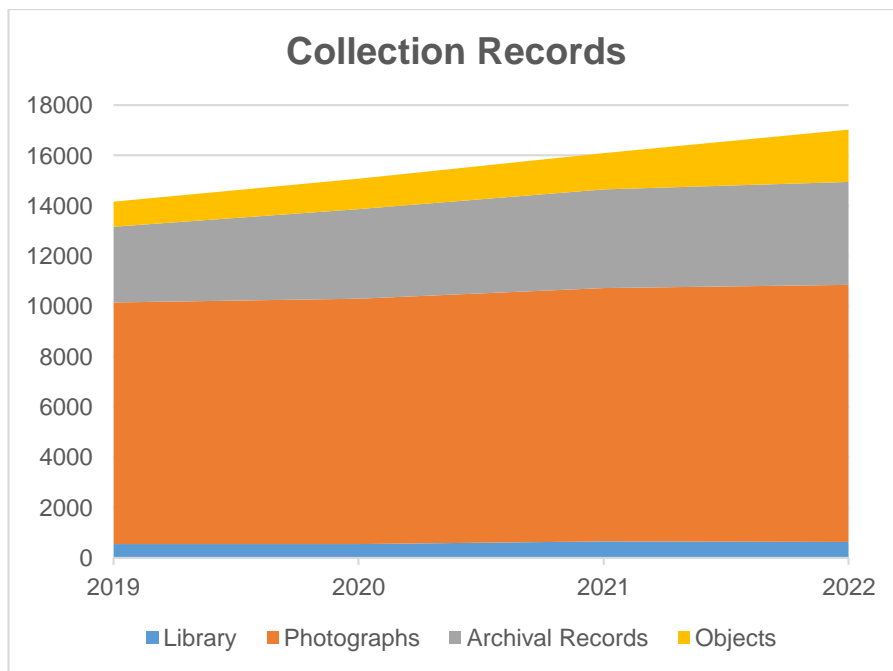
We are continuing to process and add our collection into our PastPerfect database. This fiscal year all objects located at our offsite storage were photographed (2000+ items) and many were processed, though a large portion has yet to be inputted into PastPerfect. Likewise, a large portion of material held in the archive has yet to be added, including framed works, slides, negatives, and other archival records.

The collection records in our PastPerfect database currently number:

- 635 library
- 10,221 photographs
- 4,085 archive
- 2,082 objects

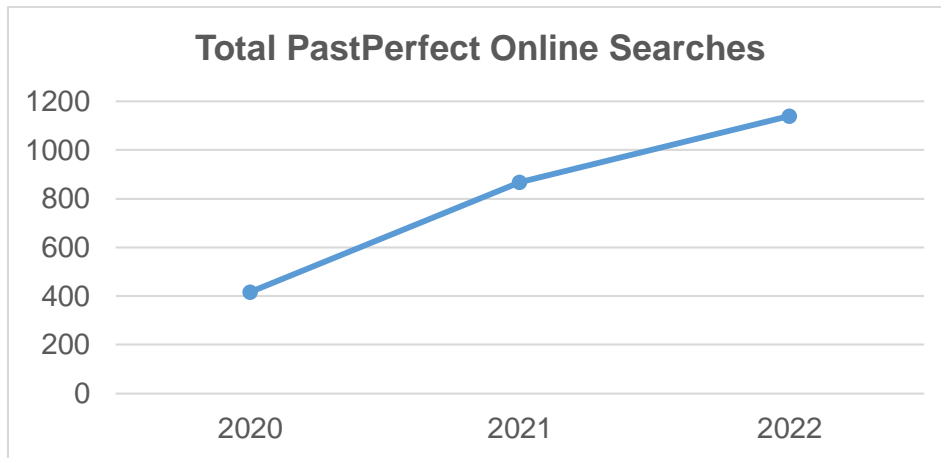
PastPerfect records total **17,025**. This represents a **5.75% growth** in records since the prior fiscal year end, though largely this increase is explained by documentation of existing collections rather than acquisitions of new material.

At the current rate of work, it will likely take several more years to fully document existing collections in our new database.



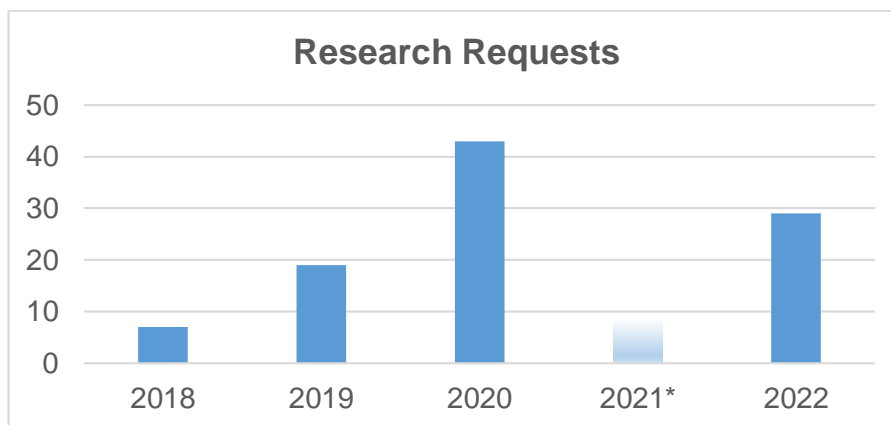
PastPerfect Online

A portion of our collection continues to be available to the public through our PastPerfect Online site. Although major work on increasing publically available records has yet to take place, searches of the records that are currently available continue to increase. This year we saw **1,139 searches**, a **31% increase** over the previous fiscal year.



Research Requests

Volunteers and staff continue to process inquiries from the public, local businesses, community groups, and the City of Port Coquitlam Staff. This year we used our collection to research 29 research requests.



*Numbers for years ended 2020 and 2021 only reflect a portion of actual requests received.

