

VILLAGE OF WOODBRIDGE FONDS 1869-1971

City of Vaughan Archives
2141 Major Mackenzie Drive
Vaughan, Ontario
2010; Latest Revision 2020

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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

Village of Woodbridge Fonds (RG 4)

**Date(s) of creation
of record(s)** 1869-1971

Physical Description • 37.6 m of textual records

Biography/History 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.

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.

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. 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. 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.

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.

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 hydroelectricity 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 History

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 and 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.

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

Notes

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 730). 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.

Access 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.

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 audiovisual format. The following citation is acceptable: City of Vaughan Archives. Series name and number and specific box and folder or

volume number. Reproduction of any part of this fonds requires the consent of the Archivist.

Part 2: Series Level Description

Minutes/Proceedings (RG 4/A/I)

Date(s) of creation of record(s) 1882-1970

Physical Description • 1.26 m of textual records

Scope and 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

Location Boxes 1-6

Notes Title based on contents of series.

Arrangement is chronological.

By-laws (RG 4/A/IIa)

Date(s) of creation of record(s)	1882-1970
Location	Boxes 7-13
Notes	Title based on content of series

By-law agreements (RG 4/A/IIb)

Date(s) of creation of record(s)	1918-1970
Location	Box 13
Notes	Title based on contents of series.

By-law applications (RG 4/A/IIc)

Date(s) of creation of record(s)	1947-1969
Location	Box 13
Notes	Title based on contents of series.

By-law correspondence (RG 4/A/IId)

Date(s) of creation of record(s)	1894-1970
Location	Box 13
Notes	Title based on contents of series.

Zoning By-laws (RG 4/A/IIe)

Date(s) of creation of record(s)	1954, 1957
Location	Box 13
Notes	Title based on contents of series.

License By-laws (RG 4/A/IIf)

Date(s) of creation of record(s)	n.d., 1897-1924
Location	Box 13
Notes	Title based on contents of series.

Closing By-laws (RG 4/A/IIg)

Date(s) of creation of record(s)	n.d., 1949-1964
Location	Box 13
Notes	Title based on contents of series.

School By-laws (RG 4/A/IIh)

Date(s) of creation of record(s)	1938
Location	Box 13
Notes	Title based on contents of series.

Retail By-laws (RG 4/A/IIIi)

Date(s) of creation of record(s) 1968

Location Box 13

Notes Title based on contents of series.

By-law plans (RG 4/A/IIj)

Date(s) of creation of record(s) 1950-1958, 1978

Location Box 13

Notes Title based on contents of series.

By-law appendices (RG 4/A/IIk)

Date(s) of creation of record(s) 1970

Location Box 13

Notes Title based on contents of series.

Council Correspondence (RG 4/A/III)

Date(s) of creation of record(s) 1914, 1933-1970

Physical Description • 6 cm of textual records

Scope and 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.

Location Box 13

Notes Title based on contents of series.

Arrangement is chronological.

Miscellaneous Records (RG 4/A/IV)

Date(s) of creation of record(s)	1919-1955
Physical Description	<ul style="list-style-type: none">• 6 cm of textual records
Scope and 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.
Location	Box 13
Notes	Title based on contents of series. Arrangement is chronological.

General Correspondence (RG 4/B/Ia/i)

Date(s) of creation of record(s)	1900, 1914-1971
Physical Description	<ul style="list-style-type: none">• 26.5 cm of textual records
Location	Box es13A, 157
Notes	Title based on contents of series.

O.M.E.R.S. (RG 4/B/Ia/ii)

Date(s) of creation of record(s)	1963-1971
Physical Description	<ul style="list-style-type: none">• 10 cm of textual records
Location	Box 157
Notes	Title based on contents of series.

Municipal Office (RG 4/B/Ia/iii)

Date(s) of creation of record(s) 1952-1971

Physical Description • 3 cm of textual records

Location Box 157

Notes Title based on contents of series.

York County Correspondence (RG 4/B/Ia/iv)

Date(s) of creation of record(s) 1951-1961

Physical Description • 1 cm of textual records

Location Box 157

Notes Title based on contents of series.

Agreements (RG 4/B/IIa)

Date(s) of creation of record(s) 1919-1970

Physical Description • 3 cm of textual records

Location Box 14

Notes Title based on contents of series.

