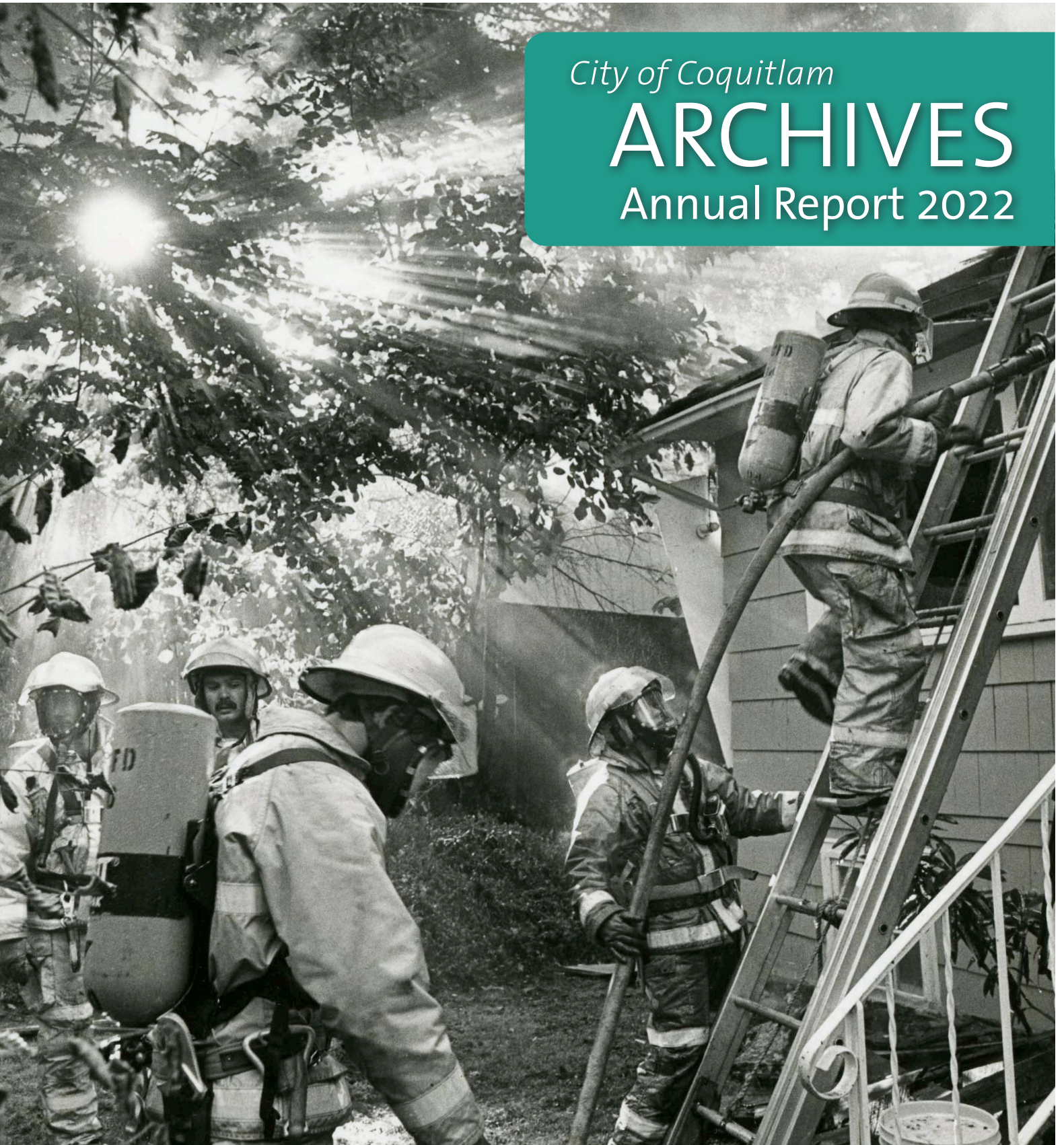


City of Coquitlam

ARCHIVES

Annual Report 2022



Coquitlam

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Cover: Firefighters attending to a house fire, ca. 1980, Tim Kernighan fonds (F48-S04-F48.001)

Above: Maillardville looking towards Fraser Mills, ca. 1970, Edmund and Garry May Colchester fonds (F50-S05-F50.30)

Opposite page: City of Coquitlam Archives on Pinetree Way, Entrance

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Introduction

In many ways 2022 felt like a return to normality, despite the ongoing pandemic that waxed and waned throughout the year. Staff continued to provide reference services to citizens, organizations and institutions, as well as serving the community by answering emails and phone calls, and preparing research requests on a broad array of subjects.