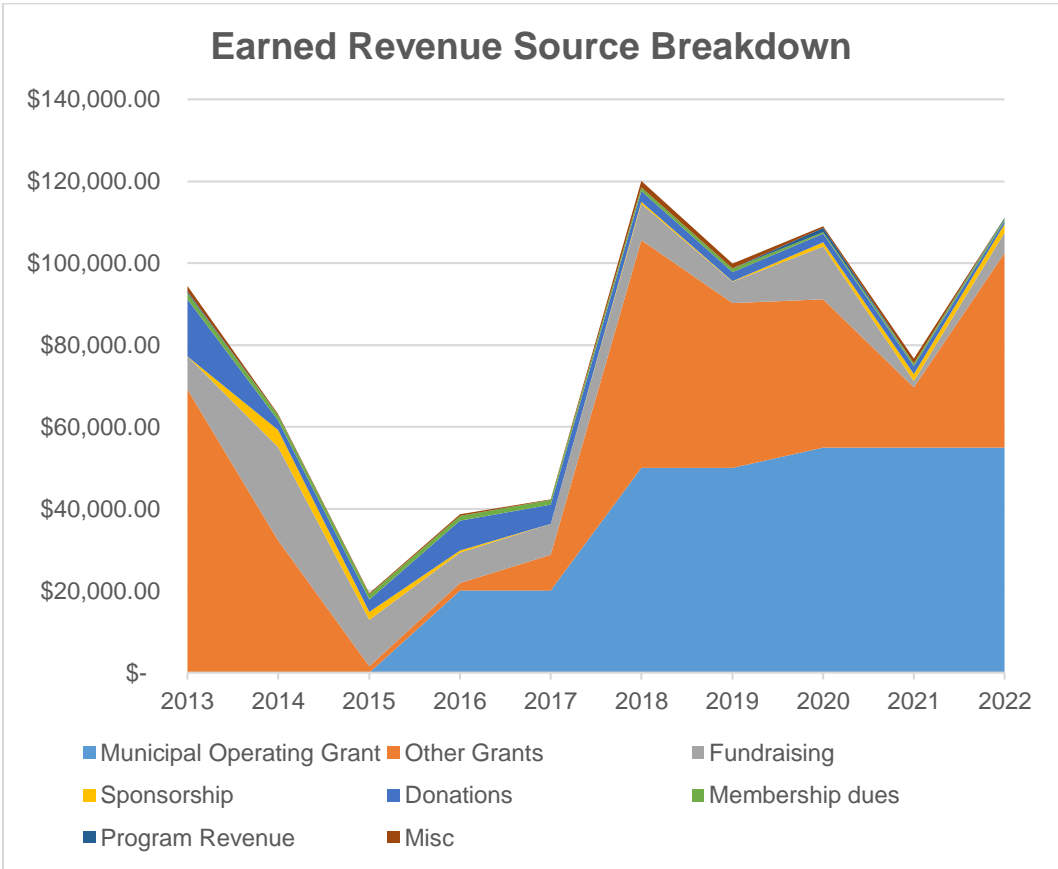
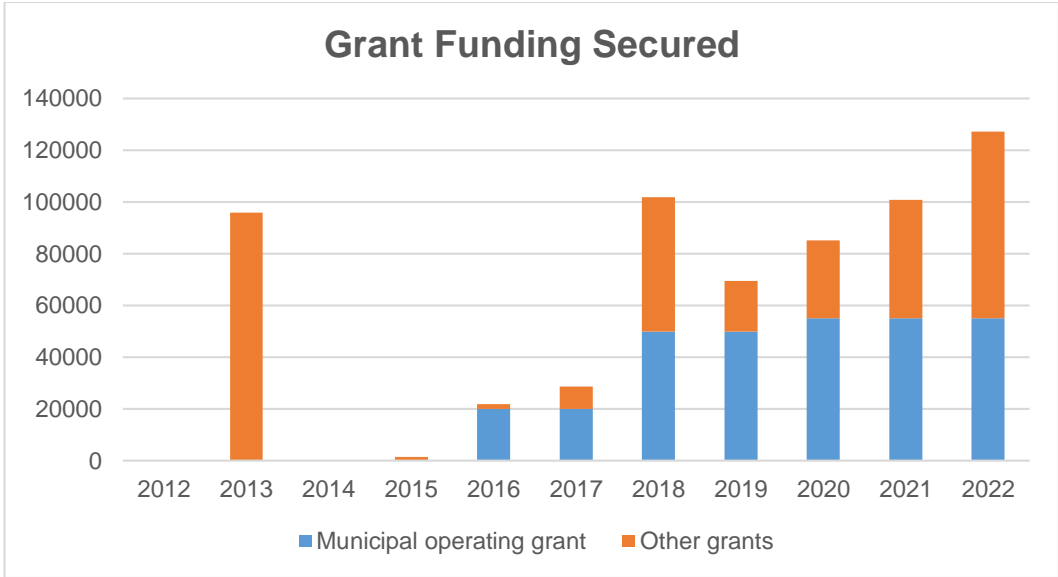
Grants and In-Kind Contributions

Grants

PoCo Heritage secured the most grant funding on record in a single year over the course of this fiscal year, summarized below. Note that this summary does not represent earned revenues, but only the amounts which were secured in this fiscal year. Grants do, however, continue to represent the largest share of our earned revenue.

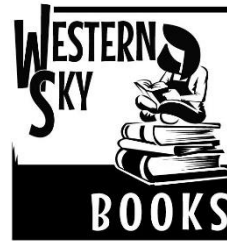
| Funding Source | Usage | Amount |
|--|---|------------------|
| CCD Investment Program – Organization Category <i>City of Port Coquitlam</i> | Funded Museum Manger at full time hours. | \$55,000 |
| BC Gaming <i>Province of British Columbia</i> | Events and Programming | \$5,650 |
| Canada Summer Jobs Program <i>Government of Canada</i> | Used to hire four seasonal employees. | \$36,058 |
| Reopening fund for Heritage Organizations (MAP) <i>Government of Canada</i> | | \$11,938 |
| Documentary Heritage Communities Program <i>Government of Canada⁴</i> | | \$18,451 |
| Total | | \$127,214 |

⁴ Funds received, work to start summer 2022



Donations and In-Kind Contributions

We had a tremendous amount of community support for our events, programming, and festivals, and received donations, sponsorships, or in-kind support from **Cllr Nancy McCurrach**, **Cllr Dean Washington**, the **St. Catherine's Church**, and these wonderful supporters:



Exhibits and Displays

This fiscal year PoCo Heritage developed 7 exhibitions, 3 of which were presented online, 3 of which were housed in Port Coquitlam's City Hall, and 1 more online exhibit is scheduled to launch online in June 2022.

Port Coquitlam's F Words: The Story of Our City's Early Years

(Reopened) September 2021 – September 2022

This exhibit explores four ruinous events – the Spanish Flu, a raging downtown fire, a devastating flood, and an economic time of financial fears – which occurred early in Port Coquitlam's history.