Deeds of Land (RG 4/B/IIb)

Date(s) of creation of record(s) 1886-1968

Physical Description • 4 cm of textual records



Location Box 14
Notes Title based on contents of series.

Miscellaneous Land Documents (RG 4/B/IIc)

Date(s) of creation of record(s) 1926-1948
Physical Description • .05 cm of textual records
Location Box 14
Notes Title based on contents of series.

Legal Correspondence (RG 4/B/IIId)

Date(s) of creation of record(s) 1922, 1956, 1962-1963
Physical Description • .05 cm of textual records
Location Box 14
Notes Title based on contents of series.

Lists of Conveyances (RG 4/B/IIe)

Date(s) of creation of record(s) 1950-1967
Physical Description • 7 cm of textual records
Location Box 158
Notes Title based on contents of series.

Insurance Records (RG 4/B/IIIf)

Date(s) of creation of record(s)	1934-1971
Physical Description	<ul style="list-style-type: none">• 24 cm of textual records
Location	Boxes 94-95
Notes	Title based on contents of series.

Tax Assessment Rolls (RG 4/B/IIIa)

Date(s) of creation of record(s)	1883-1970
Physical Description	<ul style="list-style-type: none">• 6.12 m of textual records
Scope and Content	Series 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.
Location	Boxes 15-31
Notes	Title based on contents of series. The assessment rolls are arranged chronologically.

Tax Assessment Records Equalized (RG 4/B/IIIb)

Date(s) of creation of record(s)	1930, 1949-1971
Physical Description	<ul style="list-style-type: none">• 12.5 cm of textual records
Scope and Content	Series 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.

Location Box 32

Notes Title based on contents of series.

The assessment rolls are arranged chronologically.

Notice of Assessment (RG 4/B/IIIc)

Date(s) of creation of record(s) 1932-1934, 1940, 1952, 1966-1969, 1971

Physical Description • 4 cm of textual records

Scope and Content Series 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.

Location Box 33

Notes Title based on contents of series.

Assessment Appeals (RG 4/B/IIId)

Date(s) of creation of record(s) 1939-1970

Physical Description • 17.5 cm of textual record

Scope and Content Series 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.

Location Boxes 33-34

Notes Title based on contents of series.

Restrictions The following files are restricted under the FOI Act: Boxes 33-34; Box 35, 13-16.

Notice of Decision (RG 4/B/IIIe)

Date(s) of creation of record(s)	1963, 1968-1969
Physical Description	<ul style="list-style-type: none">• 2 cm of textual records
Scope and Content	Series consists of records showing decisions of the Assessment Revision Board dealing with respect to the cancellation, reduction or refund of business tax assessment appeals.
Location	Box 34
Notes	Title based on contents of series.

Assessment Correspondence (RG 4/B/III f)

Date(s) of creation of record(s)	1925, 1953-1970
Physical Description	<ul style="list-style-type: none">• 6.5 cm of textual record
Scope and Content	Series 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.
Location	Box 35
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 35: 1-3, 12

Miscellaneous Records (RG 4/B/IIIg)

Date(s) of creation of record(s)	1940, 1956-1966
Physical Description	<ul style="list-style-type: none">• 6 cm of textual records

Scope and Content	Series 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.
Location	Box 35
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 35: 13-16.

Tax Assessment and Collector's Rolls, Joint (RG 4/B/IIIi)

Date(s) of creation of record(s)	1947-1964
Physical Description	<ul style="list-style-type: none"> • 4 m of textual records
Scope and Content	Series consists of a compilation of annually-collected general information contained in the assessment rolls couples with an indication of the amount of taxes paid.
Location	Boxes 36-41
Notes	Title based on contents of series.

Tax Collector's Rolls (RG 4/B/IIIj)

Date(s) of creation of record(s)	1883-1969
Physical Description	<ul style="list-style-type: none"> • 4 m of textual records
Bio And 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 and Content	Series consists of records indicating the amount of taxes owing for each property.

Location Boxes 42-49

Notes Title based on contents of series.

Restriction The following files are restricted under the FOI Act: Boxes 46-49.

Tax Arrears Register (RG 4/B/IIIk/i)

Date(s) of creation of record(s) 1932-1968

Physical Description • 12 cm of textual records

Location Box 50

Notes Title based on contents of series.

Tax Arrears Correspondence (RG 4/B/IIIk/ii)

Date(s) of creation of record(s) 1946, 1949, 1954-1972

Physical Description • 13 cm of textual records

Scope and Content Series consists of correspondence related to land taxes.

