

# Guelph Public Library Archives

## Finding Aid - City of Guelph fonds (F2)

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100 Norfolk Street

Guelph

Ontario

Canada

N1H 4J6

Telephone: 519-824-6220

Fax: 519-824-8342

[Email: dhiltz@guelphpl.ca](mailto:dhiltz@guelphpl.ca)

<http://www.archeion.ca/city-of-guelph-fonds>

# City of Guelph fonds

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## Summary information

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<b>Repository:</b>	Guelph Public Library Archives
<b>Title:</b>	City of Guelph fonds
<b>Reference code:</b>	F2
<b>Date:</b>	1851-2006 (creation)
<b>Physical description:</b>	77.1 m of textual records 1 commemorative album (13 photographs : color prints)
<b>Dates of creation, revision and deletion:</b>	Revised April 2012

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## Administrative history / Biographical sketch

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### Note

On April 23, 1827, Canada Company agent, novelist and colonizer, John Galt founded the town of Guelph on the banks of the Speed River. Galt named the town, Guelph, in honour of the British royal family. When Guelph was founded, the Parish and Town Officers Act of 1793 formed the basis of municipal government until 1841. There were three levels of municipal government and administration. The district was the largest and most important unit of municipal and judicial administration. Counties, created in 1792 by Lieutenant John Graves Simcoe, were sub-sections of districts and were used as provincial electoral and militia administration units. The smallest municipal unit was the township. It served as the basis for land surveys and local appointments. Counties were intended to unite the functions of the district, but their creation was met with considerable opposition from entrenched district officials. As a result, Simcoe established counties as subsections of the districts to carry out limited functions of electoral and militia units.

Originally, Guelph formed part of the Gore District, the district seat of which was in Hamilton. Frequent complaints about the distance to be traveled for legal matters and the inattention to local affairs provided impetus for the formation a new district. Given the heated political climate of 1837, the provincial legislature decided to divide the Gore District into the counties of Wellington, Waterloo, Grey, and Bruce. The legislation provided for the creation of the Wellington District with Guelph as the county seat, provided a jail and courthouse be erected. When the jail was completed in 1840, the new District of Wellington officially came into being and Guelph became the county seat. Court was held in the local hotels until the new courthouse was completed in 1843. Offices of the Wellington District were also located in the courthouse building.

In 1849, the provincial legislature passed the Baldwin Municipal Act, which abolished districts and transferred local government power to the township and town level. At the time the Act was passed, Guelph, along with several other settlements, was a village and had not obtained the required population of 3000 and facilities to petition for status as a town under the Act. Yet, Guelph was a district seat with a court. To remedy this situation, Guelph was separated from Guelph Township and given the honorary title of town, but none of its powers. However, the list of affected towns was omitted, in error, from the

Act's schedule of towns. Guelph had to wait until 1850 and the passage of a second Municipal Act to receive confirmation of its dual status as town and village.

When the Town of Guelph was established on January 1, 1851, Guelph remained an incorporated village. The Town of Guelph Council was composed of five annually elected councillors, who selected from amongst themselves a reeve and deputy reeve. The Council was responsible for schools, roads, regulation of inns and taverns, and statute labour and had the right to raise taxes, tolls and borrow money.

By 1852, Guelph Town Council, alarmed by the pending loss of its district seat with the creation of the new counties of Waterloo, Grey and Wellington, turned to the politics of railways and road in an attempt to regain trade and income from the outlying townships. Council was successful in obtaining public support for the investment of 10,000 pounds in the Toronto-Guelph Railway Company, which was later bought and absorbed into the Grand Trunk Railway. In 1855, Town Council invested 20,000 pounds in the construction of the Guelph-Galt line of the Great Western Railway. With concern for land speculation and the expansion of settlement on the south side of the Speed River, Council petitioned the Legislature to expand Guelph's boundaries southward, which was done effective Jan. 1, 1855.

Between 1853 and 1857, Guelph's population had grown from 2,000 to 4,500. On January 1, 1856, Council's petition for town status was granted under the terms of the Municipal Act. The town was divided into 4 electoral wards, with 3 councillors elected from each ward. Council acquired the additional powers of policing, street lighting and maintenance, regulation of alms and workhouses, regulation and licensing of stables and public conveyances, assessment of real estate taxes for local improvements, imposition of fines and limited jail terms for by-law infractions.

After much planning, a new town hall/market house was opened in the fall of 1857 on present day Carden Street. The town hall included a market square with stall for vendors, a courtroom, fire engine house, police lock-ups, Mayor's and Treasurer's offices, Council chamber, and the Farmer and Mechanics' Institute. The original dome was replaced in 1869 and a new hall was added to the building in 1875. In September 2009, the new city hall was opened adjacent to the former city hall building. It was built to meet the LEED Silver Standard in energy and environmental design.

Economic growth slowed in 1857 with the collapse of the international economy and end of the Canadian railway boom. Guelph politicians were aware that Guelph's economic base had not grown as rapidly as its population. In order to spur economic growth, the commercial community turned its attention to new market opportunities in manufacturing. During the years 1856-1871, Guelph experienced slow but solid economic and commercial growth based on the expansion of the agricultural economy of south Wellington and the development of newer hinterland settlements to the north of Guelph. During the 1860's new manufacturing enterprises, such as the James Goldie Company, McCrae and Co., the Raymond Sewing Machine Company, and the Bell Organ Company opened and flourished, as Guelph attempted to make itself a thriving market and commercial centre to its agricultural hinterlands.

A Board of Trade was established in 1866 to encourage industry and economic growth. The close alignment of commercial leaders and civic politicians was evident in the election of prominent businessmen such as David Allan, W.S.G. Knowles, and H. W. Peterson to Town Council. On April 23, 1879, Town Council's petition for city status was granted under the Municipal Act, as its population had reached 9,918, according to the 1878 assessment. As a City, Guelph became a corporation and was separated from Wellington County. In 1878, Guelph was divided into six electoral and assessment wards. The wards were: St. Patrick's, St. John's, St. George's, St. David's, St. James' and St. Andrew's.

Following its designation as a city, Council passed numerous subsidy by-laws between 1880-1899 to help attract and retain industry and businesses in Guelph. These subsidy by-laws provided industry with property tax relief and free water for ten years after the establishment of a new business, but also required performance guarantees on the part of the company which included the specification of the number of employees to be retained while receiving the subsidy. In combination with the National Policy of

the federal Macdonald government, this subsidy program was successful during the years 1878-1884. According to a 1885 survey, employment in Guelph had doubled from 517 workers in ten industries 1878 to 1,050 in thirteen industries in 1884. However, by 1919, the efficacy of the program was put under scrutiny. The report of the City's Industrial Department showed that, since 1910, a total of sixteen industries had been attracted to Guelph, but by 1919, ten of the sixteen industries assisted by the City's subsidy program were out of business or no longer in Guelph.

With the existence of the Canadian Pacific Railway (CPR) line sixteen miles away, town leaders saw the need to create a spur line to connect Guelph with the CPR. In 1884, Council authorized the creation of the Guelph Junction Railway (GJR) with the investment of \$170,000. The mayor sat on the GJR Board as vice-president and represented the city's interests in dealing with the railways. The GJR spur line and facilities were leased to the CPR for ninety-nine years in 1888. With the extension of the Guelph-Goderich railway line, the GJR turned into a prosperous venture.

The provision of a clean and safe water supply for Guelph residents and industry was a concern to Council in the late 1870's, as was the devastation wreaked by numerous fires in the City's downtown. The Guelph Waterworks Act of 1879 provided for the establishment of a three person elected commission to manage the City's waterworks. The City's waterworks, composed of a well, reservoir, hydrants and water mains were completed in 1879. A sewerage system, including a disposal plant, was added in 1903. A Water Commission, established under by-law in 1907, oversaw the pumping and distribution of spring water from Arkell into Guelph. A grand opening of the waterworks system was held in September of 1909.

In 1903, following the formation of the Hydro-Electric Power Commission of Ontario (later known as Ontario Hydro), the City of Guelph purchased the Guelph Light and Power Company, formerly the Guelph Gas Company, which supplied and distributed the City's gas and electrical power for \$155,000. This initiative signalled Guelph's pioneering move into municipal ownership of public utilities. The Fire, Light and Water Committee managed the gas portion of the business for the first three years. The gas division was then sold to Union Gas in 1957. The Board of Light and Heat Commissioners, which included the mayor, managed the electrical division of Guelph Light and Power starting in 1907. In 1908, Guelph agreed to take Niagara Power from the Hydro-Electric Commission of Ontario. In 1967, the Board of Light and Heat Commissioners changed its operating name to Guelph Hydro. In 2000, the utility was incorporated and divided into four companies, one holding company and three subsidiaries: Guelph Hydro Electric Systems Inc. (distribution), Selectpower Inc. (retail energy and energy services), and Fibrewired (fibre optics).

The purchase of the street railway in 1903 by the City of Guelph added another layer to the growing list of municipal services and utilities managed by the City. The Guelph Radial Railway Company operated within and beyond city limits.

The residents of Guelph remained dependent upon a volunteer fire brigade until a permanent full-time Chief was hired in 1909 and the nucleus of a paid brigade was formed.

Until the 1920's, the City of Guelph followed a council system of government, in which the mayor and aldermen were elected annually. The mayor was elected at-large, while the aldermen were elected by wards. Committees, composed of aldermen, directed departments. With the rise of the Progressive movement in the 1920's and growing public ownership of utilities, Guelph Council saw the need to adopt a "city as a business" model, and a commission style of local government. Under this proposal, a city manager would oversee the coordination of all boards, committees and commissions. The move to a commission government was perceived as a means to attract skilled administrators to manage local government departments and functions. However, Guelph was unable to get the approval of the provincial legislature for commission management of all their utilities and used a mix of commission and committee management of departments and functions.



In 1906, Council received ratepayer ratification for the establishment of two separate elected commissions to manage the power utility and the waterworks. By the 1910 election, the election of aldermen again reverted to an at-large system. The commission government experiment started to falter with the lack of accounting, labour and legal services coordination between the commissions. By 1912-1915, there was a noticeable retreat from government reform. The City Clerk acted as the City Manager, coordinating the activities of committees and commissions. Council then divided the job duties of Clerk and City Manager, but abolished the City Manager position in 1925, and returned control of various civic departments to standing committees of Council. The Council's short-lived experiment with municipal reform ended with a return to the Council-committee system of government.

In terms of electoral practice, Guelph went through a period of flux from 1903 to 1930, mirroring the uncertain economic times and the brief experiments with municipal organizational reform. From 1856 to 1902, Guelph ratepayers elected three aldermen for each ward for a one-year term of Council. In 1903, to 1906, ratepayers voted to elect eleven aldermen by general vote. Pursuant to a vote of ratepayers at the 1906 election, it was decided to return to the system of election, in which three aldermen were elected from each ward. The system then reverted back to an eleven aldermen slate elected by general vote during the years 1910 to 1918.

In the years 1919 to 1923, Council consisted of eighteen aldermen elected by general vote. However, provincial legislation provided that the six aldermen obtaining the highest number of votes held office for a three-year term, the six who obtained the next highest vote held office for two years, and the next six who received the next highest number of votes held office for a year. In each year thereafter, one-third of eighteen aldermen were elected for a three-year term. Annually, Council elected one of its members as mayor. In 1923, provincial legislation permitted that Council consisted of a mayor and eighteen aldermen, but that the mayor was to be elected annually by general vote of the electors.

The three-year term of aldermen was reduced to one year and the number of aldermen was reduced to eleven for the 1930 election. In 1966, voters elected eleven aldermen for two-year terms by general vote. In 1983, the term of office was changed to three-years and in 1992 the election of two aldermen by ward began and continues in 2002. The return to ward based elections meant that Guelph had come full circle in terms of electoral practice.

In order to accommodate its growing population and industrial expansion, Guelph annexed 2500 acres from neighbouring Guelph Township in 1953. An additional annexation in 1966 from Guelph and Puslinch Townships added 5605 acres to City limits. Despite the move toward regional government in the late 1960's and early 1970's, Guelph and Wellington County remained untouched by municipal restructuring. In 2002, Guelph remains a separated city, which does not form part of Wellington County government.

Previous to 1967, the city was organized on the Council-Committee system of local government. Since that time, the Council-Administrator plan has been in effect. Under this system of government, Council operates the City functions, primarily through legislation and the formulation of policy and delegates the carrying out of policy and daily operations to their administrative staff through the City Administrator. The Directors associated with the City Administrator are: Information Services, Finance, Works, Planning and Business Development, Community Services; Personnel and the City Solicitor. In 2002, there are three standing committees of Council- Finance and Administration, Community Services, and Planning Works and Environment. Finance and Administration are responsible for the budget, business development, audits, policy, general administration and human resources. The Committee Services Committee mandate includes recreation, grants, cultural, external liaison, and Social Services. Advisory committees and boards reporting to Community Services include Civic Centre Board, Sports Hall of Fame, Safe City and Sports Advisory Committees. Planning Works and Environment is responsible for Public Works, Transit, Environment, property, protection and planning policy. Advisory committees such as the Green

Plan Steering Committee, Environmental Advisory Committee, River Systems Advisory Committee and Cycling Committee report to Council via the Planning Works and Environment Committee.

