

City of Coquitlam

# ARCHIVES

Annual Report 2023



Coquitlam



*We acknowledge with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmi̓nəm̓ (HUN-kuh-MEE-num) word kwikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the ǵícáý (kat-zee), and other Coast Salish Peoples.*

A hand holding a magnifying glass over a film strip with historical photos. The film strip shows various scenes, including a building and a car. The background is a light, textured surface.

*City of Coquitlam*

# ARCHIVES

Annual Report 2023

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**Cover:** Skating on Como Lake, 1969, City of Coquitlam fonds, (F17.184)

**Above:** Staff with banner, 1982, City of Coquitlam fonds, (F17.086)

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# Introduction

**The City of Coquitlam Archives celebrated its tenth anniversary in 2023. How time flies! The Archives collections have been rapidly grown since its inception in 2013.**

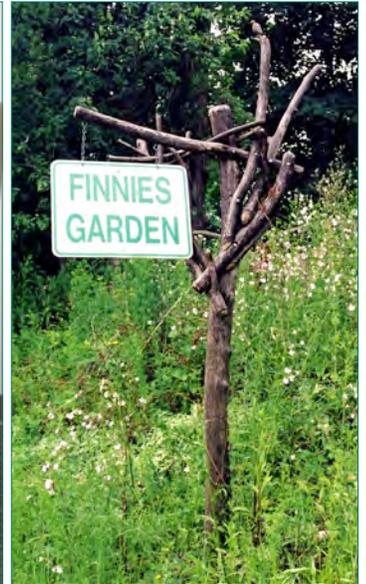
This year was a productive one as Archives staff digitized thousands of photographs and textual records as new descriptions were added to Quest, the Archives' online search portal. For the first time, the Archives hosted a student intern to assist with the first phase of a significant multi-year, digitization project.

The Archives continued to acquire new and interesting records from the City and the community as our permanent holdings expanded at a significant rate. This vital work ensures that the City of Coquitlam's documentary heritage is captured and made accessible for future generations.

Outreach activities included speaking engagements, an exhibit that celebrated the 25th anniversary of City Hall, and a film screening in Council Chambers. A series of popular online exhibits highlighted the records in our holdings and social media posts focused on Archives projects and community engagement. With every passing year, the City Archives has become an integral part of the City administration and the Coquitlam community.

*This page:* City of Coquitlam Archives on Pinetree Way, Entrance

# Exhibits



**Left:** Lieutenant Governor Eric Hamber on a polo pony, Coquitlam 100 Years Collection, (C6.3116)

**Middle:** Archival records on a book truck

**Right:** Finnie's Garden Sign, Riverview Horticultural Society fonds

## Online Exhibits

The Archives continued with its series of online exhibits in 2023 to showcase the City's holdings and explore and celebrate various aspects of Coquitlam's history. The exhibits were highlighted on the City's social media channels and were all featured in the Tri-City News.

The first online exhibit of the year: *Archives in Bloom: The Organic Nature of Fonds* was prepared by Archives and Records Officer, Kristin Simmons. The exhibit showcased the vast array of photographs and documents that the Riverview Horticultural Society donated to the Archives in 2022, drawing insightful parallels with gardening and archives processing.

The second exhibit of the year, *Archives 101*, was prepared by Archives and Records Officer, Leah Rae. The web exhibit served as an educational tool for anyone interested in the City Archives. It explored the concept of archives and their significance, as well as providing practical tips on how to access records at the City of Coquitlam Archives.

The final exhibit of the year was prepared by City Archivist, Jamie Sanford. *Coquitlam in Other Archives*, discussed records relating to Coquitlam in other repositories. The exhibit showcased some fascinating records with Coquitlam connections at the City of Vancouver Archives, Library and Archives Canada and the British Columbia Archives



## Physical Exhibits

In September, Archives and Records Officer, Leah Rae, curated an exhibit relating to the history of Municipal Halls in Coquitlam as part of the 25th Anniversary of the current City Hall building. A well-attended opening event was held on September 19.

