

City of St. John's Archives

Guide to the Holdings:

Government and Non-Government Records

September 10, 2012



ST. JOHN'S

User Guide

City of St. John's Archives

Guide to the Holdings

Welcome to the on-line pdf version of the Guide to the Holdings for Government and Non-Government records at the City of St. John's Archives.

This listing does not include photographs, maps or architectural drawings.

In this pdf document, on the left hand side you will see the bookmark tab. Click on anyone of the + signs next to the fonds level heading and you will see the series titles under each of the fonds. If you want to view any of the descriptions, click on the title under the bookmarks and it will bring you to that particular series.

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City of St. John's Archives
Guide to the Holdings
Government Records

These are records that were generated by the St. John's municipal government during its normal course of business.

Collection Number: RG 01

Department of Administrative Services and City Clerk fonds

Fonds: Department of Administrative Services and City Clerk

Dates: 1880-2010

Access conditions: Restrictions may apply.

Extent: 138.2 metres

Administrative History or Content Notes: The Office of the City Clerk was established with the passing of the St. John's Municipal Act in 1921. It replaced the position of Secretary and Secretary-Treasurer, becoming the major administrative body of the Municipal Council. Consequently, this office was charged with a wide range of municipal issues including minute keeping for all meetings and committees of Council, bookkeeping, taxation collection, property appraisal and assessment, licensing and complaints. This office was also responsible for compiling voters' lists for general municipal elections.

As the city developed and its work became more diversified, some of the duties traditionally overseen by the City Clerk were filtered out to other divisions. In 1952, The City of St. John's Act made provision for two new lateral departments positions, that of City Comptroller and Financial Supervisor. However, by 1970, the City Clerk's Department still oversaw the Recreation Director, Real Estate Officer, Parking Supervisor, Taxi Inspector, Printing Supervisor, Stores Supervisor, Dog Impounder and steno pool. The Data Processing Division and the Director of Personnel and Labour were also administered by this Department by the mid-1970s. Later additions included the Bowring Park Superintendent, NIP East and West offices, and a building superintendent. By the 1980s, the areas overseen by the City Clerk's department were many and varied, and many officials began to question the effectiveness and efficiency of this administrative structure.

During the early 1990s, the municipal administrative structure underwent a period of intensive examination and scrutiny both by internal and external reviewers. These processes eventually led to some important structural and managerial changes. These changes were precipitated largely by the Doane Raymond Report, an external review of the administrative system at City Hall released in November of 1992. Two years later, in November of 1994, the problems were examined again by an internal committee consisting of Councillors Keith Coombs, Marie White, John Dinn and Shawn Skinner. Both documents cited significant problems with the structure, managerial and communication styles at City Hall. Particularly, the committee cited a longstanding lack of communication between both managers and departments, which ultimately led to confusion of mandates, significant overlapping of work duties, and both management and departments becoming "...protective of their turf," as the 1994 report stated. In sum, these reviews cited how the municipal administrative structure had failed to modernize at the same pace that city services and responsibilities had increased over the past 100 years. Nowhere was this more evident, it was argued, than in the multitude of tasks overseen by the City Clerk's Department.

To remedy this problem, the internal Committee recommended that each department meet with management on a monthly basis, so as to firmly and regularly communicate the short and long term goals of each department and its respective members. The committee also recommended that all departmental managers make every effort to represent their departments in Standing Committee meetings to ensure departments remain aware of issues in other departments. Another significant recommendation by the committee was that the city management structure be altered to allow for the establishment of a Chief Commissioner and two Associate Commissioners. These added upper-management positions, it was argued, could work in consultation with the City Clerk and the

City Manager to allot roles and responsibilities in a more efficient manner. This concern was also addressed in the Doane Raymond Report, which stated that the roles of some departments were not clearly defined, and that responsibility was not evenly apportioned among senior management.

As of 1993 the Building Superintendent went with the Department of Building and Property Management, as well as the divisions of Animal Control and Parking and Traffic. Animal Control [Humane Services] was transferred to Public Works and Parks effective May 1999. Purchasing Agent and Stores Superintendent went first to Public Works but is now with Finance. City Clerk was no longer responsible for financial duties such as bookkeeping, accounts receivable and payable and budgeting activities. However, matters relating to assessments, elections, minute-keeping, licensing and complaints remained under their jurisdiction.

The Data Processing Department became Computer Services and is now called Information Services. It moved to Finance in 1979, then back to City Clerk and is now with the Department of Corporate and Information Services. Property Assessment, Internal Mail and Central Publishing are also with Corporate and Information Services as of 1995. The Department of Administrative Services and City Clerk is now responsible for Minute-Keeping, Elections and Voter's Lists, Archives and Records Management Division and the distribution and updating of the Corporation and Operational Policy Manual. The City Clerk's department is now known as the Director of Corporate Services and City Clerk Department.

Former City Clerks: P.W Kelly, Secretary-Treasurer 1895-1899; M.K. Greene, Secretary-Treasurer 1899-1902; I.J Slattery, Secretary-Treasurer 1902-1920; J.J. Mahoney, City Clerk 1920-1952; E.B Foran, City Clerk 1952-1970; R.J. Greene, City Clerk 1970-1990; Damian Ryan, City Clerk, 1990-2002; Neil Martin 2002 to present.

Collection Number: RG 01-01

Series Title: City Clerk General Administration series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1931-2003, predominant 1973-1999

Access conditions: Restrictions may apply.

Extent: 31 m of textual records

Administrative History or Content Notes: See Fonds level description

Scope: Series consists of correspondence and subject files pertaining to the general administration of the Department of Administrative Services and City Clerk. Files pertain to all manner of municipal affairs including construction of roads and sewer lines, subdivision development and infrastructural changes to urban planning, labour relations, neighbourhood improvement programs, civic monuments and other related files. The series also contains committee reports.

The majority of the records in this series were destroyed in the early 1980's before the establishment of the City Archives.

Collection Number: RG 01-02

Series Title: Municipal Council Meetings series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1892-2011

Access conditions: Special Minutes and Agendas are restricted from 1925 forward. An application may be made under the Access to Information and Privacy Act to view these records.

Regular Council Meeting Minutes from 2001 forward are available on the City's website.

Extent: 5.2 m of textual records

10 m of audiovisual records
700 audio cassettes

Administrative History or Content Notes: See fonds level description.

Scope: Series consists of the minutes of weekly or biweekly City Council meetings ranging from 1892 to 2006. These meetings discuss all public matters, including development schemes, upcoming events, Committee Reports, citizen complaints, financial matters and other matters and business arising overseen by Council.

There are two types of minutes created by the Municipal Council which comprise this series. "Regular" City Council meetings, usually held weekly or biweekly, are the standard convening of the full Municipal Council. The city also retains minutes from the Special or Private Meetings of Council, adhoc subcommittees within council which oversee various ongoing projects or events. As of 1992-93 onwards, Special Council meetings dealt primarily with business relating to personnel, legal matters, inter-governmental issues and any other matter deemed by Council to be of a sensitive nature. For this reason, Special Meeting minutes and corresponding agendas are restricted.

The series also contains agendas for Council meetings during the years 1978-9, 1982-3 and 1985-2011. Council agendas for the years prior to 1978 are unknown. Starting in 1990, the City Clerk began publishing Council minutes and agenda in a standard single volume format that contains supporting documentation for the meetings.

Also included are audio cassettes for Council meetings for the years 1997-2005. The tapes are boxed by year, and there are 700 audio tapes in total.

Also included is a video cassette of the Regular Meeting of Council on May 24, 1989 when Councillor Eric Gullage resigned his seat on Council.

Collection Number: RG 01-03

Series Title: Committees of Council series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1926-2004

Access conditions: Restrictions may apply.

Extent: 2.67 meters of textual material

Administrative History or Content Notes: This series contains minutes and correspondence that was created by the various subcommittees of Council. Most of these committees consisted of City Councillors, senior management and staff, and residential or corporate stakeholders. In most cases, Councillors reported recommendations and decisions made by the committee during Council meetings. Please note that some Committees are restricted where noted.

ACTION COMMITTEE – RAISE THE FLAG

This committee was a planning team created for "Raise the Flag," an event which was to take place all across Canada on September 26, 1992. Activities and events were held in St. John's on that day to observe and appreciate the Canadian flag, coinciding with similar events which were undertaken by municipalities all across Canada. Apart from an official flag raising ceremony, the committee also organized the "Chain of Unity," a human chain extending from Cabot Tower to City Hall, as well as entertainment, security and media advertising. The Committee also collaborated with a number of other groups who were involved with the event, such as The Signal Hill Tattoo, Canada Post, and the Downtown Development Commission. The minutes span from July 17 – September 10, 1992.

ASSESSMENT AND TAXATION ADVISORY COMMITTEE

The mandate of this committee is to examine specific taxation issues to recommend possible amendments to the city's taxation policies. They act as an advisory committee which reports to Council, or when issues are referred

by Council, as an advisor to the Finance Committee. The committee deals primarily with taxation, assessments and civic assessments. The committee is chaired by the Director of Finance, and also includes the City Clerk, City Solicitor, Chief Assessor and the Manager of Taxation. Generally speaking, the committee would be called upon in the event that non-routine matters arise with respect to taxation. Committee minutes cover the period from 1993-1994. These records are restricted.

BOWRING PARK COMMITTEE

While there is no known record of the first meeting of the Bowring Park Committee, the committee is thought to have begun in 1926. The function of this committee was to oversee the operation of Bowring Park. Membership included the Mayor, three City Councillors and representatives of the local business community. The Committee met at the call of the Chair and normally met once every four to six weeks and then subsequently reported to Council through minutes that were prepared following the meetings. However, meetings had been less frequent in the last couple of years that the committee existed. With changes in the park and the city taking on more responsibility, in 1989 the committee began to discuss restructuring. It was suggested that the committee become more involved on a consultant basis to both the Waterford Valley Foundation and to the St. John's Parks and Recreation Department. In 1990, Mr. Guy Bradbury, Acting Director of the Department of Parks and Recreation, stated he would like to see the Bowring Park Committee as a legislative committee not in effect anymore, but the Committee becoming a founding member of the Waterford Valley Development Association, acting as a Sub-committee of that Association. After 1990, the responsibility of the Bowring Park Committee fell under the auspices of the Department of Tourism, Parks and Recreation, and later the Department of Public Works and Parks.

BUILDING BOARD OF APPEALS

The Building Board of Appeals, commonly known as the Heritage Board of Appeals, was formed on December 29, 1977, with meetings running until March 2, 1981. This Committee began at the same time as the Heritage Advisory Committee and was intended to work closely with them, sharing many of its members. Its primary function was to hear appeals from residential and commercial property owners seeking to modify structures or landscapes which were on or near registered heritage areas. In most cases, these requests would have already been rejected by the Heritage Advisory Committee, and were presented to the Board of Appeals for further review. The minutes contain requests from appellants relating to demolition of properties, erection of signage, and other modifications. Like the Heritage Advisory Committee, the Board of Appeals based decisions primarily upon the Heritage By-Law, passed in 1977. When the Building Board of Appeals dissolved in 1981, matters of appeals were placed under the jurisdiction of the Heritage Advisory Committee.

CIVIC CENTRE COMMITTEE

The Civic Centre Committee was comprised of City Councillors and Directors and was formed to examine the growing need for a replacement to the aging Memorial Stadium, which was the current home to the St. John's Maple Leafs. The committee examined proposals from private firms for both the renovation of Memorial Stadium as well as the construction of a new facility. As well, they corresponded with prospective sponsors and the provincial government to determine the possibility of funding for the project. As the Toronto Maple Leafs had already declared that a new facility was necessary in order to keep the team from moving out of the province, it was the responsibility of the Civic Centre Committee to correspond with the Maple Leafs throughout the planning process. The minutes run from May 25, 1994 to November 22, 1996. Building construction eventually did start in 1999 and was completed in 2001. The St. John's Maple Leafs played in the building from 2001-2005. These records are restricted.

COMMITTEE OF THE WHOLE

The Committee of the Whole was designed as a chance for city officials such as the City Clerk, City Engineer and the Mayor to discuss a wide variety of issues relating to public works, property assessment, sanitation, housing and snow clearing to name a few. The minute book runs from January 8, 1940 to January 12, 1942. However, the box also contains a folder with the minutes from a January 13, 1938 meeting. In later years, the committee decided to meet only when necessary.

DEVELOPMENT APPEAL BOARD

The first meeting of the Development Appeal Board took place on December 20, 1977. The primary function of the Board was to hear complaints from residents whose properties were in some way violating the St. John's

Maintenance Housing By-Law (for residential properties), or the St. John's Commercial Maintenance By-Law and the National Building Code of Canada (for commercial properties). The Board heard from affected residents who were unhappy with work conditions on properties under construction, or complaints about existing properties that were in need of repair or in deplorable conditions. The appeal process usually involved input from concerned citizens living near the area in question, and also from the City Building Inspector. The last meeting in the Minute Book is dated June 16, 1980.

DIRECTORS' MEETINGS

The formation of the Directors Meetings was a direct result of the structural changes implemented to the Council's administrative structure in 1992. Council was criticized, most notably in the Doane Raymond Report, for not providing any forum for discussion between senior management and directors. The result, the report argued, was the managers' unawareness of each other's roles and protectiveness over their respective administrations. Directors' Meetings provided a forum for managers to discuss and business arising that affected all departments. As all managers are present, meeting minutes deal with a wide range of subjects. Minutes cover the period 1994-1997. These records are restricted.

DOWNTOWN DEVELOPMENT COMMISSION

The Downtown Development Committee is comprised of both public officials and community stakeholders seeking to promote commerce and community involvement in the downtown area of St. John's. The Commission deals with such issues as downtown parking, ticketing, traffic, downtown advertising and signage, downtown festivals and event coordination, the Annual Christmas Parade, as well as crime and vandalism in the area. The minute book dates from January 15, 1991 to December 31, 1991. These records are subject to restrictions.

ECONOMIC DEVELOPMENT COMMITTEE

The function of this committee was to review and advise Council on matters that are designed to generally promote the City of St. John's as a viable economic community. Specifically, the Board sought to identify strengths and weaknesses in the St. John's business environment. The Board also tried to promote the City beyond its own boundaries by sending delegates to upcoming trade shows, conferences and events, and by examining any incoming development proposals. This committee collaborated with such groups as the Downtown Development Corporation, the St. John's Board of Trade and other interested stakeholders. Committee minute books and correspondence run from January 13, 1981 to December of 1997.

ELECTRICAL EXAMINING BOARD

The inaugural meeting of the Electrical Examining Board was held on January 5, 1945. The board's main focus was to standardize the testing of the Electricians and Electrical Contractors in the City. Meeting minutes relate predominantly to establishment of examinations for prospective Master and Journeyman electricians seeking permits. As well, the Board dealt with issues arising concerning unlicensed electrical work taking place in the city. Initially, the board fell under the jurisdiction of the Department of Building and Development, and later came under the Department of Building, Property Management, and Parks. The last meeting of the Board was held on November 29, 1994, at which point the province took over the examination and licensing of Electricians and Electrical Contractors

EMERGENCY 911 COMMITTEE

This committee is was comprised of City Council representatives both from St. John's and Mount Pearl, medical officials and members of both municipal Fire Departments. The purpose of the committee was to establish and amend protocol for when and how to respond to emergency 911 calls. In particular, the committee sought to establish guidelines for determining when to dispatch Fire Departments, or medical care or both. Minutes and correspondence covers the period 1992-1993. These records are restricted.

EXECUTIVE COMMITTEE

This committee met during the period 1991-1993, and was responsible for examining municipal structure and Councillors' conduct in light of the administrative review that took place in 1992. The Executive Committee discussed employee benefits for Councillors and senior management, procedures for evaluating the work of senior management, Councillors' conduct during meetings, conflict resolution and other similar issues. The overall intent of meetings was set into motion a plan to ensure that the recommendations set forth in the Doane

Raymond Report would be followed. These records are restricted.

FINANCE AND ADMINISTRATION COMMITTEE

The Finance and Administration Committee is a standing committee which works very closely with Council. The committee is entrusted with all matters relating to municipal budgetary concerns, municipal grants and subsidies, snow-clearing costs, cost-sharing initiatives and taxation. The minutes also include some annual expenditure reports, and minutes run from 1990-1992 and 1996-1999.

HERITAGE ADVISORY COMMITTEE

The function of this committee is to advise Council on heritage related matters; especially as they relate to the development of properties and projects in the designated heritage areas. The committee reports to Council through minutes that are prepared following each meeting. These minutes are usually in the form of recommendations on applications that the committee consider. The committee meets at the call of the Chair; on the suggestion of the Director of Building and Development and /or his designate. This is usually when two or more applications have to be considered. The committee still exists today and usually meets every one to months (or as needed).

MUNICIPAL PLAN REVIEW COMMITTEE

The Municipal Plan Review Committee minutes are the result of a series of public consultation meetings which were held in the Spring of 2002. The Committee divided the city into 21 residential "planning areas" and held a focus groups session for residents of each area, allowing them an opportunity to voice their concerns about ongoing development in their areas, heritage preservation and commercial development. The subseries contains both the minutes of the public focus groups, as well as the summary meetings held by Council at the conclusion of public consultations.

PARKS, RECREATION, TOURISM AND ECONOMIC DEVELOPMENT PLANNING COMMITTEE

This committee works to promote economic activity within the City of St. John's, with a special emphasis on promoting recreational sporting and cultural programs and events in the community. The subseries contains minutes, reports, publications and correspondence relating to issues under the committee mandate such as tourism strategies, plans for parks and civic green space, the St. John's Regatta, relations with sporting organizations, and New Year's Eve celebrations on the waterfront. The subseries relates to the 1992 period.

PLANNING AND DEVELOPMENT COMMITTEE

This committee was initially known as the Planning and Development Committee when it was formed in 1991, but was later renamed the Planning Committee in 1995. It is comprised of the Mayors and City Councillors who consult with City Planners and Managers. The role of the committee is to discuss future city planning initiatives for the city, and to review and assess incoming development proposals from developers or residents. Issues discussed include proposals for subdivisions and commercial properties, assessments of city boundaries and water supplies, petitions from residents, traffic and city arterial modifications, and a wide range of issues relating to urban development in the City of St. John's. Committee minutes run from 1991-1993.

POLICE AND TRAFFIC COMMITTEE

This committee examines traffic flow in the City of St. John's, and reviews areas of the city where traffic flow, parking and pedestrian safety require consideration. The Committee takes suggestions and complaints from both residents and the Royal Newfoundland Constabulary on a wide range of traffic and parking relating issues including off-street parking, speeding, one-way streets and installation of crosswalks, traffic lights and signage. The committee minutes span from 1990-1997.

PORT CITY CELEBRATION (MATTHEW VISIT)

For the week of June 30 to July 6, 1997, a week of celebration was planned around the arrival of the replica ship The Matthew sailing to Newfoundland from Bristol and arriving at ports all around the island. This committee was comprised of representatives from a number of heritage stakeholders including the Cabot 500 Committee, the Department of Tourism, the Department of Canadian Heritage and City Council. The committee oversaw the coordination of this event, and arranged for all receiving ports to prepare for the arrival of the ship, as well as entertainment, concessions, and merchandising. Minutes run from October 22, 1996 to August 14, 1997.

PUBLIC WORKS, ENVIRONMENT AND PROTECTION

This committee is responsible for managing city-wide public works projects, attempting to treat issues with solutions that are environmentally sustainable. The subseries deals mostly with waste management and sewage disposal systems, and contains correspondence, meeting minutes, environmental impact assessments and promotional material from product vendors with whom the city consulted. Records also contain information relating to harbor cleanup, flooding, city sanitation, recycling programs and use of ATVs within the city. Records cover the period 1991-1993. In 2001, this committee absorbed the Environmental Advisory Committee since the mandates of both committees were similar.

SENIOR ADVISORY COUNCIL COMMITTEE

This committee is comprised of senior management officials such as the City Solicitor, the City Clerk or Deputy City Clerk, and the departmental directors. As such, a wide range of issues are discussed.

Due to the comprehensive nature of the committee's scope, it also deals with issues pertaining to employee relations and human resources such as employee parking, annual leave, city vehicles and employee travel policies. The subseries concerns years 1992-1994. The functions of this committee were later brought under the jurisdiction of the Finance and Administration Standing Committee. These records are restricted.

ST. JOHN'S MAPLE LEAFS BOARD OF DIRECTORS

This committee was formed to oversee all executive operations pertaining to the St. John's Maple Leafs. The committee is comprised of City Councillors, team executives, and business stakeholders. The Board oversaw issues relating to team travel costs, housing for players, stadium management and concessions. However, the Board also oversaw any community outreach by the team, such as charity work, exhibition games outside St. John's, corporate sponsorship, and the Booster Club. The minutes cover the period 1994-1998. These records are restricted.

ST. JOHN'S MEMORIAL STADIUM COMMISSION

Construction of St. John's Memorial Stadium began in 1952 and the project was completed in 1955. The new 4000-seat arena replaced Prince's Rink, which burned down in 1941. The architect for the stadium was A.J.C Paine, who is also credited with designing the Confederation Building in 1963, as well as the old Memorial University College on Parade Street. The St. John's Memorial Stadium Commission was established through special legislation in 1954 and came under the jurisdiction of the newly formed Department of Parks and Recreation in 1979. Its inaugural meeting was held on June 28, 1954. The committee oversaw the completion of the stadium by regular consultation with the architect, and was entrusted with the installation of stadium amenities and services such as the speaker system, scoreboard, clock, ice, heating, seats, canteens, and other necessities. As well, the Committee hired staff to oversee future operation and maintenance of the stadium. Meeting minutes in the series run from June 28, 1954 to November 8, 1971.

SUPPORT SERVICES COMMITTEE

This committee deals primarily with issues concerning human resources and policies regarding employees of the City of St. John's. As such, there is direct communication between the committee and the city solicitor, the City Clerk, the Director of Human Resources, and the Manager of Corporate Services. Collaboration with these departments, the committee examines policies relating to employee group benefits, employee health and safety, sick leave and overtime, medical insurance, grievances and worker compensation benefits. The functions of this committee later come under the jurisdiction of the Finance and Administration Standing committee. The subseries relates to the period from June 29, 1994 to January 17, 1995. These records are subject to restrictions.

TAXI COMMITTEE

The Taxi Committee provided a forum for taxi company owners and City Councillors to discuss ways of regulating and improving the industry within the city. The committee, chaired by Councillor Dorothy Wyatt, was "...structured to receive maximum data from the diversified classifications in the taxi industry and make recommendations to Council regarding legislation." Issues discussed related to taxi rates, full and part-time drivers, applications for new taxi stands, taxi accessibility for disabled persons, and GST/HST. Committee minutes range from August 9, 1995 to May 14, 2004.

ZONING APPEAL BOARD (later known as ST. JOHN'S LOCAL BOARD OF APPEAL)

The first meeting of the Zoning Appeal Board was held on October 11, 1950. The function of this committee is to review applications from developers that have been turned down by the Director of Building and Development because their applications did not meet zoning requirements. Appeals came from both commercial and residential property owners and appeals most often related to proposed add-ons to buildings, apartment buildings, housing units, or commercial renovations. The committee offered recommendations to Council through meeting minutes, and committee reports were prepared by the Board's secretary following each meeting. The committee met approximately twice a month, or whenever two or more applications had been received. Between April and May of 1985, the Zoning Appeal Board was renamed the St. John's Local Board of Appeal and minutes/recommendations run until 1999.

Scope: Series consists of the Minute Books of various Committees of Council:

Action Committee - Raise the Flag, 1992
Assessment and Taxation Advisory Committee, 1993-1994 (Restricted)
Bowring Park Committee, 1926-1963
Building Board of Appeals, 1977-1981
Civic Centre Committee, 1994-1996 (Restricted)
Committee of the Whole, 1938, 1940-1942
Development Appeal Board, 1977-1980
Director's Meetings, 1994-1997 (Restricted)
Downtown Development Commission, 1991
Economic Development Committee, 1981-1997
Electrical Examining Board, 1945-1972
Emergency 911 Committee, 1992-1993 (Restricted)
Executive Committee, 1991-1993
Finance and Administration Committee, 1990-1992
Heritage Advisory Committee, 1977-1991
Municipal Plan Review Committee, 2002
Parks, Recreation, Tourism and Economic Development Committee, 1992
Planning and Development Committee (Planning Committee), 1991-2002
Police and Traffic Committee Minutes, 1990-2002
Port City Celebrations [Matthew Visit], 1996-1997
Public Works, Environment and Protection Committee, 1990-2001
Senior Advisory Committee, 1992-1994 (Restricted)
St. John's Maple Leafs Board of Directors, 1994-1998 (Restricted)
St. John's Memorial Stadium Commission, 1954-1971
Support Services Committee, 1994-1995
Taxi Committee, 1995-2004 [none for 2001 and minutes for April 2, 1998 missing]
Zoning Appeal Board/St. John's Local Board of Appeal, 1950; 1969-1999

Collection Number: RG 01-04

Series Title: Elections series

Fonds: Department of Administrative Services and City Clerk fonds

Dates: 1908-2009, predominant 1957-2009

Access conditions: Municipal Voter's Lists after 1961 are restricted due to provincial and municipal privacy legislation.

Extent: 6.0 m of textual material

Administrative History or Content Notes: The first municipal election was held on August 30, 1888, although many of the early records have not survived. There were no municipal elections during the periods 1898-1902, 1914-1916 and 1920-1921, as the government was replaced by several Commissions appointed by the Newfoundland Legislative Assembly. Consequently no elections were held for those years. The first Mayor

for St. John's was elected in 1902. With the exception of the early twentieth century, elections are held every four years. The City Clerk acts as Chief Returning Officer for all St. John's municipal elections.

Scope: Series consists all surviving material relating to the administration of municipal elections in St. John's such as nomination papers, ballots, voting cards, Applications for Deputy Returning Officers, newspaper clippings, swearing in of new city officials, information on wards and polling stations, tally sheets, and other related documentation.

This series also contains Voter Lists for the city for the years 1937, 1941, 1969, as well as Voter Lists for municipal elections and by-elections since 1981. This includes years 1981, 1985, 1990, 1992 (Goulds and Wedgwood Park By-Election), 1993, 1997, 2001, 2005, 2008 and 2009.

Collection Number: RG 01-05

Series Title: Court of Revision Notebooks series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1900-1952

Access conditions: Restrictions may apply.

Extent: 49.5 cm of textual material

Administrative History or Content Notes: The Court of Revision, now known as the Assessment Review Court, consists of one or more persons appointed by the Lieutenant-Governor in Council to hear appeals from taxpayers regarding the appraised tax level of their property. When an assessed value of a property increases, the affected parties are given written notice of the change, and owners have the right to appeal any valuation in a Court of Revision. This Court may increase, reduce or confirm any appraisal. The members of the Court of Revision hold office for a period of one year and are paid remuneration at a rate determined by City Council. Any party who feels aggrieved by the decision of the Court of Revision may subsequently appeal to the Trial Division. The City Clerk or designate acts as Clerk of the Court.

Scope: Series consists of a number of ledgers and notebooks related to the activities of the Assessment Review Court. They contain details and financial information concerning appeals made by city residents as well as the outcome of the appeal.

The series consists of 12 ringed or bound ledgers of various sizes, contained in two boxes.

Collection Number: RG 01-06

Series Title: Outgoing and Incoming Correspondence series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1892-1917

Access conditions: Open

Extent: 1.1 m of textual records

Administrative History or Content Notes: See fonds level description.

Scope: Series consists of bound letterbooks of out-going correspondence of the Secretary and later Secretary-Treasurer of the St. John's Municipal Council for the period 1892 to 1916. Incoming correspondence to the Municipal Council for the period 1907-1917. Letters are concerning legal, personnel, real estate and other related matters, as well as incoming correspondence from residents for requests to build, renovate and requests for new street lines. Also contains correspondence from commercial suppliers who conducted business with Council.

Collection Number: RG 01-07

Series Title: Heritage Building Inventory series

Fonds: Department of Administrative Services and City Clerk fonds

Dates: 1977

Access conditions: Open

Extent: 16 cm of textual material

574 black and white photographs

Administrative History or Content Notes: During the 1970s, efforts were made to inventory those properties in St. John's which were important municipal heritage structures worthy of preservation due to their enduring architectural or historical significance. Preservation of churches, private dwellings, businesses and government buildings which possessed historic value became a primary initiative of the municipal government, as these sites were viewed as economic and cultural assets. A Heritage Advisory Committee was established to assess historically and architecturally significant properties, most of which were situated within the city's older mercantile district. The work of this committee ultimately led to the passing of the St. John's Heritage By-Law in 1977.

Scope: Series consists of index cards of properties in St. John's. For the majority of properties, only the civic address and current owner is provided on the index cards. Also included are index cards for seven buildings which were demolished in 1986. The majority of card contain affixed contact prints showing the front and sometimes the sides of the structures.

These cards were assembled as a means of determining the location of properties in St. John's which were deserved of a heritage designation in conjunction with the preparation of the St. John's Heritage By-Law which was enacted in 1977.

