



Committee of Council Agenda

Tuesday, November 10, 2020

2:00 p.m.

Port Coquitlam Community Centre - Wilson Lounge

2150 Wilson Avenue, Port Coquitlam, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

That the Tuesday, November 10, 2020, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

None.

4. REPORTS

4.1. Financial Assistance Requests from Community Groups

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Recommendation:

None.

5. COUNCILLORS' UPDATE

6. MAYOR'S UPDATE

7. CAO UPDATE

8. RESOLUTION TO CLOSE

8.1. Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, November 10, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of

the Community Charter:

Item 5.1

a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

Item 5.2

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Item 5.3

i. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

9. ADJOURNMENT

9.1. Adjournment of the Meeting

Recommendation:

That the Tuesday, November 10, 2020, Committee of Council Meeting be adjourned.

10. MEETING NOTES

Financial Assistance Requests from Community Groups

RECOMMENDATION:

None.

REPORT SUMMARY

The city's revised Grant Policy allows ongoing, operating financial assistance to be provided to community groups and organizations that demonstrate community benefit, to support their stability and long range planning. Although previously these grants were considered on an ad-hoc basis, they are now being presented to Committee aligned with the city's financial planning process, as outlined in the Grant Policy (attachment #1). The Tri-Cities Homelessness and Housing Task Group, Port Coquitlam Community Foundation, and Port Coquitlam Heritage and Cultural Society, have submitted requests for operating financial assistance in 2021. The groups will be presenting to Committee on November 10, prior to Committee's budget deliberations in late November.

BACKGROUND

On July 14, 2020, Council approved a revised Grant Policy that streamlines the application and reporting process. The Operating Category provides annual funding to promote organizational stability and long range planning for established not-for-profit organizations that facilitate the physical, spiritual, mental and emotional well-being of Port Coquitlam residents and help to build a sustainable and strong community. If approved, this funding would be renewed annually through the city's base budget process. A review process would be scheduled every three years to assess ongoing need, benefit to the community and potential future investments by the city. Annual reporting is required by each recipient organization to maintain operating funding status.

Assessment Criteria for Operating Grant Applications:

Successful applications are based on a detailed assessment of the organization's practices including financial performance and demonstration of sound management practices, standards of excellence in programming and meaningful community impact including:

1. Financial Need and Management Practices:
 - Demonstrated financial need (i.e. services that cannot be provided without financial assistance);
 - Demonstrated standard accounting and financial reporting processes including but not limited to a practice of balanced budgets; and
 - Evidence of other sources of funding.

Financial Assistance Requests from Community Groups

2. Programming Excellence:

- Demonstrated ability to deliver quality services/programs in alignment with the organization's mission/mandate including, but not limited to: past performance reviews and achievements, and internal assessments (program evaluations, statistics, etc.).

3. Community Impact:

- Demonstrated added value to community as a result of the City's investment;
- Demonstrated community participation in Port Coquitlam (audiences, community membership and involvement, program partners, etc.); and
- Extent to which an organization addresses the specific goals of the City's key priorities, and/or strategic plans, i.e. Cultural Plan, Council Action Plan.

DISCUSSION

Three organizations currently receive funding that was approved for a limited time: Tri-Cities Homelessness and Housing Task Group, Port Coquitlam Community Foundation, and Port Coquitlam Heritage and Cultural Society. Each has submitted requests for operating financial assistance to be considered in the 2021-2025 Financial Plan. The groups have each been provided the opportunity to present directly to Council, which will also provide Council with the opportunity to ask any questions they may have in advance of budget deliberations later in November.

Tri-Cities Homelessness and Housing Task Group's mission is to provide leadership to create a continuum of housing and supports for those who are homeless or precariously housed in the Tri-Cities. The Task Group provides an opportunity for diverse stakeholders in the Tri-Cities community to have a collaborative approach and a credible collective voice to:

- Identify gaps and link efforts to address homelessness and housing need;
- Inform local and senior governments about community-specific needs and trends and provide feedback on their policies and action plans with respect to homelessness and housing affordability.

City funding provides support to pay a part-time Task Group Coordinator, cost-shared between Coquitlam, Port Coquitlam and Port Moody. This Task Group is not a registered society. Previously, Council has reviewed and approved funding on an annual basis: \$4,100 was approved in 2018, 2019 and 2020, funded from Accumulated Surplus.

The Task Group is requesting \$8,300 for 2021 and 2022. Attachment 2 provides details on the group's request.



Report To: Committee of Council
Department: Finance
Approved by: K. Grommada
Meeting Date: November 10, 2020

Financial Assistance Requests from Community Groups

Port Coquitlam Community Foundation (PCCF) was established by Mayor and Council in 2012 to raise, manage, and distribute funds for initiatives and programs that benefit Port Coquitlam citizens but are beyond the scope of local government. Mayor and Council are members of the Society and elect a Board of Directors. As a City-controlled entity, the city maintains responsibility of PCCF and consolidates the Society's financial statements with the city's. Since its inception in 2012, the Foundation has granted in excess of \$460,000 to over 150 organizations or individuals in and serving the community of Port Coquitlam. The city provides \$35,000 per year in ongoing funding to PCCF. Council approved an additional \$20,000 in Accumulated Surplus funding for 2019 and 2020, for a total of \$55,000 annually, to hire an Executive Director to reduce the workload on city staff. Finance administration for PCCF is performed by the city's Finance Department.

PCCF is requesting \$75,000 per annum for both 2021 and 2022 to sustain operations. Attachment 3 provides details on the Society's request.

Port Coquitlam Heritage and Cultural Society is a volunteer-driven non-profit organization that operates Port Coquitlam's only museum and archives. The Society is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture. Council approved \$35,000 in annual funding for 2019 and 2020. In addition, the Society was awarded a \$20,000 CCD operating grant in 2018, renewed for two additional years (2019 and 2020) for a total of \$55,000 annually. City funding has provided the Society with the necessary financial stability to hire one full time staff person and leverage additional support from other levels of government. The City provides in-kind facility space for the PoCo Museum and Archives.

Attachment 4 provides information on the Society's request for \$120,000 to build staff capacity. This request has been reduced to \$60,000 for 2021, considering the implications of the COVID-19 pandemic. The \$5,000 increase from previous years is due to the reduced funding opportunities during the pandemic.

CONCLUSION

Each of these organizations will be providing Committee with a presentation with an opportunity for questions on November 10. Committee will begin considering the 2021-2025 Financial Plan later in November.




Report To: Committee of Council
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Financial Assistance Requests from Community Groups

FINANCIAL IMPLICATIONS

If all three financial assistance requests were approved there would be an additional \$98,300 financial impact in 2021, on top of the funds already included in property taxation (\$10K for CCD Heritage grants, \$35K for PCCF) . Funding options and considerations will be included with the budget documents and as per the Grant Policy, approval of grants will be subject to availability of funding.

OPTIONS (✓= Staff Recommendation)

	#	Description
	1	That the financial assistance requests be considered during the 2021-2025 budget deliberations.
	2	That further information is requested from the community groups prior to budget deliberations.

ATTACHMENTS

Att#1: Grant Policy 7.06.03

Att#2: Tri Cities Homelessness & Housing Task Group Funding Request

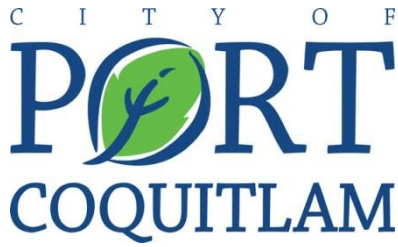
Att#3: Port Coquitlam Community Foundation Funding Request

Att#:4 Port Coquitlam Heritage and Cultural Society Funding Request

Lead author: Karen Grommada



Report To: Committee of Council
Department: Finance
Approved by: K. Grommada
Meeting Date: November 10, 2020



POLICY

Subject Area: Finance			Policy # 7.06.03
Policy Title: Grant Policy			
Authority:	Legislative	X	Effective Date: 2020-07-14
	Administrative		Review Date: 2025-07-01
Issued By:	Karen Grommada, Director of Finance		Issue Date: 2020-07-20
			Manner Issued: E-mail to Department Heads

Guiding Principles

Community development is a shared responsibility of government, the private sector, the non-profit sector and individuals, where financial support through grants may be needed to enable the delivery of necessary and desirable services, and may also help to leverage additional resources.

Community grants support services and programs that facilitate the physical, spiritual, mental and emotional well-being of Port Coquitlam residents and help to build a sustainable and strong community.

Purpose

To provide a framework for the distribution of a variety of grant programs for individuals, groups and non-profit organizations.

Definitions

Grant: A one-time, annual or multi-year allocation of funds provided by the City to a specific recipient, for a specific purpose which, through objective evaluation, meets the criteria in a specific program as expressed in that program's guidelines.

Guidelines: A published document containing comprehensive information about a specific grant program, or a document describing administrative practices and processes. Guidelines function as terms of reference, and guide the work of staff, contractors, applicants and evaluators in program administration and determination of grant awards. Guidelines may be amended from time to time.

Individual(s): A person or group of persons who are not formally incorporated or registered as a non-profit organization, corporation, company, partnership, cooperative or any other legal entity.

Non-profit organization: Includes a Society incorporated pursuant to the BC Societies Act (or the previous Society Act) and an organization which is registered as a charity pursuant to the Income Tax Act. (Note: some program guidelines may limit eligibility to only registered charities.)

Program: A funding opportunity provided by the City, governed by published guidelines. Eligibility, funding levels and processes vary between programs. Programs may be one-time, temporary or ongoing, and are subject to change.

Category: Category refers to three groups of grant programs: community initiatives and development grants, project grants and operating grants.

Associated Policy Documents

- Processing of Development Applications #5.02.02
- Affordable and Family Friendly Housing #5.05
- Permissive Property Tax Exemption #7.02.04

Scope

This policy applies to community grant programs including:

- Community Cultural Development (CCD) Investment Program which supports arts, culture and heritage programs and services;
- Community Capital Projects Matching Grant (formerly Self-Help Matching Grants) which supports capital projects and asset development;
- Neighbourhood Development Initiatives including, but not limited to, Little Free Library and Block Party programs;
- Neighbourhood Connections Grants - small grants to support community-led initiatives;
- Community Sport Initiatives Grants - small grants to support initiatives led by local community sport groups;
- Youth Firefighter Mentorship Grants; and
- Operating Grants for Community Groups and Organizations.

This policy does not apply to:

- Subsidies to users of facilities in Port Coquitlam's parks, community centres, or other municipal facilities;

- In-kind services provided by Recreation and Engineering and Public Works Departments to various organizations;
- Permissive Tax Exemptions - Policy 7.02.04 provides guidelines for exempting property taxes;
- Special Needs Housing Grants - The Density Bonus Policy provides guidelines for the purpose of constructing or altering housing meeting special needs;
- Funding for the Downtown Port Coquitlam Business Improvement Association - specific legislation in the Community Charter provides requirements for Business Improvement Areas;
- Direct funding provided to a non-profit organization or a private sector enterprise pursuant to a Lease or Service Agreement;
- Financial Assistance for Recreation Programs;
- Fundraising events;
- Sponsorship, philanthropic donations, reimbursement, refunds or other benefit provided to an external organization, cause or individual through a discretionary vote of Council or as a result of standard budget and accounting practices.

Policy

1. Budget

- Where practicable, changes to grant program amounts will be timed to align with the City's financial planning process. Council will establish base funding allocations for each grant category or focus area.
- Approval of grants will be subject to the availability of funding.
- Any funds which remain unspent at the end of the year will be transferred into a reserve fund and retained for use in the same focus area in subsequent years.

2. Guidelines

- Applicants are required to complete a grant application and demonstrate community benefit.
- Individuals, groups and organizations are eligible for funding. Organizations are required to be a non-profit organization or a registered charity in good standing with the Canada Revenue Agency.
- The following may make an applicant ineligible for a grant:
 - Applicant is currently in financial arrears with the City;
 - Applicant has one or more instances of non-compliance with the City's regulations or policies;
 - Groups and organizations that discriminate by race, religion, color, creed, sex, age or national origin;

- Religious or sectarian groups and organizations unless engaged in a project benefiting the entire community, not just members of the religious or sectarian group; and
- For profit ventures/companies. An exception may be made with respect to art, music and theatre schools operating as private businesses in the event that a project is proposed which clearly demonstrates benefit to the community and the need for subsidy (i.e. links students or facility to the community in meaningful ways, such as outreach programs for at-risk youth).

3. Specific Grant Programs

- Staff establish specific guidelines and application processes for each grant category including:
 - Community Initiatives and Development Grants;
 - Project Grants;
 - Operating Grants.
- Staff provide regular reports with recommendations to Council for grant funding and Council approves grants, with the exceptions of:
 - Neighbourhood Development initiatives less than \$250 are approved by staff; and
 - Youth Firefighter Mentorship Grants for the Camp Ignite program are vetted and recommended by School Counsellors.
- Funds will be allocated to various programs in response to trends, priority needs, and maximum benefit and impact.

4. Accountability and Reporting

- An annual report is required to maintain operating funding status. Organizations awarded funding over \$50,000 are required to provide a written report and a presentation to Council in addition to their annual report.

Responsibility

The Director of Finance shall be responsible for overall administration of this policy.

END OF POLICY

Record of Amendments

Policy	Issue date	Reviewed	Replaced	Re-issue Date
7.06	2002-01-17	2008-01	Yes	2008-01
7.06.01	2008-01	2019-03	Yes	2019-03
7.06.02	2019-03	2020-07	Yes	2020-07



Tri-Cities
**Homelessness
& Housing**
Task Group

#20 – 2991 Lougheed Hwy,
Coquitlam, BC

October 7, 2020

Mayor Richard Stewart,
City of Coquitlam

Mayor Brad West,
City of Port Coquitlam

Mayor Rob Vagramov,
City of Port Moody

Dear Mayors,

A little over 2 years ago, our past co-chair, Sandy Burpee, approached the Tri-Cities for funding in support of recruiting a new coordinator to carry out ongoing work for the task group. This was essential as we, with our full-time roles at Vancity Credit Union, could not do so without the support of a coordinator. We have appreciated your past support and feel that we are on the doorstep of major changes within our community which will reduce the number of people living on the streets enabling us to reach our ultimate goal of eradicating homelessness.

We are writing to you today to request funding for a Task Group Coordinator. The advent of COVID-19 and the declaration of a State of Emergency on March 18th has delayed our request which typically comes forward earlier in the year. We are anticipating an increase in workload as we find more people facing homelessness due to the financial strains of the pandemic. As such we are requesting for funding for a 2-year period beginning January 1, 2021. Two years is proposed to reduce the administrative burden of asking for renewal of funding annually. This will also better able us to look to the future as the face of homelessness is changing rapidly.

The proposed annual budget for the Task Group Coordinator position is \$17,523.00* including GST (\$31.86/hour, 50 hours/month, 11 months/year). In the past we have utilized municipal meeting space on a rotating basis between the three municipalities. Currently, meetings are taking place virtually and will likely carry forward until it is safe to meet. Should we once again be able to convene in person, meeting space on a rotating basis would be appreciated.

We have been successful in securing funding; for example, to support Homelessness Action Week activities and to do updates to the Task Group Website. Given that granting organizations typically do not provide funding to sustain operation, we would be grateful if each of the Tri-Cities municipalities would continue to provide this funding.



Tri-Cities
**Homelessness
& Housing**
Task Group

Under the terms of the Simon Fraser Formula, each municipality would contribute the following amount for two years:

- City of Coquitlam: Coordinator - $\$17,523 \times .6161 = \$10,795.92/\text{year} = \mathbf{\$21,591.84}$
- City of Port Coquitlam: Coordinator - $\$17,523 \times .2359 = \$4,133.68/\text{year} = \mathbf{\$8,267.36}$
- City of Port Moody: Coordinator - $\$17,523 \times .1480 = \$2,593.40/\text{year} = \mathbf{\$5,186.80}$

To aid in your decision, please find attached the Task Group's mission, Strategic Plan, a list of participating organizations, Task Group accomplishments, and the job description for the Task Group coordinator. Here are a few highlights of this year's accomplishments:

- Responded to the COVID-19 pandemic by working closely with BC Housing and Fraser Health to open a Capacity Expansion Shelter. Successfully worked with all stakeholders to ensure proper services were delivered with little impact on neighboring businesses and residents.
- Provided hands on support at the Emergency Response Shelter at Trinity United during the early days of the pandemic until its closing on March 31.
- At the request of BC Housing, took the lead on monthly calls with BCH, Fraser Health, Raincity, and all municipalities. The intent of the call is to collaborate at all levels to find workable solutions to get supportive housing for the homeless.
- Actively updated the Street Survival Guide to reflect the fluid nature of COVID-19 response.
- Began conversations with the Federal Reaching Home Team to identify local projects in need of Capital Grant Funding.
- Began conversations to work with all levels of government to ensure those with no fixed address can have a safe and non-judgemental place to vote in all elections.
- Worked closely with the Community Development Coordinator for the newly formed **Community-based Overdose Response Team** to identify gaps in services in the Tri-Cities.

The Task Group's Terms of Reference are available upon request. Funds received will be held in trust by Share Family Services, the Task Group's financial account holder.

Thank you for the City's consideration.

Yours truly,

Patricia Sonier & Cristina Pereira

Co-Chair, Tri-Cities Homelessness & Housing Task Group

*This is a 6.2% increase over the previous contract, factoring COLA from Stats Canada.

Tri-Cities Homelessness & Housing Task Group

Mission-Need-Role

Our vision

A future where all citizens of the Tri-Cities have access to safe, secure, and appropriate housing and the supports they need to retain it.

Our mission

To provide leadership to create a continuum of housing and supports for those who are homeless or precariously housed in the Tri-Cities.

Need

Homelessness and housing need continue to be key community issues in the Tri-Cities and broader Metro Vancouver region. These issues are complex and involve many different policy and program responses, approaches, and stakeholders to address the needs of a diverse part of the community. The Task Group provides an opportunity for diverse stakeholders in the Tri-Cities community to have a collaborative approach and a credible collective voice to:

- ◆ Identify gaps and link efforts to address homelessness and housing need;
- ◆ Inform local and senior governments about community-specific needs and trends and provide feedback on their policies and action plans with respect to homelessness and housing affordability.

Role

- ◆ Create an annual action plan which provides strategic guidance for Task Group initiatives throughout the year;
- ◆ Identify gaps in facilities and support services available to persons homeless in the Tri-Cities to assist them to restore their independence, and advocate for the actions necessary to address these gaps;
- ◆ Advocate for better mental health and addictions care for homeless and “at risk” people as well as the general population;
- ◆ Champion Tri-Cities affordable housing projects which are seeking municipal development permission;
- ◆ Deliver presentations and provide education to local service clubs, corporate, faith and non-profit groups and the public in general to foster awareness and the engagement of all sectors of the Tri-Cities community in preventing and responding to homelessness;
- ◆ Keep track of and disseminate up-to-date information on the prevalence and nature of homelessness and housing need in the Tri-Cities;
- ◆ Provide a forum for Tri-Cities municipalities to vet their homelessness and housing-related policies;
- ◆ Participate in the Tri-Cities Healthier Communities Partnership, recognizing that homelessness is a key indicator of community health;
- ◆ Publish an up-to-date directory of resources available to persons homeless in the Tri-Cities (“Tri-Cities Survival Guide”)
- ◆ Maintain a network of service providers on the frontlines of homelessness in the Tri-Cities – police, bylaw enforcement, fire-rescue, outreach, shelter providers and provincial agencies (“Tri-Cities Homelessness Frontline Network”) and keep the Resource Toolkit up to date;
- ◆ Keep abreast of best practices in addressing homelessness;
- ◆ As a Community Homelessness Table, provide input on Tri-Cities-specific insights and needs to the regional collaborative approach to homelessness in Metro Vancouver (“Home Front”), and participate in implementing the regional homelessness plan at the Tri-Cities level.

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Task Group Coordinator Job Description

Job Purpose:

The Task Group Coordinator will carry out the week-to-week activities of the Tri-Cities Homelessness & Housing Task Group in support of the Task Group's mission, role, goals, and objectives.

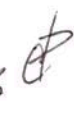
Job Duties:

- ♦ In concert with the Task Group Executive Committee, develop an annual action plan with input from the standing committees and vet with Task Group participants;
- ♦ Support the Task Group, its committees and working groups in implementing the annual action plan and report on accomplishments at year-end;
- ♦ Implement the Task Group communication and marketing plan to maintain and expand community awareness and engagement in issues of homelessness and housing affordability;
- ♦ Maintain and update the Task Group website as a vibrant social media platform;
- ♦ Use social media channels to create public support for issues of homelessness and housing affordability;
- ♦ Be a single point of contact for media and the public, and for information distribution to the membership;
- ♦ Maintain and expand Tri-Cities faith group engagement with Task Group activities, including publishing a semi-annual Task Group newsletter;
- ♦ Recruit new Task Group participants that fit the mandate of the Task Group Terms of Reference;
- ♦ Prepare the agenda for the bi-monthly plenary Task Group meeting in concert with the Chair;
- ♦ Act as recorder at bi-monthly plenary Task Group meetings and distribute meeting minutes;
- ♦ Maintain the Task Group participant and e-mail lists;
- ♦ Provide updates to the Task Group on the progress of affordable housing project proposals in the Tri-Cities;
- ♦ Collect and disseminate up-to-date information on the prevalence and nature of homelessness and housing need in the Tri-Cities;
- ♦ Keep the Tri-Cities Street Survival Guide up to date;
- ♦ Convene semi-annual meetings of the Tri-Cities Homelessness Frontline Network;
- ♦ Represent the Task Group on the Tri-Cities Healthier Communities Partnership, the Council of Community Homelessness Tables, TC Food Security Table, TC Overdose Prevention CAT, and the BC Rental Housing Coalition.


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Supporting Organizations & Individuals

ACT 2 Child and Family Services	Metro Vancouver
ACCESS Youth Outreach Services	Metro Vancouver Transit Police
Atira Women's Resource Society	Ministry of Social Development & Poverty Reduction
BC Assessment Authority	New View Society
BC Housing	New West & District Labour Council
BC Not for Profit Housing	New West Homelessness Coalition
Blanket BC	North Fraser Pretrial Centre
Calvary Baptist Church	Northside Church
Canadian Mental Health Association	Pasta Polo
City of Coquitlam	Phoenix Society
City of Port Coquitlam	Pooni Group
City of Port Moody	Port Moody Community Care Committee
City Reach Society	Port Moody Fire Rescue
Coast Mental Health	Port Moody Police
Community Members	Provincial Health Services Authority
Community Living BC	Purpose Society
Como Lake United Church	RainCity Housing
Concert Properties	RCMP Community Policing
Coquitlam Alliance	Reaching Home
Coquitlam & Port Moody Public Libraries	St. Andrew's United Church
Douglas College	St. Laurence Anglican Church
Dusos Fine Foods	Salvation Army
Eagle Ridge Bible Fellowship	Service Canada
Eagle Ridge United Church	SHARE Family & Comm. Services
Elizabeth Fry Society	Soroptimist Int. of Tri-Cities
Fraser Health Authority	SPARC BC
Good Shepherd Lutheran Church	Talitha Koum Society
Homelessness Services Association	The Bloom Group
Homes for Good Society	TL Housing Solutions
Hope for Freedom Society	Tri-Cities Local Immigration Partnership
Immigrant Services Society	Tri-Cities Mental Health
Industry Training Association	Tri-Cities Seniors Network
InnerVisions Recovery Society	Tri-City Transitions Society
King of Life Lutheran	Trinity United Church
Lookout Society	Village of Anmore
MLA – Coquitlam-Maillardville	VanCity – Tri-Cities Branches
MLA – Port Coquitlam-Burke Mtn.	VanCity Community Foundation
MP – Coquitlam-Port Coquitlam	WorkBC
MP New Westminster – Coquitlam	YWCA Como Lake Gardens & Vancouver

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June 2018 – Present

In addition to maintaining the earlier mandates and visions, the Task Group has also:

Responded to the COVID-19 pandemic by working closely with BC Housing and Fraser Health to open a Capacity Expansion Shelter. Successfully worked with all stakeholders to ensure proper services were delivered with little impact on neighboring businesses and residents.

Provided hands on support at the Emergency Response Shelter at Trinity United during the early days of the pandemic until its closing on March 31.

Reworked the existing HTG website with the support of a SPARC Homelessness Community Action Grant.

At the request of BC Housing, took the lead on monthly calls with BCH, Fraser Health, Raincity, and all municipalities. The intent of the call is to collaborate at all levels to find workable solutions to get supportive housing for the homeless.

Actively updated the Street Survival Guide to reflect the fluid nature of COVID-19 response.

Began conversations with the Federal Reaching Home Team to identify local projects in need of Capital Grant Funding.

Began conversations to work with all levels of government to ensure those with no fixed address can have a safe and non-judgemental place to vote in all elections.

Worked closely with the Community Development Coordinator for the newly formed **Community-based Overdose Response Team** to identify gaps in services in the Tri-Cities.

The Homelessness Frontline Network has caught the attention of neighboring communities who have requested to attend a meeting in hopes of replicating in their communities.

Continued to work with and support **3030 Gordon Shelter** in hopes to ease the burden on the heavy workload which organically falls to them.

Assisted in the reactivation and rallied public support for the church-hosted, rotating **Cold Wet Weather Bridge Shelter Program** concept as an interim measure pending opening of a permanent emergency shelter.

Supported the residents of **1955 Western Drive** who were unexpectedly made aware of an "application to permit" to the City of Port Coquitlam for "major renovations" in Port Coquitlam and were facing eviction.

Created and coordinated community-wide support for **Atira Housing Project** – Port Coquitlam, during public consultation and public hearings.

Spoke up in support of and provided letters of support for **PoCo Integrated Court**.

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Advocated with Fraser Health for **Sharps Disposal Boxes** throughout the community.

Supported Fraser Health on the opening of the first **OAT Clinic** in Port Moody.

Expanded and maintained the **Street Survival Guide** which provides contact information of services available for homeless persons in the Tri-Cities.

Taking steps to create a **Street Survival App for iPhone and Android** utilizing the students from the Inquiry Hub in Coquitlam.

Successfully submitted a nomination package for **Community Member of the Year** to the **Tri-Cities Chamber of Commerce Business Excellence Awards** nomination package for former Task Group Coordinator, Sandy Burpee.

Various activities for **Homelessness Awareness Week** - Distributed comfort kits to area agencies who service the homeless; supported Stories from the Street at Coquitlam Library; selected personal hygiene products for the homeless at area Vancity branches; organized lunch served by Pasta Polo at 3030 Gordon.

Took steps to increase the number of **hot meals** per week from 4 to 7 (one per day.)

Put on **Homelessness - a Primer for Business** in conjunction with the Downtown BIA in Port Coquitlam and Tri-Cities Chamber of Commerce in Coquitlam.

Tri-Cities Homelessness and Housing Task Group Strategic Plan – struck a committee to complete a 5-year strategic plan. Our Strategic Plan was written to coordinate with the **City of Coquitlam 3030 Gordon Task Force Action Plan**

Distributed Bed Rolls from the Fraser Pre-Trial Centre to a variety of services who work with the Homeless.


Created a list of Tri-Cities **Volunteer Opportunities** in response to community members and groups looking to volunteer their time and resources.

Facilitation a collaboration with key stakeholders to address the **Housing Crisis in the Tri-Cities** - BC Housing, Fraser Health, Hope for Freedom Society, City Planners, Council Representatives, etc.

Worked to gain clarity around proper ID for people with no fixed address to vote in **2018 municipal election**.

Began taking steps to set up a **Polling Station** at 3030 Gordon or **Mobile Voting** for next municipal election.

Continue to sit in on **key meetings**, attend **conferences** and sit at **various tables** – Tri-Cities Healthier Community Partnerships, Council of Community Homelessness Table, Regional Conversation on Youth Homelessness, BC Rental Housing Coalition, HSABC Conference, Work BC Inclusiveness Forum, Coquitlam Housing Forum.

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Accomplishments 2007 – May 2018

Networking and Action Planning

- ◆ Have provided an ongoing forum where diverse groups in the Tri-Cities community have developed consensus on gaps in resources and support services available to persons homeless or at-risk in the Tri-Cities and created annual action plans to address these gaps: 3 levels of government, law enforcement, health, income assistance, homeless outreach, addiction services, non-profit service providers, community groups, local business and concerned citizens;
- ◆ Created the Homelessness Frontline Network, a network of organizations across the Tri-Cities that deal directly with homeless persons – police, fire, bylaw officers, outreach workers, RainCity Housing, Tri-Cities Mental Health etc. - and developed a **Homelessness Frontline Resource Toolkit**. Intent is to exchange information on the experience of homelessness in each of the Tri-Cities and foster open lines of communication when necessary for addressing escalating issues in the Tri-Cities

3030 Gordon Ave. Emergency Shelter & Transitional Housing Facility

- ◆ Identified need for full service, minimum barrier permanent emergency shelter in the Tri-Cities
- ◆ Drafted RFEI for 30 bed capacity shelter and transitional housing for adult men and women.
- ◆ Above actions lead to City of Coquitlam providing land at no cost to the Provincial Homelessness Initiative for an emergency shelter/transitional housing facility at 3030 Gordon Ave, which in turn precipitated BC Housing taking on the project as a provincial initiative
- ◆ Participated in the BC Housing-lead team preparing an RFP for a facility developer/operator and subsequent selection of successful proponent
- ◆ Reviewed and provided feedback on conceptual floor plan and site layout.
- ◆ Advised and assisted RainCity Housing with community engagement prior to facility opening and integration into the Tri-Cities community once the facility opened

Tri-Cities Cold Wet Weather Mat Program

- ◆ Developed church hosted, rotating CWW shelter program concept as an interim measure pending opening of a permanent emergency shelter
- ◆ Supported Hope for Freedom Society in implementation of CWW Mat Program
- ◆ Created a Policies & Procedures manual as well as a volunteer training manual for the CWW mat program

Tri-Cities Extreme Weather Response Plan

- ◆ Created the Tri-Cities Extreme Weather Response Plan and supported the operation of the Tri-Cities EWR shelter at Trinity United

Social License

- ◆ Created and coordinated community-wide support for social housing projects during public consultation and public hearings, including:
 - CWW Mat Program (3 cities)
 - Como Lake Gardens
 - 3030 Gordon Ave

Municipal Engagement

- ◆ All 3 Tri-Cities have appointed staff and councillor reps to the Task Group
- ◆ CWW Mat Program engaged all 3 Tri-Cities in confronting the challenges of homelessness, approving requisite rezoning, and responding to neighbourhood concerns
- ◆ Participated in and provided input to Port Coquitlam's Mayor's Action Team on Homelessness (MATH)

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Addictions and Mental Health

- ◆ Identified the need for medical and non-medical withdrawing management (detoxification) services in the Tri-Cities
- ◆ Researched different practices and models including a sobering centre
- ◆ Developed a “Community Addictions Strategy for Persons who are Homeless in the Tri-Cities” which resulted in:
 - Implementation of a “3 Things” community awareness campaign addressing stigmatization of persons with substance use disorder (website, rack cards, newspaper ads, bus ads)
 - Ongoing advocacy to Fraser Health for a mobile substance use withdrawal management program for the Tri-Cities

Youth Homelessness

- ◆ Developed and conducted a youth homelessness survey of youth-serving organizations in the Tri-Cities in partnership with Douglas College
- ◆ Created and published a report “Tri-Cities Youth Homelessness Survey” and followed-up with a forum of service-providers to determine need and priorities for youth homelessness initiatives in the Tri-Cities

Housing for Women and their Children

- ◆ Commissioned a study and report “The Housing Needs of Women and Their Children in the Tri-Cities”. Briefed city planning staff and councils on report recommendations.
- ◆ Used the information to support expansion of Como Lake Gardens with 7 townhome units.
- ◆ Precipitated a proposed 87-unit non-profit housing project on Metro Vancouver land in Port Coquitlam for women and women-lead households

Services for Persons Homeless in the Tri-Cities

- ◆ Identified free shower and laundry facilities available to homeless persons
- ◆ Organized a Connect Day – multiple services under 1 roof – during Homelessness Action Week 2010 – 2012 inclusive
- ◆ Developed and maintain a **Street Survival Guide** which provides contact information for services available for homeless persons in the Tri-Cities

Riverview Lands Visioning Project

- ◆ Task Group requested by BC Housing in December 2013 to be the advisory group to the Riverview Lands Visioning project for social/housing issue.
- ◆ Submitted and published a Riverview Lands “Statement of Need” and “Companion Document” May 2014, making the case for affordable housing in the form of an inclusive community on the Riverview site in addition to a range of mental health and addiction services.
- ◆ Submitted a “Comments” document in January 2015 in response to land use proposals tendered at Open House #3

Annual Tri-Cities Housing Affordability Report

- ◆ Developed a Housing Affordability Report template using an amalgam of housing indicators used by each of the Tri-Cities
- ◆ Prepared and published Tri-Cities Housing Affordability Reports annually 2013 – 2016 inclusive

City of Coquitlam Housing Affordability Strategy

- ◆ Followed the development of Coquitlam’s Housing Affordability Strategy
- ◆ Delivered interim feedback and recommendations to Coquitlam Planning staff on the draft HAS August 2014
- ◆ Tendered a formal response to the draft HAS in December 2014

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Advocacy

- ◆ Raised the profile of homelessness and housing affordability in the Tri-Cities community and become a credible community voice through presentations to Tri-Cities councils, Chamber of Commerce, Rotary, and faith groups; newspaper articles and opinion pieces
- ◆ Task Group website www.tricityshomelessness.ca on line September 2009. Website completely revamped in 2012, given a face lift in 2014, and completely revamped in 2019. Website includes blogs, information on services available for homeless persons and how the public can help; a library of reports and research projects on homelessness etc.
- ◆ Created the "Tri-Cities Homelessness Landscape" document to inform the community about homelessness in the Tri-Cities, and "Homelessness and Business in the Tri-Cities" to inform the business community how homelessness impacts business and how business can support efforts to end it. Both documents are accessible on the Task Group website.
- ◆ Conducted advocacy campaigns directed at homelessness and affordable housing during municipal, provincial, and federal election campaigns 2009 - 2014
- ◆ Coordinated or supported Metro Vancouver triennial homeless counts since 2008

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GRANT APPLICATION

The Port Coquitlam Community Foundation is seeking funding to sustain operations.