A second exhibit displayed at the Archives entry gallery featured a collection of photographs of Como Lake that depict a variety of year-round activities at Como Lake through the decades.

**Left:** Como Lake through the years exhibit

**Middle:** Visitors at the opening of the Municipal Halls Exhibit

**Right:** A section of the Coquitlam's Municipal Halls: A History Exhibit with objects kindly loaned by Coquitlam Heritage

# Outreach



**Top left to right:**  
Social media posts:

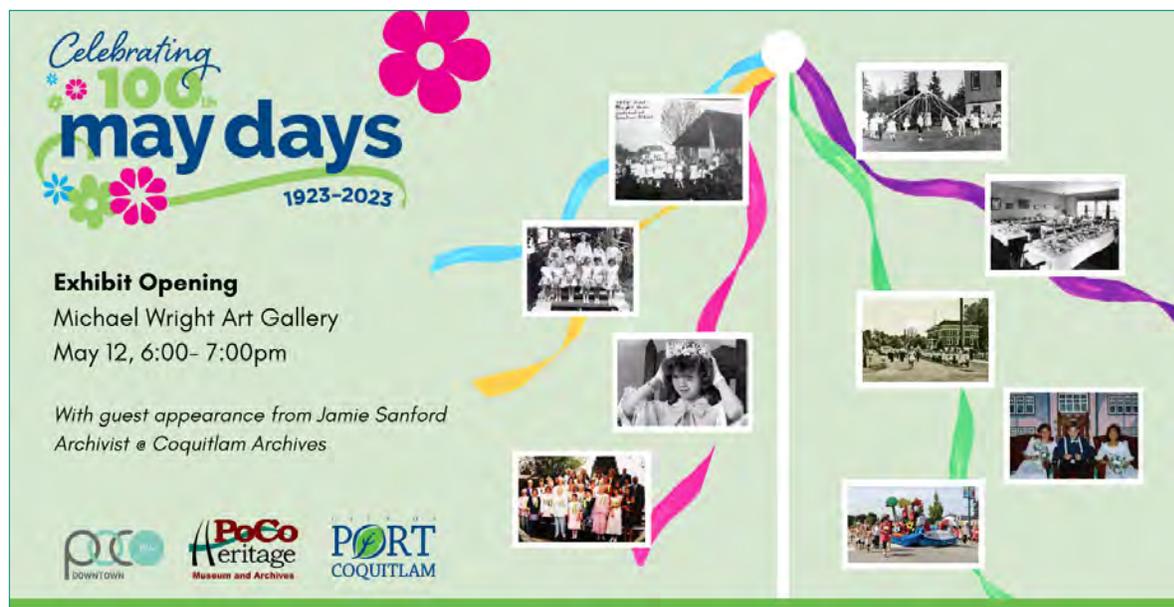
- 1,000 Tri-City News images digitized
- Beginning of digitization project

**Bottom left to right:**  
Social media posts:

- Engineer records
- Planning records processed

## Social Media

This year, Archives staff used the City’s social media channels to great effect. Posts were made on Facebook, Instagram, X (Twitter), and LinkedIn to inform, educate and entertain. Posts serve to highlight the City’s archival holdings and engage both City staff and the public.



## Speaking Engagements

City Archivist, Jamie Sanford, presented a talk on the history of May Day in Coquitlam at the opening of the *100 Years of Port Coquitlam Mayday's Exhibit* at the Port Coquitlam Museum and Archives.

Archives and Records Officer, Leah Rae, shared her experience related to archival arrangement and description with Masters Students at the UBC School of Information.

**Above:** 100 Port Coquitlam May Days Promo

## Professional Associations and Local Organizations

In 2023, the City of Coquitlam Archives continued to be an active and engaged member of the archival community in British Columbia and across the country. This activity ensures that staff remain updated on professional best practices and emerging trends, so they can better serve the public.