Collection Number: RG 01-08**Series Title: By-Laws series**

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1968-1996

Access conditions: Open

Extent: 1.74 metres

Scope: This series consists of signed official copies of By-Laws of the City of St. John's for the period 1968-1996.

Collection Number: RG 01-09**Series Title: Mundy Pond Urban Renewal Scheme General Administration Series**

Fonds: Department of Administrative Services and City Clerk fonds

Dates: 1956-1981, predominant 1968-1981

Access conditions: Open

Extent: 23 cm of textual material

Administrative History or Content Notes: In 1962, the City of St. John's submitted an application to the Government of Newfoundland requesting that the City Limits be extended to include the Mundy Pond Area, a suburban area previously noted in a recent Urban Renewal Study as needing city services and planning. In the summer of 1963, the City Limits were extended to encompass a greater area than had been requested, and the addition of Mundy Pond added some 250 properties to the city. Since the area was comprised of lower-income families widely distributed over a semi-rural, unserved area, city officials were faced with some new challenges.

In 1964 a General Development Plan was adopted by City Council outlining major infrastructural initiatives to be implemented in this area. In December of 1964, it was agreed that an Urban Renewal Scheme be carried out for the Mundy Pond area. This was done through consultation with the Canadian-British Engineering Consultants, and defined Mundy Pond area as bounded by Pennywell Road on the north, by the rural fringe area on the west, by Blackmarsh Road and Mercer's Lane on the south, and by Cashin Avenue and Stamp's Lane on the east. The Terms of Reference for the scheme were established by January of 1965, and the basic purpose of the initiative was to relieve sub-standard and unsanitary housing in the Mundy Pond area, hopefully clearing land for other uses proposed in the City's Master Plan. An application for Federal assistance was made on December 2, 1964 and approval was given on February 23, 1965.

Since 1965 the area has continued to grow and develop. The Urban Renewal Project of the 1960's helped introduce street realignment and water/sewer services. In 1967, the Mundy Pond Trunk Sewer was completed between Water Street and Blackler Avenue, the site of a new Municipal Depot. The area around the pond itself became designated for recreational use and is currently the site of a number of recreational facilities. The Urban Renewal Scheme of the 1960's was officially completed by the early 1980's.

Scope: Series consists of correspondence and subject files kept by the City Clerk's Department relating the Mundy Pond Urban Renewal Scheme.

Collection Number: RG 01-10

Series Title: Computer Division General Administration series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1975-1982

Access conditions: Open

Extent: 2.5 cm of textual material

Administrative History or Content Notes: This division is responsible for providing the analytical and programming resources to departments who wish to use the computer facilities. The division was overseen by the City Clerk's department from 1975 to 1979, then by the Department of Finance from 1980 to 1985/86 before coming back under the City Clerk's control from 1986 to 1993. For a brief period in 1994 it was under the City Manager's department, but following a large-scale administrative reorganization by the City, it was placed under the jurisdiction of the newly formed Department of Corporate and Information Services where it remains today.

Scope: Series consists of memos and correspondence retained by the data Processing Manager. Specifically, this correspondence mainly concerns for incoming computer equipment, and assessment reports on the City's information technology resources and requirements.

Collection Number: RG 01-11

Series Title: Assessment Division series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1880-2005

Access conditions: Open

Extent: 21.8 m of textual records

Administrative History or Content Notes: The Assessment Division was established as a means by which the City collected various property, business, water and other taxes on a piece of property or land. Assessors were first appointed in 1887 under the General Water Company to set the value of buildings or vacant land. As declared in the legislation "An Act to Provide for the Management of the Municipal Affairs of the Town of St. John's, and for other Purposes, 1888," monies collected through assessments formed part of the the City Council funds. This function of determining assessments in St. John's continues to be part of the City's activities.

Scope: Series consists of a number of documents used by Assessors in determining the value of a property for

taxation purposes. The series is subdivided into four distinct types of records. This series is related to RG 01-12, which contains property files.

The majority of the collection consists of 209 separate volumes of Assessment Books from 1891 to 1995. This information is stored in large bound books, however they are generally viewed on microfilm. As of 1996, Assessment Rolls are maintained electronically on the City's mainframe computer and are also accessible through the Archives Division.

The Assessment Rolls constitute a detailed record of property ownership and occupancy, rental values up to 1982 as well as capital values, number of stories, heating, plumbing and other miscellaneous details. From 1891 to 1921, assessments were prepared every three years, from 1923 to 1947 every two years, and annually from 1949 onwards. Special assessments were also done in between regular assessments as necessary.

As the earlier Assessment Rolls came to the Archives Division from the Assessment Division, several miscellaneous papers regarding assessments have been found inside Assessment Books. These have been pulled from the books and placed in a separate box, amounting to a total of eight files. These files have been described at the item level and can be found on the Administration database. The files pertain to issues arising with various property assessments between 1894 and 1921.

The series also contains Fire Insurance atlases prepared by Charles R. Goad and Company for 1880, 1893, 1914, 1925, 1946 and 1963 with revisions to each of the volumes. They detail property structures in St. John's including building materials, roofing, number of stories and civic numbering. They are also useful in determining the structure of neighbourhoods in St. John's during the late-nineteenth century. These maps are a valuable resource in determining the infrastructure of the mercantile district of St. John's which was destroyed by the Great Fire of 1892.

The series also contains three small bound field notebooks. The books contain various notes and property sketches taken by Assessors while compiling information on properties. One of the books is dated 1930, and the other two are dated 1941.

Collection Number: RG 01-12

Series Title: Assessment Division Property Files series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1911-1993, predominant 1959-1990

Access conditions: Restrictions may apply.

Extent: 4 m of textual material

Administrative History or Content Notes: The Assessment Division was established as a means by which the City collected various property, business, water and other taxes on a piece of property or land. Assessors were first appointed in 1887 under the General Water Company to set the value of buildings or vacant land. As declared in the legislation "An Act to Provide for the Management of the Municipal Affairs of the Town of St. John's, and for other Purposes, 1888," monies collected through assessments formed part of the the City Council funds. This function of determining assessments in St. John's continues to be part of the City's activities.

Scope: The Assessment Division Property Files are files that have been created relating to specific properties dating back to 1911. The series is closely related to records found in series RG 01-11. The Property Files contain information such as site plans, photographs, and other information used to establish assessment value for the property.

Collection Number: RG 01-13

Series Title: Miscellaneous series

Fonds: Department of Administrative Services and City Clerk

Dates: 1893-1950

Access conditions: Open

Extent: 57 cm of textual material

Administrative History or Content Notes: The exact date when motor vehicles first appeared in Newfoundland is not officially recorded. St. John's had a steam car as early as 1890. Around 1900, the first gasoline-driven motorcycle was bought by Dr. Stuart as a means of visiting patients. In 1903, the first gasoline-driven automobile to be operated in Newfoundland was H. D. Reid's "Thomas Flyer". By 1905, St. John's had seven cars and the following year the government decided to enact the Motor Cars Act, perhaps the result of the increase in reports of accidents between automobiles and horse-drawn wagons.

With few suitable roads elsewhere on the island, motor vehicles were a commodity found almost exclusively in St. John's during this time. In 1906, the St. John's Municipal Council was given responsibility for motor vehicle registration and the licensing of drivers. The amount of horse power determined the fees, with vehicles under 10 horse power paying a registration fee of \$12; 10 to 20 horsepower costing \$18, and an additional 50 cents for each horsepower.

By 1925 there was sufficient number to require registration on a national scale. In 1925, Section 204 of the St. John's Municipal Act dealing with the registration of motor vehicles was repealed and replaced by the Highway Traffic Act. As a result, the registration of all motor vehicles and licensing of drivers was transferred to the Government of Newfoundland.

Scope: This series consists of various record books and registers maintained by the City Clerk and the City Engineer. It includes a City Engineer's Field Note Book from 1914, a Car and Cycle Register 1924, St. John's Housing Corporation layouts and proposed streets for 1945-1950, and also includes correspondence relating to appropriations of land needed for street widening in 1945 and 1946.

Series also contains a City Engineer Record Book, 1918-1943. It includes building inspection reports on the condition of buildings for the period 1918-1928, 1930 to 1943; List of street lights, arranged by Ward, to the end of 1938; civic or house re-numbering that was started on December 14, 1938 and ends in 1942. It lists old and new civic numbers along with the owner's name. List of street signs re-painted in 1940; list of Regatta tents in 1933.

There are also three volumes of Crown Rent ledgers for the period 1896-1931. These are rents collected from property owners for leasehold property in St. John's. Leasehold lands were common in St. John's. Under this arrangement, dwellers would own the property but not the land on which it stands, unlike freehold property where you own both. The City was responsible for the collection of these rents as well as property and water taxes. Many of the ground landlords were absentee landlords dating back to the 1700's. In some cases property owners signed 999 year leases, although 99 year leases were more common. In 1990, the Leaseholds in St. John's Act came into effect, which transferred all leaseholds to the City. When a property is sold, the City administers the buyout of the lease and tries to compensate the leaseholder on record.

The series also includes several folders of correspondence regarding proposals for a city crest or coat of arms. In 1903, submissions were requested from the public to help with designs for a new City Crest or Coat of Arms. The files contain discussion between several prominent stakeholders such as Rev. M.F Howley, J.R Bennett, and R.H Trapnell concerning their preferences as to how the proposed Coat of Arms should appear. The final Coat of Arms was adopted in 1903, although later replaced on October 1, 1965 when the City was presented with new civic symbols.

Collection Number: RG 01-14

Series Title: City Hall Construction series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1969-1991, predominant 1969-1973

Access conditions: Open

Extent: 72 cm of textual material
60 black and white photographs
two reel to reel audio tapes

Administrative History or Content Notes: The Building Superintendent was responsible for the routine maintenance and care of City facilities. At the time of the construction of City Hall, the Building Superintendent was responsible for the overall project coordination, and was under the City Clerk's jurisdiction until 1993 when the position was transferred to the Department of Building and Development.

Construction of City Hall was approved in 1960, with Council having saved \$2,000,000 solely for this purpose since the early 1950s.

Plans were drafted in 1968 with site work starting in February of 1969. At 59,000 square feet, the building was made of cast-in-place concrete with bronze tinted glass windows, located on a slope overlooking the harbour. The architectural premise was to integrate the structure into the urban centre, and the building was designed to dramatize the rugged terrain on which it was built. As with the land, historical significance was given to the building when a cornerstone of Bristol pennant was laid on New Gower Street August 5, 1969, the start of the building of the new City Hall.

After some delays, the new building officially opened October 10, 1970. City Hall includes the seat of municipal government in St. John's and, aside from a variety of displays, has been the starting point of many national and international events. It includes Wyatt Hall, and features an art exhibit and other cultural collections. In the Council chambers, located on the 4th floor, the orientation of the Mayor's chair and the Councillors' seats are in the shape of a gavel. It includes a fascinating collection of art work, memorabilia collections and displays. Between the Council Chamber and the end level parking area, there was once a paved deck and a reflecting pool intended for winter skating, but this was later removed. The total cost to the City for this project was about \$3,500,000.

In August of 1988, construction was scheduled start on a new 4-storey City Hall Annex, located across from City Hall but accessible via a skywalk. However, a 10 month construction strike delayed the opening until the summer of 1990.

Scope: Series consists of files and photographs maintained by the Clerk of the Works and Building Superintendent about the construction of City Hall between 1969-1973. It includes the Daily Logs of the Building Superintendent from 1969-1973, furniture quotes and schedules, correspondence and plans, and construction photographs detailing the building as it was constructed and one of the cornerstone before it was unloaded from a truck.

Also includes miscellaneous files maintained by the Building Superintendent. Two reel to reel audio cassettes of the VOCM broadcast of the Opening Ceremonies of City Hall that were held on October 10, 1970.

Collection Number: RG 01-15

Series Title: Arbitration Awards Books series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1892-1945

Access conditions: Open

Extent: 1.75 m of textual material

Administrative History or Content Notes: The Great Fire of 1892 had an economically devastating impact on St. John's, destroying about 2000 houses and leaving one third of the city's 30,000 inhabitants homeless. The fire destroyed about 13 million dollars worth of town buildings and only about one third of this was insured.

Under the St. John's Rebuilding Act of 1892, the St. John's Municipal Council was divested of all functions in relation to the rebuilding of the Town after the Great Fire of July 8, 1892. These duties were taken over by the

Governor in Council. Under the St. John's Municipal Act of 1896, the powers were reinstated to the Council. It was the duty of the Arbitrators to determine a fair value for any land expropriated under the Act for the opening, widening or altering of a street, cross-street, firebreak, cove, road or lane.

Scope: Series consists of the records documenting the rebuilding of St. John's after the Great Fire of July 8, 1892 specifically land expropriated for the purposes of street reconstruction and widening.

They include Arbitration Award Books, Arbitration Award Minute Books and the 1907 Arbitration for Gower Street United Church. They contain information relating to property owners, the arbitration awarded to property owners and detailed property maps of the expropriated land.

Collection Number: RG 01-16

Series Title: Central Area Redevelopment Arbitration series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1964-1984

Access conditions: Open

Extent: 13 cm of textual material

Administrative History or Content Notes: By the 1900s, the area in the centre of St. John's had degraded to slum housing. This area, bounded roughly by Springdale Street in the west, New Gower Street in the south, Carter's Hill in the east, and LeMarchant Road in the north, consisted mainly of old, ramshackle housing with poor sanitary services. Water was supplied from community taps, and night-soil collectors were common. There were well over a thousand homes in the area, most in need of replacement. A 1942 survey found 750 houses in St. John's in need of immediate or rapid demolition, the majority of them in this area.

The slum had developed after the Great Fire of 1846. Given the pressure to rebuild, many ramshackle houses were constructed quickly, close together, and without proper building standards. Another fire in 1892 worsened the situation. Again the area escaped destruction, so people made homeless by the fire quickly moved into the area, exacerbating overcrowding and creating even harsher conditions. By the early 1900s, the municipal government realized the central slum district to be an eyesore where poor housing conditions were damaging to the health and welfare of residents, leading to high mortality rates, tuberculosis and other diseases. The Central Area Redevelopment Scheme was spearheaded in the early 1960s as a means of clearing residents out of centre-city areas which were dilapidated and unfit. Residents of these slums were moved to new housing projects, and by the late 1960s the area was ready to be cleared for redevelopment.

Scope: Series contains correspondence, sketches and photographs regarding residential and commercial properties which were considered for inclusion in the Central Area Redevelopment Scheme. This includes properties that the city hoped to purchase for demolition and redevelopment, as well as properties in newer areas of the city where displaced residents could resume residence. There is also a small annotated photo inventory of residences included in the scheme.

Collection Number: RG 01-17

Series Title: Program and Subject Files series

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1989-2000

Access conditions: Restrictions may apply.

Extent: 80 cm

Scope: Miscellaneous subject files maintained by the City Clerk discussing a wide range of issues and programs.

Collection Number: RG 01-18

Series Title: City of St. John's Ephemera series

Fonds: Administrative Services and City Clerk

Dates: 1949 to 198-

Access conditions: Open

Extent: 1 metre

Scope: This series contains items that were created by or for the City of St. John's and is branded with the City name or logo. Includes City employee service pins, gold City Crest cufflinks, Honourary Freeman of the City of St. John's pins, City Crest playing cards, City Hall ashtrays, City of St. John's drinking glasses, Canada Post Postal Code cufflinks for City Hall, Use Water Wisely mug, badges for guests to the official opening of City Hall in September 1970, Key to the City, National Safetea Award 1961-1962 presented by the Tea Council of Canada, pearl handled fork and knife set, silver cake server, embossing machines with the city Seal, Order of Proceedings and menu for the official opening of City Hall, Message for the City of Charlottetown, PEI, welcoming Newfoundland into the "sisterhood of Canadian Provinces".

Collection Number: RG 01-19

Series Title: Local Board of Appeals [Appeal Board] series

Dates: 2001-2009

Access conditions: Open

Extent: 114 audio cassettes

Administrative History or Content Notes: The Department of Corporate Services and City Clerk is responsible for the organization and record keeping of all appeals heard under the Appeal Board. The cassettes in this series are part of those records.

Scope: Audio cassettes of the proceedings of the St. John's Local Board of Appeals, also known as the Appeal Board.

Collection Number: RG 02

Series Title: Department of Building and Development fonds

Fonds: Department of Building and Development fonds

The Department of Building and Development was first created in 1979. Prior to this, Buildings operated as a separate division of the Engineering Department.

The Department of Building and Development must ensure that all buildings and construction within the city is of a safe and acceptable nature and that the relevant codes and by-laws are respected. Through its various divisions, the department is able to enforce the National Building Code and Fire, Electrical and Plumbing Codes. The National Building Code was adopted by the City in 1973. Prior to this, the City operated under a Building Code for St. John's that was created in 1946.

The Department is composed of Building, Plumbing, Electrical and Maintenance By-Law Inspectors. Building Inspection officers are responsible for enforcement of codes and by-laws as applied to new construction and existing properties. Plumbing Inspection Officers ensure that water and sewer services meet required standards, overseeing installation of water meters for commercial and industrial properties. Electrical Inspectors regulate electrical standards on all properties old or new. Maintenance By-Law Inspectors enforce regulations and by-laws pertaining primarily to existing buildings. They ensure that all existing structures are habitable, safe from health hazards, structurally sound and aesthetically pleasing.

The issuing of permits to regulate construction in the city falls under the jurisdiction of this Department. The department also administered the RRAP (Residential Rehabilitation Assistance Program) funded by Federal monies available through CMHC, in an attempt to assist in the repair of substandard dwellings from 1976-1982.

As a result of the Doane Raymond report in 1993, the department was restructured and became known as the Department of Building and Property Management.

Dates: 1887-2005

Access conditions: Restrictions may apply.

Extent: 26.2 m

Collection Number: RG 02-01

Series Title: Building and Development General Administration series

Fonds: Department of Buildings and Development fonds

Dates: 1946-1994, predominant 1975-1982

Access conditions: Restrictions may apply.

Extent: 10.5 m of textual material
microfiche

Administrative History or Content Notes: This division is responsible for issuing permits, approving and reviewing building applications, building inspections, handling complaints involving buildings and properties. The Department of Building and Development must ensure that all buildings and construction within the city is of a safe and acceptable nature and that the relevant codes and by-laws are respected. Through its various divisions, the department is able to enforce the National Building Code and Fire, Electrical and Plumbing Codes. The National Building Code was adopted by the City in 1973. Prior to this, the City operated under a Building Code for St. John's that was created in 1946.

As a result of departmental reorganization, in 1993 the name of the Department changed to Building and Property Management.

Scope: Series consists primarily of correspondence concerning requests for permission from the city by residential or commercial property owners looking to modify built structures. These may be requests for permission to build accessory buildings, sheds, patios, porches, extensions, or interior renovations.

The series also contains subject files pertaining to the general administration of the Department of Building and Development such as location plans and subdivision plans.

These files also contain application files that are inter-filed with subject files.

Collection Number: RG 02-02

Series Title: Building Applications series

Fonds: Department of Building and Development Fonds

Dates: 1911-2004

Access conditions: Restrictions may apply.

Extent: 8.6 meters of textual material

Administrative History or Content Notes: In 1943 Council appointed a special committee to make recommendations for safety measures in various public buildings and places of public assembly. It was felt that the City Act at the time did not offer enough protection to the public when it came to building construction and safety. This was due in part to the Knights of Columbus Fire in December 1942, where critics stated that if the City had proper regulations concerning exits in public buildings and the direction that opened in, the tragedy

may have been averted. Initial discussions at the committee level suggested that their mandate be broadened to develop a By-Law that would cover the erection and maintenance of all buildings in St. John's. Council accepted this recommendation and by May 1945 a draft Building Code was ready. In June 1945 the St. John's Building Code was passed by the Newfoundland Legislature.

According to the St. John's Building Bylaw, "No building shall be constructed, erected or changed, altered, extended, repaired or demolished except in conformity with the requirements of this By-Law." Accordingly, it is a requirement that all new construction and renovations to a building or piece of property receive permits to ensure that the construction or modifications meet certain standards for life safety, structural integrity and other factors.

Scope: Series consists of applications for buildings and a record of all permits approved and issued by the department and Council for renovations, new construction, demolitions etc.

a) Permit Books, containing lists of all applications for new construction, demolition or renovations, exist for the 1911-1986 period. After this period, the city maintained all information of this nature in electronic format on the City's mainframe.

b) Building Plans - Three binders, containing an index of all building applications from 1945-1980. The index is arranged in chronological and alphabetical order.

c) An index of all approvals from dwellings seeking permission to burn heating oil, covering the period 1945-1973.

d) Three ledgers containing indexes of electrical permits issued for years 1987, 1989 and 1990.

For the period 1986-2004, most all commercial and residential property files are on microfiche (with the exception of the electrical permit indexes). These are arranged by year and then civic address. Files contain plans or drawings in the majority of cases. After 2004, the city resumed maintenance of these records in paper format, but these records have not yet been transferred to the archives.

Also contains building occupancy certificates for the period 1983 and 1984. These are in hardcopy (paper) format.

The series also includes an Inventory of Historic Buildings prepared by Newfoundland Historic Trust, 1972.

Collection Number: RG 02-03

Series Title: Residential Rehabilitation Assistance Program series

Fonds: Department of Building and Development fonds

Dates: 1975-1983

Access conditions: Restrictions may apply.

Extent: 40 cm of textual material

Administrative History or Content Notes: The Residential Rehabilitation Assistance Program (RRAP), also known as the Neighbourhood Improvement Program, was administered through the Department of Building and Development and was funded by federal monies available through the Canadian Mortgage and Housing Corporation (CMHC). Its goal was to assist in the improvement and repair of sub-standard dwellings, and assistance was available to homeowners and landlords who met certain property conditions and income requirements.

For a dwelling to be eligible for RRAP funds, it had to fail National Building Code Standards in at least one of the five basic areas: structural soundness, fire safety, electrical, plumbing or heating. With one of the basic improvements met, additional funding was available for improvement of other areas.

Assistance was in the form of a loan from CMHC of which part of the repayment was forgiven.

Scope: The series contains papers pertinent to the management of the program. This involved dividing the city into various districts and determining which dwellings were eligible for assistance under the program, and how else the area could be improved. Correspondence, sketches and financial statements show which dwellings applied and received improvement funding. The series contains correspondence with various stakeholders such as the Newfoundland Historic Trust, the St. John's Heritage Foundation, the Canadian Mortgage and Housing Corporation and design/architectural consultants that were hired.

Collection Number: RG 02-04

Series Title: Electrical Inspection series

Fonds: Department of Building and Development fonds

Dates: 1945-2005

Access conditions: Restrictions may apply.

Extent: 40 cm of textual material
microfiche

Administrative History or Content Notes: With the adoption of the St. John's Building Code in June 1945, Council was given the authority to inspect and issue requirements the installation of electrical wiring and equipment in St. John's. Requirements were to conform to the Canadian Electrical Code, Part 1, dated 1939, as published by the Canadian Engineering Standards Association.

The Electrical Inspection Division undertakes the regulation of electrical standards on all properties, both old and new, and is overseen by the Department of Building and Development.

Scope: Series contains Inspection Reports from 1940-1945, minutes for meetings of electrical inspectors, and building and subdivision plot plans and sketches for the 1960's-1980's. The series was created by the Building Department, and maintains year-end reports, electrical inspection statistics and policy standards.

Electrical permits for the period 1982-2005 are available on microfiche.

Collection Number: RG 02-05

Series Title: Non-Profit Housing Projects series

Fonds: Department of Building and Development Fonds

Dates: 1982-1989

Access conditions: Restrictions may apply.

Extent: 80 cm

Administrative History or Content Notes: This series was created by the "Alternate Housing Committee." It was formed as a response to rising concern among residents that the city had inadequate boarding houses and foster homes to accommodate incoming dwellers. Working with the Department of Social Services, the committee sought about starting non-profit housing projects at various locations including Carter's Hill, Carnell Street, Cuckhold's Cove Road and Fahey's Row.

Scope: Series contains correspondence and drawings related to various proposed non-profit housing projects in the city. Files include correspondence from architectural firms, CHMC, and other stakeholders.

Information on various projects developed by the Non-Profit Housing Division includes general administrative files, Housing Committee reports, Infill housing sites, Management Board files and land sites and tenant profiles.

Collection Number: RG 02-06

Series Title: Miscellaneous series

Fonds: Department of Building and Development Fonds

Dates: 1887-1977

Access conditions: Open

Extent: 37 cm of textual material

Administrative History or Content Notes: Not applicable.

Scope: Series consists of material that has no known administrative structure but relates to early engineering and building codes in St. John's. For example, there is an Annual Report on the Condition of the Water Works for the Year Ending December 31, 1887, as well as several reports written following the Great Fire of 1892 and the St. John's Rebuilding Act. There are numerous other documents loose documents, all of which are described on the Property Database.

Collection Number: RG 02-07

Series Title: Plumbing Inspections series

Fonds: Department of Building and Development fonds

Dates: 1958-2004

Access conditions: Restrictions may apply.

Extent: 9.3 metres of textual material
microfiche

Administrative History or Content Notes: In the 1940's Council adopted the St. John's Municipal Council Plumbing Rules and Regulations. With the adoption of the St. John's Building Code in June 1945, Council was given additional authority to regulate quality, design and construction of any plumbing system in the City.

Under both the Department of Building and Development and the Department of Building and Property Management, the City of St. John's carried out plumbing inspections of new buildings and renovations to existing structures. This is in accordance with the St. John's Plumbing Bylaw. This Bylaw also requires that the Inspector issue Plumbing Permits to any plumber wishing to modify, alter or improve the plumbing system in a dwelling.

Scope: For the period 1971 to 2002 there is a series of index cards that contain one copy of the Plumbing Certificate and other relevant details on the work completed. These are arranged by year and then by civic address. A decision was made by the archivist not to keep the Plumber's Permits since the name of the individual or company is contained on the Certificate.

One box of Plumber's Permits for 1987. Y3-10 These are not with the Plumbing Inspection cards. They were issued by the city to plumber, granting authorization to go ahead and perform work on a dwelling.

On microfiche, for the period 1958-1970 are plumbing certificates of any structures inspected by the Division.

Also on microfiche for the period 1993 to 2004 are plumbing files pertaining to plumbing inspections.

2004 Plumbers' Permits and Plumbing Certificates are on microfiche.

Collection Number: RG 02-08

Series Title: Board of Plumbing Examiners series

Fonds: Department of Building and Property Management fonds

Dates: 1945-1993

Access conditions: Restrictions may apply.

Extent: 20 cm of textual material

Administrative History or Content Notes: The Plumbing Inspection Board was established in 1945 to standardize and regulate the plumbing profession in the City. Applicants were required to pass examinations in order to become Master Plumbers. The first meeting of the Board was held on June 13, 1945 and its last meeting took place on November 29, 1993. After this time, the examination and licensing of Plumbers was taken over by the province.

Scope: Series consists of lists of applicants for 1945-78, examination questions for 1947-1992, minutes of meetings from 1945-1993 and correspondence regarding licensing of Plumbers for the period 1963-1993.

Collection Number: RG 02-09

Series Title: Electrical Examining Board series

Fonds: Department of Building and Development fonds

Dates: 1945-1993

Access conditions: Restrictions may apply.

Extent: 60 cm of textual material

Administrative History or Content Notes: The first meeting of the Electrical Examining Board was held on January 5, 1945. Its main focus was to standardize the testing of the Electricians and Electrical Contractors in the City. The board initially came under the jurisdiction of the Department of Building and Development, and later the Department of Building, Property Management, and Parks. The last meeting of the Board was held on November 29, 1994 at which point the province took over the examination and licensing of Electricians and Electrical Contractors

Scope: Series consists of applications, resumes, letters of permission to write exams, minutes of the Electrical Examining Board, 1973-1993, applications to write the licensing exams, copies of exams and other related records.

Collection Number: RG 02-10

Series Title: Taxicabs series

Fonds: Department of Building and Development fonds

Dates: 1946-1993, predominant 1970-1993

Access conditions: Restrictions may apply.

Extent: 1.6 metres of textual material

Administrative History or Content Notes: Early "taxis" in St. John's were first recorded around the 1820's. These early carriages, having two or four wheels and drawn by a single horse, usually seated two or four persons. By 1827, the term "cab" was commonly used and most major cities had a cab service by the end of the decade. It is unknown when the first taxi appeared on the streets of St. John's, but by 1862 they were popular enough to bring about the end of the short-lived omnibus. There were three well-known cab stands where cabmen waited for fares. There was one at Haymarket Square at the east end of Water Street, another in the centre of the business district at Market House Square, and a third at Post Office Square in the west end. Rules first issued for regulating traffic on the streets were established by Judge Daniel Prowse in 1874. By August 8, 1891, cabs had become so numerous that Council had to order cabmen and vehicles to be licensed in an effort to regulate the industry. The Taxi By-Law still regulates the taxi industry in St. John's.

