

VAUGHAN TOWNSHIP OFFICE OF THE CLERK-TREASURER FONDS 1836-1968

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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

Vaughan Township Office of the Clerk-Treasurer Fonds (RG 2)

Date(s) of creation 1836-1968
of record(s) Predominant 1850-1968

Physical Description • 25 m of textual records and other cartographic material

Biography/History In 1850, as a consequence of the Robert Baldwin Act of 1849, Vaughan Township came into being as a corporate entity. The Township Council composed of a Reeve and five Councilors, at this time appointed a Clerk-Treasurer to oversee the day-to-day administration of municipal affairs (in this sense, the Clerk-Treasurer's role was analogous to that of the Municipal Chief Administrative Officer of recent vintage). Specifically, the responsibilities with which the Clerk-Treasurer was tasked were to record the resolutions, decisions and proceedings of Council and to record the name and vote of every Council member present on any matter submitted to. As well, the incumbent was charged with keeping and preserving the original and certified copies of all the by-laws, minutes, books, records and accounts of the municipality. The Clerk-Treasurer was also to transmit a yearly return of ratepayers appearing on the annual revised assessment roll to the Receiver General, and to calculate the mill rate under Council's guidance and oversee the collection of revenues associated therewith. The appointee was in addition obliged to act as Secretary to the Board of Health. It was also incumbent upon the Clerk-Treasurer to publish 250 pamphlets containing a statement of the municipal accounts and to distribute these among Council. No doubt the most odious responsibility associated with the position was to make a yearly return to the County Clerk. This contained the following information:

1. Number of persons assessed for taxation purposes
2. Number of acres assessed
3. Total of rentals of real property
4. Total of yearly value other than rentals of real property
5. Total actual value of real property
6. Total of taxable incomes
7. Total value of personal property
8. Total amount of assessed value of real and personal property

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

- 38. Balance in hands of Treasurer
- 39. All other property owned by municipality
- 40. Total assets

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

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

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

Concomitantly, the basic administrative structure of the Office of the Clerk-Treasurer remained constant during the period in question. The most notable feature of this structure was the lack of hierarchy . There were no identifiable formal departments, committees or other like administrative sub-units. All authority flowed from the Clerk-Treasurer. This scenario owed its existence to a relatively small population which precluded the necessity of a complex administrative organization to deal with the day-to-day affairs of the municipality (in 1850, the population stood at 6255, having decreased to 4873 in 1935). However, the 1960's and 1970's bore witness to more than a trebling of Vaughan's 1935 population and the inception of considerable commercial and industrial growth.

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

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

Custodial History

The records of the Office of the Clerk-Treasurer, Vaughan Township, were generated by and held in custody of the aforementioned agency between 1850 and 1968. They were subsequently maintained by the Town Clerk's Department until 1986 when, by authority of the Town Clerk, the fonds was transferred to Archives Vaughan.

Scope and Content

Fonds consists of records which reflect the functions and activities of the Office in the areas of finance and accounting, legal matters, taxation, judicial administration, education, licensing, public health and welfare, statistical gathering and records custodianship.

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

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

Notes

Title based on contents of fonds.

Upon its receipt by the Archives, very little order graced the fonds. Hence, an arrangement scheme designed concomitantly to reflect the organization and functions of the Office of the Clerk-Treasurer and to facilitate ease of research was imposed. Thus, the records are arranged in series by functional

types (i.e. each series documents a general function of the Office of the Clerk-Treasurer).

In some archival institutions it is common practice to link function to subgroups. This, however, is erroneous as parentage is the basis for subgrouping organizational records. In other words, the records of institutions should be sub-grouped under the subordinate administrative units (of the larger agency) specifically responsible for their creation, accumulation, or use. Function as the basis for grouping should only be applied at the series level. Accordingly, the lack of formal subdivisions in the Office of the Clerk-Treasurer is reflected by the absence of subgroups in its records. Where appropriate, the records are also organized by function or type into subseries and sub-subseries, these being arranged alphabetically in relation to one another.

File order is either alphabetical or chronological.

Related Records

Related material documenting the operation of the Office of the Clerk-Treasurer, as well as its relations with Council, may be found in RG 1, the Records of the Vaughan Township Municipal Council. Council minutes and by-laws are particularly useful in this regard. Originally, these records, while attributable to Council, were placed in the custody of the Clerk-Treasurer. Thus, in accordance with the modern interpretations of archival principle of provenance which in part stipulate the necessity of conveying the custodial history of records, the council minutes and by-laws while physically remaining a part of the fonds of the entity responsible for their creation, will upon the completion of arrangement, description and indexing constitute an intellectual addition to the records of the Office of the Clerk-Treasurer. Thus the integrity of this fonds will be preserved by retaining as an intellectual unit all records accumulated, received and held by office.

Part 2: Series Level Description

General Correspondence, Chronological File Arrangement (RG 2/1a)

Date(s) of creation	1836-1943
of record(s)	Predominant 1850-1936

Physical Description	<ul style="list-style-type: none"> 1.1m of textual records
Scope and Content	<p>Series consists of correspondence indicating the individuals and organizations with whom the Office of the Clerk-Treasurer dealt, principal issues of concern and actions taken with regard to such matters as local improvement, welfare services, education, real property taxation, legal disputes, etc. Included herein are petitions to the Municipal Council which were passed on by the latter to the Clerk-Treasurer for reference and/or action, and as such originally found their way into the correspondence files of this office.</p>
Restrictions	<p>The following files are restricted under the FOI Act: 9:8-10; 9:12-15.</p>
Location	<p>Boxes 1-9</p>
Notes	<p>Files are arranged chronologically, with individual documents placed in alphabetical sequence by name of the individual or organization corresponding with the Clerk-Treasurer's Office, or with whom the Clerk-Treasurer corresponded. Unidentified items are placed at the end of each document grouping constituting a file unit.</p> <p>Title based on contents of series.</p>

General Correspondence, Topical File Arrangement (RG 2/Ib)

Date(s) of creation of record(s)	<p>1850-1940</p>
Physical Description	<ul style="list-style-type: none"> 5 cm of textual records
Scope and Content	<p>Series consists of correspondence roughly approximating the preceding subseries vis-à-vis subject matter. Education, municipal relief during the Great Depression and local improvement are particularly well documented.</p>
Restrictions	<p>The following files are restricted under the FOI Act: 9:19-20; 9:29; 10:1-2; 10:4; 10:7; 11:15-17; 13:11-13.</p>
Location	<p>Boxes 9-13</p>

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

Title based on contents of series.

Cashbooks, Ledgers, Registers, Etc. (RG 2/IIa)

**Date(s) of creation
of record(s)** 1850-1964

Physical Description • 11.3 m of textual records

Scope and Content Series consists of unpublished instruments of account for the Municipality of Vaughan Township. Subjects include the Municipal Loan Fund, charity relief, local improvement, railway and school accounts, legal costs and taxation arrears.

Restrictions The following volumes, files and boxes are restricted under the FOI Act: 17:2; Boxes 18-22; 23:2-3; 24:2-3; 25:1; 26:1-6, vols. 9-11; Boxes 27-28; 29:1-2; 34:3-5; Boxes 35-38.

Location Boxes 13-18, Vols. 1-11

Notes Title based on contents of subseries.
Arrangement is alphabetical by type of record.

Related Records Other material relating to tax arrears may be found in Series V, Subseries B.

Municipal/Treasurer's Returns (RG 2/IIb)

**Date(s) of creation
of record(s)** 1852-1945
Predominant 1890-1945

Physical Description • 13 cm of textual records

Scope and Content Series consists of statistics provided by the Township to the Province pertaining to debenture debts of the Municipality, assessed property values and taxation receipts, disbursements, liabilities, etc.

Post-1934 files are designated Treasurer's returns.

Location Box 39

Notes Arrangement is chronological at the file level, with individual records therein ordered alphabetically.

Title based on contents of subseries.

Treasurer's Accounts; Vaughan Township (RG 2/IIc/i)

**Date(s) of creation
of record(s)** 1850-1943

Physical Description • 10 cm of textual records

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

Location Box 40

Notes File are arranged chronologically.

Title based on contents of series.

A gap in documentation exists between 1870 and 1932.