- City Archivist, Jamie Sanford continued to serve as a member of the Lower Mainland Municipal Archivist's forum, which met in person in 2023.
- Jamie Sanford continued in his role as a Mentor for UBC iSchool students undertaking professional development work placements.
- The City Archivist continued to serve in his role as an Association of Canadian Archivists Mentor.
- Archives and Records Officer, Kristin Simmons, continued in her role as a Director of Communications for the Association of Records Managers and Administrators Vancouver Chapter.
- In November, Jamie Sanford accepted the role of Vice President of the Archives Association of British Columbia.



**Left:** Leah Rae staffing the Archives booth during the Coquitlam in Boom event at Blue Mountain Park

**Right:** Kristin Simmons and Leah Rae staffing the Archives booth at the Canada Day Celebrations at Lafarge Lake

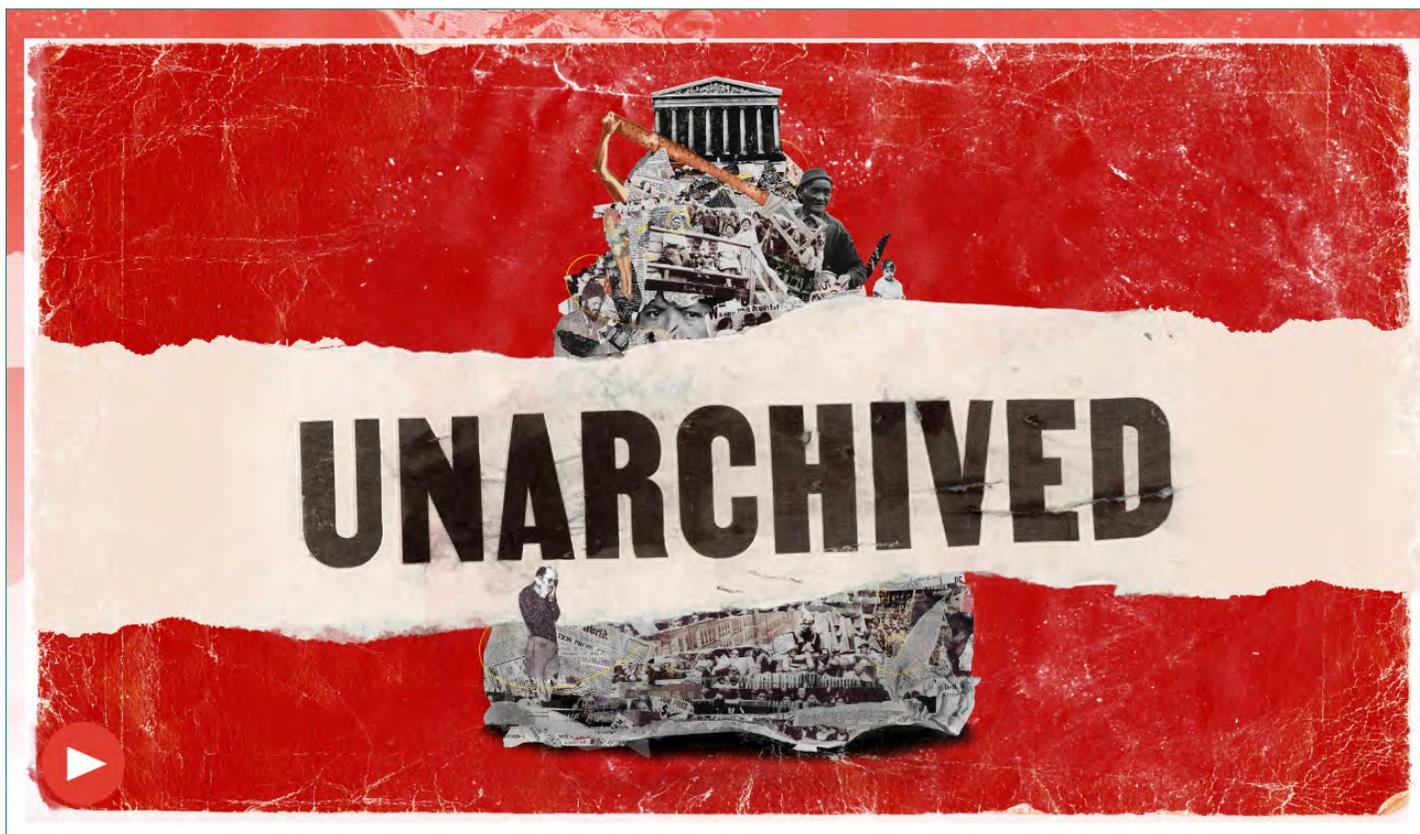


### Conferences and Professional Development

- In February, Archives staff attended the Association of Canadian Archivists conference ACA@UBC, hosted by UBC students and faculty. The conference, *Archives Unbound: Redefining Archival Concepts and Practice*, took the form of virtual panels where international archives experts shared best practices from diverse perspectives.
- In April, all staff virtually attended the Archives Association of British Columbia conference, *Access Ability: Exploring Themes of Access in Archives and Information Management*.
- In July, Archives and Records Officer, Kristin Simmons, attended the 2023 Association of Records Managers and Administrators Information Conference in Toronto.

### Tours and Events

- In June, Jamie Sanford and Leah Rae hosted a booth at the annual Coquitlam in Bloom event at Blue Mountain Park.
- In July, all Archives staff hosted a booth at the Canada Day Celebrations at Lafarge Lake.
- During November, Kristin Simmons introduced a film screening in Council Chambers. *Unarchived* is a National Film Board production about finding and preserving diversity within community archives.



