

City of Coquitlam Archives

Finding Aid - City of Coquitlam Council and Office of the City Clerk fonds (F1)

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City of Coquitlam Archives

3000 Guildford Way

Coquitlam

British Columbia

Canada

V3B 7N2

Telephone: 604-927-3907

Fax: 604-927-3015

Email: archives@coquitlam.ca

<http://coqarlinuxtest//index.php/city-of-coquitlam-council-and-office-of-city-clerk-fonds>

City of Coquitlam Council and Office of the City Clerk fonds

Table of contents

Summary information	3
Administrative history / Biographical sketch	3
Scope and content	5
Notes	5
Access points	6
Series descriptions	6
F1-S01, Clerk's Office files, 1891-1994	6
F1-S02, Clerk's Office files indexes, 1968-1995	7
F1-S03, Bylaws, 1891-2003	7
F1-S04, Regular Council minutes, 1891-1997	8
F1-S05, Executive Committee minutes, 1971-1997	9
F1-S06, Council Resolutions indexes, ca.1913, 1952-1990	10
F1-S07, Council Committee minutes, 1946-1997	11
F1-S08, Public Hearing minutes, 1978-1996	12
F1-S09, Security Dockets, 1891-2010; predominant 1961-1999	13
F1-S10, Manager's Reports, 1967-1990	14
F1-S11, Photographs	15
F1-S11-SS01, Portraits	15

Summary information

Repository:	City of Coquitlam Archives
Title:	City of Coquitlam Council and Office of the City Clerk fonds
Reference code:	F1
Date:	1891-2010; predominant 1891-1997 (date of creation)
Physical description:	29 m of textual records 397 microfilm reels
Language:	English
Dates of creation, revision and deletion:	

Administrative history / Biographical sketch

Note

The position of the City Clerk was established at the first meeting of the District of Coquitlam Council on August 22, 1891 and R.D. Irvine was engaged at the salary of “not more than \$50.00 for the balance of year”. Originally the treasurer, assessor and records manager for the District, the City Clerk eventually became Municipal Council liaison with a separately appointed Treasurer. The Clerk’s chief function is to be secretary to Council, Council Select and Special Committees, to the court of property tax revision and secretary to the Board of Variance and Family Court Committee. The Clerk is responsible for Council correspondence and for civic public relations. The Clerk is also the Returning Officer for elections to Council and the School Board and is the custodian of the municipality’s bylaws. Since the Clerk’s Office has responsibility for record keeping, its records serve as one of the more diverse sources documenting Coquitlam’s development as a municipality.

The area between New Westminster and Pitt River along the Fraser River in British Columbia became settled in the pursuit of trapping, fishing and logging beginning in the 1820’s. Industry and significant settlement began with the opening of Fraser Mills sawmill on the north bank of the Fraser in the last years of the 19th century. Coquitlam comprised an area of approximately sixty-five square miles that had been surveyed by Royal Engineer A.L. Breakenridge in 1863. By the late 1880s, it became evident that the area should be incorporated into a Municipal District, and to this end, a petition was made by a majority of the landowners and pre-emptors living in the area. By letters patent dated 25 July 1891,

the area was incorporated as the Corporation of the District of Coquitlam. The letters patent called for the nomination of five councillors and a reeve and the first meeting of a municipal council were assembled in Kelly’s Hall in 1891 at Westminster Junction, now within the City of Port Coquitlam. The first reeve was R.B. Kelly and the first councillors were E.A. Aitkins, James Fox, S.W. Selman, James Morrison and J. Shennan. The first City Clerk was R.D. Irvine.

In 1893, that portion of the Maple Ridge Municipality between the newly formed District of Coquitlam and the Pitt River was added to Coquitlam municipality. The City of Port Coquitlam and the District of Fraser Mills both ceded from the District of Coquitlam in 1913 in order to limit their tax liability for the development of the rapidly growing Coquitlam District and to establish their own tax base, taking just over a almost 7000 acres of land away from the Coquitlam District. Fraser Mills rejoined the District on 1 November 1971, when both districts revoked their letters patent and a new letters patent was proclaimed incorporating the area as the District of Coquitlam. Supplementary letters patent were issued in 1973 and 1986 to reflect changes in municipal boundaries. Effective 1 December 1992, the District of Coquitlam's status was changed by new letters patent to that of a city municipality and it became known as the City of Coquitlam. Today, it is bordered by the municipalities of Port Moody, Port Coquitlam, Burnaby and New Westminster as well as the Fraser River to the south, Pitt River to the east and the Coastal Mountains to the north. It includes the community of Maillardville, a region near Fraser Mills settled by French Canadians in the early years.