Location Box 51

Notes Title based on contents of series.

Restriction The following files are restricted under the FOI Act: Box 51: 1-7.

Individuals (RG 4/B/IIIi/i)

Date(s) of creation of record(s) 1965-1970

Physical Description • 1.10 m of textual records



Location Boxes 52-60

Notes Title based on contents of series.

Institutions (RG 4/B/III/ii)

Date(s) of creation of record(s) 1967-1970

Physical Description • 24 cm of textual records

Location Box 61-62

Notes Title based on contents of series.

Business Taxes (RG 4/B/III/m)

Date(s) of creation of record(s) 1965-1970

Physical Description • 24 cm of textual records

Scope and Content Series consists of documents providing information on number, type of business and amount of taxes.

Location Boxes 63-64

Notes Title based on contents of series.

Restriction The following boxes are restricted under the FOI Act: Boxes 63-64

Miscellaneous Taxation Records (RG 4/B/III/n)

Date(s) of creation of record(s) 1923-1971

Physical Description • 51 cm of textual records

Scope and Content Series 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.

Location	Boxes 64-67, 161
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 64: 3-4; Box 64a: 1-2; Box 65: 1-3, 19-25.

Municipal Budget (RG 4/B/IVa/i)

Date(s) of creation of record(s)	1934-1970
Physical Description	<ul style="list-style-type: none">• 6.5 cm of textual records
Location	Box 68
Notes	Title based on contents of series.

Municipal Budget By-laws (RG 4/B/IVa/ii)

Date(s) of creation of record(s)	1949-1970
Physical Description	<ul style="list-style-type: none">• 7 cm of textual records
Location	Box 68
Notes	Title based on contents of series.

Municipal Budget Statements (RG 4/B/IVa/iii)

Date(s) of creation of record(s)	1953-1958
Physical Description	<ul style="list-style-type: none">• 3 cm of textual records



Location Box 69

Notes Title based on contents of series.

Municipal Budget Miscellaneous (RG 4/B/IVa/iv)

**Date(s) of creation
of record(s)** 1953-1970

Physical Description • 3 cm of textual records

Location Box 69

Notes Title based on contents of series.

Memoranda & Instructions (RG 4/B/IVb/i)

**Date(s) of creation
of record(s)** 1950-1968

Physical Description • 2 cm of textual records

Location Box 69

Notes Title based on contents of series.

Capital Forecasts (RG 4/B/IVb/ii)

**Date(s) of creation
of record(s)** 1962-1973

Physical Description • 2 cm of textual records

Location Box 69

Notes Title based on contents of series.

Capital Payments (RG 4/B/IVb/iii)

Date(s) of creation of record(s)	1959-1966
Physical Description	<ul style="list-style-type: none">• 2.5 cm of textual records
Location	Box 69
Notes	Title based on contents of series.

Auditor's Reports and Correspondence (RG 4/B/IVc)

Date(s) of creation of record(s)	1915-1970
Physical Description	<ul style="list-style-type: none">• 25 cm of textual records
Bio and 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 cooperation 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 and Content	Series consists of auditor's reports and correspondence
Location	Boxes 70-71
Notes	Title based on contents of series.

Debentures (RG 4/B/IVd)

Date(s) of creation of record(s)	1915, 1920, 1923, 1932-1933, 1936-1976
Physical Description	<ul style="list-style-type: none">• 4 cm of textual records

Bio and 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 and Content	Series consists of debentures for a sewage disposal plant, Woodbridge Public School and hydro.
Location	Boxes 71 & 159
Notes	Title based on contents of series.

Clerk Treasurer's Returns (RG 4/B/IVe)

Date(s) of creation of record(s)	1934-1966
Physical Description	<ul style="list-style-type: none">• 11 cm of textual records
Scope and 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.
Location	Box 71
Notes	Title based on contents of series.

Financial Statements (RG 4/B/IVf)

Date(s) of creation of record(s)	1894-1970
Physical Description	<ul style="list-style-type: none">• 12.5 cm of textual records
Scope and Content	Series 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.
Location	Box 72

Notes Title based on contents of series.

