

Town of Vaughan Cemetery Advisory Committee Fonds

- TITLE:** Town of Vaughan Cemetery Advisory Committee fonds
- DATE:** 1897-1986
- EXTENT:** 1.02 m of textual records and other material
- BIO & ADMIN HIST:** The Cemetery Advisory Committee was formed in 1971 to make recommendations to the Council of the Town of Vaughan, in compliance with the regulations set out by provincial statute, concerning:
1. The appropriate level of maintenance for all cemetery grounds, commenting on the efficiency of maintenance of lawns, roadways, trees, fences and other pertinent features.
 2. The sale price of burial plots on each cemetery or part of a specific cemetery with conditions where deemed desirable
 3. The price for opening and closing each grave for interment purposes, having particular regard to the size of the grave to be opened, the casket container used and the time of the year reflecting costs due to winter conditions
 4. A uniform method of recording burials and endeavor to assimilate all existing records into the uniform recording system
 5. The means and methods of utilizing municipal equipment, machinery and labour for the maintenance of the cemetery grounds and opening of graves for interment
 6. The division of lands, extending an existing or new cemetery into burial plots
 7. A proposed by-law to be enacted and amended from time to time by Council providing rules and regulations respecting the cemeteries
 8. The investment of trust funds for the perpetual care of the cemeteries, consisting of all current trust funds and the requisite perpetual care funds from the sale of new plots, and,
 9. The sale, exchange or acquisition of land for cemetery purposes.
- The Cemetery Advisory Committee represented the culmination of years of municipal effort in the realm of cemetery restoration. During the late 1930's, J.M.

McDonald, Clerk-Treasurer of Vaughan Township, inaugurated a program of restoration for certain cemeteries were neglected by their owners. Ten cemeteries were earmarked: Fisherville, Sherwood, Hope, Langstaff, Kleinburg, Maple Presbyterian, Purpleville (2), Coleraine and Pine Grove. Each winter one site was upgraded, thereby alleviating some of the unemployment that plagued all rural-agrarian areas during the winter season, while concomitantly enhancing the aesthetic qualities of the community and showing reverence for those interred.

The early 1970's bore witness to the advent of stringent provincial legislation concerning the administration and maintenance of Ontario cemeteries. Numerous cemetery boards in Vaughan Township lacked the resources to effectively comply with the provincial decrees.

Consequently, the municipality struck an agreement with a number of cemeteries wherein ownership and all responsibilities associated therewith was transferred to the Town of Vaughan. **(For a list of municipally-owned cemeteries, refer to appendix).**

To assist in the administration of these new acquisitions and the cemeteries already vested in the municipality, namely restored pioneer cemeteries, the Cemetery Advisory Committee was formed. Its membership consisted of representatives of each group joining the Committee (church and private cemetery boards). In addition to the above, a chairperson, vice-chairperson and secretary were selected from among the members of the committee or any municipal employee actively participating in cemetery maintenance and operation (this situation prevails to date).

CUSTODIAL HIST:

The records of the Town of Vaughan Cemetery Advisory Committee were generated between 1971 and 1986. While some of the constituent records of this fonds were created by early Vaughan Township administrative bodies, namely the Office of the Clerk-treasurer, these self-same documents were acquired and used by the Cemetery Advisory Committee, integrated into its files and, as such, are an integral part of this fonds.

SCOPE & CONTENT:

Series consists of records of the Committee which reflect its functions and activities and includes aggregates of material created by other municipal

administrative units long before the committee's advent. These records consist of plans, correspondence, sketches, occasional photo prints, slides, agreements, contracts, deeds, indentures and other legal documents, case files, administrative and operational files, committee minutes, burial permits/certificates of registration of death and certificates of cremation.

The committee minutes and correspondence most clearly elucidate upon the functions, activities, goals, accomplishments, principals, etc. of the Cemetery Advisory Committee.

It is of note that while the Cemetery Advisory Committee's records may include files relating to cemetery restoration and operation, it was provided with no formal mechanism directly under its jurisdiction to conduct the physical work per se. It made recommendations to Council, with the Engineering Department (now Public Works) actually executing Council's directives.

TITLE SOURCE:

Title based on contents of fonds.

ACQ. SOURCE:

The fonds was transferred to Vaughan Archives by the Cemetery Advisory Committee in 1986.

RESTRICTIONS:

Access to a small portion of this fonds is restricted under the personal information confidentiality provisions of the Municipal Freedom of Information and Protection of Privacy Act, 1989 (FOI Act). If applicable, restrictions on specific records are noted at the end of each description of the series to which the record(s) belong. In order to obtain access, a formal written request citing the FOI Act and indicating the specific record(s) required, as well as providing a precise explanation of why the record(s) are needed must be filed with the Archives.

COPYRIGHT:

Copyright lies with the Vaughan Archives. Credit must be accorded the latter in the event of any portion of this fonds being utilized in a written [electronic] or audio-visual format. The following citation is acceptable: Archives Vaughan. Town of Vaughan Cemetery Advisory Committee, RG8-A-986.6.

RELATED RECORDS:

Related material may be found in RG2, Records of the Office of the Clerk-Treasurer of Vaughan Township (of particular significance is Series VII: Statistical Records; Population, 1896-1968), and RG4, Records for the Village of Woodbridge (Vital Statistics Series, 1896-1971 bears closest relation to

the subject fonds). Also of importance is The City of Vaughan Cemeteries Rules and Regulations.