History of the municipality's bylaws indicates both the remoteness of the region and its rapid urbanization. Road taxation began in 1897, the sale of liquor was first regulated in 1909 and municipal health regulations were first passed in 1912. Coquitlam had electricity by 1911, and plans for running water began in 1916. The building of a separate fire hall in 1946 and expansion of water service in the mid-1950s indicate a particularly vigorous period of population growth. The municipality assumed responsibility for paved roads and sidewalks by 1961. Zoning changes in the 1970s and 1980s reflect a change in land use from agricultural to single-family suburban residential and low-density apartment housing. An average of two development permits was issued every month by the early eighties. The town centre, developed in the mid 1970s, provides cultural and recreational facilities and includes a public safety building, a new City Hall, community centre, a high school and college. The population of Coquitlam has doubled from the 1970s to the present day. A dyking project began in the 1990s has eliminated the Coquitlam River flooding and bridge washouts that sometimes occurred in the last century.

City Clerks, District and City of Coquitlam

R.D. Irvine 1891-1899

John Smith 1899-1913

A. Haliburton 1913-1917

Robert Newman 1918-1927

Alan M. Shaw 1928

William Russell 1928-1947

F.L. Pobst 1947-1972

R.A. Leclair, acting clerk, 1965, 1966 1967

H.F. Hockey, acting clerk, 1967

Ted Klassen, acting clerk, 1967

Ted Klassen, 1972-1991

Sandra Aikenhead, 1991-1994

Warren Jones, 1994-2000

Trevor Wingrove, 2000-2002

Sonia Santarossa, 2002-2008

Jay Gilbert, 2008-present

Reeves and Mayors, District and City of Coquitlam

R.B. Kelly 1891-1896

E.A. Atkins 1897-1903

Ralph Booth 1904-1908

D.E. Welcher 1909-1910

James Mars 1911-1913
L.E. Marmont 1918-1922
George H. Proulx 1923
R.C. MacDonald 1924-1941
J.W. Oliver 1942-1944
L.J. Christmas 1945-1969
J.L. Ballard 1970-1971
James L. Tonn 1972-1983
Louis Sekora 1984-1998
Jon Kingsbury 1998-2005
Maxine Wilson 2005-2007
Richard Stewart 2008-present

Scope and content

The fonds consists of records generated in the course of municipal business by the City Clerk's office and City Council, including the provision of public safety, health and welfare and in the execution of public works, the licensing and the zoning of land, tax collection, assessment, and the administration of elections. The original Letters Patent from 1891 can be found in Box 136.

Records include the City of Coquitlam's bylaws, correspondence, regular and executive council minutes and their indexes, Council committee minutes, security dockets composed of legal documents, public hearing minutes; and city manager's reports to Council.

Notes

Title notes

Restrictions on access

Some restrictions - see series descriptions for details

Finding aids

Descriptive inventory available

Accruals

Further accruals are expected

Other notes

- **Publication status:** Published

Access points

- Textual record (documentary form)
 - Municipal Government (subject)
-

Series descriptions

Series F1-S01: Clerk's Office files

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: 1891-1994 (date of creation)

Scope and content:

Series consists of Clerk's correspondence arranged alphabetically by subject. Subjects range from permit applications, auctions, air pollution, budgets, electrical and water service, elections, finance, garbage disposal, the Historical Society, insurance claims, the library, parks, public hearings, schools, recreation, superannuation, voters' lists, tax assessment and zoning. Alphabetic miscellaneous files proceed each letter block and in some years as a block of 'miscellaneous A-Z' files are located together at the beginning of annual block.

Earliest material was filmed in 1961 and subsequent filming was done roughly on an annual basis. Filming was done in batches, with closed files pulled for filming and active ones carried forward to the next year. Specific titles of filmed files are listed along with notes regarding their annual status (i.e. pulled or brought forward), in a series of annual indexes. An index to the individual microfilm reels was created in the 1990s.