Throughout the year, staff digitized photographs and textual records as hundreds of new descriptions were added to Quest, the Archives' online search portal. Existing descriptions were systematically reviewed and enhanced making materials more accessible for online researchers.

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

Staff made great strides in reducing the Archives' backlog as hundreds of textual records were fully processed and made accessible to the public. A full inventory of holdings was also conducted to improve the physical and intellectual control of the collections.

Outreach activities included a series of popular online exhibits that highlighted the records in our holdings as well as social media posts focused on Archives' projects and community engagement.

As the year came to end, a full complement of staff were working physically at the Archives, while providing the full range of archival services by drop-in and appointment.



Left: Trout Rearing facility on the Frederick Brewer Property, ca. 1940, Hoy Scott Watershed Society fonds (F45.0050)

Middle: Maillardville Lanes Mixed League, 1978, Champagne Family fonds (F49.038)

Right: Trolley with unprocessed Fraser Mill Records

Below:
Social media post – Elvis of Austin Avenue
Social media post - Tim Kernigan fonds processed
Social media post – Light cabinet

Exhibits

Online Exhibits

The Archives continued with its series of online exhibits in 2022 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: *There and Back Again: A Salmon’s Tale*, was prepared by Archives and Records Officer, Kristin Simmons. This exhibit highlighted the fine work the Hoy Scott Watershed Society has undertaken in promoting the reintroduction of salmonids in the Coquitlam Watershed. The exhibit showcased the vast array of photographs and documents the Society had donated to the City Archives in recent years.

The second exhibit of the year was prepared by Archives and Records Officer, Leah Rae. *Community Records*, provided insight into how the City Archives collects and preserves records from Coquitlam’s communities. The exhibit highlighted the recently acquired and processed records from the Shyla Seller fonds, the Tim Kernigan fonds and the Champagne family fonds.

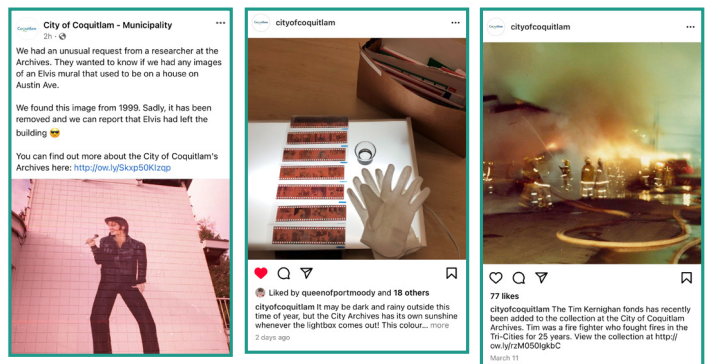
The final exhibit of the year was prepared by City Archivist, Jamie Sanford. The *Corporation of the District of Fraser Mills* fonds exhibit discussed the recently processed records from the former municipality. The exhibit showcased some of discoveries that staff uncovered including records that provide glimpses into the South Asian and Japanese Canadian communities that called Fraser Mills home.

Physical Exhibits

In February, Archives staff curated an exhibit of Barb Wood’s archival material, adding a splash of colour to the reference room. Barb Wood was a well-known local artist with a very distinctive style. The drawings were commissioned by the City in the early 2000s and were donated to the Archives in 2021.

Outreach

This year Archives staff used the City’s social media channels to great effect. Posts on Facebook, Instagram and Twitter inform, educate and entertain. Posts serve to highlight the City’s archival holdings and engage both City staff and the general public. A post regarding the erstwhile Elvis Mural on Austin Avenue in September, seemed to strike a cord with Coquitlamites past and present.



Professional Associations and Local Organizations

In 2022, 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 virtually throughout 2022.
- Jamie Sanford accepted a role as a Mentor for UBC iSchool students doing professional development work placements.
- The City Archivist continued to serve as a member of the Association of Canadian Archivists (ACA) Membership Committee and in his capacity as the ACA Mentorship Program Coordinator. In addition, he continued to serve as the Co-Chair of the ACA Municipal Archives Special Interest Section.



Left: Leah Rae staffing the Archives Booth during the Coquitlam in Bloom event at Blue Mountain Park

Middle: Kristin Simmons displaying her donated knitwear for the ACA Fundraiser to Help Rebuild Ukraine's Archives

Right: Maintaining the dykes during Flood at Colony Farm, 1948, used by the Tyee 2022

- In August, Archives and Records Officer, Kristin Simmons, accepted the role of Director of Communications for the Association of Records Managers and Administrators (ARMA) Vancouver Chapter.
- Director of Intergovernmental Relations and Legislative Services, Jay Gilbert, contributed his archival expertise as a member of the External Advisory Committee for Library and Archives Canada's Documentary Heritage Communities Program, which provides funding to eligible organizations across the country.