Any one of these events could have spelled disaster for the newly created City of Port Coquitlam, but the city's resilient spirit and persistence in the face of adversity carried them through these troubled times into a prosperous future.

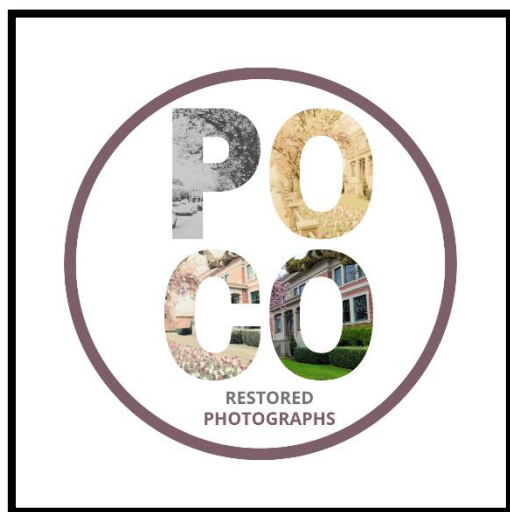


PoCo Restored Photos – Online

May, 2021

Over time photographs fade, rip, crease, or become victims to spills and small insects. Besides making the photograph less appealing to look at, this can obscure the details of the picture that gave us insight into its story.

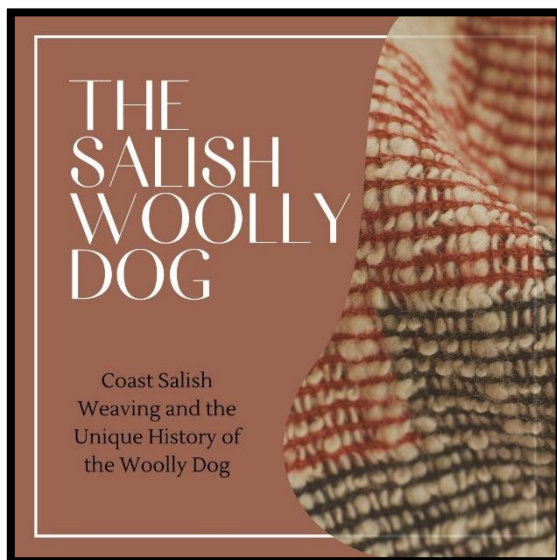
Fortunately, our talented volunteer **Damani Jordan** was able to digitally restore these photographs to give us a glimpse into what that photo would have looked like at the time it was taken!



Salish Woolly Dog – Online

June, 2021

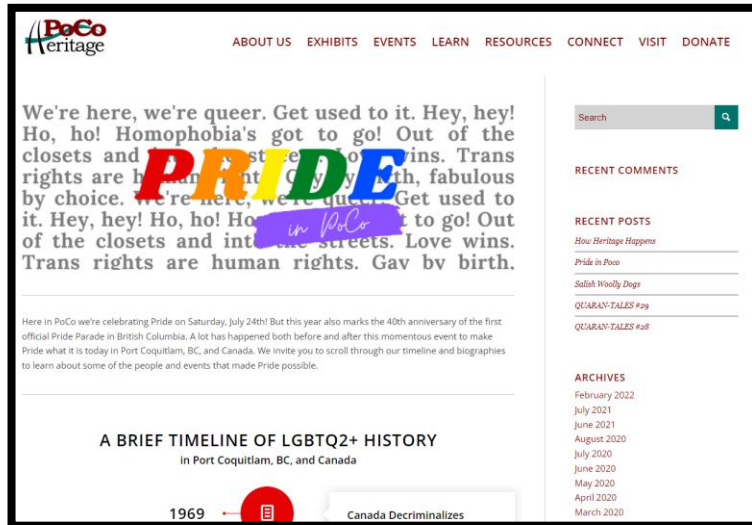
A look into the history and importance of the Salish Woolly dog and Coast Salish weaving.



Pride in PoCo – Online

July, 2021

A short history of Pride in Canada, BC, and Port Coquitlam.



Road to Confederation – City Hall

August, 2021

A look back on the circumstances that led to BC becoming part of Canada on the 150th year since BC joining confederation,



PoCo Remembers – City Hall

November, 2021

Our annual Remembrance Day display in city hall honours all those from our community who served. The display includes Port Coquitlam's Honour Roll, newspapers, handwritten letters from the front, and a hand embroidered war quilt created from the great coats from WWI and WWII soldiers.



How Heritage Happens – Online

February, 2022

An online exhibit exploring the behind-the-scenes of how we work with the collection. This exhibit features a collection of Chinese glassware and highlights the importance of collaboration to properly understand and share heritage.



Digital Museums Canada: PoCo's F-Words – Online

To be released June 2022

A bilingual online conversion of our F Words exhibit produced through the Digital Museums Canada Community Investment Program.

COMMUNITY STORIES | Digital Museums Canada

Home Stories Gallery Feedback Français Search this site

Port Coquitlam's F Words: Flu, Fire, Flood and Financial Fears

The timing of Port Coquitlam's founding as a city led to a tumultuous beginning. Through it all the people of the city persevered, led by the city's mayor, Arthur Mars. His was not an easy task as one year after another disaster befall the city just as it was starting to recover from the last

Dewdney Trunk Road After the Fire, 1920

Events, Programing, and Fundraising

We have had a very busy year increasing our museum programming, hosting more events, doing more community outreach, and collaborating with other community groups!

Events & Outreach

Pride

(July, 2021)

Our first in-person event since the beginning of the pandemic! PoCo Heritage came out along with our first ever Pet Ambassador

Culture Days

(September 25th – October 25th, 2019)

For Culture Day 2019, the PoCo Heritage Museum and Archives advertised their PoCo Heritage Art Walk, Rhymes of Times and Heritage Writers' Group programs and an Evening at the Museum program event featuring a financial advisor discussing the market and economy during COVID.

PCCC Opening

(October, 2021)

PoCo Heritage attended the opening of the Port Coquitlam Community Centre by facilitating an art workshop. Over 200 children were served over the course of the event.

Evening at the Museum

(June 4th, July 23rd, August 17th, September 17th, October 15th, February 18th)

PoCo Heritage hosted four speaking events, free and open to the public.