Physical description: 397 microfilm reels : negative, silver halide; 16mm

Note [generalNote]:

Reels 1-56, 89-95, 195-202, 224-251, 305-311, 346-352, 456-504, 550-566, 623-657, 725-742, 824-838F, 891-899, 950-961, 997-1010, 1035A-1044A, 1070-1086, 1115-1119A, 1252-1271, 1534-1612

Access points:

- Textual record (documentary form)
- Municipal Government (subject)

Restrictions on access:

Access subject to the provisions of the Freedom of Information and Protection of Privacy Act (RSBC 1996, ch. 165)

Finding aids:

Annual file indexes are maintained by the Clerk's Office and transferred regularly to the Archives.

Related material:

See Series 2- Clerk's Office files indexes.

Accruals:

Further accruals expected

Publication status:

Published

Series F1-S02: Clerk's Office files indexes

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: 1968-1995 (date of creation)

Scope and content:

Series consists of annual file lists used in conjunction with the Clerk's Office files series, arranged chronologically. Also includes a list of microfilm contents for the correspondence filmed between 1962 and 1986. The first several reels' contents are specifically listed reel by reel; after 1974, reel numbers are simply annotated on copies of the file indexes.

Index to the microfilm was created in the 1990s

Physical description: 4 cm of textual records

Access points:

- Textual record (documentary form)
- Municipal Government (subject)

Accruals:

Further accruals expected

Publication status:

Published

Series F1-S03: Bylaws

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: 1891-2003 (date of creation)

Scope and content:

Series consists of all bylaws passed, signed and sealed by Municipal Council, the governing body of the City of Coquitlam. Includes some bylaws that did not get past the final reading. Bylaws are pertinent to all aspects of municipal government including taxation, land and building regulation, public health and safety, culture and recreation, licensing and public works. Series includes appendices such as maps and engineering drawings. Arranged chronologically.

Early bylaws are bound in volumes; later ones are filed individually. The bylaws are numbered sequentially, but numbering begins again at #1 in 1971 when the District of Fraser Mills amalgamated with the District of Coquitlam. In some references the original bylaw numbers are preceded by the letter 'A' to distinguish them from the more recent bylaws

Physical description: 8.3 m of textual records

Access points:

- Textual record (documentary form)
- Municipal Government (subject)
- Bylaws (subject)

Alternative form available:

Microfilm copies of bylaws 1-1500 exist

Scanned copies of bylaws are available using the City's online Council Bylaw Library search available at: <http://publicdocs.coquitlam.ca/cyberdocs/bylawsearch.asp>

Bylaws predating 1991 were scanned with the financial assistance of the Government of Canada through the National Archives of Canada and the Canadian Council of Archives.

Finding aids:

Electronic index is maintained by the City Clerk's Office

Accruals:

Further accruals expected

Publication status:

Published

Physical description:

The first 46 bylaws are handwritten

Series F1-S04: Regular Council minutes

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: 1891-1997 (date of creation)

Scope and content:

Series consists of the minutes of City Council meetings, the official record of the discussion and decision-making activities of the governing body of the City of Coquitlam. The minutes address all aspects of local municipal government, including municipal taxation, land and building regulation, public health, safety, culture and recreation, and public works. Confidential or sensitive issues are addressed in Executive Council meetings, the minutes of which are maintained as a separate series. Arrangement of minutes is chronological.

Physical description: 2.8 m of textual records

Access points:

- Textual record (documentary form)
- Municipal Government (subject)

Alternative form available:

Microfilm copies exist for 1891 to 1954 and 1964 minutes

Scanned images are available through the City's Online Council Minutes Library Search available at:

www.coquitlam.ca/archives

Minutes predating 1991 were scanned with the financial assistance of the Government of Canada through the National Archives of Canada and the Canadian Council of Archives.

Accruals:

Further accruals are expected

Publication status:

Published

Physical description:

Minutes are handwritten until 1918

Series F1-S05: Executive Committee minutes

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: 1971-1997 (date of creation)

Scope and content:

Series consists of the minutes of meetings of the Executive Committee of Council. The meetings deal with confidential issues and, as such, are ?in camera? or closed to the public. The issues addressed include those related to personnel, labour relations, property security, law enforcement, litigation affecting the municipality, and land acquisition or disposal. Meetings are attended by Council members and required staff, including City Manager, Municipal Solicitor, and departmental directors or general managers.

