

CITY OF VAUGHAN HYDRO-ELECTRIC COMMISSION FONDS 1924-1991



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Introduction to the City of Vaughan Archives' Finding Aid

The purpose of the City of Vaughan Archives Finding Aid is to provide access to a given body of records by representing those external and internal components of a fonds and its constituent parts brought to light during the analysis of the fonds' characteristics (i.e. during arrangement). A fonds is defined as the totality of records or papers created and/or accumulated and used by an individual, family, or corporate body throughout their existence. The external structure of a fonds consists of contextual information relating to the record creator (i.e. the person, family or corporate body chiefly responsible for the creation and/or accumulation and use of a fonds), that is to say, information relating to the history, organization, functions and activities of a records creator that give shape to the fonds. The internal structure of the fonds is concerned with the latter's documentary nature, or with the actual records themselves: their arrangement, organization, classification, documentary form, etc. The reason for providing data about the external and internal nature of a fonds is to ensure that records can be seen in the context of their creation and so that they can be associated with the actions which brought them into existence in order for them to act as evidence of said actions.

Fonds may have a number of components. In terms of the concept of agent of creation (i.e. the person, family or corporate body responsible for the creation and/or accumulation and use of the fonds), a fonds may be divided into sous-fonds, which represent subordinate record-creating agencies (departments, bureaus, etc.) under the jurisdiction of the larger administrative body responsible for the creation of the fonds as a whole. For example, the fonds of the Vaughan Township Office of the Clerk-Treasurer, the Treasure Branch and General Administration Branch are the constituent sous-fonds. The actual records constituting a fonds (i.e. internal structure of a fonds) are grouped into bodies of like documents called series, with a series being an aggregate of records deriving unity from some common relationship arising out of the records' creation, receipt and use, and relating to the functions and or activities of the records' creator. Series in turn may be further divided into subseries, or even sub-subseries, these being naturally-defined subdivisions of series formed on the basis of a common feature such as documentary form, subject, arrangement in accordance with a filing system (chronological, alphabetical, subject, etc.), etc.

The format utilized to represent the part-to-whole structure of the fonds described in this Finding Aid is based on the Canadian data content standard Rules for Archival Description (RAD). All formal descriptions (i.e. those descriptions above the file level in the Finding Aid) are compiled in accordance with the guidelines outlined in RAD. Lists of files and items are presented as appendixes in the descriptive inventory, without regard to RAD.

Photocopying of documents in the City of Vaughan fonds is permitted except where documents fall under the personal information and privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act. In such instances, the researcher is referred to the City Archivist for specific access procedures.

Part 1: Fonds Level Description

City of Vaughan Hydro-Electric Commission Fonds (RG 10)

Date(s) of creation 1924-1991

of record(s) Predominant 1971-1991

Physical Description • 2.25 m of textual records and other material

Biography/History

The City of Vaughan Hydro Electric Commission has its origins in the Vaughan Township Hydro-Electric Power Commission, the latter formed ca. 1922. The Commission was charged with locally administering the provision of hydro-electricity to Vaughan Township. In 1971, with the advent of regional government and amalgamation of Vaughan Township with the Village of Woodbridge to form the Town of Vaughan, the respective local hydro-electricity utilities of two noted local government jurisdictions were also amalgamated to form the Town of Vaughan Hydro-Electric Power Commission. When the Town of Vaughan, as a result of meeting a population criteria, achieved City status in 1991, the Town's public utility became the City of Vaughan Hydro-Electric Power Commission in 1991.

In terms of broad function, the City of Vaughan Hydro-Electric Power Commission is responsible for the supply of a dependable source of electricity at the most economic cost for residents and businesses in the City of Vaughan. The specific composition of the Commission varies but generally consists of one or two elected officials, including the Mayor and three to four members of the community appointed by Council.

The specific operational and administrative functions undertaken by Town/City Commission include general administration, utility financial services such as accounting, collections, customer accounts, etc.; operations such as lines maintenance, forestry, station maintenance, system control, etc.; and engineering services such as planning, design, metering, energy management and so forth.

Scope and Content

Fonds consists of a variety of record forms reflecting the functions and activities of the Commission as a board of management and as an operational agency. Bills of material, site plans, architectural and technical drawings, tender documents, work orders and financial statements relating to the Ontario Hydro Commission's Woodbridge Distribution Station as well as the Concord, Bathurst St., and Elder's Mills stations constitute the bulk of the fonds as it relates to the Vaughan Township Hydro-Electric Power Commission. However, the majority of the fonds consists of one series of the Town/City of Vaughan Hydro-Electric Commission: agendas, minutes,

accompanying site plans and like supporting documentation. Also present are the by-laws of the Commission, 1971-1991. Operational and administrative records such site plans, bills of material, architectural and technical drawings are also present.

The in-camera minutes of the Town/City of Vaughan Hydro-Electric Commission remain in the custody of the City Clerk at the request of the latter acting in the capacity of Secretary to the City of Vaughan Hydro-Electric Commission.

Notes	Title based on content of fonds.
Accruals	Spanning the period 1922-1997, the fonds is subject to frequent accruals.
Access Restrictions	The fonds is free of access restrictions as provided under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). It is noteworthy, however, that the in-camera minutes of the Town/City of Vaughan Hydro-Electric Commission remain in the custody of the City Clerk at the request of the latter acting the capacity of Secretary to the City of Vaughan Hydro-Electric Commission. Access to the in-camera minutes require permission of the City Clerk/Secretary to the City of Vaughan Hydro-Electric Commission.
Copyright	Copyright for this fonds lies with the City of Vaughan Archives. Credit must be accorded the former in the event of any portion of this fonds being utilized in a written or audio-visual format. The following citation is acceptable: City of Vaughan Archives. Series name, number and specific box, and folder or volume number. Reproduction of any part of this fonds requires the consent of the Corporate Archivist.
Related Records	The records of the Woodbridge Hydro-Electric Power Commission may be found in the fonds of the Village of Woodbridge (RG 4), appearing as a sous-fonds.

Part 2: Series Level Description

Administrative Records (RG 10/A/I)

Date(s) of creation of record(s) [ca. 1922]-1971

Physical Description • 33 cm of textual records and other material

Scope and Content Series consists of all of the surviving records of Vaughan Township Hydro-Electric Power Commission. Record forms represented include site plans, architectural and technical drawings, tender documents, work orders and financial statements relating to Ontario Hydro's Woodbridge Distributing Station, Bathurst Street Distributing Station, Elder's Mills Distributing Station and Concord Distributing Station.

Location Box 1

Notes Title based on contents of series.

Agendas and Minutes (RG 10/B/I)

Date(s) of creation of record(s) 1971-1991

Physical Description • 1.53 m of textual records

Scope and Content Series consists of the agendas and minutes of the Commission, providing evidence of its broad functions and its specific activities as detailed through its deliberations and decisions.

Location Boxes 2-15

Restrictions Access to in-camera agendas and minutes is restricted for Vaughan Hydro and City of Vaughan staff and the public. The records in question remain under the jurisdiction of the Secretary of the Commission. Access must be arranged through the Office of the City Clerk/Secretary to the City of Vaughan Hydro-Electric Commission.

Notes Title is based on contents of series.

Files are arranged chronologically.

By-laws (RG 10/B/II)

Date(s) of creation of record(s) 1971-1991

Physical Description • 14 cm of textual records

Scope and Content Series consists of ordinances of the Commission passed in order to deal with internal management and to exercise its corporate functions. Individual documents are ordered sequentially, reflecting the chronology of their enactment.

Location Box 15

Notes Title is based on contents of series.
Files are arranged chronologically.

General Records (RG 10 (M009.1)/C/I)

Date(s) of creation of record(s) 1967-1990

Physical Description • 25 cm of textual records

Scope and Content Series consists of minutes, by-laws, commissioners' declarations, and many policies and procedures regarding the daily operations of the company including billing, budgets, conflicts of interest, inspections, leases, marketing, and rates.

Location Boxes 1-2

Notes Title is based on contents of series.