The Foundation continues to grow and increase its visibility and presence in the community as well the way in which it manages its donors and partner community. The recent Stay-At-Home-Gala that raised funds for the Port Coquitlam Covid-19 Community Response Fund is a positive example of these expanded relationships.

The Foundation demonstrated its worth and leadership through our quick response to the Covid-19 pandemic. The Stay-at-Home-Gala fundraising event, along with securing additional funding from a Vancouver Foundation grant and Emergency Community Support Fund allowed us to grant Covid response funds to 29 charities and non-profit organizations that support the residents of Port Coquitlam with the following impacts:

- 99% of funds addressed the needs of our more vulnerable residents; from this percentage 62% addressed food security; the remainder 37% were programs and services offered to seniors, women at risk, addiction, radicalized, disabled & homeless;
- 38% of funds addressed social inclusion and learning;
- 32% of funds addressed mental wellness programs and services;
- 24% of funds addressed children and youth programs and services; and
- 13% went to organizational support during Covid-19.

In addition to its unrestricted general fund, the Foundation has the following funds:

1. Theatre Society Legacy Restricted Named Fund (TSLF)
2. Westbild LIFT Donor Advised Fund
3. Live then Give Donor Advised Fund
4. Greg Moore Family Community Restricted Fund
5. Wilson Family Community Restricted Fund

There is one new potential fund being considered by the Foundation. These funds generate income for general operations and granting, through administration fees.

The Foundation's accumulated funds allowed us to grant three TSLF Arts Bursaries, three TSLF grants to Arts Grants, six Foundation Community Grants and one Vital Signs funded program and to-date nine Westbild LIFT Scholarships for a total of \$88,201 in 2020. The impact to the residents of Port Coquitlam is as follows:

- 56% of funds address the needs of vulnerable populations including food security;
- 46% of funds address mental wellness; and
- 80% of funds to youth programs/services and bursaries or scholarships.

In September, the Foundation wrapped up the 2020 expanded granting programs as the board switches its focus to informing the community and gathering raising support for operational funding with plans, if allowed by the BC Health Guideline, to host a sponsored community awareness event, smaller fundraising event and Power of Philanthropy event.

The Foundation requested and received, funding of \$55,000 per year for two years from the City to enable the Foundation's volunteer Board to contract resources for administration, donor development and management, as well as event oversight, significantly reducing the workload on city staff. In 2019, the Foundation retained the services of a part-time contract Executive Director. This was an important step for the Foundation's ability to grow and retain its donor base over the long term, in addition to continuing to decrease the burden on city staff. It should be noted that certain accounting related

activities will continue to be performed by City staff given the integrated nature of the Foundation's accounting structure.

Due to restrictions imposed for public health and safety reasons during the pandemic, our revenue generating activities were severely curtailed with revenue streams negatively impacted. The largest single fundraising event for the Foundation is the annual croquet tournament. This event traditionally generates in excess of \$50,000 for foundation operating expenses and granting. Donor outreach was paused as corporations and organizations pivoted from their traditional ways of operating with many focusing on sustainability and new business practices that reflected the pandemic environment.

The board adopted an ambitious 2020 budget at the end of 2019 fiscal year. In spring 2020, the budget was reviewed and revised by the board as it became apparent the forecast activities and revenues would not be realized. Even with reducing expenses by 45% for the remainder of 2020, the board is forecasting an estimated \$35,000 shortfall by December 31st, 2020.

The 2021 budget is a hybrid one modelled on the original 2020 budget and the actual 2020 finances with adjustments for the ongoing impact of the pandemic. Our board looks to 2021 with enthusiasm and hope as we focus on community outreach and awareness with smaller fund raising event and building our donor database. Plans for the Foundation include:

1. Continue our community granting programs
2. Host a scaled back Community Croquet event or similar event depending on the environment
3. Coordinate additional smaller fundraising events
4. Actively pursue sponsors and donors
5. Add quarterly communications to all our stakeholders
6. Increase our community profile through social media platforms
7. Apply for a Vancouver Foundation Capacity Grant
8. Participate in future fundraising collaborations with Coquitlam and Port Moody Community Foundations

The Foundation purpose is to serve the community of Port Coquitlam. By making the switch from fund development to funding, charities and non-profits in Port Coquitlam received support that otherwise would not have been available to them. We responded to their urgent needs with nimbleness and equity, making locally driven decisions with grassroots funding and grants that have specific program and service impacts to our residents. The foresight of the City of Port Coquitlam's council to provide the Foundation financial support was instrumental in our ability to respond. Thirty-eight grants totaling \$184,520 were distributed in Port Coquitlam since May 2020 (see Appendix A). Without the financial support of the City, the Foundation would not have had the ability to respond at this level. The previous \$55,000 grant was based on building our capacity and through donors and sponsors, with the Executive Director, building our donor stewardship. We are seeing a shortfall in part because the Executive Director's role switched to granting and fundraising for Covid19 relief.

We request \$75,000 per annum for both a 2021 and 2022 grant. We anticipate the need and challenges we have seen since May to continue in 2021. By asking \$75,000 we will not have to draw further from our asset base.

Since its inception in 2012, the Foundation has granted in excess of \$460,000 to over 150 organizations or individuals in and serving the community of Port Coquitlam. Funding from the City will provide continued community outreach, support and granting activities as the foundation continues to focus on greater good and greater futures for our community.

Fund	Project Name	Grant Recipient Name	Grant
Covid19 Community Response	Home Delivery of Perishable & Non-perishable Food Hampers	Food Bank On Wheels	\$1,400
Covid19 Community Response	COVID-19 Safety Equipment for Coq SAR	Coquitlam Search and Rescue Society	\$1,000
Covid19 Community Response	Search and Rescue COVID Safety Training Practices	Coquitlam Search and Rescue Society	\$1,000
Covid19 Community Response	Treatment for Addiction to Drugs and Alcohol	Hope for Freedom Society	\$10,000
Covid19 Community Response	COVID-19 Food Baskets	House of Omeed	\$5,000
Covid19 Community Response	Starfish Pack Program	Rotary Club of Coquitlam Centre Foundation c/o Rotary Club of Port Coquitlam Centennial	\$2,000
Covid19 Community Response	Warm Place for Women	Rotary Club of Coquitlam Centre Foundation c/o Soroptimist International of the Tri-Cities	\$5,500
Covid19 Community Response	MoreSports Port Coquitlam	SD43 Education Foundation c/o The Board of Education of School District No.43 Coquitlam	\$3,000
Covid19 Community Response	Support for Vulnerable Students Throughout the COVID-19 Pandemic	SD43 Education Foundation c/o The Board of Education of School District No.43 Coquitlam	\$2,000
Covid19 Community Response	Farmer's Market Coupon Subsidy Program	The Wilson Seniors Advisory Association	\$2,000
Covid19 Community Response	Keep Calm and Turn off the Coffee Maker	Tri-City Transitions Society	\$2,000
Covid19 Community Response	The People's Pantry Food Recovery Society	Westcoast Family Centres Society - The People's Pantry Food Recovery Society	\$10,500
ECSF	Backpack Buddies School Program - Port Coquitlam	Backpack Buddies	\$9,000
ECSF	Study Buddy	Big Sisters of BC Lower Mainland	\$2,000
ECSF	Core Operational Funding for Crossroads Inlet Centre Hospice	Crossroads Hospice Society	\$3,750
ECSF	Additional Cleaning & Technology Equipment for Operation of Crossroads Hospice	Crossroads Hospice Society	\$2,625
ECSF	Virtualized Adult Bereavement Program: Grief and Loss Support	Crossroads Hospice Society	\$1,250
ECSF	Home delivery of perishable & non-perishable Food Hampers.	Food Bank On Wheels	\$10,613
ECSF	Digital Adaptation of Services for People with Disabilities	Kinsight Community Society	\$7,318
ECSF	New View Service Delivery Shifts Due to COVID-19	New View Society	\$8,110
ECSF	Aid for Vulnerable Pet Guardians in Port Coquitlam	Paws for Hope Animal Foundation	\$3,000
ECSF	PCPFCS School Food Voucher Program	Port Coquitlam Professional Firefighters Charitable Society	\$7,500
ECSF	Starfish Pack Program	Rotary Club of Coquitlam Centre Foundation c/o Rotary Club of Port Coquitlam Centennial	\$8,100
ECSF	SHARE Food Bank Improvement Project	SHARE Family and Community Services Society	\$18,750
ECSF	Play From Home Packs	Starlight Children's Foundation Canada	\$3,400
ECSF	Technology Program to Support Community Inclusion	S.U.C.C.E.S.S.	\$6,250
ECSF	Farmer's Market Coupon Subsidy Program	The Wilson Centre Seniors Advisory Association	\$13,104
ECSF	Safe Reopening Procedures for Community Groups	Trinity United Church	\$1,850
ECSF	YWCA Single Mothers' Support Group Tri-Cities	YWCA Metro Vancouver	\$2,500
PCCF Community Grant	AssistList Port Coquitlam Project	AssistList Association	\$2,000
PCCF Community Grant	Empowering Youth	Communities Embracing Restorative Action (CERA) Society	\$5,000
PCCF Community Grant	Postpartum Depression/Anxiety Telephone & Text Message Support	Pacific Post Partum Support Society	\$2,000
PCCF Community Grant	Taking Care of Ourselves, Taking Care of Others (TCO2)	PLEA Community Services of BC	\$5,000
PCCF Community Grant	Rotary Club of Port Coquitlam Centennial - Starfish Pack Program	Rotary Club of Coquitlam Centre Foundation	\$3,000
PCCF Community Grant	Farmers Market Coupon Subsidy Program	The Wilson Seniors Advisory Association	\$3,000
TSLF Grant	Planet Protector Academy: Climate Action! In the Tri-Cities	DreamRider Production Society	\$4,000
TSLF Grant	Friends of Leigh Square Society - Animating Art in Port Coquitlam	Port Coquitlam Arts Council	\$3,000
TSLF Grant	Leigh Square Exhibition Artists Awards 2020	Riverside Secondary & Terry Fox Secondary School c/o The Board of Education of School District No.43 Coquitlam	\$3,000
Vital Signs Funded Program	Youth Gourmade	Access Youth Outreach Services Society	\$28,701



STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
As at December 31, 2019

	2019						2018
	TheatreSoc	Wesbild LIFT	Live then Give	Moore Family Community Fund	Wilson Family Community Fund		
	Unrestricted General Fund	Restricted Named Fund	Restricted Donor Advised Fund	Restricted Donor Advised Fund	Restricted Donor Advised Fund	TOTAL	TOTAL
REVENUES <i>(restricted fund method)</i>							
Donations - Planned Giving or Individual	\$ 9,840	\$ -	\$ -	\$ -	\$ -	\$ 9,840	\$ 13,215
Donations - Restricted Funds	-	-	-	6,000	7,750	613,751	193,385
Fundraising - Events - Croquet Tournament	103,718	-	-	-	-	103,718	109,027
Grants	55,000	-	-	-	-	55,000	35,000
Fee Income	30,630	-	-	-	-	30,630	5,068
Interest & Investment Income	2,808	1,156	184	234	919	5,301	5,197
Gain on Investments	17	-	-	-	-	17	-
Total Revenues	202,013	1,156	184	6,234	8,669	818,257	360,891
EXPENDITURES							
Scholarships	-	12,500	38,830	-	-	51,330	36,313
Grants General	20,000	-	-	-	-	20,000	20,000
Grants Theatre Society Fund	-	-	-	-	-	-	10,000
Bursary Theatre Society Fund	-	-	-	-	-	-	3,924
Fundraising & Events							
Fundraising Activities - Events & Other	25	-	-	-	-	25	11,270
Celebrate PoCo Granting Event	2,050	-	-	-	-	2,050	1,620
Croquet Tournament	56,933	-	-	-	-	56,933	51,736
						-	-
						-	-
General & Administrative						-	-
Community Development Manager & Initiatives						-	-
Executive Director	14,725	-	-	-	-	14,725	-
Vital Signs	1,694	-	-	-	-	1,694	-
Community Foundations of Canada Conference	1,697	-	-	-	-	1,697	-
Accounting & Legal	109	-	-	-	-	109	-
Insurance	1,361	-	-	-	-	1,361	-
Memberships (Chamber of Commerce, Com Found of Cda)	756	-	-	-	-	756	924
Printing, publications, advertising & marketing	7,623	-	-	-	-	7,623	10,757
Other administration costs	447	-	-	-	-	447	67,830
Fee Expense	-	2,714	739	783	2,394	30,630	5,197
Total Expenditures	107,420	15,214	39,568	783	2,394	189,379	219,572
Excess of Revenues Over Expenditures	\$ 94,593	\$ (14,058)	\$ (39,384)	\$ 5,451	\$ 6,275	\$ 576,001	\$ 141,319
Net Assets, Beginning of the Year	318,098	147,042	39,814	27,026	111,048	-	501,709
Endowment Contributions	-	-	-	-	-	-	-
Investment in Capital Assets	-	-	-	-	-	-	-
Net Assets, End of the Year	\$ 412,691	\$ 132,984	\$ 430	\$ 32,477	\$ 117,323	\$ 576,001	\$ 643,028