ACCESSION NUMBER: RG 8-A
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Administrative Files**
DATES: 1969-1984
EXTENT: 38 cm of textual records
SCOPE & CONTENT: Series consists of records which delineate the administrative functions and activities of the Town of Vaughan Cemetery Advisory Board and the committee's relationship with Council and the Town of Vaughan civic administration. More than any other series in this fonds, it illuminates the work, mission, accomplishments and principals of the committee. Series consists of committee minutes, correspondence, legal documents, financial documents, Town of Vaughan by-laws, plans, slides, work orders, and provincial (Ontario) cemetery regulations, as well as circulars, pamphlets, leaflets and brochures. Among the many topical subjects addressed are memorial cairns, cemetery maintenance, transfer of titles of private cemeteries to the municipality, Cemetery Advisory Committee membership and dealings with the public, preparing for and emotionally dealing with death, the human grief process, and municipal cemetery fees, rules and regulations.

TITLE SOURCE: Title based on content of series.
ARRANGEMENT: Files are arranged alphabetically by type of record.
RESTRICTIONS: Access to certain files restricted under the personal information provisions of the FOI Act: 1:4-21; 2:1-13.

ACCESSION NUMBER: RG 8-A
LOCATION: Boxes 1-4
REPOSITORY: City of Vaughan Archives

TITLE: **Series II: Cemetery Restoration**
DATES: 1951-1975, predominant 1951-1969
EXTENT: 30 cm of textual records
SCOPE & CONTENT: Series consists of various records that document the functions of Vaughan Township/Town of Vaughan in the realm of cemetery restoration. (The Township of Vaughan was formally constituted in 1850. In 1971, the township became a town with the town being designated a city on 1991). Those records generated prior to 1971 were acquired by the Cemetery Advisory

Committee upon its establishment at this time. They were also integrated into the committee's records and served as reference tools in the conduct of day-to-day business.

TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: Series is divided into two subseries.
ACCESSION NUMBER: RG 8-A
LOCATION: Boxes 4-6
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries A: Subject Files**
DATES: 1951-1975
EXTENT: 10 cm of textual records
SCOPE & CONTENT: Subseries consists of various record types relating to specific subjects chronicling restoration directives and activities, with particular emphasis upon memorial cairns and ruins. Among the cemeteries documented are: Knox Presbyterian Church Cemetery, Maple United Church Cemetery, Woodbridge Methodist Church Cemetery and St. Paul's Cemetery.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Not all cemeteries owned and administered by the municipality have corresponding subject files. File arrangement for this subseries is alphabetical by subject or cemetery name.

ACCESSION NUMBER: RG 8-A
LOCATION: Box 4
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries B: Federal-Provincial-Municipal Winterworks Incentive Program Records**
DATES: 1962-1971
EXTENT: 18 cm of textual records
SCOPE & CONTENT: Subseries consists of records documenting the federal-provincial-municipal program designed to encourage needed municipal public works projects in order to alleviate the high unemployment rate traditionally associated with the winter season in rural-agrarian communities. Eligible projects included improvements to roads, streets, and sidewalks, construction and improvement of sewage and drainage facilities, construction and development of playgrounds and parks, and the construction and reconstruction of municipal buildings. It was the interest of Vaughan Township in the preservation of local cemeteries for aesthetic reasons and to honour

its dead that bore responsibility for the direction of the projects. These records consist of case files for various cemeteries, with individual file contents including legal documents, sketches, plans, correspondence, directives, financial documents and occasional photo prints.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: File arrangement for this subseries is alphabetical by cemetery name.

ACCESSION NUMBER: RG 8-A
LOCATION: Boxes 5-6
REPOSITORY: City of Vaughan Archives

TITLE: **Series III: Cemetery Operational Files**
DATES: 1970-1986
EXTENT: 20 cm of textual records and other material
SCOPE & CONTENT: Series consists of records which document the role of the Town of Vaughan Cemetery Advisory Committee in the day-to-day operation of cemeteries owned and operated by the Town of Vaughan. Series is comprised of case files for various cemeteries, with the contents of individuals files including records types such as correspondence, legal and financial documents, plans, sketches, Vaughan Municipal Council minutes and the occasional photo prints.

TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: File arrangement for this series is alphabetical by cemetery name.

ACCESSION NUMBER: RG 8-A
LOCATION: Boxes 6-7
REPOSITORY: City of Vaughan Archives

TITLE: **Series IV: Death/Burial Certificates**
DATES: 1897-1970
EXTENT: 14 cm of textual records
CUSTODIAL HIST: This series was originally generated by Vaughan Township Office of the Clerk-Treasurer (1807-1968) and the Township Clerk's Dept. (1968-1970). However, upon its advent in 1971, it was commandeered by the Cemetery Advisory Committee for reference purposes to assist in the efficient execution of its duties and responsibilities.

SCOPE & CONTENT: Series consists of joint death certificates and burial permits originally issued by Division Registrar of the Office of the Registrar General of Ontario as stipulated by the Vital Statistics Act. Also included are

the occasional cremation certificate and data cards with particulars concerning deceased individuals buried and cremated by various cemeteries. Informational content of death/burial certificates varies over time. They generally include name of deceased, sex, age, residence, occupation, marital status, place of birth, place of death, length of illness if latter resulted in death, religious denomination, name of attending physician, name of spouse and names of parents.

TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: Files for this series are arranged in chronological sequence.
RESTRICTIONS: Access to certain files restricted under the personal information provisions of the FOI Act: 8:2-6.
ACCESSION NUMBER: RG 8-A
LOCATION: Boxes 7-8
REPOSITORY: City of Vaughan Archives