- During November, Archives staff provided tours to city staff from the Legislative Services Department.
- During the third week of November, Archives staff participated in BC's reinvigorated Archives Awareness Week. For its part, the City of Coquitlam Archives presented a series of social media posts on the City's channels to promote awareness of records in the Archives. In addition to the social media posts, the Archives posted a series of messages on the internal staff CorQBoard to highlight the work that goes on at the Archives to preserve and make accessible Coquitlam's documentary heritage.

Conferences and Professional Development

- In March, Archives staff attended the Association of Canadian Archivists conference ACA@UBC hosted by UBC students and faculty. The conference, Transforming Archival Education, took the form of virtual panels where international archives experts shared best practices from diverse perspectives.
- In June, all staff attended the ACA annual conference, Unsettled: Redefining Archival Power. This year the conference was hosted virtually and in-person. The multi-day event keeps staff up-to-date with the latest developments and trends in archival theory and practice.
- In October, Archives and Records Officer, Kristin Simmons, attended the ARMA Conference, Whining about Records, in Kelowna.
- The ongoing pandemic gave Archives staff the opportunity to work on professional development as they attended a number of online workshops, forums and seminars.

Impact in the Community

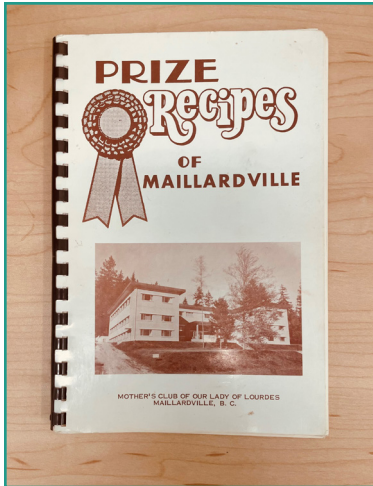
The archival collections are increasingly in-demand within the community, with usage permissions being sought by an array of community partners. Here is a selection of some of the projects that featured archival photographs from the City Archives.

- Coquitlam Heritage continue to be frequent users of the Archives. This year they used numerous archival photographs in education kits and in an exhibit: Working the Green Chain: Sikhs, Fraser Mills, and the Lumber Industry.
- The Evergreen Cultural Centre utilized archival photos of the Coquitlam Dam in an exhibition in March.
- A non-profit group, Pioneer Community Living Association (PCLA), featured archival photographs of Riverview on their website.
- In July, the online publication, The Tyee, used an archival photograph of the 1948 Floods in an article, When the Floods Hit – Will We be Ready?
- In the summer, the Riverview Horticultural Society used multiple archival images in a promotional video for YouTube.
- Archival photographs featuring Essondale will be used in an exhibit at the Canadian Chinese Museum. *The Paper Trail to the 1923 Chinese Exclusion Act*, exhibit will be online as part of a project to commemorate the Chinese residents of Essondale and the 100 years since the passing of the 1923 Chinese Exclusion Act.

Tours and Events

- In June, Archives staff hosted a booth at the Coquitlam in Bloom event at Blue Mountain Park.
- In June, staff participated in International Archives week events, with Kristin Simmons donating some of her amazing knitwear for a charity auction hosted by the Archives Association of Canada.
- In October, the Archives hosted students from UBC iSchool for a research assignment that involved an analysis of archival holdings.

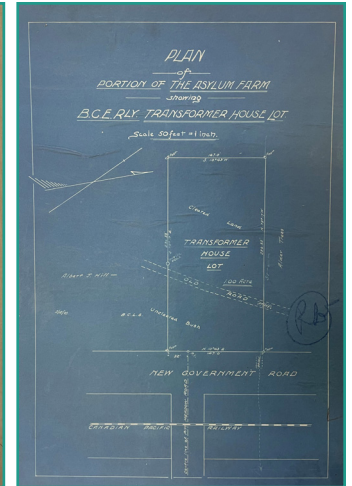
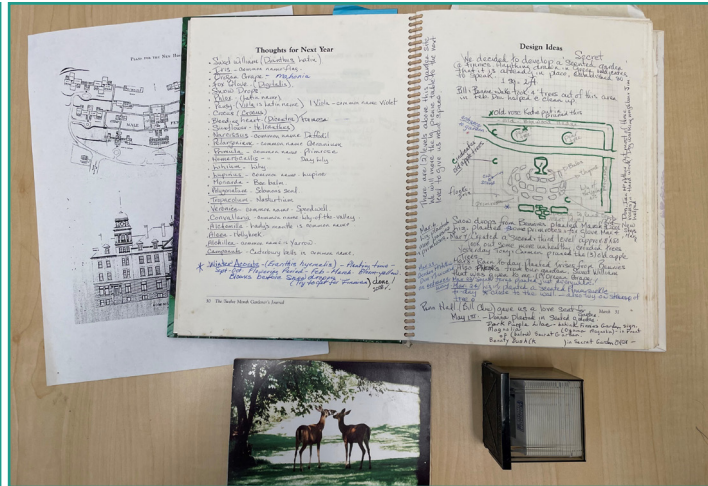
Acquisition Highlights



