

Vaughan Township Office of the Clerk Treasurer Fonds

- TITLE:** Vaughan Township Office of the Clerk Treasurer Fonds
- DATES:** 1836-1968, predominant 1850-1968
- EXTENT:** 73 m of textual records and other material
- BIO & ADMIN HIST:** In 1850, as a consequence of the Robert Baldwin Act of 1849, Vaughan Township came into being as a corporate entity. The Township Council composed of a Reeve and five Councillors, at this time appointed a Clerk-Treasurer to oversee the day-to-day administration of municipal affairs (in this sense, the Clerk-Treasurer's role was analogous to that of the Municipal Chief Administrative Officer of recent vintage). Specifically, the responsibilities with which the Clerk-Treasurer was tasked were to record the resolutions, decisions and proceedings of Council and to record the name and vote of every Council member present on any matter submitted to. As well, the incumbent was charged with keeping and preserving the original and certified copies of all the by-laws, minutes, books, records and accounts of the municipality. The Clerk-Treasurer was also to transmit a yearly return of ratepayers appearing on the annual revised assessment roll to the Receiver General, and to calculate the mill rate under Council's guidance and oversee the collection of revenues associated therewith. The appointee was in addition obliged to act as Secretary to the Board of Health. It was also incumbent upon the Clerk-Treasurer to publish 250 pamphlets containing a statement of the municipal accounts and to distribute these among Council. No doubt the most odious responsibility associated with the position was to make a yearly return to the County Clerk. This contained the following information:
1. Number of persons assessed for taxation purposes
 2. Number of acres assessed
 3. Total of rentals of real property
 4. Total of yearly value other than rentals of real property
 5. Total actual value of real property
 6. Total of taxable incomes
 7. Total value of personal property
 8. Total amount of assessed value of real and personal property
 9. Total amount of taxes imposed by by-laws of the municipality
 10. Total amount of taxes imposed by by-laws of the county
 11. Total amount of taxes imposed by by-laws of any

- provisional county council
12. Total amount of lunatic asylum or other provincial tax
 13. Total amount of all taxes as aforesaid
 14. Total amount of income collected or to be collected from assessed taxes for the use of the municipality
 15. Total amount of income from licenses
 16. Total amount of income from public works
 17. Total amount of income from shares in incorporated companies
 18. Total amount of income from all other sources
 19. Total expenditure on account of roads and bridges
 20. Total expenditure on account of other public works and property
 21. Total expenditure on account of stock held in any incorporated company
 22. Total expenditure on account of schools and education, exclusive of school trustees' rates
 23. Total expenditures for the support of the poor or charitable purposes
 24. Total expenditure on account of debentures and interest therein
 25. Total gross expenditure on account of administration of justice in all its branches
 26. Amount received from government on account of administration of justice
 27. Total expenditure on account of salaries and the expenses of municipal government
 28. Total expenditure on all other accounts
 29. Total expenditures of all kinds
 30. Total amount of liabilities secured by debentures
 31. Total amount of liabilities unsecured
 32. Total liabilities of all kinds
 33. Total value of real property belonging to municipality
 34. Total number of sheep worried by dogs and the amount paid therefore by the municipality
 35. Total value of stock in incorporated companies owned by municipality
 36. Total amount of debts due to municipality
 37. Total amount of arrears of taxes
 38. Balance in hands of Treasurer
 39. All other property owned by municipality
 40. Total assets

The Clerk Treasurer was also to completed and maintain precise data concerning births, marriages, deaths and other like statistical information about the Township's population.

The position as well entailed overseeing the municipality's licensing activities, the administration of the statutes of labour and the assumption of the role of Treasurer of School Moneys, in addition to serving as one of the Township's selectors of jurors, along with the Reeve and two lower level municipal public servants.

Finally, the Clerk-Treasurer was to receive, administer and disperse moneys in accordance with the laws of the province and the by-laws of the Municipal Council. The incumbent was required to provide the Provincial Board of Audit with a yearly return and the Municipal Council with bi-annual statements of the moneys at the credit of the Municipality. These basic duties remained virtually unamended between 1850 and 1968 with the exception of certain procedural instructions regarding the presentation of information and provisions for increased public accountability.

Concomitantly, the basic administrative structure of the Office of the Clerk-Treasurer remained constant during the period in question. The most notable feature of this structure was the lack of hierarchy . There were no identifiable formal departments, committees or other like administrative sub-units. All authority flowed from the Clerk-Treasurer.