Scope: Series consists of lists of taxi companies and their drivers from 1970-1992. Also available are lists of licensed drivers from 1946-1971 and 1979-1992; Taxi license applications 1993; correspondence and administrative records relating to the taxicab industry from 1948-1953.

Collection Number: RG 02-11

Series Title: Complaints series

Fonds: Department of Building and Development fonds

Dates: 1986-2005

Access conditions: Restrictions may apply.

Extent: 3.5 m
microfiche

Administrative History or Content Notes: See fonds level description.

Scope: Contains files pertaining to property complaints and other violations under various municipal regulations. Complaints cover a wide range of issues including property maintenance and neglect, illegal activity, noise complaints and other issues.

Collection Number: RG 03

Series Title: City Manager fonds

Fonds: City Manager fonds

Dates: 1967-1969; 1977-1991

Access conditions: Restrictions may apply.

Extent: 5.2 metres

Administrative History or Content Notes: As early as 1949 it was recommended that the City Council appoint a City Manager whose role it would be to coordinate the overall activities of the municipal government. However it was not until 1976 that the Office of the City Manager was created. Prior to this appointment the council provided administrative supervision and coordination for the entire organization. All department heads reported directly to council. The City Manager's Office was to take over this role and then Council could concentrate on the function of developing municipal policy.

The Office of the City Manager was responsible for integration of staff and operating services, budgetary planning and control, and the development of uniform personnel policies and procedures. The improvement of purchasing and financial reporting practices and the preparation of reports on administrative progress and financial situation of the city were also part of the duties of this office. All departments would report to the City Manager, who would act as an advisor to the council.

The office of the City Manager existed from 1976 to 1994. E.P Henley held the position from 1976 to 1979, followed by Neil Cohoon (1979-1983), Frank Power (1983-1992), and William Mann (1993-1995). In 1995 Council decided to change to a commissioner system, upon the recommendation of the Doane-Raymond report which was released in 1992. In essence, the position of City Manager was replaced by a Chief Commissioner who oversaw three commissioners who chosen from among the department heads. Each department reported to a specific commissioner and commissioners reported to and advised council. The position of Chief Commissioner was held by Ron Penney from 1995-2010. Penney also held the position of City Solicitor during this time.

In 2010 the system of Chief Commissioner was abandoned and replaced by the City Manager system. The current City Manager is Robert Smart (2011-present).

Scope: The fond consists of three distinct series:

RG 03-01 City Manager General Administration

RG 03-02 Amalgamation

RG 03-03 City Hall Construction

Collection Number: RG 03-01

Series Title: City Manager General Administration series

Fonds: City Manager Fonds

Dates: 1977-1991

Access conditions: Restrictions may apply.

Extent: 5.0 m

Administrative History or Content Notes: The City Manager's department's function was to provide executive leadership and direction for the proper administration of all affairs of the City in accordance with sound management practices established from policies, plans and procedures set down and approved by Council. See also fonds level description

Scope: Series consists of correspondence and subject files pertaining to the general administration of the office of the City Manager and the City in general. The files cover a wide breadth of subjects including personnel, various municipal committees, events and proposals tabled in Council, public utilities and services, and city infrastructure.

Collection Number: RG 03-02

Series Title: Amalgamation series

Fonds: City Manager Fonds

Dates: 1988-1990

Access conditions: Open

Extent: 13 cm

Administrative History or Content Notes: See fonds level description.

Scope: Series consists of working papers and background reports used by the City Manager's department to prepare the City's position on amalgamation with other municipalities.

In particular, the series contains feasibility studies conducted by the city during the period 1988 to 1990, when the city was investigating proposals to amalgamate with suburban areas such as St. Philip's, Logy Bay, Flatrock, Outer Cove, Goulds, Petty Harbour, Paradise and Mount Pearl.

Collection Number: RG 03-03

Series Title: City Hall Construction series

Fonds: City Manager Fonds

Dates: 1967-1969

Access conditions: Open

Extent: 1 roll of microfilm

Administrative History or Content Notes: Construction of City Hall was approved in 1960, with Council having saved \$2,000,000 solely for this purpose since the early 1950s.

Plans were drafted in 1968 with site work starting in February of 1969. At 59,000 square feet, the building was made of cast-in-place concrete with bronze tinted glass windows, located on a slope overlooking the harbour. The architectural premise was to integrate the structure into the urban centre, and the building was designed to dramatize the rugged terrain on which it was built. As with the land, historical significance was given to the building when a cornerstone of Bristol pennant was laid on New Gower Street August 5, 1969, the start of the building of the new City Hall.

After some delays, the new building officially opened October 10, 1970. City Hall includes the seat of municipal government in St. John's and, aside from a variety of displays, has been the starting point of many

national and international events. It includes Wyatt Hall, and features an art exhibit and other cultural collections. In the Council chambers, located on the 4th floor, the orientation of the Mayor's chair and the Councillors' seats are in the shape of a gavel. It includes a fascinating collection of art work, memorabilia collections and displays. Between the Council Chamber and the end level parking area, there was once a paved deck and a reflecting pool intended for winter skating, but this was later removed. The total cost to the City for this project was about \$3,500,000.

In August of 1988, construction was scheduled start on a new 4-storey City Hall Annex, located across from City Hall but accessible via a skywalk. However, a 10 month construction strike delayed the opening until the summer of 1990.

Scope: Series consists of the microfilmed plans and contract documents for the main City Hall building constructed 1969-1970.

Collection Number: RG 04

Series Title: Department of Engineering and Works fonds

Fonds: Department of Engineering and Works fonds

The need for the City of St. John's to employ engineers was outlined in the Municipal Act of 1888. At the May 9 1893 Regular Meeting of Council, Samuel Chapman was appointed the first City Engineer. The roles and responsibilities of the City Engineer are outlined in The City Act. This body was known as the Office of the City Engineer until 1979, when it was changed to the Department of Engineering and Works.

The Engineering Division provides the technical support services needed to enable the planning, design, and construction of approved municipal capital works. These include construction of sewer and water mains, reconstruction of streets, laying of curb and gutter and new streets. One duty of this office was to make and preserve a complete set of maps and plans of the city showing the location of all buildings, streets, fire hydrants, sewers, etc. Responsibility for traffic improvements was established in the 1950's and continues to the present. The Neighbourhood Improvement Program is administered by this Department.

The Works Division provides services directly to the general public such as street cleaning, snow removal, garbage removal, water and sewer repair and maintenance. The maintenance of existing systems, services and facilities and the implementation of plans approved by the engineering division are also part of their responsibilities.

Like most all municipal administrations during the mid-1990s, the Department of Engineering and Works was affected by restructuring. In 1993, it split into two separate departments, the Department of Engineering and the Department of Public Works and Parks. This is how it remains today. In May 1999, Parking Services was transferred to Engineering Department.

List of City Engineers:

1888-1890	Charles J. Harvey
1890-1891	F.H Balfour (acting Engineer)
1891-1892	R.M Pratt
1892-1893	A.J Waghorne (acting Engineer)
1893-1894	Samuel Chapman
1894-1896	R.M Pratt
1896-1920	John Ryan
1921-1944	William P. Ryan
1944-1949	Grant Jack
1949-1959	Ronald Martin

1959-1963 Duncan Sharpe
1963-1979 Eric Mercer
1979-1992 James J Finn
1992-2010 Art Cheeseman
2010-present Walt Mills

Dates: 1892-2002

Access conditions: Restrictions may apply.

Extent: 26.8 m

Collection Number: RG 04-01

Series Title: Engineering Division General Administration series

Fonds: Department of Engineering and Works fonds

Dates: 1960-2002 (predominant 1973-1976)

Access conditions: Open

Extent: 17.6 metres

Administrative History or Content Notes: See fonds level description.

Scope: This series contains a wide range of subject files relating to any issue for which the Department of Engineering is responsible. The Engineering Division provides technical support services to enable the planning, design and construction of approved capital works. These include projects which range from construction of water and sewer mains, construction and reconstruction of new streets, laying of curb and gutters and traffic improvements. A substantial amount of the series deals with the construction of new subdivisions in the city.

Starting in 1977 the division began microfilming all of its files and the microfilm is in the possession of the Department of Engineering. Selected files as requested by the department are kept in hard copy form in the archives.

Collection Number: RG 04-02

Series Title: Public Works Division General Administration series

Fonds: Department of Engineering and Works fonds

Dates: 1985-1992

Access conditions: Open

Extent: 1.6 metres

Administrative History or Content Notes: The Works Division, acting as a division of the Department of Engineering and Works, provided services directly to the general public including street cleaning, snow removal, garbage removal, water and sewer repair and maintenance, installation of municipal services and others. These services depended upon the maintenance of systems, services and facilities and plans which were all implemented and approved by the Engineering Division.

These tasks are now carried out by the Department of Public Works and Parks.

Scope: This series consists of the Administrative records of the Public Works Division of the Department of Engineering, prior to the creation of the Department of Public Works and Parks in 1993.

Collection Number: RG 04-03

Series Title: Reports series

Fonds: Department of Engineering and Works fonds

Dates: 1985-1989

Access conditions: Open

Extent: 60 cm

Scope: Series consists of Monthly Activity reports prepared by the Works Division. Each report includes updates on ongoing projects by various and various sectors of departmental work such as the main office, water and sewer departments, street, sanitation and traffic department, mechanical department and purchasing department.

Collection Number: RG 04-04

Series Title: Miscellaneous Series

Fonds: Department of Engineering and Works fonds

Dates: 1892-1974

Access conditions: Open

Extent: 50 cm

Scope: Series consists of Sewer Junction Books, 1892-1910, which give notes and sketches of sewer junctions and work performed under the St. John's Rebuilding Act.

The series also includes a Report Book kept by the Engineering Department, 1907-1912. It includes list of sewers in the city and their total cost, estimated costs of proposed water and sewer extensions, a list of gullies in the city, a list of concrete sidewalk laid on Water Street by the Reid Newfoundland Company, east and west linear measurements of roads, annual reports for the Sewer, Water, Roads East and West Departments for 1907-1908, hydrant pressures for 1907-1908, a list of fountains, a list of city streets, a list of streets with sewers, a list of hydrants and fountains erected in 1908, a list of repaired bridges plus other related material.

The series also includes files retained by the Streets and Sanitation Superintendent from 1940-1965. These contain employee cards for streets employees for the 1940's and 1950's, minutes of Union Executive meetings for 1954-1955, Expenditure Statements for 1965 and miscellaneous documentation regarding streets, employees and sanitation, and accident claims for 1955.

Also includes a Report on Public Works Improvement program for 1957, and Public Works Expenditure Statements for the period 1963-1974.

Field Notebook maintained by City Engineer William Ryan that documents the pipeline surveying and engineering layout for the area between Windsor Lake and St. John's, for the period May 1891 to November 1901.

Collection Number: RG 04-05

Series Title: Water and Sewer Installations series

Fonds: Department of Engineering and Works fonds

Dates: 1966-1989

Access conditions: Open

Extent: 15 cm

Scope: Series consists of a ledger recording all water and sewer labour that was carried out in the City of St. John's. Includes owners name and address, the contract number, amount paid and the date.

Collection Number: RG 04 -06

Series Title: Aerial Photographs series

Fonds: Department of Engineering and Works fonds

[City of St. John's Archives Guide to the Holdings](#)

Dates: 1955-1989

Access conditions: Open

Extent: 6.3 metres

Scope: This series consists exclusively of aerial photographs taken during various survey projects for the Department of Engineering and Works for the area in and around the City of St. John's. The photographs are dated years 1955, 1961, 1978, 1982, 1986, 1987, 1988 and 1989.

Collection Number: RG 05

Department of Finance fonds

Dates: 1892-1997

Access conditions: Restrictions may apply.

Extent: 31.5 metres

Administrative History or Content Notes: Until 1952 all financial matters were dealt with by the office of the City Clerk. The comptroller, accountant and tax collectors were all under this office. A 1949 administrative review recommended that a separate department, that of City Comptroller be created. The City of St. John's Act of 1952 made provisions for a City Comptroller. Responsibilities of this office included the supervision of accounts receivable and payable, cheques, treasury management and budgeting activities. By 1970 payroll was included in this department.

In 1979 the City Comptrollers Office became the Department of Finance and City Treasurer. At the same time, the duties of tax supervisor and collections officer were moved under this department from City Clerk. Data Processing, later called Computer Services and now called Information Services was administered by this department at various times in the 1980's and 1990's. Purchasing was moved to Finance from Public Works in 1993.

Scope: This fonds contains general administrative files, as well as series concerning the Neighbourhood Improvement Program, the North East Land Assembly, Subdivisions, contracts, Mundy Pond Urban Renewal, Memorial Stadium, Bonds, Bowring Park, and other related financial information.

Collection Number: RG 05-01

Series Title: Department of Finance General Administration series

Fonds: Department of Finance fonds

Dates: 1949-1997

Access conditions: Restrictions may apply.

Extent: 8.8 metres

Administrative History or Content Notes: The Director of Finance oversees the operations of the Department of Finance, including Financial Services, Taxation Division and Payroll. Other duties include advising Council concerning balances of appropriations, managing monthly statements of revenue and expenditure, overseeing budgets and recommending tax rates, collecting assessment dues and other fees as deemed necessary.

Scope: Series consists of correspondence and subject files pertaining to the general administration of the Director's office and the department in general.

Collection Number: RG 05-02

Series Title: Financial Services General Administration series

Fonds: Department of Finance fonds

Dates: 1963-1997

Access conditions: Restrictions may apply.

Extent: 1.5 metres

Scope: Series consists of the correspondence and subject files pertaining to the general administration of the Financial Services Division. These files were retained by the Manager of Financial Services. They include information on Neighbourhood Improvement program [NIP] accounts, Central Area Redevelopment, the Crosstown Arterial, North East Land Assembly and Prince Philip Parkway to name a few. The series also includes information on the finances of the St. John's Maple Leafs for the 1992-1993 period, and a copy of the 1991 Rental Agreement between the City and the Leafs.

Collection Number: RG 05-03

Series Title: Neighbourhood Improvement Program series

Fonds: Department of Finance fonds

Dates: 1975-1983

Access conditions: Open

Extent: 0.95 metres

Administrative History or Content Notes: The Neighbourhood Improvement Program (NIP) was a nation-wide initiative which was implemented in 1977. Its goal was to, "conserve and improve older run-down neighbourhoods and to encourage development of higher quality community environments." The city hired consultants to investigate certain areas of the city to determine how they might be improved aesthetically, resulting in a series of reports on each district.

The project focused on basic public works and covered a wide range of activities such as the construction of playgrounds and parks, the reconstruction of streets, curbs and gutters, and basic upgrading of physical appearance. It was operated on a cost shared basis between the Federal, Provincial and Municipal Governments.

Scope: Series consists of financial and administrative records kept by the Department of Finance relating to the Neighbourhood Improvement Program [NIP] for the following areas: the Battery, East and West End, Georgestown, Midtown and Mundy Pond. These were areas which were identified as eligible for assistance under the NIP.

Collection Number: RG 05-04

Series Title: North East Land Assembly series

Fonds: Department of Finance fonds

Dates: 1959-1981

Access conditions: Open

Extent: 0.46 metres

Administrative History or Content Notes: The North East Land Assembly was an assessment of land and city boundaries in the northeast corner of the city limits. In order to implement a long-term urban strategy for the area, the city sought to acquire land on the fringe of this area in order to better structure the city limits. In 1959 Council requested authority from the Provincial Government to participate in a Land Assembly scheme, and this was eventually agreed upon by the three levels of government. The Land Assembly would guarantee proper design and that the growth of the City would be along regular and sound lines. When Legislative Authority was given, the Newfoundland Government appointed the City of St. John's as its agent with powers to negotiate agreements with the Central Mortgage and Housing Corporation [CMHC] who were to prepare plans and property appraisals in agreement with the City of St. John's. Therefore, much of the series contains correspondence regarding the assessed market value of properties that the city sought to purchase. Under the scheme, land became available for churches, schools and institutional uses, and for low and high density

housing and commercial uses.

Scope: Series consists of financial and administrative records kept by the Department of Finance relating to North East Land Assembly development.

Collection Number: RG 05-05

Series Title: Subdivisions series

Fonds: Department of Finance fonds

Dates: 1955-1983

Access conditions: Open

Extent: 0.76 metres

Scope: Series consists mainly of financial records retained by the Department of Finance relating to numerous subdivisions and their development. The series includes sketches and correspondence with contractors and other involved stakeholders.

Collection Number: RG 05-06

Series Title: Contracts series

Fonds: Department of Finance fonds

Dates: 1961-1986

Access conditions: Open

Extent: 0.76 metres

Scope: Series consists of financial records of various public works and development projects. The Department of Finance is required to keep a record of the contracts between the city and all capital municipal contracts which are awarded to construction, architectural or engineering consultants. The files in this series pertain to all manner of services rendered including sewer extension and repair, retaining walls, curb and sidewalk work and construction of subdivisions.

Collection Number: RG 05-07

Series Title: Mundy Pond Urban Renewal series

Fonds: Department of Finance fonds

Dates: 1965-1982

Access conditions: Open

Extent: 0.95 metres

Administrative History or Content Notes: In 1962, the City of St. John's submitted an application to the Government of Newfoundland requesting that the City Limits be extended to include the Mundy Pond Area, a suburban area previously noted in a recent Urban Renewal Study as needing city services and planning. In the summer of 1963, the City Limits were extended to encompass a greater area than had been requested, and the addition of Mundy Pond added some 250 properties to the city. Since the area was comprised of lower-income families widely distributed over a semi-rural, unserviced area, city officials were faced with some new challenges.

In 1964 a General Development Plan was adopted by City Council outlining major infrastructural initiatives to be implemented in this area. In December of 1964, it was agreed that an Urban Renewal Scheme be carried out for the Mundy Pond area. This was done through consultation with the Canadian-British Engineering Consultants, and defined Mundy Pond area as bounded by Pennywell Road on the north, by the rural fringe area

on the west, by Blackmarsh Road and Mercer's Lane on the south, and by Cashin Avenue and Stamp's Lane on the east. The Terms of Reference for the scheme were established by January of 1965, and the basic purpose of the initiative was to relieve sub-standard and unsanitary housing in the Mundy Pond area, hopefully clearing land for other uses proposed in the City's Master Plan. An application for Federal assistance was made on December 2, 1964 and approval was given on February 23, 1965.

Since 1965 the area has continued to grow and develop. The Urban Renewal Project of the 1960's helped introduce street realignment and water/sewer services. In 1967, the Mundy Pond Trunk Sewer was completed between Water Street and Blackler Avenue, the site of a new Municipal Depot. The area around the pond itself became designated for recreational use and is currently the site of a number of recreational facilities. The Urban Renewal Scheme of the 1960's was officially completed by the early 1980's.

Scope: Series consists of financial and administrative records in relation to the Mundy Pond Urban Renewal Scheme.

Collection Number: RG 05-08

Series Title: Area Development Projects series

Fonds: Department of Finance fonds

Dates: 1966-1983

Access conditions: Open

Extent: 69 cm

Administrative History or Content Notes: The Residential Rehabilitation Assistance Program (RRAP), also known as the Neighbourhood Improvement Program, was administered through the Department of Building and Development and was funded by federal monies available through the Canadian Mortgage and Housing Corporation (CMHC). Its goal was to assist in the improvement and repair of sub-standard dwellings, and assistance was available to homeowners and landlords who met certain property conditions and income requirements.

Scope: Series consists of the files retained by the Manager of Financial Services relating to the Neighbourhood Improvement Program [NIP], various subdivisions, Mundy Pond urban renewal and its account books, plus others.

Collection Number: RG 05-09

Series Title: St. John's Memorial Stadium series

Fonds: Department of Finance fonds

Dates: 1953-1980

Access conditions: Open

Extent: 15 cm

Administrative History or Content Notes: Construction of St. John's Memorial Stadium began in 1952 and the project was completed in 1955. The new 4000-seat arena replaced Prince's Rink, which burned down in 1941. The architect for the stadium was A.J.C Paine, who is also credited with designing the Confederation Building in 1963, as well as the old Memorial University College on Parade Street. The St. John's Memorial Stadium Commission was established through special legislation in 1954 and came under the jurisdiction of the newly formed Department of Parks and Recreation in 1979. The committee oversaw the completion of the stadium by regular consultation with the architect, and was entrusted with the installation of stadium amenities and services such as the speaker system, scoreboard, clock, ice, heating, seats, canteens, and other necessities. As well, the Committee hired staff to oversee future operation and maintenance of the stadium. Files related to capital spending for the project were turned over to the Department of Finance.

Scope: Series consists of financial records relating to Memorial Stadium, including agreement for various

events such as hockey agreements, and related correspondence with the Newfoundland Amateur Hockey Association. As well, the series contains an earlier set of records relating to the construction and architectural design of the building in 1953. This includes blueprint sketches of the seating plan for the proposed structure, as well as an architectural report for lead architect A.J.C Paine, and other building contracts.

Collection Number: RG 05-10

Series Title: General Ledgers series

Fonds: Department of Finance fonds

Dates: 1892-1979

Access conditions: Open

Extent: 6.9 m

Scope: Series consists of the main ledgers of the City's department of Finance. These ledgers record all of the City's main functions of accountability, assets, liabilities and equity, and are an official record of the City's finances. Topics include, but are not limited to: abatement of taxes, accounts payable and receivable, taxes and permit fees collected, collection of arrears, crown rents, capital funds, interest collected on bank accounts, insurance, miscellaneous revenue and poll taxes.

Records are contained in larger ledgers, titled General Ledger or Control Ledger. Ledgers covering the period 1893-1922 have been microfilmed.

Ledgers for the period after 1980 forward have been recorded electronically as well as hard copied. These are currently stored in the Finance Department.

Collection Number: RG 05-11

Series Title: General Journals series

Fonds: Department of Finance fonds

Dates: 1955-1981

Access conditions: Open

Extent: 37 cm

Scope: Series consists of the General Journals of the Municipal Government. They are the backup to the General Ledgers and contain information from the General Ledgers as well as adjustments, accruals, information from journal vouchers and capital fund information. The information is contained in a total of three separate ledgers.

Collection Number: RG 05-12

Series Title: Memorial Stadium Financial Ledgers series

Fonds: Department of Finance fonds

Dates: 1954-1982

Access conditions: Open

Extent: 1.2 m

Administrative History or Content Notes: Officially opened on December 27, 1954, St. John's Memorial Stadium stands as a memorial to the sportsmen who gave their lives for their country. Memorial Stadium replaced Prince's Rink which was destroyed by fire in November 1941. The stadium is owned by the citizens of St. John's. The Stadium Council, which came to the assistance of the Lion's Club, originators of the project in 1949, had passed the building over to the Stadium Commission, comprised of representatives from the City

Council and community minded organizations. It is a major centre for recreational, cultural events and leisure time. See also fonds level description.

Scope: Series consists of a total of 11 volumes of financial records. They are the main financial ledgers and journals for the Memorial Stadium. Starting in 1980, the Stadium's financial records were incorporated into the City's main ledger and were no longer separate.

Collection Number: RG 05-13

Series Title: Bowring Park series

Fonds: Department of Finance fonds

Dates: 1962-1971

Access conditions: Open

Extent: 17 cm

Administrative History or Content Notes: On July 14, 1914 Bowring Park was officially opened by the Duke of Connaught. It was a gift to the City from Bowring Brothers Limited. Originally, a piece of farm land known as Rae Island in the Waterford Valley, was used for the park. The design and development of the park was under the direction of Rudolf Cochius. The park has several monuments including the Peter Pan statue, the Caribou and the Fighting Newfoundlander. It also has the Bungalow, the horse watering fountain, a swimming pool and several bridges. Since 1914 it has undergone several expansions and now encompasses approximately 150 acres. In 1995 the Bowring Park Foundation took over the operations of the park on behalf of the City.

Scope: Series consists of a total of two volumes of General Ledgers for Bowring Park. They contain the general financial information regarding revenue and expenditure for Park operations. After 1971 the financial records were incorporated into the general ledger for the City of St. John's.

Collection Number: RG 05-14

Series Title: Appropriation, Revenue and Expense Accounts series

Fonds: Department of Finance fonds

Dates: 1893-1977

Access conditions: Open

Extent: 6 m
microfilm

Scope: Series consists of a total of 47 different volumes. These records document cash disbursements, payroll entries, cheques and journal entries. Also included are entries related to sundries, parks and open spaces, roads, sewers, pensions, water works department, trust accounts, refunds, streets, swimming pools, street lighting, plus others. For the period 1893 to 1900 there is a total of eight volumes entitled Daybook. For 1913 to 1950 there is a total of seven volumes entitled Journal. For two of the volumes in this section there is some overlap and duplication of information, but the exact inter-relationship cannot be determined, but it is expense related matters. For the period 1931 to 1957 there is a total of 16 volumes entitled Expense Ledger. For 1961 to 1977 there is a total of 15 volumes of yellow ledger cards entitled Appropriation Ledger. For the period 1949 to 1952 there is one volume entitled Capital Expenditure Ledger which records fixed assets and capital works, which are not routine matters. After 1978 the information was kept on the City's mainframe computer with hard copy reports printed monthly and at year end.

Collection Number: RG 05-15

Series Title: Bonds series

Fonds: Department of Finance fonds

Dates: 1933-1990

Access conditions: Open

Extent: 1.68 metres

Scope: Series consists of a total of three volumes of bond registers. They document the interest payable on the bonds and when interest coupons mature. They also document where the City acquired bonds and what was paid for them. The registers are proof of ownership by the City.

Collection Number: RG 05-16

Series Title: Local Improvements series

Fonds: Department of Finance fonds

Dates: 1956-1984

Access conditions: Open

Extent: 21 cm

Administrative History or Content Notes: As part of the development process, the City requires a developer to place a deposit with the City prior to any work commencing. This is later refunded if all code requirements are met.

Scope: Series consists of two Subdivision Ledgers for the period 1956-1984. It is a record of the developer's subdivision approvals and bank accounts associated with the deposits by the developers. They also contain information regarding expenses paid by the City in trust on behalf of the developers. Subdivisions included are North East Land Assembly, the Parking Garage, various capital works, infrastructure loans, Mundy Pond Urban Renewal Scheme and the capital sinking fund.

Collection Number: RG 05-17

Series Title: Taxation series

Fonds: Department of Finance fonds

Dates: 1892-1931

Access conditions: Restrictions may apply.

Extent: 70 reels of microfilm [in Neachel's office]

Scope: Series consists of information relating to the collection of property and water taxes for residential and commercial properties within the municipal boundaries. They document the monthly water and sewer tax bills for properties. The information is contained in three different formats. For the period 1892 to 1917 there is a total of 25 volumes entitled Water Department Ledger. For the period 1918 to 1931 there is a total of 14 volumes of ledgers entitled City Tax Ledger. There is a gap in the records for the period 1932 to the early 1960's. The information for the period 1979 forward is contained on the City's mainframe computer and no hard copy is produced at year end.

Starting in the 1960's the City moved to a system of tax cards for Water Tax and Property Tax, with an individual card for each residential and commercial property for water and property taxes. The archives does not have these cards.

Collection Number: RG 06

Mayor's Office fonds

Fonds: Mayor's Office fonds

The City Act of 1902 provided for the election of a mayor and four councillors. Prior to this time the council was headed by commissioners appointed by government. For a list of Mayors and Councillors, see Appendix A.

Prior to the Wyatt Administration, the Mayor's records were retained by the Secretary-Treasurer or later the City Clerk.

Dates: 1912-2006

Access conditions: Restrictions may apply.

Extent: 8.97 metres (Not including RG 06-06 and RG 06-07 ---Ask Jessie)

Administrative History or Content Notes: Below is a list of Mayors of St. John's.

George Shea, 1902-1906

Michael Gibbs, 1906-1910

William Ellis, 1910-1914

Commission of Government, 1914-1916

William Gosling, 1916-1921

Tasker Cook, 1921-1929

Charles Howlett, 1929-1932

Andrew Carnell, 1932-1949

Henry G.R Mews, 1949-1965

William Adams, 1965-1973

Dorothy Wyatt, 1973-1981

John Joseph Murphy, 1981-1990

Suzanne "Shannie" Duff, 1990-1993

John Joseph Murphy, 1993-1997

Andrew Wells, 1997-2008

Dennis O'Keefe (acting mayor from March 3 - April 22, 2008)

Suzanne "Shannie" Duff (acting mayor from April 22 - June 9, 2008)

Dennis O'Keefe, June 9, 2008 - 2013

Scope: The fond consists of all surviving files relating to the Wyatt, Murphy, Duff and Wells administrations, as well as planning files relating to Soiree 88, newspaper clippings collected by the Mayor's Office, Visitor's Books that were kept in the Mayor's Office, and Donations and Gifts.

Collection Number: RG 06-01

Series Title: Wyatt Administration series

Fonds: Mayor's Office fonds

Dates: 1974-1981

Access conditions: Restrictions may apply.