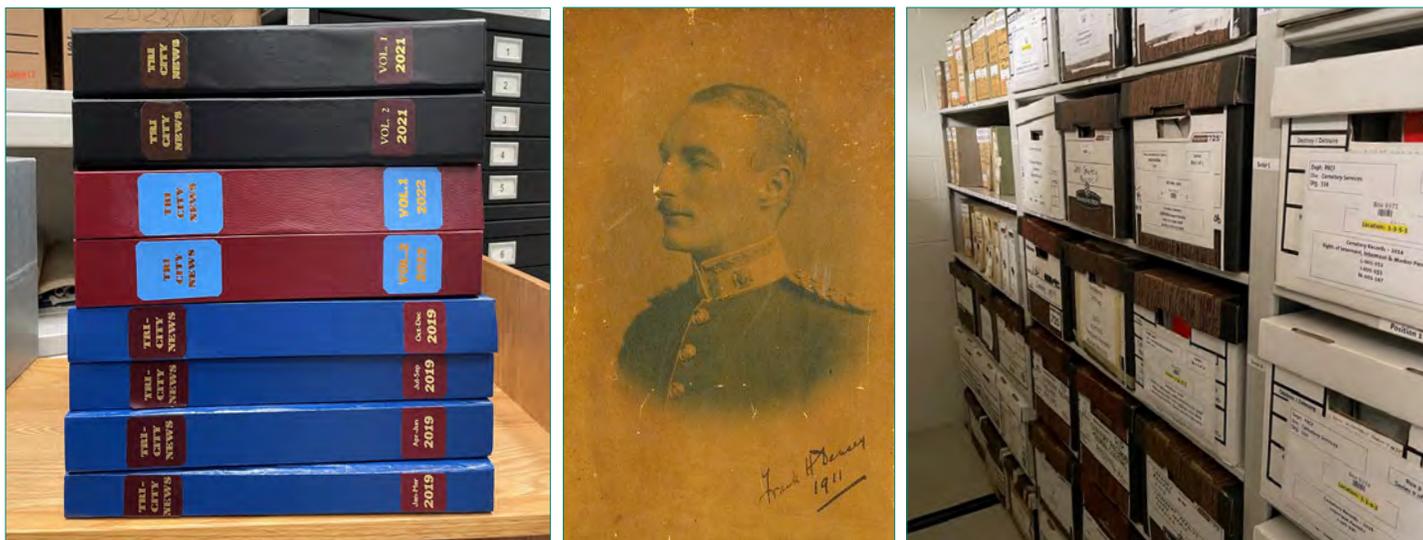
## Impact in the Community

*Above:* Unarchived

The archival collections are increasingly in-demand within the community, with usage permissions being sought by an array of community partners. Here is a selection of some of the projects that featured archival records from the City Archives.

- Coquitlam Heritage continue to be frequent users of the Archives. This year they used numerous archival photographs in several exhibits.
- Archives' photographs and film were used in a PhD Thesis on the history of Psychiatric nursing, and in a Master thesis on the Chinese community within the Lower Mainland.
- Tri-City News reporters used the Archives' newspaper collections throughout the year for their weekly *Headlines from the Past* series.
- Archival photographs of Fraser Mills were used in the Beedie Group's promotional video for the Fraser Mill's waterfront video.
- An article published in the *The Public Open Participatory Journal* by the staff from the South Asian Canadian Digital Archives, featured images from the City Archives.