This scenario owed its existence to a relatively small population which precluded the necessity of a complex administrative organization to deal with the day-to-day affairs of the municipality (in 1850, the population stood at 6255, having decreased to 4873 in 1935). However, the 1960's and 1970's bore witness to more than a trebling of Vaughan's 1935 population and the inception of considerable commercial and industrial growth.

The resultant strain on the municipal civic administration manifested itself in the division of the Office of the Clerk-Treasurer in 1968 and the emergence of two distinct departmental entities, the Clerk's Department and the Treasurer's Department, in addition to the Office of the Township Administrator.

Between 1850 and 1968 the following individuals held the position of Clerk-Treasurer: James Ashdown, 1850-1858; George Pearce, 1858-1868; James Lawrence, 1868-1899; James McLean, 1899-1936 and James McDonald, 1936-1968. In February 1968, James McDonald was appointed Administrator with Frederick Jackman and Howard Burkholder assuming the roles of Clerk Treasurer, respectively.

CUSTODIAL HIST:

The records of the Office of the Clerk-Treasurer, Vaughan

SCOPE & CONTENT:

Township, were generated by and held in custody of the aforementioned agency between 1850 and 1968. They were subsequently maintained by the Town Clerk's Department until 1986 when, by authority of the Town Clerk, the fonds was transferred to Archives Vaughan. Fonds consists of records which reflect the functions and activities of the Office in the areas of finance and accounting, legal matters, taxation, judicial administration, education, licensing, public health and welfare, statistical gathering and records custodianship.

The correspondence series provides the best overall view of the Office's work. As a whole, there are some notable gaps in this fonds. The assessment rolls between 1850 and 1896 are incomplete. The statute of labour returns end abruptly in 1907, although statute labour itself was not abrogated until 1920. The surviving school section records concentrate upon only School Section no. 6 (there were 23 such school sections in Vaughan Township), and the Board of Health is represented by the presence of a single remaining records, a minute book.

The vast majority of the records constituting this fonds are textual in nature: handwritten and typewritten bound volumes and loose documents, as well as a small number of published brochures, pamphlets, etc. The occasional architectural plan and cartographic record is interspersed throughout (where size precluded filing with attendant records, a separation sheet has been inserted describing the items in question and providing location information).

**TITLE SOURCE:
ARRANGEMENT:**

Title based on contents of fonds.

Upon its receipt by the Archives, very little order graced the fonds. Hence, an arrangement scheme designed concomitantly to reflect the organization and functions of the Office of the Clerk-Treasurer and to facilitate ease of research was imposed. Thus, the records are arranged in series by functional types (i.e. each series documents a general function of the Office of the Clerk-Treasurer). In some archival institutions it is common practice to link function to subgroups. This, however, is erroneous as parentage is the basis for sub-grouping organizational records. In other words, the records of institutions should be sub-grouped under the subordinate administrative units (of the larger agency) specifically responsible for their creation, accumulation, or use. Function as the basis for grouping should only be applied at the series level. Accordingly, the lack of formal subdivisions in the Office of the Clerk-Treasurer is reflected by the absence of subgroups in its

records. Where appropriate, the records are also organized by function or type into subseries and sub-subseries, these being arranged alphabetically in relation to one another. File order is either alphabetical or chronological.

RELATED RECORDS: Related material documenting the operation of the Office of the Clerk-Treasurer, as well as its relations with Council, may be found in RG1, the Records of the Vaughan Township Municipal Council. Council minutes and by-laws are particularly useful in this regard. Originally, these records, while attributable to Council, were placed in the custody of the Clerk-Treasurer. Thus, in accordance with the modern interpretations of archival principle of provenance which in part stipulate the necessity of conveying the custodial history of records, the council minutes and by-laws while physically remaining a part of the fonds of the entity responsible for their creation, will upon the completion of arrangement, description and indexing constitute an intellectual addition to the records of the Office of the Clerk-Treasurer. Thus the integrity of this fonds will be preserved by retaining as an intellectual unit all records accumulated, received and held by office.

ACCESSION NUMBER: RG2-986.1
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: General Correspondence**
DATES: 1836-1943, predominant 1850-1936
EXTENT: 1.6 m of textual records
SCOPE & CONTENT: Series consists of incoming and outgoing correspondence illustrating the operation and mandate of the Office of the Clerk-Treasurer. This series, more fully than any other constituting this fonds, illuminates the work, accomplishments and principal figures associated with the Clerk-Treasurer's Office.