Extent: 1.5 m

Administrative History or Content Notes: Born in 1926, Dorothy Wyatt was a native of St. John's. She was educated at St. Bride's College at Littledale, the General Hospital School of Nursing, and Memorial University of Newfoundland. She began her nursing career at the St. John's Sanatorium in 1952, and later was a provincial nursing officer and first aid instructor with the St. John's Ambulance Association. In the early 1960's Wyatt was Director of Nursing for the Nova Scotia division of the Canadian Red Cross.

She moved back to St. John's in 1969 and became one of the first recipients of a Bachelor of Nursing degree from Memorial University. In November of that year she became the first woman elected to St. John's city council. She was elected Mayor in 1973 and became well known for her unique work style. Wyatt brought in the practice of releasing agendas of weekly council meetings to media. She was re-elected to a second term in November 1977.

During Wyatt's mayoralty, St. John's hosted the 1977 Canada Summer Games, reformed its taxation system, adopted a partial award system for civic elections and approved construction of modern high-rise office buildings in the Water Street commercial district. However, Wyatt's popularity diminished and in 1979 her candidacy for the leadership of the Progressive Conservative party was not taken seriously. She was defeated in a bid for a third term as mayor in 1981 by John J. Murphy, but returned as Councillor-at-Large in 1985. She was re-elected as a Councillor in the 1990, 1993 and 1997 municipal elections.

Dorothy Wyatt passed away on September 23, 2001, two days prior to being elected Councillor at Large in the 2001 General Election. She was the first candidate to be elected posthumously resulting in a by-election to be held later in the year.

The Wyatt Administration marks the first term that the Mayor's Office kept a separate set of files. Prior to this time, it appears that all correspondence from this office was dealt with by the City Clerk's office.

Scope: Series consists of the correspondence and subject files pertaining to the general administration of the Mayor's Office and the city in general during the term of office for Dorothy Wyatt. The series contains copies of minutes of The St. John's Housing Corporation, and the Technical Advisory Committee to the St. John's Urban Region Water and Sewer Board. Also included are some copies of records relating to the St. John's Tourist Commission and Convention Bureau and copies of Marriage Certificates.

Collection Number: RG 06-02

Series Title: Murphy Administration series

Fonds: Mayor's Office fonds

Dates: 1981-1997

Access conditions: Restrictions may apply.

Extent: 2.3 metres

Administrative History or Content Notes: Born in 1922, John J. Murphy is a native of St. John's. Businessman and politician, Murphy was educated at a St. Bonaventure's College. He worked for a time as a radio announcer and advertising executive with VOCI but in 1951, following the death of his father-in-law Patrick Halley, Murphy became president of Halley and Company and expanded its retail chain, the Arcade, to nine stores in the St. John's and Conception Bay South region.

Murphy ran unsuccessfully as a Liberal Candidate in the 1966 provincial election and again in a by-election in 1970. He was first elected to City Council in 1973, as Deputy Mayor. He challenged incumbent Dorothy Wyatt for the mayoralty in 1977 and was defeated, but was successful for the mayorship in 1981 and won re-election as mayor by acclamation in 1985. In 1990 Murphy retired from city politics. During his tenure as Mayor, city council devised a rationalized and detailed planning and zoning procedure, made strong efforts to preserve the historical character of older sections of the city and began an infill housing scheme which has won several national awards. In 1990 Murphy tried to convince the provincial government to expand city boundaries to include Mount Pearl, Paradise, Conception Bay South and Wedgewood Park.

Murphy returned as Mayor in 1993, defeating Shannie Duff and serving his final term from 1993-1997. He was defeated by Deputy Mayor Andrew Wells in the 1997 election. Murphy became a member of the Order of Canada in 1985, received an honorary Doctor of Laws from Memorial University in 2005, and was granted the freedom of the city in 2010.

Scope: Series consists of correspondence and subject files pertaining to the general administration of the Mayor's Office during the terms of John Murphy.

Collection Number: RG 06-03

[City of St. John's Archives Guide to the Holdings](#)

Series Title: Gifts series

Fonds: Mayor's Office fonds

Dates: 1912-1990

Access conditions: Open

Extent: 30 cm

Scope: Consists of selected gifts given to the Mayor and Council through various means including Council Meetings and other events. The series includes:

- a) Two copies of a VHS videocassette tape titled, "500 Years 'Til Now," produced by Ted Mills and Associates Advertising Limited for Newfoundland Light and Power, dated March 15, 1990.
- b) A VHS videocassette produced for St. Pierre-Miquelon titled, "Portrait de St. Jean de Terre Neuve." The Program was shown in St. Pierre in February and March 1990 in two parts. It was produced for television in St. Pierre and Miquelon in 1989 by Andree Lebailly, and given to the Mayor in 1990
- c) A scroll from the Mayor of Channel Port aux Basques requesting the City of St. John's and other municipalities to donate to the Wish Express, 1990
- d) A Master Plumbing Licence for William L. Halfyard, dated 1912
- e) An Expression of thanks to Mayor Shannie Duff 'From the Polish Tall Ship 'Zawisza Czarney' on occasion of her visit to St. John's on July 27, 1992.
- f) Terry Fox First Day of Issue Envelope, stamp and Postcard, April 13, 1982.
- g) Book titled "Duty in Newfoundland," 1941; MISSING

Collection Number: RG 06-04**Series Title: Soiree '88 series**

Fonds: Mayor's Office fonds

Dates: 1986-1988

Access conditions: Open

Extent: 57 centimetres

Administrative History or Content Notes: In 1988 the St. John's Municipal Council celebrated its 100th anniversary as a municipal government. These festivities were known as Soiree '88, and were collectively intended to raise awareness of the importance of municipal governance to the development of the City of St. John's. The event was designated as a special celebration year by the Provincial Government as well. Soiree 88 not only commemorated the foundation of governance in the town, but also recognized all municipal organizations, institutions, families, and businesses which had been around for 100 years.

Scope: Series consists of files relating to the celebrations including information on the Celebrations Committee, marketing and advertising, sponsorship, opening and closing ceremonies, festival activities, proposals, Royal Visit, Spanish Tall Ship visit, Cup Yacht Race, various guides and handbooks and other related records.

Collection Number: RG 06-05**Series Title: Duff Administration series**

Fonds: Mayor's Office fonds

Dates: 1978-1993

Access conditions: Restrictions may apply.

Extent: 3.9 metres

Administrative History or Content Notes: Born in 1936, Suzanne (Shannie) Duff is a native of St. John's. A nurse, businesswoman and politician, Duff was educated at College of Our Lady of Mercy, Memorial University and Royal Victoria Hospital in Montreal. From 1957 to 1958, Duff worked as a welfare officer for the Newfoundland Department of Public Welfare before living in Europe from 1958 to 1961. When she returned to St. John's, she became a nursing instructor with the General Hospital. In 1962 she moved to Montreal and lived there until 1966, when she once again returned to St. John's.

Duff became very active in volunteer work in St. John's and served with various organizations, including the St. John's Board of Heritage from 1971 to 1976 and the National Arts Centre from 1972 to 1978. She was also President of the Newfoundland Historic Trust and a member of the St. John's Heritage Foundation. She was a member of the Canadian Institute of Child Health and when Avalon Cablevision started in 1975, she became president.

Duff was first elected to St. John's City Council in 1977 and continues to be a prominent voice for the preservation of the city's architectural heritage. She served on such committees as the Zoning and Planning Committee, the Housing and Finance Committee and the Beautification Committee. Duff was re-elected on November 3, 1981, and was elected to the House of Assembly in 1989 as a Conservative, having previously lost the district to New Democrat Gene Long in a by-election.

In the 1990 municipal election Duff successfully ran and became the second female Mayor for the City. In the 1993 municipal election Duff ran for a second term as Mayor but was defeated by John Murphy. She returned to Municipal politics by winning a seat as Councillor in the 1997 municipal election, a seat she held until April 18, 2008. From April to June of 2008, she served as Acting Mayor, after the resignation of Dennis O'Keefe who ran for mayor in the June 3, 2008 By-Election. She was elected as Deputy Mayor in the September 29, 2009 General Election.

Scope: Series consists of the correspondence and subject files pertaining to the general administration of the Mayor's office and the City in general during the term of Shannie Duff.

Also included in the general files are minutes of the East End residents Committee, Airport Advisory Committee, Conflict of Interest Committee, East End Residents Committee, Solid Waste Committee, Gilbert Memorial Committee and Mayor's Advisory Committee on Spectator Facility.

Collection Number: RG 06-06

Series Title: Visitor's Books series

Fonds: Mayor's Office fonds

Dates: 1939-2006

Access conditions: Open

Extent: 1.4 m

Scope: Series consists of three official Visitor's Books covering the period 1939 to 1996. They contain signatures of well-known visitors, dignitaries as well as the general public. These books were normally signed by those who were in the Mayor's office.

June 29, 1971 to March 31, 1978

April 20, 1978 to November 28, 1990 [also includes an entry for February 13, 2002]

November 6, 1970 to July 13, 1976

January 13, 1966 to April 14, 1976

December 1, 1990 to March 6, 2006

June 18, 1959 to December 6, 1965
June 17, 1939 to May 23, 1959
September 1, 1978 to November 30, 1981
January 1, 1962 and January 1, 1963
January 1, 1966 to January 1, 1974
January 1, 1977 to January 1, 1996

Collection Number: RG 06-07

Series Title: Newspaper Clippings series

Fonds: Mayor's Office fonds

Dates: 1928-2006

Access conditions: Open

Extent: 13.7 m

Scope: Newspaper clippings of events and activities of Council and its employees and agencies. The Mayor's office clips newspaper articles of interest for their records.

Collection Number: RG 06-08

Series Title: Wells Administration series

Fonds: Mayor's Office fonds

Dates: 1997-1998

Access conditions: Restrictions may apply.

Extent: 40 cm

Administrative History or Content Notes: Andrew Wells attended Prince of Wales Collegiate, and received his Bachelor of Arts degree in History and Memorial University before continuing on there to complete his Bachelor of Arts Education degree in 1969. he was first employed at Memorial University a Producer Director in Educational television, and later became president of the Newfoundland Division of CUPE.

Wells was first elected as Mayor in 1997, and subsequently re-elected in both 2001 and 2005. In 2008, Wells resigned from his role as Mayor, having been appointed Chair and Chief Executive Officer of the Newfoundland and Labrador Public Utilities Board, a position which he still holds.

Scope: The series consists of a wide range of folders pertaining to a wide range of issues such as correspondence with both active community groups as well as internal Council committees. Also includes material relating to the Atlantic Coastal Action Plan.

Collection Number: RG 07

Fonds: Department of Tourism, Recreation and Parks fonds

The Department of Tourism, Recreation and Parks has a long and complicated history. It did not become a municipal department until 1979 and prior to this, its functions were carried out by a number of different citizen groups, committees and departments.

The Playground and Recreation Association was a citizen's group started in 1924 that raised money and organized supervised recreational activities for children. Money was raised to provide instructors and apparatus for the children at the swimming pools in Rennie's River and Victoria Park. Picnics were held on a large scale in Bowring Park. By 1959 the St. John's Playground and Recreation Association Incorporated was defunct. In its place was the Playgrounds Committee, a

voluntary five person group that received an annual grant to carry on their work. This committee made all staff appointments on a seasonal basis and reported to council. By 1970 the Recreation Committee carried on this work. There is still a Parks and Recreation Committee.

The Bowring Park Committee was an ad hoc committee of council. It was composed of the mayor, 3 councillors selected by council and 3 citizens including one representative of Bowring Brothers Limited chosen by the Board of Trade. It was given full power to manage the activities of Bowring Park and council was obliged to provide moneys reasonable and proper for the maintenance of the park.

St. John's Memorial Stadium Commission was responsible for management of the stadium. It was set up by special legislation enacted in 1954 and still existed in 1979. By 1987 a Stadium Manager under the Department of Parks and Recreation carried out this task.

The City Engineer was responsible for the maintenance of parks excluding Bowring Park. The Superintendent of Parks maintained city parks and recreational activities. By the 1970's the City Clerk had a Recreation Director in it's department.

In 1979 the Department of Parks and Recreation was created. The Bowring Park Committee, Rotary Park Committee, Stadium Commission, Bowring Park superintendent, Parks foreman and Recreation officer would all be administered through this department. Parks development and maintenance, recreational facility management and recreation program delivery were ongoing responsibilities.

The St. John's Tourist Commission was operational from 1963-1986. It was an independent body whose basic function was to supply tourism information to interested parties and promote tourism in the city. It was independent of council but obtained a large amount of funding from the municipal level. It was also supported by funding from the provincial level and subscribers in the business community. By 1987 a Promotions Officer in the City Managers Department was filling this role.

In 1992, The Department of Parks and Recreation added economic development, tourism marketing and promotion to its responsibilities, resulting in its name changing to the Department of Tourism, Recreation and Parks.

In 1994, the Department of Economic Development and Tourism was created, leaving the Department of Parks and Recreation to remain as a separate department. In 1996, the Department of Parks and Recreation split further. A separate Department of Recreation was formed. All parks related activities were transferred to the newly created Department of Public Works and Parks.

Dates: 1912-2002

Access conditions: Restrictions may apply.

Extent: 24.3 metres

Collection Number: RG 07-01

Series Title: Tourism, Recreation and Parks General Administration series

Fonds: Department of Tourism, Recreation and Parks fonds

Dates: 1946-2001

Access conditions: Restrictions may apply.

Extent: 18.1 metres

Administrative History or Content Notes: The Department of Tourism, Recreation and Parks is responsible for the development of the St. John's tourism industry, the operation of various recreation centres and sports facilities, including the St. John's Memorial Stadium, leisure activities, community events, parks and open spaces and economic development. See also fonds level description

Scope: Series consists of the correspondence and subject files retained by the Director's office and all issues and projects under the mandate of the Department of Tourism, Recreation and Parks. Topics include sporting events such as the Terry Fox Run and the Regatta, recreational organizations such as the Community Services Council and the Rennie's River Development Organization, recreational facilities, school programs, city parks, and city celebrations.

Collection Number: RG 07-02

Series Title: St. John's Memorial Stadium series

Fonds: Department of Tourism, Recreation and Parks fonds

Dates: 1952-1991

Access conditions: Restrictions may apply.

Extent: 2.3 metres

Administrative History or Content Notes: In 1943, Mayor Andrew Carnell realized the need for a new stadium. The city's previous facility, Prince's Rink, had been destroyed by fire in 1941. A Citizen's Committee was organized to look into the matter, with R.S Furlong as chairman. The committee surveyed possible building sites, initially citing Bannerman Park as the most suitable location for a new rink. However, their work was curtailed by WWII, as steel was badly needed for the war effort. The city was not able to reinvestigate the issue until 1948.

F. Ronald Clarke was selected by the Mayor Carnell to lead a second Citizen's Committee which began drawing plans for the construction of a rink. The committee projected the preliminary cost at \$300,000. After the inspection of ten sites in St. John's, the committee concluded either Lester's Field or Bannerman Park to be the best locations. Meanwhile, in June of 1949, the St. John's Lions Club offered to take over the project and was permitted to do so. The Lions Club, headed by P.E Outerbridge, proposed funding the stadium by forming a Limited Liability Company to sell \$40,000.00 in stadium shares. With considerable funds still needed, the Rotary Club added their financial assistance in 1952.

Construction of St. John's Memorial Stadium began in 1952. In November of 1953, work commenced and the steel structure sides and roof of the Stadium were fabricated and erected by Robb Engineering Works. Byers Construction Company then took over the remaining construction and the stadium quickly rose. The architect for the stadium was A.J.C Paine, who is also credited with designing the Confederation Building in 1963, as well as the old Memorial University College on Parade Street. The Stadium was completed in 1955. The St. John's Memorial Stadium Commission was established through special legislation in 1954 and came under the jurisdiction of the newly formed Department of Parks and Recreation in 1979. In 1999 the possession of the Stadium was passed on to the Civic Centre Corporation. The Stadium closed in 2001 with the opening of Mile One Centre, and was eventually torn down in July of 2006.

Scope: Series consists of subject files pertaining to operations and programming at Memorial Stadium. It includes information on the construction of the stadium, hockey teams, Hockey Commission, Newfoundland Amateur Hockey Association, Senior and Junior Hockey, Memorial Stadium Commission, High School Hockey, Hockey Statements and other related topics

Collection Number: RG 07-03

Series Title: St. John's Tourist Commission and Convention Bureau series

[City of St. John's Archives Guide to the Holdings](#)

Fonds: Department of Tourism, Recreation and Parks fonds

Dates: 1965-1987

Access conditions: Open

Extent: 80 cm

Administrative History or Content Notes: The St. John's Tourist and Convention Bureau continued the mandate of the Newfoundland Tourist and Publicity Association, which was operated by St. John's businessmen from 1925-1947. Conception followed a lull in tourist promotion occasioned by the "Depression", the Second World War and unprecedented post-war prosperity.

This Association was reconstituted in 1936 by Commission of Government as the Newfoundland Tourist Traffic Development Board - a quasi-government agency funded by an annual Grant-in-Aid.

Headed by Cyril Duley, this board performed worked diligently to respond to tourism inquiries but had no funds for promotional effort. Through the efforts of Miss Margaret Godden, it managed to survive until after Confederation when it was revitalized as the Tourist Development Bureau under Premier J. R. Smallwood.

In a now-famous outburst in the House of Assembly, Smallwood challenged the "Lounge Lizards," his characterization of St. John's businessman whom he felt needed to do more to develop a tourism industry in the new province. Privately, he promised financial support to match interest shown. The Newfoundland Board of Trade replied by rejuvenating its Council under President Michael Hope and Roy Cheeseman, and launched a series of studies including one by Councillor Ray Simmons on the province's tourist potential.

Simmons presented a report in 1960 calling for a reorganization of the Board's Tourist Committee into two groups - one concerned with tourist development in St. John's and the other responsible for provincial activity. His "ABC Report" suggested 24 specific items as terms of reference for local tourist development boards. The problem was that the Newfoundland Board of Trade had no money, and the government's Tourist Office was not receptive to demands on its meager budget.

Financed by a \$1600 grant from the St. John's Municipal Council, the Board eventually launched a four-month pilot project at its Water Street offices in downtown St. John's. Joseph O' Keefe, a City grocer sought the job as Manager of the St. John's Tourist Bureau. A summer of great publicity ensued.

The project ended abruptly when funds were exhausted and the Board sought to raise more money. O'Keefe took a hotel job in Florida but quit to return to Newfoundland when additional funds seemed sure. The funds failed to materialize and O'Keefe's personal appeal to Premier Smallwood led to his running as successful Liberal Candidate in St. John's East in the Federal Election of 1962.

The cause was now adopted by the Industrial and Economic Development Committee of the Newfoundland Board of Trade and with financial support from the St. John's Municipal Council and some office space from the Board of Trade. Operations were continued under direction of Anthony G. Ayre, Executive Manager of the Board.

Representatives of hotel, restaurant, and transportation companies were invited to join the committee at this point, and the St. John's Junior Chamber of Commerce threw their youthful enthusiasm into the formation of a St. John's Tourist Commission.

Jaycee Kevin O'Regan was the Commission's first chairman (1963-64) and with Larry Gushue as Manager, information booths were operated on Kenmount Road and the Board of Trade's Water Street office. Meanwhile, considerable progress was made toward the establishment of similar commissions in other centres throughout the province.

Under the chairmanship of Ray Simmons (1964-65) growth continued and the Provincial Government's announcement of a 1966 "Come Home Year" opened the door to renewed requests for financial aid. The Provincial Government offered to match local groups to a maximum of \$5000 towards the capital cost of

standardized tourist chalets designed by T. Porteous Bolton throughout the province. Another \$3500 annually was offered towards operational expenses of each chalet.

Tourist Information Chalets were erected at St. John's, Clarendville, Gander, Grand Falls, and Deer Lake while special arrangements were made at Marystown, Grand Bank and Port-aux Basques.

Warren Newhook of the Junior Chamber of Commerce was elected Chairman of the St. John's Tourist Commission for 1965-66 and interest stimulated by "Come Home Year" grew apace.

The late Tom Dalton took over as Chairman in 1967 and gave seven years of service. Mr. Dalton had been a member of the original Newfoundland Tourist Traffic Development Board in his capacity as a Passenger Agent for the Newfoundland Railway. He helped form the present Commission as Passenger Agent for Canadian National Railways and as Chairman persuaded retired businessman James A. Alderdice to take on the job of Manager.

With funds raised by Mr. Alderdice through membership subscriptions from the business community and subsidies from the Provincial Government and St. John's Municipal Council, the Commission grew in stature, and in 1971 moved to new St. John's City Hall.

Mr. Alderdice held the position of Manager for eight years until his death in 1975. Following his passing, day to day operations were managed by Jean White, who had who had been secretary in the Commission's office at City Hall since February of 1973.

In 1976 it was decided to expand the operation of the Commission to facilitate the promotion of convention business and long range goals were set. To carry out this plan it was decided to reinstitute the position of Manager which had been vacant for just over a year. The position was advertised and subsequently filled by Bob Lewis on February 22, 1977. Lewis held the position until early June when he resigned to run for election in the Provincial Government. John Tessier assumed the manager's duties on June 15, 1977.

In 1977 the Commission was asked by the John's Municipal Council to set up a special Summer Games Accommodation Office. This office was established in November 1976 by Nellie Lewis in her home. Following her untimely passing in December of that year, the office was moved to rented space on Topsail Road and was run by Mrs. Nellie Thompson from February to mid-August, 1977. To further facilitate dissemination of information and to assist visitors, a special information booth was established at St. John's Airport to meet all incoming flights from June to September, 1977.

Mr. Dalton stepped down in 1973, handed the position to businessman E. Ralph Davis who effectively chaired the Board of Directors for a period of five years. In 1980, the Board was chaired by Geoffrey L. Hiscock who along with Vice Chairman Leo Marquis and a Board of fifteen members.

The effectiveness of the St. John's Tourist Commission enabled a much higher profile through extensive promotion, and also increased funding from the local business community in St. John's. In 1979, the Commission dealt with over twenty thousand visitors to the city, not including groups such as Conventions and Corporate Meetings.

With a close liaison with all of the other independent and municipal operations across Canada, the St. John's Tourist Commission and Convention Bureau, is proud to know that "we are as good as any of them," and is dedicated to expanding as circumstances permit, while working effectively in our present setting.

On February 16, 1987, the St. John's Tourist Commission was incorporated into the City's Promotion Department xxxxx?????. There was debate over this move as it was felt by Mayor John Murphy that money received from community business would be lost should the Commission become part of City Hall operations. However, Deputy Mayor Duff disagreed, citing that hotels and the convention centre would no doubt support the Tourist Office as an integral part of the City's Promotions Department.

Scope: Series consists of correspondence and subject files of the St. John's Tourist Commission. The series

contains information relating to Annual Meetings, visitor statistics, financial statements, marketing, public and visitor inquiries, correspondence with community groups, and other related information.

Collection Number: RG 07-04

Series Title: Economic Development and Tourism series

Fonds: Department of Tourism, Recreation and Parks fonds

Dates: 1966, 1985-2002

Access conditions: Restrictions may apply.

Extent: 2.6 metres

Administrative History or Content Notes: In 1979 the Department of Parks and Recreation was created. The Bowring Park Committee, Rotary Park Committee, Stadium Commission, Bowring Park superintendent, Parks foreman and Recreation officer would all be administered through this department. Parks development and maintenance, recreational facility management and recreation program delivery were ongoing responsibilities.

In 1992, The Department of Parks and Recreation added economic development, tourism marketing and promotion to its responsibilities, resulting in its name changing to the Department of Tourism, Recreation and Parks.

In 1994, the Department of Economic Development and Tourism was created, leaving the Department of Parks and Recreation to remain as a separate department. In 1996, the Department of Parks and Recreation split further. A separate Department of Recreation was formed. All parks related activities were transferred to the newly created Department of Public Works and Parks.

Scope: Series consists of general administrative files maintained by the Economic Development and Tourism Division. Files pertain to event planning, tourism strategies, arrival of cruise ships, and other related issues under the Departmental mandate.

This series contains records created before and after the administrative restructuring that occurred between 1994 and 1996 which saw the Department assume the responsibilities of Economic Development, and later split into smaller departments. However, the series has been kept together to maintain the original order.

Collection Number: RG 07-05

Series Title: Bowring Park series

Fonds: Department of Tourism, Recreation and Parks fonds

Dates: 1912-1990

Access conditions: Open

Extent: 53 cm

Administrative History or Content Notes: In 1847, William Thorburn received from the Newfoundland Government a Crown Grant of 50 acres of land which he turned into a prospering farm. Eventually, this land was acquired by Newfoundland Savings Bank, who then leased the land to Rae Island Farm, which now forms part of Bowring Park.

To commemorate the 100th anniversary of its business in Newfoundland, Bowring Brothers Limited purchased the Rae Island Farm in October, 1911. They planned to develop the area as a park and recreational ground for the public. The Honourable Edgar R. Bowring announced the firm's intention to make available the sum of \$50,000.00 to create a permanent memorial in celebration of the occasion and to benefit the community of St. John's. The money would be used to purchase and develop the farm land located in the Waterford Valley. In 1912, the development of Bowring Park began under the direction of R. H. K. Cochius, a Montreal landscape artist

contracted to develop and lay out plans. The project lasted five years, during which time the boat lake was completed, numerous woodland walks were designed and countless trees and flora were planted.

In 1914, Bowring Park was officially opened by His Royal Highness, the Duke of Connaught. In the area where the park was officially opened stands the first building that was erected, once known as the Bowring Park Lodge and now known as the Bungalow.

Bowring Park became the property of the City of St. John's in 1921, when it was formally handed over to the St. John's Municipal Council to oversee future maintenance and development. The park is held in trust for the people of Newfoundland by the City Council.

Over the years, various monuments were unveiled at Bowring Park, such as the Caribou and Peter Pan monuments, the Fighting Newfoundlander, and the John Cabot and Sir Humphrey Gilbert statues. Numerous trees were planted by local and visiting dignitaries, including Sir Edgar Bowring, Governor General Vincent Massey and the Duke of Connaught, as well as various members of the Royal Family. The park continued to develop with the addition of rustic bridges, playgrounds and a swimming pool in the Waterford River, all of which conform to the overall design and footpaths which cover the area.

Alfred Edward Canning took up duty as the first park supervisor in 1917. In 1941, Harry Hamlyn, who had worked at the park since age 11, was named Superintendent. Under his guidance and leadership, the park flourished and grew tremendously. Hamlyn and Canning were not only superintendents of Bowring Park but were superintendents of all City parks as of 1927.

Tennis courts were opened to the general public in 1946 and during this same year, King George IV personally donated six white swans. In later years the Queen of England donated several swans for the park.

Since its creation, the Park has expanded from 50 acres to some 200 acres and is divided into two older and newer sections. The boundary of these two sections is the concrete vehicle and pedestrian overpass which was erected in 1961 and runs above the old railway line. On August 5, 1968 a large, modern outdoor pool was built to replace the free flowing swimming pool located on the Kilbride River. Other facilities gradually added include picnic tables, a large playground area and a soccer and softball field. The newer facilities are built on land once owned and eventually donated by former Prime Minister Sir Richard Squires. Other adjoining properties were acquired from the McNab's, the O'Briens, John Duscombe, Philip Stamp and James Coughlan.

Until 1990, the maintenance and development of the park fell under the auspices of the Bowring Park Committee. After that, the responsibility fell under the City's Department of Tourism, Recreation and Parks. In 1995, the Bowring Park Foundation was formed. This group consists of citizens interested in undertaking restoration projects within the park, and ensuring that the landscape and environment of the park is respected and maintained for future generations.

Scope: Series consists of miscellaneous files and items including a chronology of park management from 1912-1961, planting of trees for the park, Superintendent's Notebooks from the 1940's, Weekly Time Books from 1912-1957 which includes correspondence on other city parks such as Victoria Park, Bannerman Park, Long Pond and Quidi Vidi pools, the Sergeants Memorial and Ordnance Street park.

Includes 72 postcards (located in the Bowring Park binder, 01-18. series) and 29 photographs (located in the Bowring Park binder, 05-07 series) of the park under construction and in its early years.

Also includes a copy of the Bowring Magazine; Harry Hamlyn's journal, 1946, written during a trip to England to acquire swans for Bowring Park.

Collection Number: RG 08

Series Title: Planning Department fonds

Fonds: Planning Department fonds

The St. John's Municipal Act of 1921 provided for the appointment of a Commission on Town Planning. It was to consist of six persons appointed by the Governor in Council. The commission was to make a thorough study of the roads and lands within the City Limits and to the extent of one mile outside the limits in every direction. It was to make recommendations to the council annually or otherwise for the improvement and extension of existing streets, opening of new streets, reservation of lands for firebreaks, parks and playgrounds, laying out of building lands, planting of trees and generally for beautifying the city and developing it with a view for further expansion. Furthermore it was to prepare an official plan of the city showing the recommendations for improvement and development, make recommendations to council and acquire land when needed for the plan. The first commission was set up in 1927 and worked intermittently for some years. It came to an end until 1944 when another commission was set up in November of that year.