# Acquisition Highlights



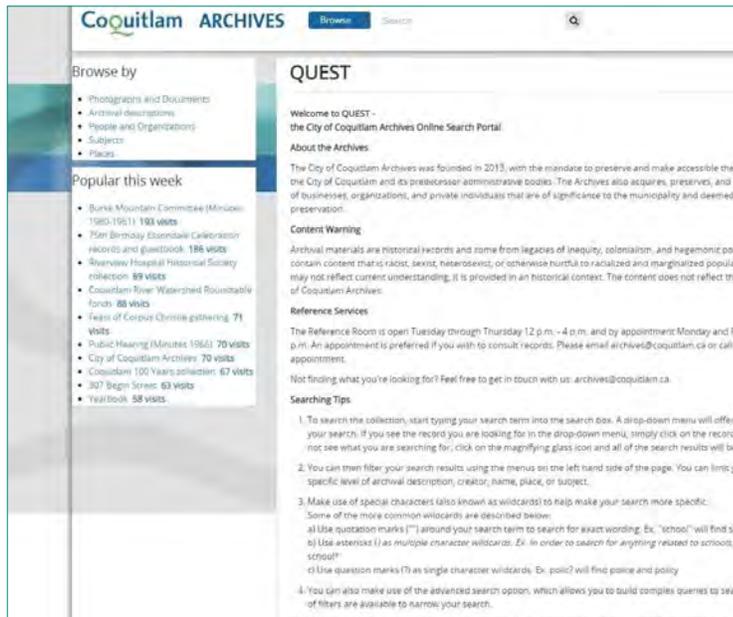
**Left:** Tri City News Bound Editions

**Middle top:** Portrait of Frank H. Dansey from the Dansey Family Collection

**Right:** Cemetery records on the shelves

- 1. Accrual to the Northeast Ratepayers Association funds**  
The Minutes and research materials were added to the fonds bringing the total extent to 3.5-meters of textual records.
- 2. Accrual to the Tri-City News**  
The Tri-City News transferred eight, bound, print editions of the newspaper spanning 2019–2022. This important donation completes the set spanning from 1990 as the newspaper moved to an online edition.
- 3. Accrual to the Hoy Scott Watershed funds**  
The Archives was pleased to receive its annual donation of records from the Hoy Scott Watershed Society. The Minutes (2022) and data sheets document the operations and decision-making process as they relate to the Hoy Creek Hatchery.
- 4. The Dansey Family fonds**  
This small accession consists of photographs of the Dansey family at a picnic in Mundy Park and Frank Dansey in his soldier’s uniform in 1911.
- 5. City Records – Cemetery Records**  
Archives staff facilitated a large, 72-box donation of cemetery records from the Cemetery Services Division. In the years to come, this donation will be a valuable research resource.
- 6. Burke and Widgeon: A History (Volume two) Collection**  
The City Archivist has begun the process of transferring Lyle Lizenberger’s digital research materials for his forthcoming publication, *Burke and Widgeon: A History (Volume Two)*.
- 7. City Records—Annual Reports, Financial Statements, Strategic Plans, and Corporate Business Plans**  
The transfer included records from 1997–2020 that complete gaps in the archival collections.

# Reference Services



The City of Coquitlam Archives provides online access to digital content and descriptions of holdings through Quest, the Archives online search portal. New content is continually being added as our holdings grow.

**Left:** Reference Room

**Right:** Quest

In 2023, Quest traffic increased by 10%. Since its inception, Quest has received more than 352,500 page views by over 56,742 unique viewers. In 2023, Quest received 59,500 page views, from 13,742 viewers, who viewed an average of 3.9 pages per session. Apart from Canada, users came from the United States, South America, Germany, the United Kingdom and Australia.