BUDGET
For the Period January 1 - December 31, 2021

STATEMENT OF REVENUE OVER EXPENDITURE

	2019 Actual Unrestricted	2020 Budget Unrestricted	2020 Budget Unrestricted	2020 Budget Unrestricted	2021 Budget Unrestricted	2019 Actual Restricted	2020 Budget Restricted	2019 Actual Restricted	2020 Budget Restricted	2019 Actual Restricted	2020 Budget Restricted	2019 Actual Restricted	2020 Budget Restricted	2019 Actual Restricted	2020 Budget Restricted	2020 BUDGET	2019 Actuals	2018 Actuals	2017 Actuals
	General Fund	General Fund	General Fund	General Fund	General Fund	Named Fund	Named Fund	Donor Advised	Donor Advised	Donor Advised	Donor Advised	Donor Advised Greg Moore Family Community	Donor Advised Greg Moore Family Community	Donor Advised Wilson Family Community	Donor Advised Wilson Family Community	Total			
			Amendment	Revised	Draft	Theatre Society	Theatre Society	Wesbild LIFT	Wesbild LIFT	Live then Give	Live then Give	Family Community	Family Community	Community	Community				
Revenue																			
Donations - Planned Giving or Individual	\$ 9,840	\$ 30,000	\$ (10,000)	\$ 20,000	\$ 20,000											\$ 20,000	\$ 9,840	\$ 9,840	\$ 9,601
Donations - Restricted Fund				\$ -				-	25,000	6,000	5,000	7,750		600,001		\$ 30,000	\$ 613,751	\$ 606,001	23,310
Fundraising - Events	103,718	105,000	(105,000)	\$ -	\$ 40,000											\$ -	\$ 103,718	\$ 103,718	91,641
Grants	55,000	55,000		\$ 55,000	\$ 75,000											\$ 55,000	\$ 55,000	\$ 55,000	35,000
Fee Income	30,630	4,500		\$ 4,500	\$ 4,500											\$ 4,500	\$ 30,630	\$ 30,630	4,006
Investment Income	2,808	8,700		\$ 8,700	\$ 6,200	1,156	3,000	184	100	234	800	919	2,300		13,800	\$ 28,700	\$ 5,301	\$ 4,382	4,444
Gain on Investments	17															\$	\$ 17		
	\$ 202,014	\$ 203,200	\$ (115,000)	\$ 88,200	\$ 145,700	\$ 1,156	\$ 3,000	\$ 184	\$ 25,100	\$ 6,234	\$ 5,800	\$ 8,669	\$ 2,300	\$ 600,001	\$ 13,800	\$ 138,200	\$ 818,258	\$ 809,572	\$ 168,002
Expenditures																			
Grants General	\$ 20,000	\$ 20,000		\$ 20,000	\$ 20,000											\$ 20,000	\$ 20,000	20,000	20,000
Grants Theatre Society Fund				\$ -		\$ 6,000	\$ 10,000									\$ 10,000	\$ 6,000	6,000	20,000
Bursary Theatre Society Fund				\$ -		6,500	4,000									\$ 4,000	\$ 6,500	6,500	4,000
Wesbild LIFT Scholarships				\$ -				38,830	25,000							\$ 25,000	\$ 38,830	38,830	2,278
				\$ -												\$ -	\$ -	-	
Fundraising & Events				\$ -												\$ -	\$ -	-	
Fundraising Activities - Events & Other Initiatives	25			\$ -	\$ 32,500											\$ -	\$ 25	25	34
Celebrate PoCo Granting Event	2,050	2,000		\$ 2,000	\$ 1,000											\$ 2,000	\$ 2,050	2,050	1,123
Croquet Tournament	56,933	55,000	(55,000)	\$ -												\$ -	\$ 56,933	56,933	41,895
				\$ -												\$ -	\$ -	-	
General & Administrative				\$ -												\$ -	\$ -	-	
Community Development Manager & Initiatives				\$ -												\$ -	\$ -	-	
Board Development		5,000		\$ 5,000	\$ 5,000											\$ 5,000	\$ -		
Executive Director	14,725	41,600	(4,800)	\$ 36,800	\$ 52,000											\$ 36,800	\$ 14,725		
Vital Signs	1,694	1,500		\$ 1,500	\$ -								30,000			\$ 31,500	\$ 1,694	1,694	
Community Foundations of Canada Conference	1,697	2,500	(2,500)	\$ -	\$ 1,200											\$ -	\$ 1,697	1,697	
Accounting & Legal	109			\$ -												\$ -	\$ 109	109	38
Investment Management Fee		6,500		\$ 6,500	\$ 6,500											\$ 6,500	\$ -		
Insurance	1,361	800		\$ 800	\$ 800											\$ 800	\$ 1,361	1,361	1,393
Memberships (Chamber of Commerce, Com Found of Cda)	756	1,000		\$ 1,000	\$ 1,000											\$ 1,000	\$ 756	756	765
Printing, Publications, Advertising & Marketing	7,623	20,000	(10,000)	\$ 10,000	\$ 20,000											\$ 10,000	\$ 7,623	7,623	8,052
Website Related Expenses		5,000		\$ 5,000	\$ 5,000											\$ 5,000	\$ -		
Other Administration Costs	447	500		\$ 500	\$ 500											\$ 500	\$ 447	447	687
Fee Expense		200		\$ 200	\$ 200	2,714	3,000	739	1,000	783	1,000	2,394	3,500	24,000	6,500	\$ 15,200	\$ 30,630	5,197	3,661
	\$ 107,420	\$ 161,600	\$ (72,300)	\$ 89,300	\$ 145,700	\$ 15,214	\$ 17,000	\$ 39,569	\$ 26,000	\$ 783	\$ 1,000	\$ 2,394	\$ 33,500	\$ 24,000	\$ 6,500	\$ 173,300	\$ 189,380	\$ 149,222	\$ 103,926
Net excess of revenue over expenses	\$ 94,594	\$ 41,600	\$ (42,700)	\$ (1,100)	\$ -	\$ (14,058)	\$ (14,000)	\$ (39,385)	\$ (900)	\$ 5,451	\$ 4,800	\$ 6,275	\$ (31,200)	\$ 576,001	\$ 7,300	\$ (35,100)	\$ 628,878	\$ 660,350	\$ 64,076

June 2021 Grant Allocation - 30% of net income \$ 12,480
not to be 20% higher than previous year's granting total \$ 24,000

* Lacrosse Fund isn't included in the above statement and was paid out in 2018.

Application Statement

CCDIP 2020 – Operating Category

Port Coquitlam Heritage and Cultural Society

1. Briefly describe your organization's mandate/mission, history and core values. (Max 1 page)

Mandate/Mission

PoCo Heritage's mission is to celebrate and preserve Port Coquitlam's diverse heritage and culture through community engagement. Our mandate is to preserve this community's natural and historic heritage and culture through the acquisition of significant pieces of Port Coquitlam's material culture (photographs, archival materials, objects) for preservation in our collection, and to interpret these collection items for the public through community focused exhibits and programming.

History

The Port Coquitlam Heritage and Cultural Society (PoCo Heritage) was established in 1988, to promote and preserve Port Coquitlam's history and culture for future generations. In 1999 PoCo Heritage secured their first display space, the Heritage Display Centre. The Society's responsibilities were increased in 2007 with the opening of the Community Archives located at the Leigh Square Community Arts Village. In 2013, Port Coquitlam's 100th Anniversary, PoCo Heritage and the City of Port Coquitlam entered into a 10-year partnership agreement that allows PoCo Heritage to operate part of the Outlet as the Museum and Archives within Leigh Square. This partnership agreement allowed PoCo Heritage to expand and offer *more* to the community. PoCo Heritage is a volunteer driven non-profit organization that operates Port Coquitlam's only Museum and Archives.

For the last seven years the PoCo Heritage Museum and Archives has become an important pillar in the Port Coquitlam community, partnering frequently with the City of Port Coquitlam on city and community events. We also curate one large original exhibit per year and several smaller rotating exhibits in the Outlet building and City Hall. In addition, the museum and archives offer museum specific programming such as school tours, public and educational programs, community research, exhibits and displays and heritage related events.

Core 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

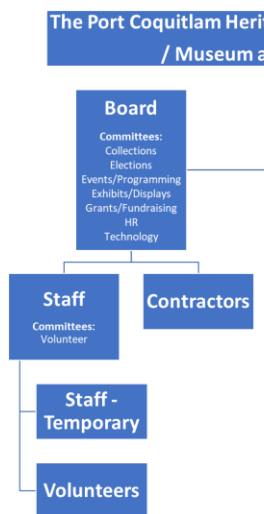
2. Outline your organization's management, board and staff structure. (1/2 page max)

The Port Coquitlam Heritage and Cultural Society is run by a *working* Board of Directors. Board members are volunteers that run for a 2-year term, with a maximum of four consecutive terms. The PoCo Heritage Museum and Archives is governed by the Port Coquitlam Heritage and Cultural Society and various governance committees and is *managed and operated* by one full-time permanent staff member. The permanent staff salary is funded through the City of Port Coquitlam and their Community Cultural Development Investment Program Grant.

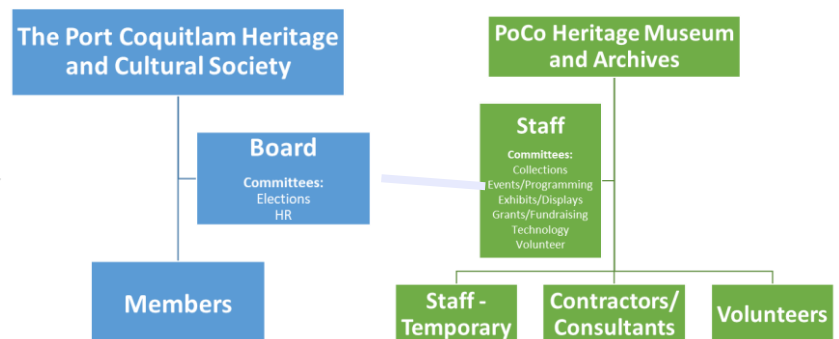
During the last few years, the Port Coquitlam Heritage and Cultural Society has made the decision to work towards moving from a working board to a governance board to ensure the stability, progress and future growth of the PoCo Heritage Museum and Archives. The Society plans to hire a consultant to direct the Society's board of directors on how to complete this transition. The move from a working board

to a governance board is set to be completed by PoCo Heritage's 2021 AGM however, due to COVID-19 this process may be delayed slightly.

Current Structure of Organization 2020



Proposed Organization Structure 2021



3. Outline your over-arching goals and strategies to support the organizations mission. Do your organization's goals align with those of the City's Cultural Plan goals? How do your programs and services advance the Cultural Plan?

PoCo Heritage's overarching goal is to preserve Port Coquitlam's heritage, culture, and history through community engagement. Our strategies to support our goal and the City of Port Coquitlam's Cultural Plan goals are explained in the answers provided.

City of PoCo Cultural Plan Goals:

- 1) Integrate culture into community life (community-relevant programming/rooting culture in the local context)

PoCo Heritage integrates culture into Port Coquitlam's community life by providing resources and services that promote local culture and history. We host the City's archives and a large artifact collection. Our collection contains 9,724 archival photographs, 3,572 archival records, and 1,196 objects. Our collection is a tangible cultural resource for people to learn about Port Coquitlam and to keep engaged with our community's history and heritage. We also provide members of the public with engaging programs such as writers groups and heritage sessions that record history for future generations. We have family friendly workshops and events that engage young children and families with local history and heritage through activities, crafts and games. We also provide the community with a Little Free Library outside of the museum and archives that encourages learning and community engagement. We host community events and city-wide festivals that elevate Port Coquitlam's culture. Events include our big festivals such as our Annual Christmas Tree Festival which promotes community engagement with local community groups and businesses throughout the City. Our Brew HaHa Festival, Port Coquitlam's first ever artisan beer festival, supports community culture by featuring local breweries, musicians, and a local artist who produced promotional material. We also host smaller events that celebrate May Day, Culture Days, BC Heritage Week, Port Coquitlam's birthday and the PoCo Car Show. These are just a select few events that PoCo Heritage has hosted over the years.

2) Animate community spaces and optimize facilities (program spaces in community-relevant ways)

PoCo Heritage optimizes community spaces as much as possible. We use local space to engage the community with local heritage and history and to create more interactive and visitor focused experiences. In 2018, PoCo Heritage with the support of the City of Port Coquitlam collaborated with *Kwikwetlem* First Nation (KFN) to re-develop the PoCo Historical Continuum. The newly revamped Continuum was redesigned and rewritten to include more diverse and inclusive historical narratives. The Historical Continuum is a series of interpretive panels along Port Coquitlam's Traboulay Trail and the Coquitlam River that explores significant themes and moments in the natural and cultural history of Port Coquitlam. The Continuum both animates and optimizes PoCo's outdoor community space.

We also host a series of outdoor walking tours throughout the year that use community space by exploring different neighbourhoods and areas within Port Coquitlam. We have also done these tours via bike. Several of our events also optimize community space such as our Annual Christmas Tree Festival. The Christmas Tree Festival brightens many of the city's buildings and local businesses over the holiday season. We have also used the Bandshell area in Leigh Square to host PoCo Heritage's Brew HaHa event. This festival was a community event that engaged the community with PoCo Heritage and Port Coquitlam's local breweries.

3) Increase capacity (improved partnerships and collaboration: the City and community working together with the right tools and expertise); and optimize facilities

PoCo Heritage works closely with numerous organizations and businesses within Port Coquitlam to help achieve the City of Port Coquitlam's Cultural Plans. PoCo Heritage recognizes the importance of partnerships across organizations and believes that these ongoing collaborations help to create strong, healthy, and supported communities. We prioritize collaborative relationships and work closely with the City of Port Coquitlam, Terry Fox Library, local SD 43 schools and community groups such as Art Focus, United Way Avenues of Change, The Port Coquitlam Arts and Culture Society (Friends of Leigh Square) PoCo Heritage Trees, PoCo Sports Alliance and Tri City Community TV to name a few. For example, this year Tri City Community TV filmed a panel discussion organized by PoCo Heritage in partnership with the City of Port Coquitlam and Community Integration Services Society for Heritage Week 2020. This event was posted to Tri City Community TV's YouTube channel and shared across different social media platforms allowing others to attend the event virtually and engage with PoCo Heritage even after the event. We also continue to build connections with the Kwikwetlem First Nation and to increase our outreach with other Indigenous groups, such as the Spirit of the Children Society. We also partner with *S.U.C.C.E.S.S.* Tri-Cities to host programs for new immigrants. During the Covid-19 pandemic, PoCo Heritage worked with *S.U.C.C.E.S.S.* to present webinars for newcomers about how to access our online learning resources. Webinars were hosted for Arabic, Mandarin, Korean and Farsi speaking individuals.

Collaborations:

We are extremely fortunate to collaborate with exceptionally passionate and artistically talented individuals and organizations to create exhibits and community events. In our newest 2020 exhibit *Port Coquitlam's F Words; The Story of our City's Early Years* we collaborated with local artist and graphic designer, Brad Nickason, to produce graphic novel exhibit panels and a comic book for the community. In addition, Art Focus provided the artwork displayed in the exhibit and had been working weekly since February 2020 on producing a painted mural scene, which is an interactive component of the exhibit.

In the past, PoCo Heritage has collaborated with many different partners to provide the community with professional and engaging content. From 2018 to 2019, PoCo Heritage collaborated with the community groups, PoCo Heritage Trees and Friends of Leigh Square Society (The Port Coquitlam Art and Culture Society), to produce the exhibit, The Secret Life of Trees. One of the pieces of feedback we received from them was that they were very grateful for the opportunity to collaborate with us on such a visible project in the community as it gave them a stage upon which to showcase their passion and make their message more accessible to the public. By offering dedicated exhibition space, PoCo Heritage Museum and Archives provides the perfect opportunity for smaller community groups to expand their reach and visibility. Our aim is to continue to collaborate and partner with community groups as we believe these projects create a positive, supportive, and lasting impact in our local community.

- 4) Enhance communications and marketing (not previously resourced at an integrated strategic level e.g. Leigh Square)

We are committed to promoting Port Coquitlam's art, culture, and heritage initiatives. All our educational programs include an outdoor walking tour through Leigh Square Community Art Village where tour participants can learn about and view the City of Port Coquitlam's initiatives. Our educational tours include an overview of the artistic elements in Leigh Square and a tour through the City's Gathering Place to view the artwork on display. We attend the artist openings at the Gathering Place so that we are better prepared to speak about the displayed artwork to our program and tour groups. During these tours we also visit Art Focus if they are working in the Outlet recreation room. This is a chance for members to discuss with our group their current projects and demonstrates the importance of art, culture, and heritage to Port Coquitlam. Our tours are a great marketing tool to promote the City's initiatives. We encourage our visitors to share with others the information they have learnt and have had many participants return.

We also promote and support the City's cultural plan by advertising other arts and heritage related events through our social media channels and by media material (posters, pamphlets, brochures etc). We also participate in several City-sponsored events, including Culture Days, Port Coquitlam's Cultural Roundtable, and partner with other organizations to host events during Heritage Week. In February 2020, PoCo Heritage partnered with the Community Integration Services Society and the City of Port Coquitlam to produce a two-day event for the community about heritage home preservation and the Saving of Melissa Park Lodge, one of PoCo's oldest heritage homes listed on the Heritage Registry

4. Provide a summary of the programs and/or services that you are planning to offer. Describe how the activities, artists and partners of the organization further the artistic and/or curatorial vision. If your organization plans to develop new work or introduce new activities, outline the specific development processes.

PoCo Heritage offers a unique suite of programs and services aimed at engaging the community with its local history, culture, and heritage. These services include exhibits and displays, collections and archives, community events and tours, and programs. We partner with local businesses and organizations to create and provide engaging, interactive, and meaningful exhibits, programs, and events. By working together and collaborating with others in the community who share our vision, we are stronger and more effective in reaching our goals.

Exhibits and Displays:

Our exhibits and displays promote PoCo's heritage, arts and culture, diversity, and natural environment. They are located at the PoCo Heritage Museum and Archives, the Outlet building and Port Coquitlam City Hall. PoCo Heritage's exhibits provide a great resource for the public to learn in detail about Port Coquitlam. Our newest 2020 exhibit educates the public about Port Coquitlam's difficult history and the courage and resilience shown by the community during disastrous times. Given the current situation our newest exhibit is a tangible reminder to the community that times can and will get better. Moving into the future PoCo Heritage will offer virtual exhibits to offer greater accessibility to the community.

Collections and Archives:

We house the City's Archives which include materials such as documents, paperwork, maps, and blueprints. These materials are a tangible part of our community's heritage and must be properly cared for if they are to be preserved. We also provide access to a large collection of historical photographs, archival material, and objects. In addition, we provide research services to academics, journalists, City staff and members of the public.

Community Events & Tours:

Once able, we will continue to host community events throughout the year. Typical events included May Day celebrations, Heritage Week Discussions, PoCo Birthday Parties, Community Clean Ups etc. As well as two large events, the Annual Christmas Tree Festival and the Annual Brew HaHa Festival. The Annual Christmas Tree Festival plays a big role in brightening up many city buildings and spaces over the holiday period. When possible, we will resume our guided walking tours. We are currently researching virtual tours and walking tour apps that can accommodate language barriers and indoor restrictions in place because of Covid-19.

Programs:

PoCo Heritage offers public and educational programs both in the museum and online. We have plans to offer additional educational programs for local students, educators, and ESL learners. These programs are designed to be useful classroom learning tools and meet core competencies listed in the BC Curriculum. By giving educators a selection of bookable programs, we can increase the number of classrooms and schools visiting the museum and archives and guarantee the return of these schools in later years.