TITLE SOURCE: Title based on contents of series
ARRANGEMENT: This series is divided into two subseries.
ACCESSION NUMBER: RG2-986.1
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries A: Chronological File Arrangement**
DATES: 1836-1943, predominant 1850-1936
EXTENT: 1.1 m of textual records
SCOPE & CONTENT: Subseries consists of correspondence indicating the individuals and organizations with whom the Office of the Clerk-Treasurer dealt, principal issues of concern and actions taken with regard to such matters as local improvement, welfare services, education, real property

taxation, legal disputes, etc. Included herein are petitions to the Municipal Council which were passed on by the latter to the Clerk-Treasurer for reference and/or action, and as such originally found their way into the correspondence files of this office.

ARRANGEMENT: Files are arranged chronologically, with individual documents placed in alphabetical sequence by name of the individual or organization corresponding with the Clerk-Treasurer's Office, or with whom the Clerk-Treasurer corresponded. Unidentified items are placed at the end of each document grouping constituting a file unit.

TITLE SOURCE: Title based on contents of subseries

RESTRICTIONS: The following files are restricted under the FOI Act: 9:8-10; 9:12-15.

ACCESSION NUMBER: RG2-986.1

LOCATION: Boxes 1-9

REPOSITORY: City of Vaughan Archives

TITLE: **Subseries B: Topical File Arrangement**

DATES: 1850-1940

EXTENT: 5 cm of textual records

SCOPE & CONTENT: Subseries consists of correspondence roughly approximating the preceding subseries vis-à-vis subject matter. Education, municipal relief during the Great Depression and local improvement are particularly well documented.

TITLE SOURCE: Title based on contents of subseries.

ARRANGEMENT: Files are arranged alphabetically by topic or surname of the individual with whom the body of material deals. Documents within each file unit are organized chronologically.

RESTRICTIONS: The following files are restricted under the FOI Act: 9:19-20; 9:29; 10:1-2; 10:4; 10:7; 11:15-17; 13:11-13.

ACCESSION NUMBER: RG2-986.1

LOCATION: Boxes 9-13

REPOSITORY: City of Vaughan Archives

TITLE: **Series II: Financial Records**

DATES: 1850-1964

EXTENT: 12.2 m of textual records

SCOPE & CONTENT: Series consists of material concerning the financial activities of the Office of the Clerk-Treasurer. This series provides a detailed portrait of the nature and extent of municipal revenues and expenditures throughout the Township's history.

TITLE SOURCE: Title based on contents of series.

ARRANGEMENT: This series is divided into the following five subseries.

ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 13-45; vols. 1-11.
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries A: Cashbooks, Ledgers, Registers, etc.**
DATES: 1850-1964
EXTENT: 11.3 m of textual records
SCOPE & CONTENT: Subseries consists of unpublished instruments of account for the Municipality of Vaughan Township. Subjects include the Municipal Loan Fund, charity relief, local improvement, railway and school accounts, legal costs and taxation arrears.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Arrangement is alphabetical by type of record.
RESTRICTIONS: The following volumes, files and boxes are restricted under the FOI Act: 17:2; Boxes 18-22; 23:2-3; 24:2-3; 25:1; 26:1-6, vols. 9-11; Boxes 27-28; 29:1-2; 34:3-5; Boxes 35-38.

RELATED RECORDS: Other material relating to tax arrears may be found in Series V, Subseries B.

ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 13-38; vols 1-11.
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries B: Municipal/Treasurer's Returns**
DATES: 1852-1945, predominant 1890-1945
EXTENT: 13 m of textual records
SCOPE & CONTENT: Subseries consists of statistics provided by the Township to the Province pertaining to debenture debts of the Municipality, assessed property values and taxation receipts, disbursements, liabilities, etc.

Post-1934 files are designated Treasurer's returns.
TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Arrangement is chronological at the file level, with individual records therein ordered alphabetically.

ACCESSION NUMBER: RG2-986.1
LOCATION: Box 39
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries C: Municipal Treasurer's Accounts**
DATES: 1850-1943
EXTENT: 13 cm of textual records
SCOPE & CONTENT: Subseries consists of published financial accounts of Vaughan Township as well as those of King and Markham Townships.

TITLE SOURCE: Title based on contents of subseries.

ARRANGEMENT: This subseries is divided into two sub-subseries.
ACCESSION NUMBER: RG2-986.1
LOCATION: Box 4
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries 1: Treasurer's Accounts; Vaughan Township**

DATES: 1850-1943

EXTENT: 10 cm of textual records

SCOPE & CONTENT: Sub-subseries consists of pamphlets and other documents outlining accounts relating to the Tavern License Fund, Clergy Reserve Fund, Charitable Fund, non-resident and resident taxes, fines, county taxes, shop licenses, etc. Prior to 1860 these statements of account are somewhat haphazard in their documentation of municipal financial matters. However, at this time, in the wake of suspected financial impropriety on the part of James Ashdown, Clerk-Treasurer 1851-1858, precise and comprehensive statements of account were to be published in pamphlet form and distributed to Council and certain members of the public.

TITLE SOURCE: Title based on contents of sub-subseries.

ARRANGEMENT: File are arranged chronologically.

GENERAL NOTE: A gap in documentation exists between 1870 and 1932.

ACCESSION NUMBER: RG2-986.1

LOCATION: Box 40

REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries 2: Treasurer's Accounts; King and Markham Townships**

DATES: 1872-1899

EXTENT: 3 cm of textual records

SCOPE & CONTENT: Sub-sub-series consists of records of the type constituting the preceding sub-subseries, dealing with similar subject matter, but pertaining to King and Markham Townships.

TITLE SOURCE: Title based on contents of sub-subseries.

ARRANGEMENT: File arrangement of this minute aggregate of material is alphabetical by township and then chronological.

ACCESSION NUMBER: RG2-986.1

LOCATION: Box 40

REPOSITORY: City of Vaughan Archives

TITLE: **Subseries D: Receipts, Bills, Orders to Pay and Statements of Account**

DATES: 1850-1916

EXTENT: 54 cm of textual records

SCOPE & CONTENT: Sub-series consists of records assisting to reveal the breadth, scope and intricacies of the financial functions of the Clerk-Treasurer's Office, as a result of, in many instances, delineating activities and transactions otherwise undocumented in the remaining record types constituting the Financial Records Series.
This subseries is divided into two sub-series.

TITLE SOURCE: Title based on contents of subseries.

ACCESSION NUMBER: RG2-986.1

LOCATION: Boxes 41-45

REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries 1: Receipts, Bills, Orders to Pay and Statements of Account; General**

DATES: 1850-1902

EXTENT: 39 cm of textual records

SCOPE & CONTENT: Sub-subseries consists of documents of the type noted above indicating the individuals, firms, organizations, etc. (excepting schools) with whom the Clerk-Treasurer's Office dealt financially. Included herein are a number of Council resolutions ordering payments, etc. that were acted upon by the Clerk-Treasurer-- such action being duly noted on the documents.

TITLE SOURCE: Title based on content of the sub-subseries.

RELATED RECORDS: Records such as Council resolutions ordering payments, in addition to bills, receipts, etc. used by Council to provide documentation for its resolutions are present in RG 1, Records of the Vaughan Township Municipal Council.

ARRANGEMENT: Files in this sub-series are rough sorted by year.

ACCESSION NUMBER: RG2-986.1

LOCATION: Boxes 41-43

REPOSITORY: City of Vaughan Archives.

TITLE: **Sub-subseries 2: Receipts, Bills, Orders to Pay and Statements of Account; Schools**

DATES: 1850-1916

EXTENT: 15 cm of textual records

SCOPE & CONTENT: Sub-subseries consists of records of the type noted above reflecting the Clerk-Treasurer's financial involvement in the local education system. As with the preceding subseries, certain council resolutions ordering payments, etc. that were acted upon by the Clerk-Treasurer are present.

RELATED RECORDS: Council resolutions ordering payments that were acted upon by the Clerk-Treasurer, in addition to bills, receipts, etc. utilized by Council to document its resolutions appears with

greater frequency in RG 1, Records of the Vaughan Township Municipal Council.
TITLE SOURCE: Title based on contents of sub-subseries.
ARRANGEMENT: Files are again rough sorted by year.
ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 44-45
REPOSITORY: City of Vaughan Archives.

TITLE: **Subseries E: Financial Records; Miscellaneous**
DATES: 1851-1958
EXTENT: 11 cm of textual records
SCOPE & CONTENT: Subseries consists of sundry records pertaining to various aspects of finance and accounting.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: This subseries is divided into two sub-subseries.
ACCESSION NUMBER: RG2-986.1
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-Subseries 1: Miscellaneous Financial Records; General**
DATES: 1851-1958
EXTENT: 6 cm of textual records
SCOPE & CONTENT: Sub-Subseries consists of financial statements for the Vaughan Hydro-Electric System and debentures. Also included, and of considerable significance, are audited records and imperfect vouchers for the period 1851-58. These no doubt relate to the 1858 investigation of Clerk-Treasurer James Ashdown for alleged misappropriation of public funds.

TITLE SOURCE: Title based on contents of sub-subseries.
ARRANGEMENT: Files are arranged alphabetically by type of record or subject, with individual document arrangement being chronological. The following file is restricted under the FOI Act: 45-13.

