

**COUNCIL-IN-COMMITTEE MEETING**  
**Monday, February 8, 2021**

A Regular Meeting of the Council-in-Committee convened on Monday, February 8, 2021 at 2:02 p.m. in the Council Chambers of City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

COMMITTEE MEMBERS: Mayor Richard Stewart  
Councillor Brent Asmundson  
Councillor Craig Hodge  
Councillor Steve Kim  
Councillor Trish Mandewo  
Councillor Dennis Marsden  
Councillor Teri Towner  
Councillor Chris Wilson  
Councillor Bonita Zarrillo

OTHERS PRESENT: Harriette Chang  
Students from Heritage Mountain Elementary School

STAFF: Peter Steblin, City Manager  
Raul Allueva, Deputy City Manager  
Jay Gilbert, City Clerk  
Lauren Hewson, Information, Privacy and Administrative Services Manager  
Stephanie Lam, Legislative Services Manager  
Emily Lonie, City Archivist  
Kate Nasato, Legislative Services Clerk

Councillor Wilson, as per the Acting Mayor schedule, assumed the role of Chair.

**CALL TO ORDER**

**ADOPTION OF MINUTES**

**1. Minutes of the Council-in-Committee Meeting held on Monday, February 1, 2021**

A member of the Committee expressed the desire for the Minutes to indicate whether Committee members and delegations attend meetings virtually or in person, noting that the BC Assessment delegation appeared virtually at the Council-in-Committee Meeting held on Monday, February 1, 2021.

The City Clerk provided information relating to the City's Minutes practices and the *Community Charter* provisions relating to electronic participation. He noted that staff are open to reviewing the City's Minutes practices if directed to do so by the Committee.

Discussion ensued relative to the following:

- The understanding that the meeting experience is different for those participating remotely
- The understanding that there are various reasons that a Committee member may choose to participate remotely
- Concerns regarding the proposal for the Minutes to indicate whether participants attended remotely or in person
- The desire to review how the provincial and federal governments are approaching this issue before changing the City's approach
- Whether Committee members can individually request that their electronic participation be noted in the Minutes
- The desire for it to be noted in the Minutes that delegations are attending Council and Committee meetings remotely

Councillor Marsden left the meeting at this time (2:13 p.m.) and returned at 2:14 p.m.

The Minutes of the Council-in-Committee Meeting held on Monday, February 1, 2021 were approved.

## **DELEGATIONS**

### **2. Harriette Chang and Heritage Mountain Students – Real Acts of Caring (RAC) 2021**

Harriette Chang and students from Heritage Mountain Elementary School appeared virtually before the Committee to provide a presentation to promote Real Acts of Caring Week which takes place from February 14 – 20, 2021.

The Chair, on behalf of the Committee, thanked the students for their presentation, for their contributions to the community, and for the flowers that they sent to the Committee.

## **REPORTS OF STAFF**

### **CITY MANAGER**

### **3. Report of the City Clerk – City of Coquitlam Archives Annual Report – 2020**

The City Clerk provided introductory comments regarding the City of Coquitlam Archives Annual Report and acknowledged and praised the work of the Archives staff.

The City Archivist provided an onscreen presentation entitled “City of Coquitlam Archives – Annual Report 2020”.

Discussion ensued relative to the following:

- Appreciation for the work of the Archives staff
- The growth in the use of the Archives’ online search portal Quest
- The online exhibit “An Emerging Profession: Psychiatric Nursing at Essondale, 1913-1973” and the importance of recognizing the history of the Riverview Hospital

In response to a question from a member of the Committee, The City Archivist provided information relating to the proposed Digital Preservation Program and the preservation and documentation of digital images.

The Committee received the report of the City Clerk dated February 1, 2021 and entitled “City of Coquitlam Archives Annual Report – 2020” for information.

**OTHER BUSINESS**

**NEXT MEETING DATE – February 22, 2021**

**ADJOURNMENT**

The meeting adjourned 2:45 p.m.

MINUTES CERTIFIED CORRECT

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CHAIR

I hereby certify that I have recorded the Minutes of the Council-in-Committee Meeting held Monday, February 8, 2021 as instructed, subject to amendment and adoption.



Kate Nasato  
Legislative Services Clerk