While the museum has been shut during Covid-19, we have adapted our programs so we can continue to provide them to the community. We are offering *Rhymes of Time* and *Heritage Writers' Group* virtually through ZOOM. We have two programs, *QUARAN-TALES* and *Heritage Detectives* that participants can engage with through social media. As well, we will be offering our speaker series *Evening at the Museum* that will feature local PoCo organizations and businesses. Additionally, we have provided students, teachers and parents online educational program packages that include a downloadable version of PoCo Heritage's new comic book, *Port Coquitlam's F Words: The Story of our City's Early Years*.

5. Describe your organization's approach to community engagement. Engagement may include public presentations and performances, community consultation, community participation during creative development process, outreach and/or education activities such as an artist talk.

PoCo Heritage is a community organization that relies on community engagement to further its vision, mission, and goals. We include community engagement in the development of our exhibits. Our newest

2020 exhibit was illustrated and written by local community members and the artwork displayed in the exhibit was and is currently being completed by local art organization, Art Focus. Our 2021 exhibit, *The Coquitlam River*, engages several different community groups and organizations such as Westwood Elementary, the Maple Creek Stream Keepers and Stream of Dreams.

We also engage with the community by including community members in our programs. Our after-hours program speaker series, *Evening at the Museum*, includes public presentations and workshops on local topics presented to the public by local community members. We also consult with community groups/organizations to plan our large city-wide festival events. During the planning of PoCo Heritage's 2019 Brew HaHa Festival, we included PoCo brewery representatives, members of Port Coquitlam's Kinsmen and City employees, on our festival planning committee. Additionally, each year during the planning of our Annual Christmas Tree Festival we consult with the City of Port Coquitlam, the PoCo BIA and local businesses and organizations to ensure we are hosting the best possible event for the community.

6. How does the organization effectively reach the people it serves? Please outline your organization's outreach, marketing or communication strategies (e.g. advertising, marketing/promotion materials, social media, artist/expert talks or outreach through partnerships and/or other demographic outreach).

PoCo Heritage uses a variety of strategies to help market and advertise the Society and the PoCo Heritage Museum and Archives. All of PoCo Heritage's events, programs, and outreach opportunities are advertised on its social media platforms (@PoCoHeritage) including Facebook, Instagram and Twitter. Social media is used to ensure that all age groups in the community are being reached and are aware of the events and programs the museum and archives has to offer. Our social media accounts are constantly updated and remain current to ensure our audience is engaged and we include interactive posts that get followers to engage through response. Social media has also become a tool, not only to help PoCo Heritage engage with other community members and organizations, but also to promote them.

PoCo Heritage also uses community outreach events to effectively engage with community members. Our organization is actively involved in year-round community outreach events hosted by the City of Port Coquitlam, local non-profit/community groups and business organizations. As Port Coquitlam is a diverse community made up of individuals from different backgrounds and cultures, our presence at a variety of events has proved successful in reaching other audiences.

We also advertise and market our events and programs through our monthly e-newsletter, *Heritage Happenings!*, email a list of our programs to advertisers and promote our events by recording online promotional material with Tri City Community TV. We participate in Port Coquitlam's monthly "Cultural Roundtable" and list our upcoming events and programs in a variety of PoCo's family and senior guides such as the Leisure Guide, Wilson Guide and What's On Magazine.

7. How does the organization work to integrate accessibility, inclusion and diversity within its organization and programming? Please highlight successful policies or practices and programs.

- a. include details such as ticket pricing/free activities, hours of activities open to public, venue choices, accessibility and support for persons with different abilities and special transportation options.**

Our main goal is to integrate accessibility, inclusion and diversity within our organization and programming. Generally, we do not charge museum admission fees (have a donation box) so all people regardless of socio-economic background can enjoy our services. Tours and some programs have nominal charges. We operate for longer hours and are open on more days than many local museums. We are accessible for people who need ramps and hands-free accessible doors and our exhibits are designed to provide easy navigation. We also provide a calm sensory space to accommodate people who have sensitivity to loud noises such as individuals who fall higher on the autism spectrum.

- b. If applicable, please note if any of your activities specifically engage a diversity of publics (e.g. culturally diverse groups, children/youth, people from varied socio-economic backgrounds, First Nations peoples, and persons with disabilities).**

Seniors: We offer public programs and tours specifically catered to seniors. The museum provides an inclusive and comfortable space where seniors can discuss their past and contribute their memories to local history. Many of the seniors who attend live in Port Coquitlam Senior Care facilities and Resident Homes. These programs are also run by seniors in the community.

Children/Youth: We host programs and events for children. Family workshops such as *Art with Nature* promote activities that encourage creative learning and our heritage walking tours can be enjoyed by children and families. Many of our community events cater to the young and include child friendly crafts and games. During the Annual Christmas Tree Festival, we have Santa photos for all children and families to enjoy. PoCo Heritage offers school programs for elementary and high school students which include grade specific learning activities.

New Immigrants: We work in partnership with organizations such as S.U.C.C.E.S.S. Tri Cities to create programs that connect new immigrants with local history and heritage. Our Christmas Tree Festival's Scavenger Hunt enables these community members to get to know PoCo better.

Kwikwetlem First Nation: PoCo Heritage collaborated with Kwikwetlem First Nation (KFN) to create the Port Coquitlam Historical Continuum. One of the great successes of this project was the strengthening of PoCo Heritage's collaborative relationship with KFN. PoCo Heritage's Manager and Curator presented a session at the BC Museum Association's Annual Conference with KFN Councillor, Fred Hulbert on their experiences collaborating with each other. PoCo Heritage continues to build on this relationship.

Volunteers: PoCo Heritage promotes diversity within its workplace. Volunteers at the museum and archives include seniors, high school, university and ESL students, and individuals with diverse cultural backgrounds. We also work with Work Safe BC to provide volunteer internship placements for community members with developmental disabilities.

- 8. Evaluating Impact: How do you know that you are making the impact in the community that you are intending to make? What measures do you use and how do you assess the benefits in the people you are serving (e.g. participant/audience surveys, direct feedback, post-event/project evaluation, etc.)? Please share the results, data and themes found in your evaluation and how you respond to these discoveries.**

Our goal is to connect community members with PoCo Heritage and engage them with the City's culture and local history. We evaluate the impact we make and the benefits we provide by measuring community participation, collecting direct feedback, and increasing our partnerships with local organizations and businesses.

PoCo Heritage has recorded an increase in community participation. Our museum attendance has increased by approximately 50% in the last two years. There has been an increase in program, event and tour participation and more schools, home learners and ESL groups are booking educational programs. PoCo Heritage has also recorded an increase in the number of research requests received. Additionally we have measured an increase of users engaging with our website. Feedback from the community is used to determine whether our engagement goals are being met. Feedback is collected through the comment section in our museum visitor book, through our social media platforms, by email surveys and through direct dialogue. Discussion with visitors has proven to be the best way to evaluate our impact in the community. PoCo Heritage has an open-door policy. Visitors and members of the public can talk with staff or a volunteer whenever the museum is open. We also evaluate our impact in the community through the strengthening and resiliency of our partnerships. An increase in partnerships with different organizations reflects both PoCo Heritage's efforts to represent the community and the quality of the programs, services, and resources we provide.

- 9. Reflecting on recent years and looking ahead, discuss how the Board works in support of the organization's mission, goals and strategies. Highlight governance achievements and share experiences or challenges that are influencing changes in policy, process, planning or direction.**

The Port Coquitlam Heritage and Cultural Society Board is the backbone of PoCo Heritage. The Board supports the organization by ensuring that the museum and archives have the proper infrastructure to support the implementation of its goals, mission, and strategies. The Society has had many governance achievements. In 2018, we completed our second strategic plan. We have maintained the original agreement with the City of Port Coquitlam to provide consistent hours of operation even with a volunteer board. Historically, we have been financially astute and provided a balanced budget. Additionally, since 2015 the museum and archives have been staffed by trained professional employees.

The Society has run into increasing difficulty obtaining and retaining board members, particularly the executive positions and the President position, because most volunteers cannot commit to working a full-time volunteer job without pay. As we grapple with this challenge, our board has come to the realization that we must change our structure to a governance board if we are to ensure the long-term sustainability of our museum and archives. This will require putting additional responsibility into the hands of professionally educated and trained staff. To accomplish this our staff numbers will have to be expanded minimally to 1.5 full time equivalents but preferably to 2 FTE's. Under a governance board, the museum and archives will be run by professional museum staff and guided by board policies and an updated strategic plan. Staff will report regularly to the Society's board and volunteers will continue to perform many useful tasks under the direction of the staff.

10. Reflecting on recent years and looking ahead, outline the direction for the organization. Highlight organizational achievements and share experiences or challenges that are influencing changes in operations, planning, and policy.

The organization's direction has always been clear, to provide resources for the community. In its early years, the Society was able to provide exhibits and very slowly archive its collection. Then, in 2015 with the hiring of a staff member the organization was able to begin a more professional and modern approach to managing the museum. We created different social media platforms to advertise and reach out to our community. We updated our collection management from spreadsheets to museum specific software that can catalogue and digitize our archives. We redeveloped our website to make it more user friendly and accessible for all electronic devices. Looking forward, the next stage for the organization will focus on increasing the number of visitors, students and tour groups to the museum by updating the quality of our programs and events. This stage has already been set in motion with the creation of new educational programs and resources.

Having a single staff person has made a great difference in the operation of the museum. However, over time it has become apparent that having only one employee means that when a staff position is vacated the knowledge of the museum and archives operations also leaves. Volunteers are no longer capable of running the museum and archives by themselves, as they lack the expertise. Hiring a second employee, preferably full time, would mean that the museum and archives can continue to run without interruption and the organization would be able to better fulfill its mandate. Another full-time employee would also help support the City of Port Coquitlam's goal to curate a Terry Fox exhibit in the PCCC. Full time employees are also easier to retain.

Another challenge the organization is looking to overcome is funding. To operate the museum long term we need to secure sustainable and predictable funding so that the board can set long term goals for the museum and archives and our staff can plan 2-3 years ahead in order to successfully apply for available summer students and grant funding. Almost all significant grant funding depends on having professional staff members.

The arrival of Covid-19 has added an unprecedented set of challenges. We are very proud of the way the museum has quickly responded by transitioning programming and events to virtual platforms. We could never have done this with volunteers alone. All committees are up and running again via ZOOM.

11. Comment on the financial position of the organization and plans to effectively support ongoing operations and long-term goals and strategies.

We are fiscally prudent and our board values and appreciates all of our public funding. We are anticipating future expenditures by allocating \$1,000 annually in our budget to a fund to replace capital items specifically, new technology. The board's plan to become a governance board and the funding for two full-time staff will allow the museum to operate effectively into the foreseeable future.

Our experience applying for external grants has grown slowly. The format of grant applications varies greatly, the number of funding sources is small and every museum in the province is competing for the same pot. These factors make it doubly important that we have the funding to hire educated, professional museum staff.

- a. Provide evidence of other sources of financial assistance, including earned revenues. Outline the organization's funding history (e.g. BC Arts Council, Canada Council, Department of Canadian Heritage, local government, Gaming, etc.).

Grants and In-Kind Contributions		
Grants		
Funding Source	Usage	Amount
CCD Investment Program – Organization Category (2018-2020) <i>City of Port Coquitlam</i>	Funded our Manager and Curator at part time hours.	\$20,000
Additional Monies (2019-2020) <i>City of Port Coquitlam</i>	Funded our Manager and Curator at full time hours.	\$43,555
CCD Investment Program – Project Category <i>City of Port Coquitlam</i>	Used to fund the design and printing of Port Coquitlam's historic comic book.	\$4,788
Self Help Matching Grant <i>City of Port Coquitlam</i>	Used to purchase a new archival scanner.	\$2,163
PCCF Community Grant <i>PoCo Community Foundation</i>	Used to purchase a new archival scanner.	\$2,700
Canada Summer Jobs Program <i>Government of Canada</i>	Used to hire two summer employees.	\$15,697
Community Gaming Grant <i>BC Gaming</i>	Used to support museum programming.	\$2,500
Conference Travel Funding <i>BC Museum Association</i>	Used to send our Manager and Curator to the BCMA Annual Conference in Prince George.	\$550
Conference Travel Grant <i>Canadian Museum Association</i>	Used to send our Manager and Curator to the BCMA Annual Conference in Prince George.	\$800
Volunteer Rewards Program <i>TELUS</i>	Used to fund the <i>Carol Hubbard Memorial Natural History Exhibit</i> series.	\$989
TELUS Match Program <i>TELUS</i>	Used to fund the <i>Carol Hubbard Memorial Natural History Exhibit</i> series.	\$0
Total		\$93,742

2019-2020

Grants and In-Kind Contributions		
Grants		
Funding Source	Usage	Amount
CCD Investment Program – Organization Category (2018-2020) <i>City of Port Coquitlam</i>	Funds our Manager and Curator at part time hours.	\$20,000
Additional Monies (2019-2020) <i>City of Port Coquitlam</i>	Funds our Manager and Curator at full time hours.	\$30,000
Canada Summer Jobs Program <i>Government of Canada</i>	Used to hire two summer employees.	\$14,435
Terry Reksten Memorial Fund <i>Friends of BC Archives</i>	Used to purchase archival supplies.	\$1,000
Indigenous Cultural Competencies Training Bursary Program <i>BC Museum Association</i>	Used to send our Manager and Curator to present at the BCMA Annual Conference in Kelowna.	\$2,500
Barrie Hardcastle Bursary <i>BC Museum Association</i>	Used to send our Manager and Curator to the "Leadership Principles Program" offered by Vantage Point.	\$500
Volunteer Rewards Program <i>TELUS</i>	Used to fund the <i>Carol Hubbard Memorial Natural History Exhibit</i> series.	\$250
TELUS Match Program <i>TELUS</i>	Used to fund the <i>Carol Hubbard Memorial Natural History Exhibit</i> series.	\$750
Total		\$69,435

2018-2019

- b. Indicate any current funding strategies or fundraising plans for the future to assist with operations.

Our plans for future fundraising events are influx at the moment. Covid-19 and restrictions in place are changing daily. It is challenging but we are adjusting our plans to the evolving circumstances. At this time, we are hoping to proceed on hosting both our annual fundraisers; Brew HaHa and Christmas Tree festival. However, this year we do not expect to bring in any revenue from either of these events due to Covid-19 restrictions. If the festivals do take place it will most likely be simply an event that supports and promotes local organizations and businesses. The goal is to keep our annual events fresh in the minds of Port Coquitlam community members.

- c. Outline the organization's plan for addressing any existing or projected deficit or surplus and plans regarding the elimination of debt or the intended use of surpluses (if applicable).

Our 2020 financial statements show a one-time deficit to purchase technology items and hire a temporary employee and we used funds from our savings to cover these costs.