The impetus for a Planning Department originated with the Commission on Town Planning. In 1952 the province of Newfoundland and the City of St. John's set up a joint planning office and appointed its first director. This was the City's first planning officer.

By 1970 there was a planning officer in the City Engineer's office and it was recommended that the city hire its own City Planner. The Engineering Department was to be responsible for organizing a City Planning Department. As of 1979 there existed a City Planning department with a staff that consisted of a planner, a secretary, planning technicians and a contract employee. It was recommended that another full time planner be hired and that the responsibility currently handled through the City Clerk's Department in relation to Real Estate, Urban Renewal and NIP be transferred to the Director of Planning.

By 1982 the Planning Department was responsible for Zoning and Zoning By-Laws, Development Control, General Planning, Research and Economic Development. The Residential Rehabilitation Assistance Program (RRAP) was also under this department but went to the Department of Building and Development after 1982. Economic Development was under the City Manager's Department by 1987 and later became the Department of Economic Development and Tourism.

Like most all municipal administrations during the mid-1990s, the Planning Department was affected by restructuring. In November of 1995, the Planning Department was disbanded and its mandate now came under the control of the Engineering department. However, in December of 2003, the Department was reestablished, with Mayor Andy Wells appointing Cliff Johnston as its Director. This is how the department remains today

Dates: 1919-2011

Access conditions: Restrictions may apply.

Extent: 65.8 metres

Collection Number: RG 08-01

Series Title: Planning Department General Administration series

Fonds: Planning Department fonds

Dates: 1968-2000

Access conditions: Restrictions may apply.

Extent: 13 metres

Administrative History or Content Notes: The basic function of the Planning Department is to supervise and encourage the physical and economic development of St. John's which is accomplished through a policy of development control, which entails a systematic approach to development. It involves the laying down of the

basic requirements such as lot size, servicing needs and zoning, and it insures that the needs of the developer are met and the needs of the community are served. The Director of Planning oversees the department and provides professional advice and guidance to members of Council. Under the Director's discretion, development control, long range planning, downtown revitalization and other planning requirements are met.

Scope: Series consists of the correspondence, subject and planning files pertaining to the operation of the Planning Department. It also includes Appeal Board, Public Hearing and Municipal Plan files.

Collection Number: RG 08-02

Series Title: City Planning Office General Administration series

Fonds: Planning Department fonds

Dates: 1925-1981

Access conditions: Open

Extent: 3.2 m

Administrative History or Content Notes: The precursor to the modern day Planning Department. It was responsible for all planning needs, including parking and traffic, zoning, area developments and planning applications.

As outlined in the fond level description, decisions regarding city planning and development were under the control of the City Engineer's office prior to 1979. But by 1979, the city had decided to create a separate Planning Department. This material was created by the City Engineer's office, prior to this separation. By 1982 the Planning Department was also responsible for Zoning and Zoning By-Laws, Development Control, General Planning, Research and Economic Development.

Scope: Series consists of the subject files pertaining to the operation of the City Planning Office. They include planning surveys, Commission on Town Planning, various development projects, parking studies, St. John's Traffic Commission, area development projects, St. John's Master Plan, and information concerning dozens of development projects

Collection Number: RG 08-03

Series Title: Planning Application series

Fonds: Planning Department fonds

Dates: 1919, 1950-1968

Access conditions: Open

Extent: 2 metres

Administrative History or Content Notes: Like the files in the 08-02 series, these files were created by the Engineering Department, prior to the creation of the Planning Department in 1979.

Scope: Series consists of planning application for various development projects. These include subdivisions, buildings and assorted renovations. Many of the files include site and building plans.

Collection Number: RG 08-04

Series Title: Subdivision Applications series

Fonds: Planning Department fonds

Dates: 1957-1975 (predominant 1971-1975)

Access conditions: Open

Extent: 1.8 m

Scope: Series consists of applications for the development of subdivisions within the St. John's region.

Collection Number: RG 08-05

Series Title: St. John's Master Plan series

Fonds: Planning Department fonds

Dates: 1967-1970

Access conditions: Open

Extent: 47 cm

Scope: Series consists of files on parts of the St. John's Master Plan. They include traffic enclave studies and land use studies/surveys.

Collection Number: RG 08-06

Series Title: Housing Survey series

Fonds: Planning Department fonds

Dates: 1950-1955

Access conditions: This series is restricted. Any medical and income information as well as portions of the surveyor's comments will not be released due to its personal nature.

Extent: 80 cm

Administrative History or Content Notes: The St. John's Housing Authority was responsible for subsidized housing concerns in the St. John's area. It was constituted under authority of the Slum Clearance Act of 1950 and operated in conjunction with the City Planning Office. Its function at the time was to facilitate requests for rehousing, during the time when the St. John's Municipal Council was redeveloping the area west of Carter's Hill. The purpose of these surveys was to obtain information on the living standards of area residents, and also to evaluate the feelings of residents towards the proposed relocation initiatives.

Scope: Series consists of case files from families in the central area, and represent survey results carried out between 1950 and 1955 by the St. John's Housing Authority and the City Planning Office. They contain completed survey questionnaires for each household in the slum area. The files also includes assessments of family incomes and living condition, and comments on the dwellers attitudes towards re-housing. The files contain a wealth of information on the social history of the area residents. They provide information on residents' previous addresses, birth dates and occupations of all residents, income and involvement in military time served where applicable. Some questionnaires also comment on health conditions of residents. Full details on the function of houses surveyed are given including household effects, cleanliness, number of rooms, water supply, bathroom, kitchen facilities and the general state of repair.

This series is subject to restrictions due to medical information, income details and other private information.

Collection Number: RG 08-07

Series Title: St. John's Traffic Commission series

Fonds: Planning Department fonds

Dates: 1951-1959

Access conditions: Open

Extent: 40 cm

Administrative History or Content Notes: In 1956 it was agreed that a thorough study would be made of traffic regulations in St. John's. The city approached the Provincial Government and the Minister of Highways delegated control of this issue to the St. John's Municipal Council and the powers of Commission were drafted.

While government reviewed the proposal, City Council invited several private citizens to act as a Traffic Commission. The Honourable Sir Brian Dunfield was invited to become Chairman and the Council by resolution delegated all the foregoing powers to the Commission. Since Council retained none of the delegated powers, it was soon evident that the time spent in dealing with matters of detail became too time consuming for the Commission.

A memorandum from the Chairman to Council recommended that the Commission deal only with matters of policy and that questions of detail be left with the City Engineer and the City Planning Officer who would report directly to Council.

In 1958 the powers of the Commission were conferred to the City of St. John's by Section 55 of The Highway Traffic Act.

Currently, these responsibilities fall under the Department of Engineering and Planning Traffic Division.

Scope: Series consists of the subject and correspondence files pertaining to the establishment of traffic regulations and controls in St. John's, as governed by The Highway Traffic Act. In particular, the series contains legislation regarding Bus, Taxicab and Parking Meter Bylaws, as well as correspondence regarding street cleaning, off-street parking, snow-clearing, one-way streets and traffic counts.

Collection Number: RG 08-08

Series Title: 1983 Municipal Plan series

Fonds: Planning Department fonds

Dates: 1979-1989

Access conditions: Open

Extent: 93 cm

Administrative History or Content Notes: In 1983 Public Hearings were held concerning the St. John's Municipal Plan. Residents voiced concerns about the erection of apartment building complexes and businesses in various districts of the city.

Scope: Series consists of four boxes of memorandums and correspondence relating to the 1983 Municipal Plan.

Also in the series are shorthand notes taken at the hearings for May 1983 and audio recordings of proceedings for the period March 21, 1983 to May 19, 1983.

Collection Number: RG 08-09

Series Title: Harbour Survey series

Fonds: Planning Department fonds

Dates: 1956

Access conditions: Open

Extent: 13 cm

Administrative History or Content Notes: In 1955-56, the Foundation of Canada Engineering Corporation was commissioned by the Department of Public Works of Canada to carry out a study of the St. John's harbour, and submit a report to make recommendations for its modernization and possible future development. This survey report eventually led to the dismantling of the finger piers and the establishment of a continuous harbour front.

Scope: Series consists of a two-book report titled "Harbour Survey, St. John's Newfoundland." It was produced by the Foundation of Canada Engineering Corporation Ltd in conjunction the Department of Public

Works. Part one of the study contains general information about St. John's harbour, a detailed description of existing wharves, handling, storage and parking facilities and access roads, incoming and outgoing cargo with a breakdown according to cargo type and recommendations for harbour management and maintenance. Part two contains the preliminary design structures as proposed by the Foundation, cost estimates, soil investigations and recommendations regarding the administration of the harbour.

Collection Number: RG 08-10

Series Title: Commission of Inquiry on Housing and Town Planning series

Fonds: Planning Department fonds

Dates: 1942

Access conditions: Open

Extent: 68 cm (1 ledger)

Administrative History or Content Notes: In April of 1942, the City of St. John's wrote the Commission of Government asking that it establish a Commission of Enquiry to look into the housing situation in St. John's. This work would be funded by the City. The enquiry looked into the cost of houses, location, transportation and methods of financing to consider the possibility of a re-planning of the city. The resulting report became property of the St. John's Municipal Council.

Government approved the request and the Commission met for the first time on May 21, 1942 under the chairmanship of Mr. Justice Brian Dunfield. The initial request for the creation of the Commission of Enquiry came from Deputy Mayor Eric Cook who served as vice-chairman of the commission. It was Dunfield, however, who became the driving force behind both the Commission and the St. John's Housing Corporation. Other members of the Commission were Eric Jerrett, Francis M. O'Leary, John Acton, Leonard Miller, Gordon F. Higgins, William J. Frampton, William F. Breen, Cyril F. Horwood, Thomas A. Lench, Allan M. Fraser, James Ryan and Reginald Organ.

The Commission of Enquiry issued six so-called "Interim Reports", though there was never a final report written. Although all were approved by the members of the Commission, all were written by Dunfield. The two longest, the Third and the Fifth are the most important in terms of substantive content.

In the Third Interim Report, one of the first decisions taken by the Commission was to develop a survey of housing conditions, and this was immediately undertaken and the results recorded. It was estimated that there were 6,500 houses in the city and questionnaires were returned by 5,700 who lived in 4,613 of them. While the results were not altogether surprising, the community was shocked by the picture of misery and degradation they presented. For Dunfield, the survey was a public relations tool, since a successful housing reform program required a solid public support base.

The proposed suburban development structure which was to be the solution to the city's slum housing problems was outlined in the Fifth Interim Report issued in January 1944. Though some were in opposition, the proposal was met largely with widespread positive press coverage, and enthusiasm from the public. Dunfield reiterated that this development was crucial to the modernization of St. John's.

The St. John's Housing Corporation came into being on July 20, 1944, the oldest Crown Corporation in the housing field in Canada. This project laid the basis for the urban development of post-war St. John's.

Scope: Ledger showing housing information for the majority of streets in St. John's. This data was compiled from a questionnaire produced by the Commission of Inquiry on Housing and Town Planning in July 1942 which was undertaken by the Commission of Government on May 8, 1942.

Shown are streets, owners and occupiers, occupation and age of the head of the household, income, employer, financial status, number of occupants broken down by age and gender and housing preferences.

Collection Number: RG 08-11

Series Title: Town Planning Commission Minutes series

Fonds: Planning Department Fonds

Dates: 1964-1973

Access conditions: Open

Extent: 3 cm

Administrative History or Content Notes: On May 5, 1928 Sir William Henry Horwood, Knight, Chief Justice, Administrator and Commander in Chief in and over the Colony of Newfoundland, appointed a six member Commission called the 'Commission on Town Planning'.

It was their "duty to make a through study of the lands and roads within the limits of the City of St. John's and to the extent of one mile outside said limits in every direction and to make recommendations annually or otherwise, as I may from time to time direct, to the St. John's Municipal Council, for the improvement and extension of existing streets, for the opening of new streets, for the reservation of lands for firebreaks, parks and playgrounds, for the laying out of building lands, for the planting of trees, and generally for the beautifying of the City of St. John's and developing it with a view to its future expansion". [extracted from the Commission Appointment document in Legal Department]

In 1952 the province of Newfoundland and the City of St. John's set up a joint planning office and appointed it's first director. This was the City's first planning officer. Under this administration, the Commission on Town Planning was created.

The Commission on Town Planning was really a precursor to the Planning Department which was created in the 1970's. Chaired by Sir Brian Dunfield, this committee oversaw and reviewed all incoming development applications, planning of subdivisions, erection of businesses, and potential areas of civic expansion.

Scope: Series consists of one minutes book of the Town Planning Commission for the period 1964 to 1973. The committee met to discuss development proposals ranging from buildings to entire subdivisions. By this time, the committee was considering development proposals outside the downtown core.

Collection Number: RG 08-12

Series Title: Development and Re-zoning Applications series

Fonds: Planning Department fonds

Dates: 1972-1996

Access conditions: Open

Extent: 30 metres

Scope: This series contains all applications submitted to the Planning Department concerning development and rezoning. Applications were submitted either by commercial or residential dwellings. Files include requests to add apartments to residences, applications to use land for commercial/retail use, requests to construct driveways, applications for taxi stands, subdivision plans and requests for in-fill housing units.

Collection Number: RG 08-13

Series Title: Legislation series

Fonds: Planning Department fonds

Dates: 1984-2011

Access conditions: Open

Extent: 1.06 metres

Administrative History or Content Notes: By 1982 the Planning Department was responsible for Zoning and Zoning By-Laws, Development Control, General Planning, Research and Economic Development. The Residential Rehabilitation Assistance Program (RRAP) was also under this department but went to the Department of Building and Development after 1982. Economic Development was under the City Manager's Department by 1987 and later became the Department of Economic Development and Tourism. This series shows original legislation (and subsequent amendments) which governs decisions made by the Planning Department. This includes the St. John's Municipal Plan (1984) and the Land Use Zoning and Subdivision Regulations.

Scope: This series contains the original signed amendments to the Land Use and Zoning Regulations, Municipal Plan Amendments and the St. John's Development Regulations.

Collection Number: RG 08-14

Series Title: Applications to Council, Public Hearings and Public Meetings series

Fonds: Planning Department fonds

Dates: 1982-2010

Access conditions: Open

Extent: 8.4 metres

Scope: This series consists of applications made to Council, records of Public Hearings, Public Meetings and any public consultations regarding changes to property use. In the event of many development or zoning proposals, public consultation is often sought before applications are approved or rejected. These files contain records of this consultations and meetings, and include correspondence, newspaper articles and architectural drawings. This series is also known as the B.10 A file series.

Collection Number: RG 08-15

Series Title: Appeal Board series

Fonds: Planning Department Fonds

Dates: 1985-1996

Access conditions: Open

Extent: 1.8 metres

Scope: These files contain the documentation that was presented to the Local Board of Appeals, also known as the Appeal Board. Residents and property owners retain the right to challenge the decision of the Planning Department, Building Department or Council on matters pertaining to development projects, renovations to buildings etc.

Collection Number: RG 08-16

Series Title: Development Agreements and Discretionary Use Permits series

Fonds: Planning Department

Dates: 1980-2011

Access conditions: Open

Extent: 1.93 metres

Scope: This series contains original signed agreements between the City of St. John's and various developers. Under the provisions of the Development Regulations, the City grants special permission to developers to work on property, home occupation, in-fill housing, operate a business or other non-conforming uses. Conditions for this discretionary use are stated on the Agreement and signed by the Developer, Mayor and the City Clerk.

This Agreement forms part of the Planning Department file on the property. As these are legal agreements, the originals are sent to the City Clerk for permanent retention also form this series within the Planning Department.

Collection Number: RG 09

Fonds: Legal Department fonds

Dates: 1832-2004

Access conditions: Restrictions may apply.

Extent: 51.7 metres

Administrative History or Content Notes: The Municipal Act of 1921 made provision for council to appoint a City Solicitor, even though prior to this time there was a Solicitor on staff. It was the role of the solicitor to provide legal advice and assistance to the Mayor, members of Council and city officials in the performance of their duties. Other duties included the preparation of all legal documentation required by the city and representation of the City in any action of law to which the city was a party. The City Solicitor was to take charge of and manage all the legal business connected with the affairs of the city. The department was also responsible for the By-Laws and Legislation involving the City.

The position of City Solicitor has been in existence since at least 1962 when the position was occupied from 1962 to 1979 by Gerald Lang. Prior to this time period all legal work was performed by private firms under contract or on a fee for service basis. During this time period the Office employed as many as three full-time solicitors. Even though there were full time solicitors on staff, there continued to be a heavy reliance on external legal counsel. Paul Stapleton assumed the position of City Solicitor late in 1979 and at that time the office consisted of the City Solicitor, and some part-time legal staff. Stapleton left the position in 1992 and Ron Penney assumed the role of City Solicitor.

By the 1970's the office of the City Solicitor had expanded to include a legal officer and some of it's responsibilities had also expanded. It continued to provide the services of interpretation, advice, investigation and litigation. It was also involved in the preparation of unofficial compilations of enabling acts and statutes.

By 1987 a Real Estate Division responsible for acquisitions and disposal of city owned buildings was established, thereby transferring this function which was previously under the City Clerk's Department. This department is also involved in labour negotiations.

During the period 1981-1983, initially an additional part-time solicitor was hired but later in 1982 both part-time legal positions were replaced by a full-time Assistant City Solicitor. Eventually in the late 1980's another full-time solicitor was added to the staff of the department. In addition to legal duties the department also handles all real estate transactions for the City, including conveyances, leases, easements, and mortgages.

The main function of the Legal Department is for the management of all legal affairs of the City and to provide advice to the Mayor, Councillors and staff, as well as to manage claims administration, real estate acquisition, disposal and general real estate administration of the Leaseholds Assistance program.

Scope: This fonds consists of general administrative files, claims, deeds and agreements, by-laws, insurance and risk management files, property appraisals, miscellaneous real estate files, as well as planning files for Soiree 88.

Collection Number: RG 09-01

Series Title: Legal Department General Administration series

Fonds: Legal Department fonds

Dates: 1964-2004

Access conditions: Restrictions may apply.

Extent: 39.3 metres of textual material
microfiche

Administrative History or Content Notes: This department's mandate is to provide the Mayor and Council and other officials and departments with legal advice. This includes the preparation of legal documents as required by the City; acting as Solicitor and Counsel for the City; taking charge of and managing all the legal business connected with the affairs of the City.

Scope: Series consists of real estate files retained by the City Solicitor and the City Real Estate Officer. They detail what transactions occurred regarding City owned land. Plans of property are sometimes included in the files. Also includes the Crotty Arbitration, 27-31 Flower Hill, 1986-1987; City Core Limited or lands west of City Hall, 1969-1988.

The series also consists of subject files pertaining to By-Laws, regulations, Legislation, Ward system, Bond Issue, boundary expansion and the Royal Commission on the Revision of the City Act 1966-1968.

Collection Number: RG 09-02

Series Title: Claims series

Fonds: Legal Department fonds

Dates: 1967-1988

Access conditions: Restrictions may apply.

Extent: 1.2 metres of textual material

Administrative History or Content Notes: Claims Administration Division is responsible for the processing of liability claims made against the city, including claims investigation, determination of liability, settlement negotiation, etc. See also fonds level description.

Scope: Series consists of claim files retained by the City Solicitor's office. They detail what claims were investigated by the department for various incidents, mainly for flooding and sewer back-up claims. This series is subject to restrictions.

Collection Number: RG 09-03

Series Title: Soiree '88

Fonds: Legal Department fonds

Dates: 1987-1988

Access conditions: Open

Extent: 20 cm of textual material

Administrative History or Content Notes: See fonds level description.

Scope: Series consist of information retained by the Legal Department pertaining to Soiree '88. They include the Sound Symposium, Minutes, marketing information, Soiree '88 final reports.

Collection Number: RG 09-04

Series Title: Miscellaneous Real Estate

Fonds: Legal Department fonds

Dates: 1953-1982

Access conditions: Restrictions may apply.

Extent: 5.9 metres of textual material

microfiche

Administrative History or Content Notes: The Real Estate Division is responsible for acquisition and disposal of properties and property rights, land evaluation, response to internal and external requests related to real estate and the handling of expropriation matters.

Scope: This series consists of a variety of real estate files for different developments or work performed in the city for which there was a land transaction involving the City. The files relate to the following subjects.

North East land Assembly - consists of files pertaining to the North East Land Assembly development for phases 1, 2 and 3. Plans of the property are included in the files.

Redevelopment Areas - consists of subject and case files pertaining to the redevelopment of the central core area, Logy Bay Road and Mundy pond. Plans of property are included in the files.

Street Widening - consists of property files pertaining to land expropriated or otherwise acquired for the purposes of street widening for all areas of the City. Plans of property are included in the files.

Waterford Valley Trunk Sewer - consists of subject and property files pertaining to the installation of the Waterford Valley trunk sewer. Plans of properties are included in the files.

Wishingwell Road Subdivision - consists of deeds of conveyance from the City to persons interested in developing the Wishingwell Road subdivision. Plans of properties are included in the files.

Series also includes miscellaneous files retained by the City Solicitor pertaining to leases or lease renewals of City property, conditional use permits, zoning requests, crown leases and others.

Collection Number: RG 09-05

Series Title: Property Appraisals series

Fonds: Legal Department fonds

Dates: 1988-1992

Access conditions: Restrictions may apply.

Extent: 60 cm of textual records

Scope: These files represent property appraisals that were performed on behalf of the City for land or property that was expropriated, purchased or sold by the City.

Collection Number: RG 09-06

Series Title: Insurance and Risk Administration series

Fonds: Legal Department fonds

Dates: 1979-1990

Access conditions: Restrictions may apply.

Extent: 27 cm of textual records

Administrative History or Content Notes: The responsibilities of insurance matters with the City of St. John's first came into being around 1980 and was under the responsibility of the City Clerks' Department. Around 1994, the position of Manager of Insurance and Risk Management was created and came under the responsibility of the Department of Corporate and Information Services. Effective October 2, 2000, the function of risk management and insurance was transferred to the Legal Department.

Scope: Series consists of files retained by the Manager of Insurance and Risk Administration for the period 1980-1988. Included in the series is correspondence and information regarding the city's Liability Insurance

policy, as well as records of claims submitted to the city.

Collection Number: RG 09-07

Series Title: By-Laws series

Fonds: Legal Department fonds

Dates: 1968-1982

Access conditions: Open

Extent: 20 cm of textual records

Scope: This series contains By-Laws and proposals of By-Laws for the City of St. John's which dealt with matters of interest to the Legal Department. By-Laws cover a wide range of issues overseen by Council, such as snow-clearing, highway and traffic regulations, elections, etc.

Collection Number: RG 09-08

Series Title: Deeds and Agreements series

Fonds: Legal Department fonds

Dates: 1832-1994

Access conditions: Open

Extent: 4 m of textual records

Administrative History or Content Notes: For properties which were acquired or sold by the City. The Legal Department attempts to obtain the earliest information possible, or root of title, with respect to Title Deeds of the property. This series contains legal deed information on properties that the city owns, or has owned at some time.

Scope: A mixture of legal records acquired by the City's Legal Department during the routine administration of their duties. Topics covered include conveyances, releases, Notices of Expropriation, Quit Claim deeds, letters of Probate, letters of Administration, Wills, leases, assignments, sample of Release of Mortgages, agreements, grants, Crown grants, awards, permits, contracts, Guarantees, gifts, letters of arbitration and retaining walls.

Collection Number: RG 10

St. John's Metropolitan Area Board fonds

Dates: 1964-1991

Access conditions: Restrictions may apply.

Extent: 38.8 m of textual records

Administrative History or Content Notes: The St. John's Metropolitan Area Board was established under the authority of the St. John's Metropolitan Area Act on June 20, 1963. Its purpose was to control development and provide local government services to the unincorporated areas surrounding the City of St. John's and the Town of Mount Pearl. Members were appointed by the Lieutenant-Governor in Council and included a chairperson, five members at large, two representatives from the St. John's Municipal Council and one representative from the Mount Pearl Municipal Council. The board was given all the powers of a municipality and were primarily involved in planning and administering land use and development.

The boundaries of the land administered have changed often as communities became incorporated. In 1967 the Blackhead Urban Renewal Scheme was approved. The year 1971 saw an extension of services to Kilbride and the beginning of Donovan's Industrial Park. The establishment of the St. John's Urban Region resulted in the

area of jurisdiction being extended to include all those lands within the region located outside the incorporated municipalities.

Urban property taxes and service fees were introduced in 1975 and business taxes were implemented in 1977. The board assumed responsibility for the Bay Bulls Regional Water Supply in 1978 and the Windsor Lake-Broad Cove and Petty Harbour-Long Pond watersheds in 1982. The City of St. John's eventually assumed responsibility for all of the watershed areas.

By 1980, an increasing number of subdivisions and housing developments in St. John's and Mount Pearl came under their jurisdiction. Proposed boundary changes in 1981 placed most of these areas under City and various Municipal Council control and much of the Boards taxable commercial property was lost.

In 1987, a Commission of Inquiry was appointed to review the the Board's mandate. At this time it was offering Building Inspection, Fire Protection, garbage collection and street lighting to most areas within its jurisdiction. Full urban services were being provided to Evergreen Village and Elizabeth Park including road maintenance, piped water and sewer services.

In 1992, much of the Metroboard amalgamated with the City of St. John's while other areas incorporated or joined other municipalities and Metroboard were disbanded.

Collection Number: RG 10-01

Series Title: Development Applications series

Fonds: St. John's Metropolitan Area Board

Dates: 1964-1991

Access conditions: Restrictions may apply.

Extent: 38.8 m of textual records
microfilm

Administrative History or Content Notes: See fonds level description.

Scope: Series consists of property and development files pertaining to the areas once under the jurisdiction of the St. John's Metropolitan Area Board [Metroboard]. The series consists mainly of development applications from 1964-1991. They include applications for new building development, demolitions, modifications or renovations to existing structures or properties, agricultural development, quarries and mines, subdivisions, and other types of developments. Also included are applications from areas in the Goulds which were once under jurisdiction of the Metroboard. Violation and subdivision files are also available.

Associated records are located in The Rooms Provincial Archives and with other municipalities once under Metroboard's jurisdiction. When Metroboard dissolved in 1992, the administrative records were transferred to the Provincial Archives and to the Provincial Records Centre. Development Applications for other municipalities were transferred to the appropriate municipal government.

Files 1 to 640 have been duplicated on microfilm and are located in the archives reception area.

Collection Number: RG 11

Fonds: Town of Wedgewood Park fonds

Dates: 1964-1993

Access conditions: Restrictions may apply.

Extent: 18.4 metres

Administrative History or Content Notes: Wedgewood Park was created as a private housing development in

1959 and was incorporated as a Local Improvement District in December of 1967. In 1978, the community was granted the status of a Town with the Board of Trustees remaining as Interim Council. The first council was elected in March of 1979.

Immediately after incorporation in 1967, the community requested to be taken in as part of the City of St. John's. However, the city denied this request. By 1987 the community had grown to approximately 400 residential properties linked through paved roads, curb and gutter, sidewalks, sanitary and storm sewers, street lighting, a children's playground, medical facilities, a shopping centre and a recreation complex.

Effective January 1, 1992, the Town of Wedgewood Park was amalgamated into the City of St. John's.

Scope: The fonds consists of a wide range of clerical and project files, including files relating to general administration, elections and voters lists, proposed amalgamation with St. John's, council meetings and minutes, finance and payroll, engineering and planning, taxation assessment, and recreational facilities.

Collection Number: RG 11-01

Series Title: Town of Wedgewood Park General Administration series

Fonds: Town of Wedgewood Park fonds

Dates: 1964-1993

Access conditions: Restrictions may apply.

Extent: 2.0 m

Scope: This series contains a wide range of subject files that were created by the Town of Wedgewood Park. Subject files include legal documents, correspondence and reports from various subcommittees, construction and development proposals and plans, election information, public works and a wide range of other issues.

Collection Number: RG 11-02

Series Title: Amalgamation series

Fonds: Town of Wedgewood Park

Dates: 1987-1991

Access conditions: Restrictions may apply.

Extent: 40 cm

Scope: Series consists of files, reports, briefs and other information pertaining to the amalgamation with the City of St. John's. Much of the series consists of correspondence from residents of Wedgewood to Minister of Municipal and Provincial Affairs Honourable Eric Gullage, voicing their opposition to the proposed amalgamation.

Collection Number: RG 11-03

Series Title: Government Files series

Fonds: Town of Wedgewood Park

Dates: 1966-1991

Access conditions: Restrictions may apply.

Extent: 60 cm

Scope: Series consists of correspondence between the Town of Wedgewood Park and various Provincial governmental departments. The series includes financial information received from the Auditor General, correspondence regarding grants/wage subsidies for student work programs, as well as correspondence from the Department of Environment, Department of Tourism, Culture and Recreation, Department of Municipal Affairs and several others.