## **Custodial history**

The custodial history of the records, prior to their transfer to the Guelph Public Library archives, is not known or documented. For most records, the exact date of transfer to the archives is not known or documented. See sous fonds and series description for more information.

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## **Scope and content**

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Fonds consists of the records created, accumulated and maintained by the Corporation of the City of Guelph, its Council, committees and departments in the course of providing legislative governance and services to the citizens of Guelph. Included in this fonds are minute books, reports, correspondence, and tax and assessment rolls. These records document the activities of the Corporation of the City of Guelph. The fonds is divided into twelve sous fonds. The sous fonds have been created based on the functional nature and organizational structure of the Corporation of the City of Guelph.

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## **Notes**

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### **Restrictions on access**

Access to some of the records in this fonds is restricted. See sous fonds descriptions for more information.

### **Conditions governing use**

Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

### **Finding aids**

See sous fonds descriptions for more details on available listings for these records.

### **Accruals**

Further accruals of records are expected.

### **Note [General]**

Finding Aid

### **Other notes**

- **Publication status:** published

## Collection holdings

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### **Subfonds: F2-F2-1 - City of Guelph Council sous fonds**

Title: City of Guelph Council sous fonds

Reference code: F2-F2-1

Date: 1851-1962 (date of creation)

Scope and content: Sous fonds consists of Town and City Council minute books and reports initiated by or involving Council itself. These records document the official business of the Town and City Councils of Guelph.

This sous fonds has been arranged into 2 series:

Physical description: 2.14 m of textual records

Restrictions on access: Some records in this sous fonds are subject to access restrictions. See series descriptions for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: See series descriptions for more details on available listings for these records.

Publication status:

published

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### **Series: F2-F2-1-F2-1-1 - City of Guelph Council minutes**

Title: City of Guelph Council minutes

Reference code: F2-F2-1-F2-1-1

Date: 1851-1962 (date of creation)

Scope and content: Series consists of sixteen minute books, five folders of correspondence and division lists and one poster from the Town and City Councils of Guelph dating from 1851 to 1962. These records document the deliberations and decisions of Council that affected life in Guelph and the operation and administration of city government. The minute books detail the date, meeting place, attendance, and a brief description of matters discussed, petitions and correspondence received for consideration, delegations appearing before Council, resolutions and by-laws passed, and other council business. Includes council correspondence, division lists, and a poster dating from 1901, proclaiming February 2, 1901 as a day of mourning for Queen Victoria's death. These records document the official business of Council and its actions.

The volumes are arranged chronologically by year. Loose correspondence and division lists have been filed separately from the minute books for conservation reasons.

Physical description: 1.8 m of textual records

Arrangement: Council correspondence and division lists have been placed in folders and filed in boxes within this series for conservation reasons. The 1901 proclamation poster has been filed separately for conservation reasons.

Alternative form available: The 1856-1962 Council minutes are available on self-serve microfilm

Restrictions on access: Access to the original minute books is restricted because of conservation reasons. Please consult the Guelph Public Library Archivist regarding access to the records in this series.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Please consult File List F2-1-1 to narrow down your search. Council minutes dating 1856-1962 are available on self-serve microfilm in the Main Branch of the Guelph Public Library (ask at the Information Desk). To access minute books dating 1851-1856, please contact the Archivist.

Related material: Microfilm copies of City of Guelph by-laws, numbered 1 to 15260, for the years 1851 to 1996, is available at the Main Branch of the Guelph Public Library. The index for the bylaws is available at the Information Services Dept., City of Guelph.

Publication status:

published

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## **Series: F2-F2-1-F2-1-2 - City of Guelph Council reports**

Title: City of Guelph Council reports

Reference code: F2-F2-1-F2-1-2

Date: 1879, 1913 (date of creation)

Scope and content: Series consists of two minute books detailing arbitration hearings regarding the separation of the City of Guelph from the County of Wellington in 1879 and the courtroom transcript of an investigation into the conduct of the Chief of Police of the City of Guelph. Included in this series are negotiations regarding the sharing of the costs of justice administration, court house, gaol, house of industry, and poor house maintenance, roads, equalization assessments, and the distribution of assets and liabilities between the county and the city. The records also include the courtroom transcription of the investigations into allegations of drunkenness against the City's Chief of Police.

The volumes are arranged chronologically by year.

Physical description: 34 cm of textual records

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library archivist to gain access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the possible restrictions to access to these records, please consult Volume Listing F2-1-2 to narrow down your search and then contact the Guelph Public Library Archivist for further details.

Accruals: No further accruals of records are expected.

Publication status:

published

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## **Subfonds: F2-F2-2 - City of Guelph finance and taxation sous fonds**

Title: City of Guelph finance and taxation sous fonds

Reference code: F2-F2-2

Date: 1852-2006 (date of creation)

Scope and content: Sous fonds consists of bound volumes from the offices of the City Assessors, Tax Collectors, Finance Committee, and Court of Revision. Included in this sous fonds are assessment and collector's rolls, minute books and tax arrears ledgers. These records document the real and personal property tax assessment and collection systems in the City of Guelph, as well as the fiscal management of the City's budgets and finances.

The sous fonds has been arranged into 5 series:

Physical description: 55 m of textual records

Restrictions on access: Some records in this sous fonds are restricted for conservation reasons. See series descriptions for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: For more details on how to access these records, consult the appropriate series listing to narrow down your search. Please note that some of these volumes are stored off-site and require advance notice for retrieval.

Accruals: No further accruals of records are expected.

Publication status:

published

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## **Series: F2-F2-2-F2-2-1 - City of Guelph assessment rolls**

Creator: City of Guelph Office of Assessor

Title: City of Guelph assessment rolls

Reference code: F2-F2-2-F2-2-1

Date: 1852-1853, 1855-1939, 1941-1963, 1966-2006 (date of creation)

Scope and content: Series consists of five hundred and seventy bound assessment ledgers recording assessed real property values used in the calculation of property taxes in the City of Guelph. The assessment ledgers may document property owner and occupant names, addresses, occupations, and ages, description of property (including survey and plan information), real property values and assessments, and statistical information regarding religion, school support, sex and age of residents, and number of dogs in the household. Residents were able to challenge assessed property values in the Court of Revision, which had authority to revise assessed values and regulated the record-keeping practices of the assessors.

The assessment ledgers are arranged by year and then alphabetically by ward name. The information was recorded by Assessors and arranged initially by divisions within the town. With the designation as a town under the Municipal Act of 1856, Guelph was divided into four assessment wards (North, West, East and South). By 1935, the number of assessment wards had expanded to six (St. James, St. Andrew's, St. David's, St. John's, St. Patrick's and St. George's) as the City's population grew and boundaries expanded. The City and its wards were divided into twelve divisions until the the 1950's when the number of divisions were increased.

Physical description: 46.4 m of textual records

Note [generalNote]: Please note that the 1884-1885 Assessment Roll - Non Residents, and post-1935 individual ward Assessment rolls are stored off-site and require several days notice for retrieval.

Physical condition: Several pre-1899 volumes are fragile and have broken spines. Some post 1941 assessment rolls have missing covers or are fragile.

Arrangement: Please note that several assessment ledgers dating from 1955 show duplicate titles or overlapping divisions. It is believed that the recording of assessment information for the ward required two ledgers.

Alternative form available: The assessment rolls for 1852-1853 and 1855-1898 are available on self-serve microfilm.

Restrictions on access: Assessment rolls for 1852-1853 and 1855-1898 have been microfilmed and the original rolls are closed for conservation reasons. Access to later assessment rolls may be restricted for conservation reasons. Please contact the Guelph Public Library Archivist for further details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: The 1852-1853, 1855-1898 assessment rolls can be viewed on self-serve microfilm (ask at the Information Desk of the Main Branch of the Guelph Public Library for details). For all other volumes, please consult the Volume Listing F2-2-1 to narrow down your search and then contact the Guelph Public Library archivist. Please note that all volumes of assessment rolls are stored off-site and require advance notice for retrieval.

Accruals: Subsequent accruals were received from the following accession 2008-14.

Publication status:

published

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**Series: F2-F2-2-F2-2-2 - City of Guelph collector's rolls**

Creator: City of Guelph Tax Collector

Title: City of Guelph collector's rolls

Reference code: F2-F2-2-F2-2-2

Date: 1878, 1885-1888, 1891-1939 (date of creation)

Scope and content: Series consist of sixty bound tax collector rolls, documenting the property taxes owed and received by the City of Guelph collector. These rolls include names of parties assessed, street and lot number, assessment value and amounts of real and personal property, school and city tax mill rate amounts, first and second tax instalments, local improvement charges, discounts or percentages added, remarks and tax amounts collected. These records document the City of Guelph's tax collection system.

The information recorded in the collector's roll is arranged by ward division. The volumes are arranged chronologically by year.

Physical description: 7.2 m of textual records

Immediate source of acquisition: The immediate source of acquisition of the 1906-1907, 1910, 1921-1929 and 1930-1939 was the Human Resources Department of the City of Guelph.

Arrangement: There are single volumes for the years 1878-1933. Starting in 1934, there are two volumes per year. The double volume years cover Divisions 1-11 and then 12-22 respectively.

Restrictions on access: Please note access to some of the volumes in this series are restricted for conservation reasons. Please consult the Guelph Public Library Archivist for further details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view records in this series, consult the Volume Listing F2-2-2 to narrow down your search and to identify specific volumes for retrieval. Please order volumes from the Guelph Public Library Archivist. Please note that these volumes are stored off-site and require advance notice for retrieval.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Series: F2-F2-2-F2-2-3 - City of Guelph Finance Committee minutes**

Creator: City of Guelph Finance Committee

Title: City of Guelph Finance Committee minutes

Reference code: F2-F2-2-F2-2-3

Date: 1869-1884, 1895-1966 (date of creation)

Scope and content: Series consists of twelve bound minute books, documenting the decisions of the City of Guelph Finance Committee regarding the fiscal activities of the City. The minute books record the recommendations of the Finance Committee concerning the payment of department, commission, committee and board accounts, activities of the City's Treasurer and Auditors, tenders and quotations, petitions from Guelph citizens for taxation and assessment relief and the authorization of expenditures on behalf of the City of Guelph. These records document the activities of the Finance Committee in managing the City's finances.

The volumes are arranged chronologically by year.

Physical description: 48.5 cm of textual records

Arrangement: The minutes of the Finance and Assessment Committee are interspersed with the Finance Committee minutes throughout the eras of 1874-1879 and 1895-1910.

Alternative form available: The minutes of the Finance Committee have been microfilmed

Restrictions on access: These records have been microfilmed and the original volumes have been closed for conservation reasons. Please contact the Guelph Public Library archivist for further details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, first consult Volume Listing F2-2-3 to narrow down your search. These records are available on self serve microfilm in the Main Branch of the Guelph Public Library (ask at the Information Desk for details).

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-2-F2-2-4 - City of Guelph tax arrears ledgers**

Creator: City of Guelph Tax Collector

Title: City of Guelph tax arrears ledgers

Reference code: F2-F2-2-F2-2-4

Date: [1925?]-1939, 1959 (date of creation)

Scope and content: Series consists of eleven bound ledgers, which document the amount of school and city taxes and local improvement charges paid and still owing by residents to the City of Guelph. These records document the tax collection system in Guelph.

The volumes are arranged chronologically by year.

Physical description: 88 cm of textual records

Note [generalNote]: It is assumed that the tax arrears ledgers were created by the tax collectors as the ledgers show tax amounts that were outstanding and owing to the City of Guelph.

Restrictions on access: There are no restrictions on access.



Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult Volume Listing F2-2-4 to narrow down your search and to identify specific volumes for retrieval. Please order the volumes from the Guelph Public Library Archivist. Please note that these volumes are stored off-site and require advance notice for retrieval.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-2-F2-2-5 - City of Guelph Court of Revision minutes**

Creator: City of Guelph Court of Revision

Title: City of Guelph Court of Revision minutes

Reference code: F2-F2-2-F2-2-5

Date: 1933-1967 (date of creation)

Scope and content: Series consists of two minute books documenting the decisions of the Court of Revision regarding property assessments in the City of Guelph from the years 1933-1967. The volumes are arranged chronologically by year.

Physical description: 8 cm of textual records

Restrictions on access: There are no restrictions to access to these records. However, access may be restricted to some volumes because of conservation reasons. Please consult the Guelph Public Library Archivist.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view the records in this series, please consult Volume Listing F2-2-5 to narrow down your search and to identify specific volumes for retrieval. Please order the desired volumes from the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subfonds: F2-F2-3 - City of Guelph legal services sous fonds**

Title: City of Guelph legal services sous fonds

Reference code: F2-F2-3

Date: 1908-1909, 1929-1991 (date of creation)

Scope and content: Sous fonds consists of the City Solicitor's correspondence with various City departments, litigants, members of the public, local courts, and land registration officials.

This sous fonds has been arranged into 1 series:

Physical description: 16.45 m of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the series and sub-series descriptions for greater details and instructions on how to locate the records.