1. REVENUES			
Name of Organization:		Port Coquitlam Heritage & Cultural Society	
Only enter data in the GREEN COLOURED BOXES! Other coloured boxes are for STAFF USE ONLY and may contain formulas. Do not alter, delete or over-write any formulas!			
REVENUES	OPERATING CATEGORY BUDGET		
	Previous Fiscal Year 2019 to 2020	Current/Next Fiscal Year (where funding request will be used) 2021 to 2023	
	AMOUNT	AMOUNT	Provide details and breakdown in this column.
EARNED REVENUES			
Admissions / Box Office			
Workshop Fees	1,016	2,000	
Subscriptions / Memberships	420	750	
Sales / Merchandise / Concessions			
Other (specify)	1,127	650	interest, misc
Other (specify)			
Sub-Total / Earned Revenues:	2,563	3,400	
PRIVATE SECTOR FUNDING			
Corporate Sponsorships / Donations		2,665	
Individual Donations	2,099	2,500	
Other Fundraising Activities	12,959	7,500	
Foundation Grants	2,700	5,000	
Other (specify)			
Other (specify)			
Sub-Total / Private Sector Funding:	17,758	17,665	
PUBLIC SECTOR FUNDING			
City of Port Coquitlam (this grant request)	70,506	120,000	
Other Municipal/Regional Support			
BC Arts Council			
BC Gaming Community Grant	2,500		
Other Provincial			
Canada Council for the Arts			
Dept. Canadian Heritage			
Federal Employment Grant	15,697	23,000	
Other Federal			
Other (please specify)			
Sub-Total / Public Sector Funding:	88,703	143,000	
IN-KIND CONTRIBUTIONS			
Other (please specify)			
Other (please specify)			
Other (please specify)			
Sub-Total / In-Kind Contributions:	0	0	
TOTAL REVENUE	109,024	164,065	

2. EXPENDITURES

Name of Organization: Port Coquitam Heritage & Cultural Society			
Only enter data in the GREEN COLOURED BOXES! Other coloured boxes are for STAFF USE ONLY and may contain formulas. Do not alter, delete or over-write any formulas!			
EXPENDITURES	OPERATING CATEGORY BUDGET		
	Previous Fiscal Year 2019 to 2021	Current/Next Fiscal Year (where funding request will be used) 2021 to 2023	
	AMOUNT	AMOUNT	Provide details and breakdown in this column.
ARTISTIC PERSONNEL			
Artistic Director or Producer Salary/Fees			
Artists' Fees / Honoraria			
Other Project / Programming Fees			
Production Fees			
Technical Fees			
Other (specify)			
Other (specify)			
Sub-Total / Artistic Personnel:	0	0	
ARTISTIC / PRODUCTION COSTS			
Venue / Site Rental			
Equipment Rental			
Material and Supplies (please specify)	13,009	6,415	display & program costs
Technical Expenses	279	500	archival supplies
Production Costs (please specify)			
Transport			
Artist Travel / Accommodation / Per Diem			
Documentation	1,923		consultant cost
Other (specify)	468	200	licenses
Other (specify)			
Sub-Total / Artistic Production Costs:	15,679	7,115	
OUTREACH & PROMOTION			
Promotion/Publicity Personnel/Fees	184	500	
Outreach Expenses			
Promotional Materials (flyers, programmes, poster etc)			
Advertising Expenses (print, radio, TV etc)			
Web/Social Media Expenses	258	400	
Other (specify)	6,966	500	fundraising expenses
Other (specify)			
Sub-Total / Outreach & Promotion:	7,408	1,400	
ADMINISTRATION			
Administrative Staff / Contractors	78,391	145,150	
Office Rent			
Other Admin Expenses (e.g. supplies, telecommunications etc)	14,243	6,800	IT and supplies
Other (specify)	372	100	bank fees
Other (specify)	3,288	3,500	insurance
Sub-Total / Administration:	96,294	155,550	
IN-KIND EXPENSES			
Other (please specify)			
Other (please specify)			
Other (please specify)			
Sub-Total / In-Kind Contributions:	0	0	
TOTAL EXPENDITURES	119,381	164,065	
TOTAL REVENUE	109,024	164,065	
Surplus / Deficit for the Current Year	10,357	0	
Accumulated surplus or (deficit), beginning of year		10,357	
Accumulated surplus or (deficit), end of year	10,357.00	10,357.00	

Deficit due to some expenses paid from savings-accounts, not current year income
(technology expenses and temporary program coordinator wage)



The Port Coquitlam Heritage and Cultural Society

Annual Report

April 1, 2019 – March 31, 2020

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Message from the President

From my Board position, as Past President, the Board appointed me as President again when Linda Sliworsky's submitted her resignation for Dec 31, 2019, three months short of completing her two-year term. Two other Board members were appointed during the year to fill in for a second Board member's resignation. Appointed Board positions filled between AGM's are up for election at our COVID delayed AGM, now scheduled for June 18, as legally permitted by phone, tablet or computer.

Regretfully, our Manager and Curator, Kelly Brown, also submitted her resignation Dec 19, 2019 as she accepted a higher-level job with benefits as Cultural Services Coordinator in Delta. We miss her but wish her well in her new role.



Kanchan Lal had started working for us Sept 24, 2019 for a 6-month contract as Events and Programming Coordinator. With Kelly's resignation, we increased Kanchan's hours to attempt to accommodate the extra workload. After she successfully passed her 3-month probationary period, we changed her title to Museum Coordinator.

Kanchan does work well independently, she lives in the Tri-Cities, has an extremely outgoing enthusiastic, bubbly personality, and loves to work with children (think school tours). She has a B.A. in History and Political Science. She was chosen unanimously for the position out of 28 candidates. Her references were exemplary. She presented at the Commonwealth Association of Museums in Nov. 2019. Kelly trained Kanchan on our social media, website, and our collections management, working several Saturdays after her new job commenced.



March 16, the Outlet was closed due to COVID-19 guidelines, and Kanchan started working from home. We stay connected by phone and computer and I have dropped off and picked up from Kanchan's mailbox, as necessary. Our treasurer, Aynsley, changed from writing pay cheques to e-transfers which still allows for the required second approval via computer at our Credit Union. We applied for Summer Job positions again this year but the Outlet and therefore Museum closure has left us without a workplace. Accommodation of the program now allows for part time work and work can continue through February. Having a full-time employee is an essential requirement of eligibility for Summer Job employees.

While the effects of COVID-19 only hit our Society two weeks before the end of our fiscal year, the new fiscal year will not be a year of past normalcy until a vaccine has been produced and distributed.

The irony that our new exhibit is highlighting the Spanish Flu of 1918 is not lost on anyone. We have been there and done that before. We know how strong and resilient the Port Coquitlam residents are and we are confident we will overcome and arise again. We are all coping with the new reality and making changes that will ensure we remain connected and our goals are met, even as new methods and adaptations are required. Our HR Committee is working on preparing safe COVID-19 guidelines to comply with Health and WorkSafe BC requirements once the Outlet is reopened.

We have had a very busy and exciting year as our Annual Report details. I am so appreciative of our staff and energetic volunteers that make it all possible. A special thanks to the City of Port Coquitlam who provides us space and staff funding.

Sincerely

A handwritten signature in black ink that reads "Julie L. Schmidt". The script is cursive and fluid, with the first letter of each name being capitalized and prominent.

Julie L. Schmidt
President



Board of Directors

Position	Member	Term	Notes
President	Julie Schmidt	2020	Board Appointed
Past President	Linda Sliworsky Julie Schmidt	2018-2019 2018-2019	Resigned Dec.19
Vice President			Vacant
Treasurer:	Aynsley Wong Meldrum	2018-2020	
Secretary:	Brian Hubbard	2018-2020	
Director at Large:	Meg McLaughlin Lily Liu Marilyn Trautman Ivan Allan Marnie Maule	2018-2020 2018-2020 2019-2020 2019-2020 2017-2019	Board Appointed Board Appointed Resigned



PoCo Heritage Board of Directors 2019-2020 (L-R) Lily Liu, Aynsley Wong Meldrum, Linda Sliworsky, Brian Hubbard, Julie Schmidt (*Missing: Marilyn Trautman, Meg McLaughlin and Ivan Allan*)

Strategic Plan 2018-2020

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

(Apr 1st – Dec 31st, 2019)

Governance Committees

Election Committee

Chair Marg Owens

Finance Committee

Chair Linda Sliworsky
Co-Chair Aynsley Wong Meldrum

Human Resources Committee

Chair Linda Sliworsky
Co-Chair Aynsley Wong Meldrum
Member Julie Schmidt

Operational Committees

Collection Management Committee

Chair Kelly Brown
Staff Rep Kelly Brown

Grant Committee

Chair Marg Owens
Staff Rep Kelly Brown

Exhibits and Displays Committee

Chair Julie Schmidt
Co-Chair Meg McLaughlin
Staff Rep Kelly Brown

Events, Programming, and Fundraising Committee

Chair Linda Sliworsky
Co-Chair Marg Owens
Staff Rep Kelly Brown

Technology Committee

Chair Brian Hubbard
Staff Rep Kelly Brown

Volunteer Committee

Chair Linda Sliworsky
Staff Rep Kelly Brown

Committees (2020)

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 Kanchan Lal

Staff Rep Kanchan Lal

Grant Committee

Chair Marg Owens

Staff Rep Kanchan Lal

Exhibits and Displays Committee

Co-Chair Meg McLaughlin

Co-Chair Julie Schmidt

Staff Rep Kanchan Lal

Events, Programming, and Fundraising Committee

Chair Kanchan Lal

Staff Rep Kanchan Lal

Technology Committee

Chair Brian Hubbard

Staff Rep Kanchan Lal

Volunteer Committee

Chair Kanchan Lal

Staff Rep Kanchan Lal

The Port Coquitlam Heritage and Cultural Society Operations

Society Meetings

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Board Meeting	11 th	9 th	13 th		1 st	12 th	10 th	26 th		9 th	13 th	-
General Meeting	18 th		20 th				17 th				20 th	

Society Membership

In 2019 our membership included 68 individuals and businesses.

Many of our members are lifelong members of PoCo Heritage. Many of our new memberships from this year came from new businesses and community members who participated in our fundraisers, the Brew HaHa Festival and our Annual Christmas Tree Festival.

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

PoCo Heritage Museum and Archives' Operations

Staff

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's continued support!

Permanent Staff

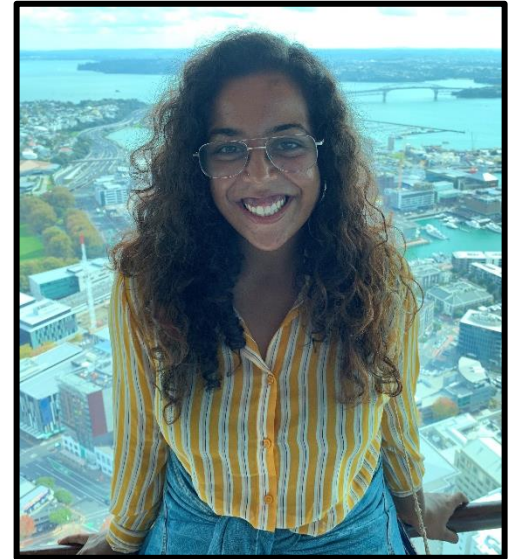
Kanchan joined the PoCo Heritage Museum and Archives in September 2019 as the Events and Programming Coordinator. As of January 2020, Kanchan was promoted and became PoCo Heritage's new Museum Coordinator.

Museum Coordinator (2020)
Kanchan Lal



Kelly Brown resigned in December 2019 to join the City of Delta as their Cultural Services Coordinator.

Manager and Curator (2017-2019)
Kelly Brown



Temporary Staff (2019)

Our summer staff, employed May to August 2019, were funded through the Canada Summer Jobs program. Thank you to the Government of Canada and Ron McKinnon, MP for your support of PoCo Heritage through this funding.

Museum Assistant
Abbie Henderson

Museum Assistant
Elizabeth Montague



Canada Summer Job Interns, Abbie Henderson (L) and Elizabeth Montague (R)

Museum Attendance

These statistics are estimates based on the signatures left in our guest book and ticket sales for events. The majority of visitors do not sign the guest book and are therefore not accounted for in this breakdown. This tally also does not include the approximately hundreds of visitors who booked exhibit tours. Our museum attendance for 2019-2020 is approximately 1790 people.

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Mon	13	22	12	12	13	21	13	12	9	10	12	0	149
Tues	34	28	30	42	28	28	24	38	39	21	29	8	349
Wed	4	0	12	5	16	4	4	12	10	1	14	0	82
Thurs	3	40	20	3	0	26	9	75	21	0	17	4	218
Fri	26	6	0	15	9	14	2	14	15	0	0	13	114
Sat	54	56	117	64	14	254	13	197	11	55	33	10	878
Sun	0	0	0	0	0	0	0	0	0	0	0	0	0
	134	152	191	141	80	347	65	348	105	87	105	35	1790

Museum and Archives Collections

We are continuing to process and add our collections into our collection management database, PastPerfect. Our collections consist of:

- 626 books in our library
- 9,764 digitized archival photographs
- 3,572 archival records
- 1,196 objects (the majority of our object collections have not yet been processed and added to our collection management database)

This year we purchased PastPerfect Online and PastPerfect Virtual Exhibits. Our 2019 Canada Summer Jobs employees set up the system on our website which is now accessible to the public on PastPerfect via our website. Through "PocoPedia", the public has access to 659 collection items which include photos, library books, and objects. These items can be researched and viewed in person at the museum.

We have used our collections to complete 43 research requests in 2019-2020, which is a marked improvement from 19 research requests in 2018-2019 and 7 research requests in 2017-2018.

Grants and In-Kind Contributions

Grants

Funding Source	Usage	Amount
CCD Investment Program – Organization Category (2018-2020) <i>City of Port Coquitlam</i>	Funded our Manager and Curator at part time hours.	\$20,000
Additional Monies (2019-2020) <i>City of Port Coquitlam</i>	Funded our Manager and Curator at full time hours.	\$43,555
CCD Investment Program – Project Category <i>City of Port Coquitlam</i>	Used to fund the design and printing of Port Coquitlam's historic comic book.	\$4,788
Self Help Matching Grant <i>City of Port Coquitlam</i>	Used to purchase a new archival scanner.	\$2,163
PCCF Community Grant <i>PoCo Community Foundation</i>	Used to purchase a new archival scanner.	\$2,700
Canada Summer Jobs Program <i>Government of Canada</i>	Used to hire two summer employees.	\$15,697
Community Gaming Grant ¹ <i>BC Gaming</i>	Used to support museum programming.	\$2,500
Conference Travel Funding ² <i>BC Museum Association</i>	Used to send our Manager and Curator to the BCMA Annual Conference in Prince George.	\$550
Conference Travel Grant ³ <i>Canadian Museum Association</i>	Used to send our Manager and Curator to the BCMA Annual Conference in Prince George.	\$800
Volunteer Rewards Program <i>TELUS</i>	Used to fund the <i>Carol Hubbard Memorial Natural History Exhibit</i> series.	\$989
TELUS Match Program <i>TELUS</i>	Used to fund the <i>Carol Hubbard Memorial Natural History Exhibit</i> series.	\$0
Total		\$93,742

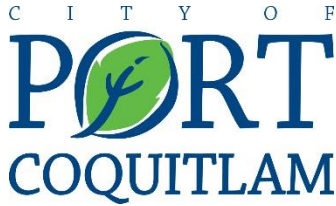
¹ Project still in progress

² Funding went directly to applicant

³ Funding went directly to applicant

Donations and In-Kind Contributions

We had a tremendous amount of community support for our events, programming, and festivals, and received over **\$5,000** of in-kind support from Cllr, Nancy McCurrach, Cllr Dean Washington, Port Coquitlam Elks Lodge, Maggie Huang, and these wonderful sponsors:

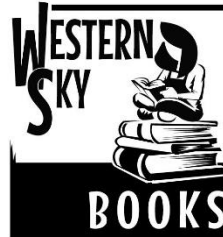


Thinking Real Estate?

Sandra Craig
604-313-0700

"Over 20 years of trusted Real Estate service."

PARK REALTY SandraCraig@shaw.ca SandraCraig.com



Exhibits and Displays

PoCo Heritage Museum and Archives:

Naturally PoCo

May 27 – December 31, 2019

Explore Port Coquitlam's natural beauty through the lenses of community photographers!

Every year the residents of Port Coquitlam submit their photos to the City of Port Coquitlam, our exhibit collaborators, for publication in the City's "Naturally PoCo" Community Calendar. Our Naturally PoCo exhibit displayed a selection of the hundreds of photos that were submitted to the City throughout the year of 2018 and highlighted several of the photographers. Additional period photographs, cameras and artifacts from our collections explored photography over the last 110 years and was exhibited in the Museum and City Hall cabinets.



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

February 22 – December 31, 2020

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.



Displays:

May Day

May 3 – 17, 2019

May Day is one of Port Coquitlam's longest traditions. This display marked 96 years of celebrating May Day in PoCo. The display features an ivory silk dress worn by Amelia Walters, the 1930 May Queen, as well as pictures of her royal court who are wearing wool capes trimmed with marabou feathers.



Car Show

August 12 – 20, 2019

This year, Port Coquitlam hosted their 15th Annual "Metro Ford Downtown PoCo Car Show". It featured over 500 vehicles and attracted over 70,000 spectators in attendance.

This display featured a variety of different t-shirts and clothing merchandise collected from different car show years.



Remembrance Day Display

November 2 – 16, 2019

Our annual Remembrance Day display honours all who served and who are serving their country and remembers those who fought and died to safeguard our freedoms. These sacrifices will not be forgotten. Lest We Forget.

The display includes Port Coquitlam's Rolls of Honour, newspapers, handwritten letters from the front, and a hand embroidered war quilt created from the great coats from WWI and WWII soldiers.



Police Birthday Display

February - May 2020

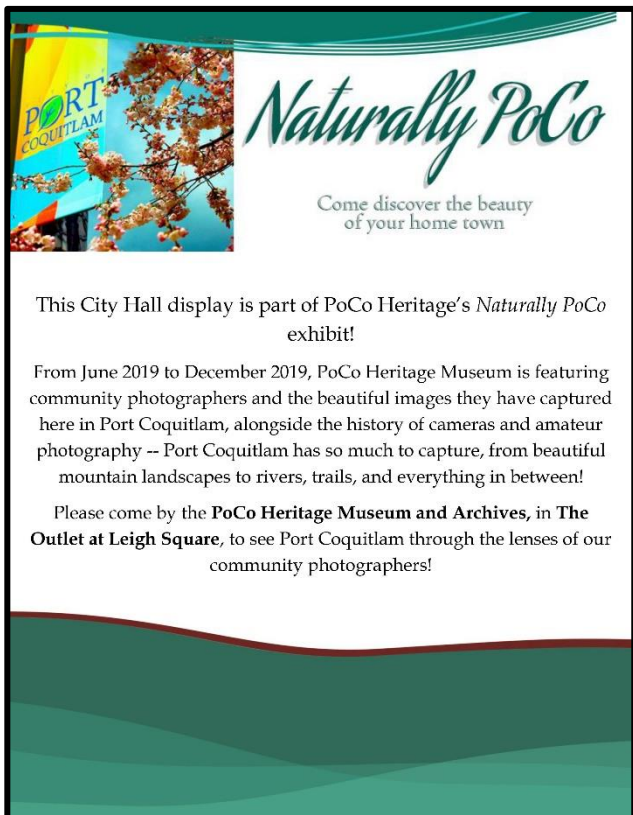
The R.C.M.P. turns 100! To celebrate the R.C.M.P's 100th birthday, the display features loaned items from the Port Coquitlam Community Police Station including two framed photos, a pillow a clock and a cloak. The costumed mannequin belongs to the museum and is older than the R.C.M.P!