Collection Number: RG 11-04

Series Title: Court of Revision series

Fonds: Town of Wedgewood Park fonds

Dates: 1978-1987

Access conditions: Restrictions may apply.

Extent: 40 cm

Scope: This series contains files relating to property assessment and appeals with residents of the town of Wedgewood Park. The series consists primarily of ledgers recording assessment and assessment refunds for commercial and residential properties.

Collection Number: RG 11-05

Series Title: Town Council Meetings series

Fonds: Town of Wedgewood Park fonds

Dates: 1985-1991

Access conditions: Restrictions may apply.

Extent: 1.8 m

Scope: Agendas to the public and private meetings of the Town of Wedgewood Park. Contains supporting documentation for the Council Meetings.

Collection Number: RG 11-06

Series Title: Elections series

Fonds: Town of Wedgewood Park fonds

Dates: 1979-1990

Access conditions: Restrictions may apply.

Extent: 20 cm

Scope: Series contains a range of documents created during the administration of elections in the town of Wedgewood Park. It consists primarily of voter's lists, but also contains voting forms, voter legislation and documents outlining policies and procedures as outlined in the Municipalities Act, and poll books taken from polling stations.

Collection Number: RG 11-07

Series Title: Finance series

Fonds: Town of Wedgewood Park fonds

Dates: 1965-1992

Access conditions: Restrictions may apply.

Extent: 2.2 metres

Scope: This series contains all financial records created by the administration of the Town of Wedgewood Park. The series includes ledgers recording accounts payable and receivable, insurance documents, audits, annual budget data, cash books, investment information, financial statements, and receipts.

Collection Number: RG 11-08

Series Title: Commercial Taxation Assessment series

Fonds: Town of Wedgewood Park

Dates: 1969-1992

Access conditions: Restrictions may apply.

Extent: 80 cm

Scope: This series contains assessment files for commercial properties located in the Town of Wedgewood Park.

Collection Number: RG 11-09

Series Title: Residential Property and Taxation series

Fonds: Town of Wedgewood Park fonds

Dates: 1971-1991

Access conditions: Restrictions may apply.

Extent: 2.0 m

Scope: The series consists of residential property taxation files under the jurisdiction of the Town of Wedgewood Park. The files contain copies of Assessment Notices, property information with permits, and documents regarding other taxation issues between the municipality and the property.

Collection Number: RG 11-10

Series Title: Payroll series

Fonds: Town of Wedgewood Park fonds

Dates: 1970-1992

Access conditions: Restrictions may apply.

Extent: 80 cm

Scope: This series consists of all payroll and earning records for the municipal employees of the town of Wedgewood Park. Most instances where employee payroll would be impacted are dealt with in this series, including sick leave, workers' compensation, taxes and others.

Collection Number: RG 11-11

Series Title: Council Minutes series

Fonds: Town of Wedgewood Park fonds

Dates: 1967-1991

Access conditions: Restrictions may apply.

Extent: 60 cm

Scope: The series consists primarily of public Council Minutes for the Town of Wedgewood Park, but also includes private minutes of the Wedgewood Park Local Improvement District.

Collection Number: RG 11-12

Series Title: Residential Development series

Fonds: Town of Wedgewood Park fonds

Dates: 1971-1991

Access conditions: Restrictions may apply.

Extent: 3.2 metres

Scope: This series contains all documents relating to the planning and development of residential properties and subdivisions in the town of Wedgewood Park. Series consists primarily of residential plans, but also documents regarding renovation and extension of specific properties.

Collection Number: RG 11-13

Series Title: Commercial Development series

Fonds: Town of Wedgewood Park fonds

Dates: 1966-1991

Access conditions: Restrictions may apply.

Extent: 1 metre

Scope: This series consists of documents pertaining to all commercial development in the town of Wedgewood Park. Included are site and concept plans, proposals for extensions and other related material.

Collection Number: RG 11-14

Series Title: Planning and Zoning series

Fonds: Town of Wedgewood Park fonds

Dates: 1974-1991

Access conditions: Restrictions may apply.

Extent: 20 cm

Scope: The series consists of draft and final documents outlining the municipal plan for the Town of Wedgewood Park. It includes correspondence and other material on the town's Municipal Plan, Zoning and Subdivision Regulations and other legislative requirements and correspondence.

Collection Number: RG 11-15

Series Title: Water and Sewer series

Fonds: Town of Wedgewood Park fonds

Dates: 1970-1990

Access conditions: Open

Extent: 40 cm

Scope: Information on various water and sewer issues and projects within the Town of Wedgewood Park. The series consists of sewer repair files, reports and correspondence concerning a proposed sewage treatment plant, reports and evaluations of sewer systems in the town, and special cases relating to specific sewer problems which arose.

Collection Number: RG 11-16

Series Title: Recreation Commission series

Fonds: Town of Wedgewood Park fonds

Dates: 1974-1991

Access conditions: Restrictions may apply.

Extent: 60 cm

Administrative History or Content Notes: The Wedgewood Park Recreation Commission was a group established by the Town Council to oversee the recreational needs of the municipality. One of the primary responsibilities of the Commission was to oversee the management of the Wedgewood Park Recreational Centre which was constructed in DATE???. Prior to its construction, recreational facilities in the town consisted of an indoor heated swimming pool. This new centre was a large extension to the indoor pool, with the addition of a gymnasium, games room and canteen, washroom facilities and municipal offices.

Scope: The series contains a variety of working files relating to the management of recreational projects and facilities under the jurisdiction of the Town of Wedgewood Park's Recreation Commission. Included are meeting minutes, financial statements, files concerning the construction and maintenance of swimming pool, basketball court and the recreational centre, files on summer programs and other related material.

Collection Number: RG 11-17

Series Title: Miscellaneous Reports series

Fonds: Town of Wedgewood Park fonds

Dates: 1969-1990

Access conditions: Restrictions may apply.

Extent: 20 cm

Scope: This series consists of various reports, the majority of which were written by architectural engineers, concerning the construction of the community centre, proposed subdivision development, mechanical specifications, and other related infrastructural reports and recommendations.

Collection Number: RG 11-18

Series Title: Regulations series

Fonds: Town of Wedgewood Park fonds

Dates: 1968-1991

Access conditions: Open

Extent: 40 cm

Scope: This series consists of special regulations enacted by the Town of Wedgewood Park. They concern a variety of civil guidelines, and are all in accordance with the Municipalities Act, the Highway Traffic Act and the Local Government Act.

Collection Number: RG 11-19

Series Title: Assessment Rolls series

Fonds: Town of Wedgewood Park fonds

Dates: 1981-1991

Access conditions: Open

Extent: 1.23 metres

Scope: Assessment or Taxation Rolls for the Town of Wedgewood Park. Series consists ten annual assessment

books containing assessed property values under the jurisdiction of the Town of Wedgewood Park.

Collection Number: RG 11-20

Series Title: Miscellaneous series

Fonds: Town of Wedgewood Park

Dates: 1988-1991

Access conditions: Restrictions may apply.

Extent: 20 cm

Collection Number: RG 12

Fonds: Town of Goulds fonds

Dates: 1971-1991

Access conditions: Restrictions may apply.

Extent: 27.8 metres

Administrative History or Content Notes: The Town Council in Goulds was active for twenty years, holding its first municipal election on September 4, 1971. In 1991, it amalgamated with St. John's along with the Town of Wedgewood Park.

Scope: This fonds contains all surviving material relating to the Town of Goulds. The series cover files concerning finance and payroll, public works, elections, the town's Municipal Plan, Assessment and Taxes, Census information, Capital Works, and artifacts and ephemera.

Collection Number: RG 12-01

Series Title: Administration series

Fonds: Town of Goulds fonds

Dates: 1971-1991

Access conditions: Restrictions may apply.

Extent: 6.0 m

Scope: The series contains general administrative and operational records of the Town of Goulds. Included are a wide range of subject files pertaining to revenues and expenditures, special councils and committees, permits, project and event planning, building applications, public works, taxation and assessment and provincial government correspondence.

Collection Number: RG 12-02

Series Title: Council Meetings series

Fonds: Town of Goulds fonds

Dates: 1971-1991

Access conditions: Restrictions may apply.

Extent: 1.2 metres

Administrative History or Content Notes: The Goulds Town Council held its first meeting on September 17, 1971 at which time the Mayor and Deputy Mayor were declared.

Scope: This series consists of official public minutes of the Goulds Town Council. The series also includes

minutes for the Town of Goulds Fire Department, the Town of Goulds Recreation Commission, and minutes for a Special Meeting of Goulds Town Council for September 17, 1973.

Collection Number: RG 12-03

Series Title: Municipal Elections series

Fonds: Town of Goulds fonds

Dates: 1973-1991

Access conditions: Restricted

Extent: 80 cm

Scope: This series contains a range of records relating to municipal elections in the Town of Goulds including Voters' Lists, Candidate lists, files relating to by-elections, election expenses and miscellaneous election forms. Municipal elections were held in the Town of Goulds in 1977, 1981, 1985, 1988 and 1989. There were several by-elections held.

Collection Number: RG 12-04

Series Title: Water and Sewer Series

Fonds: Town of Goulds fonds

Dates: 1973-1991

Access conditions: Open

Extent: 2 metres

Scope: Reports, specifications and details of various water and sewer projects and phases in the Town of Goulds. Series consists of sewer project plans and pre-design reports, as well as invoices and correspondence concerning subcontracts.

Collection Number: RG 12-05

Series Title: Goulds Municipal Plan Series

Fonds: Town of Goulds fonds

Dates: 1977-1991

Access conditions: Open

Extent: 40 cm

Administrative History or Content Notes: In the early 1970s, there were concerns raised by any Goulds about the absence of any long-term municipal plan for the growth of the town. This was considered by many to be environmentally and socially irresponsible.

Developing an infrastructural model for the town which did not detract from the character of the community would also prove to be a challenge. The community had lauded itself on being a "semi-rural" style with half-acre lots, as opposed to subdivisions. Developing a Municipal Plan caused many homeowners to worry that this dwelling style was threatened.

In the process of creating a preliminary town model, many landowners in the town argued that the process was flawed because their needs and concerns were not being adequately represented. Many residents questioned the competency of the Goulds Town Council.

Scope: This series consists of records pertaining to the development and implementation of a Municipal Plan

for the Goulds as well as other legislation enacted by the Town of Goulds. It is comprised of correspondence and petitions from residents, as well as meeting minutes, hearings, and reports on the issue.

Collection Number: RG 12-06

Series Title: Development Applications Series

Fonds: Town of Goulds fonds

Dates: 1972-1991

Access conditions: Restrictions may apply.

Extent: 9 metres

Scope: The series consists of applications for development, new construction, renovations, repairs, zoning changes and crown lands.

Collection Number: RG 12-07

Series Title: Payroll Series

Fonds: Town of Goulds fonds

Dates: 1971-1991

Access conditions: Restricted

Extent: 1 meter

Scope: This series contains general payroll records and ledgers, employee earning records for the former Town of Goulds. Included are employee payroll and attendance records, CPP and income tax information, remittance files, financial records relating to Young Canada Works programs and other project spending, and other relevant files.

Collection Number: RG 12-08

Series Title: Miscellaneous Reports and Specifications Series

Fonds: Town of Goulds fonds

Dates: 1972-1991

Access conditions: Open

Extent: 40 cm 2 boxes

Scope: Various specifications, contract documents, reports dealing with municipal projects including buildings, roadwork and infrastructure.

Collection Number: RG 12-09

Series Title: Recreation Commission Series

Fonds: Town of Goulds fonds

Dates: 1967-1991

Access conditions: Restrictions may apply.

Extent: 80 cm

Administrative History or Content Notes: The first meeting of the Recreation Commission was held on January 14, 1986. The commission was created to explore new ways of developing recreational activities which are community-driven, and also as a means of creating recreational facilities and sporting events for the

community.

Scope: Records pertaining to the operation of the Goulds Recreation Commission, including minutes, employee matters, Winter Carnival and recreational activities in general.

Collection Number: RG 12-10

Series Title: Goulds Regional Waste Disposal Committee Series

Fonds: Town of Goulds fonds

Dates: 1976-1987

Access conditions: Open

Extent: 20 cm

Administrative History or Content Notes: The Regional Waste Disposal Committee was formed to set and maintain standards for proper waste disposal in the town. The committee established proper dumping sites for use in the town, and regulated the disposal of waste by both residents and businesses. They also oversaw the management of the incinerator in the town.

Scope: General administrative and operational records of the Goulds Regional Waste Disposal Committee.

Collection Number: RG 12-11

Series Title: Legal Series

Fonds: Town of Goulds fonds

Dates: 1970-1990

Access conditions: Restrictions may apply.

Extent: 60 cm

Scope: This series consists of Deeds of Conveyance for those properties expropriated, acquired or disposed of by the Town of Goulds. Also included are the Shoal Bay Road Property appraisals for when land was expropriated for municipal works.

Collection Number: RG 12-12

Series Title: Assessment Series

Fonds: Town of Goulds fonds

Dates: 1974-1991

Access conditions: Restrictions may apply.

Extent: 1.2 metres

Scope: Series consists of Assessment Rolls, Court of Revision, Assessment Review Commission, files on agricultural exemptions, non-taxable properties and land utilization in the Goulds.

Collection Number: RG 12-13

Series Title: Goulds Census Series

Fonds: Town of Goulds fonds

Dates: 1972-1989 (predominant 1989)

Access conditions: Restricted

Extent: 40 cm

Scope: Census records created by the Town of Goulds. The series primarily consists of a 1989 census of every street within the municipality, providing names, addresses, occupations and information on minors in the household.

Collection Number: RG 12-14

Series Title: Miscellaneous Minutes Series

Fonds: Town of Goulds fonds

Dates: 1976-1991

Access conditions: Restrictions may apply.

Extent: 40 cm

Administrative History or Content Notes: When Goulds amalgamated with the City of St. John's in 1991, members of the Goulds Regional Fire Department joined the St. John's Regional Fire Department.

Scope: This series includes both meeting minutes for the Goulds Volunteer Fire Department from 1976-1991, as well as meeting minutes of the Finance Committee for the year 1990.

Collection Number: RG 12-16

Series Title: Taxation Series

Fonds: Town of Goulds fonds

Dates: 1974-1991

Access conditions: Restricted

Extent: 2 metres

Scope: Series consists of property tax ledger cards, individual property tax files, poll tax ledger cards and other material pertaining to the taxation of residential and commercial properties.

Collection Number: RG 12-17

Series Title: Revenue and Expenditure Series

Fonds: Town of Goulds fonds

Dates: 1972-1990

Access conditions: Restrictions may apply.

Extent: 40 cm

Scope: Series consists of accounts payable ledger, and the Town of Goulds General Journals and General Ledgers.

Collection Number: RG 12-18

Series Title: Capital Works Series

Fonds: Town of Goulds fonds

Dates: 1971-1987

Access conditions: Restrictions may apply.

Extent: 60 cm

Scope: Series consists of records of capital works projects including roadwork, water and sewer systems and

community development projects. Also includes photographs of some projects.

Collection Number: RG 12-19

Series Title: Miscellaneous Series

Fonds: Town of Goulds fonds

Dates: 1971-1990

Access conditions: Restrictions may apply.

Extent: 60 cm

Scope: Series consists of various files that no discernable place within the known administrative structure of the Town of Goulds. Includes a list of members of the Goulds Volunteer Fire Department, Visitor's Books, and miscellaneous legal files.

Collection Number: RG 12-20

Series Title: Artifacts Series

Fonds: Town of Goulds fonds

Dates: 1971-1991

Access conditions: Open

Extent: 20 cm

Scope: Series consists of miscellaneous items relating to the Town of Goulds. It contains two seal presses used by the town council, a pair of scissors used by Brian Peckford to inaugurate the Goulds town council, a pencil used by Returning Officer Edward Bowe in the first municipal election in Goulds on September 4, 1971, as well as miscellaneous photographs.

Collection Number: RG 13

Department of Public Works and Parks fonds

Dates: 1980-2003

Access conditions: Restrictions may apply.

Extent: 5.06 metres

Administrative History or Content Notes: The Department of Public Works and Parks was created in 1993 as a result of recommendations from the Doane Raymond Report. Prior to this restructuring period, the roles of the department were carried out by the Works Division of the Department of Engineering and Works.

The Department of Public Works and Parks provides services such as street cleaning, snow removal, garbage collection, water and sewer repair and maintenance of parks and open spaces. The maintenance of existing systems, services and facilities and the implementation of plans approved by the Engineering Department are also its responsibility, as well as Fleet Management, Training and Mechanical. Purchasing was previously a function of Public Works, but was moved to the Finance Department in 1994.

The Humane Services Division was transferred to the Department's responsibilities in May of 1999.

Scope: A substantial portion of this series consists of files concerning maintenance carried out at residences to fix water and sewer problems or flooding. However, the series also consists of files relating to various projects carried out around the city concerning flooding, arboriculture, sanitation, water and sewer, harbour cleanup and water supply.

Collection Number: RG 13-01

Series Title: General Administration series

Fonds: Department of Public Works and Parks fonds

Dates: 1980-2003

Access conditions: Restrictions may apply.

Extent: 5.06 metres

Administrative History or Content Notes: The Department of Public Works and Parks was formed in 1993 as a result of the Doanne Raymond report. See fonds level description

Scope: Files pertaining to the Works Division and the Parks Division of the Department of Public Work and Parks. Includes information on flooding, water and sewer, sanitation, rivers, water treatment plant, parks and other public works activities. See fonds level description.

Collection Number: RG 13-02 do not use.

Series Title: Parks Division

Dates: 1994-2000

Extent: 3.5 m

Administrative History or Content Notes: The Department of Public Works and Parks was formed in 1993 as a result of the Doanne Raymond report.

Scope: Files pertaining to the Parks Division of the Department of Public Works and Parks. Includes information on

Collection Number: RG 14

Department of Building and Property Management fonds

Dates: 1985-2002

Extent: 2 metres

Administrative History or Content Notes: The Department of Building and Property Management was created in 1993 as a result of the recommendations of the Doane Raymond Report. Its functions are the same as the Department of Building and Development which preceded it, and it was expanded to include Parking and Traffic Enforcement, Animal Control and Taxicab Administration, functions once under the City Clerk's Department. The new department's main focus is the administration of various By-Laws and Regulations of the City. The primary role of the Property Management Division is the caretaking and maintenance of the buildings owned by the City.

In May of 1999, Dave Blackmore was appointed Director of Building and Property Management. See minutes of Special Meeting May 17, 1999.

Scope: This series consists primarily of miscellaneous subject files, all of which relate to the duties of the department. The files pertain to animal control, statistics, policies, strategic plans and other protocols for building occupancy.

Collection Number: RG 14-01

Series Title: Department of Building and Property Management General Administration Series

Fonds: Department of Building and Property Management fonds

Dates: 1985-2002

Extent: 2 metres

Administrative History or Content Notes: The Department of Building and Property Management was

created in 1993 as a result of the recommendations of the Doane Raymond Report. Its functions are the same as the Department of Building and Development which preceded it, and it was expanded to include Parking and Traffic Enforcement, Animal Control and Taxicab Administration, functions once under the City Clerk's Department. The new department's main focus is the administration of various By-Laws and Regulations of the City. The primary role of the Property Management Division is the caretaking and maintenance of the buildings owned by the City.

In May of 1999, Dave Blackmore was appointed Director of Building and Property Management. See minutes of Special Meeting May 17, 1999.

Scope: This series consists primarily of miscellaneous subject files, all of which relate to the duties of the department. The files pertain to animal control, statistics, policies, strategic plans and other protocols for building occupancy.

Collection Number: RG 15

Department of Personnel and Labour Relations fonds

Dates: 1947-2006

Extent: 2 metres

Administrative History or Content Notes: As early as 1949, a report on the administrative structure of St. John's City Council called for a personnel administration program. This facilitated the recruitment of qualified employees and the provision of an optimal employment environment. It was suggested that a salary and wage classification system be introduced and that a proper definition of jobs and duties be developed, although this did not happen until 1970. Soon after, a Personnel officer was appointed under the City Clerk to be responsible for wage and salary administration, personnel advertising and screening, training, safety instructors and labour relations.

In 1979, the Personnel and Labour Relations Officer handled the personnel affairs of the city, dealt with grievances and labour negotiations. It was suggested that a Department of Personnel and Labour Relations be created, answerable to the City Manager's Department. This department, created in 1979, was expected to prepare an inventory of all personnel in the city, keeping a record of age, employment record etc. It was also responsible for administering programs for employee training and development.

As of 1993 the title changed to the Department of Human Resources. The department's role remained largely the same with regard to human resources, assistance with employee recruitment, selection, compensation and appraisal as well as labour relations. It was suggested that the department involve itself in human resource and succession planning, training development programs, labour negotiations strategy, position descriptions and performance evaluations for management positions.

Collection Number: RG 15-01

Series Title: Department of Personnel and Labour Relations General Administration Series

Fonds: Department of Personnel and Labour Relations fonds

Dates: 1976-1993

Access conditions: Some restrictions may apply, consult Archivist

Extent: 1.8 metres

Scope: Series consists of the correspondence and subject files pertaining to the general administration of the Department of Personnel and Labour Relations. They include material on labour relations and negotiations, occupational health and safety, general information on C.U.P.E. locals 1289 and 569, and the City Newsletter for 1985 to 1987. As part of the restructuring which occurred as a result of the Doane Raymond Report, this department was renamed Human Resources in 1993.

Collection Number: RG 15-02

Series Title: Collective Bargaining Series

Fonds: Department of Personnel and Labour Relations fonds

Dates: 1947-2006

Extent: 20 cm

Scope: Series consists of collective agreements for CUPE Local 569 (1947-1986) and CUPE Local 1289 (1971-1993) and CUPE Local 569 - Bowring Park (1965-1979). There are also three bargaining agreements for the International Association of Firefighters Local 1075 (1992-1996, 2000)

Collection Number: RG 16**Series Title: Municipal Parking Garage and Atlantic Place fonds**

Dates: 1963-1986

Extent: 3 metres

Administrative History or Content Notes: On August 4, 1978 the Honourable Gordon A. Winter appointed a Commission under Section 320 of the City of St. John's Act. Its purpose was two-fold:

(i) to investigate the construction and costs of the Parking Garage and all matters pertaining thereto as may be necessary to enable the Commission to report upon the finances and administration of the City insofar as they relate to the mandate of the Commission.

(ii) to report the Commission's findings and conclusions with such recommendations for legislation as may be deemed proper.

On February 23, 1973, the Atlantic Place Agreement was signed by the City of St. John's and the St. John's Development Corporation Limited, under which the developer agreed to construct a hotel, office and commercial space in the vicinity of Ayre's Cove. The City was to pay for and operate a public Parking Garage which would adjoin the development. The City already owned some land needed for the Parking Garage, which was then being used for the purpose of surface parking but had previously been acquired for the purpose of building a parking garage.

Under the 1973 Agreement, the City had the right to call for public tenders and award contracts for the building of a parking garage having 728 parking spaces but it also had the option of having the garage built by the developer. The City decided to proceed with the construction of the garage by calling public tenders.

Three main contracts were let for construction, two for the foundation and one for the superstructure. In answer for tenders for the superstructure in March 1975, two tenders and a proposal were received. Newfoundland Engineering and Construction Company Limited (NECCO) in the amount of \$6,325,000, Seaboard Construction Limited (Seaboard) in the amount of \$6,397,000, and Western Realities Limited submitted a proposal which would cost the City \$6,263,499 for similar work or \$5,626,549 using a different design concept to satisfy the same requirements. The contract was awarded to NECCO.

In 1977 the Parking Garage was completed for a total cost of \$8,408,599. This amount included the cost of acquiring land, preliminary work on the site, construction of the foundations and superstructures, design fees and interim interest costs.

In early 1978, newly elected Councillor Andy Wells raised questions about the cost of the Parking Garage. At his own expense, Councillor Wells had independent cost estimates done, including one by Professor Walter Campbell, P.Eng., of the Faculty of Engineering at Memorial University.

Professor Campbell's estimate was based on published information and showed the estimated cost of building a similar garage as being much less than that paid for by the City. Council felt that the matter should be investigated by an impartial body. Under authority of Section 320 of the City of St. John's Act, Council petitioned the Lieutenant-Governor-in-Council to appoint a Commission to conduct such an investigation. In response to the petition, the Lieutenant-Governor-in-Council appointed a Commission made up of Dr. Hugh O'Neill as Chairman, Raymond Halley and David Adey. [Extracted from the Report of the St. John's Parking Garage Commission, March 1983]

Scope: The fonds consists of documents concerning the Commission of Inquiry into the cost of the Parking Garage and Atlantic Place, as well as the subsequent civil suit which was filed by the City against the St. John's

Housing Corporation.

Collection Number: RG 16-01

Series Title: Commission of Inquiry into the Cost of the Construction of the Municipal Parking Garage Series

Fonds: Municipal Parking Garage and Atlantic Place fonds

Dates: 1963-1982

Access conditions: Special Minutes of Council are restricted. Consult Archivist regarding access.

Extent: 2.8 m, 25+ cartographic records, 57 black and white photographs, 31 negatives, 335 audio cassettes

Scope: Series consists of project files from City departments and Project Design and Coordinators (Pro Des Co.), minutes of Council meetings, correspondence, legal documents, contracts, financial papers, reports, legal papers, newspaper clippings, photographs, transcripts and audio recordings of hearings, blueprints plus others.

Collection Number: RG 16-02

Series Title: Civil Suit between the City of St. John's and the St. John's Development Corporation Series

Fonds: Municipal Parking Garage and Atlantic Place fonds

Dates: 1971-1986

Access conditions: Special Minutes of Council are restricted. Consult Archivist regarding access.

Extent: 20 cm

Scope: Series consists of three bound volumes of copied documents which include correspondence, legal papers, newspaper clippings, minutes of Meetings of Council and blueprints, and other related documentation.

Collection Number: RG 17
St. John's Fire Department fonds

Dates: 1922-1998

Access conditions: Restrictions may apply. Consult the archivist.

Extent: 4.4 metres

Administrative History or Content Notes: In 1811 the Merchants Society organized the first fire department in St. John's. Prior to this St. John's had organized fire outlooks, engines and patrols.

On May 12, 1822 a new volunteer fire company was organized for the eastern ward of St. John's, but it was short-lived. In 1823, St. John's was divided into 4 wards and a brigade was assigned to each ward. It is not known if these brigades were additions to or replacements of the Merchants Society Volunteer Departments. After the fire of 1846, the St. John's Fire Companies Act of 1833 was repealed and volunteers were once again responsible for fire fighting in the city.

There were many voluntary fire companies formed by 1850. Two notable companies were The Phoenix Fire Brigade and The Cathedral Voluntary Fire Brigade. They were Roman Catholic and Protestant respectively.

In 1863, new legislation was introduced to reorganize the fire brigades and lessen their financial problems. This legislation also included giving the General Water Company the right to organize and finance a new fire company. In 1877, the St. John's Volunteer Fire Brigade was formed. The same year, a committee investigated fire protection in the city and recommended a paid fire service be developed and a fire engine bought, but these

recommendations were ignored.

When the first St. John's Municipal Council was created in August 1888 the responsibility for fire protection and fighting was handed over to the council. This lasted until 1893 when the Newfoundland government accepted responsibility for the fire brigades.

The Fire Department Act of 1895 proposed that a combined fire department consisting of the Royal Newfoundland Constabulary and fire brigades be placed under the control of the Inspector General of the Constabulary. The cost of the Fire Department was shared by the government of Newfoundland and the municipal government of St. John's. This arrangement continued until 1957 when the Fire Department was once again separated from the Constabulary and fell under the Newfoundland and Labrador Department of Justice.

In 1992, the responsibility for fire prevention and fighting in St. John's was passed on to the City of St. John's, and its title was changed to the St. John's Regional Fire Department. It is responsible for St. John's, Mount Pearl and surrounding vicinity.

Scope: This series consists of all surviving material from the St. John's Fire Department. It consists of administrative and personnel records, fire inspections, and account and log books.

Collection Number: RG 17-01

Series Title: Fire Department General Administration Series

Fonds: St. John's Fire Department fonds

Dates: 1948-1990

Extent: 1.8 m

Administrative History or Content Notes: Prior to the nineteenth century, the most common means of fighting fires in Newfoundland was the "bucket brigade." Using this method, people would form a line from the nearest water source, throwing buckets of water on the fire. From about 1711 to the early 1800s, St. John's had lookouts and fire patrols for the protection of the city.

In 1811 the first formally organized fire brigade was started in St. John's by the Merchant's Society. Little is known, however, of the activities of the brigade,

The major fires of 1817 were fought mainly by naval personnel and the army garrison in the city, with the help of townspeople. This informal arrangement continued until the withdrawal of the garrison in the 1870's, which left the town with little capabilities.

