

Village of Woodbridge Fonds

TITLE:	Village of Woodbridge fonds
DATES:	1869-1971, predominant 1882-1971
EXTENT:	37.6 m of textual records
BIO & ADMIN HIST:	<p>Woodbridge had existed as an informal hamlet since the early 1800's. In the early 1830s, it was originally named Burwick after its founder, Rowland Burr. However, the hamlet's name was changed to Woodbridge in 1855 as a precondition to the granting of a post office in order to avoid confusion with a like-named pre-existing postal jurisdiction in Ontario.</p> <p>On April 1, 1882, the Village of Woodbridge was incorporated as a municipality, having acquired the minimum 750 freeholders and/or leaseholders required for this status under the 1866 Municipal Act.</p> <p>The very first task of the nascent municipality was the election of a council which would bear ultimate responsibility for the appointment of municipal officers, supervision of statute labour, levying of local taxes and the borrowing of certain moneys. Council consisted of a Reeve and five Councillors, one of whom served as Deputy-Reeve.</p> <p>Until well into the 20th century, the day-to-day administration of municipal affairs fell largely to the Clerk whose role was roughly analogous to that of the municipal Chief Administrative Officer of recent vintage. Indeed, from 1923, the portfolio of the above was expanded to encompass general finance with the resultant administrative entity being designated the Clerk-Treasurer's Department.</p> <p>As Woodbridge's population rose, ever-increasing demands were placed on the local government. Consequently, an administrative hierarchy reflecting this situation came into being. Various commissions, boards and committees evolved. These entities often chaired by a member of Council either directed certain departments or assumed actual operational responsibility (i.e. acted in the capacity of a department) for specific municipal functions. The one notable exception to this scenario was the Clerk-Treasurer's Department which as a general administrative body and direct agency of Council fell under the auspices of no such body.</p> <p>The nomenclature of some of the above changed in certain instances during the 90-odd year life of the Village of Woodbridge. However, their respective areas of responsibility and mandates remained essentially constant.</p>

By the mid-1950s, the municipality counted as part of its civic organization five committees: Law Enforcement, Fire and Public Service; Public Works (Roads, Bridges, Sidewalks and Gas, Water, Light, Sewage and Garbage Disposal); Recreation; Community Services and Committee of Adjustment.

Additionally, by the time noted above, other areas of municipal life had come under the auspices of six boards. These were as follows: the Public School Board, Planning Board, Library board, War Memorial Board, Community Centre Board and the Board of Health.

Municipal government in Woodbridge also bore witness to the advent of a single commission tasked with the provision of hydro-electricity to the community. The Woodbridge Hydro-Electric Commission would play a significant role in the village's economic development.

By the 1960's, Woodbridge had developed into a close-knit, vibrant and self-sufficient community. It possessed a population of approximately 3000 and reached well beyond its geo-political boundaries in cultural matters. It was host to, among others, the annual York Music Festival and the Woodbridge Fair. The latter could trace its origin to 1847 and, by the time in question, had become the largest agricultural fair in Ontario.

Notwithstanding the efficacy of the municipal government and civic administration of the Village of Woodbridge and other municipalities of its ilk, the economic and demographic development of southern Ontario during the 1960's prompted the provincial government to scrutinize closely the administration of local government in the province and, hence, streamline the latter.

In regard to the County of York, of which the Village of Woodbridge was a part, the streamlining of municipal administration took the form of vesting certain functions, namely policing, education and social services in the larger jurisdiction, now designated the Regional Municipality of York. In order to consolidate York Region's constituent municipalities, the smallest such entities, villages and police villages were eliminated. Thus, with the introduction of Provincial Bill 102 on January 1, 1971, the Village of Woodbridge was amalgamated with Vaughan Township to produce the Town of Vaughan.

During the formal existence of the village, the most influential political and civic position were, respectively, those of Reeve and Clerk/Clerk-Treasurer.

The individuals who served as Reeve were: John Abell, 1882-1885; Thomas F. Wallace, 1886-1901; Henry Peters, 1902-1903; David Norton, 1904 and 1906-1907; E.W. Lawrence, 1905; John E. Harris, 1908-1912 C.L. Wallace, 1913-1921 (warden of York County, 1921); Garnet D. McLean, 1922-1923; W.J. Mitchell, 1924-1926; A.A. Mackenzie, 1927-1935; N. George Wallace, 1936-1940; Abner B. Cousins, 1941-1942; John Watson, 1943-1945; Wilfred R. Scott, 1946-1949; R. Grant Henderson, 1950-1951; Fred D. Armstrong, 1952-1960 (warden of York county, 1958); Norn Grriock, 1961-1966; Gordon Longhouse, 1967-1968; John McLean, 1969-1970.

The Clerks/Clerk-Treasurers were: Joel Reaman, C.J. Agar, 1882; C.J. Agar (with J. McClure, part-time), 1883-1884; John McClure, 1885-1902; T.A. Agar, 1903 and part of 1904; Edwin W. Brown, 1904-1954; W.H. Young, 1955-1970.

CUSTODIAL HIST:

The records of the Village of Woodbridge were generated between 1869-1971. They were deposited at the York University Archives between 1969 and 1970 just prior to the amalgamation of Woodbridge with Vaughan Township on January 1, 1971.

The fonds was transferred to the City of Vaughan Archives in 1983 and 1991.

SCOPE & CONTENT:

Fonds consists of records of the Village of Woodbridge which provide evidence of the functions and activities of the municipality's constituent bodies and agencies, both elected and appointed. Specific areas of jurisdiction delineated include: local ordinances, elections, county and provincial relations, finance and accounting, legal matters, taxation, judicial affairs, legal matters, police and fire protection, municipal planning, public works, hydro-electric service, education, libraries, licensing, public health and welfare, statistical gathering, records custodianship, recreation and housing.

Furthermore, the records present in this fond reflect the local government's involvement in virtually every facet of the cultural and occupational lives of the village's residents.

Consequently, records relating to the Woodbridge Post Office, the Woodbridge Agricultural Society and its annual fall Fair, and the York Music Festival are present.

In addition to evidential value, the fonds possesses considerable informational value vis-à-vis not only Woodbridge's municipal government and civic administration, but also concerning the general history of the development of the area and its inhabitants and institutions.

ARRANGEMENT:

Indeed, the fonds represents the largest extant aggregate of primary documentation relating to Woodbridge.

Very little order graced the fonds upon its receipt by the Archives. Accordingly, it was necessary to use what evidence remained of original filing structures, etc. to recreate series and their constituent subunits or to create series etc. when said evidence was obscure or lacking, in order to illustrate function and activity and to facilitate ease of research.

Furthermore, the above were then assembled intellectually under various subgroups and sub-subgroups in order to show record-creating bodies or in a few minor instances where provenance was undeterminable to group series related by activity.

The vast majority of the records constituting this fonds are textual in nature: handwritten and typewritten bound volumes and loose documents, as well as printed published items such as pamphlets and brochures. Specific types of textual material represented include external correspondence, memoranda, reports, programs, minutes, by-laws, agendas, financial statements, ledgers, journals, cashbooks, budgets, receipts, etc. as well as tax assessment and collector's rolls, tax arrears ledgers, voters lists, oaths and declarations of municipal officers and politicians, registers of birth, marriage and death, relief case files, etc.

Perhaps five per cent of the fonds consists of graphic material. Specific types of the latter include base, topographical and street maps, architectural and site plans, posters, broadsides and flyers.

Material related to Woodbridge's sister municipality, Vaughan Township (physically the Village of Woodbridge was located within Vaughan Township), is available for each constituent autonomous, stable record-creating administrative or political body of the latter (RG 1-3;RG 7-30). Additionally, within Vaughan Township's boundaries, there existed two police villages whose affairs were, at least in part, administered by boards of trustees: the Police Village of Maple and the Police Village of Thornhill (RG 5-6). While these had less autonomy than Villages, they provide useful comparisons to Woodbridge's municipal experience.

As well, documentation related to the history and general development of Woodbridge may be found in the Mary Wood fonds. Particularly useful are the alphabetically arranged scrapbooks containing newspaper clippings, photo prints, maps, brief histories, etc., which comment on numerous

aspects of life in Woodbridge from the early-19th century to the mid-1980s.

RESTRICTIONS: Access to certain portions of this fonds is restricted under the FOI Act. If applicable, restrictions on specific records are duly noted at the end of the description of the series, or subseries, or sub-subseries to which the restricted record(s) belongs. In order to obtain access to restricted material, a formal research agreement must be entered into by the researcher. Certain limitations vis-à-vis the identification of individuals cited in the restricted records exists.

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ACCESSION NUMBER: RG 4

REPOSITORY: City of Vaughan Archives

TITLE: **Sous-fonds A: Council (1882-1970)**

DATES: 1882-1970

EXTENT: 118 Manuscript Boxes
51 Oversize Boxes
3 Volumes (Loose)

BIO & ADMIN HIST: In 1882, the Village of Woodbridge came into being as a corporate entity. The 1866 Municipal Act provided for the election of four Councillors and a Reeve with power to appoint officers, supervise statute labour. Levy local taxes and borrow certain moneys. A Deputy-Reeve(s) was appointed from the members of Council. The Reeve was the Head of Council and was elected by his fellow Councillors. As was the case for the entire Council, the office holder was required to live within a two mile radius of the municipality and possess the right to a legal or equitable freehold of \$400.00 or leasehold of \$800.00. The duties of the Reeve included presiding as head of Council at all of the monthly Council meetings, and, in conjunction with the other council members, initiating and establishing the rules and regulations for the government of the municipality, reviewing the conduct of all officers in the employ of the municipality. The Reeve was also tasked with recommending to Council ways and means of improving local finance, health, security, comfort and the aesthetic

quality of the Village. Additionally, the incumbent served as the municipality's Justice of the Peace.

ACCESSION NUMBER: RG 4
LOCATION: Box 1-13
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Minutes/Proceedings**
DATE: 1882-1970
EXTENT: 1.26 m of textual records
SCOPE & CONTENT: Series consists of volumes recording the deliberations and decisions of the Vaughan Township Council in its role as the municipality's governing body. Records provide information as to annual Council membership, municipal appointments, as well as reports of standing committees, special committees, departments and deputations, motions, resolutions, etc.
In terms of informational and evidential value, this series, along with perhaps the by-laws series, ranks as the most significant in the Village of Woodbridge fonds; it most thoroughly evidences activities, functions and policies of Woodbridge's municipal government from its inception to the advent of regional government.
Additionally, the development of the community can in large measure be traced through this series, as can a litany of diverse subjects, such as the impact of wrought by certain individuals on the area's economic development, to name but one.
It is of note that the minutes are handwritten (1882-1970), but printed copies are present for some years (1921-1964). Also, from 1952, the minutes were designated proceedings.
TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: Arrangement is chronological.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 1-6
REPOSITORY: City of Vaughan Archives

TITLE: **Series II: By-laws**
DATE: 1882-1970
EXTENT: 1.26 m of textual records
SCOPE & CONTENT: Series consists of continuing ordinances passed by the Village of Woodbridge Council to deal with internal management of the municipality's civic administration and political offices and to exercise its powers in the realm of local regulatory functions.
As the by-laws represent the final decisions of Council on all matters brought before it, they provide an excellent source of

evidence vis-à-vis the functions and activities of said body, as well as the civic administration. This is in addition to offering information relating to all manner of topical subjects, local personalities and institutions, etc.

TITLE SOURCE: This series is divided into 10 subseries.
GENERAL NOTE: Ninety nine by-laws are missing (**refer to Appendix**).
ACCESSION NUMBER: RG 4
LOCATION: Boxes 7-13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries I: By-laws**
DATE: 1882-1970
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 7-13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries II: By-law agreements**
DATE: 1918-1970
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries III: By-law applications**
DATE: 1947-1969
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries IV: By-law correspondence**
DATE: 1894-1970
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries V: Zoning By-laws**
DATE: 1954, 1957
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VI: License By-laws**
DATE: n.d., 1897-1924
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VII: Closing By-laws**
DATE: n.d., 1949-1964
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VIII: School By-laws**
DATE: 1938
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VIX: Retail By-laws**
DATE: 1968
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries X: By-law plans**
DATE: 1950-1958, 1970
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries Xi: By-law appendices**
DATE: 1970
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13
REPOSITORY: City of Vaughan Archives

TITLE: **Series III: Council Correspondence**
DATES: 1914, 1933-1970
EXTENT: 6 cm of textual records

SCOPE & CONTENT: Series consists of a fragmentary portion of Council's correspondence. There are enormous overall gaps in the correspondence series over the years. Some years contain only a few or even one letter.

TITLE SOURCE: Title based on contents of series.

ARRANGEMENT: Arrangement is chronological.

ACCESSION NUMBER: RG 4

LOCATION: Box 13

REPOSITORY: City of Vaughan Archives

TITLE: **Series IV: Miscellaneous Records**

DATES: 1919-1955

EXTENT: 6 cm of textual records

SCOPE & CONTENT: Series consists of oaths of allegiance, declarations of office during the 1930s-1950s and 29 petitions from 1920s-1969 concerning daylight savings, sidewalks, street lighting, bus service, retail hours, annexation.

TITLE SOURCE: Title based on contents of series.

ARRANGEMENT: Arrangement is alphabetical by file title.

ACCESSION NUMBER: RG 4

LOCATION: Box 13

REPOSITORY: City of Vaughan Archives

TITLE: **Sous-fonds B: Clerk-Treasurer's Department**

DATES: 1883-1971

EXTENT: 27.81 m of textual records

BIO & ADMIN HIST: The Office of Clerk was always the most important in the municipal Government, since this official acted as an instrument of Council ensuring an efficient administration. The Clerk's task was very complex. He was responsible for recording all resolutions and proceedings, keeping by-laws, certifying all accounts of the municipality, maintaining data related to census and vital statistics, overseeing assessment procedures, elections and licensing local businesses. He also represented the municipality before provincial bodies such as the Municipal Board of Ontario or the Provincial Board of Audit. The Woodbridge Clerk held the office of Justice of Peace and often acted as secretary of local boards and commissions.

In August 1923, the offices of the Clerk and Treasurer were combined into one to form the Clerk-Treasurer's Department.

There were 4 Clerks: J. Reaman (1882); W. Agar (1883-1884), J. McClure (1885-1904), Ed Brown (1905-1954), the first Clerk-Treasurer who was assisted in the 1950s by two

Deputy Clerks - W. Meyers (1951-1952) and W. H. Young. The latter became the last Clerk of the Village (1954-1970). Edwin Brown, who held the office for 50 years, participated also in the life of community as printer, insurance broker and secretary of the Woodbridge Electric-Hydro Commission. Beginning in 1930, the Clerk-Treasurer's Department was tasked with the administration of relief/welfare. This continued until 1971.

TITLE SOURCE: Title based on contents of series.

ACCESSION NUMBER: RG 4

LOCATION: Box 13A-100, 157-158

REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Administrative Records**

DATES: 1900, 1914-1971

EXTENT: 65 cm of textual records

SCOPE & CONTENT: Series consists of records (notes, reports, correspondence, retirement files) which reflect the operations of the Clerk's Office/Clerk-Treasurer's Department. However, a researcher should be aware of many gaps. Even the largest subseries, "correspondence", is composed of letters providing very fragmentary information.

There is general correspondence related to: education, taxation, welfare, real properties, unemployment inquiries, legal and planning matters, etc.; correspondence with the Municipal office, York County and some material related to the Ontario Municipal Employees Retirement System - O.M.E.R.S.

TITLE SOURCE: Title based on contents of series.

ARRANGEMENT: Arrangement is alphabetical by file title.

RESTRICTIONS: The following files are restricted under the FOI Act: Box 157; 13-21

ACCESSION NUMBER: RG 4

LOCATION: Box 13A, 157-158

REPOSITORY: City of Vaughan Archives

TITLE: **Subseries I: Correspondence**

DATES: 1900, 1914-1971

EXTENT: 38.5 cm of textual records

TITLE SOURCE: Title based on contents of subseries.

ACCESSION NUMBER: RG 4

LOCATION: Box 13A, 157-158

REPOSITORY: City of Vaughan Archives

TITLE: Sub-subseries I: General Correspondence

DATES: 1900, 1914-1970

EXTENT: 26.5 cm of textual records

TITLE SOURCE: Title based on contents of sub-subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 13A, 157
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries II: O.M.E.R.S.**
DATES: 1963-1971
EXTENT: 10 cm of textual records
TITLE SOURCE: Title based on contents of sub-subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 157
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries III: Municipal Office**
DATES: 1952-1971
EXTENT: 3 cm of textual records
TITLE SOURCE: Title based on contents of sub-subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 157
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries IV: York County Correspondence**
DATES: 1951-1961
EXTENT: 1 cm of textual records
TITLE SOURCE: Title based on contents of sub-subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 157
REPOSITORY: City of Vaughan Archives

TITLE: **Series II: Legal Records**
DATES: 1886-1971
EXTENT: 39 cm of textual records
SCOPE & CONTENT: Series consists of material documenting the functions of the Clerk-Treasurer's Department in legal matters. Series includes legal land and insurance documents, agreements, deeds of land, lists of conveyances and a small amount of correspondence.

TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: Series is divided into 6 subseries.
RESTRICTIONS: The following files are restricted under the FOI Act:
Subseries I: Agreements Box 14: 2-6; Subseries II: Deeds of Lands: Box 14:9-14; Subseries III: Miscellaneous Land Documents: Box 14, 16; Subseries IV: Legal Correspondence: Box 14, 18; Subseries V: List of Conveyances: Box 158, 1-6; Subseries VI: Insurance Records: Box 94, 1, 5-12, 15, 26-29, 31, Box 95, 4-8.

ACCESSION NUMBER: RG 4
LOCATION: Box 14, 94-95, 158
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries I: Agreements**
DATES: 1919-1970
EXTENT: 3 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 14
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries II: Deeds of Land**
DATES: 1886-1968
EXTENT: 4 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 14
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries III: Miscellaneous Land Documents**
DATES: 1926-1948
EXTENT: .05 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 14
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries IV: Legal Correspondence**
DATES: 1922, 1956, 1962-1963
EXTENT: .05 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 14
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries V: Lists of Conveyances**
DATES: 1950-1967
EXTENT: 7 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 158
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VI: Insurance Records**
DATES: 1934-1971

EXTENT: 24 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 94-95
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VI: Insurance Records**
DATES: 1934-1971
EXTENT: 24 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 94-95
REPOSITORY: City of Vaughan Archives

TITLE: **Series III: Taxation Records**
DATES: 1883-1972
EXTENT: 18.47 m of textual records
SCOPE & CONTENT: Series consists of records documenting the functions and activities of the Clerk-Treasurer's Department in the area of municipal taxation.
In addition to evidential value, these records possess considerable informational value, particularly in documenting the experience of local business.
TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: This largest and best preserved series is divided into 12 subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box15-67
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries I: Tax Assessment Rolls**
DATES: 1883-1970
EXTENT: 6.12 m of textual records
SCOPE & CONTENT: Subseries consists of records providing information on real properties (location size) and owners (occupations, religion). Early assessment rolls indicated also number of assessed acres, number of animals and provide vital statistics information. Commencing in 1947, there is a gap in the documentation. From this time until 1964, the assessment rolls were combined with the collector's rolls and these may be located under the designation Subseries VIII. The assessment rolls were certified by the Clerk.
TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT The assessment rolls are arranged chronologically.
ACCESSION NUMBER: RG 4
LOCATION: Box 15-31

REPOSITORY: City of Vaughan Archives

TITLE: **Subseries II: Tax Assessment Records Equalized**
DATES: 1930, 1949-1971
EXTENT: 12.5 cm of textual records
SCOPE & CONTENT: Subseries consists of records which represent that portion of municipal taxation assessment designated for school and appointment purposes.
The taxation of real property is determined by dividing the total taxes on the commercial and industrial assessment of public school supporters in the preceding year by the total equalized commercial and industrial assessment of public school supporters for the preceding year, times 1 000.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: Files arranged chronologically.
ACCESSION NUMBER: RG 4
LOCATION: Box 32
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries III: Notice of Assessment**
DATES: 1932-1934, 1940, 1952, 1966-1969, 1971
EXTENT: 4 cm of textual records
SCOPE & CONTENT: Subseries consists of information on rates levied in the preceding year for all purposes on the commercial and industrial assessment of public school supporters based on the last revised assessment roll.

TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 33
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries IV: Assessment Appeals**
DATES: 1939-1970
EXTENT: 17.5 cm of textual records
SCOPE & CONTENT: Subseries consists of written notices sent within 14 days to the Assessment Revision Board by the applicant appealing from the decision of the Council in order of cancellation, reduction or refund of business tax assessment.

TITLE SOURCE: Title based on contents of subseries.

RESTRICTIONS: The following files are restricted under the FOI Act: Boxes 33-34; Box 35, 13-16.
ACCESSION NUMBER: RG 4
LOCATION: Box 33-34
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries V: Notice of Decision**
DATES: 1963, 1968-1969
EXTENT: 2 cm of textual records
SCOPE & CONTENT: Subseries consists of records showing decisions of the Assessment Revision Board dealing with respect to the cancellation, reduction or refund of business tax assessment appeals.
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 34
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VI: Assessment Correspondence**
DATES: 1925, 1953-1970
EXTENT: 6.5 cm of textual records
SCOPE & CONTENT: Subseries consists of miscellaneous correspondence providing general information on the Court of Revision of York County assessment policies, assessment of individuals and corporations and on the Canadian Pacific Railway Company properties in Woodbridge.
TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 35: 1-3, 12
ACCESSION NUMBER: RG 4
LOCATION: Box 35
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VII: Miscellaneous Records**
DATES: 1940, 1956-1966
EXTENT: 6 cm of textual records
SCOPE & CONTENT: Subseries consists of documents providing information on the nature of assessment appeals, and population census sheets listing the Village inhabitants according to their age, as well as the number of dogs in Woodbridge.
TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 35: 13-16.
ACCESSION NUMBER: RG 4
LOCATION: Box 35
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VIII: Tax Assessment and Collector's Rolls, Joint**
DATES: 1947-1964
EXTENT: 4 m of textual records

SCOPE & CONTENT: Subseries consists of a compilation of annually-collected general information contained in the assessment rolls couples with an indication of the amount of taxes paid.
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 36-41
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries IX: Tax Collector's Rolls**
DATES: 1883-1969
EXTENT: 4 m of textual records
BIO & ADMIN HIST: The Clerk was responsible for delivering the roll certified by him to the Collector who notified the person taxed . Hence, a Collector often assumed the duty of Assessor.

SCOPE & CONTENT: Subseries consists of records indicating the amount of taxes owing for each property.
TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: The following files are restricted under the FOI Act: Boxes 46-49.
ACCESSION NUMBER: RG 4
LOCATION: Box 42-49
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries X: Tax Arrears**
DATES: n.d., 1886, 1932-1972
EXTENT: 24 cm of textual records
SCOPE & CONTENT: Subseries consists of registers related to land taxes outstanding after the return of Collector's Roll and providing information on names of debtors, size of the land and amount of due taxes.

TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 50: 1-7.
ACCESSION NUMBER: RG 4
LOCATION: Box 50-51
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries I: Tax Arrears Register**
DATES: 1932-1968
EXTENT: 12 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 50
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries II: Tax Arrears Correspondence**

DATES: 1946, 1949, 1954-1972
EXTENT: 13 cm of textual records
SCOPE & CONTENT: Sub-subseries consists of correspondence related to land taxes.
TITLE SOURCE: Title based on contents of sub-subseries.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 51: 1-7.
ACCESSION NUMBER: RG 4
LOCATION: Box 51
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries XI: Realty Taxes**
DATES: 1965-1970
EXTENT: 2.4 m of textual records
SCOPE & CONTENT: Subseries consists of correspondence related to realty taxes. The records relate to individuals and institutions and is highly amenable to research related to Woodbridge's business history.

TITLE SOURCE: Title based on contents of subseries.
ARRANGEMENT: This subseries is divided into two sub-subseries.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 51: 1-7.
ACCESSION NUMBER: RG 4
LOCATION: Box 51
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries I: Individuals**
DATES: 1965-1970
EXTENT: 1.10 m of textual records
TITLE SOURCE: Title based on contents of sub-subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 52-60
REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries II: Institutions**
DATES: 1967-1970
EXTENT: 24 cm of textual records
TITLE SOURCE: Title based on contents of sub-subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 61-62
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries XII: Business Taxes**
DATES: 1965-1970
EXTENT: 24 cm of textual records

SCOPE & CONTENT: Subseries consists of documents providing information on number, type of business and amount of taxes.
TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: The following boxes are restricted under the FOI Act: Boxes 63-64.
ACCESSION NUMBER: RG 4
LOCATION: Box 63-64
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries XIII: Miscellaneous Taxation Records**
DATES: 1923-1971
EXTENT: 51 cm of textual records
SCOPE & CONTENT: Subseries consists of miscellaneous records (registers, assessor's appointment, income returns, correspondence, briefs related to taxation, commercial waiver billings). Documents provide particularly interesting information on Woodbridge businesses and institutions.

TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 64: 3-4; Box 64a: 1-2; Box 65: 1-3, 19-25.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 64-67, 161
REPOSITORY: City of Vaughan Archives

TITLE: **Series IV: Financial Records**
DATES: 1894-1970
EXTENT: 5.40 m of textual records
BIO & ADMIN HIST: These records show that the Treasurer initially controlled financial matters. The Treasurer authorized all cheques and invoices, prepared the balance sheets and semi-annual statements of assets to be submitted to Council and the budgets. Between 1888-1970, there were four Treasurers. However, since the Treasurer's actions almost always required certification by the Clerk, on August 6, 1923, the Clerk took over the Treasurer's office and started to act as the Clerk/Treasurer.

SCOPE & CONTENT: Series consists of records which cover all Village expenditures and revenues.

TITLE SOURCE: Title based on contents of series.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 68-83, 159
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries I: Municipal Budget**
DATES: 1934-1970
EXTENT: 21 cm of textual records

SCOPE & CONTENT: Subseries consists of records related to various aspects of the municipal budget, providing funds for day-to-day expenses and revenues of the Village.

TITLE SOURCE: Title based on contents of subseries.

ARRANGEMENT: Records are divided into four sub-subseries: Budget, by-laws, statements and miscellaneous.

ACCESSION NUMBER: RG 4

LOCATION: Boxes 68-69

REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries I: Municipal Budget**

DATES: 1934-1970

EXTENT: 6.5 cm of textual records

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

ACCESSION NUMBER: RG 4

LOCATION: Box 68

REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries II: Municipal Budget By-laws**

DATES: 1949-1970

EXTENT: 7 cm of textual records

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

ACCESSION NUMBER: RG 4

LOCATION: Box 68

REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries III: Municipal Budget Statements**

DATES: 1953-1958

EXTENT: 3 cm of textual records

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

ACCESSION NUMBER: RG 4

LOCATION: Box 69

REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries IV: Municipal Budget Miscellaneous**

DATES: 1953-1970

EXTENT: 3 cm of textual records

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

ACCESSION NUMBER: RG 4

LOCATION: Box 69

REPOSITORY: City of Vaughan Archives

TITLE: **Subseries II: Capital Budget**

DATES: 1950-1973

EXTENT: 6.5 cm of textual records

SCOPE & CONTENT: Subseries consists of memoranda, instructions, forecast notes and the payment proofs. These records relate to capital budget dealing with capital costs of the Municipality, local construction and improvement.

TITLE SOURCE: Title based on contents of subseries.

ACCESSION NUMBER: RG 4

LOCATION: Box 69

REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries I: Memoranda & Instructions**

DATES: 1950-1968

EXTENT: 2 cm of textual records

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

ACCESSION NUMBER: RG 4

LOCATION: Box 69

REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries II: Capital Forecasts**

DATES: 1962-1973

EXTENT: 2 cm of textual records

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

ACCESSION NUMBER: RG 4

LOCATION: Box 69

REPOSITORY: City of Vaughan Archives

TITLE: **Sub-subseries III: Capital Payments**

DATES: 1959-1966

EXTENT: 2.5 cm of textual records

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

ACCESSION NUMBER: RG 4

LOCATION: Box 69

REPOSITORY: City of Vaughan Archives

TITLE: **Subseries III: Auditor's Reports and Correspondence**

DATES: 1915-1970

EXTENT: 25 cm of textual records

BIO & ADMIN HIST: An auditor is appointed annually by Council to audit all accounts and transactions of the Municipality according to the norms established by the ministry. There are always two auditors and their duties are: to prepare an abstract of the receipts, expenditures, assets and liabilities of the Corporation, to report on any expenditures made contrary to law, to file the reports in the Office of the Clerk within one month after appointment.

The Municipal Act of 1866 forbade the auditor to hold any other municipal office and granted him unlimited co-

operation of the whole municipality. However, Council, responsible for a final audit, had power to replace an auditor. From 1882 to 1971, 18 auditors were employed by the Village of Woodbridge.

SCOPE & CONTENT: Subseries consists of auditor's reports and correspondence.
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Box 70-71
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries IV: Debentures**
DATES: 1915, 1920, 1923, 1932-1933, 1936-1976
EXTENT: 4 cm of textual records
BIO & ADMIN HIST: Debentures are a written acknowledgment of a debt issued for railways, gas or water works improvement, the purchase or construction of schools, hospitals or for acquiring various services (light, heat, power).
The debentures are issued by Council and regulated through by-laws.