Accruals: Further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-3-F2-3-1 - James A. Runions, City Solicitor correspondence**

Creator: City of Guelph, City Solicitor

Title: James A. Runions, City Solicitor correspondence

Reference code: F2-F2-3-F2-3-1

Date: 1908-1992 (date of creation)

Scope and content: Series consists of the incoming and outgoing correspondence and related records created, used or maintained by the City Solicitor, James A. Runions, during the course of his tenure as the City's legal agent and advisor. The records in this series include various court documents, land transfer documents, deeds, conveyances and easements, contracts and agreements, plans and surveys, and legal advice and opinions.

The records reflect James Runions' work as the City of Guelph City Solicitor from 1971 to 1990. The majority of records were classified by file codes and numbers by the City Solicitor and his staff and maintained in discrete sets of records relating to specific projects and functions, such as the Hanlon Expressway, Guelph Eatons Centre, Planning Department and Clerk's office. The records of previous City Solicitors, R.H. Hungerford and R.B. Andrews, are also included in this series. These records were accumulated and used by James A. Runions in the course of his work as City Solicitor. The arrangement of the files into 30 sub-series has been based on the City Solicitor's filing code system. A file classification guide did not accompany the records upon transfer to the Guelph Public Library archives.

Physical description: 16.45 m of textual records

Immediate source of acquisition: These records were transferred from the City of Guelph City Clerk's Office in the spring of 1995.

Arrangement: Documents which could not be incorporated into the filing scheme because they lacked markings are filed chronologically at the end of each sub-series. Where the file title did not sufficiently indicate a discrete or comprehensive file series, a "City Solicitor's Office" sub-series was used to classify outsider files.

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: For more information on how to access these records, please consult the sub-series descriptions.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-1 - Clerk's Office correspondence**

Title: Clerk's Office correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-1

Date: 1953, 1958, 1968-1992, predominant 1970-1989 (date of creation)

Scope and content: Sub-series consists of the correspondence between the City Solicitor, James A. Runions, the City of Guelph City Clerk and other civic government officials. Included in this sub-series are quit claims, conveyances, court documents, title searches and property surveys. These records document the research, legal advice and opinions and activity conducted by the City Solicitor on behalf of the City Clerk's Office of the City of Guelph. These records are arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 2.52 m of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restriction on access to these records, please consult File listing F2-3-1-1 to narrow down your search and then consult the Guelph Public Library Archivist regarding these records

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-2 - Chartwood Developments Limited correspondence**

Title: Chartwood Developments Limited correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-2

Date: 1972-1973, 1980-1987, predominant 1980-1984 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, the officers of Chartwood Developments Limited, and various City officials regarding the planning and development of the Guelph Eaton Centre. Included in this sub-series are draft and final agreements, surveys, plans, budgets, leases, expropriations documentation, easements, Ontario Municipal Board documents, and municipal services planning records. These records document the City Solicitor's role in the planning and legal processes in the development of the downtown Eaton Centre by the City of Guelph and Chartwoods Development Limited. These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 1.26 m of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-2 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-3 - City of Guelph correspondence**

Title: City of Guelph correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-3

Date: 1930-1991, predominant 1971-1977 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and various City officials from the City Clerk's, Mayor's, Planning and Works Offices, Guelph Hydro, County of Wellington government officials and the local Land Registry Office. Included in this series are plans, conveyances, easements, land sale and purchase agreements, by-laws, legal opinions and advice, street name changes, and varied documents related to tax sales, animal control issues and back alleys. This sub-series also includes a small amount of unclassified correspondence related to City of Guelph issues. These records document the activities of the City Solicitor in his role as legal agent for the City of Guelph.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 1.44 m of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-3 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-4 - Fire Department correspondence**

Title: Fire Department correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-4

Date: 1969-1987 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the City of Guelph Fire Department. Included in this sub-series are copies of by-laws, plans and agreements relating to the construction of Fire Department facilities, by-law infraction prosecutions and related court documents, apartment building inspections and Fire Department personnel issues.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 18 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-4 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-5 - Hanlon Expressway correspondence**

Title: Hanlon Expressway correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-5

Date: 1965, 1969-1980, predominant 1969-1974 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, various City of Guelph officials, the provincial Ministry of Transportation and local property owners regarding the acquisition of land for the development of the Hanlon Expressway. Included in this sub-series are title searches, land deeds, mortgages, surveys, offers to purchase land, expropriation documents, and agreements with property owners and the Ministry of Transportation regarding the development of the Hanlon Expressway. These records document the role of the City Solicitor in the acquisition of properties within the City of Guelph for the construction of the Hanlon Expressway.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 54 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-5 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-6 - Ontario Home Renewal Program correspondence**

Title: Ontario Home Renewal Program correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-6

Date: 1976-1990 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the various City of Guelph Ontario Home Renewal Program (OHRP) Administrators regarding the legal property titles, liens and discharges against the properties in the program. Included in this sub-series are property title searches, registration and discharge of liens, and Writs of Execution from the County of Wellington Sheriff's Office for OHRP properties. The Ontario Home Renewal Program was established by the Ontario Ministry of Housing in 1973 to provide grants for municipalities to make loans to assist owner occupants to repair, rehabilitate and improve their homes to local property standards. Loans were limited to \$7,500 of which the maximum forgivable was \$4,000.

These records document the City Solicitor's role in researching property titles for OHRP applicants and for the administration of liens and discharges against OHRP assisted properties.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 28 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-6 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-7 - Personnel correspondence**

Title: Personnel correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-7

Date: 1970-1974, 1976, 1981, 1986, 1989 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and various City of Guelph officials regarding personnel issues and concerns. Included

in this sub-series are documents regarding labour relations, purchasing, and benefits. These records document the City Solicitor's role in providing legal advice and opinion on various human resources issues facing the City.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 2 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-7 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-8 - Planning Department correspondence**

Title: Planning Department correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-8

Date: 1970-1990 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, City of Guelph Planning officials, Committee of Adjustment, Ontario Municipal Board (OMB), real estate developers and local residents and businesses. Included in this sub-series are servicing and development agreements, subdivision, condominium and site plans, sign variances, court documents, legal opinions and advice, by-law infraction prosecutions, Official Plan reviews, Committee of Adjustment and OMB hearings correspondence, planning and zoning by-laws, and building inspections. These records document the role of the City Solicitor in the planning process at the City of Guelph.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 2.96 m of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.



Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-8 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-9 - Recreation and Parks Department correspondence**

Title: Recreation and Parks Department correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-9

Date: 1971-1990 (date of creation)

Date: 1971-1990 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and City of Guelph Recreation and Parks Department officials. Included in this sub-series are leases, contracts/agreements, encroachments, plans, surveys, property titles and land acquisitions, and draft by-laws. These records document the activities of the City Solicitor in providing legal advice and opinions to the Recreation and Parks Department and his role in acquiring land titles and drafting contracts for sporting and recreational events in the City of Guelph.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 31 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-9 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-10 - Treasurer's Department correspondence**

Title: Treasurer's Department correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-10

Date: 1969-1990 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the City of Guelph Treasurer's Department. Included in this sub-series are correspondence and documents relating to outstanding taxes, tax arrears, collections and sales, debentures, community grants, registration of liens, Finance Committee and Committee of Adjustment decisions, legal opinions and court documents relating to litigation involving the City of Guelph on tax and finance related matters. These records document the City Solicitor's role in assisting the Treasurer's Department in the administration of City property taxes and assessments. The file arrangement of these records is based on file codes provided by the creator. The files have been arranged alphabetically by file code and then numerically in ascending order within each file code.

Physical description: 67 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-10 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-11 - Administration correspondence**

Title: Administration correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-11

Date: 1948-1991, predominant 1966-1988 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and City of Guelph officials on a variety of issues affecting the City. Included in this sub-series are presentations, land and transfer deeds, final and draft by-laws, quit claims, petitions, affidavits, encroachment documents, agreements and offers of property purchase and sale, subdivision agreements, property leases, Guelph Township annexation records, Planning Act documents, billing hours for City Solicitor, employment application and labour relations records, tender and purchasing policies, Waterloo-Wellington Airport records, Ontario Municipal Board hearings, Committee of Adjustment decisions, signage by-laws, Administrative Services

Committee minutes, Municipal Solicitors' Association minutes and budgets, Guelph Junction Railway leases, and title searches. These records document the wide range of activities in which the City Solicitor was involved on behalf of the City of Guelph.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 66 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-11 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-12 - Residential Rehabilitation Assistance Program correspondence**

Title: Residential Rehabilitation Assistance Program correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-12

Date: 1975, 1985-1986 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the City of Guelph's Residential Rehabilitation Assistance Program (RRAP) Coordinator. Included in this sub-series are requests for property searches, actual title search documents and notification of liens registration. This sub-series also includes a 1986 copy of a letter from the the City's Chief Building Official, R.F. Lefneski, to M.P. Venditti, Director of Planning and Development regarding a funding request for termite control and legal advice regarding pesticide use under the program and a City of Toronto pamphlet about termite control. These records document the role of the City Solicitor in administering the title searches and registration and discharge of liens against properties under the RRAP.

The Residential Rehabilitation Assistance Program was a program of the Canadian federal government which offered financial assistance to low-income households who own and occupy sub-standard housing to enable them to repair their dwellings to a minimum level of health and safety. The loans provided to eligible participants had a forgivable portion and were registered against the title of the property.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 1 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-12 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-13 - Board of Park Management correspondence**

Title: Board of Park Management correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-13

Date: 1969-1971 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the Board of Park Management, Guelph, Ontario. Included in this sub-series are draft agreements and legal advice and opinions. These records document the City Solicitor's role in advising the City on issues related to the Board of Park Management and the City of Guelph. These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 0.5 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-13 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-14 - Guelph Police Force correspondence**

Title: Guelph Police Force correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-14

Date: 1972-1989 (date of creation)

Date: 1972-1989 (date of creation)

Scope and content: Sub-series consists of the correspondence between the City Solicitor, James A. Runions, and officials of the Guelph Police Force. Included in this sub-series are draft by-laws, court documents, and legal advice and opinions. These records document the work of the City Solicitor on behalf of the Guelph Police Force in defending members or prosecuting litigants, providing legal advice or opinion or assisting with interpretation and development of by-laws and their enforcement.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 21 cm of textual record

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-14 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-15 - Board of Commissioners of Police correspondence**

Title: Board of Commissioners of Police correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-15

Date: 1969-1975, 1978 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the Board of Commissioners of Police of the City of Guelph. Included in this sub-series are reports, court documents, discipline hearings, taxi cab by-law records, summons and building leases. These records document the City Solicitor's role in providing legal representation and advice to the Board of Commissioners of Police regarding a wide range of issues.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 3 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-15 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-16 - Tax Department correspondence**

Title: Tax Department correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-16

Date: 1972, 1975 (date of creation)

Scope and content: Sub-series consists of correspondence between City Solicitor, James A. Runions, the City of Guelph City Clerk Office and Tax Department. Included in this sub-series are agreements, tax assessment judgements and tax arrears, and related court documents. These records document the role of the City Solicitor in defending and representing the City of Guelph in tax related matters before the courts.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 0.5 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-16 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-17 - Guelph Transportation Commission correspondence**

Title: Guelph Transportation Commission correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-17

Date: 1971-1989 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the Guelph Transportation Commission. Included in this sub-series are legal advice and opinions, litigation, affidavits and court documents, property surveys, land expropriation documents, accident reports and insurance claims, bus leases, advertising studies, transit needs study and draft agreements. These records document the role of the City Solicitor in providing legal representation, opinions and advice to the City of Guelph's Transportation Commission. These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 5.5 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-17 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-18 - County of Wellington Social Services Department correspondence**

Title: County of Wellington Social Services Department correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-18

Date: 1974, 1976-1978 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the County of Wellington Social Services Department. Included in this sub-series are indigent burials, outstanding municipal day care account claims, court documents, and social

assistance support claims and appeals. These records document the legal services that the City Solicitor provided to the City of Guelph in dealing with the County of Wellington Social Services Department and welfare assistance disputes and issues.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 4 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-18 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-19 - Guelph Public Library correspondence**

Title: Guelph Public Library correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-19

Date: 1977-1980, 1984 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, City of Guelph officials and the Chief Librarians of the Guelph Public Library. Included in this sub-series are agreements, leases, tenders, litigation court documents, and legal advice and opinions on a variety of issues, including labour relations. These records document the legal advisory and litigation related activities undertaken by the City Solicitor on behalf of the Guelph Public Library.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 3 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.



Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-19 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-20 - Guelph Junction Railway Company correspondence**

Title: Guelph Junction Railway Company correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-20

Date: 1956, 1970-1983, 1986, 1989 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and officials of the Guelph Junction Railway (GJR) Company. Included in this sub-series are conveyances, plans and surveys, appraisal reports, an 1884-1950 history of the GJR, agreements, offers of land purchase, mortgages, leases with the Canadian Pacific Railway, and land sales. These records document the activities of the City Solicitor with regard to the GJR's land transactions and leases with other railways.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 10 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-20 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-21 - City Solicitor's office correspondence**

Title: City Solicitor's office correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-21

Date: 1929, 1961, 1969-1979, 1986-1988 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, various City of Guelph officials and non-City correspondents. Included in this sub-series are registered agreements, title searches, property acquisitions, building by-laws and inspections, plans and surveys, damage claims, copies of provincial legislation, correspondence with City of Guelph mayors, mortgages, Legal Department semi-annual reports and budgets, litigation correspondence, City Solicitor's Office space planning, leases, land agreements, law insurance and library services, professional associations correspondence, and Market Building use agreements. This sub-series is a grouping of administrative files relating to the operation of the City Solicitor's Office and other files which could not be arranged into substantive or complete series. These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 12 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-21 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-22 - Provincial Offences correspondence**

Title: Provincial Offences correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-22

Date: 1988-1990 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and a variety of officials of the City of Guelph and the Provincial Court regarding the prosecution of by-law infractions under the Provincial Offences Act (POA). Included in this sub-series are by-laws, Crown Attorney instructions, Notice of Trial forms, motor vehicle accident reports, occurrence reports, copies of POA tickets, trial evidence and Notices of Appeal. These records document the role of the City Solicitor in prosecuting City of Guelph by-law infractions under the POA at the Provincial Court.

These files have been arranged by file codes provided by the City Solicitor and his staff.

Physical description: 4 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-22 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-23 - Purchasing, tenders and quotations correspondence**

Title: Purchasing, tenders and quotations correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-23

Date: 1979-1989 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, Purchasing Department staff of the City of Guelph, other City officials and vendors. Included in this sub-series are litigation records, tenders, quotations, a copy of the City of Guelph's 1986 purchasing policy, purchasing reports, and legal advice and opinions. These records document the consultative role that the City Solicitor played in the purchasing and tender/quotation processes at the City of Guelph.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 1 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-23 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-24 - Expropriation and engineering correspondence**

Title: Expropriation and engineering correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-24

Date: 1908, 1909, 1943-1989, predominant 1968-1988 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, City of Guelph City Clerk and Public Works officials, and members of the public. Included in this sub-series are contracts and agreements regarding municipal services, property developments, and subdivisions, property appraisals, offers to purchase and sell land, expropriations, easements, conveyances, land title deeds and leases, damage and quit claims, road widenings, extensions and improvements, zoning change applications and reviews, sewer installations, litigation and legal advice and opinions. These records document the activities of the City Solicitor with regard to City of Guelph's engineering projects and services, especially with reference to property transactions.

These records have been arranged by the file code numbers provided by the City Solicitor and his staff.

Physical description: 1.92 m of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-24 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-25 - Industrial Commission correspondence**

Title: Industrial Commission correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-25

Date: 1967-1991 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the City of Guelph's Industrial Commission and Planning and Development staff. Included in this sub-series are draft and final industrial development agreements, with attached restrictions and covenants, surveys and plans, economic development planning issues, related legislation, litigation and legal advice and opinions. These records document the City Solicitor's role in the consultation on and the preparation of industrial and economic development agreements for the City of Guelph.

These records have been arranged by the file code numbers provided by the City Solicitor and his staff.

Physical description: 2 m of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-25 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-26 - Ontario Municipal Board correspondence**

Title: Ontario Municipal Board correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-26

Date: 1974-1990 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, City of Guelph Planning Department staff and the City Clerk regarding Ontario Municipal Board (OMB) hearings and appeals. Included in this sub-series are zoning change and variance applications, Committee of Adjustment decisions, plans and surveys, evidence summaries, and OMB hearings and appeals minutes. These records document the role of the City Solicitor in representing the City of Guelph at the hearings of the Ontario Municipal Board. These records have been arranged by the file code numbers provided by the City Solicitor and his staff.

Physical description: 72 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-26 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-27 - Morden And Helwig Limited correspondence**

Title: Morden And Helwig Limited correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-27

Date: 1977-1989 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the City of Guelph's insurance company, Morden And Helwig Limited. Included in this sub-series are correspondence with various City officials and plaintiffs and defendants concerning actioned and pending insurance claims against and by the City, court documents, legal research, planning and zoning maps and surveys, title searches, and copies of relevant provincial legislation and municipal by-laws. These records document the City Solicitor's involvement in defending against and prosecuting litigants for the City of Guelph. These records have been arranged by the file codes and file titles provided by the City Solicitor and his staff.

Physical description: 21 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-27 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-28 - Guelph Hydro correspondence**

Title: Guelph Hydro correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-28

Date: 1969-1975, 1979 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and officials of Guelph Hydro, which was operated by the Board of Commissioners of Light and Heat of the City of Guelph. Included in this sub-series are subdivision and data processing agreements, litigation, accident reports, outstanding account collections, billing disputes, easements, plans and surveys, and legal advice and opinions.

These records have been arranged by the file codes provided by the City Solicitor and his staff

Physical description: 7 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-28 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-3-F2-3-1-F2-3-1-29 - Memorial Gardens Commission correspondence**

Title: Memorial Gardens Commission correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-29

Date: 1969-1973, 1975-1976 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the officials of the Guelph Memorial Gardens Commission (GMGC). Included in this sub-series are agreements between the GMGC and various hockey and sporting associations, legal advice and opinions, reports, and litigation involving account collections and performance copyright issues.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 3 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restriction on access to these records, please consult File Listing F2-3-1-29 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-3-F2-3-1-F2-3-1-30 - Guelph General Hospital Commission correspondence**

Title: Guelph General Hospital Commission correspondence

Reference code: F2-F2-3-F2-3-1-F2-3-1-30

Date: 1969, 1971 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Solicitor, James A. Runions, and the Guelph General Hospital Commission. Included in this sub-series are quit claims, litigation court documents, agreements and a report of the Special Committee on General Hospital Land Use. These records document the role of the City Solicitor in providing legal advice and services to the Guelph General Hospital Commission.

These records have been arranged by the file codes provided by the City Solicitor and his staff.

Physical description: 0.5 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-3-1-30 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subfonds: F2-F2-4 - City of Guelph planning and development sous fonds**

Title: City of Guelph planning and development sous fonds

Reference code: F2-F2-4

Date: 1945, 1967 (date of creation)

Scope and content: Sous fonds consists of planning and community development related records for the City of Guelph. These records document the City's planning process and urban growth and development. This sous fonds has been arranged into 1 series.

Physical description: 1 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Please consult the series descriptions for more details and instructions on how to access the records

Accruals: Further accruals of records are expected.

Publication status:

published

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**Series: F2-F2-4-F2-4-1 - City of Guelph planning reports**

Creator: City of Guelph Planning Commission

Title: City of Guelph planning reports

Reference code: F2-F2-4-F2-4-1

Date: 1945, 1967 (date of creation)

Scope and content: Series consists of two reports, dated 1945 and 1967. The City Planning Commission report addresses the long term fifteen year planning forecast of the City of Guelph. The 1967 City Planner's report, written at the request of the Guelph Planning Board, is a brief to the Waterloo County Local Government Review, regarding the proposal for regional government in the Waterloo-Wellington Counties area. These reports document the planning issues facing city planning staff at the local level.

The reports are arranged chronologically by year.

Physical description: 1 cm of textual records

Note [generalNote]: It is believed that the City Planning Commission was succeeded by the Guelph Planning Board.

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view the records, please see File Listing F2-4-1 to narrow down your search and to identify files that you would like to consult. Order, F2 City of Guelph fonds, Box 106 from the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subfonds: F2-F2-5 - City of Guelph health services sous fonds**

Title: City of Guelph health services sous fonds

Reference code: F2-F2-5

Date: 1895-1897 (date of creation)

Scope and content: Sous fonds consists of records relating to the planning and provision of health services in the City of Guelph.

This sous-fonds has been arranged into 2 series:

Physical description: 18 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Please consult the series descriptions for greater details and instructions on how to access the records.

Accruals: Further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-5-F2-5-1 - City of Guelph Board of Health minutes**

Creator: City of Guelph Board of Health

Title: City of Guelph Board of Health minutes

Reference code: F2-F2-5-F2-5-1

Date: 1895-1897 (date of creation)

Scope and content: Series consists of four minutes books documenting the activities and decisions of the City of Guelph Board of Health for the years 1895-1967. Included in this series are the recording of meeting dates, places and times, items discussed, resolutions passed and related correspondence. These records document the mandate of the Board of Health to direct public health policy and practices in the City of Guelph.

The volumes are arranged chronologically by year.

Physical description: 17 cm of textual records

Physical condition: Early volumes are extremely fragile and brittle.

Immediate source of acquisition: These records were acquired from the Clerk's Office of the City of Guelph

Arrangement: Loose committee correspondence has been filed in folders under the same reference code for conservation reasons.

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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## **Series: F2-F2-5-F2-5-2 - City of Guelph Reports of the Medical Officer**

Creator: City of Guelph Medical Officer

Title: City of Guelph Reports of the Medical Officer

Reference code: F2-F2-5-F2-5-2

Date: 1908, 1910 (date of creation)

Scope and content: Series consists of 2 reports from the Medical Health Officer documenting the activities of this position. Included in this series are records discussing concerns over outbreaks of diseases and their possible origin. In addition, these records help to document the City's efforts in improving health care for Guelph residents.

Physical description: 1 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Please see the Archivist for further details.

Accruals: No further accruals of records are expected.

Publication status:

published

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## **Subfonds: F2-F2-6 - City of Guelph engineering and environmental services sous fonds**

Title: City of Guelph engineering and environmental services sous fonds

Reference code: F2-F2-6

Date: 1869-1969 (date of creation)

Scope and content: Sous fonds consists of records of various agencies which oversaw the provision and management of public works, water supply services, and sewage services in the City of Guelph. These records document the management and provision of engineering and environmental services in the City of Guelph.

This sous-fonds has been arranged into 11 series:

Physical description: 2.4 m of textual records

Restrictions on access: Access to some records in this sous fonds is restricted for conservation reasons. See series descriptions for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Please consult the series and sub-series descriptions for greater details and information on how to access these records.

Accruals: Further accruals of records are expected.

Publication status:

published

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## **Series: F2-F2-6-F2-6-1 - City of Guelph Road and Bridge Committee minutes**

Creator: City of Guelph Road and Bridge Committee

Title: City of Guelph Road and Bridge Committee minutes

Reference code: F2-F2-6-F2-6-1

Date: 1869-1879 (date of creation)

Scope and content: Series consists of the minutes of Road and Bridge Committee meetings for the years 1869-1879. Included in this series are reports of the street inspector and the committee with

respect to the condition, construction and maintenance of roads and bridges in the Town of Guelph, and committee recommendations to Council regarding the development and improvement of roads and bridges, sidewalks, and ditches. These records document the role of the committee in managing the development of Guelph's road transportation system.

It is believed that the Road and Bridge Committee was superceded by the Board of Works Committee in early 1879, as the mandates of these two committees overlap with respect to mandate over road, bridge and sidewalk construction and maintenance.

Physical description: 2 cm of textual records

Note [generalNote]: The name of the committee is recorded as the Committee on Streets, Highways & Bridges from March 1874 to early January 1876 in the minutes. The committee's name reverted back to the Road and Bridge Committee in the minutes of the January 21, 1876 meeting.

Physical condition: The bound volume is very fragile

Immediate source of acquisition: These records were acquired from the Clerk's Office of the City of Guelph.

Arrangement: The minutes of the Road and Bridge Committee are in the same bound volume as the Board of Works Committee minutes for 1879-1883 (see series F2-6-5).

Alternative form available: Self-serve microfilm is available for consultation in the Main Branch of the Guelph Public Library.

Restrictions on access: Access to the original volume is restricted for conservation reasons. Please contact the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To order these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library. To located the originals please consult the volume listing F2-6-1.

Accruals: No further accruals of records are expected.

Publication status:

published

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## **Series: F2-F2-6-F2-6-2 - City of Guelph Water Commissioners minutes**

Creator: City of Guelph Water Commissioners

Title: City of Guelph Water Commissioners minutes

Reference code: F2-F2-6-F2-6-2

Date: 1878-1884, 1907-1918 (date of creation)

Scope and content: Series consists of three bound ledgers of meeting minutes of the Water Commissioners for the period 1878-1884 and 1907-1918. Included in this series are reports and recommendations of the commmissioners with respect to the development of the water supply system

in Guelph, payment of accounts, and authorizations for water and sewage works. These records document the commission management of the water supply system in Guelph. The volumes are arranged chronologically by year.

Physical description: 13 cm of textual records

Note [generalNote]: The Water Commissioners are also referred to as the "Board of Water Commissioners" in the minutes.

Immediate source of acquisition: The 1878-1884 records were acquired from the Clerk's office of the City of Guelph.

Arrangement: Loose commission correspondence has been placed in folders for conservation reasons. These documents are located in Box 106 (F2-6-2-0-2 and F2-6-2-0-3) respectively.

Alternative form available: Self-serve microfilm is available for consultation for the 1878-1884 minutes at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Please contact the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view the 1878-1884 records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library. To view the 1907-1918 minutes, please consult the File List F2-6-2 to narrow down your search and then contact the Guelph Public Library Archivist.