Also in 2023, members of the public and City staff made 150 reference requests and the Archives welcomed 41 researchers to review archival material at the Archives. The Archives was open for drop-ins Tuesday to Thursday 12–4 p.m.

# Arrangement and Description



**Left:** Ballet student and teacher at Place des Arts in Coquitlam, 1992, Tri-City News fonds (F13.789)

**Right:** Coquitlam Summer Games Cricket in Coquitlam, 1991, Tri-City News fonds (F13.232)

Eleven separate accessions were received in 2023 and 3,000 archival descriptions were added to Quest.

Arrangement and description is a core activity for the Archives. It is the stage where the materials are brought under intellectual and physical control for the purposes of providing future access. This involves determining appropriate levels of description, establishing intellectual arrangement and creating finding aids.

The following fonds and collections were arranged and described in 2023 and are available in Quest:

- Accrual to the Hoy Scott Watershed fonds—Annual Minutes
- Accrual to the Northeast Ratepayers Association fonds
- Dansey Family fonds
- Enterprise Newspaper fonds
- Multiple accruals to the City of Coquitlam fonds including records from the Parks, Recreation, Culture and Facilities Department, Engineering and Public Works Department, and the City Clerk’ Office Division
- Riverview Horticultural Society fonds
- Tri-City News fonds

# Digitization



Throughout 2023, staff continued to digitize textual records and photographs from the holdings and upload to Quest so they are accessible for researchers wherever they might be located.

This year the archives staff prioritized a digitization strategy to address the large backlog of items that need to be digitized for preservation and access purposes. Part of these efforts included securing a work-study placement student. The Archives hosted Malcolm Fish, a student from the Master of Archival Studies Program, at the UBC Ischool. With Archives staff assistance, Malcolm digitized 1,000, 35mm negatives from the Tri City News fonds. This project is envisaged as an ongoing multi-year effort to digitize the remaining negatives.

This year the Archives launched a project with the South Asian Canadian Digital Archive based in Abbotsford. The project will amplify the Archives holdings that relate to the South Asian community in Coquitlam by digitizing records and facilitating wider public access.

Records from the following collections and fonds were digitized in 2023:

- City of Coquitlam fonds—  
Series: Council portraits
- City of Coquitlam fonds—  
Series: Engineer and Public Works  
Department (170 images)
- City of Coquitlam fonds—Series: Parks,  
Recreation, Culture and Facilities  
(200 images)
- Dansey Family fonds
- Enterprise Newspaper fonds  
(550 images)
- Tri-City News fonds (1,000 images)

**Left:** Snow removal machine on Como Lake, 1979, Enterprise Newspaper fonds (F6.067)

**Middle:** Student Intern, Malcolm Fish, digitizing negatives from the Tri-City News fonds

**Right:** Coquitlam City Council 1997, City of Coquitlam fonds, (F17.005)

# Plans for 2024

## Acquisitions

- Continuing to work with community groups to promote the transfer of diverse historical records
- Continuing to work with the City Clerk's Office to identify and transfer City records with archival value

## Preservation

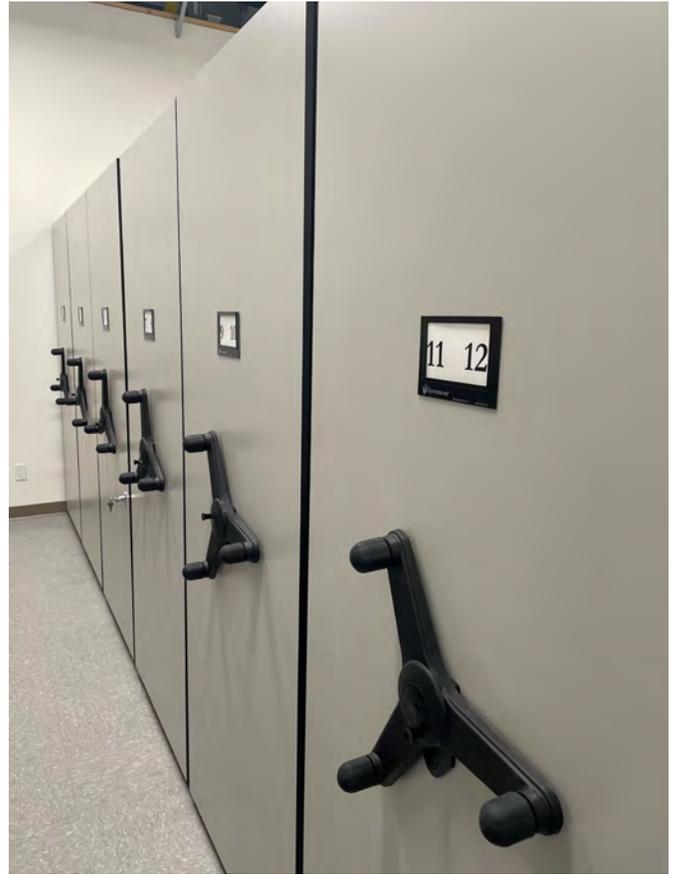
- Identifying and digitizing collections with preservation concerns
- Assessing and addressing the conservation needs of the holdings

## Access

- Digitizing records and making them available online via Quest
- Continuing to accession new donations
- Continuing to provide reference services to the public and City staff
- Continuing to arrange and describe archival holdings

## Outreach

- Producing online exhibits that highlight archives work and archival collections
- Continuing and further enhancing the City Archives social media presence
- Pursuing meaningful outreach projects with community partners



## City of Coquitlam Archives Team

*Above:* Archival stacks

**City Archivist:** Jamie Sanford

**Archives and Records Officers:** Leah Rae (*Archives Focus*)

Kristin Simmons (*Records Focus*)

The City of Coquitlam Archives was founded in 2013, with the mandate to preserve and make accessible the records of enduring value of the City of Coquitlam and its predecessor administrative bodies. The Archives also acquires, preserves and makes accessible the records of businesses, organizations and private individuals that are of significance to the municipality and deemed worthy of long-term preservation. Archives staff continue to ensure these records are preserved so that future researchers, historians, or anyone interested in the story of Coquitlam can access these valuable community resources.

F20.C001

F20.C002

F20.C003



F20.C010

F20.C011





# Coquitlam

**City of Coquitlam Archives**

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Coquitlam, B.C., V3B 7N2

     | [coquitlam.ca/CityArchives](https://coquitlam.ca/CityArchives)