Christmas at Leigh Square

(November)


2021 Events

POCO PRIDE poetry


Join us for a virtual evening of Pride and poetry at the museum



With poets Dominique Wakeland & Laura Fukumoto


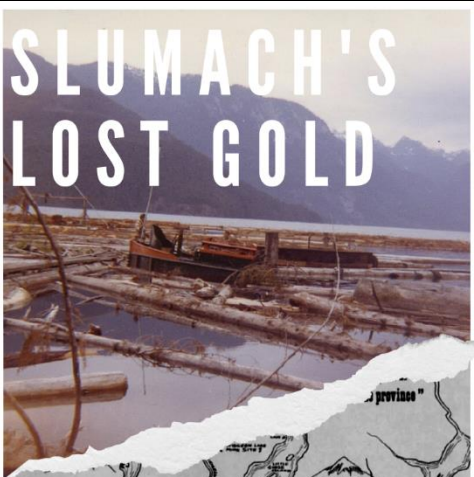


Thursday July 22, 2021
7:00pm-8:00pm
Free via Zoom



SLUMACH'S LOST GOLD

WITH GUEST SPEAKER
BRIAN ANTONSON
Author of *Slumach's Gold: In Search of a Legend*




Michael Wright Art Gallery
at
Leigh Square Community Arts Village

October 13th, 2021
7:00pm


POCO HERITAGE MUSEUM AND ARCHIVES

THINKING DOGS

with
Julia Espinosa
PhD Candidate @ UoFT




JUNE 17 6:30 PM
FREE via Zoom




NOT SO LITTLE WOMEN: LEADERSHIP, LITERACY, AND LIBRARIES IN POCO

March 10th, 2022 | 6:30-7:30 pm
Free via ZOOM



with
Ada Con & Robyn Weisner of the FVRL



Programming

Educational Programs

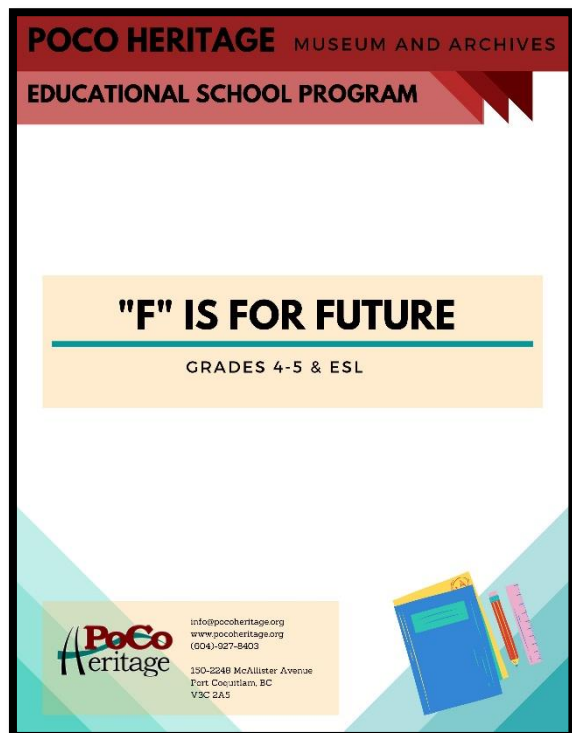
Port Coquitlam's F Words, School Program & Tour

As part of our ongoing educational and public programming, we offer guided exhibit tours to students, educators, ESL learners, newcomers, seniors, etc. At the beginning of this year we provided a fun interactive guided tour of our newest 2020 exhibit, Port Coquitlam's F Words, The Story of Our City's Early Years. The programs include a guided museum tour, and an outdoor walking tour through City Hall and Leigh Square Community Arts Village and a hands on activity. Social distancing requirements mean that tours inside our gallery were not possible.

F is for Future, School Program

This year we launched a new school program "F is for Future" in association with our newest exhibit, *Port Coquitlam's F Words*, and the release of our comic book, *The F Words: The Story of Our City's Early Years*.

This program is for students K to Gr 5 and ESL learners. The program follows the BC Curriculum and explores the F Word 'FUTURE' by identifying how our past shapes and connects to our future and how actions and events influence our identity, stories, traditions, communities and lives. Each student attending the program was to receive a comic book.



Online School Programs

The Story of Port Coquitlam, Online School Program

With the closure of the museum due to COVID-19, PoCo Heritage went digital with its programming! Beginning in May 2020 we launched an online school program, *The Story of Port Coquitlam*. The program was adapted from our school program “F is for Future” and is formatted as an activity book package for educators and parents looking for resources for their students and children and ESL learners looking to improve their English language skills. The program package is free to download on our website and comes complete with a pdf version of our newest comic book, *Port Coquitlam’s F Words: The Story of Our City’s Early Years*.

Introduction:





Take 1 minute to look at these two photos. What are some things that are similar? What are some things that are different? Where do you think the photo is from and of what?



The picture on the left was taken of the most recent COVID-19 pandemic that has affected the world and the picture on the right is from the Spanish Flu pandemic. Did you know that Covid-19 is not the first pandemic that Canadians have experienced.

We are Connected! Online School Program

In May 2020 we also launched a second online program, *We are Connected!* This program again, was formatted as an online activity book package and is available for free to download. This program explores themes of identity and how we are shaped and connected through our diversity.

| The Story of Port Coquitlam | We are Connected! |
|---|---|
| EDUCATIONAL PROGRAM Gr 2-5 & ESL | EDUCATIONAL PROGRAM K-3 & ESL |
|  POCO HERITAGE MUSEUM AND ARCHIVES ONLINE SCHOOL PROGRAM |  POCO HERITAGE MUSEUM AND ARCHIVES ONLINE SCHOOL PROGRAM |
|  THE STORY OF PORT COQUITLAM GRADES 2-5 & ESL |  WE ARE CONNECTED! GRADES K-3 |
| <ul style="list-style-type: none">Curriculum & ConceptsGr 2-3 Activity BookletGr 2-3 Answer KeyUh Oh PoCo STORYGr 4-5 Activity BookletGr 4-5 Answer KeyThe Story of PoCo Comic Book | <ul style="list-style-type: none">Curriculum & ConceptsK-1 Activity BookletGr 2-3 Activity Booklet |

Public Programs

QUARAN-TALES:

(March 2020 – Present)

In March 2020, PoCo Heritage launched QUARAN-TALES (Quarantine + Tales), an online collection program that connects community members to each other while they were self-isolating and in quarantine.