Cashbooks, Journals, Ledgers, Registers (RG 4/B/IVg)

**Date(s) of creation
of record(s)** 1898-1969

Physical Description • 3.85 cm of textual records

Scope and Content Series consists of records providing information on all financial activities: charity relief, taxes, legal costs, repairs, development, hydro, library, school accounts, services, postage, etc

Location Boxes 73-78, 159

Notes Title based on contents of series.

Cheques (RG 4/B/IVh)

**Date(s) of creation
of record(s)** 1944-1949

Physical Description • 12.5 cm of textual records

Scope and Content Series consists of samples of cheques providing information on the nature of paid services.

Location Box 78

Notes Title based on contents of series.

Accounts (RG 4/B/IVi)

**Date(s) of creation
of record(s)** 1968-1970

Physical Description • 25 cm of textual records

Scope and Content	Series consists of miscellaneous accounts for the last two years existence of the Village of Woodbridge
Location	Boxes 79-80
Notes	Title based on contents of series.

Receipts (RG 4/B/IVj)

Date(s) of creation of record(s)	1880, 1882, 1906-1920, 1925-1926, 1930-1954, 1960-196
Physical Description	<ul style="list-style-type: none">• 37 cm of textual records
Scope and Content	Series 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.
Location	Boxes 80-82
Notes	Title based on contents of series.

Financial Statistics (RG 4/B/IVk)

Date(s) of creation of record(s)	1954-1970
Physical Description	<ul style="list-style-type: none">• 2 m of textual records
Scope and Content	Series consists of surveys prepared by the Clerk for Statistics Canada and related to all aspects of municipal activities (finance, taxes, waterworks, construction, etc.).
Location	Box 83
Notes	Title based on contents of series.

Grants and Subsidies (RG 4/B/IVI)

**Date(s) of creation
of record(s)** 1954-1970

Physical Description • 2 m of textual records

Scope and Content Series consists of documentation related to grants and subsidies for various operational and maintenance cost granted by the provincial institutions

Location Box 83

Notes Title based on contents of series.

Miscellaneous Records (RG 4/B/IVm)

**Date(s) of creation
of record(s)** 1919-1968

Physical Description • 8.5 cm of textual records

Scope and Content Series consists of miscellaneous invoices and correspondence related mainly to the Metropolitan Toronto and Region Conservation Authority.

Location Box 83

Notes Title based on contents of series.

Judicial Records (RG 4/B/V)

**Date(s) of creation
of record(s)** 1870-1971

Physical Description • 70 cm of textual records

Scope and 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.

Location	Boxes 84-86
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 86: 21-30

Election Records (RG 4/B/VI)

Date(s) of creation of record(s)	1887, 1908, 1923, 1926-1970
Physical Description	<ul style="list-style-type: none"> • 47 cm of textual records
Bio and 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 and 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).
Location	Boxes 87-89
Notes	Title based on contents of series.

Vital Statistics (Births, Marriages, Deaths) (RG 4/B/VII)

Date(s) of creation of record(s)	1886-1970
Physical Description	<ul style="list-style-type: none"> • 76 cm of textual records
Scope and Content	Series consists of material documenting vital statistics information recorded by the Clerk.

Location	Boxes 90-92
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 90; Box 91: 1-20; Box 92: 1, 6

Licensing Records (RG 4/B/VIII)

Date(s) of creation of record(s)	1904-1972
Physical Description	<ul style="list-style-type: none"> • 12.5 cm of textual records
Bio and 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 and 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
Location	Box 93
Notes	Title based on contents of series.

Retail Hours (RG 4/B/IX)

Date(s) of creation of record(s)	1960-1963
Physical Description	<ul style="list-style-type: none"> • 1.5 cm of textual records
Scope and 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.
Location	Box 154

Notes Title based on contents of series.

Woodbridge Historical Information (RG 4/B/X)

Date(s) of creation of record(s) 1937, 1950s-1971

Physical Description • .05 cm of textual records

Scope and 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.

Location Box 154

Notes Title based on contents of series.

Miscellaneous Inquiries (RG 4/B/XI)

Date(s) of creation of record(s) 1966-1972

Physical Description • 1 cm of textual records

Scope and 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

Location Box 154

Notes Title based on contents of series.

Restriction This series is restricted under the FOI Act.

Fences (RG 4/B/XII)

Date(s) of creation of record(s) n.d., 1937, 1944

Physical Description	<ul style="list-style-type: none">.05 cm of textual records
Bio and Admin Hist	<p>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.</p> <p>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.</p>
Scope and Content	Series consists of the only documents related to fences dated 1937 and 1944 and are composed of Fence viewers' Awards, one Notice and the printed Line Fence Act of 1937
Location	Box 154
Notes	Title based on contents of series.

Tenders (RG 4/B/XIII)

Date(s) of creation of record(s)	1939, 1949, 1967
Physical Description	<ul style="list-style-type: none">.05 cm of textual records and other material
Scope and Content	Series consists of tender applications and estimates, including some drawings for various Village repairs and construction.
Location	Box 154
Notes	Title based on contents of series.

Welfare Applications (RG 4/B-I/Ia)

Date(s) of creation of record(s)	1949-1968
Physical Description	<ul style="list-style-type: none">18.5 cm of textual records



Scope and Content	Series consists of applications, correspondence, receipts of individuals and some miscellaneous information on the County Welfare Officer's Association.
Location	Boxes 96-97
Notes	Title based on contents of series.
Restriction	Files are organized by surname of applicant and as such these cannot be cited as this would disclose the identity of applicants.

Monthly Returns (RG 4/B-I/Ib)

Date(s) of creation of record(s)	1949-1968
Physical Description	<ul style="list-style-type: none">• 5 cm of textual records
Location	Box 97
Notes	Title based on contents of series.
Restriction	Files are organized by surname of applicant and as such these cannot be cited as this would disclose the identity of applicants.

Relief Correspondence (RG 4/B-I/Ic)

Date(s) of creation of record(s)	1935-1969
Physical Description	<ul style="list-style-type: none">• 1 cm of textual records
Location	Box 98
Notes	Title based on contents of series.
Restriction	Files are organized by surname of applicant and as such these cannot be cited as this would disclose the identity of applicants.

Relief Receipts (RG 4/B-I/Id)

Date(s) of creation of record(s)	1942-1949
Physical Description	<ul style="list-style-type: none">• 7 cm of textual records
Location	Box 98
Notes	Title based on contents of series.
Restriction	Files are organized by surname of applicant and as such these cannot be cited as this would disclose the identity of applicants.

Miscellaneous Records (RG 4/B-I/Ie)

Date(s) of creation of record(s)	1940-1970
Physical Description	<ul style="list-style-type: none">• 5 cm of textual records
Location	Boxes 98-99
Notes	Title based on contents of series.

Health Unit (RG 4/B-I/II)

Date(s) of creation of record(s)	1930, 1947-1970
Physical Description	<ul style="list-style-type: none">• 15 cm of textual records
Bio and Admin Hist	<p>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.</p> <p>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.</p>

Scope and 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.
Location	Boxes 98-99; Box 1: 1
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 98: 211-25; Box 99: 5-13.

Hurricane Hazel (RG 4/B-I/III)

Date(s) of creation of record(s)	1954-1955
Physical Description	<ul style="list-style-type: none"> • 12.5 cm of textual records
Bio and Admin Hist	<p>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.</p> <p>Homeless inhabitants were put into trailers and received some financial assistance.</p> <p>The Village spent \$18,997.52 in order to clean up all debris and pay for the repairs.</p>
Scope and Content	Series consists of records which document the response of various levels of government to this natural disaster.
Location	Box 100
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 100: 2-10.

Minutes (RG 4/C/I)

Date(s) of creation of record(s) 1953-1970

Physical Description • 3 cm of textual records

Scope and Content Series consists of minutes of meeting dealing with all aspects of the land development.

Location Box 101

Notes Title based on contents of series.

Legal Documents (RG 4/C/II)

Date(s) of creation of record(s) 1953-1964

Physical Description • 21 cm of textual records

Scope and Content Series consists of legal documents providing information on various land descriptions and transactions.

Location Boxes 101-101A

Notes Title based on contents of series.

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

Subdivisions (RG 4/C/III)

Date(s) of creation of record(s) 1916, 1919-1926, 1953-1972

Physical Description • 75 cm of textual records

Bio and 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 and Content Series consists of agreements, plans, registrations and correspondence.

Location	Boxes 102-107
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 102: 4; Box 103: 28; Box 106: 27

Zoning (RG 4/C/IV)

Date(s) of creation of record(s)	1948-1951
Physical Description	<ul style="list-style-type: none"> • 24 cm of textual records
Bio and Admin Hist	Zoning refers to requirements that regulate the use of land including the location of buildings and structure on the lot.
Scope and Content	Series consists of by-laws, correspondence, deeds of land and a few blueprints.
Location	Boxes 108-109
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 109: 10-17, 20.