City Hall

June 2019 – April 2020

This year's City Hall display was a part of PoCo Heritage's "Naturally PoCo" exhibit. The display was filled with pictures from community photographers, plus cameras and other artifacts paired with photos of the matching era.



The poster for the "Naturally PoCo" exhibit features a green and white color scheme. On the left, there is a small image of a Port Coquitlam flag. The main title "Naturally PoCo" is written in a large, elegant script font. Below it, the tagline "Come discover the beauty of your home town" is written in a smaller, sans-serif font. The bottom of the poster has a green wavy graphic.

This City Hall display is part of PoCo Heritage's *Naturally PoCo* exhibit!

From June 2019 to December 2019, PoCo Heritage Museum is featuring community photographers and the beautiful images they have captured here in Port Coquitlam, alongside the history of cameras and amateur photography -- Port Coquitlam has so much to capture, from beautiful mountain landscapes to rivers, trails, and everything in between!

Please come by the **PoCo Heritage Museum and Archives**, in **The Outlet at Leigh Square**, to see Port Coquitlam through the lenses of our community photographers!



Events, Programming 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

An Arborium Symposium

(April 13th, 2019)

For our final event of our Carol Hubbard Memorial Natural History Exhibit: *The Secret Life of Trees*, we hosted a symposium.

May Day

(May 11th, 2019)

This year Port Coquitlam celebrated its 96th May Day on Saturday May 11th, 2019! We marched in the parade to promote Port Coquitlam's heritage with some fun period costumes.



Community Cleanup Events

(May 25th & April 27th, 2019)

The PoCo Heritage Museum and Archives organized two community clean up events on May 25th and April 27th at Gates Park. A group of about 25 public members helped in cleaning up surrounding areas and were able to exchange old Geo Cache containers. **Geocaching** is an outdoor scavenger activity where members of the public search for hidden containers placed in different locations. There is a geo cache container located at the PoCo Heritage Museum and Archives.

Canada Day

(July 1st, 2019)

We were proud to represent PoCo Heritage at the City of Port Coquitlam's Canada Day celebration at Castle Park on July 1st. We promoted our exhibit, *Naturally PoCo* with a ring toss and stamping activity.



Culture Days

(September 28th, 2019)

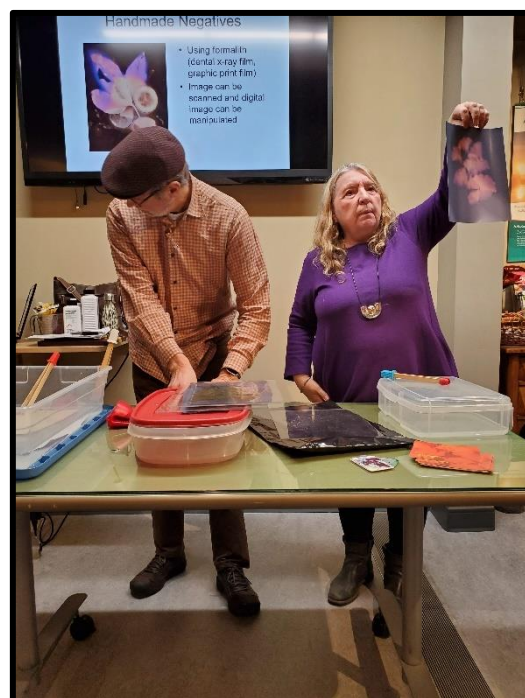
For Culture Day 2019, the PoCo Heritage Museum and Archives advertised an “Art with Nature” workshop from 11:30am to 1:30pm where the public got to create beautifully inspired art projects using paint, glue, wood, pinecones, flowers etc.



Evenings at the Museum

(April – December 2019)

We hosted eight speakers for our Evening at the Museum speaker series between the months of April and December 2019. Speakers included Bryan Ness, Julie Schmidt, Danielle Cooper, Phyllis Schwartz. Speakers discussed a variety of topics such as hummingbirds, lumen photography, and ghosts of Port Coquitlam!



Heritage Week 2020

(February 19th & 20th, 2020)

To celebrate Heritage Week 2020, we organized a two-day event in collaboration with the City of PoCo and Port Coquitlam's, Community Integration Services, about the "Saving of Melissa Park Lodge". The first event was a panel discussion about the process of saving and restoring heritage homes. The second event was an open house at Melissa Park Lodge. These events were recorded by Tri Cities Community TV and published on their YouTube channel for the public.



F Words Exhibit Opening

(February 22nd, 2020)

The PoCo Heritage Museum and Archives officially opened its new exhibit on February 22nd, 2020. Speeches were made by illustrator of *Port Coquitlam's F Words; The Story of our City's Early Years*, Brad Nickason and author, Meg McLaughlin.



Port Coquitlam's 107th Anniversary Celebration

(March 7th, 2020)

This year we celebrated the city's 107th Anniversary of Incorporation! We threw a party with cake, had a birthday crown making activity and heritage games!



Additional Events

Farmers Markets (Bottom, Left)

Harvest Festival (Top, Right)

Halloween (Bottom, Right)



Programming

Educational Programming

As part of our ongoing educational programming, we offer guided exhibit tours to the community. This year we provided fun, interactive, and educational tours to School District 43 students and teachers of our *Naturally PoCo* and *F Words* Exhibits. The tours cost \$2.00 a person include a guided museum tour, and an outdoor walking tour through City Hall and Leigh Square, and a hands-on activity.

Adult Programming

We offer three adult focused recurring programs. The weekly “Heritage Detectives” group is led by Bryan Ness and is a discussion group for residents who are curious about Port Coquitlam’s past and willing to do some hands-on research. Julie Schmidt leads the monthly Rhymes of Times and Heritage Writers’ Groups, which focus on reminiscing, sharing, and writing personal stories.

Heritage Walking Tours

This year we hosted four heritage walking tours. The tours include heritage home walking tours on the north and south side, downtown tours, art and mural tours, and City Hall tours.

Art with Nature

We added a new art program this year to encourage people to get in touch with their creative side! We held 6 “Art with Nature” drop-in programs between July and December 2019. This program gets the public to get creative by creating art using natural elements!



Fundraising

Brew-HaHa 2019 Festival of Beer

September 7, 2019

We hosted a scrum, a tussle, a hullabaloo, a Brew-HaHa! We created Port Coquitlam's first ever craft beer festival!

We featured brews from Taylight Brewing, Northpaw Brew Co., Patina Brewing, Tinhouse Brewing Co., and West Coast Cider Co. In addition to the craft brews we organized live entertainment, door prizes, a 50/50 draw, snacks and a food truck, and kids and family activities!

This festival turned into our largest fundraiser, with almost \$5,000 raised in one afternoon! These funds will be used to help us better preserve Port Coquitlam's history and heritage through supporting work to better care for our "at risk" collections.



Christmas In Leigh Square

November 23, 2019

We were happy to participate again in the City's Christmas In Leigh Square event by hosting Holiday Santa Photos and our Holiday Bake Sale. Hundreds of people came out and we were able to fundraise several hundred dollars for each event. Thank you for the support!



7th Annual Christmas Tree Festival
November 23 – December 31, 2019

This year we celebrated the holiday season with our 7th Annual Christmas Tree Festival! The festival kicked off during the City's Lighting of Leigh Square on November 23rd. We offered our online Christmas tree voting and scavenger hunt and added a new selfie contest!

Wrap Up Ceremony
January 11, 2020

To wrap up the 7th Annual Christmas Tree Festival we had a ceremony to celebrate the winners and participants of the festival. We also awarded prizes to the winners of the Christmas selfie contest!



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!



Communications

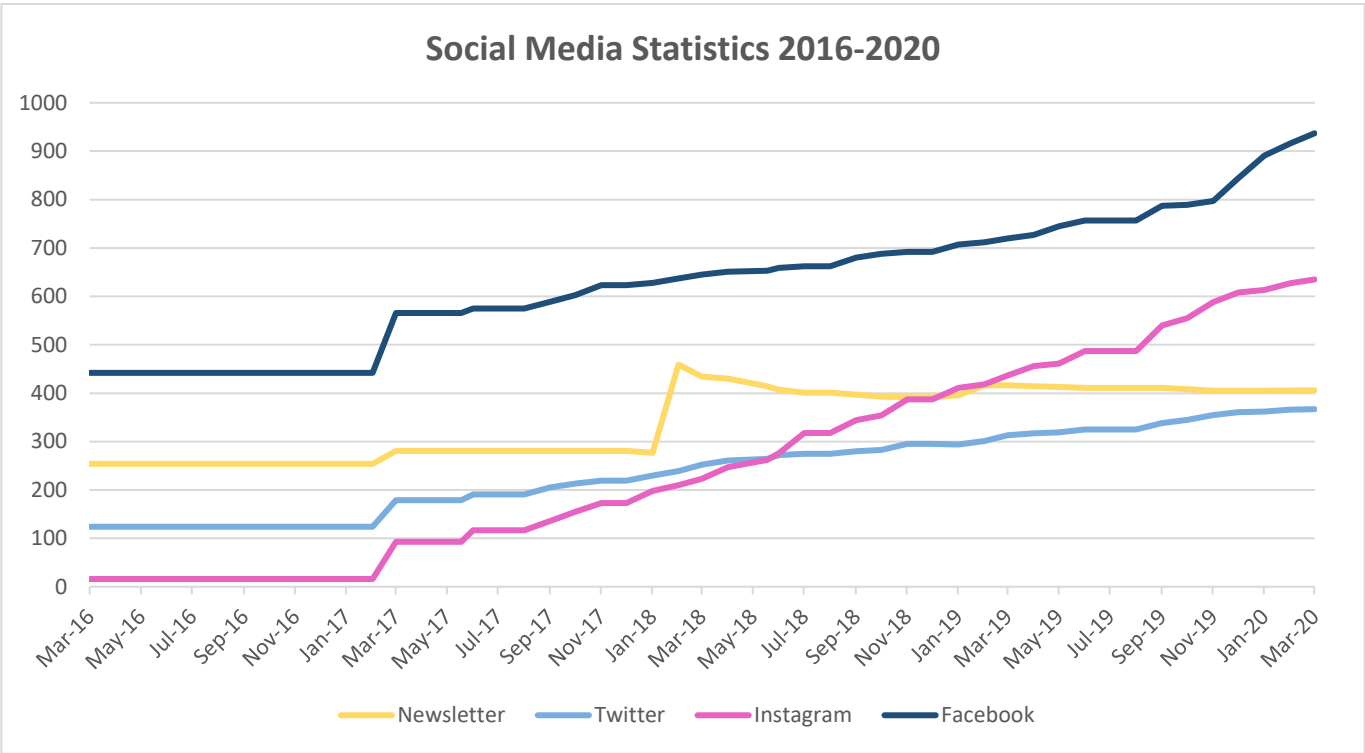
Social Media and Newsletter

Our bi-weekly, and as of 2020 monthly newsletter, Heritage Happenings, was sent out to 405 people last year. An average of 37% of subscribers open the newsletter.

Our Facebook followers has risen from 720 to 937 followers, which is an increase of 217 people (30%). The previous year's increase was 12%.

Our Twitter followers have risen from 313 to 367 followers, which is an increase of 54 people (17%). The previous year's increase was 24%.

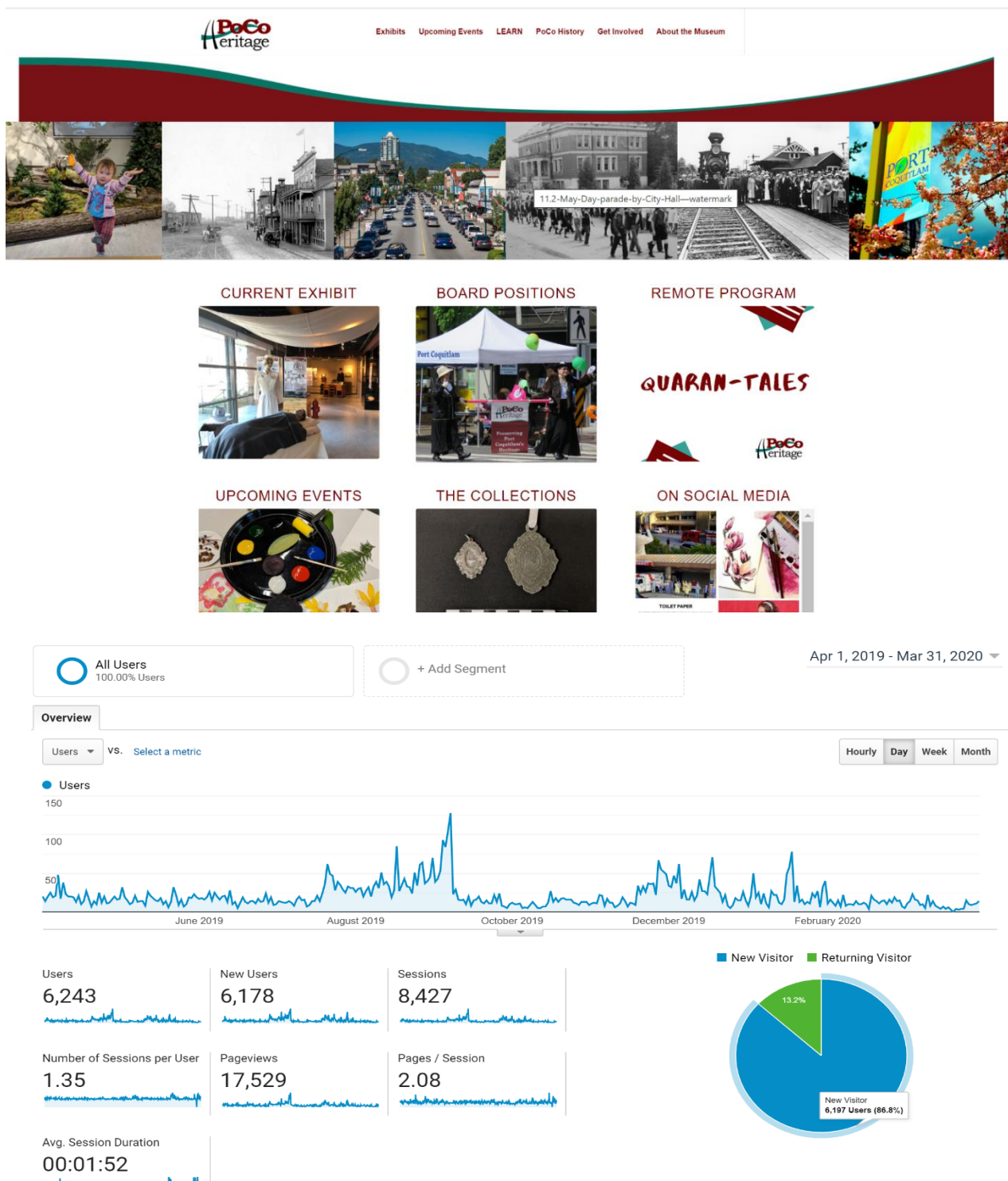
Our Instagram followers have risen from 437 To 635 followers, which is an increase of 198 people (45%). The previous year's increase was 96%.



This graph shows our social media and newsletter statistics, going back to the Annual General Meeting in 2016 when the first social media statistics were recorded.

Website

Our website has seen 6,243 users this year (approx. 8,427 sessions). The website has seen 8,414 users since its new launch. The average session duration is 1.52 minutes. Our audience is 61.8% desktop, 35.5% mobile, and 2.63% tablet usage.



Volunteer Hours

During the 2019-2020 period we had 35 dedicated volunteers who have contributed more than 3040 volunteer hours in this 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 and festivals
- Collection management and cataloguing (digitization, condition reports, labelling, photographing etc.)
- Creating and installing museum exhibits, and conducting exhibit tours
- Museum and community research

Financial Statements

STATEMENT OF OPERATIONS

Year Ended March 31, 2020

(Unaudited)

	2020	2019
Revenue		
Grants	91,129	90,214
Fundraising	12,959	5,243
Sponsorship	1,000	150
Donations	2,099	2,172
Membership dues	420	1,012
Program Revenue	1,016	-
Miscellaneous income	401	1,166
	109,024	99,956
Expenditures		
Advertising and promotion	184	831
Archival supplies	279	1,789
Bank charges and interest	372	67
Capital assets - note 4	-	-
Display and program expenses	13,009	10,595
Fundraising expenses	6,966	311
Insurance	3,288	2,694
Licenses, dues and subscriptions	488	535
Office	14,243	5,382
Payroll	78,391	69,530
Professional fees	1,923	-
Strategic Plan	-	-
Website Redesign	258	2,708
	119,381	94,442

Excess (deficiency) of revenue over expenditures before GST rebate	-10,357	5,514
GST rebate	507	254
Excess (deficiency) of revenue over expenditures for the year	-\$9,850	\$ 5,769

STATEMENT OF FINANCIAL POSITION

March 31, 2020

(Unaudited)

	2020	2019
ASSETS		
Current:		
Cash	29,294	40,039
Restricted cash - note 1	35,833	43,953
Accounts receivable	-	-
Government agencies recoverable	507	254
Prepaid expenses	-	-
Vancity Member Share	5	5
	\$66,039	\$ 84,251
LIABILITIES AND NET ASSETS		
Current:		
Accounts payable and accrued liabilities	-	-
Government agencies payable	516	1,470
Deferred contributions - note 2	18,365	27,752
	18,881	29,222
Net assets:		
Internally restricted - note 3	35,243	34,177
Unrestricted	11,915	20,852
	47,158	55,029
	\$66,039	\$ 84,251

NOTES TO THE FINANCIAL STATEMENTS

Year Ended March 31, 2020

(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 10-year lease agreement with the City of Port Coquitlam for the space occupied by the museum and archives located in the Outlet at #150-2248 McAllister Avenue.

1. RESTRICTED CASH

Restricted cash consists of the following amounts

	2020	2019
Carol Hubbard Memorial Fund (Note 3)	10,718	9,776
Capital Asset Replacement (Note 3)	6,815	7,975
Children's Book Scholarship (Note 3)	2,216	2,011
Kiosk Project (Note 3)	734	792
Continuum Maintenance (Note 3)	500	500
Comic Book Project (Note 3)	590	-
Storage Fund (Note 3)	-	13,000
Program Designer Fund (Note 3)	-	3,100
Program Coordinator Fund (Note 3)	7,454	
Collections Fund (Note 3)	6,806	6,800
	\$35,833	\$ 43,953

2. DEFERRED CONTRIBUTIONS

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

	2020	2019
Canada 150 Continuum Grant	-	500
Carol Hubbard Memorial Fund donations	10,686	9,776

Port Coquitlam Annual Grant	7,679	16,234
Project Grant	-	1,743
	\$18,365	\$ 28,253

3. INTERNALLY RESTRICTED NET ASSETS

The Society has internally restricted net assets totaling \$10,718 for the Carol Hubbard Memorial Fund (2019 - \$9,776), \$6,815 for capital asset replacement (2019 - \$7,975), \$2,216 for the Children's Book Scholarship (2019 - \$2,011), \$6,806 for the Collections Fund (2019 - \$6,800), \$590 for the Comic Book Project, (2019 - \$0), \$500 for Continuum Maintenance (2019 - \$500), \$734 for the Kiosk Project (2019 - \$792), and \$7,454 for the Program Coordinator Fund (2019 - \$0). 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:

	2020	2019
Computer equipment	6,034	-
Scanner (\$4,629), Router (\$695), Server (\$710)		
	\$ 6,034	-



150-2248 McAllister Ave, Port Coquitlam, BC V3E 3A1
604 927-8403 / info@pocoheritage.org / www.pocoheritage.org

Activities, Events & Programs 2020 – 2021

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150-2248 McAllister Ave, Port Coquitlam, BC V3E 3A1
604 927-8403 / info@pocoheritage.org / www.pocoheritage.org

ACTIVITIES 2020:

Archives & Collections

We host the City's archives and a large artifact collection. Our collection contains *9,724 archival photographs, 3,572 archival records, and 1,196 objects*. These numbers do not include the thousands of objects and archival material that have not yet been accessioned into our collections. Our collection is a tangible cultural resource for people to learn about Port Coquitlam and to keep engaged with our community's history and heritage.

We are currently collecting materials related to COVID-19 for future generations which include local newspapers, photographs, written work and other submissions about the pandemic from the public and community art work collected by the City.

Exhibits & Displays

Our exhibits and displays promote PoCo's heritage, arts and culture, diversity, and natural environment. They are located at the PoCo Heritage Museum and Archives in the Outlet building and Port Coquitlam City Hall.

In 2020, PoCo Heritage launched its newest exhibit *Port Coquitlam's F Words: The Story of Our City's Early Years*. The exhibit narrative is about four ruinous events in Port Coquitlam's early history and educates the public about Port Coquitlam's difficult history and the courage and resilience shown by the community during disastrous times. A component of the exhibit is an interactive mural piece painted by Art Focus which visitors can watch come to life every Tuesday. We have plans to further expand this exhibit. We are collaborating with the Art Council to create two additional panels that reflect time and life in Port Coquitlam during the COVID-19 pandemic.

During this year we also had an exhibit display in the Outlet building that celebrated the *R.C.M.P's 100th anniversary* and had plans to display a collaborative exhibit with the Port Coquitlam Community Police Station in City Hall. We also have a permanent display along the Traboulay PoCo Trail. The *Historical Continuum* is a series of interpretive panels between Lions Park and Gates Park that explores significant themes and moments in the natural and cultural history of Port Coquitlam.

Little Free Library

We constructed and managed a popular Little Free Library outside the Museum and Archives. It is currently disabled during COVID-19 rules.



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Membership

We held a delayed Board election and AGM via Zoom for our membership on June 18th, 2020. Our general meetings will resume in the fall online. We have connected with our members by telephone and regular Board meetings will continue to be held via Zoom.

Research Requests

PoCo Heritage provided research services to academics, journalists, City staff and members of the public. We have used our collections to complete 43 research requests in the 2019-2020 fiscal year. Research requests can be questions about a variety of topics including family history, heritage preservation, street names etc. From March 2020 onwards we saw a large increase in requests and had approximately 2-3 requests per week in the months moving forward.

Resources

Comic Book (Port Coquitlam's F Words: The Story of Our City's Early Years):

In our newest 2020 exhibit *Port Coquitlam's F Words; The Story of Our City's Early Years* we collaborated with a local artist and graphic designer to produce a comic book for the community. This comic book will be distributed to students visiting the Museum and Archives for programming and also, is available as a digital pdf on our website for all to download.

Learning Packages, Online:

With the closure of the Museum and Archives due to COVID-19, PoCo Heritage created digital online activity programs for children ages 6 to 13 years and ESL learners to learn more about Port Coquitlam's history, culture and heritage.

Newsletter:

PoCo Heritage provides a monthly newsletter for its members and subscribers advertising upcoming events and programs and current news. As well, we provide interesting information and historical stories and facts relating to Port Coquitlam.



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Social media campaigns:

PoCo Heritage connects to the public through a variety of social media platforms including Facebook, Instagram and Twitter. We post information, pictures, archival collection object etc consistently throughout the week and use social media as a way to engage our audiences through program campaigns that facilitate discussion.

YouTube Channel:

PoCo Heritage hosts its own YouTube channel where visitors can further explore Port Coquitlam. The channel has recordings of past events and videos from exhibits featured at PoCo Heritage. There are also videos featuring PoCo history, culture and heritage from PoCo Heritage that were filmed by Tri Cities Community TV.



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EVENTS 2020:

Heritage Week

(February 19th & 20th, 2020)

To celebrate Heritage Week 2020, we organized a two-day event in collaboration with the City of PoCo and Port Coquitlam's Community Integration Services, about the "Saving of Melissa Park Lodge". The first event was a panel discussion about the process of saving and restoring heritage homes. The second event was an open house at Melissa Park Lodge. These events were recorded by Tri Cities Community TV and published on their YouTube channel for the public.

Port Coquitlam F Words, Exhibit Opening

(February 22nd, 2020)

The PoCo Heritage Museum and Archives officially opened its new exhibit on February 22nd, 2020. The exhibit, *Port Coquitlam's F Words: The Story of Our City's Early Years*, is about four ruinous events in Port Coquitlam's history that begin with the letter F. The exhibit describes in details these four events through an original graphic novel style. At the opening, speeches were made by the exhibit graphic designer Brad Nickason, and by the main author, Meg McLaughlin.

Port Coquitlam's 107th Anniversary Celebration

(March 7th, 2020)

Happy 107th incorporation day Port Coquitlam! This year for PoCo's birthday we threw a party with cake, heritage games and activities, a birthday crown making activity and singing of course.

May Day 2020

(May 4th- 9th, 2019)

This year PoCo Heritage celebrated May Day 2020 virtually. During the week of May 4th-9th, we hosted celebrations via social media campaigns that asked members of the public questions about PoCo May Day, gave out interesting facts, and posted archival images from past May Days to engage our audiences. We also had May Day themed colouring pages for families and young children that were available to download from our website.



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S.U.C.C.E.S.S & PoCo Heritage Webinars

(May 20th, June 3rd, June 10th)

While the world was self-isolating at home, PoCo Heritage collaborated with S.U.C.C.E.S.S. Tri-Cities to produce webinars for newcomers in the community about the PoCo Heritage Museum and Archives and how to access museum resources in British Columbia. Together, we produced three webinars for S.U.C.C.E.S.S. clients that were delivered in English as well as, Arabic, Mandarin and Korean!

Canada Day

(July 1st, 2019)

How do you celebrate our country's birthday during a pandemic? Through a socially distant scavenger hunt of course! The Canada Scavenger Hunt was available to download from our website and took participants to five different spots in Downtown Port Coquitlam. At each location, tour goers learnt more about our city and country's heritage and history. If they submitted their completed route, participants also had the chance to win a prize.

The 2nd Annual Brew-HaHa Event

(September 21st-27th, 2019)

This year, Brew HaHa 2020 is a weeklong event promoting Port Coquitlam's local breweries! During the event PoCo Heritage advertises participating local breweries through social media, physical ads, and their website at no cost to the breweries. In addition, we are hosting a Brew Haha themed-social media contest and giveaway contest throughout the week incentivizing customers to visit PoCo breweries and purchase their products. This is an alternative event to our 2nd Annual Brew HaHa Festival which had to be curtailed due to COVID-19 restrictions.

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.



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8th Annual Christmas Tree Festival

November 23 – December 31, 2019

This year we are more than ecstatic to bring back the holiday spirit to Port Coquitlam with our 8th Annual Christmas Tree Festival! We will continue to set up trees around the City, however, with changes that take into account COVID-19 restrictions. We are also planning a holiday lantern workshop and will sponsor a socially distanced scavenger hunt!



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PROGRAMS 2020:

Educational Programs

Port Coquitlam's F Words, School Program & Tour

(All Ages, All Year)

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 hands on activity. Social distancing requirements mean that inside tours in our gallery will not be possible in the immediate future.

F is for Future, School Program

(K-Gr 5 & ESL, All Year)

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.

The Story of Port Coquitlam, Online School Program

(Gr 2-5 & ESL, All Year)

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*.



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We are Connected!, Online School Program

(K-Gr 3 & ESL, All Year)

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.

Public Programs

Evening at the Museum, Public Program

(Adult, All Year)

By the end of 2020, PoCo Heritage will have hosted four Evening at the Museum speaker program events. Undeterred by COVID-19, the speaker series is now being run virtually through Zoom. Speakers included the Port Coquitlam Giggle Dam, the Fraser Basin Council, the City of PoCo Fire Department and a financial advisor. Speakers discussed topics relating to the “F” words in our current exhibit; flu, fire, flood, financial fears.

QUARAN-TALES:

(All ages, All Year)

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 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.*



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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 March 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. This year the program ran until the Outlet's closure due to COVID-19 on March 17th, 2020.

Tours

PoCo Heritage Museum Exhibit Tour:

(Guided, All Year)

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

(Guided All Year)

This year 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 include Heritage Home Walking Tours on the north and south side, Downtown Tours, May Day Tour and the Mural Walk.



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Heritage Walks, Online

(Self-Directed, All Year)

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. Coming Fall 2020 two more walks will be available, the “PoCo Heritage Nature Walk” and “PoCo Heritage Building Walk”.

Toolkits

PoCo History, Educational Toolkits

The Poco Heritage Museum and Archives is developing educational toolkits/boxes for educators for the upcoming 2020-2021 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.



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EXHIBITS, EVENTS & PROGRAMS 2021

*For activities see 2020 list

EXHIBITS 2021

The Coquitlam River

Collaboration: Westwood
Elementary School
Collaboration: Stream of Dreams
Guest Exhibitor:
Maple Creek Stream keepers

EVENTS 2021

Special Events:

Christmas Fest Wrap Up Ceremony
Heritage Week
Educator's Tour
PoCo 108th Anniversary
Multi-Cultural Day
MAY DAY: Selection Tea

MAY DAY: Parade
Farmers Market

PoCo Car Show
Exhibit Opening : Coquitlam River
Volunteer Appreciation Day
Culture Days

Holidays:

Chinese New Year
Family Day
Easter
Eid
Canada Day
BC Day
Diwali
Halloween
Remembrance Day
Christmas

Fundraisers:

Annual Brew HaHa Festival
The 9th Annual Christmas Tree Festival
PoCo Heritage Trivia Night
PoCo Heritage Walk

PROGRAMS 2021

Public (Monthly):

Rhymes of Times
Heritage Writers' Group
Heritage Detectives

Public (Scheduled):

Evening at the Museum
F Words: Cartooning Around
Workshop
Uh Oh PoCo, Storytime
The Coquitlam River Snap & Walk (Fall 2021)

Educational (Booked):

F Words - School Program & Tour
F is Future (K-GR 5 & ESL)
C is for Coquitlam River (Fall 2021)
Coquitlam River:
Chinook Wawa/Jargon (TBD)

Tours (Scheduled & Booked):

PoCo Heritage Museum Exhibit Tour
Historical Continuum
PoCo Heritage DT Walking Tour
PoCo Heritage Art Tour
PoCo Heritage Nature Tour
PoCo Heritage Building Tour
Heritage May Day Tour
PoCo. H Christmas Tree Walking Tour
The Coquitlam River

Tours (Self-Directed):

PoCo Heritage Art Walk
PoCo Heritage Nature Walk
PoCo Heritage Building Walk



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AUTHORIZED SIGNATURES

Kanchan Lal

A stylized, handwritten signature in black ink, consisting of a large, sweeping 'K' followed by a smaller 'L'.

Museum Coordinator
PoCo Heritage Museum and Archives
info@pocoheritage.org
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Julie Schmidt

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

President
Port Coquitlam Heritage and Cultural
Society
president@pocoheritage.org
604 941-5430

Events & Program Schedule 2020			Time	Attendance/Stats	January	Febuary	March	April	May	June	July	August	September	October	November	December
Events																
	The 7 th Christmas Tree Wrap Up Ceremony	1:00 PM	36	11th												
	Heritage Week	7:00 PM	14		19th - 20th											
	The F Words: The story of Port Coquitlam Exhibit Opening	1:00 PM	36		22nd											
	South Side Heritage Walking Tour	1:30 PM	5				6th									
	PoCo 107 th Birthday Celebration	1:00 PM	12				7th									
	May Day Week Social Media Campaign	x	x					4th - 9th								
	QUARAN-TALES Program Launch	x	x					x	x	x	x	x	x	x	x	x
	Online Learning School Programs Launch	x	x						x	x	x	x	x	x		x
	S.U.C.C.E.S.S. Arabic Webinar, Intro to PoCo Heritage	2:00 PM	19						20th							
	S.U.C.C.E.S.S. Mandarin Webinar, Intro to PoCo Heritage	1:00 PM	29							3rd						
	S.U.C.C.E.S.S. Korean Webinar, Intro to PoCo Heritage	2:00 PM	16							10th						
	Annual General Meeting	1:00 PM	15							18th						
	Canada Day Scavenger Hunt	All Day	21								1st					
	PoCo Heritage Walks - Art Walk Launch	x	x									x	x	x	x	x
	The 2 nd Annual Brew HaHa Festival	N/A	x										21st - 27th			
	Culture Days/Month	N/A	N/A										25th - 30th	1st - 25th		
	Educational Toolkits Launch	N/A	N/A											x		
	PoCO Heritage Walks - Nature Art Walk													x		
	The 8th Annual Christmas Tree Festival Kickoff	TBD	x												TBD	
	Lantern Making Workshop	TBD	x												TBD	
	The 8th Annual Christmas Tree Festival Activities	x	x													All Month
Programs																
The F Words - School Program & Tour																
		10:00 AM	15		11th											
		10:00 AM	12		26th											
Evenings at the Museum:																
	E&M with PoCo Giggle Dam	7:00 PM	24							4th						
	E&M with the Fraser Basin Council	7:00 PM	13								23rd					
	E&M with the PoCo Fire Department	7:00 PM	x										17th			
	E&Mwith a PoCo Brewery	TBD	x										TBD			
	E&M with a Financial Advisor	7:00 PM	x											15th		
Heritage Detectives <i>*Every Tuesday</i>																