Members of the public were asked to submit written pieces, photos, stories and art that they had done through the pandemic and these were posted on PoCo Heritage's social media platforms and on our website in a gallery format. This program was created to collect and document our communities' COVID-19 experiences for history.



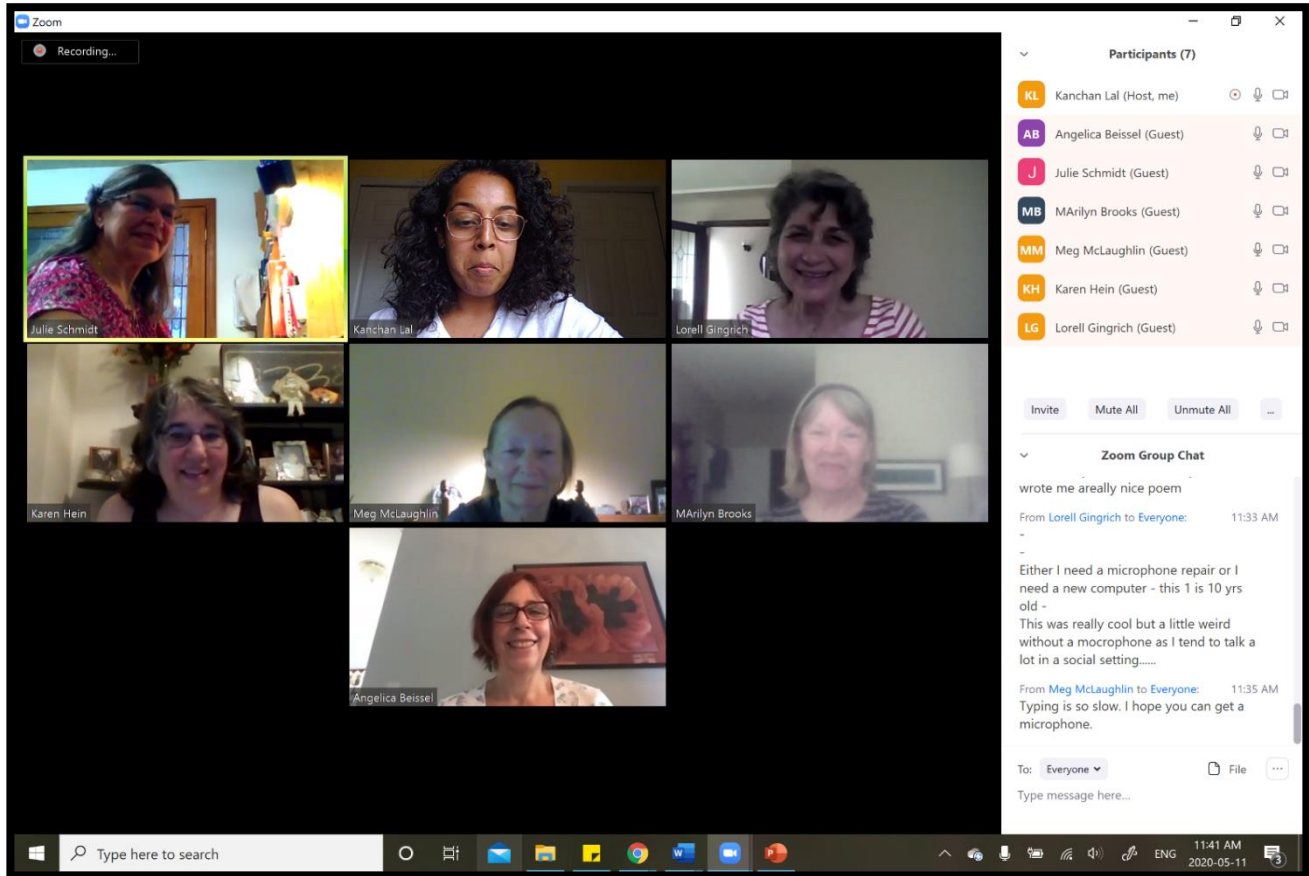
Rhymes of Times, Public Program

(Adult, Monthly)

A guided reminiscing session for adults. The program begins with the reading of an original poem of the month followed by questions so participant's experiences with the subject are drawn out. *The program ran in the museum and archives until March 2020 and then restarted again, virtually through Zoom in May 2020 and also ran through the summer.*

Heritage Writers' Group, Public Program (Adult, Monthly)

A guided reminiscing session for adults that focuses on documenting one's life stories for family and posterity! *The program ran in the museum and archives until February 2020 and then restarted again, virtually through Zoom in May 2020 and also ran through the summer.*



Heritage Detectives, Public Program (Adult, Every Tuesday)

This public program is a weekly discussion group for adult and senior residents who are curious about Port Coquitlam's past and are interested in doing hands-on research. The program ran until the Outlet's closure due to COVID-19 on March 17th, 2020 and has yet to resume.

Crash Course: Chinook Wawa (xxx)

CRASH COURSE: CHINOOK WAWA



with
DR. DAVID ROBERTSON
and
DALE MCCREERY

FREE via Zoom

Jun 22

Jun 29

Jul 6

Jul 13

6:30 pm

POCOHERITAGE.ORG

Heritage Ornament Workshop

(Sept. 24th, Sept. 29th, from March 23rd Monthly appearance)



Tours

PoCo Heritage Museum Exhibit Tour:

We offered guided exhibit tours to all members of the public. Groups could book a museum tour which included an interactive guided tour of PoCo Heritage's current exhibit and an outdoor walking tour through Leigh Square Community Arts Village and City Hall.

PoCo Heritage Walking Tours

In 2020 we were able to host one guided, Southside Heritage Tour, before the pandemic and the closure of PoCo Heritage. The guided tours planned for this year and normally scheduled included Heritage Home Walking Tours on the north and south side, Downtown Tours, May Day Tour and the Mural Walk.

Heritage Walks, Online

At the beginning of August 2020, PoCo Heritage launched the "PoCo Heritage Art Walk", the first walk in its newest series *Heritage Walks!* Heritage walks are a series of self-directed walking tours that get community members outdoors and active and learning more about Port Coquitlam while remaining socially distant. These walks are accessible via our website and can also be accessed through cellphones and tablets. Printable guides are also available.



VR Tour: PoCo's F Words

October 2020 PoCo Heritage began the production of a virtual reality tour of our current exhibit: Port Coquitlam's F Words. Developed in partnership with *The VR Voyage*, the tour takes you through the museum and around important locations throughout the city of Port Coquitlam

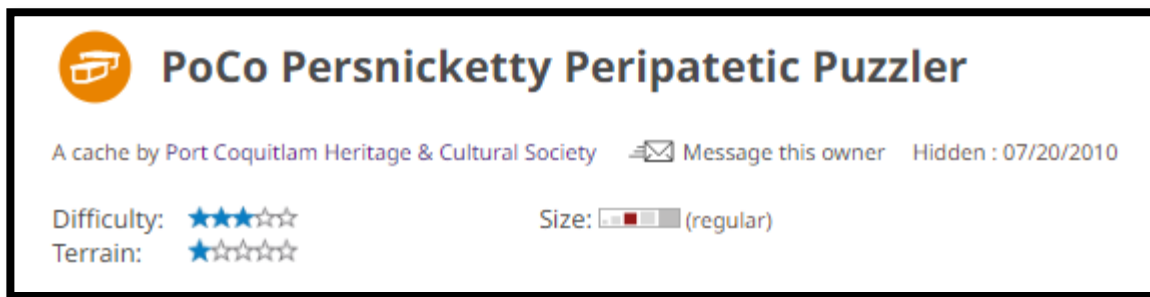
The tour was developed over the winter and is to be released May 2021.

The screenshot shows a website for 'The VR Voyage'. The top navigation bar includes links for Home, About, Join, Blog, Tours, Contact, and Login. The main content area features a red-tinted background image of a museum interior with several mannequins in period clothing. Overlaid text reads: 'MUSEUM & CULTURAL CENTRES', 'PORT COQUITLAM'S F WORDS EXHIBIT', and 'Port Coquitlam, Canada'. Below this, a white box contains the price '\$20.00' and a yellow 'Add to cart' button. To the right of the button, the text reads: 'EXPLORE POCO'S F WORDS EXHIBIT' followed by a short description: 'Take an interactive virtual tour of this temporary exhibit from the PoCo Heritage Museum & Archives. The F Words refers to four disastrous events that shaped the early years of Port Coquitlam, Canada. Explore the years after the city's founding in 1913 as it prepared for a bright future. See how

Geocache

The "PoCo Persnicketty Peripatetic Puzzler" is our geocache which has been in operation since 2010. It's a puzzle multi-cache which requires the cacher to walk or bike throughout downtown including a section of the PoCo Traboulay Trail, and collect information and clues from the Continuum signs, downtown murals, and other points of interest. Then the cacher must do some math to work out the coordinates to find the cache. The cache has always been inside our archives or museum but since the pandemic the Outlet building has been closed and cachers unable to log it as "found".

In December 2020 the cache was put in a weatherproof container and moved to a new location just outside the Outlet.



Toolkits

PoCo History, Educational Toolkits

The Poco Heritage Museum and Archives is developing educational toolkits/boxes for educators for the 2021-2022 school year. These toolkits include various lesson plans, activities, critical thinking prompts, as well as a lesson plan to guide teachers. The educational toolkits will focus on the history of Port Coquitlam and will also include topics and themes relating to British Columbia's history. Toolkits can be rented by educators in the local area.

EDUCATIONAL TOOLKITS

CONTACT INFO:

Contact name: Kanchan Lal
info@pocoheritage.org
(604)-927-8403
www.pocoheritage.org

150-2248 McAllister Avenue
Port Coquitlam, BC
V3C 2A5

GRADE 1

Key messages: The local environment shapes who we are and how we live as well and we shape the local environment just as equally through community. Comparative change within the local community shapes our daily lives. The idea of consequences and how causes have effects on our lives will be explored.

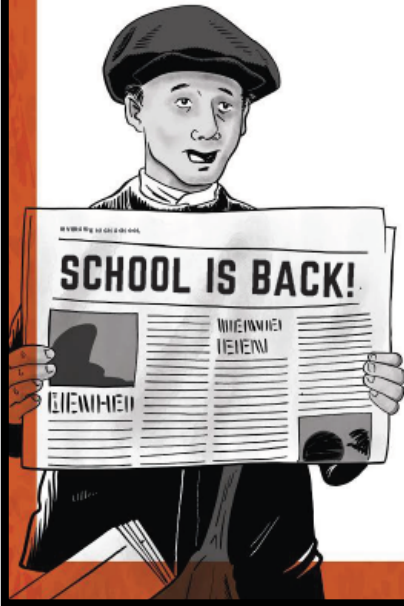
Learning outcomes: Students will gain an understanding of the local environment and how to keep safe within the community as well as well as a deeper understanding of how change can affect our personal lives and our community

Big Ideas:

- We shape the local environment, and the local environment shapes who we are and how we live.
- Healthy communities recognize and respect the diversity of individuals and care for the local environment.
- Sequence objects, images, or events, and distinguish between what has changed and what has stayed the same

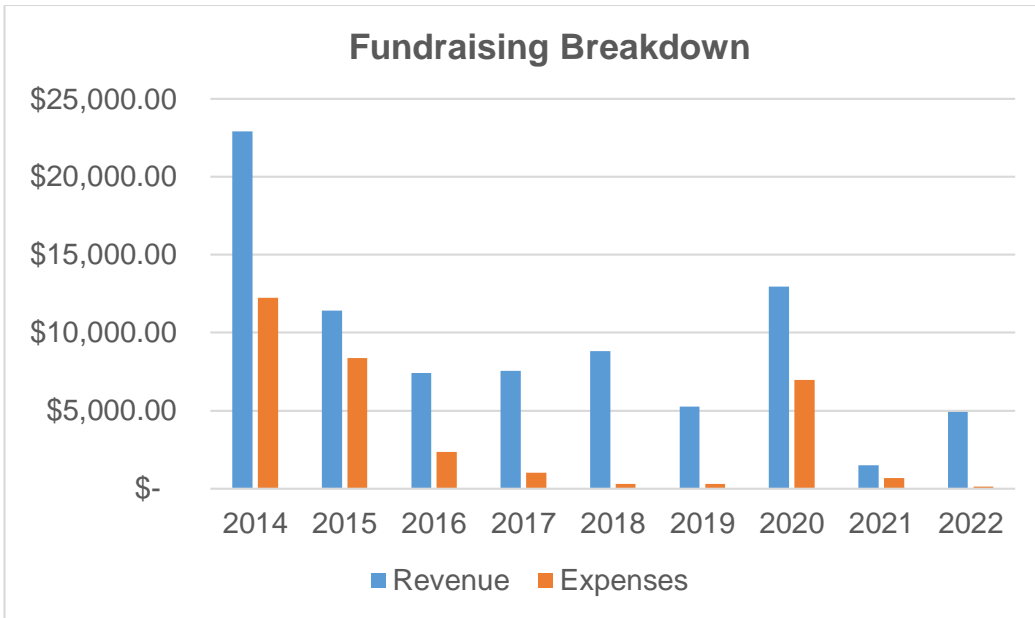
Material(s) Included:

- Lesson Plan – Teacher’s Guide:
Contains charts and expectations for each activity as well as teaching prompts to aid during lessons.
- Copies of activities (Town template, maps)
- Uh-Oh! PoCo activity book and comic



Fundraising

This year PoCo Heritage put on two major Fundraising events. In total **\$5,033** was raised in comparison to the previous fiscal year's \$1,484. This represents a **339% increase** over the previous year. Generally, fundraising activities have been hard hit by the COVID-19 pandemic.



Pet Election (May-June, 2022)

POCO HERITAGE MUSEUM AND ARCHIVES

POCO PET ELECTION

REGISTER NOW TO BECOME THE PET AMBASSADOR!

PoCo Heritage Register Now at pocoheritage.org



9th Annual Christmas Tree Festival

Oct 13th – December 14th, 2020

This year we were more than ecstatic to bring back the holiday spirit to Port Coquitlam with our 8th Annual Christmas Tree Festival! This year's festival featured *mini trees* viewable safely from outside the museum as well as memorial trees on display in the Gathering Place windows.



Community Collaborators

We have continued to seek out new community partners to collaborate with and deepen our relationships with existing collaborators. We are very thankful for the opportunity to work with these groups and are excited to continue to work with them in the future!



CULTURE DAYS



Communications

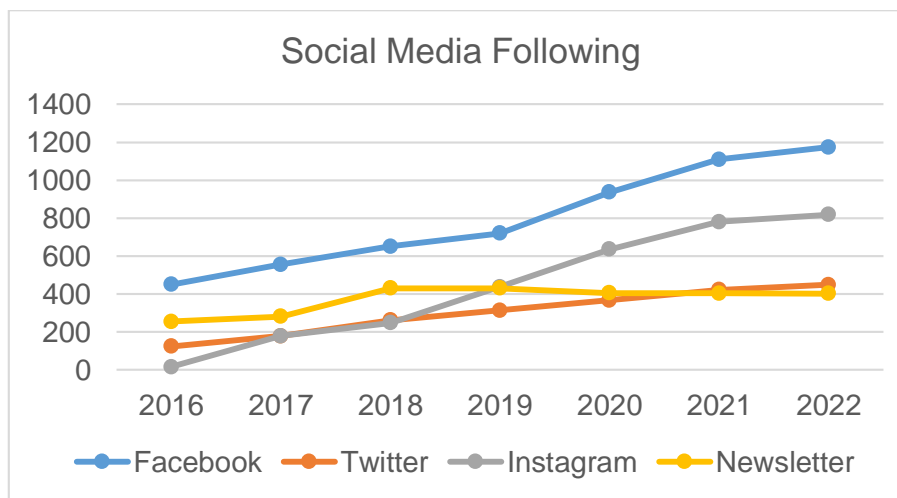
Social Media and Newsletter

Our bi-weekly, and as of 2020 monthly newsletter, Heritage Happenings, was sent out to 402 contacts.

Our Facebook followers has risen from 1,110 to 1,174 followers, which is an increase of 26 people (6%).

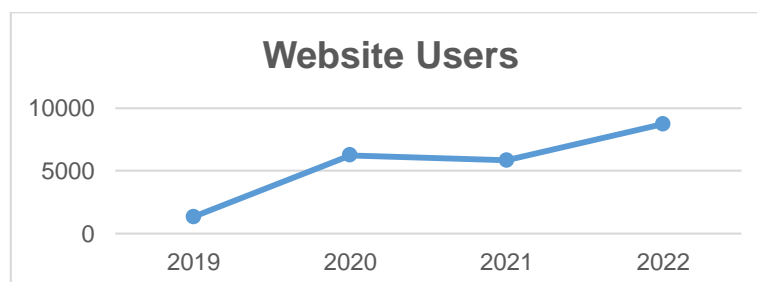
Our Twitter followers have risen from 422 to 448 followers, which is an increase of 55 people (6%).

Our Instagram followers have risen from 781 to 819 followers, which is an increase of 38 people (5%).



Website

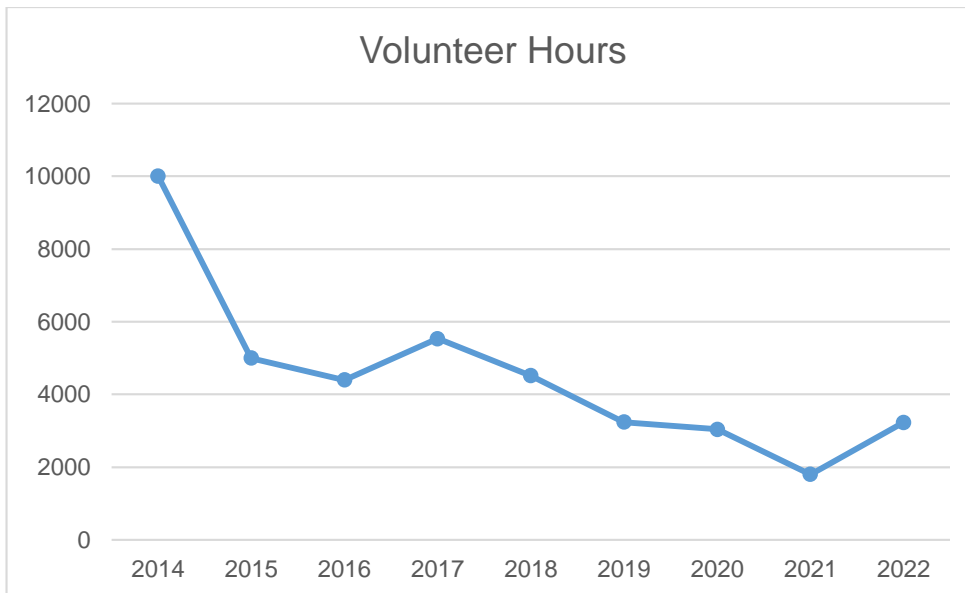
Our website has seen **8,732 users** this year compared to 5,841 in the previous fiscal year, a **49% increase**. The website has seen 22,136 users since its launch. Our audience is 48% desktop users, 42% mobile, and 10% are using unknown operating systems.



Volunteer Hours

Our dedicated volunteers contributed more than 3,220 volunteer hours in this fiscal year. That represents **an increase of 79%** over the previous fiscal year. These volunteers have contributed valuable service in the following areas:

- The creation and implementation of museum and community events and programming
- Grant writing
- Fundraising events
- Collection management and cataloguing (digitization, condition reports, labelling, photographing etc.)
- Creating and installing museum exhibits
- Museum and community research



Financial Statements

STATEMENT OF OPERATIONS

Year Ended March 31, 2022

(Unaudited)

| | 2022 | 2021 |
|----------------------|-------------------|------------------|
| Revenue | | |
| Grants | 102,461 | 69,739 |
| Fundraising | 5,033 | 1,484 |
| Sponsorship | 2,000 | 1,775 |
| Donations | 773 | 1,921 |
| Membership dues | 574 | 649 |
| Program revenue | 302 | - |
| Miscellaneous income | 24 | 1,200 |
| | \$ 111,167 | \$ 76,768 |

Expenditures

| | | |
|----------------------------------|--------|-------|
| Advertising and promotion | 118 | 161 |
| Archival supplies | 635 | 660 |
| Bank charges and interest | 160 | 56 |
| Capital assets - note 4 | - | - |
| Display and program expenses* | 13,756 | 3,606 |
| Fundraising expenses | 141 | 678 |
| Insurance | 3,184 | 2,659 |
| Licenses, dues and subscriptions | 244 | 632 |
| Office and IT | 332 | 4,135 |

| | | |
|--|-------------------|------------------|
| Payroll | 89,570 | 63,220 |
| Professional fees | - | - |
| Website | 732 | 581 |
| | \$ 108,872 | \$ 76,389 |
| <hr/> | | |
| Excess (deficiency) of revenue over expenditures before GST rebate | 2,295 | 378 |
| GST rebate | 230 | |
| | \$ 2,524 | \$ 378 |
| <hr/> | | |

*includes digital museum project

STATEMENT OF FINANCIAL POSITION

March 31, 2022

(Unaudited)

| | 2022 | 2021 |
|--|------------------|------------------|
| ASSETS | | |
| Current: | | |
| Cash | \$ 28,665 | \$ 4,702 |
| Restricted cash - note 1 | 54,824 | 46,607 |
| Accounts receivable | 7,174 | |
| Government agencies recoverable | 781 | 551 |
| Prepaid expenses | - | |
| Vancity Member Share | 6 | 5 |
| | \$ 91,449 | \$ 51,865 |
| LIABILITIES AND NET ASSETS | | |
| Current: | | |
| Accounts payable and accrued liabilities | 457 | - |
| Government agencies payable | 1,208 | - |
| Deferred contributions - note 2 | 41,736 | 6,342 |
| | \$ 43,401 | \$ 6,342 |
| Net assets: | | |
| Internally restricted - note 3 | 34,548 | 34,669 |
| Unrestricted | 13,499 | 10,855 |
| | 48,048 | 45,524 |

\$ 91,449

\$ 51,865

NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2022

(Unaudited)

STATUTE OF INCORPORATION AND NATURE OF BUSINESS

The Port Coquitlam Heritage and Cultural Society (the "Society") was incorporated under the Society Act of British Columbia as a not-for-profit organization. The Society is a registered charity under the Income Tax Act and is exempt from income taxes under section 149(1)(f) of the Act.

The Society was established to preserve the history of Port Coquitlam, to maintain a community archive and provide a public Heritage Centre in Port Coquitlam, British Columbia. The Society has entered into a lease agreement with the City of Port Coquitlam for the use of the land and building located at #150-2248 McAllister Avenue (the Heritage Centre) free of rent. The lease expires May 31, 2022.

1. RESTRICTED CASH

Restricted cash consists of the following amounts

| | 2022 | 2021 |
|--------------------------------------|-------------|-------------|
| Carol Hubbard Memorial Fund (Note 3) | 11,203 | 11,197 |
| Capital Asset Replacement (Note 3) | 6,746 | 5,743 |
| Children's Book Scholarship (Note 3) | 2,295 | 2,219 |
| Church Bell Project (Note 3) | 1,000 | - |
| Collections Fund (Note 3) | 6,817 | 6,813 |
| Continuum Maintenance (Note 3) | 501 | 501 |
| Kiosk Maintenance (Note 3) | 735 | 735 |
| Program Coordinator Fund (Note 3) | 5,252 | 7,461 |

\$ 34,548 \$ 34,669

2. DEFERRED CONTRIBUTIONS

Deferred contributions represent grants and donations received to fund projects to be completed or undertaken in a future period.

| | 2022 | 2021 |
|---------------------------------------|------------------|-----------------|
| Carol Hubbard Memorial Fund donations | 11,154 | 11,154 |
| Port Coquitlam CCID Staff Grant | - | (5,000) |
| Port Coquitlam Annual Grant | 10,277 | (11,768) |
| BC Gaming Grant | 36 | 18 |
| Canada Covid Museum Grant | 20,270 | 11,938 |
| | \$ 41,736 | \$ 6,342 |

3. INTERNALLY RESTRICTED NET ASSETS

The Society has internally restricted net assets totaling \$11,203 for the Carol Hubbard Memorial Fund (2021 - \$11,197), \$6,746 for Capital Asset Replacement (2021 - \$5,743), \$2,295 for the Children's Book Scholarship (2021 - \$2,219), \$1,000 for the Church Bell Project (2021 - \$0), \$6,817 for the Collections Fund (2021 - \$6,813), \$501 for Continuum Maintenance (2021 - \$501), \$735 for the Kiosk Maintenance (2021 - \$735), and \$5,252 for the Program Coordinator Fund (2021 - \$7,461). The Society may not use these internally restricted amounts for any other purpose without the approval of the Board of Directors.

4. CAPITAL ASSETS CHARGED TO THE STATEMENT OF OPERATIONS

The cost of the capital assets acquired by the Society during the year is as follows:

| | 2022 | 2021 |
|--------------------|-------------|-------------|
| Computer equipment | \$ - | \$ - |
| | \$ - | \$ - |