Physical description: 65 cm of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Municipal Government (subject)
- Executive Committees (subject)

Restrictions on access:

Access subject to the provisions of the Freedom of Information and Protection of Privacy Act (RSBC 1996, ch. 165)

Finding aids:

File list available

Accruals:

Further accruals expected

Publication status:

Published

Series F1-S06: Council Resolutions indexes

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: ca.1913, 1952-1990 (date of creation)

Scope and content:

Series consists of Council resolutions indexed alphabetically by subject with pertinent resolutions numbers listed after each topic. Resolutions that arise from regular and executive council meetings are numbered consecutively on an annual basis. For the year 1952, the Council resolutions are arranged according to name, place and department; in subsequent years, they are alphabetized by subject.

The indexes were made by the Clerk's office contemporaneously with the minutes using their own indexing vocabulary.

The indexes take the form of bound volumes until 1962, 3"x5" index cards for the years 1963 to 1982 and small three ring binders for 1983-1990.

Physical description: 2.1 m of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Municipal Government (subject)

Finding aids:

File list available

Accruals:

Further accruals expected

Publication status:

Published

Series F1-S07: Council Committee minutes

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: 1946-1997 (date of creation)

Scope and content:

Series consists of the minutes of Council committees including the Board of Variance, Parks and Recreation Committee (by the mid-1990s the Leisure and Parks Services Committee), Land Use Committee (originally the Town Planning Commission), Bargaining Commission, Burke Mountain Commission, Civil Defence Commission, Committee of the Whole, Court of Revision, Financial Commission, Historical Society Commission, Joint Council for Three Municipalities Committee, Land Sale Commission, Library Commission, Safety Committee, Sanitation Committee, Street Lighting Commission, Public Hearings from 1959 to 1978, Public Works Committee, Water Commission and the Zoning Board of Appeal.

Physical description: 5.2 m of textual records

Language of the material:

English

Note [generalNote]:

Council committees were struck as early as 1892. They were appointed by the reeve and could consist of only one councillor or could be composed of the whole council with one particular councillor designated as chairman. Early committee written reports were contained within the body of regular council minutes. Separate committee and commission minutes indicate the expansion of administrative complexity in the 1950's, 60's, 70's and 80's. An example is the Town Planning Commission, which was established in 1946 and consisted of five appointed members and a chairman, a representative from Council, a parks commissioner and on occasion, the mayor as a member at large. Subcommittees of the Town Planning Commission included Zoning and Major Roads subcommittees and a steering committee composed of the mayor and chairman.

Access points:

- Textual record (documentary form)
- Municipal Government (subject)

Arrangement:

Arrangement is chronological, by year. Committee minutes were bound each year in no particular order except in 1975 and 1990, when they were arranged alphabetically by committee name.

Finding aids:

File list available

Accruals:

Further accruals expected

Publication status:

Published

Series F1-S08: Public Hearing minutes

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: 1978-1996 (date of creation)

Scope and content:

Series consists of the minutes of public hearings that usually concern zoning law changes. Public hearings are open to the public and are attended by the Mayor and Council and appropriate staff including the Planning Director, Municipal Engineer, Municipal Clerk and their deputies. Arrangement of the records is chronological. Prior to 1978, public hearing minutes were kept as part of Committee and Commission minutes, and began in 1959. Zoning and land use legislation cannot be adopted without a public hearing to address their possible effects on property owners. The minutes are the legally required reports on these hearings.

Physical description: 1.4 m of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Municipal Government (subject)

Finding aids:

File list available

Accruals:

Further accruals expected

Publication status:

Published

Series F1-S09: Security Dockets

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: 1891-2010; predominant 1961-1999 (date of creation)

Scope and content:

Series consists of legal documents sent to the Clerk's Office or signed and sealed by Council and registered under the Clerk's docket system. Such records include public works contracts, service agreements, deeds, development permits, development variance permits, subdivision permits, zoning and rezoning permits, grant documents and insurance policies, as well as some supporting correspondence. Each docket was given a unique docket number by the Clerk's Office and filed numerically. Generally speaking, the dockets are the original records corresponding to Council resolutions dealing with the acceptance of agreements or approval of permits. The first two dockets contain records relating to the District's incorporation.