Publication status:

published

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### **Series: F2-F2-6-F2-6-3 - City of Guelph Water Works Committee minutes**

Creator: City of Guelph Water Works Committee

Title: City of Guelph Water Works Committee minutes

Reference code: F2-F2-6-F2-6-3

Date: 1896-1903 (date of creation)

Scope and content: Series consists of one bound volume of meeting minutes of the Water Works Committee for the period of 1896 to 1903. Included in this series are committee recommendations for the establishment of water rates, management of the Water Works plant, including the purchase of supplies and payment for labour, laying of water pipe throughout the city, account payments, water meter readings, tenders for water and sewage work, water treatment and filtration, protection of Guelph's water sources and reservoirs and committee correspondence. These records document the role of the committee in managing the Guelph's water system.

Physical description: 4.5 cm of textual records

Note [generalNote]: Loose correspondence has been filed in a folder for conservation reasons

Physical condition: The bound volume is very fragile.

Immediate source of acquisition: These records were acquired from the Clerk's Office of the City of Guelph

Alternative form available: Self-serve microfilm is available for consultation at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to this volume is restricted for conservation reasons. Please contact the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library. To view the originals, please consult the File List F2-6-3 to narrow down your search and then contact the Guelph Public Library Archivist. «

Accruals: No further accruals of records are expected

Publication status:

published

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### **Series: F2-F2-6-F2-6-4 - City of Guelph Sewerage Committee minutes**

Creator: City of Guelph Sewerage Committee

Title: City of Guelph Sewerage Committee minutes

Reference code: F2-F2-6-F2-6-4

Date: 1901-1909 (date of creation)

Scope and content: Series consists of one bound minute book of the Sewerage Committee for the period of 1901-1909. Included in this series are committee reports and recommendations for sewage disposal, waste water treatment, local improvement assessments, sewer pipe connections, construction and maintenance, payment of accounts, labour relations and salary issues for sewerage employees, and consideration of tenders for sewage disposal plant and sewer pipe connections work. These records document the role of the committee in directing sewerage operations in the City of Guelph.

Physical description: 4 cm of textual records

Physical condition: The bound volume is very fragile

Immediate source of acquisition: These records were acquired from the Clerk's Office of the City of Guelph.

Alternative form available: Self-serve microfilm is available for consultation at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note that access to this volume is restricted for conservation reasons. Please consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library. To view the originals, please consult the File List F2-6-4 to narrow down your search and then contact the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-6-F2-6-5 - City of Guelph Board of Works Committee minutes**

Creator: City of Guelph Board of Works Committee

Title: City of Guelph Board of Works Committee minutes

Reference code: F2-F2-6-F2-6-5

Date: 1879-1909 (date of creation)

Scope and content: Series consists of four bound minute books of the Board of Works Committee for the period 1879-1909. Included in this series are minutes of committee meetings, copies of committee reports to Council, and committee resolutions regarding the construction, maintenance and inspection of roads, bridges and sidewalks, damage claims, accounts payment, purchase of public works supplies, land appropriations, maintenance and construction work at the Water Works, local improvement assessments and charges, tenders for equipment, machinery and public works projects, and labour relations related issues. These records document the role of the committee in overseeing the management of public works in the City of Guelph.

The volumes have been arranged chronologically by year.

Physical description: 10 cm of textual records

Note [generalNote]: Given the similar mandates, it is believed that the Board of Works succeeded the Road and Bridge Committee in 1879. It is also presumed that the Board of Works was succeeded by the Public Works Committee in 1910, based on the similarities in their mandates and focus.

Physical condition: The bound volumes are very fragile.

Immediate source of acquisition: These records were acquired from the Clerk's Office of the City of Guelph.

Arrangement: Please note that the 1879-1883 minutes are in the same bound volume as the Road and Bridge Committee minutes (series F2-6-1). The Board of Works Committee minutes for 1884-1893 are in the same bound journal with the Railway Committee minutes (series F2-9-1). The 1905-1909 Board of Works Committee minutes are in the same bound ledger as the Public Works Committee minutes for 1910 (series F2-6-6).



Alternative form available: Self-serve microfilm is available for consultation at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Please contact the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library. To view the originals, please consult the File List F2-6-5 to narrow down your search and then contact the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-6-F2-6-6 - City of Guelph Public Works Committee records**

Creator: City of Guelph Public Works Committee

Title: City of Guelph Public Works Committee records

Reference code: F2-F2-6-F2-6-6

Date: 1903-1912, 1918-1966 (date of creation)

Scope and content: Series consists of minute books which document the meetings of the Public Works Committee from 1910-1912 and 1919-1966. Included in this series are Public Works Committee minutes, reports and assessment registers. These records document the role of the committee in managing the physical infrastructure of the City of Guelph. This series has been arranged into two sub-series.

Physical description: 85 cm of textual records

Note [generalNote]: It is believed that the Public Works Committee succeeded the Board of Works in 1910, given the overlap in mandates and committee structure.

Immediate source of acquisition: These records were acquired from the Clerk's Office of the City of Guelph.

Restrictions on access: Please note that access to some of the volumes in this series is restricted for conservation reasons. See sub-series descriptions for more information.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: For more details on how to access these records, please consult the sub-series descriptions.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-6-F2-6-6-F2-6-6-2 - Public Works Committee minutes**

Title: Public Works Committee minutes

Reference code: F2-F2-6-F2-6-6-F2-6-6-2

Date: 1910-1912, 1918-1966 (date of creation)

Scope and content: Sub-series consists of bound minute books which document the meetings of the Public Works Committee from 1910-1912 and 1919-1966. Included in this series are records of committee meeting minutes, reports to City Council and committee recommendations regarding the payment of accounts, tenders for public works supplies and projects, labour relations related issues, construction, maintainance, and inspection of roads, bridges, sidewalks, sewers, sewer connections, sewerage disposal plant, storm drains, culverts, responsibility for the operation of public works, buildings and garbage collection, local improvement charges/assesement recommendations and land appropriations. These record document the role of the committee in managing the physical insfrastucture of the City of Guelph.

The volumes have been arranged chronologically by year

Physical description: 42 cm of textual records

Restrictions on access: There are no restrictions on access

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, first consult File List F2-6-6-2 to narrow down your search. These records are available on self-serve microfilm at the Main Branch of the Guelph Public Library (ask at the Information Desk for details).

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-6-F2-6-7 - City of Guelph Sewerage and Public Works Commission minutes**

Creator: City of Guelph Sewerage and Public Works Commission

Title: City of Guelph Sewerage and Public Works Commission minutes

Reference code: F2-F2-6-F2-6-7

Date: 1912-1918 (date of creation)

Scope and content: Series consists of three bound minute books which document the meetings of the Sewerage and Public Works Commission of the City of Guelph. Included in this series are meeting minutes, copies of correspondence sent by the commission, and recommendations of the commission with regard to the watering, paving and oiling of streets, accounts payment, construction, maintenance and inspection of bridges, roads, sidewalks, sewers and house sewer connections, determination of sewer and local improvement charges, land appropriations and the judgement of damage claims from local residents and businesses resulting from sewer and public works conducted by the City. These records document the work of the commission in administering and managing the City of Guelph's sewage and public works infrastructures.

The volumes have been arranged chronologically by year.

Physical description: 6 cm of textual records

Note [generalNote]: It is believed that the Sewerage and Public Works Commission succeeded the Public Works Committee in early 1912 as part of the City of Guelph's experiment with commission government during the progressive era. It is also believed that the commission was superceded by the Public Works Committee in 1919. The mandates of these two bodies are similiar in scope and focus and may account for the gap in the minutes of the Public Work Committee (series F2-6-6) for 1912-1919.

Physical condition: The bound volumes are fragile.

Immediate source of acquisition: These records were acquired from the Clerk's Office of the City of Guelph.

Arrangement: The loose 1914-1918 commission correspondence and index has been filed in a folder because of conservation reasons. Please note that the 1912-1914 minutes of the Sewerage and Public Works Commission are in the same bound ledger as the Public Works Committee minutes for 1910-1912 (series F2-6-6). The 1918 Sewerage and Public Works Commission minutes are located in the same bound ledger as the Public Works Committee for 1919-1925 (series F2-6-6).

Alternative form available: Self-serve microfilm is available for consultation at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Please consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library. To view these records, please consult the File List F2-6-7 to narrow down your search and then contact the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

**Series: F2-F2-6-F2-6-8 - H.S. Nicklin, City Engineer correspondence**

Title: H.S. Nicklin, City Engineer correspondence

Reference code: F2-F2-6-F2-6-8

Date: 1929-1949 (date of creation)

Scope and content: Series consists of the correspondence of City Engineer, H.S. Nicklin on a variety of topics and issues. Included in this series is correspondence from the City Engineer to local residents, homeowners and businesses, members of committees and Council regarding public works and sewerage issues. These records document the role that the City Engineer had in managing the development of Guelph's physical infrastructure.

The records reflect H.S. Nicklin's work as the City of Guelph City Engineer from 1930 to 1947. The majority of records were classified by file code numbers by the City Engineer and his staff and maintained in discrete sets of records relating to specific projects and functions, such as relief work programs, Second World War planning, engineering projects and new technologies, Council and committee reports and correspondence, Parks and Garbage Departments correspondence, and building and plumbing inspections. These records were accumulated and used by H.S. Nicklin in the course of his work as City Engineer. The arrangement of the files into 10 sub-series has been based on the file codes provided by the City Engineer and his staff and the previous arrangement of these records in the 1980's. A partial file classification index did accompany the records upon transfer to the Guelph Public Library archives and is located in sub-series F2-6-8-1.

This series has been arranged into 10 sub-series:

Physical description: 1.1 m of textual records

Arrangement: These records were previously arranged in the 1980's for the original City of Guelph records finding aid. There have been no changes to the arrangement, except for the addition of file codes, where provided by the City Engineer and his staff, to the file listings. In the previous arrangement of these records, documents lacking any file code number have been arranged into folders based on subject and year.

Restrictions on access: Access to some of the records in this series is restricted under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. See sub-series descriptions for more information.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Please consult the sub-series descriptions for details and information on how to access these records.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-6-F2-6-8-F2-6-8-1 - City Engineer's office file index**

Title: City Engineer's office file index

Reference code: F2-F2-6-F2-6-8-F2-6-8-1

Date: 1939, 1941-1943, 1946-1947 (date of creation)

Scope and content: Sub-series consists of five file indexes from the City Engineer's office dating from 1939, 1941-1943, and 1946-1947. Included in this sub-series are the City Engineer's office filing classification and numbering systems. These records document how the City Engineer's office managed their administrative and operational files.

The indexes have been arranged chronologically by year.

Physical description: 0.5 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: No more detailed listings are available for these records.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-6-F2-6-8-F2-6-8-2 - Relief work correspondence**

Title: Relief work correspondence

Reference code: F2-F2-6-F2-6-8-F2-6-8-2

Date: 1930 - 1934 (date of creation)

Scope and content: Sub-series consists of correspondence between H.S. Nicklin, City Engineer, local relief applicants and recipients, other City officials, and federal government officials regarding relief work available from the City of Guelph Public Works Department. Included in this sub-series are letters from applicants asking for relief assistance, eligibility reviews, requests for relief work to be done and tallies of relief work completed in Guelph. These records document the role that the City Engineer played in administering the relief work program in Public Works for the City of Guelph Council.

The records are arranged according to a previous file arrangement. There have been no changes to the file arrangement, except for the addition of file codes, where provided by the City Engineer and his staff, into the file listing.

Physical description: 8 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult File Listing F2-6-8-2 to narrow down your search and then consult the Guelph Public Library Archivist regarding the records requested.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-6-F2-6-8-F2-6-8-3 - Second World War planning correspondence**

Title: Second World War planning correspondence

Reference code: F2-F2-6-F2-6-8-F2-6-8-3

Date: 1942-1947 (date of creation)

Scope and content: Sub-series consists of the correspondence of City Engineer, H.S. Nicklin, regarding wartime and post-war planning for the years 1942-1947. Included in this sub-series are records related to wartime housing, construction, priorities, and rations, federal labour regulations, and post-war planning. These records document the role of the City Engineer in the war and post-war planning process, and the City of Guelph's cooperation with federal war time planning initiatives.

The arrangement of these files has been based upon the arrangement completed by a previous archivist. The file codes, assigned by the City Engineer and his staff, have been incorporated in the file listing where provided.

Physical description: 12 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, first consult File List F2-6-8-3 to narrow down your search. Order F2, Box 107 from the Guelph Public Library archivist.

Publication status:

published

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**Subseries: F2-F2-6-F2-6-8-F2-6-8-4 - Federal government correspondence**

Title: Federal government correspondence

Reference code: F2-F2-6-F2-6-8-F2-6-8-4

Date: [1940] - 1947 (date of creation)

Scope and content: Sub-series consists of correspondence between City Engineer, H.S. Nicklin, various federal government agencies, City of Guelph officials, and Public Works employees regarding statistical information collected by the federal government for wartime and post war planning. Included in this sub-series are federal Dominion Bureau of Statistics census forms for labour, construction, road expenditures, water treatment chemical consumption, gasoline and oil usage, wartime technical information bulletins and post war planning information bulletins. These records also include applications for gasoline privilege, licence and ration coupon books for Public Works vehicles.