On May 12, 1822 a new volunteer fire company was organized for the eastern ward of St. John's. In addition to the captain of the brigade and the three lieutenants, the fire company had forty-seven firemen. Both this company and the Central Ward company, formed in 1826, were organized by water street merchants. In 1837, one of the first acts of the new legislature dealt with the reorganization of the fire companies of St. John's. Under the reorganization, St. John's was divided into four wards and a fire company was subsequently appointed for each. Membership in these companies was compulsory and included every household: only public officials, clergymen and medical practitioners were exempt.

The provisions of the Act of 1833 did not, however, prevent the major fire of 1846. After the fire, which left 12,000 homeless, the St. John's Fire Companies Act of 1833 was repealed and fire fighting was placed back into the hands of volunteers.

There were several voluntary fire companies formed around 1850, including the Phoenix Fire Brigade formed January 6, 1847. The Cathedral Fire Brigade was formed in the early 1850's. In the early 1850's the Cathedral fire Brigade was formed. These organizations represented religious sects in the town, and its apparent that the Phoenix Fire Brigade and Cathedral Voluntary Fire Brigade were Roman Catholic and Protestant respectively.

The St. John's Water Company's Fire Brigade and the Sons of Temperance Brigade were also formed in the 1850's.

Volunteer fire brigades continued to experience the financial problems which had plagued other St. John's fire organizations. In 1863, legislation was introduced to reorganize the fire brigades and the lessen their financial difficulties. This legislation also included giving the General Water Company the right to organize and finance a new fire company.

During the 1870's the volunteer fire service in St. John's experienced an increasing number of problems. With the withdrawal of the garrison from Newfoundland after 1870, the St. John's fire brigades were left on their own. The St. John's Volunteer Fire Brigade came along in 1877. This same year a select committee investigated fire protection in the city and recommended a paid fire service be developed and a fire engine bought. These recommendations, however, were deemed unnecessary and not financially feasible.

When the first St. John's Municipal Council was created in August 1888 the responsibility for fire protection and fighting was handed over to the council. This lasted until 1893 when the Newfoundland government accepted responsibility for the fire brigades. After the city was decimated by the Great Fire of 1892, the Fire Department Act of 1895 proposed that a combined fire department consisting of the Royal Newfoundland Constabulary and fire brigades be placed under the control of the Inspector General of the Constabulary. The cost of the Fire Department was shared by the government of Newfoundland and the municipal government of St. John's. This arrangement continued until 1957 when the Fire Department was once again separated from the Constabulary and fell under the Newfoundland and Labrador Department of Justice. In 1983 Newfoundland and Labrador had four full-time paid Fire Departments. Of these, St. John's was paid for by the province while the other three communities paid for their own fire-fighting services. In 1992, the responsibility for fire prevention and fighting in the St. John's region was passed on to the St. John's Municipal Government.

Scope: Series consists of files relating to the general administration of the St. John's Fire Department. Such files include Annual Reports, Minutes of Meetings concerning the Honour Guard and Labour Management, Fire Prevention Reports, Training, policies and procedures, and various correspondence.

Collection Number: RG 17-02

Series Title: Fire Department Personnel Files series

Fonds: St. John's Fire Department fonds

Dates: 1924-1986

Access conditions: Restrictions may apply. Please consult archivist.

Extent: 80 cm

Scope: Series consists of personnel files for the Fire Department including District Fire Chiefs, Chiefs, Assistant Fire Chiefs, Captains, Lieutenants, Sergeants, Constables, Fire Fighters, and Clerk-Stenos. Item include Birth Certificates, sick reports, annual leave requests, dismissal records, overtime claims, death notices and correspondence.

Collection Number: RG 17-03

Series Title: St. John's Regional Fire Department Inspections Series

Fonds: St. John's Fire Department fonds

Dates: 1980-1998

Extent: 1.2 metres

Administrative History or Content Notes: Fire Department records after the City of St. John's took over responsibility for fire services.

Scope: This series consists of inspections completed by the Fire Department for institutional, public facilities

and residential properties. Included are residential electrical inspection reports by the City of St. John's for the early 1980's.

Collection Number: RG 17-04

Series Title: Fire Department Account Books Series

Fonds: St. John's Fire Department fonds

Dates: 1922-1957

Extent: 60 cm

Scope: This series consists of account books and record books created by the St. John's Fire Department. It includes Firemen's personal Account Book, an Oil Burning Inspection Book, Ambulance Call Books, selected station Guard Books (Occurrence Books), Fire Patrol Books, a 1940's list of all water mains and hydrants in the City of St. John's, and other related documents.

Collection Number: RG 18

Fonds: Department of Corporate and Information Services

Dates: 1994-1998

Access conditions: Restrictions may apply.

Extent: 80 cm

Administrative History or Content Notes: The Department of Corporate Services and City Clerk is an administrative structure which has existed since the Doane Raymond report in 1993. When the Office of the City Clerk was established in 1921, it was charged with a wide range of municipal duties. So many, in fact, that by the 1980s the efficiency of the municipal administrative structure was questioned.

As a result, many smaller departments which were traditionally overseen by the City Clerk were either moved to more appropriate departments, or formed new departments altogether. The Director of Corporate Services and City Clerk Department was created during this period. It is charged with overseeing Assessment, information services and the technical needs of the City of St. John's, Land Information Services, printing and mail services, and other duties.

For more information on this administrative history of the City Clerk's Department, please see the fonds level description for RG-01

Collection Number: RG 18-01

Series Title: General Administration Series

Fonds: Director of Corporate and Information Services/City Clerk fonds

Dates: 1994-1998

Access conditions: Restrictions may apply.

Extent: 80 cm

Scope: This series consists of a number of subject files involving the services of the department. Files pertain to Assessment, the Civic Centre, city Intranet services, and other related files.

Collection Number: RG 19

Department of Engineering fonds

Administrative History or Content Notes: See RG 04 administrative sketch.

Access conditions: Restrictions may apply.

Collection Number: RG 19-01

Series Title: General Administration series

Fonds: Department of Engineering

Administrative History or Content Notes: See RG 04 and RG 04-01

Access conditions: Open

Scope: general administration records of the Department of Engineering.

Collection Number: RG 19-02

Series Title: Parking Services General Administration Series

Fonds: Department of Engineering

Dates: 1993-1999

Access conditions: Restrictions may apply.

Extent: 20 cm

Administrative History or Content Notes: Parking Services transferred to Engineering Department May 1999.

Scope: general administration records of the Parking Services Division.

Collection Number: RG 20

Department of Human Resources fonds

Dates: 1993-1997

Access conditions: Restrictions may apply.

Extent: 80 cm

Administrative History or Content Notes: see above

Scope: This series contains General Administration records from the Department of Human Resources, formerly known as the Department of Personnel and Labour Relations. The subject files pertain to labour relations and union policies, occupational health and safety, and other related files.

Collection Number: RG 20-01

Series Title: General Administration Series

Fonds: Department of Human Resources

Dates: 1991-2010

Access conditions: Restrictions may apply.

Extent: 60 cm

Administrative History or Content Notes: see above

Scope: This series contains General Administration records from the Department of Human Resources, formerly known as the Department of Personnel and Labour Relations. The subject files pertain to labour relations and union policies, occupational health and safety, and other related files.

Non-Government Records

These are collections of records that were donated to the City of St. John's Archives from individuals, organizations, from Council Meetings or other sources. These records were not generated by the municipal government.

Collection Number: MG 01

St. John's Rotary Club fonds

On November 24, 1921 the Dominion of Newfoundland became the 25th country to welcome Rotary. The rotary is a service oriented organization involving club and group projects. Quite often the club would, and still does, work with other organizations and governments on projects of mutual interest. In a lot of cases, efforts went into helping individuals who had experienced hard times in a variety of situations. Many early histories on the club and group projects have been written and can be found throughout the fonds.

Collection Number: MG 01-01

St. John's Rotary Club - President's Papers series

Dates: 1921-1961

Extent: 3.6 m

Scope: Every year the St. John's Rotary Club holds elections to elect its executive. From 1921 until 1961 each president kept a file where information was placed. Series consists of minutes and correspondence which were collected by each president throughout his term of office.

Collection Number: MG 01-02

St. John's Rotary Club - Minutes of Director's Meetings series

Dates: 1955-1979

Extent: 19 cm

Scope: Series consists of minutes of Director's meetings of the St. John's Rotary Club.

Collection Number: MG 01-03

St. John's Rotary Club - Annual Reports series

Dates: 1955-1984

Extent: 16 cm

Scope: Series consists of, but is not limited to, reports of the President, Treasurer, Secretary and includes financial statements.

Collection Number: MG 01-04

St. John's Rotary Club - Correspondence series

Dates: 1949-1977

Extent: 29 cm

Scope: Series consists of miscellaneous, presidents, District Governors, and anniversary correspondence. Also includes Governors Monthly Letters.

Collection Number: MG 01-05

St. John's Rotary Club - Newsletter series

Dates: 1933-2009

Extent: 38 cm

Scope: Series consists of the St. John's Rotary club newsletter the Spokesman for the period 1933-2000 and since 2000 it has been called "The Fireside".

Collection Number: MG 01-06

St. John's Rotary Club - Club Rosters series

Dates: 1934-1996

Extent: 29 cm

Scope: Series consists of club rosters containing information about club members and activities for each year.

Collection Number: MG 01-07

St. John's Rotary Club - Biographies series

Dates: [1921-1996?]

Extent: 76 cm

Scope: Series consists of newspaper clippings, correspondence, membership cards, and other general information about club members. Also includes files on past and resigned members.

Collection Number: MG 01-08

St. John's Rotary Club - History Sheets series

Dates: [194-?]

Extent: 19 cm

Scope: Series consists of loose history sheets of club activities, numbered 1 to 51 and also a history of the club up to a certain point.

Collection Number: MG 01-09

St. John's Rotary Club - Miscellaneous Administration series

Dates: 1921-1992

Extent: 38 cm

Scope: Series consists of addresses to the club, membership lists, visitor books, souvenirs, a constitution of rotary, By-laws, and other files relating to Rotary.

Collection Number: MG 01-10

St. John's Rotary Club - Conferences series

Dates: 1932-1977 predominant 1932, 1936, 1971 and 1977

Extent: 48 cm

Scope: Series consists of newspaper clippings, correspondence, souvenir booklets, menus, and reports relating to the various conferences hosted by the St. John's Rotary Club.

Collection Number: MG 01-11

St. John's Rotary Club - Addresses series

Dates: 1921-1977

Extent: 12 cm

Scope: Series consists of addresses given to Rotary during its weekly meetings.

Collection Number: MG 01-12

St. John's Rotary Club - Sunshine Camp Association series

Dates: 1937-1974

Extent: 15 cm

Scope: Series consists of proposals, memorandum and articles, reports, correspondence, minutes, and other files.

Collection Number: MG 01-13

St. John's Rotary Club - Public Speaking Contests series

Dates: 1950-1968

Extent: 5 cm

Scope: Series consists of a scrapbook, a permanent file, correspondence, rules, topics and other files relating to public speaking contests arranged by the Rotary Club.

Collection Number: MG 01-14

St. John's Rotary Club - Groups series

Dates: 1927-1989

Extent: 76 cm

Administrative History or Content Notes: Service took two forms in the St. John's Rotary - club and group projects. The premise was that it would be easy for the entire club to overlook small but worthwhile projects so it was decided that groups should be formed. The groups then would adopt their own pet projects. Every member was encouraged to be affiliated with a group. As new members were added the groups would become to large and so new groups would be formed. Such groups were the Bulldozers, Liontamers, Beothuks, Tanglers, Kill Kare Krowd, Husky Boys, Naturals, Originals, Stokers, and Caribou.

Scope: Series consists of correspondence, minutes, reports, financial statements, and other files related to the group system of the St. John's Rotary Club.

Collection Number: MG 01-15

St. John's Rotary Club - Groups - Bulldozers

Dates: 1943-1978

Extent: 16 cm

Administrative History or Content Notes: The Bulldozer group of Rotary has participated in and organized many events. In the past they have been involved in such activities as hosting parties for members of the blind community, skating parties for orphaned children, public speaking contests, various Christmas parties, and a Rotary ball.

Scope: Series consists of correspondence, reports and minutes of the Bulldozers group.

Collection Number: MG 01-16

St. John's Rotary Club - Groups - Liontamers sub-series

Dates: 1931-1975

Extent: 1 cm

Administrative History or Content Notes: The Liontamers group of Rotary has been involved in a wide variety of events. Some of which include setting up a student loan fund, and visits, movies, and a canteen for the Tuberculosis sanatorium.

Scope: Sub-series consists of correspondence, reports and a history of the Liontamers group.

Collection Number: MG 01-17

St. John's Rotary Club - Groups - Beothuks sub-series

Dates: 1975-1978

Extent: 1 cm

Administrative History or Content Notes: Among the projects in which the Beothuks participated were they supported a minor hockey team, organized a charter flight annually, held a skate sale, and supported the mobile clinic of the CNIB.

Scope: sub-series consists of reports of the Beothuk group.

Collection Number: MG 01-18

St. John's Rotary Club - Groups - Tanglers sub-series

Dates: 1957-1978

Extent: 1 cm

Administrative History or Content Notes: The Tanglers group of Rotary were and still are involved in many projects. Some of these projects were they organized the Diabetic Association of Newfoundland, visited shut-ins, supported a Sea Cadet Corps, and helped at St. Patrick's Nursing Home.

Scope: Sub-series consists of minutes and reports of the Tanglers group.

Collection Number: MG 01-19

St. John's Rotary Club - Groups - Kill Kare Krowd sub-series

Dates: 1957-1988

Extent: 1 cm

Administrative History or Content Notes: The Kill Kare Krowd group of the Rotary were involved in many charities. They tried to set up an Orthopaedic hospital, offered financial support to the Victoria Order of Nurses, and worked closely with the Newfoundland Society of Crippled Children.

Scope: Sub-series consists of reports of the Kill Kare Krowd group.

Collection Number: MG 01-20

St. John's Rotary Club - Groups - Husky Boys sub-series

Dates: 1955-1968

Extent: 1 cm

Administrative History or Content Notes: The Husky Boys of Rotary have been involved in such activities as donating financially to the CNIB and sponsoring a Air Cadet Corps.

Scope: Sub-series consists of reports and correspondence of the Husky Boys group.

Collection Number: MG 01-21

St. John's Rotary Club - Groups - Naturals sub-series

Dates: 1948-1978

Extent: 8 cm

Administrative History or Content Notes: The Naturals group of Rotary, among other activities, supported the Deaf Mute Association of Newfoundland by providing art classes and other special events for them and they supported the Christmas Hamper fund of the Rotary.

Scope: Sub-series consists of minutes, reports, membership lists and correspondence of the Naturals group.

Collection Number: MG 01-22

St. John's Rotary Club - Groups - Originals sub-series

Dates: 1936-1978

Extent: 11 cm

Administrative History or Content Notes: The Originals group of Rotary have financially supported many charities over the years.

Scope: Subseries consists of minutes, reports, financial statements, correspondence, and a scrapbook.

Collection Number: MG 01-23

St. John's Rotary Club - Groups - Stokers sub-series

Dates: 1966-1985

Extent: 19 cm

Administrative History or Content Notes: The Stokers group of Rotary has made donations to the Janeway Hospital, undertaken the Rotary auction, sponsored a Army Cadet Corps, and helped at the Children's Rehabilitation.

Scope: Sub-series consists of minutes, correspondence and cadet files of the Stokers group.

Collection Number: MG 01-24

St. John's Rotary Club - Groups - Caribou sub-series

Dates: 1966-1990

Extent: 19 cm

Administrative History or Content Notes: The Caribou group of Rotary has been involved in such projects as the Waterford Hospital and the Janeway Hospital events.

Scope: Sub-series consists of souvenirs, correspondence, minutes and reports of the caribou group.

Collection Number: MG 02

M.J. O'Brien and Company Limited

Dates: 1921-1990

Extent: 13 cm

Administrative History or Content Notes: Michael Joseph O'Brien, 1887-1955, was a businessman of St. John's. In 1908 he opened his first grocery store on New Gower Street near the present day City Hall. He subsequently acquired or established ten (10) other fruit or confectionery stores in St. John's. These include the Orchard, the Orange Grove, the Fruit Bowl, the Sunkist and the Star Grocery. He owned land in the Waterford Valley that was later expropriated for the purposes of expanding Bowring Park.

Scope: Collection consists of a copy of the Will of M.J. O'Brien, Certificate of Incorporation for M.J. O'Brien, lists of shareholders and other papers relating to the business. Also included are recipes for some of the candy which was made and sold at the stores. Files on the land expropriation for Bowring Park are also included.

Collection Number: MG 03

Time Capsule Project

Dates: 1987-1990

Extent: 18 cm

Administrative History or Content Notes: As part of the Municipal Government's 100th Anniversary Celebrations, known as Soiree '88, a time capsule project was undertaken. For a fee of \$100.00 participants could purchase a 'time capsule' in which to store items of their choice. A total of 107 individual containers were sold. The capsules are sealed behind the brick wall underneath the first floor staircase in the City Hall Annex. The capsules are scheduled to be opened in the year 2088, the 200th anniversary of Municipal Government. As a result of construction delays the City Hall Annex was not completed until 1990 and that was when the capsules were sealed in the annex.

Scope: Collection consists of Certificates of Purchase, Agreements between the City, Newfoundland Historic Trust and the owners of the capsules; and miscellaneous clippings and papers relating to the project.

Collection Number: MG 04

Guzzwell Collection

Dates: 1885-1926

Extent: 7 cm

Scope: Collection consists of receipts from various St. John's businesses for the period 1895-1910; a Building Permit issued by the City of St. John's on October 8, 1926; a St. John's Municipal Council Horse License, giving Albert Guzzwell permission to have in possession and use a horse, July 22, 1890; Bill of Sale for land on the north side of Lazy Bank Road (now Pleasant Street).

Collection Number: MG 05

[City of St. John's Archives Guide to the Holdings](#)

Bowring Brothers Limited

Dates: 1838-1907. -- photocopied in 1989

Extent: 7 cm

Administrative History or Content Notes: The Bowring Group of companies had rather modest beginnings in 1811, when Benjamin Bowring, a watchmaker and jeweler in Exeter, decided to visit the British Colony of Newfoundland to explore setting up shop there. Bowring, impressed with what he saw began establishing connections with mercantile interests in St. John's and by 1815 had opened a small shop on Duckworth Street. He immediately began to diversify by importing and selling a wide variety of goods, including stationery, soap, clothing and cutlery.

Since the 1840's the firm in St. John's has kept up its links with the England firm established by Benjamin and later expanded by his eldest son Charles Tricks, which in the early 1900's became C. T. Bowring and Company, Ltd. The firm was managed almost constantly by Benjamin Bowring's descendants, notably Hon. Charles R. Bowring, Eric Bowring, Edgar R. Bowring and Paul D. Bowring.

As well as sealing and exporting seal products, the company throughout the Nineteenth Century and much of the Twentieth Century also outfitted cod fishermen and exported fishery products. After the Great Fire of 1892 and the Bank Crash of 1894 the firm Bowring Brothers continued to expand, and in 1900 became a limited liability company, adopting the official title of Bowring Brothers, Ltd. In 1911 Bowring Brothers, as a part of its centennial celebrations landscaped a piece of land west of St. John's and opened it that same year as a public. In 1921, it was given to the Municipal Council of the City. In the meantime C. T. Bowring and Company, Ltd. (with headquarters now in London, England), the parent company of the Newfoundland firm for many years, had expanded in a number of fields, including insurance brokerage and underwriting, world-wide shipping, credit financing and engineering. In 1980 C. T. Bowring controlled approximately 160 subsidiary companies of which Bowring Brothers was one.

Scope: Collection consists of a variety of legal documents concerning the Bowring Brothers property on the south side of St. John's Harbour. These include leases, indentures, and wills. The family names of Barron, Kavanagh, Bowring and Codner are prominent.

Collection Number: MG 06

Alcock and Brown

Dates: 1994

Extent: 1 cm

Administrative History or Content Notes: Trans-Atlantic aviation got its start in Newfoundland. Sir John Alcock and Sir Arthur Brown made the first successful trans-Atlantic flight. They took off on June 14, 1919 from Lester's Field in St. John's in a frail Vimy aircraft. The aces flew to Clifden in Galway, Ireland, a distance of over 1,890 miles in fifteen hours and fifty-seven minutes at an average speed of 118.5 miles an hour.

Scope: Collection consists of envelopes to commemorate the 75th anniversary of the first trans-atlantic flight by Alcock and Brown. The first is a Canadian stamp cancelled with the commemorative postmark, 1919-1994, another with an Irish stamp, and the third envelope only has the postmark.

Collection Number: MG 07

Eric Caines Collection

Dates: 1887-1919

Extent: 2 cm

Scope: Collection consists of a copy of a Will of William Lewis, 1887; Bill of Sale from John King to Charles Lewis for land situated on the corner of Duckworth and Woods Street, 1893; two advertising posters for John

Maunder, Merchant and Tailor. One of these posters shows a view of the harbour and the town and the other shows various buildings and street scenes around St. John's. Also included in the collection is a cover page from the Newfoundland Quarterly showing the sailing vessel Jane Palmer in 1919.

Collection Number: MG 08

Eric Malone Collection

Dates: 1925-1938

Extent: 2 cm, 1 photograph

Scope: Collection consists of a photograph taken approximately 1925 of City Council workers on and in front of a chain drawn City vehicle. The photograph was taken at the Fort William Municipal Depot. Also included is a copy of the St. John's Plumbing Rules and Regulations, November 3, 1938.

Collection Number: MG 09

Eleanor Byrne Collection

Dates: 1888-1914

Extent: 2 cm, 45 photographs

Scope: Collection consists of a school textbook Geography in Newfoundland, published in 1888 and a postcard with a panoramic view of St. John's in 1914. The photographs are of various scenes around St. John's and vicinity in 1898, including Cabot Tower under construction.

Collection Number: MG 10

Bernard Richardson Collection

Dates: 1892

Extent: 2 cm

Administrative History or Content Notes: On July 8, 1892 the Great Fire was reported to have started at the junction of Freshwater and Pennywell Roads and extended down to the harbour front east of Carter's Hill and Beck's Cove. It also spread from the harbour front, from Beck's Cove to the north part of the Battery, northward to part of Signal Hill Road. The north and south boundaries were Harvey Road and part of Military Road. Part of Devon Row were the only surviving buildings on Duckworth Street. The fire started when a labourer, Tommy Fitzpatrick, dropped his lit pipe in the hay in a stable owned by Timothy O'Brien who then fired Fitzpatrick. His carelessness had wiped out his employer's property and most of the city with it. However, on the morning of July 29, Fitzpatrick was arrested on suspicion of having cut out the tongues of O'Brien's horses, an act of revenge on his former master.

More than two thirds of the city, and by far the better portion and most important mercantile area, lay in ruins. This included nearly every law office and doctor's surgery. The newspapers Herald, Times, Gazette, Advocate, Telegram and Colonist all lost their plants, and for most of them it was a devastating event. All the principle churches were gone with the exception of the Roman Catholic Cathedral and the Methodist Churches on George and Cochrane Streets along with St. Thomas's Anglican Church. The Atlantic, Central, Waverly, Knight's and Gordon Hotels as well as the Star, Temperance, British, Masonic, Victoria, Total Abstinence, and Mechanics' halls were destroyed. Numerous factories, stores, warehouses, ships, wharves and other business premises had been burnt to the ground. Of the \$20,000,000 worth of property that was lost, only \$4,800,000 was covered by insurance. Nearly two thousand dwellings were destroyed.

In St. John's the homeless, approximately one-third of the capital's population of 30, 000, filled the parks and open spaces. The military erected tent towns in Bannerman Park and on the north bank of Quidi Vidi Lake.

Many hundreds had escaped with nothing but what they were wearing, and the problem of providing food and shelter was enormous. At least twelve thousand people had been burned out.

In spite of the enormity of the calamity, only two lives were lost. Mrs. Stephenson and her niece, having stayed too long in their home on Victoria Street in an attempt to save some possessions, cost them their lives.

The middle class were the greatest sufferers. Hundreds of families, from comfort and independence, had to begin life anew. The blow to St. John's affected the whole country, its trade and its industries. From all over, including Canada and the United States, as well as many countries in Europe,

Rebuilding was not permitted immediately after the fire until the burnt out area was surveyed and new street lines laid. When rebuilding commenced, Water Street and Duckworth Street were straightened as much as possible. The old twisted roadways of the upper and lower paths disappeared forever. In their place stood modern streets of brick and stone. Some few new streets appeared and some old ones vanished.

Scope: Collection consists of a variety of items in connection with the Great Fire of July 8, 1892. It includes a booklet published in 1892, A Directory. A Full Account of the Great Fire. The Customs Tariff...Contains Names and Present Addresses of Professional Men, Merchants and Shopkeepers, Burnt out by the Great Conflagration of July 8, 1892, Compiled and published by W.J. Kent. Also in the collection is a copy of the Royal Gazette for July 12, 1892, and a copy of the Advocate Extra for July 13, 1892.

Collection Number: MG 11

Gerald Normore Collection

St. John's Fire Department

Dates: 1895-1991. -- created 1991

Extent: 8 cm

Administrative History or Content Notes: See the Administrative History in the Fire Department General Administration series, RG 17.1.

Scope: Collection consists of an alphabetical listing of all firefighters who were in the St. John's Fire Department from 1895 to 1991, giving their initial date of employment and when they left the fire service. The second part of the compilation gives the firefighters arranged by date of service.

Collection Number: MG 12

Spencer Club fonds

Dates: 1920-1922

Extent: 7 cm

Administrative History or Content Notes: The Spencer Club was affiliated with Bishop Spencer College and its members held teas, sales of work and dances. Money made from events was made available for the purchase of equipment and supplies for the school.

Scope: Collection consists of the Minute Book of the Spencer Club for the period 1920-1922.

Collection Number: MG 13

William J. Penney Collection

Dates: 1909-1927

Extent: 3 cm, 1 map

Scope: Collection consists of two information booklets about St. John's. The first was published in c. 1921 by the Newfoundland Tourist and Publicity Bureau and gives historical information, points of interest and various attractions. The second was published in c. 1927 by the Newfoundland Railway and gives historical information and points of interest for St. John's and other places around the island. The third item consists of a map of St. John's produced in 1909 and published by McAlpine Publishing Company Limited.

Collection Number: MG 14

Florence Harvey Collection

Dates: 1891-1936

Extent: 4 cm

Administrative History or Content Notes: The exact date when motor vehicles first appeared in Newfoundland is not officially recorded. St. John's had a steam car as early as 1890. Around 1900, the first gasoline-driven motorcycle was bought by Dr. N Stuart as a means of visiting patients. In 1903, the first gasoline-driven automobile to be operated in Newfoundland was H. D. Reid's "Thomas Flyer". By 1905 St. John's had seven cars and the following year the government decided to enact the Motor Cars Act. This legislation was perhaps more a result of the increase in reports of accidents occurring between automobiles and horse-drawn wagons, as opposed to the increase in number of vehicles.

With few suitable roads elsewhere in the province, motor vehicles were a commodity found almost exclusively in St. John's and this was the case for several years. *****In 1906 the St. John's Municipal Council was given responsibility for motor vehicle registration and the licensing of drivers. The amount of horse power determined the fees charged, with vehicles under 10 horse power, \$12.00, 10 to 20 horsepower, \$18.00, with an additional 50¢ for each horsepower over 60. *****

On May 10, 1906 the Newfoundland Government passed the Legislation: "An Act to Regulate the Use of Motor Cars on Highways". In this piece of Legislation authority was given to the St. John's Municipal Council to make certain rules and regulations. Consequently, at the June 28, 1907 Regular Meeting of Council the following was passed: "The Law with Rules and regulations respecting the Registration and Licensing of Owners and Drivers of Motor Cars within the Municipal Limits of the Town of St. John's". These Rules and Regulations gave Council the authority to license drivers and vehicles, have all motor vehicle owners place a distinguishing mark on the vehicle or a vehicle drawn by a car and it had to be of certain specifications, it set the speed limit for driving on the roads within St. John's, horses were to be given the right of way, racing on city streets was prohibited, vehicles were to have lights and an audible alarm, plus other rules.

While most vehicles were still restricted to the Avalon Peninsula, by 1925 there was sufficient number to require registration on a national scale. In 1925, Section 204 of the St. John's Municipal Act, dealing with the registration of motor vehicles, was repealed and replaced by the Highway Traffic Act. As a result, the registration of all motor vehicles and licensing of drivers was transferred to the Government of Newfoundland and Labrador.

Scope: Collection consists of three books. The first is a Register of Motor Vehicles for Newfoundland, 1936. The others are The Shilling History of England by Bishop Creighton, 1891 and Wood Carving by J.H. Garnett, 1923. ????????????????

Collection Number: MG 15

Stanley Whiteway Collection

Dates: 1945, 1949

Extent: 1 cm

Scope: Collection consists of a ribbon to commemorate VE Day, May 8, 1945, and a souvenir ribbon of

Regatta Day, August 3, 1949.

Collection Number: MG 16

Ruth Garrett Collection

Dates: 1781

Administrative History or Content Notes: Governor Richard Edwards was a member of the Royal Navy and had obtained the rank of Captain by 1740 and at that time was in command of the British vessel the Fox. After 1742 he commanded the Torrington and the Princess Mary. In 1746 he was appointed Governor of Newfoundland. After his tour of duty in Newfoundland he returned to England where he commanded a yacht and for a short time the Princess Amelia. He retired in 1757 and died in 1773.

Scope: Collection consists of a framed lithograph print of Governor Richard Edwards which was published in 1781.

Collection Number: MG 17

Work Horse Parade

Dates: 1914

Extent: 1 cm

Administrative History or Content Notes: The Society for the Protection of Animals, the SPCA's predecessor until the 1930's, sponsored an annual work horse parade in St. John's. This was a ceremonial tribute to those faithful horses who hauled firewood from the woods in winter, ploughed the vegetable patches, provided motive power in the towns and hauled coal and other supplies arriving by ship, often with considerable hardship to the horses. The parade was a means of encouraging considerate treatment of horses and a pride in their appearance. The first of these parades took place on September 9, 1914 under the patronage of His Excellency Governor Davidson and Lady Davidson.

The parade left the square opposite the Post Office at 2 p.m. led by the Salvation Army brass band. It proceeded along Water Street and up McBride's Hill, then by way of Duckworth and Cochrane Streets to the grounds of Government House. Horses and vehicles were decorated with roses, rosettes and ribbons in the national colours. All classes of workhorses were represented from the heavy draught horse to truck horses and ponies.

Many people walked about the grounds and admired the beautiful horses as well as the large turnouts while the judges made their decisions. Lady Davidson presented the prizes as the horses paraded past the north porch of Government House and left by the east gate. The medal presented to each horse was made of brass, four inches long and three inches wide, with a small silver ornament plaque attached to the upper part. It was evidently meant to be attached to some part of the horse's bridle.

Scope: Collection consists of a small horse's bridle brass plaque engraved FIRST PRIZE St. John's, Newfoundland, Work Horse Parade, 1914. Also included are two newspapers articles, one about the work horse parade and the other about the plaque.

The plaque was awarded to Charlie, a truck horse owned and driven by John Fowler. Charlie was 11 years old and had been in the service of Mr. Fowler for three years.

Collection Number: MG 18

Municipal Elections 1977

Dates: 1977

Extent: 1 cm

Scope: 1977 Municipal Election campaign circulars for John Murphy, Eugene Young, Walter Noel and Frances Innes.

Collection Number: MG 19

Programmes

Dates: 1911, 1924

Extent: 1 cm

Administrative History or Content Notes: SEAMAN'S INSTITUTE

In 1905 when Dr. Wilfred Grenfell advocated that a seamen's hostel be built in St. John's, a tract of waterfront land was donated by Edgar R. Bowring and funds were raised in Britain, the United States and Canada. The cornerstone was laid by remote control from London by the royal patron King George V. The official opening of the doors of the four-story brick building on the east end of Water Street was held on December 19, 1912. Separate lodgings were offered by the Institute for visiting seamen and for working women in the city. There was a 300-seat auditorium, a shoemaker's shop, sewing and rooms, a laundry, a bowling alley, billiard tables and Newfoundland's first indoor swimming pool. The building was closed during the Depression of the 1930's and was eventually taken over by the Newfoundland government.

The Seamen's Institute building was used as a hostel during World War II and operated as the Caribou Hut after 1940. For a time the Merchant Navy Hospital operated from the basement and in 1945 the building became government offices, with a part of it being reserved as a fishermen's centre. Offices of such community service groups as the Newfoundland Lung Association, the Victorian Order of Nurses and the Community Food Sharing Association and the Newfoundland Safety Council among others have occupied the building since then.

WAR MEMORIAL

For several years the question of the form and location of a national war memorial caused some debate for several years. Several committees, including the Patriotic Association and the Great War Veterans' Association and numerous proposals were involved before the final approval of plans in 1923. Funds were raised by public subscription and the memorial was officially opened on July 1, 1924 by Field-Marshal Earl Douglas Haig. The memorial features statues representing Newfoundland and the various branches of the services in which the colony participated, including the Royal Newfoundland Regiment, the Royal Naval Reserve, the Forestry Corps and the Mercantile Marine.

Scope: Official program brochures for the Unveiling of the Newfoundland National War Memorial, July 1, 1924; and for the Laying of the Cornerstone of the Seamen's Institute, July 22, 1911.

Collection Number: MG 20

Fifty Plus Outreach Association fonds

Dates: 1983-1997, predominant 1992-1996

Extent: 72 cm

Administrative History or Content Notes: The Fifty Plus Outreach Association was developed in 1989 on a perceived need for further leisure opportunities for isolated seniors in the City of St. John's. The leadership for this Association had its roots in the Fifty Plus Festival which was established in 1983 through the St. John's Department of Recreation. The department approached members of the Fifty Plus Festival Committee to take on the challenge of targeting the needs of isolated seniors.

Through the support of Seniors Independence Project Funds (SIP) received from the Federal Government, the Association was able to complete a Needs Assessment in 1991. In the spring of 1992 the Association was successful in obtaining a two year grant from Health and Welfare Canada to start the Fifty Plus Outreach Project. The Association opened its office doors on LeMarchant Road in July 1992. The funding was renewed for an additional year in the spring of 1994.

The initial operations for the Outreach project were concentrated on the central area of the city, an area identified by the Needs Assessment as having a large number of isolated seniors. Weekly programs were set up at several neighbourhood sites, primarily in apartment complexes occupied by seniors. These weekly programs, called in-house, constituted the core of the programming. Seven program sites were developed: Mount Pleasant Manor, St. Clare Manor, Rickett's Manor, Canon Wood Hall, St. Georges Court, and Keane Place Manor.

The project also offered special events, consisting of dinners, dances, shopping trips, or community sponsored events for in-house program participants and other seniors wishing to socialize. Bus tours were offered as a third area of programming.

Other services provided by the project included, telephone calls and visits to seniors, and the sponsorship of specific program activities on a need basis.

With federal funding sources no longer available, the Board of Directors worked hard in recent years to seek other means of keeping services in operation. Despite the efforts of the Association, members the board in 1997 recognized that a closing down of the organization was in the best interest of all involved. Presently some programs still exist. Some of these are the neighbourhood program at Canon Wood Hall, The Seniors Network Group continues from various in-house sites, and the awareness of seniors needs has been heightened by the work of the Association.

Scope: Fonds consists of minutes, newsletters, newspapers, photographs and negatives, correspondence, reports, diary entries, assessments and evaluations, speeches and addresses, fundraising information and other materials. The fonds has been organized into the following series: minutes of meetings 1992-1996; correspondence 1988-1996; diary entries 1990-1995; financial and operational records 1989-1997; Fifty Plus Needs Assessment 1991; programs and activities 1983-1996; and other materials 1988-1997.

Collection Number: MG 21

Brien Collection

Dates: 1853, 1900

Extent: 3 items

Scope: Collection consists of a Harbour Pilot's License for William Gallishew, age 32, dated June 20, 1853 and a plan of the Estate of the late C. [Coleman] Raftus, August 11, 1900, in the vicinity of Water Street West and Victoria Park in the area once known as Gallagher's Range. Also included is a plan of Water Street West, 1961 showing the Brien estate and other property owners.

Collection Number: MG 22

Busey Collection

Dates: 1951

Extent: 1 item

Scope: Series consists of a 1951 St. John's Taxi Licence Driver Badge.

Collection Number: MG 23

John O'Mara Collection

Dates: 193-

Extent: 2 cm

Administrative History or Content Notes: Edward B. Foran was born in St. John's in 1904. He was St. John's City Clerk from 1952-1970 until his death on July 30, 1970. Foran was educated at St. Patrick's and Bonaventure Colleges in St. John's. He began his career in municipal affairs in 1923 as a clerk with the St. John's Municipal Government. He worked his way up to become Chief Assessor in 1940, Assistant City Clerk in 1950, and Secretary-Treasurer of the St. John's Municipal Council and City Clerk in 1952.

While serving City Hall he was a member of the St. John's Commission on Town Planning and as Secretary of the Bowring Park Committee. He was also a member of the Newfoundland Historical Society, Newfoundland's representative on the Historic Sites and Monuments Board of Canada, a member of the Board of Regents of Memorial University of Newfoundland and a Provincial Commissioner of the Boy Scouts.

An amateur historian, Foran wrote various articles and other short works on a number of Newfoundland historical topics. Among his writings are "Old St. John's", a physical description of the town on the early 1800's, written in 1949; "Bishop Mullock-and incident in his Episcopate", an account of Mullock's work on the Roman Catholic Basilica in St. John's written in 1947; and "The "Controverted Election and Bank Crash 1893-1894", which won first place in the Newfoundland Governments Art and Letters competition in 1963.

Scope: Collection consists of a surveyor's field notebook that was used and created by former City Clerk, Edward B. Foran, in the 1930's when he was a surveyor. The book contains diagrams and measurements of pieces property and some buildings in St. John's. One sketch is of a horse watering fountain somewhere in St. John's.

Collection Number: MG 24

A. Lilly and Company Limited Collection

Dates: 1890-1891, 1936, 1990

Extent: 1 cm

Scope: Collection consists of a photocopy of an Auctioneer's License issued by the St. John's Municipal Council to John s. Simms, for the period July 1, 1890 to July 1, 1891. Also included is a photograph of Rennies River in the winter of 1936, and an envelope from A. Lilly and Company, Wholesale Chemists and Druggists.

Collection Number: MG 25

J. Crowley Collection

Dates: 189-, 1903, 199-

Extent: 1 cm

Scope: Collection consists of two Newfoundland postcards, one blank, the other with a blank notification for persons unknown to receive the degree of Oddfellowship from Atlantic Lodge, No. 1, I.O.O.F. [International Order of Oddfellows] 1890's. Included is a postcard from Chas. H. Graves, proprietor of Hacks and Carriages, Halifax, Nova Scotia, undated. A receipt issued to the I.O.O.F. per James Rennie, from Robert Templeton, April 14, 1903. A photocopy of an invitation from J. Crowly, Recording Secretary to the I.O.O.F. concerning a meeting for the purpose of the election of officers, December 27, 1900. Also included is a letter from Jean Crowley to Mr. Randell, expressing her appreciation for information provided by him for the book the Avalon Dairy Story.

Collection Number: MG 26

Alan Martin Collection

Dates: August 11, 1931

Extent: 1 cm

Scope: Collection consists of a City Permit issued by the St. John's Municipal Council, City Engineer's Office, to R. Avery, 161 Pleasant Street, August 11, 1931.

Collection Number: MG 27

Commercial Land Sales, St. John's Area

Dates: [1940's - 197-]

Extent: 1 cm

Scope: Collection consists of one hardcover notebook containing handwritten information about commercial land sales in the St. John's area between the 1940's and the 1970's.

Collection Number: MG 28

Michael J. Gibbs Collection

Dates: [192-]

Extent: one printer's plate

Scope: Collection consists of one printer's plate showing the portrait of Mayor Michael J. Gibbs.

Collection Number: MG 29

St. John's Heritage Foundation fonds

Collection consists of minutes, correspondence, financial records, building specifications, surveys, photographs, sound recordings and miscellaneous office files documenting the operations of the St. John's Heritage Foundation.

Dates: 1975-1995 [predominant 1977-1982]

Extent: 3 metres

Administrative History or Content Notes: The St. John's Heritage Foundation (SJHF) was established as the result of an initiative of the Newfoundland Historic Trust. That organization approached Heritage Canada to help establish a heritage conservation area in a section of downtown St. John's. Following a 1975 feasibility study (Sheppard, Burt and Associates and Arends and Associates, St. John's Heritage Conservation Study, 1976), which is partially documented in the SJHF fonds, an interim committee was formed, and the memorandum and articles of association were filed in June 1976. By February 1977 funding for the organization had been approved by Heritage Canada. Additional matching funds were provided by the province, and the Devonian Group of Calgary, Alberta also provided substantial financial assistance.

The mandate of the SJHF was to sponsor a Heritage Conservation Area and to initiate and promote research, study and activities relating to that area. To this end it formed a number of committees whose activities are documented in the fonds. The SJHF funded various restoration projects, including the Murray Premises, the old Fishing Admiral building at 203 Water Street, and a number of houses, most notably in the Victoria Street and Gower Street areas. These buildings, many of them derelict, were bought with Heritage Canada funds, renovated and sold on the open market. Other projects included the Sir Humphrey Gilbert Memorial, also known as Harbourside Park. The SJHF also helped to organize St. John's Day activities and arranged for the presentation of awards for the restoration of heritage buildings. The organization offered a heritage renovation advisory service. Under the terms of agreement with Heritage Canada, the City of St. John's was required to pass bylaws protecting the Heritage Conservation Area. Members of the SJHF played an active role on the City of St. John's Heritage Advisory Committee.

Heritage Canada and provincial funding for the SJHF ended on March 31, 1982 and the organization reverted to volunteer status. Proposals were made at that time to establish a more broadly focused provincial organization whose aims and objectives would be a natural extension of the SJHF. Partially as a result of this initiative, the Heritage Foundation of Newfoundland and Labrador was established in 1984. Materials relating to its

involvement in the City of St. John's Heritage Advisory Committee can be found in the SJHF fonds.

Scope: Collection consists of minutes, correspondence, financial records, building specifications, surveys, photographs, sound recordings and miscellaneous office files documenting the operations of the St. John's Heritage Foundation.

Collection Number: MG 30

James Nurse Collection

Dates: 1774 - 1852

Extent: 4 items

Scope: Series consists of four items. The first is a grant of land from James Winter to his son George Winter in St. John's, October 24, 1774. This is for lands in the vicinity of King's Bridge Road, adjacent to Pringle's Plantation and bounded by the old and new paths leading to Middle Long Pond. The second item is a plan of Georgestown, 1845 which show owners and fees paid for ground rents. Thirdly there is a map of lands in the Duckworth and James Street area showing encroachments and other property details. This was drawn by F.R. Page, 1848. Lastly there is a copy of the 1852 Noad map of St. John's.

Collection Number: MG 31

Photographer's Account Book

Dates: 1914-1932 inclusive

Extent: 1 cm

Administrative History or Content Notes: Unknown

Scope: Collection consists of one photographer's account book covering the years 1914 to 1933. It contains account information such as services rendered and photographic goods purchased by a variety of customers including Sir P.J. McGrath, Marshall Brothers, the Newfoundland Hotel, Muirs Marble Works and Sir John C. Crosbie to name a few. The book gives insight into who was doing amateur photographic work as shown by supplies bought. The book may have belonged to Tooton Studios, S.H. Parsons, Holloway Studios or another photographer who dealt not only in photography but also in retail sales and service of photographic supplies.

Collection Number: MG 32

Moyst Collection

Dates: 1882-1927

Extent: 6 deeds

Scope: Deeds in relation to the Newfoundland railway: Newfoundland Government Railway - land Required for Ballast Pit [1925] [St. John's]; Railway land at the foot of Ordnance Street and Gower Street. n.d.; Memo of Agreement - Robert Henry Boden to the Newfoundland Railway Company, land situate in the eastern part of St. John's. July 12, 1882; Bill of Sale - Robert Boden to Celden X. Hobbs, conveyance for land at Hoylestown. July 11, 1882; Grant to the Newfoundland Railway for land situate near South Branch, Codroy. June 16, 1927; Grant to the Newfoundland Railway for land situate Journois Brook in the District of Saint George. June 16, 1927.

Collection Number: MG 33

Summers Collection

Dates: 1822 - 1849, 1863, 1867, 1965, [199-?]

Scope: Genealogical information pertaining to the Branscombe family. Includes notes and a family tree. Master's Papers for Captain George Branscombe including a Certificate from the American Ship Masters' Association registered as an Approved Shipmaster. September 15, 1863. Certificate of Competency as [Ships] Master April 29, 1867. Issued by the Lords of the Committee of Privy Council for Trade. [vellum].

Plan for the estate of the late John Williams [Pennywell Road]
April 4, 1849 by William Noad, Surveying Engineer. Plan Showing part of the farm belonging to Patrick Summers as laid out in building lots [Oxen Pond Road]. no date. Plans showing building lots in the Pennywell Road area. Plan of land in Oxenham [Oxen] Pond Road. Deed for lot no. 12 Pennywell Road to John Williams, October 4, 1822. Two photograph albums, miscellaneous photographs.
Program brochure for the Presentation of Civic Symbols to the City of St. John's, 1965.

Collection Number: MG 34

Kiwanis Music Festival Collection

Dates: 1952, 2000-2001

Extent: 1 cm

Administrative History or Content Notes: The Kiwanis Club of St. John's was established in 1950, for the purpose of serving the community. The founding members of the club had a strong interest in music, and they worked towards the establishment of the Kiwanis Music Festival of St. John's. The first of these festivals took place in 1952, as a three-day event with 193 entries. The festival has grown considerably over the years, to become the largest of its kind in eastern Canada. It now takes place over twelve days, and includes over 6,000 participants.

Scope: Collection consists of a programme and official syllabus from the first Kiwanis Music Festival in 1952, a souvenir booklet celebrating 50 years of the music festival, a souvenir booklet celebrating the 50th anniversary of the Kiwanis Club of St. John's.

Collection Number: MG 35

Heritage Foundation of Newfoundland and Labrador fonds

Dates: 1993

Extent: 18 cm

Administrative History or Content Notes: The Heritage Foundation of Newfoundland and Labrador is a non-profit organization that was established in 1984 by the provincial government to encourage the understanding of and interest in the architectural history of the province.

The Heritage Foundation is responsible for designating buildings and other structures as Registered Heritage Structures, and also administers funding for the restoration and repair of these structures.

Scope: Collection consists of the records related to the designation of homes as heritage properties.

Collection Number: MG 36

Robin McGrath Collection

Dates: [2003]

Extent: 1 cm

Administrative History or Content Notes: Robin McGrath was born in St. John's 1949. She lived in London, Ontario for 15 years, and during that time earned a Doctorate from the University of Western Ontario, worked for the London Free Press, and raised a family. She later taught at the University of Alberta in the English

department, and wrote for the Edmonton Journal. Over the course of 22 years, she also conducted extensive research in Canada's north, focusing on Inuit culture and literature.

She returned to St. John's in 1993 and began her creative writing career. Since that time, she has written numerous works of fiction, poetry, and plays, in addition to contributing to academic journals, magazines and radio. Some of her published works include: *Salt Fish and Shmattes: A History of the Jews in Newfoundland and Labrador from 1770* (2006), *Covenant of Salt* (2005), *Nursery Rhymes of Newfoundland and Labrador* (2004), and *Donovan's Station* (2002). She is the recipient of the Newfoundland and Labrador Heritage and History Award for *Donovan's Station* (2004), the Geldert Medal for *Simon Solomon: Newfoundland's First Postmaster* (2004), the Newfoundland and Labrador Arts and Letters Drama Award for *Mountain of Shoes* (2002), the Henry Fuerstenberg Poetry Award for *Escaped Domestic* (1999), and the Children's Book Centre Choice for *Hoist Your Sails and Run* (1999).

Scope: Collection consists of two "Rejoice in the City" poetry booklets, and a series of postcards bearing the same poems.

Collection Number: MG 37

Button Collection

Dates: 1960's

Administrative History or Content Notes: The SS Kyle was built by Shawn Hunter and Wigham Richardson Limited in Newcastle-on-Tyne, England in 1913. She was grounded in Harbour Grace in 1967.

Scope: Collection consists of items pertaining to the S.S. Kyle. Includes the last pitch of coal to go into the S.S. Kyle, the flag that came off the S.S. Kyle after she was sold by the railway. Guy Earle gave it to Louis Winsor [donor's brother in law] who was a fireman/Engineer. A tam or hat - from the Canadian National Railways that belonged to Louis Winsor.

Collection Number: MG 38

Robert Charles Giles Collection

Dates: 1942-1945, [195-?-196-?], 1989, 1996

Extent: 2 flat hollinger boxes

Administrative History or Content Notes: Robert Charles Giles, age 21, Able Seaman, Royal Canadian Naval Volunteer Reserve, V27 311, is one of the servicemen who died in the December 12, 1942 Knights of Columbus fire.

He was born in Toronto. Volunteered for the Navy in June 1941. After enlistment he was stationed at H.M.C.S. York, then nine months in Halifax. Assigned to St. John's in August 1942. He was a graduate of the RCNVR Radio Class at the University of Toronto. His family resided at 66 Grenview Boulevard, Kingsway Park, Toronto.

Scope: Letters and other information concerning Robert Charles Giles, Royal Canadian Navy, who died in the Knights of Columbus fire on December 12, 1942.

Collection Number: MG 39

French Collection

Dates: 1859-1956

Scope: Collection consists of a plan of Williams Estate, compiled from plans and actual surveys dated July 1930. Eight Indentures for lands belonging to the Williams' Estate 1859 to 1920. A Diagram of Property

situate on Carter's Hill in the Town of St. John's, Newfoundland being a portion of the Estate of the late George Williams, Esq. Surveyed May 1881 and shows property on Carter's Hill and Wickford Street. See Map O 001. Williams Estate Rent Books 1921 to 1956.

Collection Number: MG 40

Jackman Collection

Dates: 1861-1950

Extent: 42 cm

Scope: Collection consists of records of the City of St. John's, including petitions, correspondence, permits, licenses, speeches and addresses, oaths of office and other materials. These records relate to such subjects as telephone services, public nuisances, transportation issues, parks and recreation, street paving, property and housing issues, sanitation, water and sewage concerns and wages, among others.

Collection Number: MG 41

Sketches of Newfoundland and Labrador

Dates: 1857

Extent: 1 book

Scope: One book entitled: Sketches of Newfoundland and Labrador, illustrated by [William Grey] and published by S. H. Cowell, Anastatic Press, Ipswich, 1857. Gives various sketches of communities in Newfoundland.

Collection Number: MG 42

Bill Grouchy Collection

Dates: 1919-1925

Extent: 1 cm

Scope: Collection consists of car driver's licenses and owner's licenses, permits, a receipt, a photograph of a 1920s era Chevrolet car, a photograph of two women inside the vehicle and two men standing outside and the vehicle identification plate for a Chevrolet Model 490, Car No. 276183.

Collection Number: MG 43

Joe Bennett Collection

Dates: 1939

Extent: 1 cm

Scope: Collection consists of an envelope commemorating the visit of King George VI and Queen Elizabeth in 1939.

Collection Number: MG 44

Stirling Collection

Dates: 1921, 1937-1972

Extent: 20 cm

Administrative History or Content Notes: Gordon M. Stirling (1907-1985) was born in St. John's on November 4, 1907 and was educated at Bishop Feild College. He went on to study law, was admitted to the bar in 1930, and appointed Queen's Counsel in 1956. Stirling was very active in the community. He held the position of treasurer of the Law Society of Newfoundland for many years, was involved in the St. John Ambulance Association, and was a commander of the Church Lad's Brigade.

Stirling was also very interested in hockey in Newfoundland from the 1930s up into the early 1970s. He served as President of the St. John's Senior Hockey League, was involved in the establishment of Memorial Stadium, was Chairman of the Stadium Hockey Committee, and sat on the St. John's Memorial Stadium Commission. Other interests superseded hockey after the early 1970s, and Stirling no longer focused on any of these activities.

He was awarded an honorary doctorate by Memorial University of Newfoundland in 1984. Gordon M. Stirling died at Topsail, on September 15, 1985.

Scope: Collection consists of records relating to the Newfoundland Amateur Hockey League, the St. John's Senior and Junior Amateur Hockey League, the St. John's Memorial Stadium Commission, the Hockey Commission and Memorial Stadium, and includes correspondence, reports, financial information and accounts, agreements and contracts, league constitutions and by-laws, schedules, newspaper clippings, programmes, and minutes. Also included is the 1921 Newfoundland Hockey Guide.

Collection Number: MG 45

Ed Roche Collection

Dates: 1880-[195-]

Extent: 1 scrapbook, 89 b&w photographs

Administrative History or Content Notes: Alfred Henry Seymour (1855-1912) was born in St. John's on August 1, 1855. Educated under private tutelage and at the Wesleyan academy in St. John's, he was apprenticed to the draper's trade, working with Job Brothers & Company. Seymour left that firm to join his father in the commission/provisioning business he operated on Water Street, before moving to Harbour Grace in 1879 where he opened a grocery store.

Three years later, he returned to St. John's and was appointed engrossing clerk to the House of Assembly and private secretary to Prime Minister William Whiteway. Seymour left St. John's again after only 8 months, going back to Harbour Grace where he became a clerk and landing waiter with Her Majesty's Customs Office. He was promoted to the position of sheriff of the Northern District in 1892, but his office remained in Harbour Grace. Two years later he was appointed as a judge for the Harbour Grace District Court. A further two years later Seymour was transferred to Greenspond where he served as stipendiary magistrate.

Seymour left Greenspond in 1900 to return to Harbour Grace and his former judicial position there. In 1908, he turned to politics, offering himself as a candidate for the People's Party for the district of Harbour Grace. His first attempt was unsuccessful, but he ran again the next year in the same district and was elected. As a part of government, he was named a member of the Board of Agriculture and spent the next three years travelling to remote regions of Newfoundland, promoting agricultural development. He resigned from the Board in 1911 and became responsible for the London exhibits of the Reid Newfoundland Company, until his death the next year. He died on May 12, 1912.

Seymour was married to Jessie Spence of Harbour Grace on August 17, 1877.

Scope: The collection consists of a scrapbook of newspaper clippings, newspapers, handbills, booklets, requisitions, orders of service, programmes, constitutions, and correspondence. There is also a collection of 3 x 5 black and white photographs documenting the laying of a telecommunications cable through St. John's [likely in the 1950s]. The photos start at Middle Cove beach, and continue through Middle Cove Road, Pine Line, Torbay Road, east on Elizabeth Avenue, Carpasian Road, Rawlins Cross, Prescott Street and beyond.

Collection Number: MG 46

Donald Hayes Collection

Dates: 1950

Extent: 2 ribbons

Scope: The collection consists of two souvenir ribbons from the St. John's Regatta, August 2, 1950.

Collection Number: MG 47

James Maher Collection

Dates: 1863-1865

Extent: 1 cm, 4 maps

Scope: Collection consists of one map titled 'Diagram of Land the Property of Robert, William, Henry, John and Eliza Hollett, Situate on Lazy Bank Road, St. Johns.' [1863]. One Indenture between Ann Hollett, Widow and Administrator of the estate of Robert Long, regarding land on Lazy Bank Road, February 18, 1865. One Indenture between Robert Long and William Blackler regarding land on Lazy Bank Road, February 20, 1863. Release of mortgage between John and James Southcott and Ann Hollett for land and house on Lazy Bank Road, December 1865.

Collection Number: MG 48

Society for the Prevention of Cruelty to Animals fonds

Dates: 1954-1999

Extent: 90 cm

Administrative History or Content Notes: The first society in Newfoundland dedicated to the protection of animals was founded in St. John's in 1887, and formally incorporated in 1912, as the Society for the Protection of Animals.

In 1954 the current organization, the Society for the Prevention of Cruelty to Animals was formed. This incarnation took over the assets and liabilities of the previous society, but continued the same work of preventing the neglect and poor treatment of animals, while at the same time educating the public on proper care and treatment.

The SPCA is a charitable, volunteer organization that is not funded by government. Instead, it relies on donations and fundraising efforts. The mandate of the society is "to educate people to treat their animals with the love and respect they deserve."(http://www.spcashelter.nf.ca/about_spcas.asp)

Scope: Fonds consists of minutes of meetings, correspondence, diary entries, complaints, newsletters, articles, bulletins, newspaper clippings, reports, statistics, surveys, certificates and copies of legislation. The fonds has been organized into 8 series: minutes 1954-1993; correspondence 1965-1989; diaries 1974-1989; complaints 1957-1987; trapping 1962-1995; other associations, institutions and societies 1971-1999; financial, operational and promotional records 1968-1990; and other materials 1954-1994.

Part of this fonds is unprocessed and not listed here.

Collection Number: MG 49

Jennifer Thompson Collection

Dates: 1919, copies made in 2002

Extent: 4 black and white photographs

Scope: Collection consists of four photographs of a reunion dinner at Cafe Royal in London, in honour of Alcock and Brown's 1919 transatlantic flight. Images include the front and back of the menu [signed by all attendees], the participants in the restaurant and photograph of the way the first three images are displayed.

Collection Number: MG 50

Jack Fitzgerald Collection

Scope: Contains photographs and copies of newspaper clippings relating to St. John's.

Collection Number: MG 51

Eric Mercer Collection

Dates: 1901, 1944-1949, 1955, 1966, 1974

Extent: 3 cm, 1 b&w photograph, 2 colour photographs

Scope: Copies of reports for the 1944 Commission of Enquiry on Housing and Town Planning, the 1946 report by John Bland on Housing, a 1949 Survey Report on the Public Administration Service, a 1955 edition of 'St. John's, