

OFFICE OF THE CITY CLERK FONDS 1924-2018



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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

Office of the City Clerk Fonds (RG 3)

**Date(s) of creation
of record(s)** 1924-2018

Physical Description

- Ca. 12.5 m of textual records
- 6 photographs: b&w and col.; 28 cm x 35 cm or smaller
- 16 drawings. – 8 pen and ink sketches. – 3 oil on canvass. – 1 watercolour. – 2 acrylics. – 2 prints; 61 cm x 45 cm or smaller
- 6 posters: col.; 79 cm x 63.5 cm or smaller
- 3 plaques: wood, plaster, and bronze; 36.5 cm x 52 cm or smaller
- 1 tapestry; wool, machine woven
- 1 pin

Biography/History By the mid-1960's, burgeoning development and population growth underscored the need for heightened administrative efficiency; accordingly in 1968 the functions of the Vaughan Township Clerk-Treasurer's Office were distributed among two new agencies: the Town of Vaughan Clerk's Dept. and the Town of Vaughan Treasurer's Dept. The Office of the City Clerk is the official point of contact for members of the community on many of the City's statutory functions and responsibilities, including Access and Privacy, Archives and Records Management, Election Services, Marriage Licenses and Insurance and Risk Management.

Scope and Content Fonds constituted of assessment rolls for the period 1970 to 1997 and supplementary assessment rolls, voters' lists, certificates, graphic material (paintings, photos, plaques, and posters used to decorate Clerk's Dept. offices and boardrooms), a taxi owner's pin and tariff rates card and two copies of the Vaughan Accord.

Notes Title based on content of fonds.

Restrictions Access to these records is restricted under Section 14 of MFIPPA.

Voter's lists cannot be copied.

Part 2: Series Level Description

Tax Assessment Rolls (RG 3/I)

| | |
|---|---|
| Date(s) of creation of record(s) | 1970-1997 |
| Physical Description | <ul style="list-style-type: none"> • Ca. 12 m of textual records |
| Scope and Content | Series consists of assessment rolls for the period 1970 to 1990 (1990 assessment for 1991 tax year); includes supplementary assessment rolls. |
| Location | Bay 17 |
| Notes | Title based on contents of series. |
| Restrictions | Access to these records is restricted under Section 14 of MFIPPA. |

Photos and Artwork (RG 3/II)

| | |
|---|---|
| Date(s) of creation of record(s) | 1970-1991 |
| Physical Description | <ul style="list-style-type: none"> • 2 cm of textual records • 6 photographs: b&w and col.; cm x cm or smaller • 16 drawings. – 8 pen and ink sketches. – 3 oil on canvass. – 1 watercolour. – 2 acrylic – 2 prints. • 6 posters: col. • 3 plaques: wood, plaster, and bronze • 1 tapestry; wool, machine woven |
| Scope and Content | Series consists of framed drawings, photos, posters, and certificates used to decorate Clerk's Dept. offices and boardrooms. |
| Location | Boxes 1-4 |
| Notes | <p>Most frames removed for conservation purposes.</p> <p>Title based on contents of series.</p> |

2010 Voters' Lists (RG 3/III)

**Date(s) of creation
of record(s)** 2010

Physical Description • 40 cm of textual records (10 volumes)

Scope and Content Series consists of 2 copies each of the 2010 voter's lists (5 wards).

Notes Title based on contents of series.

Location Box 1

Restrictions Voter's lists can be viewed, but not be copied.

2014 Voters' Lists (RG 3/IV)

**Date(s) of creation
of record(s)** 2014

Physical Description • 30 cm of textual records (eight collated books)

Scope and Content Series consists eight collated books containing the City of Vaughan Voters Lists for each of the five wards. The voter's lists are arranged by alpha-last name and contain the property address, ward, poll and school section for each eligible voter. The lists were used by election staff for the municipal election held on Monday October 27th, 2014. The 2014 Voters Lists contain the names of all eligible voters within the City. The lists were used by election staff during the the 2014 election, which was held on Monday October 27th and voter turn out was just above 30%.

Location Box 1

Notes Title based on contents of series.

Restrictions Voter's lists can be viewed, but not copied.

Certificate of Appreciation Re: Mount Albert Fire Station (RG 3/V)

**Date(s) of creation
of record(s)** 2014

Physical Description • Ca. 1 cm of textual records

Scope and Content The series consists of a certificate and letter of appreciation from the Town of East Gwillimbury was presented to the City of Vaughan in July of 2014, in appreciation for assistance provided following a fire that destroyed the Mount Albert Fire Station on February 2nd, 2014. Since flames overtook the entire building as well as firefighting equipment and vehicles inside, the City of Vaughan provided a fire truck as well as equipment to Mount Albert to assist fire personal and residents following the fire. Items were received in a blue plastic folder.

Location Box 1

Notes Title based on contents of series.

Taxi Owner Pin and Tariff Rates Card (RG 3/VI)

Date(s) of creation of record(s) Ca. 1981

Physical Description • Ca. 0.25 cm of textual records
• 1 three-dimensional object: pin

Scope and Content The series consists of one (1) Taxi Owner pin issued in 1981 to taxi drivers in the Town of Vaughan by the City Clerk's Licensing Department (now part of By-law and Compliance) and one (1) Tariff Rates, Town of Vaughan card describing taxi service rates.

Location Box 1

Notes Title based on contents of series.

Vaughan Accord and Copy (RG 3/VII)

Date(s) of creation of record(s) 2018

Physical Description • Ca. 0.25 cm of textual records



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|--------------------------|--|
| Scope and Content | The series consists of a signed version of the Vaughan Accord and one copy. The Vaughan Accord commits all members of Council to serving the City of Vaughan in a manner which reflects a positive image of the City and instills civic pride. The Accord outlines Council's commitment and dedication to the task of city-building and states that "a vibrant and successful city depends on a Council that is prepared to work together, constructively, and always in the best interest of the City of Vaughan." The Accord was endorsed at a special ceremony on December 4, 2018. |
| Location | Box 1 |
| Notes | Title based on contents of series. |