Official Plan (RG 4/C/V)

Date(s) of creation of record(s)	1955-1971
Physical Description	<ul style="list-style-type: none"> • 24.5 cm of textual records and other material
Scope and Content	<p>Series consists of documents approved by the Province of Ontario containing objectives and policies for the physical development of a municipality.</p> <p>Series is composed of Official Plan amendments (1956-1970), correspondence and a few plans.</p>
Location	Boxes 110-111

Notes Title based on contents of series.

By-laws (RG 4/C/VIa)

Date(s) of creation of record(s) 1949-1971

Physical Description • 2.5 cm of textual records

Location Box 112

Notes Title based on contents of series.

Reports (RG 4/C/VIb)

Date(s) of creation of record(s) 1958-1962

Physical Description • 3 cm of textual records

Location Box 112

Notes Title based on contents of series.

Correspondence (RG 4/C/VIc)

Date(s) of creation of record(s) 1959-1963

Physical Description • 3 cm of textual records

Location Box 112

Notes Title based on contents of series.

Plans and Miscellaneous Records (RG 4/C/VIId)



Date(s) of creation of record(s) 1915, 1919, 1946, 1949-1970, 1976

Physical Description • 26 cm of textual records

Location Boxes 112-113, 159-160

Notes Title based on contents of series.

Related Records See also Series III: Administration

Committee of Adjustment (RG 4/D)

Date(s) of creation of record(s) 1959-1971

Physical Description • 25 cm of textual records

Bio and 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.

Location Boxes 114-115

Notes Title based on contents of series

Restriction The following files are restricted under the FOI Act: Box 114:3, 8-29; Box 115: 1-32

Sidewalks (RG 4/E-I/I)

Date(s) of creation of record(s) 1947, 1951-1970

Physical Description • 5 cm of textual records

Scope and Content Series consists of plans, specifications, estimates and correspondence related to sidewalk construction between 1947-1970.

Location Box 116

Notes Title based on contents of series

Storm Drains (RG 4/E-I/II)

Date(s) of creation of record(s) 1965-1970

Physical Description • 3 cm of textual records

Scope and Content Series consists of correspondence, plans, estimates, proposals providing information on the construction of storm drains, its cost and material.

Location Box 116

Notes Title based on contents of series

Related Records See also Sous-Sous fonds II: Waterworks: Boxes 127-132, 155

Bell Canada Installations (RG 4/E-I/III)

Date(s) of creation of record(s) 1951-1970

Physical Description • 2.5 cm of textual records

Scope and Content Series consists of correspondence between the Bell Telephone Company of Canada and the Village of Woodbridge regarding phone installations.

Location Box 116

Notes Title based on contents of series

Related records See also Sous-Sous fonds II: Waterworks: Boxes 127-132, 155.

Drains (RG 4/E-I/IV)

Date(s) of creation of record(s) 1904, 1953-1969

Physical Description	<ul style="list-style-type: none"> • 4 cm of textual records
Scope and Content	Series consists of plans, blueprints and correspondence related to drain construction and improvement in various subdivisions.
Location	Boxes 116-117
Notes	Title based on contents of series

Roads (RG 4/E-I/V)

Date(s) of creation of record(s)	1941, 1950-1973
Physical Description	<ul style="list-style-type: none"> • 24 cm of textual records
Scope and 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
Location	Boxes 117-118
Notes	Title based on contents of series
Related Records	See also Series VI: Streets and Highways

Streets and Highways (RG 4/E-I/VI)

Date(s) of creation of record(s)	1936, 1951-1971
Physical Description	<ul style="list-style-type: none"> • 50 cm of textual records
Scope and Content	Series consists of by-laws, correspondence, blueprints, legal documents, a few photos related to the pavement, widening of various streets, reconstruction of Highway 7 and sewer project on Pine Street.
Location	Boxes 118-121
Notes	Title based on contents of series

Auditors Reports (RG 4/E-I/VII)

Date(s) of creation of record(s)	1950-1970
Physical Description	<ul style="list-style-type: none">• 5 cm of textual records
Scope and Content	Series consists of auditor's reports related to road expenditure between 1950-1970.
Location	Box 122
Notes	Title based on contents of series