SCOPE & CONTENT: Series consists of debentures for a sewage disposal plant, Woodbridge Public School and hydro.
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 71 & 159
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries V: Clerk Treasurer's Returns**
DATES: 1934-1966
EXTENT: 11 cm of textual records
SCOPE & CONTENT: Series consists of yearly statements of information and statistics with respect to the financial affairs, accounts and transactions for the municipality submitted to the Department of Municipal Affairs.

TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 71
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VI: Financial Statements**
DATES: 1894-1970
EXTENT: 12.5 cm of textual records
SCOPE & CONTENT: Subseries consists of summary information on all revenues, expenditures, salaries, mill rates etc. of the Municipality prepared after receiving the Auditor's Report and published or mailed to each ratepayer.

TITLE SOURCE: Title based on contents of subseries.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 72
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VII: Cashbooks, Journals, Ledgers, Registers**
DATES: 1898-1969
EXTENT: 3.85 cm of textual records
SCOPE & CONTENT: Subseries consists of records providing information on all financial activities: charity relief, taxes, legal costs, repairs, development, hydro, library, school accounts, services, postage, etc.

TITLE SOURCE: Title based on contents of subseries.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 73-78, 159
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VIII: Cheques**
DATES: 1944-1949
EXTENT: 12.5 cm of textual records
SCOPE & CONTENT: Subseries consists of samples of cheques providing information on the nature of paid services.

TITLE SOURCE: Title based on contents of subseries.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 78
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries IX: Accounts**
DATES: 1968-1970
EXTENT: 25 cm of textual records
SCOPE & CONTENT: Subseries consists of miscellaneous accounts for the last two years existence of the Village of Woodbridge.

TITLE SOURCE: Title based on contents of subseries.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 79-80
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries X: Receipts**
DATES: 1880, 1882, 1906-1920, 1925-1926, 1930-1954, 1960-1962
EXTENT: 37 cm of textual records
SCOPE & CONTENT: Subseries consists of records which provide not only information on the amount of various transactions, but should be considered an excellent source related to local and provincial businesses, prices, types of merchandise, local development and constructions, over a period of almost 100 years.

TITLE SOURCE: Title based on contents of subseries.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 80-82
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries XI: Financial Statistics**
DATES: 1954-1970
EXTENT: 2 m of textual records
SCOPE & CONTENT: Subseries consists of surveys prepared by the Clerk for Statistics Canada and related to all aspects of municipal activities (finance, taxes, waterworks, construction, etc.).

TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 83
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries XII: Grants & Subsidies**
DATES: 1954-1970
EXTENT: 2 m of textual records
SCOPE & CONTENT: Subseries consists of documentation related to grants and subsidies for various operational and maintenance cost granted by the provincial institutions.

TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 83
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries XIII: Miscellaneous Records**
DATES: 1919-1968
EXTENT: 8.5 cm of textual records
SCOPE & CONTENT: Subseries consists of miscellaneous invoices and correspondence related mainly to the Metropolitan Toronto and Region Conservation Authority.

TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 83
REPOSITORY: City of Vaughan Archives

TITLE: **Series V: Judicial Records**
DATES: 1870-1971
EXTENT: 70 cm of textual records
SCOPE & CONTENT: Series consists of records which reflect the official relations between the Clerk-Treasurer's Department and Federal jurisdiction. The Clerk was responsible for the selection of jurors and often acted as the Justice of the Peace. These records are the oldest in the Woodbridge collection and some, like the Procedure Book of Garnishment, 1870-

1900, are relatively rare. Among correspondence there are letters related to John Abell, the first Reeve of the Village of Woodbridge.

TITLE SOURCE: Title based on contents of series.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 86: 21-30
ACCESSION NUMBER: RG 4
LOCATION: Boxes 84-86
REPOSITORY: City of Vaughan Archives

TITLE: **Series VI: Election Records**
DATES: 1887, 1908, 1923, 1926-1970
EXTENT: 47 cm of textual records
BIO & ADMIN HIST: The municipal elections were held annually during the first week of January. The number of electors was determined from the polling lists, revised and certified by the Clerk, who acted as the Returning Officer. Until 1917 the right to vote was limited to males over the age of 21, who were British subjects and rated in the assessment roll. During 1917-1918, women, the family members of whom were serving in the military, received limited voting rights. By 1921, all women gained the right to vote.

SCOPE & CONTENT: Series consists of provincial and municipal records, lists of voters, Statements and Oaths of Deputy Returning Officers, Oaths of Allegiance, nomination meeting cards, reports and a few miscellaneous items (posters, broadsides, tally sheets).

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 87-89
REPOSITORY: City of Vaughan Archives

TITLE: **Series VII: Vital Statistics (Births, Marriages, Deaths)**
DATES: 1886-1970
EXTENT: 76 cm of textual records
SCOPE & CONTENT: Series consists of material documenting vital statistics information recorded by the Clerk.

TITLE SOURCE: Title based on contents of series.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 90; Box 91: 1-20; Box 92: 1, 6
ACCESSION NUMBER: RG 4
LOCATION: Boxes 90-92
REPOSITORY: City of Vaughan Archives

TITLE: **Series VIII: Licensing Records**
DATES: 1904-1972

EXTENT: 12.5 cm of textual records
BIO & ADMIN HIST: The Clerk had the power to license the operations or regulate the hours of the trades callings or businesses. Since 1882, licenses were granted for liquor sale, livery stables, dogs, billiard and pool tables. In 1906, the Council appointed an Inspector of Licenses.
SCOPE & CONTENT: Series consists of mostly material in the area of liquor licensing, including some Liquor District Statements signed by the inspector James Bond. The remainder of the series provides information on lottery, sale, dance hall and services licenses issued by the Municipality in the 1950s and 1960s.
TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 93
REPOSITORY: City of Vaughan Archives

TITLE: **Series IX: Retail Hours**
DATES: 1960-1963
EXTENT: 1.5 cm of textual records
SCOPE & CONTENT: Series consists of material related to the Ontario Chamber of Commerce, 1960 and 1961 Store Hours Surveys and Woodbridge Council correspondence regulating the opening and closing of the local stores.
TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series X: Woodbridge Historical Information**
DATES: 1937, 1950s-1971
EXTENT: .05 cm of textual records
SCOPE & CONTENT: Series consists of historical notes prepared by Ed Brown and information describing the Municipality of Woodbridge provided by the Clerk to students of one of the County of York school working on a project related to Woodbridge.
TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series XI: Miscellaneous Inquiries**
DATES: 1966-1972
EXTENT: 1 cm of textual records
SCOPE & CONTENT: Series consists of the Clerk's responses to letters written by individuals requiring information on family history

employment possibilities, accommodations and property purchases on Woodbridge.
TITLE SOURCE: Title based on contents of series.
RESTRICTIONS: This series is restricted under the FOI Act.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series XII: Fences**
DATES: n.d., 1937, 1944
EXTENT: .05 cm of textual records
BIO & ADMIN HIST: Wooden, hedge, stone and wire fences are part of pioneer history and became so important that after 1850, the municipalities across Ontario created an office of the Fence Inspector.
This official was responsible for the fence construction according to the municipal by-laws, surveyed its removal or division and resolved disputes over boundary fences. The first Fence Inspector in Woodbridge was appointed by the Council in February 1882.

SCOPE & CONTENT: Series consists of the only documents related to fences dated 1937 and 1944 and are composed of Fenceviewers' Awards, one Notice and the printed Line Fence Act of 1937.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series XIII: Tenders**
DATES: 1939, 1949, 1967
EXTENT: .05 cm of textual records and other material
SCOPE & CONTENT: Series consists of tender applications and estimates, including some drawings for various Village repairs and construction.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series XIII: Tenders**
DATES: 1939, 1949, 1967
EXTENT: .05 cm of textual records and other material
SCOPE & CONTENT: Series consists of tender applications and estimates, including some drawings for various Village repairs and construction.

TITLE SOURCE: Title based on contents of series.

ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Sous-Sous fonds I: Welfare/Relief Department**
DATES: 1930-1971
EXTENT: 64.5 cm of textual records
SCOPE & CONTENT: Sous-fonds consists of records which reflect the diversity of various aspects of relief matters which the Clerk and the Welfare/Relief Committee were responsible for: social services, health and special assistance.

TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: Sous-Sous fonds is divided into three series.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 96-100
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Welfare Records**
DATES: 1935-1971
EXTENT: 37 cm of textual records
SCOPE & CONTENT: Series consists of applications, correspondence, receipts of individuals and some miscellaneous information on the County Welfare Officer's Association.

TITLE SOURCE: Title based on contents of series.
RESTRICTIONS: The following files are restricted under the FOI Act: Boxes 96-97; Box 98: 1-13, 15-20.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 96-98
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries I: Welfare Applications**
DATES: 1949-1968
EXTENT: 18.5 cm of textual records
SCOPE & CONTENT: Series consists of applications, correspondence, receipts of individuals and some miscellaneous information on the County Welfare Officer's Association.

TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: Files are organized by surname of applicant and as such these cannot be cited as this would disclose the identity of applicants.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 96-97
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries II: Monthly Returns**
DATES: 1949-1968

EXTENT: 5 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: Files are organized by surname of applicant and as such these cannot be cited as this would disclose the identity of applicants.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 97
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries III: Relief Correspondence**
DATES: 1935-1969
EXTENT: 1 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: Files are organized by surname of applicant and as such these cannot be cited as this would disclose the identity of applicants.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 98
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries IV: Relief Receipts**
DATES: 1942-1949
EXTENT: 7 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
RESTRICTIONS: Files are organized by surname of applicant and as such these cannot be cited as this would disclose the identity of applicants.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 98
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries V: Miscellaneous Records**
DATES: 1940-1970
EXTENT: 5 cm of textual records
TITLE SOURCE: Title based on contents of subseries.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 98-99
REPOSITORY: City of Vaughan Archives

TITLE: **Series II: Health Unit**
DATES: 1930, 1947-1970
EXTENT: 15 cm of textual records
BIO & ADMIN HIST: The Health Unit began in 1884 when the Woodbridge Board of Health was established. John Abell was appointed as the Chairman and the local constable became the Sanitary

Inspector. The Village doctor, Dr. McLean acted as the Medical Health Officer.

For many years the primary concern of the Board remained in ensuring the satisfactory sanitary conditions in the Village and in preventative vaccinations. Later on, the activities became more complex and included school education, hospitalization and home nursing.

SCOPE & CONTENT: Series consists of records pertaining to the 1950s and 1960s and are composed of hospitalization files, reports, financial statements and correspondence concerning also the Victorian Order of Nurses. Box 1, 1 contains Minutes associated with the Health Unit.

TITLE SOURCE: Title based on contents of series.

RESTRICTIONS: The following files are restricted under the FOI Act: Box 98: 211-25; Box 99: 5-13.

ACCESSION NUMBER: RG 4

LOCATION: Boxes 98-99; Box 1: 1

REPOSITORY: City of Vaughan Archives

TITLE: **Series III: Hurricane Hazel**

DATES: 1954-1955

EXTENT: 12.5 cm of textual records

BIO & ADMIN HIST: On October 15, 1954, Woodbridge was severely damaged by Hurricane Hazel. 250 persons lost their properties, 6 persons died and a large part of Woodbridge and Pine were flooded.

Homeless inhabitants were put into trailers and received some financial assistance.

The Village spent \$18,997.52 in order to clean up all debris and pay for the repairs.

SCOPE & CONTENT: Series consists of records which document the response of various levels of government to this natural disaster.

TITLE SOURCE: Title based on contents of series.

RESTRICTIONS: The following files are restricted under the FOI Act: Box 100: 2-10.

ACCESSION NUMBER: RG 4

LOCATION: Box 100

REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds C: Planning Board**

DATES: 1915-1916, 1947-1971

EXTENT: 1.98 m of textual records and other material

BIO & ADMIN HIST: A body established for a planning area consisting of one municipality and responsible for the implementation of Official Plan and zoning regulations.

The Woodbridge Planning Board was appointed in April 1952 and co-operated closely with the Vaughan Township Planning Board.

SCOPE & CONTENT: Sous fonds consists of minutes of meetings, legal documents, subdivision and zoning related material, correspondence, by-laws and some plans.

TITLE SOURCE: Title based on contents of Sous fonds.

ACCESSION NUMBER: RG 4

LOCATION: Boxes 101-113, 159-160

REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Minutes**

DATES: 1953-1970

EXTENT: 3 cm of textual records

SCOPE & CONTENT: Series consists of minutes of meeting dealing with all aspects of the land development.

TITLE SOURCE: Title based on contents of Sous fonds.

ACCESSION NUMBER: RG 4

LOCATION: Box 101

REPOSITORY: City of Vaughan Archives

TITLE: **Series II: Legal Documents**

DATES: 1953-1964

EXTENT: 21 cm of textual records

SCOPE & CONTENT: Series consists of legal documents providing information on various land descriptions and transactions.

TITLE SOURCE: Title based on contents of Sous fonds.

RESTRICTIONS: The following files are restricted under the FOI Act: Box 101: 4-27; Box 101A: 1-25

ACCESSION NUMBER: RG 4

LOCATION: Boxes 101-101A

REPOSITORY: City of Vaughan Archives

TITLE: **Series III: Subdivisions**

DATES: 1916, 1919-1926, 1953-1972

EXTENT: 75 cm of textual records

BIO & ADMIN HIST: A subdivision is the division of a larger parcel of land into smaller lots. A subdivision can only be created with the Municipality's consent.

SCOPE & CONTENT: Series consists of agreements, plans, registrations and correspondence.

TITLE SOURCE: Title based on contents of series.

RESTRICTIONS: The following files are restricted under the FOI Act: Box 102: 4; Box 103: 28; Box 106: 27

ACCESSION NUMBER: RG 4

LOCATION: Boxes 102-107

REPOSITORY: City of Vaughan Archives

TITLE: **Series IV: Zoning**
DATES: 1948-1951
EXTENT: 24 cm of textual records
BIO & ADMIN HIST: Zoning refers to requirements that regulate the use of land including the location of buildings and structure on the lot.
SCOPE & CONTENT: Series consists of by-laws, correspondence, deeds of land and a few blueprints.
TITLE SOURCE: Title based on contents of series.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 109: 10-17, 20.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 108-109
REPOSITORY: City of Vaughan Archives

TITLE: **Series V: Official Plan**
DATES: 1955-1971
EXTENT: 24.5 cm of textual records and other material
SCOPE & CONTENT: Series consists of documents approved by the Province of Ontario containing objectives and policies for the physical development of a municipality.
Series is composed of Official Plan amendments (1956-1970), correspondence and a few plans.
TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 110-111
REPOSITORY: City of Vaughan Archives

TITLE: **Series VI: Annexation**
DATES: [1949?]-1971
EXTENT: 24.5 cm of textual records
SCOPE & CONTENT: Series consists of documents relating to the Pine Grove area annexation situated in the Township of Vaughan.
TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: Series is composed of three subseries.
RELATED RECORDS: See also Subseries IV: Plans and Miscellaneous Files.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 110-111
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries I: By-laws**
DATES: 1949-1971
EXTENT: 2.5 cm of textual records
TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4

LOCATION: Boxes 112
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries II: Reports**
DATES: 1958-1962
EXTENT: 3 cm of textual records
TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 112
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries III: Correspondence**
DATES: 1959-1963
EXTENT: 3 cm of textual records
TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 112
REPOSITORY: City of Vaughan Archives

TITLE: **Subseries VII: Plans & Miscellaneous Records**
DATES: 1915, 1919, 1946, 1949-1970, 1976
EXTENT: 26 cm of textual records
TITLE SOURCE: Title based on contents of series.
RELATED RECORDS: See also Subseries III: Administration
ACCESSION NUMBER: RG 4
LOCATION: Boxes 112-113, 159-160
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds D: Committee of Adjustment**
DATES: 1959-1971
EXTENT: 25 cm of textual records
BIO & ADMIN HIST: Committee of Adjustment deals with applications to severe parcels of land and authorizes minor changes to land, buildings or structures implemented by an Official Plan.
TITLE SOURCE: Title based on contents of series.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 114: 3, 8-29; Box 115: 1-32
ACCESSION NUMBER: RG 4
LOCATION: Boxes 114-115
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds E: Public Works Committee**
DATES: 1904, 1908, 1923, 1926, 1936, 1947, 1949-1973
EXTENT: 2.4 m of textual records
BIO & ADMIN HIST: Public Works refers to any improvement of a structural nature or any other undertaking that is within the jurisdiction

of the Council or a local board. This history of public works in Woodbridge started in 1882 with the creation of the Roads and Bridges Committee.

Within a few years, the Woodbridge infrastructure became more complex and included streets, sidewalks, highways, sewers, water mains, wells, etc.

The constantly growing field of various responsibility is reflected in the establishment of committees. During these years, the name of municipal committees became more complex. Finally, since the 1950s there were two large public works committees: Roads, Bridges, Sidewalks and Gas Committee and the Water, Light, Sewage and Garbage Disposal Committee.

**TITLE SOURCE:
ARRANGEMENT:**

Title based on contents of Sous fonds.

Information on original terminology and on history of Committees can be found through the Council Minutes and appropriate series in this subgroup. The term "public works" was in use all the time and the records' provenance is more apparent by applying this term to the Sous fonds. This is particularly the case in light of the fact that the series are based on the original file classification maintained by the Municipality.

Record provenance is delineated through the presence of two sous-Sous fonds: Roads Department and Waterworks Department. These two sous-Sous fonds, constituted of ten series, clearly show the nature and diversity of public works in Woodbridge and its administrative history.

**ACCESSION NUMBER:
LOCATION:
REPOSITORY:**

RG 4

Boxes 116-133, 155

City of Vaughan Archives

**TITLE:
DATES:
EXTENT:
SCOPE & CONTENT:**

Sous-Sous fonds I: Roads Department

1904, 1936, 1941, 1947, 1950-1971

1.2 m of textual records

Sous-Sous fonds consists of information on construction and improvement of all roads, bridges and streets in Woodbridge. Included are by-laws, motions and minutes concerning the road and the related municipal infrastructure that dealt with roads between 1882-1971. The majority of the documents, however, are related to the 20th century and mainly to the 1950s-1970s.

**TITLE SOURCE:
ARRANGEMENT:
ACCESSION NUMBER:
LOCATION:
REPOSITORY:**

Title based on contents of sous-Sous fonds.

This sous-Sous fonds is divided into ten series.

RG 4

Boxes 116-123

City of Vaughan Archives

TITLE: **Series I: Sidewalks**
DATES: 1947, 1951-1970
EXTENT: 5 cm of textual records
SCOPE & CONTENT: Series consists of plans, specifications, estimates and correspondence related to sidewalk construction between 1947-1970.
TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 116
REPOSITORY: City of Vaughan Archives

TITLE: **Series II: Storm Drains**
DATES: 1965-1970
EXTENT: 3 cm of textual records
SCOPE & CONTENT: Series consists of correspondence, plans, estimates, proposals providing information on the construction of storm drains, its cost and material.
TITLE SOURCE: Title based on contents of series.
RELATED RECORDS: See also Sous-Sous fonds II: Waterworks: Boxes 127-132, 155.
ACCESSION NUMBER: RG 4
LOCATION: Box 116
REPOSITORY: City of Vaughan Archives

TITLE: **Series III: Bell Canada Installations**
DATES: 1951-1970
EXTENT: 2.5 cm of textual records
SCOPE & CONTENT: Series consists of correspondence between the Bell Telephone Company of Canada and the Village of Woodbridge regarding phone installations.
TITLE SOURCE: Title based on contents of series.
RELATED RECORDS: See also Sous-Sous fonds II: Waterworks: Boxes 127-132, 155.
ACCESSION NUMBER: RG 4
LOCATION: Box 116
REPOSITORY: City of Vaughan Archives

TITLE: **Series IV: Drains**
DATES: 1904, 1953-1969
EXTENT: 4 cm of textual records
SCOPE & CONTENT: Series consists of plans, blueprints and correspondence related to drain construction and improvement in various subdivisions.
TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4

LOCATION: Box 116-117
REPOSITORY: City of Vaughan Archives

TITLE: **Series V: Roads**
DATES: 1941, 1950-1973
EXTENT: 24 cm of textual records
SCOPE & CONTENT: Series consists of reports, by-laws, extracts, correspondence, memoranda, permits, blueprints and invoices related to the construction and maintenance of the Village roads. There is some information on bridges and signs.

TITLE SOURCE: Title based on contents of series.
RELATED RECORDS: See also Series VI: Streets and Highways
ACCESSION NUMBER: RG 4
LOCATION: Box 117-118
REPOSITORY: City of Vaughan Archives

TITLE: **Series VI: Streets & Highways**
DATES: 1936, 1951-1971
EXTENT: 50 cm of textual records
SCOPE & CONTENT: Series consists of by-laws, correspondence, blueprints, legal documents, a few photos related tot he pavement, widening of various streets, reconstruction of Highway 7 and sewer project on Pine Street.

TITLE SOURCE: Title based on contents of series.
RELATED RECORDS: See also Series V: Roads
ACCESSION NUMBER: RG 4
LOCATION: Box 118-121
REPOSITORY: City of Vaughan Archives

TITLE: **Series VII: Auditors Reports**
DATES: 1950-1970
EXTENT: 5 cm of textual records
SCOPE & CONTENT: Series consists of auditor's reports related to road expenditure between 1950-1970.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 122
REPOSITORY: City of Vaughan Archives

TITLE: **Series VIII: Subsidies**
DATES: 1949-1970
EXTENT: 4 cm of textual records
SCOPE & CONTENT: Series consists of correspondence with the Department of Highways and statements of expenditures.

TITLE SOURCE: Title based on contents of series.

ACCESSION NUMBER: RG 4
LOCATION: Box 122
REPOSITORY: City of Vaughan Archives

TITLE: **Series IX: Building Inspection**
DATES: 1952-1969
EXTENT: 3 cm of textual records
SCOPE & CONTENT: Series consists of notices of approval and correspondence related to inspection of buildings under permit for compliance with the Ontario Building Code.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 122
REPOSITORY: City of Vaughan Archives

TITLE: **Series X: Miscellaneous Records**
DATES: 1928, 1952-1970
EXTENT: 13 cm of textual records
SCOPE & CONTENT: Series consists of various documents concerning Davidson Drive Booster Station, winter works in the old Methodist Cemetery, trees preservation, equipment and hiring policy of the Department.

TITLE SOURCE: Title based on contents of series.
RESTRICTIONS: The following titles are restricted under the FOI Act: Box 123: 18-19, 22-23

ACCESSION NUMBER: RG 4
LOCATION: Box 123
REPOSITORY: City of Vaughan Archives

TITLE: **Sous-Sous fonds II: Waterworks Department**
DATES: 1908, 1922-1923, 1925-1933, 1936-1939, 1943-1947, 1949-1971, 1973

EXTENT: 1.2 m of textual records
BIO & ADMIN HIST: The installation of the waterworks system in Woodbridge ended in 1922 at a cost of \$15, 000.00 and with the creation of the Waterworks Department, at this time, any further construction or improvement required always the Council approval.

TITLE SOURCE: Title based on contents of series.
ARRANGEMENT: The sous-Sous fonds is composed of two series related to sanitary sewers and water mains, respectively.

ACCESSION NUMBER: RG 4
LOCATION: Box 124-133, 155
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Sanitary Sewers**

DATES: 1923, 1949-1972

EXTENT: 38 cm of textual records

SCOPE & CONTENT: Series consists of record relating to a sanitary sewer project in the Village. In November, 1965, the Village submitted a Resolution of Council requesting the Ontario Water Resources Commission to construct certain sewage works as a Provincially owned program. The project called for the construction of a gravity flow sanitary trunk sewer from Woodbridge to the Toronto sanitary trunk sewer at Steeles Ave. at the estimated cost of \$372, 132. The sewage flow was expected to be derived from the resident population, Robinson Cotton Mills and the Board of Trade Golf and Country Club. The records a related mainly to this project and its development after 1965. There is also fragmentary information on sanitary sewers in the 1920s. This series is composed of by-laws, agreements, plans, blueprints, invoices, application for sewer construction and correspondence between the Municipality and provincial institutions, Robinson Cotton Mills Ltd., and James, Proctor & Redfern Ltd.

TITLE SOURCE: Title based on contents of series.

RESTRICTIONS: The following files are restricted under the FOI Act: Box 125: 22.

ACCESSION NUMBER: RG 4

LOCATION: Boxes 124-126

REPOSITORY: City of Vaughan Archives

TITLE: **Series II: Water Mains**

DATES: 1908, 1922-1923, 1925-1933, 1936-1939, 1943-1947, 1949-1971, 1973

EXTENT: 82 cm of textual records

SCOPE & CONTENT: Series consists of applications for service (rural & town), invoices, work specifications, agreements and plans concerning mainly septic tanks, highway #7 Water Main Relocation, the municipal water tower, Pine Grove Water Main Relocation and wells. The majority of the documents relate to the period between the 1940s and 1970s, but there are some letters, specifications, local improvement assessments and financial documents covering the 1920s and 1930s. The oldest document in his sous-Sous fonds is the agreement between the C.P.R. and the Village permitting the Company to "lay and maintain a line of water pipes across Eight Avenue and along and across Church Street", is dated in 1908.

TITLE SOURCE: Title based on contents of series.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 127-133, 155
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds F: Protection to Persons and Property Committee**

DATES: 1930, 1935-1936, 1948-1971

EXTENT: 36 cm of textual records

SCOPE & CONTENT: Sous fonds consists of record relating to the Committee established ca. 1930 to oversee provision of Police and Fire services to the Woodbridge area.

TITLE SOURCE: Title based on contents of Sous fonds.

ACCESSION NUMBER: RG 4

LOCATION: Boxes 134-136

REPOSITORY: City of Vaughan Archives

TITLE: **Sous-Sous fonds I: Woodbridge Police Department**

DATES: 1930, 1934, 1949-1971

EXTENT: 24 cm of textual records

BIO & ADMIN HIST: Evidence suggests the possibility of Woodbridge having its first Constable as early as 1882, but the first by-law appointing a Constable is dated in 1888. "A Constable shall hold office during the pleasure of the Council, preserve the peace, ...and prosecute any person...willfully destroying...property, especially shade trees". The incumbent's salary was based on specific duties prosecuted. In the beginning, he earned \$0.50-1.50 per duty. In 1909 his annual salary was raised to \$35; in 1931 to \$48; in 1921 to \$100. Additional income came since 1903, when a Constable was appointed as a Sanitary Inspector. In 1921, the Village Constable acted also as a Building Inspector. Between 1882-1970 there were 9 police officers using the title of "Constable" and a "Police Chief". The first patrol car was acquired in 1953. Prior to this date, officers used their own vehicles. Until 1952, officers worked out of their own homes. In that year a Police Office was constructed at the rear of the Municipal Offices.

TITLE SOURCE: Title based on contents of sous-Sous fonds.

ACCESSION NUMBER: RG 4

LOCATION: Boxes 134-135

REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Administrative Files**

DATES: 1930, 1934, 1949-1971

EXTENT: 36 cm of textual records

SCOPE & CONTENT: Series consists of records providing only fragmentary evidence of Woodbridge Police Department's activities. Records prior to 1950 have been lost. Records included in this series are reports, oaths, financial documents, records concerning parking, speed traps, civil defense, etc.

TITLE SOURCE: Title based on contents of series.

RESTRICTIONS: The following files are restricted under the FOI Act: Box 134: 2-4, 6, 11-15; Box 135: 2, 3-6

ACCESSION NUMBER: RG 4

LOCATION: Boxes 134-135

REPOSITORY: City of Vaughan Archives

TITLE: **Sous-Sous fonds II: Woodbridge Volunteer Fire Department**

DATES: 1941, 1948-1971

EXTENT: 12 cm of textual records

BIO & ADMIN HIST: There was always someone, first in Burwick, then in Woodbridge, who was paid for "watching fire". However, the establishment of even a semi-professional organization required a certain amount of time and money. Accordingly, the Woodbridge Council acted gradually. First, in 1887, Council purchased a fire engine in Brampton. The, on July 25, 1887, the Reeve called a public meeting to establish a Fire Brigade, whose chief was responsible for "procuring lanterns and oils". A Fire Hill was erected at the same time and the Fire Committee was created in 1889, with a Volunteer Fire Department being established in the 1920's. In 1963, the Department counted 21 persons.

TITLE SOURCE: Title based on contents of sous-Sous fonds.

ACCESSION NUMBER: RG 4

LOCATION: Box 136

REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Administrative Files**

DATES: 1941, 1948-1971

EXTENT: 12 cm of textual records

SCOPE & CONTENT: Series consists of fragmentary records representing remains of the administrative files of the Woodbridge Volunteer Fire Department. Material of a similar interest may be found under the heading Maple Volunteer Fire Brigade in the repository-wide index.

TITLE SOURCE: Title based on contents of series.

RESTRICTIONS: The following files are restricted under the FOI Act: Box 136: 27.

ACCESSION NUMBER: RG 4

LOCATION: Box 136
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds G: Community Services Committee**
DATES: 1946, 1951-1971
EXTENT: 12.5 cm of textual records
BIO & ADMIN HIST: Composition and origin of the committee are extremely obscure. What little evidence that exists suggests that it was formed to reduce the workload of the Public Works Committee.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 137
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: General Files**
DATES: 1946, 1951-1971
EXTENT: 12.5 cm of textual records
SCOPE & CONTENT: Series consists of regulations, petitions and letters related to various community services during the 1950s and 1960s.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 137
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds H: War Memorial Board**
DATES: 1922, 1924, 1939-1975
EXTENT: 1 cm of textual records
BIO & ADMIN HIST: The War Memorial Board was established ca. 1922 in order to commemorate the sacrifice of Canada's military personnel during World War I. It co-coordinated the effort to erect the Woodbridge War Memorial, as well as being involved in the planning and construction of the Woodbridge Memorial Arena. Evidence also suggests involvement in the Canadian War Effort on the Home front during World War II and various commemorative activities in the post-World War II era.

TITLE SOURCE: Title based on contents of Sous fonds.
RELATED RECORDS: See Series II of Sous fonds K: Woodbridge recreation Committee for related material concerning the Woodbridge Memorial Arena.

ACCESSION NUMBER: RG 4
LOCATION: Box 138
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Administrative Files**

DATES: 1919-1922, 1924, 1939-1975
EXTENT: 1 cm of textual records
SCOPE & CONTENT: Series consists of a few letters, programs, advertising flyers related to the War commemoration. The most thoroughly documented initiative of this type is the War Memorial erected in 1924 to honour the Woodbridge soldiers who died in WWI.
TITLE SOURCE: Title based on contents of series.
RELATED RECORDS: See Series II of Sous fonds K: Woodbridge recreation Committee for related material concerning the Woodbridge Memorial Arena.
ACCESSION NUMBER: RG 4
LOCATION: Box 138
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds I: Woodbridge Housing Commission**
DATES: 1913-1971
EXTENT: 9 cm of textual records
BIO & ADMIN HIST: The Woodbridge Housing Commission was established in May 1919 to deal with local housing construction and a Commission Builder at the salary of \$5/week was appointed. There were also the Supervisor and the Architect who were tasked with preparing blueprints of designs. The average price of a house at this time was around \$2000.00.

TITLE SOURCE: Title based on contents of Sous fonds.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 138-139, 1960
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: General Records**
DATES: 1913-1971
EXTENT: 9 cm of textual records
SCOPE & CONTENT: Series consists of minutes, a cash book, invoices and some plans dated 1919 and the Woodbridge Senior Citizen Units Proposals of 1969.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 138-139, 1960
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds J: Woodbridge Post Office**
DATES: 1869-1871, 1963-1969
EXTENT: 2 cm of textual records
BIO & ADMIN HIST: The Woodbridge Post Office was established in 1855, with the first postmaster being John F. Howell.

Twenty years later there was “the dispatching of 3 mails daily from the office and there were 75 boxes and 26 other residents identified by letters” (O’Rourke, N., Chatting About the Post Offices of Vaughan Township Ontario (1983), p. 119). In 1875, the Postmaster’s salary was \$25 a month. Between 1855-1970 Woodbridge had 12 Postmasters. In 1914, the Woodbridge Post Office established two rural mail delivery routes, adding a third in 1918.

**TITLE SOURCE:
ARRANGEMENT:**

Title based on contents of series.

The Woodbridge Post Office was not an administrative unit of the Woodbridge Municipal Government. However, the latter did acquire during its life cycle some of the records of the former. As such it technically qualifies for the status of series in the records of the municipality, but its age and importance in the community has led to convention being flouted in order to acknowledge as fully as possible its presence and significance.

**ACCESSION NUMBER:
LOCATION:
REPOSITORY:**

RG 4
Box 139
City of Vaughan Archives

TITLE:

Series I: Ledger of Registered Letters and Correspondence

DATES: 1869-1887, 1965-1969

EXTENT: 2 cm of textual records

SCOPE & CONTENT:

Series consists of the Ledger of Registered Letters and correspondence. Since the first Post Office was located in the Dry Goods Store owned by Athol Snider, the “Record of Registered Letters” contains also the inventory of the store in 1887.

The “record of Registered Letters” dated from 1869 is the oldest record of the Village of Woodbridge fonds.

TITLE SOURCE:

Title based on contents of series.

**ACCESSION NUMBER:
LOCATION:
REPOSITORY:**

RG 4
Box 139
City of Vaughan Archives

TITLE:

Sous fonds K: Woodbridge Recreation Committee

DATES: 1948-1971

EXTENT: 26 cm of textual records

BIO & ADMIN HIST:

The first Woodbridge Recreation Committee was created in September 1948 and was composed of four functional subcommittees: Sports, Finance, Building and Rural Contacts. From its inception, the Committee was involved in the construction of the Memorial Arena and the Community Hall, as well as in the organization of municipal recreation.

In January 1963, the Committee became the Woodbridge Recreation Committee responsible for the development of programs covering the social, physical and cultural aspects of recreation. The organization was also obliged to “assist, encourage and provide advisory services on request to all...carrying out recreation activities” (By-law #1213), and to operate and maintain the recreation centres and facilities.

TITLE SOURCE: Title based on contents of Sous fonds.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 140-141A
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Woodbridge Recreation Committee Administrative Files**

DATES: 1948-1970
EXTENT: 6 cm of textual records
SCOPE & CONTENT: Series consists of information on the nature of the Committee and its operations and contains by-laws, agreements, financial documents and miscellaneous records.

TITLE SOURCE: Title based on contents of series.
RESTRICTIONS: The following files are restricted under the FOI Act: Box 140: 3-4

ACCESSION NUMBER: RG 4
LOCATION: Boxes 140
REPOSITORY: City of Vaughan Archives

TITLE: **Series II: Sport Files**

DATES: 1947, 1956-1971, 1977, 1979
EXTENT: 4 cm of textual records
SCOPE & CONTENT: Series consists of only a few sport files which are all related to the period of the 1950's and 1960's. However, sport activities were quite popular in Woodbridge with several clubs, associations, a few Dominion championships, some achievements (victory of the Lacrosse Club in 1904).

TITLE SOURCE: Title based on contents of series.

ACCESSION NUMBER: RG 4
LOCATION: Boxes 140
REPOSITORY: City of Vaughan Archives

TITLE: **Series III: Woodbridge Memorial Arena**

DATES: 1949-1970
EXTENT: 18 cm of textual records
SCOPE & CONTENT: Series consists of fragmentary correspondence and legal and financial documents concerning the building of a memorial to all soldiers of World War I and World War II in

1951. The general consensus was in favour of the construction of a recreation centre “that should be directed to the service of the younger generation” (Woodbridge Memorial Arena, Official Opening Souvenir Program, p. 14). Included in the series is documentation related to the Air Canada crash of July 1970, wherein the arena was used as a temporary collection site for the victims, after an aircraft crashed into a field in neighbouring Toronto Gore Township, killing all of its 108 passengers.

TITLE SOURCE: Title based on contents of series.
RELATED RECORDS: Related Material may be found in the Mary Wood Collection (M990.30).
ACCESSION NUMBER: RG 4
LOCATION: Boxes 141-141A
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds L: Woodbridge School Board**
DATES: 1901, 1909, 1911, 1916, 1930s-1970
EXTENT: 37.5 cm of textual records
BIO & ADMIN HIST: The educational history of Woodbridge may be traced back as early as 1830. In 1894 a brick building of four rooms was erected: the Woodbridge Public School. Fifty-five years later the school was partially destroyed by fire. At the turn of the century, higher education in Ontario became possible through the creation of Continuation Schools. Secondary education started in Woodbridge shortly before 1896. After WWII, the High School education advanced by developing High School areas in Richmond Hill and Thornhill, where the Woodbridge students were transported until the opening of the Woodbridge High School on December 5, 1958. All educational matters were the responsibility of the Ontario Ministry, the County School Board and the Woodbridge School Board.

TITLE SOURCE: Title based on contents of Sous fonds.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 142-144
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Administrative Files**
DATES: 1901, 1909, 1911, 1916, 1930s-1970
EXTENT: 37.5 cm of textual records
SCOPE & CONTENT: Series consists of census books (1901-1927) which are the oldest records in this series. The rest of the documents (correspondence, agreements, reports and financial, taxation and election records) are related to the 1950's and 1960's. These records provide general information on the

County High School system,
on various high schools in the area and on the Woodbridge
Public School in the 1950s and 1960s.
TITLE SOURCE: Title based on contents of Sous fonds.
ACCESSION NUMBER: RG 4
LOCATION: Boxes 142-144
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds M: Woodbridge Hydro-Electric Commission**
DATES: 1915-1976
EXTENT: 12.5 cm of textual records
BIO & ADMIN HIST: Negotiations concerning the Hydro Commission started in 1912. The Woodbridge delegation visited the Hydro-Electric Power Electric Commission in Brampton and Weston. On July 6th, 1914, the Council authorized the Hydro-Electric Commission of Ontario "to Build all necessary lines for light and power in the Village of Woodbridge". The newly established Woodbridge Hydro-Electric Power Commission started to serve 77 customers. The \$8000 debentures issued in 1915 were paid off 30 years later. E. Brown, the Village Clerk-Treasurer was the first Secretary-Treasurer of the organization between 1915 and 1960, later succeeded by another Clerk - W.H. Young.

TITLE SOURCE: Title based on contents of Sous fonds.
ACCESSION NUMBER: RG 4
LOCATION: Box 145
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: General Files (1915-1976)**
DATES: 1915-1976
EXTENT: 12.5 cm of textual records
SCOPE & CONTENT: Series consists of Minutes covering the entire period of activity of the Woodbridge Hydro-Electric Commission. The annual reports and financial statements cover the period from 1915-1920's. The rest of the documents give only fragmentary information on the Commissions' activity in the 1950s and 1960s.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 145
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds N: Woodbridge Public Library Board**
DATES: 1897-1925, 1950, 1954, 1959-1970
EXTENT: 12.5 cm of textual records

BIO & ADMIN HIST: Since the 1830s the Mechanic's Institutes, called also Libraries, became very popular across Ontario. In 1880 these Institutions were placed under the jurisdiction of the Ministry of Education. The Mechanic's Institutes in Woodbridge was organized in 1873 by John Abell. In 1882, Ontario passed the Free Libraries Act, initiating the development of the Public Libraries system. For many years the Library building was a meeting place for the Village Council, Woodbridge organizations and the public. The Woodbridge Library was a part of the Mechanics Institute until 1925, when a Public Library Association was organized. In 1958, this Association requested of the Council the establishment of a Public Library. Consequently, the Library Board was formed. The library opened in November 1958 and one year later counted 380 members.

TITLE SOURCE: Title based on contents of Sous fonds.
ACCESSION NUMBER: RG 4
LOCATION: Box 146
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Administrative Files**
DATES: 1897-1925, 1950-1970
EXTENT: 12.5 cm of textual records
SCOPE & CONTENT: Series consists of records covering the period between 1897-1923 by two Roll and Record Books providing the names of readers. Of the few documents from the 1950s and 1960s, only the library budget is somewhat thoroughly documented. There are no records detailing the history of the "library" before 1897.

TITLE SOURCE: Title based on contents of Sous fonds.
ACCESSION NUMBER: RG 4
LOCATION: Box 146
REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds O: York Music Festival**
DATES: 1936, 1948-1965
EXTENT: 77 cm of textual records
BIO & ADMIN HIST: The first York music Festival was held on May 12-13, 1948 as the result of action of eighty Woodbridge residents who sponsored this new event. Emphasis was focused on the small County school competition. The York Music Festival started with 148 entries in 1948. In 1959 there were 651 entries. Competitors came from York County, Toronto and even from the Oshawa region. They represented not only Canadian,

but also Italian, Russian and Polish immigrant families. The winners were awarded prizes and scholarships. Areas of competition included choral music, vocal solos and duets, piano and accordion solos and duets, and poetry.

SCOPE & CONTENT: Sous fonds consists of records based on general involvement of municipality in sponsoring the York Music Festival.

TITLE SOURCE: Title based on contents of Sous fonds.

ACCESSION NUMBER: RG 4

LOCATION: Box 148-153

REPOSITORY: City of Vaughan Archives

TITLE: **Series I: General Files**

DATES: 1936, 1948-1965

EXTENT: 77 cm of textual records and other records

SCOPE & CONTENT: Series consists of a complete set of programs and limited financial records for 1949-1965 (various invoices, cheques, journal). Publication of programs was sponsored by local businesses. Consequently, the advertising notices provide some information on types of the businesses in Woodbridge during the 1960s. The York Music Festival records are related mainly to the 1965 Festival, with Competitor's entry Forms being most complete. In this series there are also official stamp plates and samples of prize pins.

TITLE SOURCE: Title based on contents of series.

ACCESSION NUMBER: RG 4

LOCATION: Boxes 148-153

REPOSITORY: City of Vaughan Archives

TITLE: **Sous fonds P: Miscellaneous Records**

DATES: 1922-1925, 1932, 1934, 1937, 1946-1972

EXTENT: 37 cm of textual records

SCOPE & CONTENT: Sous fonds consists of series of obscure or undeterminable provenance. Included in Series I are records regarding the preparation for the Centennial Anniversary across Canada starting a few years before 1967 in the Village of Woodbridge. The Municipality wanted to commemorate the event by developing the War Memorial Park. Included in Series II are records relating to telephone companies. In 1880, bell Telephone started to visit the communities and inform the inhabitants about the telephone system. In 1891, a long distance line from Woodbridge and Orangeville was built and the "telephone story" started with three subscribers.

In 1909, Bell telephone employed in Woodbridge the Union Telephone Co. acting as its agent. The company was authorized by Council "to erect poles and wires on the streets". One year later, the Union Telephone Co. was purchased by the Woodbridge and Vaughan Telephone Company, which installed a central switchboard in the Nova Scotia Bank. In 1950, the Company was bought by Bell Canada with a total of 6, 708 telephones operating in Woodbridge and Vaughan Township. Included in Series IV are record relating to the Woodbridge Agricultural Society. The Woodbridge Agricultural Society emerged from the amalgamation of the West York Agricultural Society and the Vaughan agricultural Society in 1880, the latter having had administered the Fall Fairs since 1847. The Society purchased new grounds in 1885, and one year later the annual Fall Fair started under its administration. The Fair continues to date, as does the Agricultural Society. Series X consists of records relating to the Conservation Authority Act of 1946 which enabled all municipalities to vote for the establishment of an Authority responsible for the conservation of natural resources. The Authority co-operated with the Ontario Department of Planning and Development. The Humber Valley Conservation Authority was established in 1948 and existed until 1957. The Authority had a membership of 17 Municipalities, provided advice for land design, created various conservation areas in the conservation education program. In 1957, the four Authorities in the Toronto area where amalgamated and formed the Metropolitan Toronto and Region Conservation Authority. The new head office was located in Woodbridge. The most important preservation project carried out by the old and the new Authority was the Flood Control and Water Conservation Plan concerning the Humber River.

TITLE SOURCE: Title based on contents of Sous fonds.
ACCESSION NUMBER: RG 4
LOCATION: Box 154-155, 161
REPOSITORY: City of Vaughan Archives

TITLE: **Series I: Centennial Project**
DATES: 1964-1967
EXTENT: 3 cm of textual records and other material
SCOPE & CONTENT: Series consists of information on development of the project which was financed by the Department of Municipal Affairs of Ontario. There were also some improvements made to the Memorial Arena. The Arena file contains landscape drawings. Among the documents there is also Centennial

Achievement Award attributed to the Village of Woodbridge in 1967.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series II: Telephone Companies**
DATES: 1923-1932, 1951-1969
EXTENT: 1 cm of textual records
SCOPE & CONTENT: Series consists of correspondence between the Clerk and Bell Canada in regard to the installation of new lines and rate increases, a few assessment statements of the Woodbridge and Vaughan Telephone Company Ltd., and a 1932 phone list, listing all businessmen in Woodbridge.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series III: Workmen's Compensation Board Claims**
DATES: 1949, 1953, 1955, 1957-1970
EXTENT: 2 cm of textual records
SCOPE & CONTENT: Series consists of correspondence related to compensation claims.

TITLE SOURCE: Title based on contents of series.
GENERAL NOTE: Which administrative unit dealt with personnel/human resources could not be determined.

ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series IV: Woodbridge Agricultural Society Administrative Files**
DATES: 1919-1920, 1953-1958
EXTENT: 12.5 cm of textual records
SCOPE & CONTENT: Series consists of two Economy Entry Books for 1919-1920, very fragmentary correspondence and one financial statement for 1953.

TITLE SOURCE: Title based on contents of series.
RELATED RECORDS: Researchers interested in the Woodbridge Agricultural Society or the Woodbridge Fall Fair are referred to the records of the Woodbridge Agricultural Society, 1876-1989 (M990.2; M990.24).

ACCESSION NUMBER: RG 4
LOCATION: Box 147

REPOSITORY: City of Vaughan Archives

TITLE: **Series V: Advertising**
DATES: n.d., 1922, 1946, 1948, 1966
EXTENT: .05 cm of textual records
SCOPE & CONTENT: Series consists of miscellaneous advertising flyers sent to the Municipality.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series VI: Consumers Gas Company**
DATES: 1955-1956
EXTENT: 1 cm of textual records
SCOPE & CONTENT: Series consists of by-law, agreements, and correspondence between the Consumer's Gas Company of Toronto and the Village regarding gas supplies.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series VII: Housing Numbering**
DATES: 1950-1967
EXTENT: .05 cm of textual records
SCOPE & CONTENT: Series consists of correspondence between the Municipal Service Co. and the Village related to a House Numbering System.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 154
REPOSITORY: City of Vaughan Archives

TITLE: **Series VIII: Conventions, Meetings and Membership Fees**
DATES: 1964-1968
EXTENT: .05 cm of textual records

SCOPE & CONTENT: Series consists of fragmentary correspondence concerning the meetings, conventions and membership of the Associations of Ontario's Mayors and Reeves and of the Municipal Clerks and Treasurers.

TITLE SOURCE: Title based on contents of series.

ACCESSION NUMBER: RG 4

LOCATION: Box 154

REPOSITORY: City of Vaughan Archives

TITLE: **Series IX: York County Warden's Banquet**

DATES: 1961-1970

EXTENT: .05 cm of textual records

SCOPE & CONTENT: Series consists of correspondence related to the annual County of York Warden's Banquet attended by the representatives of the Municipality. This series provides information on various Boards and Committees in Woodbridge and the names of its heads.

TITLE SOURCE: Title based on contents of series.

ACCESSION NUMBER: RG 4

LOCATION: Box 154

REPOSITORY: City of Vaughan Archives

TITLE: **Series X: Conservation Authority**

DATES: 1947-1970

EXTENT: 12.5 cm of textual records

SCOPE & CONTENT: Series consists of agreements, plans, some photographs, briefs, correspondence and extension plan for Flood Control, 1970.

TITLE SOURCE: Title based on contents of series.

RELATED RECORDS: See Sous fonds C: Planning Board, boxes: 101-113, 159-160

ACCESSION NUMBER: RG 4

LOCATION: Box 155

REPOSITORY: City of Vaughan Archives

TITLE: **Series XI: Miscellaneous Record**

DATES: 1919-1923, 1930s-1950s

EXTENT: 12 cm of textual records

SCOPE & CONTENT: Series consists of information on Woodbridge Committees, Council, Clerk's Department and Hydro and Waterworks Commissions; broadsides, some Village expenditures for 1922-1923, the Provincial Loan Approvals and rules for the production of milk requested by the Ontario Department of Health.

TITLE SOURCE: Title based on contents of series.
ACCESSION NUMBER: RG 4
LOCATION: Box 161
REPOSITORY: City of Vaughan Archives