Physical description: 5.4 m of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Municipal Government (subject)

Restrictions on access:

Access subject to the provisions of the Freedom of Information and Protection of Privacy Act (RSBC 1996, ch. 165)

Finding aids:

Electronic index is maintained by the City Clerk's Office

Accruals:

Further accruals expected

Publication status:

Published

File / item list

Reference code	Title	Dates	Physical description
F1-S09-136-1	File - Letters Patent	1891-2010	3mm of textual records
	<i>Creator:</i>		

	<p>City of Coquitlam Council and Office of the City Clerk fonds</p> <p><i>Scope and content:</i></p> <p>The file consists of the original 1894 Letters Patent for the Corporation of the District of Coquitlam, as well as the original 1992 Letters Patent, and copies of the 1891 Letters Patent and 1894 Letters Patent. The file also includes correspondence relating to requests for copies of the letters patent.</p> <p><i>Physical location:</i></p> <p>Archives Room</p>		
F1-S09-136-1-F1.001	Item - 1894 Letters Patent (Page 1 of 2)	1894 22 May 1894	Item consists of a digitized copy of the original 1894 Letters Patent of the Corporation of the District of Coquitlam, which formalized the incorporation of the western portion of the Maple Ridge Municipality into the municipality of Coquitlam.
	<p><i>Creator:</i></p> <p>Province of British Columbia</p>		
F1-S09-136-1-F1.002	Item - 1894 Letters Patent (Page 2 of 2)	1894 22 May 1894	Item consists of a digitized copy of the original 1894 Letters Patent of the Corporation of the District of Coquitlam, which formalized the incorporation of the western portion of the Maple Ridge Municipality into the municipality of Coquitlam.
	<p><i>Creator:</i></p> <p>Province of British Columbia</p>		
F1-S09-136-1-F1.003	Item - 1992 Letters Patent	18 June 1992 1992	1 mm of textual records
	<p><i>Creator:</i></p> <p>Province of British Columbia</p> <p><i>Scope and content:</i></p> <p>The item consists of a digitized copy of the original 1992 Letters Patent that changed the status of the District of Coquitlam to the City of Coquitlam.</p>		

Series F1-S10: Manager's Reports

Creator: City of Coquitlam Council and Office of the City Clerk fonds

Date: 1967-1990 (date of creation)

Scope and content:

Series consists of municipal manager's reports written for each meeting of the Council and providing both summaries and recommendations regarding various municipal administrative matters of the day. The position of city manager was created by bylaw 1410 in 1966, when Ray LeClair was promoted from city clerk to city manager.

Topics of the manager's report range from internal administrative memos on personnel matters to bylaw development. The manager's reports refer to and comment upon nearly every topic that would concern a municipal administration.

Physical description: 2.8 m of textual records

Language of the material:

English

Access points:

- Textual record (documentary form)
- Municipal Government (subject)

Restrictions on access:

Access subject to the provisions of the Freedom of Information and Protection of Privacy Act (RSBC 1996 ch. 165)

Finding aids:

File list available

Accruals:

No further accruals expected

Publication status:

Published

Series F1-S11: Photographs

Scope and content:

The series consists of portrait photographs of former Reeves (later Mayors).

Physical description: 12 photographs : b&w ; 12.5 x 17.5 cm

Access points:

- Graphic material (documentary form)

Publication status:

Published

Subseries F1-S11-SS01: Portraits

Scope and content:

The series consists of portrait photographs of former Reeves (later Mayors).

Physical description: 12 photographs : b&w ; 12.5 cm x 17.5 cm

Accruals:

Further accruals are possible.

Publication status:

Published

File / item list

Reference code	Title	Dates	Physical description
F1-S11-SS01-F1.004	Item - E.A. Atkins	[between 1897 and 1903]	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.005	Item - Ralph Booth	[between 1904 and 1908]	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.006	Item - James Mars	[between 1911 and 1913]	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.007	Item - L.E. Marmont	[between 1914 and 1916]	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.008	Item - C.W. Philp	1917	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.009	Item - George. H. Proulx	1923	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.010	Item - R.C. MacDonald	[between 1924 and 1941]	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.011	Item - J.W. Ollivier	[between 1942 and 1944]	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.012	Item - L.J. Christmas	[between 1945 and 1955]	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.013	Item - J.L. (Jack) Ballard	[between 1970 and 1971]	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.014	Item - J.L. Tonn	[between 1972 and 1983]	1 photograph : b&w ; 12.5 x 17.5 cm
F1-S11-SS01-F1.015	Item - Louis Sekora	[between 1984 and 1998]	1 photograph : b&w ; 12.5 x 17.5 cm