Subsidies (RG 4/E-I/VIII)

Date(s) of creation of record(s)	1949-1970
Physical Description	<ul style="list-style-type: none">• 4 cm of textual records
Scope and Content	Series consists of correspondence with the Department of Highways and statements of expenditures.
Location	Box 122
Notes	Title based on contents of series

Building Inspection (RG 4/E-I/IX)

Date(s) of creation of record(s)	1952-1969
Physical Description	<ul style="list-style-type: none">• 3 cm of textual records
Scope and Content	Series consists of notices of approval and correspondence related to inspection of buildings under permit for compliance with the Ontario Building Code.
Location	Box 122

Notes Title based on contents of series

Miscellaneous Records (RG 4/E-I/X)

Date(s) of creation of record(s) 1928, 1952-1970

Physical Description • 13 cm of textual records

Scope and 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.

Location Box 123

Notes Title based on contents of series

Restriction The following titles are restricted under the FOI Act: Box 123: 18-19, 22-23

Sanitary Sewers (RG 4/E-II/I)

Date(s) of creation of record(s) 1923, 1949-1972

Physical Description • 38 cm of textual records

Scope and 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.

Location	Boxes 124-126
Notes	Title based on contents of series
Restriction	The following files are restricted under the FOI Act: Box 125: 22.

Water Mains (RG 4/E-II/II)

Date(s) of creation of record(s) 1908, 1922-1923, 1925-1933, 1936-1939, 1943-1947, 1949-1971, 1973

Physical Description • 82 cm of textual records

Scope and 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.

Location	Boxes 127-133, 155
Notes	Title based on contents of series.

Administrative Files (RG 4/F-I/I)

Date(s) of creation of record(s) 1930, 1934, 1949-1971

Physical Description • 36 cm of textual records

Scope and 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.
Location	Boxes 134-135
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 134: 2-4, 6, 11-15; Box 135: 2, 3-6

Administrative Files (RG 4/F-II/I)

Date(s) of creation of record(s)	1941, 1948-1971
Physical Description	<ul style="list-style-type: none"> • 12 cm of textual records
Scope and 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.
Location	Box 136
Notes	Title based on contents of series.
Restriction	The following files are restricted under the FOI Act: Box 136: 27.

General Files (RG 4/G/I)

Date(s) of creation of record(s)	1946, 1951-1971
Physical Description	<ul style="list-style-type: none"> • 12.5 cm of textual records
Scope and 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.

Location Box 137

Notes Title based on contents of series.

Administrative Files (RG 4/H/I)

Date(s) of creation of record(s) 1919-1922, 1924, 1939-1975

Physical Description • 1 cm of textual records

Scope and 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.

Location Box 138

Notes Title based on contents of series.

Restriction See Series II of Sous fonds K: Woodbridge recreation Committee for related material concerning the Woodbridge Memorial Arena

General Records (RG 4/I/I)

Date(s) of creation of record(s) 1913-1971

Physical Description • 9 cm of textual records

Scope and Content Series consists of minutes, a cash book, invoices and some pans dated 1919 and the Woodbridge Senior Citizen Units Proposals of 1969.

Location Title based on contents of series.

Notes Boxes 138-139, 1960

Ledger of Registered Letters and Correspondence (RG 4/J/I)



Date(s) of creation of record(s) 1869-1887, 1965-1969

Physical Description • 2 cm of textual records

Scope and 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.

Location Box 139

Notes Title based on contents of series.

Woodbridge Recreation Committee Administrative Files (RG 4/K/I)

Date(s) of creation of record(s) 1948-1970

Physical Description • 6 cm of textual records

Scope and Content Series consists of information on the nature of the Committee and its operations and contains by-laws, agreements, financial documents and miscellaneous records.

Location Box 140

Notes Title based on contents of series.

Restriction The following files are restricted under the FOI Act: Box 140: 3-4

Sport Files (RG 4/K/II)

Date(s) of creation of record(s) 1947, 1956-1971, 1977, 1979

Physical Description • 4 cm of textual records

Scope and 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).

Location Title based on contents of series.

Notes Box 140

Woodbridge Memorial Arena (RG 4/K/III)

**Date(s) of creation
of record(s)** 1949-1970

Physical Description • 18 cm of textual records

Scope and 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 neighboring Toronto Gore Township, killing all of its 108 passengers.

Location Boxes 141-141A

Notes Title based on contents of series

Restriction Related Material may be found in the Mary Wood Collection (M990.30).

Administrative Files (RG 4/L/I)

**Date(s) of creation
of record(s)** 1901, 1909, 1911, 1916, 1930s-1970

Physical Description • 37.5 cm of textual records

Scope and 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.

Location Boxes 142-144

Notes Title based on contents of series

General Files (RG 4/M/I)

Date(s) of creation of record(s) 1915-1976

Physical Description • 12.5 cm of textual records

Scope and 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.

Location Title based on contents of series

Notes Box 145

Administrative Files (RG 4/N/I)

Date(s) of creation of record(s) 1897-1925, 1950-1970

Physical Description • 12.5 cm of textual records

Scope and 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.

Location Box 146

Notes Title based on contents of series

General Files (RG 4/O/I)

Date(s) of creation of record(s) 1936, 1948-1965

Physical Description • 77 cm of textual records and other records

Scope and 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.

Location Boxes 148-153

Notes Title based on contents of series.

Centennial Project (RG 4/P/I)

Date(s) of creation of record(s) 1964-1967

Physical Description • 3 cm of textual records and other material

Scope and 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.

Location Box 154

Notes Title based on contents of series.

Telephone Companies (RG 4/P/II)

Date(s) of creation of record(s) 1923-1932, 1951-1969

Physical Description • 1 cm of textual records

Scope and 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.

Location Box 154

Notes Title based on contents of series.

Workmen's Compensation Board Claims (RG 4/P/III)

Date(s) of creation of record(s) 1949, 1953, 1955, 1957-1970

Physical Description • 2 cm of textual records

Scope and Content Series consists of correspondence related to compensation claims.

Location Box 154

Notes Title based on contents of series.

Which administrative unit dealt with personnel/human resources could not be determined.

Woodbridge Agricultural Society Administrative Files (RG 4/P/IV)

Date(s) of creation of record(s)	1919-1920, 1953-1958
Physical Description	<ul style="list-style-type: none">• 12.5 cm of textual records
Scope and Content	Series consists of two Economy Entry Books for 1919-1920, very fragmentary correspondence and one financial statement for 1953.
Location	Box 147
Notes	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).

Advertising (RG 4/P/V)

Date(s) of creation of record(s)	n.d., 1922, 1946, 1948, 1966
Physical Description	<ul style="list-style-type: none">• .05 cm of textual records
Scope and Content	Series consists of miscellaneous advertising flyers sent to the Municipality.
Location	Box 154
Notes	Title based on contents of series.

Consumers Gas Company (RG 4/P/VI)

Date(s) of creation of record(s)	1955-1956
Physical Description	<ul style="list-style-type: none">• 1 cm of textual records
Scope and Content	Series consists of by-law, agreements, and correspondence between the Consumer's Gas Company of Toronto and the Village regarding gas supplies.
Location	Box 154

Notes Title based on contents of series.

Housing Numbering (RG 4/P/VII)

**Date(s) of creation
of record(s)** 1950-1967

Physical Description • .05 cm of textual records

Scope and Content Series consists of correspondence between the Municipal Service Co. and the Village related to a House Numbering System.

Location Box 154

Notes Title based on contents of series.

Conventions, Meetings and Membership Fees (RG 4/P/VIII)

**Date(s) of creation
of record(s)** 1964-1968

Physical Description • .05 cm of textual records

Scope and 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.

Location Box 154

Notes Title based on contents of series.

York County Warden's Banquet (RG 4/P/IX)

**Date(s) of creation
of record(s)** 1961-1970

Physical Description • .05 cm of textual records

Scope and 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.

Location Box 154

Notes Title based on contents of series.

Conservation Authority (RG 4/P/X)

**Date(s) of creation
of record(s)** 1947-1970

Physical Description • 12.5 cm of textual records

Scope and Content Series consists of agreements, plans, some photographs, briefs, correspondence and extension plan for Flood Control, 1970.

Location Box 155

Notes Title based on contents of series.

Related Records See Sous fonds C: Planning Board, boxes: 101-113, 159-160

Miscellaneous Record (RG 4/P/XI)

**Date(s) of creation
of record(s)** 1919-1923, 1930s-1950s

Physical Description • 12 cm of textual records

Scope and 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.

Location Box 161

Notes Title based on contents of series.