These records have been arranged according to a previously completed arrangement. However, file codes, where provided by the City Engineer and his staff, have been incorporated into the file listing.

Physical description: 6 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult File List F2-6-8-4 to narrow your search and request F2, Box 109 from the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-6-F2-6-8-F2-6-8-5 - Public Works Committee memoranda correspondence**

Title: Public Works Committee memoranda correspondence

Reference code: F2-F2-6-F2-6-8-F2-6-8-5

Date: 1932-1947 (date of creation)

Scope and content: Sub-series consists of correspondence between City Engineer, H.S. Nicklin, various Public Works officials, and local businesses and residents regarding matters raised at Public Works Committee meetings. Included in this sub-series are the City Engineer's memoranda from Public Works Committee meetings and notations regarding actions taken or planned for specific agenda items. These records document the liaison role that the City Engineer played between the Public Works Committee, the Public Works Department and local Guelph residents.

These records are arranged according to a file arrangement completed by a previous archivist. There have been no changes made to the prior arrangement, except for the addition of file codes, provided by the City Engineer and his staff, in the file listing.

Physical description: 6 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult File Listing F2-6-8-5 to narrow down your search and then request F2, Box 109 from the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-6-F2-6-8-F2-6-8-6 - Engineering project correspondence**

Title: Engineering project correspondence

Reference code: F2-F2-6-F2-6-8-F2-6-8-6

Date: 1938-1939 (date of creation)

Scope and content: Sub-series consists of correspondence between the City Engineer, H.S. Nicklin, various City of Guelph officials, local residents and interested parties and business regarding engineering projects being undertaken by the Public Works Department in the City of Guelph. Included in this sub-series are records relating to project specifications, plans, drawings, costs and City Council or Public Works Committee project approvals. These records document the role that the City Engineer played in the direction of engineering work undertaken by the City of Guelph. These records were arranged by a previous archivist. There have been no changes made to the arrangement of these records.

Physical description: 0.5 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, first consult File List F2-6-8-6 to narrow down your search. Order F2, Box 108 from the Guelph Public Library archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-6-F2-6-8-F2-6-8-7 - Council and committee reports and correspondence**

Title: Council and committee reports and correspondence

Reference code: F2-F2-6-F2-6-8-F2-6-8-7

Date: 1930-1949 (date of creation)

Scope and content: Sub-series consists of the reports and correspondence between the City Engineer, H.S. Nicklin, and City Council and its Committees, particularly the Public Works Committee, during the years 1930-1947. Included in this sub-series are council and committee resolutions correspondence and City Engineer's reports on the water works, public works projects, and other engineering issues facing the City of Guelph. These records also include the City Engineer's correspondence with Council and committees notifying them of actions taken as directed and correspondence with local residents and businesses related to the resolutions. These records document the role that the City Engineer played in liaising between the Public Works Department, Council and committees and his responsibility to see that the directions of Council and its committees were carried out.

These files have arranged previously by another archivist. There has been no change in the arrangement, except for the addition of file codes, provided by the City Engineer and his staff, to the file listing.

Physical description: 24 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult File Listing F2-6-8-7 to narrow down your search and to identify specific boxes for retrieval. Please order the boxes from the Guelph Public Library archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subseries: F2-F2-6-F2-6-8-F2-6-8-8 - Parks Department correspondence**

Title: Parks Department correspondence

Reference code: F2-F2-6-F2-6-8-F2-6-8-8

Date: 1930-1947 (date of creation)

Scope and content: Sub-series consists of the correspondence between the City Engineer, H.S. Nicklin, local residents and businesses, the Public Works Committee, and the City Clerk regarding the activities of the Parks Department during the years 1930-1947. Included in this sub-series are

plans for the swimming pool arena and Winter Fair building roof, weed removal and tree trimming services, and general park maintenance and supplies. These records document the role of the City Engineer in directing the work of the Parks Department.

These files have been arranged previously. There has been no change to the arrangement, except for the addition of file codes, where provided by the City Engineer and his staff, to the file listing.

Physical description: 12 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult File Listing F2-6-8-8 to narrow down your search and then order F2, Box 112 from the Guelph Public Library archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-6-F2-6-8-F2-6-8-9 - Building and plumbing inspection correspondence**

Title: Building and plumbing inspection correspondence

Reference code: F2-F2-6-F2-6-8-F2-6-8-9

Date: 1929-1947 (date of creation)

Scope and content: Sub-series consists of the correspondence between the City Engineer, H.S. Nicklin, various City of Guelph officials, the federal government, and local residents and businesses concerning building and plumbing inspections in the City of Guelph. Included in this sub-series are federal Dominion Bureau of Statistics building permit census return forms, correspondence between home and business owners about building or plumbing deficiencies found during inspections, plans, drawings and information regarding building code updates. These records document the role of the City Engineer, as building inspector, in enforcing the City's building code and monitoring of the progress of construction work initiated under City building permits.

These records had been arranged previously. There have been no changes made to the arrangement, except for the addition of files codes, where provided by the City Engineer and his staff, to the file listing.

Physical description: 36 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult File Listing F2-6-8-9 to narrow down your search and order the desired boxes from the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-6-F2-6-8-F2-6-8-10 - Garbage Department correspondence**

Title: Garbage Department correspondence

Reference code: F2-F2-6-F2-6-8-F2-6-8-10

Date: 1932-1933, 1935, 1937, 1939, 1940, 1942-1947 (date of creation)

Scope and content: Sub-series consists of the correspondence between the City Engineer, H.S. Nicklin, local residents and businesses, suppliers, and various City of Guelph officials regarding garbage services in Guelph. Included in this sub-series are records relating to complaints about garbage collection or properties needing cleaning up, garbage collection data, waste collection areas, and new technologies for waste management. These records document the role of the City Engineer in managing the Garbage Department and collection services in the City of Guelph. These records have been previously arranged. There have been no changes made to the records' arrangement, except to include file codes, where provided by the City Engineer and his staff, on the file listing.

Physical description: 5 cm of textual records

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult File Listing F2-6-8-10 to narrow down your search and then order F2, Box 108 from the Guelph Public Library archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-6-F2-6-9 - City of Guelph Light and Power Committee minutes**

Title: City of Guelph Light and Power Committee minutes

Reference code: F2-F2-6-F2-6-9

Date: 1905-1906 (date of creation)

Scope and content: Series consists of the minute book of the Light and Power Committee for 1905-1906. Included in this series are committee reports to Council, recommendations for the hiring of a gas engineer, extension of the gas and electrical works, discussion of the use of debentures to raise the funds necessary for the new utilities, rates for gas and electricity, and land acquisitions of the utilities. These records document the role that the Light and Power Committee played in the development of the City of Guelph's public utilities.

Physical description: 1 cm of textual records

Arrangement: Please note that these minutes are in the same bound volume of the 1903-1905 minutes of the Fire, Light and Water Committee, the 1907-1910 minutes of the Fire and Light Committee and the 1910 minutes of the Fire, Light and Markets Committee.

Alternative form available: Self-serve microfilm is available in the Reference section of the Main Branch of the Guelph Public Library.

Restrictions on access: Access to these records is restricted for conservation reasons. Microfilm is available for consultation. Please contact the Guelph Public Library archivist to gain access to these records.

Accruals: No further accruals of records are expected

Publication status:

published

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### **Series: F2-F2-6-F2-6-10 - James Hutcheon, City Engineer correspondence**

Title: James Hutcheon, City Engineer correspondence

Reference code: F2-F2-6-F2-6-10

Date: 1902-1906 (date of creation)

Scope and content: Series consists of one letter book of outgoing correspondence from the City Engineer for the period 1902-1906. Included in this series is correspondence from the City Engineer to local residents, homeowners and businesses, members of committees and Council regarding public works and sewerage issues. The records also include correspondence from the Chairman of the Sewerage Committee. These records document the role that the City Engineer had in developing Guelph's physical infrastructure.

Physical description: 2 cm of textual records

Physical condition: There is possible mould on cover and the pages are brittle.

Arrangement: Please note that the letterbook contains the outgoing 1906-1908 correspondence of James G. Lindsay, City Engineer, who succeeded James Hutcheon (see series F2-6-11).

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library archivist to gain access to these records.

Accruals: No further accruals of records are expected

Publication status:

published

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**Series: F2-F2-6-F2-6-11 - James G. Lindsay, City Engineer correspondence**

Creator: Lindsay, James G.

Title: James G. Lindsay, City Engineer correspondence

Reference code: F2-F2-6-F2-6-11

Date: 1906-1908 (date of creation)

Scope and content: Series consists of one letter book of outgoing correspondence from the City Engineer for the period 1906-1908. Included in this series is correspondence from the City Engineer to local residents, homeowners and businesses, members of committees and Council regarding public works and sewerage issues. These records document the role that the City Engineer had in developing Guelph's physical infrastructure.

Physical description: 2 cm of textual records

Physical condition: There is possible mould on cover and the pages are brittle.

Arrangement: Please note that the letterbook contains the outgoing 1902-1906 correspondence of James Hutcheon, City Engineer, (see series F2-6-10), who preceded James G. Lindsay in this position.

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library archivist to gain access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please contact the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subfonds: F2-F2-7 - City of Guelph social services sous fonds**

Title: City of Guelph social services sous fonds

Reference code: F2-F2-7

Date: 1939-1959 (date of creation)

Scope and content: Sous fonds consists of records related to the City of Guelph's Relief and Welfare Committees. These records document the City's fiscal and case management of welfare and indigent burials in the City of Guelph.

This sous fonds has been arranged into 1 series:

Physical description: 4.5 cm of textual records

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the series descriptions for greater details and instructions on how to locate the records.

Accruals: Further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-7-F2-7-1 - City of Guelph Welfare Committee minutes**

Creator: City of Guelph Welfare Committee

Title: City of Guelph Welfare Committee minutes

Reference code: F2-F2-7-F2-7-1

Date: 1939-1959 (date of creation)

Scope and content: Series consists of one minute book and two pages of loose correspondence, documenting the activities and decisions of the Relief (1939-1940) and Welfare Committees (1941-1959) in the City of Guelph. Included in this series are committee decisions regarding welfare applicants' eligibility, discontinuance of benefits, welfare rates, and reports of the Welfare Officer. These records document the role the committee played in the fiscal and case management of welfare delivery in the City of Guelph.

Physical description: 4.5 cm of textual records

Note [generalNote]: The Welfare Committee was preceded by the Relief Committee. With the passage of By-law 2730 on December 5, 1941, s. 10 of By-law 1673 respecting the duties of a Relief Officer, and By-laws 2340, 2590 and 2660 were also repealed.

Arrangement: Loose committee correspondence has been filed in a folder for conservation reasons.

Restrictions on access: Access to these records is restricted under the Municipal Freedom of Information and Protection of Privacy Act. Please contact the Guelph Public Library archivist for details on how to request access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please consult the Guelph Public Library Archivist regarding File 2-7-1-0-1.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Subfonds: F2-F2-8 - City of Guelph administrative services sous fonds**

Title: City of Guelph administrative services sous fonds

Reference code: F2-F2-8

Date: 1869-1878, 1916 (date of creation)

Scope and content: Sous fonds consists of records documenting the administrative, licensing and regulatory functions of City government and the City Clerk's office.

The sous fonds is arranged into two series.

Physical description: 2 cm of textual records

Restrictions on access: Access to some records in this sous fonds is restricted. See series descriptions for more information.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: See series descriptions for more details on available listings for these records.

Accruals: Further accruals of records are expected.

Publication status:

published

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**Series: F2-F2-8-F2-8-1 - City of Guelph License [sic] Committee minutes**

Creator: City of Guelph License [sic] Committee

Title: City of Guelph License [sic] Committee minutes

Reference code: F2-F2-8-F2-8-1

Date: 1869-1878 (date of creation)

Scope and content: Series consists of one minute book of the License Committee, dating from 1869 to 1878. Included in this series are reports of the License Inspector; recommendations of the committee to Council regarding the granting or refusal of petitions for licences for houses of public entertainment, taverns, grocery stores, and shops for the sale of spiritous liquours; and committee reports to Council regarding the infractions of licence conditions. These records document the role of the License Committee in licensing and regulating trade and commerce in the City of Guelph.

Physical description: 1 cm of textual records

Immediate source of acquisition: These records were acquired from the Clerk's Office of the City of Guelph.

Arrangement: Please note that the License Committee minutes are in the same bound ledger as the Railway Committee minutes (series F2-9-1).

Restrictions on access: There are no restrictions on access.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view records, contact the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-8-F2-8-2 - City of Guelph parliamentary and municipal list of voters**

Creator: City of Guelph. City Clerk

Title: City of Guelph parliamentary and municipal list of voters

Reference code: F2-F2-8-F2-8-2

Date: 1916 (date of creation)

Scope and content: Series consists of one list of parliamentary and municipal voters for the City of Guelph for 1916, which was certified as being correct by the City Clerk, based on revised municipal assessment lists. Included in this series are the names of eligible voters, eligibility as a juror, lot number, and street address.