Left: Prize Recipes of Maillardville - Club Bel Age fonds

Middle: Photo of donated archival records from the Riverview Horticultural Centre Society

Right: Blueprint of Asylum Farm from the Hill and Burnette fonds



Acquisition Highlights

1. Club Bel Âge fonds

The Archives was happy to receive over 100 photographs and 1 metre of textual records from the Francophone seniors group that was based in Maillardville. The well-known community group ceased to operate in 2019.

2. Hill and Burnette fonds

The Archives facilitated this large donation of 150 maps and plans of early Coquitlam from the Burnaby Village Museum. Hill and Burnette were well-known surveyors and civil engineers who surveyed much of the New Westminster District. The plans feature structures and areas of Coquitlam including: Colony Farm, Fraser Mills, Blue Mountain School District, North Road, Maclaren Ross Lumber, Austin Road and the Canadian Western Lumber Company.

3. Accrual to the Hoy Scott Watershed fonds

The Archives was pleased to receive its annual donation of records from the Hoy Scott Watershed Society. The Minutes (2021) document the operations and decision-making process as they relate to the Hoy Creek Hatchery.

4. City Records - Engineering and Public Works Department records

The Archives received over 200 slides and photographs in a transfer from the Engineering and Public Works Department from the 1970s-1990s that document various City projects.

5. Accrual to the Canadian Federation of University Women fonds – Coquitlam Branch

The Archives was pleased to receive another accrual to the Canadian Federation of University Women fonds. The accrual consists of the minutes, certificates and newsletters of the voluntary, non-profit, self-funded organization that offers a forum for women to meet for camaraderie, intellectual curiosity, involvement and service to the community.

6. Accruals to the Craig Hodge fonds

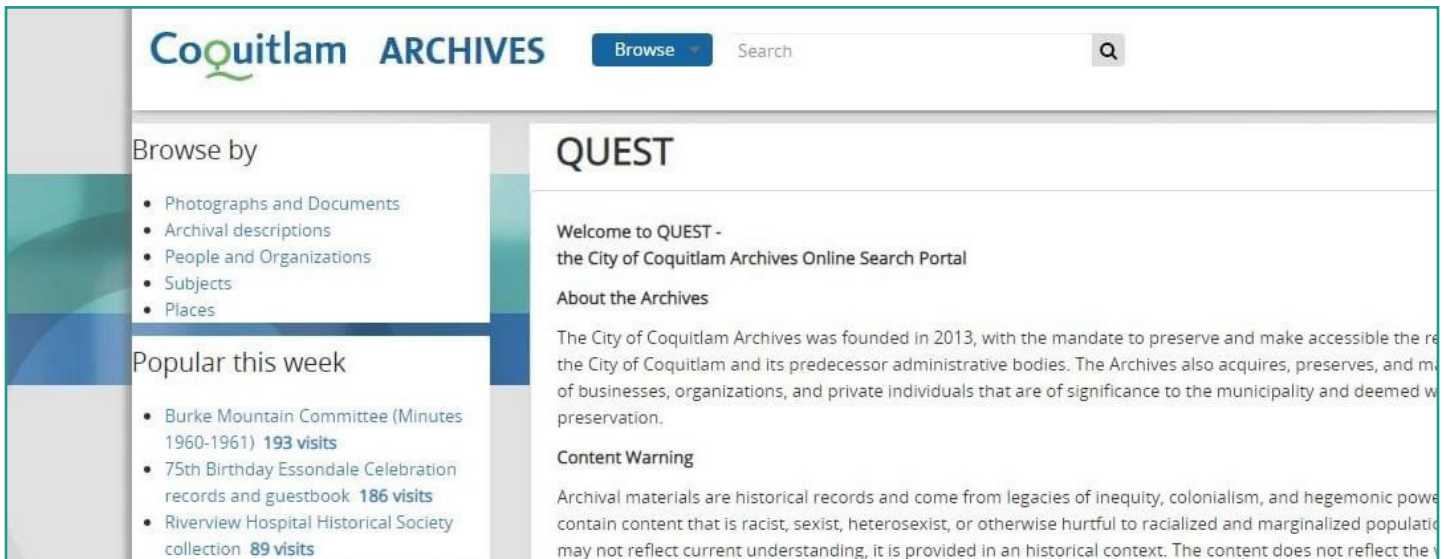
Councillor Craig Hodge spent many years as a photographer for a number of newspapers in the region, covering events and locations in Coquitlam. This accrual consists of additional photographs and negatives.