Treasurer's Accounts; Markham and King Townships (RG 2/IIc/ii)

**Date(s) of creation
of record(s)** 1872-1899

Physical Description • 3 cm of textual records

Scope and Content	Series consists of records of the type constituting the preceding sub-series, dealing with similar subject matter, but pertaining to King and Markham Townships.
Location	Box 40
Notes	File arrangement of this aggregate of material is alphabetical by township and then chronological. Title based on contents of series.

Receipts, Bills, Orders to Pay and Statements of Account; General (RG 2/IId/i)

Date(s) of creation of record(s)	1850-1902
Physical Description	<ul style="list-style-type: none"> • 39 cm of textual records
Scope and Content	Series consists of documents of the type noted above indicating the individuals, firms, organizations, etc. (excepting schools) with whom the Clerk-Treasurer's Office dealt financially. Included herein are a number of Council resolutions ordering payments, etc. that were acted upon by the Clerk-Treasurer-- such action being duly noted on the documents.
Location	Boxes 41-43
Notes	Files in this series are roughly sorted by year. Title based on content of the series.
Related Records	Records such as Council resolutions ordering payments, in addition to bills, receipts, etc. used by Council to provide documentation for its resolutions are present in RG 1, Records of the Vaughan Township Municipal Council.

Receipts, Bills, Orders to Pay and Statements of Account; Schools (RG 2/IId/ii)

Date(s) of creation of record(s)	1850-1916
Physical Description	<ul style="list-style-type: none"> • 15 cm of textual records

Scope and Content	Series consists of records of the type noted above reflecting the Clerk-Treasurer's financial involvement in the local education system. As with the preceding subseries, certain council resolutions ordering payments, etc. that were acted upon by the Clerk-Treasurer are present.
Location	Boxes 44-45
Notes	Files are roughly sorted by year. Title based on contents of series.
Related Records	Council resolutions ordering payments that were acted upon by the Clerk-Treasurer, in addition to bills, receipts, etc. utilized by Council to document its resolutions appears with greater frequency in RG 1, Records of the Vaughan Township Municipal Council.

Miscellaneous Financial Records; General (RG 2/Ile/i)

Date(s) of creation of record(s)	1851-1958
Physical Description	<ul style="list-style-type: none"> • 6 cm of textual records
Scope and Content	Series consists of financial statements for the Vaughan Hydro-Electric System and debentures. Also included, and of considerable significance, are audited records and imperfect vouchers for the period 1851-58. These no doubt relate to the 1858 investigation of Clerk-Treasurer James Ashdown for alleged misappropriation of public funds.
Restrictions	The following file is restricted under the FOI Act: 45-13.
Location	Box 45
Notes	Files are arranged alphabetically by type of record or subject, with individual document arrangement being chronological. Title based on contents of series.

Miscellaneous Financial Records; Schools (RG 2/Ile/ii)

**Date(s) of creation
of record(s)** 1876-1933

Physical Description • 5 cm of textual records

Scope and Content Series consists of various record types such as pay lists and debentures. Among the topics delineated in this context are the Municipal Loan Fund, the Municipal Grant and the Legislative Grant. All material relates to education within Vaughan Township.

Location Box 45

Notes File arrangement is alphabetical by record type or subject, with the contents of file units ordered chronologically.

Title based on contents of series.

Bonds (RG 2/IIIa)

**Date(s) of creation
of record(s)** 1852-1936

Physical Description • 15 cm of textual records

Scope and Content Series consists of various types of documents pertaining to innkeepers, arbitrators, inspectors of houses of public entertainment, tax collectors and the Treasurer. In a few instances, attached to certain bonds are oaths/declarations of office.

Restrictions The following files are restricted under the FOI Act: 47:1-6.

Location Boxes 46-47

Notes Files are grouped by specific type of bond (e.g. "Bonds; innkeepers"). Documents within file units are ordered alphabetically by surname of the individual to whom a specific instrument pertains.

Title based on contents of series.

Legal Documents; General (RG 2/IIIb)

**Date(s) of creation
of record(s)** 1869-1936

Physical Description • 11 cm of textual records

Scope and Content Series consists of specific types of material represented herein sheep valuers' reports with accompanying affidavits (the latter appears only in some instances), agreements and contracts, general releases of liability, insurance policies and declarations of wage earners. Principal subjects include the insurance companies dealt with, types of claims, amounts of premiums and settlements, parties with whom agreements were entered into, etc.

Restrictions The following files are restricted under the FOI Act: 47:15-16.

Location Box 47

Notes Files are arranged alphabetically by specific type of legal document and thereafter chronologically.

Title based on contents of series.

Deeds of Transfer; Abstracts (RG 2/IIIc/i)

**Date(s) of creation
of record(s)** 1930-1967

Physical Description • 2.65 m of textual records

Scope and Content Series consists of an abstract to deeds of transfer providing information such as number and type of instrument, its date, date of registration, grantor, grantee, amount of mortgage, quantity of land, etc.

Restrictions This entire series is restricted under the FOI Act.

Location Boxes 48-52

Notes Arrangement at the file level is chronological and by instrument number at the document level.

Title based on contents of series.

Lands Patented; Returns (RG 2/IIIc/ii)

Date(s) of creation of record(s)	1852-1867
Physical Description	<ul style="list-style-type: none">• 6 cm of textual records
Scope and Content	Series consists of lists of lands for which patent were issued and provided by the Treasurer of York County to the Clerk-Treasurer of Vaughan Township. Information herein includes grantee, date of patent, lot and concession on which patented lands were located, size of property (acres), etc.
Location	Box 53
Notes	Files are arranged chronologically and alphabetically by grantee. Title based on contents of series.

Legislation and Related Material (RG 2/IIId)

Date(s) of creation of record(s)	1850-1899
Physical Description	<ul style="list-style-type: none">• 7 cm of textual records
Scope and Content	Series consists of provincial legislation and related material received and accumulated by the Office of the Clerk-Treasurer in the conduct of its business. Significant subjects addressed include the assessment system in municipalities, land transfers, the judiciary, municipal amendments, the census, etc.
Location	Box 53
Notes	Arrangement of files is chronological with each statute, etc and attendant material relegated to a single file. Title based on contents of series.

Oaths/Declarations (RG 2/IIIe)

**Date(s) of creation
of record(s)** 1850-1936

Physical Description • 39 cm of textual records

Scope and Content Series consists of oaths/declarations of office, qualification of office and allegiance pertaining to, among others, members of the Municipal Council, Court of revision, selectors of jurors, fence viewers, auditors, the Trustees of Village of Maple, path masters, assessors and tax collectors. Subjects include qualifications necessary to hold public office in the Township, conduct expected of office holders, etc.

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

Location Boxes 54-56

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

Title based on contents of series.

Election Returns (RG 2/IVa)

**Date(s) of creation
of record(s)** 1850-1925

Physical Description • Ca. 40 cm of textual records

Scope and Content Series consists of documents of the above noted type relating to predominantly municipal (Vaughan Township), but also county (York) elections. In some instances, oaths/declarations of office are attached to returns. Information conveyed in the returns includes names of candidates and the office for which they ran and names of electors and for whom they voted.

Location Boxes 57-60

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

Title based on contents of series.

Electoral Candidates (RG 2/IVb)

**Date(s) of creation
of record(s)** 1896-1909

Physical Description • 5 cm of textual records

Scope and Content Series consists of lists of candidates and nomination ballots, the former indicating who was elected and who resigned and the latter chronicling who was nominated, by whom, the individual seconding the nomination, address of nominee and for what position he was nominated.

Location Box 58

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

Title based on contents of series.

Voters' Lists (RG 2/IVc)

**Date(s) of creation
of record(s)** 1850-1968

Physical Description • 21 cm of textual records

Scope and Content Series consists of lists of electors voters for Vaughan Township, including lists pertaining specifically to the Police Villages of Maple and Thornhill and also the Villages of Richmond Hill and Woodbridge. The voters' lists cite the names of voters, their electoral district of polling subdivision, marital status, occupation, school section and where the voter resided. Included in this subseries is a file (1923) of names omitted from the voters' list for the year in question and subsequently reinstated.

Location Boxes 58-59

Notes File order is chronological.

Title based on contents of series.

It is noteworthy that in addition to certain gaps in documentation, some lists are incomplete.

Voters' Notices of Complaints (RG 2/IVd)

Date(s) of creation of record(s) 1866-1924

Physical Description • 13 cm of textual records

Scope and Content Series consists of documents dealing with individuals omitted from the voters lists. Information herein includes names of omitted parties, grounds on which they were entitled to be present on the voters' lists, their respective polling subdivisions and or wards and electoral districts. Included in certain file units are judicial orders appointing courts to render verdicts regarding these complaints.

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

Location Box 60

Notes Files are arranged chronologically. Document arrangement is by polling subdivision number, ward or original numerical sequence.

Title based on contents of series.

Returns of Statute of Labour (RG 2/Va)

Date(s) of creation of record(s) 1849-1907

Physical Description • 65 cm of textual records

Scope and Content Series consists of documents of the type noted above chronicling a form of municipal taxation in effect between 1849 and 1910 wherein all male freeholders were liable to perform road repairs with an individual's obligations thereunder being directly proportional to the assessed value of his real property. Information in each return includes the names and

addresses of pathmasters, the individuals responsible for overseeing the work in each road division and instructions as to their duties from the Township Clerk-Treasurer. Also noted are the names of those persons liable to perform statute labour, the extent and location of their lands, number of days of labour to be performed, actual number of days worked and pathmasters' remarks regarding the discharge of an obligor's duties.

Restrictions	The following files are restricted under the FOI Act: 66:5-12.
Location	Boxes 61-66
Notes	Title based on contents of series.

Lands Liable to be Sold and Sold for Arrears in Taxes; Lists (RG 2/Vb/i)

Date(s) of creation of record(s)	1853-1948
Physical Description	<ul style="list-style-type: none"> • 13 cm of textual records
Scope and Content	<p>Series consists of lists of real property liable to be sold and sold for arrears in taxes. Information therein includes the names of individual debtors, the location and acreage of the latter's lands and the amount of taxes owing. Certain lists are complemented by tax sale warrants, correspondence to and from debtors, the Township, legal firms, etc. It is noteworthy that the lists outlining lands liable to be sold for arrears in taxes outnumber those delineating lands actually sold, the latter being constituted of merely two file folders.</p>
Restrictions	The following files are restricted under the FOI Act: 67:8-30.
Location	Box 67
Notes	<p>Files are organized chronologically, with those of a former stage of a sequence (land liable to be sold) preceding those of a succeeding stage (lands sold). Individual lists follow their original sequence, with supporting documentation attached.</p> <p>Title based on contents of series.</p>

Lands Sold for Arrears in Taxes; Alphabetical File (RG 2/Vb/ii)

Date(s) of creation of record(s)	1934-1950
Physical Description	<ul style="list-style-type: none">• 3 cm of textual records
Scope and Content	Series consists of files compiled on properties sold for arrears in taxes by the Township of Vaughan. Document types represented herein include tax sale notices, correspondence, indentures and affidavits. Among the subjects elaborated upon are tax sale registration and power of sale procedures, law firms utilized by the Township in these matters, and the names of individuals who purchased from the Township property seized by the latter for arrears in taxes.
Restrictions	This entire series is restricted under the FOI Act, and due to the nature of the filing scheme where debtor's are readily identifiable, a file list cannot be made available.
Location	Boxes 68-70
Notes	<p>Files are arranged alphabetically by surname of the debtor. Arrangement at the document level is chronological.</p> <p>Title based on contents of series.</p>

Outstanding Taxes; Miscellaneous (RG 2/Vb/iii)

Date(s) of creation of record(s)	1901-1944
Physical Description	<ul style="list-style-type: none">• 9 cm of textual records
Scope and Content	Series consists of a group of various record types including collectors' accounts of taxes due on the collectors' rolls, the Treasurer's statements of unpaid taxes, payment agreements for outstanding taxes, and tax sale warrant (i.e. legal instruments empowering the Treasurer to sell lands held in arrear for taxes). Information disclosed includes the names of debtors and individuals entering into payment agreements with the Township and the amount of [outstanding] taxes remaining due.



Restrictions	The following files are restricted under the FOI Act: 70:22-31.
Location	Box 70
Notes	<p>File arrangement is alphabetical by type of record, with individual items ordered alpha-chronologically.</p> <p>Title based on contents of series.</p>