ACCESSION NUMBER: RG2-986.1
LOCATION: Box 45
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries 2: Miscellaneous Financial Records; Schools**
DATES: 1876-1933
EXTENT: 5 cm of textual records
SCOPE & CONTENT: Sub-Subseries consists of various record types such as pay lists and debentures. Among the topics delineated in this context are the Municipal Loan Fund, the Municipal Grant

and the Legislative Grant. All material relates to education within Vaughan Township.

TITLE SOURCE: Title based on contents of sub-subseries.
ARRANGEMENT: File arrangement is alphabetical by record type or subject, with the contents of file units ordered chronologically.

ACCESSION NUMBER: R2-986.1
LOCATION: Box 45
REPOSITORY: City of Vaughan Archives

TITLE: **Series III: Legal Records and Legislation**
DATES: 1850-1967
EXTENT: 3 m of textual records
SCOPE & CONTENT: Series consists of material documenting the functions of the Office of the Clerk-Treasurer with respect to legal matters and copies of provincial legislation and related material accumulated during the conduct of daily business.

TITLE SOURCE: Title based on content of series.
ARRANGEMENT: This series is divided into five subseries.
ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 46-56
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries A: Bonds**
DATES: 1852-1936
EXTENT: 15 cm of textual records
SCOPE & CONTENT: Subseries consists of various types of documents pertaining to innkeepers, arbitrators, inspectors of houses of public entertainment, tax collectors and the Treasurer. In a few instances, attached to certain bonds are oaths/declarations of office.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Files are grouped by specific type of bond (e.g. "Bonds; innkeepers"). Documents within file units are ordered alphabetically by surname of the individual to whom a specific instrument pertains.

RESTRICTIONS: The following files are restricted under the FOI Act: 47:1-6.
ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 46-47
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries B: Legal Documents; General**
DATES: 1869-1936
EXTENT: 11 cm of textual records
SCOPE & CONTENT: Subseries consists of specific types of material represented herein sheep valuers' reports with accompanying affidavits (the latter appears only in some instances), agreements and

contracts, general releases of liability, insurance policies and declarations of wage earners. Principal subjects include the insurance companies dealt with, types of claims, amounts of premiums and settlements, parties with whom agreements were entered into, etc.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Files are arranged alphabetically by specific type of legal document and thereafter chronologically.
RESTRICTIONS: The following files are restricted under the FOI Act: 47:15-16.
ACCESSION NUMBER: RG2-986.1
LOCATION: Box 47
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries C: Legal Documents; Lands**
DATES: 1852-1967
EXTENT: 2.7 m of textual records
SCOPE & CONTENT: Subseries consists of legal documents pertaining to the ownership and disposal of lands in Vaughan Township.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Subseries is divided into two sub-subseries.
ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 48-53
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries 1: Deeds of Transfer; Abstracts**
DATES: 1930-1967
EXTENT: 2.65 m of textual records
SCOPE & CONTENT: Sub-subseries consists of an abstract to deeds of transfer providing information such as number and type of instrument, its date, date of registration, grantor, grantee, amount of mortgage, quantity of land, etc.

TITLE SOURCE: Title based on contents of sub-subseries.
ARRANGEMENT: Arrangement at the file level is chronological and by instrument number at the document level.
RESTRICTIONS: This entire sub-subseries is restricted under the FOI Act.
ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 48-52
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries 2: Lands Patented; Returns**
DATES: 1852-1867
EXTENT: 6 cm of textual records
SCOPE & CONTENT: Sub-subseries consists of lists of lands for which patent were issued and provided by the Treasurer of York County to the Clerk-Treasurer of Vaughan Township. Information herein

includes grantee, date of patent, lot and concession on which patented lands were located, size of property (acres), etc.

TITLE SOURCE: Title based on contents of sub-subseries.
ARRANGEMENT: Files are arranged chronologically and alphabetically by grantee.
ACCESSION NUMBER: RG2-986.1
LOCATION: Box 53
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries D: Legislation and Related Material**
DATES: 1850-1899
EXTENT: 7 cm of textual records
SCOPE & CONTENT: Subseries consists of provincial legislation and related material received and accumulated by the Office of the Clerk-Treasurer in the conduct of its business. Significant subjects addressed include the assessment system in municipalities, land transfers, the judiciary, municipal amendments, the census, etc.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Arrangement of files is chronological with each statute, etc and attendant material relegated to a single file.
ACCESSION NUMBER: RG2-986.1
LOCATION: Box 53
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries E: Oaths/Declarations**
DATES: 1850-1936
EXTENT: 39 cm of textual records
SCOPE & CONTENT: Subseries consists of oaths/declarations of office, qualification of office and allegiance pertaining to, among others, members of the Municipal Council, Court of revision, selectors of jurors, fence viewers, auditors, the Trustees of Village of Maple, path masters, assessors and tax collectors. Subjects include qualifications necessary to hold public office in the Township, conduct expected of office holders, etc.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Files are grouped by specific type of oath/declaration (e.g. "Oaths/declarations of office") and arrangement within each such grouping is chronological. Individual documents within file units are ordered alphabetically by surname of the individual to whom the document pertains.

RESTRICTIONS: The following are restricted under the FOI Act: 54.1; 55.28-34; 56:1-6, 31-34.

ACCESSION NUMBER: RG2-986.1

LOCATION: Box 54-56
REPOSITORY: City of Vaughan Archives

TITLE: **Series IV: Election Records**
DATES: 1850-1925
EXTENT: 52 cm of textual records
SCOPE & CONTENT: Series consists of material documenting the role of the Office of the Clerk-Treasurer in municipal and county election processes.

ARRANGEMENT: This series is divided into four subseries.

ACCESSION NUMBER: RG2-986.1

LOCATION: Boxes 57-60
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries A: election Returns**
DATES: 1850-1925
EXTENT: 13 cm of textual records
SCOPE & CONTENT: Subseries consists of documents of the above noted type relating to predominantly municipal (Vaughan Township), but also county (York) elections. In some instances, oaths/declarations of office are attached to returns. Information conveyed in the returns includes names of candidates and the office for which they ran and names of electors and for whom they voted.

ARRANGEMENT: Files are ordered chronologically. Documents are arranged sequentially by war or polling division number.

ACCESSION NUMBER: RG2-986.1

REPOSITORY: City of Vaughan Archives

TITLE: **Subseries B: Electoral Candidates**
DATES: 1896-1909
EXTENT: 5 cm of textual records
SCOPE & CONTENT: Subseries consists of lists of candidates and nomination ballots, the former indicating who was elected and who resigned and the latter chronicling who was nominated, by whom, the individual seconding the nomination, address of nominee and for what position he was nominated.

TITLE SOURCE: Title based on contents of subseries.

ARRANGEMENT: Files are ordered alphabetically by type and documents within are arranged chronologically.

ACCESSION NUMBER: RG2-986.1

LOCATION: Box 58
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries C: Voters' Lists**
DATES: 1850-1968

EXTENT: 21 cm of textual records
SCOPE & CONTENT: Subseries consists of lists of electors voters for Vaughan Township, including lists pertaining specifically to the Police Villages of Maple and Thornhill and also the Villages of Richmond Hill and Woodbridge. The voters' lists cite the names of voters, their electoral district of polling subdivision, marital status, occupation, school section and where the voter resided. Included in this subseries is a file (1923) of names omitted from the voters' list for the year in question and subsequently reinstated.
TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: File order is chronological.
GENERAL NOTE: It is noteworthy that in addition to certain gaps in documentation, some lists are incomplete.
ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 58-59
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries D: Voters' Notices of Complaint**
DATES: 1866-1924
EXTENT: 13 cm of textual records
SCOPE & CONTENT: Subseries consists of documents dealing with individuals omitted from the voters lists. Information herein includes names of omitted parties, grounds on which they were entitled to be present on the voters' lists, their respective polling subdivisions and or wards and electoral districts. Included in certain file units are judicial orders appointing courts to render verdicts regarding these complaints.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Files are arranged chronologically. Document arrangement is by polling subdivision number, ward or original numerical sequence.

RESTRICTIONS: The following files are restricted under the FOI Act: 60:15-20.

ACCESSION NUMBER: RG2-986.1
LOCATION: Box 60
REPOSITORY: City of Vaughan Archives

TITLE: **Series V: Taxation Records**
DATES: 1849-1968
EXTENT: 47.7 m of textual records
SCOPE & CONTENT: Series consists of records relating to the functions for the Office of the Clerk-Treasurer in the realm of municipal taxation.

ARRANGEMENT: This series is divided into six subseries.

RELATED RECORDS: Certain material of a similar nature, namely tax receipts, tax arrears ledgers and general tax ledgers may be found in Series II, Subseries A and D.

ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 61-153
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries A: Returns of Statute of Labour**
DATES: 1849-1907
EXTENT: 65 cm of textual records
SCOPE & CONTENT: Subseries consists of documents of the type noted above chronicling a form of municipal taxation in effect between 1849 and 1910 wherein all male freeholders were liable to perform road repairs with an individual's obligations thereunder being directly proportional to the assessed value of his real property. Information in each return includes the names and addresses of pathmasters, the individuals responsible for overseeing the work in each road division and instructions as to their duties from the Township Clerk-Treasurer. Also noted are the names of those persons liable to perform statute labour, the extent and location of their lands, number of days of labour to be performed, actual number of days worked and pathmasters' remarks regarding the discharge of an obligor's duties.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Files are arranged chronologically, with individual documents being ordered sequentially by road division number.

RESTRICTIONS: The following files are restricted under the FOI Act: 66:5-12.

ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 61-66
REPOSITORY: City of Vaughan Archives-

TITLE: **Subseries B: Tax Arrears Files**
DATES: 1853-1950
EXTENT: 52 cm of textual records
SCOPE & CONTENT: Subseries consists of records relating to unpaid taxes on real property.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: This subseries is divided into three sub-subseries.

ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 67-68
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries 1: Lands Liable to be Sold and Sold for Arrears in Taxes; Lists**
DATES: 1853-1948

EXTENT: 13 cm of textual records
SCOPE & CONTENT: Sub-subseries consists of lists of real property liable to be sold and sold for arrears in taxes. Information therein includes the names of individual debtors, the location and acreage of the latter's lands and the amount of taxes owing. Certain lists are complemented by tax sale warrants, correspondence to and from debtors, the Township, legal firms, etc. It is noteworthy that the lists outlining lands liable to be sold for arrears in taxes outnumber those delineating lands actually sold, the latter being constituted of merely two file folders.

TITLE SOURCE: Title based on contents of sub-subseries.
ARRANGEMENT: Files are organized chronologically, with those of a former stage of a sequence (land liable to be sold) preceding those of a succeeding stage (lands sold). Individual lists follow their original sequence, with supporting documentation attached.

RESTRICTIONS: The following files are restricted under the FOI Act: 67:8-30.
ACCESSION NUMBER: RG2-986.1
LOCATION: Box 67
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries 2: Lands Sold for Arrears in Taxes; Alphabetical File**

DATES: 1934-1950
EXTENT: 3 cm of textual records
SCOPE & CONTENT: Sub-subseries consists of files compiled on properties sold for arrears in taxes by the Township of Vaughan. Document types represented herein include tax sale notices, correspondence, indentures and affidavits. Among the subjects elaborated upon are tax sale registration and power of sale procedures, law firms utilized by the Township in these matters, and the names of individuals who purchased from the Township property seized by the latter for arrears in taxes.

TITLE SOURCE: Title based on contents of sub-subseries.
ARRANGEMENT: Files are arranged alphabetically by surname of the debtor. Arrangement at the document level is chronological.

RESTRICTIONS: This entire sub-subseries is restricted under the FOI Act, and due to the nature of the filing scheme where debtor's are readily identifiable, a file list cannot be made available.

ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 68-70
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries 3: Outstanding Taxes; Miscellaneous**

DATES: 1901-1944
EXTENT: 9 cm of textual records
SCOPE & CONTENT: Sub-subseries consists of a group of various record types including collectors' accounts of taxes due on the collectors' rolls, the Treasurer's statements of unpaid taxes, payment agreements for outstanding taxes, and tax sale warrant (i.e. legal instruments empowering the Treasurer to sell lands held in arrear for taxes). Information disclosed includes the names of debtors and individuals entering into payment agreements with the Township and the amount of [outstanding] taxes remaining due.
TITLE SOURCE: Title based on contents of sub-subseries.
ARRANGEMENT: File arrangement is alphabetical by type of record, with individual items ordered alpha-chronologically.
RESTRICTIONS: The following files are restricted under the FOI Act: 70:22-31.
ACCESSION NUMBER: RG2-986.1
LOCATION: Box 70
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries C: Tax Assessment Records; General**
DATES: 1850-1935
EXTENT: 24 cm of textual records
SCOPE & CONTENT: Subseries consists of a mixed aggregate of record types including, by way of example, notices of assessment, reports relating to assessment for school purposes, assessment rolls and recapitulations of assessment rolls. Prior to 1897, Vaughan Township subscribed to the practice of compiling separate assessment rolls for recording valuations of real property relating to taxation for general purposes, school sections, union school sections (union schools were those shared and hence jointly funded, with other municipalities), non-residents, etc.. This method was superseded in 1897 by the advent of a format consolidating the above-noted assessment rolls. Albeit separate rolls for non-residents were initiated between 1922 and 1926. The assessment roles, as is the case with all of the remaining records in this subseries, are not comprehensive (i.e. large gaps exist). Subjects covered include the number of school children on the assessment rolls, assessment appeals, the Grand Trunk Railway Company and the Township levy.
TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: File arrangement is alphabetical by type or topic, with documents ordered sequentially by school section number or original numbering scheme, or chronologically.
ACCESSION NUMBER: RG2-986.1

LOCATION: Boxes 71-72
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries D: Tax Assessment Rolls**
DATES: 1897-1934; 1961-1968
EXTENT: 21 m of textual records
SCOPE & CONTENT: Subseries consists of official yearly valuations by household, owner or tenant of real property for the purpose of municipal taxation, with related statistics such as locations of property, lot size, name of owner(s), etc., number of dependants, age of taxable persons and status (i.e. freeholder, tenant, etc.), school section number, statute labour obligations where applicable, assessed value of real property exclusive of buildings, assessed value of buildings, etc.. The assessment rolls for 1935-1959 are not present in this subseries, as during this period, the assessment and collectors rolls were combined and their unique form warrants their constituting a separate subseries (subseries E). Records for 1960 are missing altogether. The assessment rolls as separate entities reappear in 1961. The rolls for 1910 include a census of school children between the ages of eight and fourteen years.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Arrangement is chronological. The internal order of each volume constituting the annual roll varies considerably. A sequential organization by concession number, and subsequently, by lot number or street predominates.

ACCESSION NUMBER: RG2-986.1
LOCATION: Boxes 73-95; 96-109
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries E: Tax Assessment and Collectors' Rolls, Joint**
DATES: 1935-1959
EXTENT: 12.6 m of textual records
SCOPE & CONTENT: Subseries consists of records compiled yearly combining general information to be found in assessment rolls with categories indicating taxation rates for specific purposes (county, township, school, etc.) and recording the amount of taxes owing and date of payment for each rateable property.
TITLE SOURCE: Title based on contents of subseries.

ARRANGEMENT: Arrangement is chronological, with the internal order approximating that found in Subseries D.

ACCESSION NUMBER: RG2.986.1

LOCATION: Boxes 110-129; vols. 1-2

REPOSITORY: City of Vaughan Archives

TITLE: **Subseries F: Tax-Collectors' Rolls**

DATES: 1893-1934, predominant 1897-1934

EXTENT: 13.8 m of textual records

SCOPE & CONTENT: Subseries consists of volumes of entries amassed annually recording duplicate categories of information found in assessment rolls, excepting owner's etc., occupation, religious denomination, resident or non-resident status and various sundry items of information, with the focus being on the rateable property (location, size, assessed value, etc.). To this is added a record of taxation rates for specific purposes, amount taxes due, and date of payment.

TITLE SOURCE: Title based on contents of subseries.

ARRANGEMENT: Volume order is chronological with the internal arrangement being sequential by concession number, then roughly alphabetical by surname of the individual being taxed (i.e. entries are grouped by the first letter of surnames, and there after are ordered in ad hoc fashion - Bueller, Baker, Bell, etc.).

ACCESSION NUMBER: RG2.986.1

LOCATION: Boxes 130-153

REPOSITORY: City of Vaughan Archives

TITLE: **Series VI: Judicial Records**

DATES: 1850-1936

EXTENT: 18 cm of textual records

SCOPE & CONTENT: Series consists of records which delineate the general function of the Clerk-Treasurer's Office as a liaison between the various constituent parts of the Colonial/Dominion Judiciary and the Township of Vaughan, and specifically outlines the role of the Clerk-Treasurer as one of the selectors of jurors for the area (the Township Reeve and two assessors completed the roster of Vaughan's selectors of jurors). Additionally, evidence is provided respecting the activities of certain individuals who concomitantly held the position of Clerk-Treasurer and that of County (of York) Justice of the Peace for Vaughan Township. Among the specific types of material represented are awards and judgments, subpoenas,

warrants, jurors lists, returns of fines, etc.. Subjects addressed the juror selection process, the administration of justice in Vaughan Township, levels of unlawful behaviour in the area over time, etc.

TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: Files are arranged alphabetically by type, with document order being chronological.
RESTRICTIONS: The following files are restricted under the FOI Act: 155:4 and 7.
ACCESSION NUMBER: RG2.986.1
LOCATION: Boxes 154-155
REPOSITORY: City of Vaughan Archives

TITLE: **Series: Vaughan Township Cartographic Records**
DATES: 1952-1953
EXTENT: 35 base maps; approx. 104 cm x 114 cm
SCOPE & CONTENT: Series consists of Township of Vaughan Base Map Assessment Plans.
TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: Cartographic items are arranged chronologically by year and month.
ACCESSION NUMBER: M997.26
REPOSITORY: City of Vaughan Archives