7. City Records - Annual Reports, Statements of Financial Information, Five Year Financial Plans

The transfer included 20 years of records that complete gaps in the archival collections.

8. The Riverview Horticultural Centre Society records

The Archives was happy to facilitate this large donation this summer. The donation of 6 banker's boxes of records includes correspondence, photographs and slides. The Riverview Horticultural Centre Society was founded in 1992. Its mission is to preserve and protect the Lands and Trees of the Riverview Hospital site as a community oriented, financially viable centre for horticultural, educational and therapeutic activities. The records will be processed in 2023.



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.

Top: Reference Room

Bottom: Quest

In 2022, Quest traffic increased by 11%. Since its inception, Quest has received more than 293,000 page views by over 43,000 unique viewers. In 2022 Quest received 58,266 page views, from viewers, who viewed an average of 3.88 pages per session. Apart from Canada, users came from America, China, Russia, Ireland and Germany, Brazil, Australia and Japan.

In 2022, members of the public and City staff made over 160 reference requests, and the Archives welcomed 19 researchers to review archival material at the Archives. The Archives was open for drop-ins Tuesdays to Thursdays, from 12 to 4 p.m.



Left: Petts Meat and Grocery, Club Bel Age funds (F46-S1-F19)

Middle top: Salmon in River, 1980, Coquitlam River Watershed Roundtable funds (S02-F01-F51.040)

Middle bottom: Russell Hellard is the flag bearer in Remembrance Day procession, 2010, Russell Hellard funds (F9-S06-SS02-F9.1369)

Top left: Ron and Margaret Moyes, 2010, Ron Moyes funds (F36-F1-F36.006)

Top right: Fraser Mills - Lane Behind King Edward Avenue, 1970, Edmund and Garry May Colchester funds (F50-S05-F50.74)

Bottom right: BC Olympics of the Mind, 1986, Shyla Seller Collection (C20-S03-IT01)

Arrangement and Description

Fifteen separate accessions were received in 2022, and 1,200 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.

This year Archives staff began a backlog reduction project with the aim of reducing unprocessed records. Due to the hard work of Archives and Records Officer, Leah Rae, in particular, 85% of the records were fully processed by year end.

The following funds and collections were arranged and described in 2022 and are available in Quest (listed in the order they were processed and entered):

- Club Bel Âge funds
- Minnehada Regional Park Collection
- Barb Wood Collection
- Coquitlam Public Library Collection
- Accrual to the Russell Hellard funds
- Tim Kernignan funds
- Accrual to the Canadian Federation of University Women funds
- Accrual to the Hoy Scott Watershed funds – Annual Minutes
- Champagne Family funds
- Accruals to the City of Coquitlam funds – Financial Statements/Annual Reports
- Corporation of the District Fraser Mills funds
- The Edmund and Gary May Colchester funds
- Accruals to the District of Coquitlam funds – Voters Lists & Leisure Guides
- Coquitlam River Watershed Roundtable funds
- Gender Equity Collection
- Accrual to the Burquitlam Community Association funds

Digitization

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.

Records from the following collections and funds were digitized in 2022 (listed in the order they were processed and entered):

- Barb Wood Collection
- Coquitlam Public Library Collection
- Russell Hellard funds
- Shyla Seller Collection
- Tim Kernignan funds
- Champagne Family funds
- Edmund and Gary May Colchester funds
- Coquitlam River Watershed Roundtable funds
- Ron Moyes funds

Plans for 2023

Acquisitions

- Continuing to capitalize on increased storage capacity, the Archives continues to develop relationships with community groups to promote the transfer of historical records
- Continuing to work with 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 archives social media presence

City of Coquitlam Archives Team

City Archivist: Jamie Sanford

Archives and Records Officer: Leah Rae
(Archives Focus)

Archives and Records Officer: 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.



Left: Archival stacks



**City of Coquitlam
Archives**

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| coquitlam.ca/cityarchives