Physical description: 1 cm of textual records

Physical condition: The front and back covers of the book are detached and the pages are worn and brittle.

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library archivist to gain access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please contact the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subfonds: F2-F2-9 - City of Guelph economic development services sous fonds**



Title: City of Guelph economic development services sous fonds

Reference code: F2-F2-9

Date: 1869-1923 (date of creation)

Scope and content: Sous fonds consists of records pertaining to the Railway Committee, Manufacturers Committee and the Railway and Manufacturers Committee. These records document the role of the City Council of Guelph in the economic development of the city through the promotion of railway and industrial development.

This sous fonds has been arranged into 3 series:

Physical description: 18.5 cm of textual records

Alternative form available: Some records in this sous fonds have been microfilmed. See series descriptions for more information.

Restrictions on access: Access to some records in this sous fonds is restricted for conservation reasons. See series descriptions for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: See series descriptions for more details on available listings for these records.

Accruals: Further accruals of records are expected

Publication status:

published

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### **Series: F2-F2-9-F2-9-1 - City of Guelph Railway Committee minutes**

Creator: City of Guelph Railway Committee

Title: City of Guelph Railway Committee minutes

Reference code: F2-F2-9-F2-9-1

Date: 1869-1879, 1883-1902 (date of creation)

Scope and content: Series consists of two minute books which document the discussions and decisions of the Railway Committee from 1869-1879 and from 1883-1902. Included in this series are reports of the committee to Council regarding railway matters, land appropriation requests for railway line extentions, right of ways, and crossings, request for money for joint Board of Trade/ Railway Committee deputations to travel to Ottawa and other cities to discuss and negotiate railway matters, complaints about railway noise from local residents, reports regarding the recommendations concerning the managment of the Guelph Junction Railroad (GJR) and the committee's efforts to negotiate the extension of the GJR to Goderich. The minutes also record the committee's efforts to negotiate with the Canadian Pacific Railway Company for railway line surveys into Guelph and the construction of a new railway station. These records document the role of the Committee, in close association with the local Board of Trade, to foster railway development and growth in the City of Guelph.

The volumes have been arranged chronologically by year.

Physical description: 4 cm of textual records

Arrangement: The 1869-1879 Railway Committee meingues are in the same bound ledger as the 1884-1893 minutes of the Board of Works Committee (series F2-6-5). The 1883-1902 minutes of the Railway Committee are in the same bound ledger as the 1869-1878 minutes o the License Committee (series F2-8-1) and the 1903-1910 minutes of the Railway and Manufacturers Committee (series F2-9-3)

Alternative form available: Self-serve microfilm is available at the Main Branch of the Guelph Public Library.

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library Archivist for more information.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, first consult File List F2-9-1 to narrow down your search. These records are available on self-serve microfilm at the Main Branch of the Guelph Public Library (ask at the Information Desk for details).

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-9-F2-9-2 - City of Guelph Manufacturers Committee minutes**

Creator: City of Guelph Manufactures Committee

Title: City of Guelph Manufacturers Committee minutes

Reference code: F2-F2-9-F2-9-2

Date: 1901-1902 (date of creation)

Scope and content: Series consists of one minute book of the Manufacturers Committee, dating from 1901 to 1902. Included in this series are the recording of committee discussions concernng requests of businesses and industries for land and fixed tax assessments. The minutes also document the efforts of the committee to promote Guelph as a prosperous city, which was inviting and welcoming to new industries and commerce. Conversely, the minutes describe the committee's efforts to discourage business and industry from leaving the city. These records document the committee's role in civic and economic promotion and development of Guelph as a vibrant industrial and commercial centre.

Physical description: 2 cm of textual records

Physical condition: The bound volume is very fragile.

Immediate source of acquisition: The records were acquired from the Clerk's Office of the City of Guelph.

Arrangement: Please note that the minutes of the Manufacturers Committee are in the same bound volume as the Railways and Manufacturers Committee for 1903-1906 (series F2-9-3) .

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library archivist to gain access to these records.

Finding aids: Given the restrictions on access, please contact the Guelph Public Library Archivist for more information on accessing these records..

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-9-F2-9-3 - City of Guelph Railway and Manufacturers Committee minutes**

Creator: City of Guelph Railway and Manufacturers Committee

Title: City of Guelph Railway and Manufacturers Committee minutes

Reference code: F2-F2-9-F2-9-3

Date: 1903-1923 (date of creation)

Scope and content: Series consists of four minute books of the Railway and Manufacturers Committee dating from 1903 to 1923. Included in this series are meeting minutes recording the committee's deliberations, decisions and reports to Council regarding the payment of accounts, promotion of the distribution of electrical power generated at Niagara Falls in Guelph, the construction of the Canadian Pacific Railway passenger station, and consideration of land grants and fixed assessments and water rates to attract and retain industry in Guelph. The records also document the committee's consideration of loans to businesses and industry, promotion of Guelph as an industrial centre in the newspapers and journals, the appointment of an Industrial Commissioner to promote Guelph and attract new businesses, management of the Guelph Radial Railway Company, petitions to the Grand Trunk Railway (GTR) for better service to Guelph, grants for sporting clubs, and GTR applications for the laying of railway tracks on Guelph streets. These records document the role that the Railway and Manufacturers Committee took in promoting the railway and economic interests of the City of Guelph.

The volumes are arranged chronologically by year.

Physical description: 12.5 cm of textual records

Note [generalNote]: It is believed that the Railway and Manufacturers Committee superceded both the Railway Committee and the Manufacturers Committee in early 1903, given the merged mandate and focus.

Arrangement: Loose committee correspondence has been filed in folder for conservation reasons. Please note that the 1903-1910 minutes of the Railway and Manufacturers Committee is located in the same bound ledger as the 1869-1878 minutes of the License Committee (series F2-8-1) and the 1883-1902 minutes of the Railway Committee (series F2-9-1). The 1903-1906 minutes of the Railway

and Manufacturers Committee are located in the same bound ledger as the 1901-1902 minutes of the Manufacturers Committee (series F2-9-2).

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library archivist to gain access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please contact the Guelph Public Library Archivist for more information.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subfonds: F2-F2-10 - City of Guelph protective services sous fonds**

Title: City of Guelph protective services sous fonds

Reference code: F2-F2-10

Date: 1903-1923 (date of creation)

Scope and content: Sous fonds consists of records documenting the policies, activities and programs of the protective services departments and committees of the City of Guelph. This sous fonds has been arranged into 4 series.

Physical description: 21 cm of textual records

Alternative form available: Some records in this sous fonds have been microfilmed. See series descriptions for more information.

Restrictions on access: Access to some of the records in this sous fonds is restricted for conservation reasons. See series descriptions for more information.

Finding aids: For more details on how to access these records, please see the series descriptions.

Accruals: Further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-10-F2-10-1 - City of Guelph Fire, Light and Water Committee minutes**

Creator: City of Guelph Fire, Light and Water Committee

Title: City of Guelph Fire, Light and Water Committee minutes

Reference code: F2-F2-10-F2-10-1

Date: 1903-1905, 1919-1923 (date of creation)

Scope and content: Series consists of the minute books of the Fire, Light and Water Committee for the periods of 1903-1905 and 1919-1923. Included in these records are committee reports to Council, recommendations as to the structure and salaries for the fire brigade, purchase of firefighting equipment and supplies, payment of accounts, and Fire Chief inspections of buildings. These records also include the committee's recommendations to Council regarding the repair and maintenance of the City's water works, laying of pipes and watermains, filtration systems, and water quality issues. Additionally, the committee also dealt with the issue of the purchase of the Guelph Light and Power Company, street lighting, gas works and electrical plant expansions. These records document the wide ranging role that the Fire, Light and Water Committee played in the management of the Fire Department, water works and the gas and electrical facilities in the City of Guelph. The volumes have been arranged chronologically by year.

Physical description: 7 cm of textual records

Note [generalNote]: The Fire, Light and Water Committee is also referred to as the: Fire, Water and Light Committee.

Physical condition: The bound volumes are fragile.

Arrangement: Please note that the 1903-1905 Fire, Light and Water Committee minutes are located in the same bound ledger as the 1905-1906 Light and Power Committee minutes (series F2-6-9). The 1919 minutes of the Fire, Light and Water Committee are located in the same bound ledger as the 1910-1912 Fire, Light and Markets Committee minutes (series F2-10-4) and 1912-1918 Fire and Light Committee minutes (series F2-10-3).

Alternative form available: Self-serve microfilm is available at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, first consult File List F2-10-1 to narrow down your search. These records are available on self-serve microfilm at the Main Branch of the Guelph Public Library (ask at the Information Desk for details).

Accruals: No further accruals of records are expected.

Publication status:

published

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**Series: F2-F2-10-F2-10-2 - City of Guelph Fire and Water Committee minutes**

Creator: City of Guelph Fire and Water Committee

Title: City of Guelph Fire and Water Committee minutes

Reference code: F2-F2-10-F2-10-2

Date: 1905-1906 (date of creation)

Scope and content: Series consists of the minute book of the Fire and Water Committee. Included in this series are committee recommendations for the payment of Fire Department accounts, salaries, firefighting equipment, water works repairs, watermain construction requests, and filtration and pumping station improvements. These records document the role that the Fire and Water Committee played in the management of the Fire Department and city water works and water supply system.

Physical description: 4 cm of textual records

Alternative form available: Self-service microfilm is available at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-10-F2-10-3 - City of Guelph Fire and Light Committee records**

Creator: City of Guelph Fire and Light Committee

Title: City of Guelph Fire and Light Committee records

Reference code: F2-F2-10-F2-10-3

Date: 1907-1910, 1912-1918 (date of creation)

Scope and content: Series consists of records pertaining to the Fire and Light Committee. Included in this series are minutes and committee reports to Council. These records document the role that the Fire and Light Committee played in the management of the Fire Department and electrical works of the City of Guelph.

The series is arranged into two sub-series.

Physical description: 7 cm of textual records

Restrictions on access: Access to these records is restricted for conservation reasons. See sub-series descriptions for more information.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: For more details on how to access these records, please see sub-series descriptions.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-10-F2-10-3-F2-10-3-1 - Fire and Light Committee reports**

Title: Fire and Light Committee reports

Reference code: F2-F2-10-F2-10-3-F2-10-3-1

Date: 1912 (date of creation)

Scope and content: Sub-series consists of the April-May 1912 report of the proceedings of the Fire and Light Committee's investigation into the requested resignation of the Chief of the Fire Department by the members of the fire brigade of the City of Guelph. Included in this sub-series are the transcripts of the witnesses' testimonies into the fire brigade's allegations of mistrust, tension and mutual disrespect against the Fire Chief. These records document the committee's role in managing the labour relations issues of the Fire Department.

Physical description: 4 cm of textual records

Physical condition: The volume is fragile.

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library archivist to gain access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subseries: F2-F2-10-F2-10-3-F2-10-3-2 - Fire and Light Committee minutes**

Title: Fire and Light Committee minutes

Reference code: F2-F2-10-F2-10-3-F2-10-3-2

Date: 1907-1910, 1912-1918 (date of creation)

Scope and content: Series consists of the two minute books of the Fire and Light Committee. Included in this series are committee reports to Council, recommendations for the staffing and

the purchase of horses for the Fire Department, consideration of a brigade system for the Fire Department, fire inspection reports, the expansion of electrical services throughout the City, and street lighting. These records document the role that the Fire and Light Committee played in the management of the Fire Department and electrical works of the City of Guelph. The volumes of this series are arranged chronologically by year.

Physical description: 3 cm of textual records

Arrangement: Please note that the 1907-1910 minutes of the Fire and Light Committee are located in the same bound ledger as the 1903-1905 minutes of the Fire, Light and Water Committee (series F2-10-1) and the 1910 minutes of the Fire, Light and Market Committee (series F2-10-4). Please also note that the 1912-1918 minutes of the Fire and Light Committee are located in the same bound ledger as the 1910-1912 minutes of the Fire, Light and Markets Committee (series F2-10-4) and the 1919 minutes of the Fire, Light and Water Committee (series F2-10-1).

Alternative form available: Self-serve microfilm is available for consultation at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Please consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, first consult File List F2-10-3-2 to narrow down your search. These records are available on self-serve microfilm at the Main Branch of the Guelph Public Library (ask at Information Desk for details).

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-10-F2-10-4 - City of Guelph Fire, Light and Markets Committee minutes**

Title: City of Guelph Fire, Light and Markets Committee minutes

Reference code: F2-F2-10-F2-10-4

Date: 1910-1912 (date of creation)

Scope and content: Series consists of two minute books of the Fire, Light and Markets Committee for the years. Included in this series are committee reports to Council, recommendations for a new fire hall, fire brigade appointments, equipment purchases, street lighting, tenders for a new market weigh scales, market stall rents, market clerk duties, and rental rates for City Hall space for public meetings. These records document the role that the committee played in managing the affairs of the Fire Department, public buildings, and public services.

The volumes in this series are arranged chronologically by year.

Physical description: 3 cm of textual records



Arrangement: Please note that the January-February 1910 minutes of this committee are in the same bound ledger as the 1903-1905 minutes of the Fire, Light and Water Committee (series F2-10-1), the 1907-1910 minutes of the Fire and Light Committee (series F2-10-3) and the 1905-1906 minutes of the Light and Power Committee (series F2-6-9). Please also note that the 1910-1912 minutes of this committee are in the same bound ledger as the 1912-1918 minutes of the Fire and Light Committee (series F2-10-3) and the 1919 Fire, Light and Water Committee (series F2-10-1).

Alternative form available: Self-serve microfilm is available for consultation at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Accruals: No further accruals of records are expected.

Publication status:

published

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## **Subfonds: F2-F2-11 - City of Guelph parks and recreational services sous fonds**

Title: City of Guelph parks and recreational services sous fonds

Reference code: F2-F2-11

Date: 1879-1918, 1948-1966 (date of creation)

Scope and content: Sous fonds consists of records documenting the management, programs and activities of the committees and agencies responsible for parks management in Guelph. The sous fonds has been arranged into two series.

Physical description: 23 cm of textual records

Alternative form available: Some records in this sous fonds have been microfilmed. See series descriptions for more information.

Restrictions on access: Access to some records in this sous fonds is restricted for conservation reasons. See series descriptions for more information.

Finding aids: For more details on how access these records, please consult the series descriptions.

Accruals: Further accruals of records are expected.

Publication status:

published

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## **Series: F2-F2-11-F2-11-1 - City of Guelph Parks and Shade Trees Committee minutes**

Creator: City of Guelph Parks and Shade Trees Committee

Title: City of Guelph Parks and Shade Trees Committee minutes

Reference code: F2-F2-11-F2-11-1

Date: 1879-1903, 1907-1908 (date of creation)

Scope and content: Series consists of the minute books of the Parks and Shade Trees Committee. Included in this series are records relating to the planting of trees, maintenance and repair of parks and the Exhibition grounds, accounts payment, tenders for the purchase of trees, equipment and supplies and loose committee correspondence. These records document the role that the Parks and Shade Trees Committee played in the beautification of Guelph's city landscape. The volumes are arranged by chronologically by year.

Physical description: 7 cm of textual records

Note [generalNote]: The committee is also referred to as the Committee on Parks and Shades or Committee on Parks and Shade Trees in the minutes.

Physical condition: The bound volumes are very fragile.

Arrangement: Loose committee correspondence has been filed in a folder for conservations reasons. Please note that the 1879-1897 minutes of this committee are in the same bound ledger as the 1869-1871 Drill Shed Committee minutes (series F2-12-1) and the 1871-1879 Central Exhibition Committee minutes (series F2-12-2).

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Related material: See the 1903-1906 minutes of the Markets, Public Buildings and Parks and Shades Committee in series F2-12-3 for records related to the Parks and Shades Committee. Please see the 1919-1923 minutes of the Parks and Buildings Committee in series F2-12-7 for parks related records.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-11-F2-11-2 - City of Guelph Board of Parks Management minutes**

Creator: City of Guelph Board of Parks Management

Title: City of Guelph Board of Parks Management minutes

Reference code: F2-F2-11-F2-11-2

Date: 1909-1918, 1948-1966 (date of creation)

Scope and content: Series consists of the minute books of the Board of Parks Management for the years, 1909-1918 and 1948-1966. Included in this series are board discussions and recommendations for the cutting and planting of trees, land appropriations for parks, park facilities and lighting maintenance, equipment and supplies tenders, and park rentals by various sports and social organizations. These records document the role that the Board of Parks Management played in the development of parks and recreational facilities in the City of Guelph.

The volumes are arranged chronologically by year.

Physical description: 16 cm of textual records

Note [generalNote]: The board is also referred to as the Parks and Shade Tree Commissioners or Parks Board in the minutes.

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library archivist to gain access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Given the restrictions on access to these records, please contact the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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## **Subfonds: F2-F2-12 - City of Guelph Facilities management services sous fonds**

Title: City of Guelph Facilities management services sous fonds

Reference code: F2-F2-12

Date: 1869-1909, 1912-1923, 1987 - 1996 (date of creation)

Scope and content: Sous fonds consists of the records of City of Guelph Council committees which were mandated to manage and determine policy for the maintenance and use of public facilities, including park facilities, belonging to the City of Guelph.

The sous fonds has been divided into eight series.

Physical description: 23.5 cm of textual records

Alternative form available: Some records in this sous fonds have been microfilmed. See series descriptions for more information.

Restrictions on access: Access to some records in this sous fonds is restricted for conservation reasons. See series descriptions for more information.

Finding aids: See series descriptions for more details on available listings for these records.

Accruals: Further accruals of records are expected.

Publication status:

published

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## **Series: F2-F2-12-F2-12-1 - City of Guelph Drill Shed Committee minutes**

Creator: City of Guelph Drill Shed Committee

Title: City of Guelph Drill Shed Committee minutes

Reference code: F2-F2-12-F2-12-1

Date: 1869-1871 (date of creation)

Scope and content: Series consists of one minute book of the Drill Shed Committee. Included in this series are committee recommendations for the repair and upkeep of the drill shed and requests to Council for money appropriations for the shed's maintenance. These records document the Drill Shed Committee's role in the maintenance of public buildings in Guelph.

Physical description: 2 cm of textual records

Note [generalNote]: The Drill Shed Committee is also referred to as the Committee on the Drill Shed in the minutes.

Physical condition: The bound volume is very fragile.

Arrangement: Please note that the 1869-1871 minutes of this committee are in the same bound volume as the 1871-1879 Central Exhibition Committee minutes (see series F2-12-2) and the 1879-1897 minutes of the Parks and Shade Trees Committee (see series F2-11-1).

Alternative form available: Self-serve microfilm is available for consultation at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-12-F2-12-2 - City of Guelph Central Exhibition Committee minutes**

Creator: City of Guelph Central Exhibition Committee

Title: City of Guelph Central Exhibition Committee minutes

Reference code: F2-F2-12-F2-12-2

Scope and content: Series consists of one minute book of the Central Exhibition Committee. Included in this series are committee discussion and recommendations to Council regarding tenders for the construction of the exhibition grounds and facilities, the payment of accounts, and discussion on the permitted uses of the facilities. These records document the role that the Central Exhibition Committee played in the development of the city's public facilities and buildings.

Physical description: 2 cm of textual records

Note [generalNote]: The Central Exhibition Committee is also referred to as the Committee on Park Exhibition and the Committee on Parks and Exhibitions in the minutes.

Physical condition: The bound volume is very fragile.

Arrangement: Please note that the minutes for this committee are in the same bound volume as the 1869-1871 minutes of the Drill Shed Committee (see series F2-12-1) and the 1879-1897 minutes of the Parks and Shade Trees Committee (see series F2-11-1).

Alternative form available: Self-serve microfilm is available for consultation at the Main Branch of the Guelph Public Library.

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-12-F2-12-3 - City of Guelph Markets, Public Buildings and Parks and Shades Committee minutes**

Creator: City of Guelph Markets, Public Buildings and Parks and Shades Committee

Title: City of Guelph Markets, Public Buildings and Parks and Shades Committee minutes

Reference code: F2-F2-12-F2-12-3

Date: 1903-1906 (date of creation)

Scope and content: Series consists of one minute book of the Markets, Public Buildings and Parks and Shades Committee. Included in this series are committee recommendations to Council for tenders for the coal supply at City Hall, rental of City Hall and market space, the felling of trees and removal of noxious weeds on city property and loose committee correspondence. These records document the role of the Market, Public Buildings, and Parks and Shades Committee in the development, maintenance and use of public facilities and park space in the City of Guelph.

Physical description: 1 cm of textual records

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Series: F2-F2-12-F2-12-4 - City of Guelph Markets, Public Buildings and Winter Fair Committee minutes**

Creator: City of Guelph Markets, Public Buildings and Winter Fair Committee

Title: City of Guelph Markets, Public Buildings and Winter Fair Committee minutes

Reference code: F2-F2-12-F2-12-4

Date: 1907 (date of creation)

Scope and content: Series consists of one minute book of the Markets, Public Buildings and Winter Fair Committee. Included in this series are committee reports to Council and recommendations for market rental fees, market scales, rental of City Hall meeting space, and plans for the Winter Fair. These records document the role of the committee in the management of public facilities in the City of Guelph.

Physical description: 1 cm of textual records

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Accruals: No further accruals of records are expected.

Publication status:

published

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**Series: F2-F2-12-F2-12-5 - City of Guelph Market and Public Buildings Committee minutes**

Creator: City of Guelph Market and Public Buildings Committee

Title: City of Guelph Market and Public Buildings Committee minutes

Reference code: F2-F2-12-F2-12-5

Date: 1869-1903, 1907-1909 (date of creation)

Scope and content: Series consists of three minute books and loose correspondence of the Market and Public Buildings Committee. Included in this series are the committee's reports to Council, and recommendations for market fees and rentals, including the rental of space at City Hall for public functions. These record document the committee's role in the management of the market, City Hall and various other public buildings in Guelph.

The volumes have been arranged chronologically by year.

Physical description: 9.5 cm of textual records

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-12-F2-12-6 - City of Guelph By-Laws and Markets Committee minutes**

Creator: City of Guelph By-Laws and Markets Committee

Title: City of Guelph By-Laws and Markets Committee minutes

Reference code: F2-F2-12-F2-12-6

Date: 1912-1918 (date of creation)

Scope and content: Series consists of one minute book of the By-Laws and Markets Committee. Included in this series are committee reports to Council, recommendations for City Hall, market, and Winter Fair building repairs, and rentals of the Exhibition grounds. The committee also initiated by-laws on behalf of Council, referring the need for specific by-laws to the appropriate office or staff person. These records document the role of the By-Laws and Markets Committee in managing public facilities and by-law creation in the City of Guelph.

Physical description: 2 cm of textual records

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, please consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Accruals: No further accruals of records are expected.

Publication status:

published

## **Series: F2-F2-12-F2-12-7 - City of Guelph Parks and Buildings Committee minutes**

Creator: City of Guelph Parks and Buildings Committee

Title: City of Guelph Parks and Buildings Committee minutes

Reference code: F2-F2-12-F2-12-7

Date: 1919-1923 (date of creation)

Scope and content: Series consists of two minute books of the Parks and Buildings Committee. Included in this series are committee reports to Council and recommendations for City Hall and Market facilities maintenance and upgrades, and tenders for renovations. This committee also made recommendations and directed parks staff as to tree trimming and park facilities maintenance. These records document the role of the committee in managing the physical infrastructure of the City of Guelph.

The volumes have been arranged chronologically by year.

Physical description: 6 cm of textual records

Restrictions on access: Please note access to the original volumes in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: To view these records, consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Variations in title

Source of supplied title The title of this series is based on the content of the records.

Parallel titles

Continuation of title

Statements of responsibility

Attributions and conjectures

Dates of creation notes

Dates of accumulation

Physical description notes

Physical condition

Conservation

Accompanying material

Immediate source of acquisition These records were acquired from the Clerk's Office of the City of Guelph.



Arrangement notes Please note that the 1919-1920 minutes of this committee are located in the same bound ledger as the 1912-1918 minutes of the By-Laws and Markets Committee (see series F2-12-6).

Language

Location of originals

Availability of other formats Self-serve microfilm is available for consultation at the Main Branch of the Guelph Public Library.

Associated material

Related records

General\_note

Approved Approved

Date Entered Monday December 09 2002

Date Last Revised Thursday March 27 2003

Described By sa

To view these records, consult the self-serve microfilm (ask at the Information Desk for details) at the Main Branch of the Guelph Public Library.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Series: F2-F2-12-F2-12-8 - City of Guelph Local Architectural Conservation Advisory Committee minutes**

Creator: City of Guelph Local Architectural Conservation Advisory Committee

Title: City of Guelph Local Architectural Conservation Advisory Committee minutes

Reference code: F2-F2-12-F2-12-8

Date: 1987 - 1996 (date of creation)

Scope and content: Series consists of minutes of the Local Architectural Conservation Advisory Committee.

Physical description: 40 cm of textual records

Restrictions on access: Access to records in this series is restricted for conservation reasons. Consult the Guelph Public Library Archivist for more details.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: Please consult File List F2-12-8 to narrow down your search. Order the desired boxes from the Guelph Public Library Archivist.

Accruals: No further accruals of records are expected.

Publication status:

published

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### **Subfonds: F2-F2-13 - City of Guelph Land Deeds and Mortgages sous fonds**

Title: City of Guelph Land Deeds and Mortgages sous fonds

Reference code: F2-F2-13

Date: 1869, 1872-1877, 1890, 1900, predominant 1880-1889 (date of creation)

Scope and content: Sous fonds consists of land deeds and mortgage records of the City of Guelph. These records help to document the City's administrative function in registering land claims and ownership.

Physical description: 2 cm of textual records

Restrictions on access: Access to these records is restricted for conservation reasons. Please contact the Guelph Public Library archivist to gain access to these records.

Conditions governing use: Copyright for these records is not held by the Guelph Public Library. Please contact the Guelph Public Library archivist about how to obtain the necessary copyright permissions.

Finding aids: More detailed listings are available for these records.

Accruals: No further accruals of records are expected.

Publication status:

published

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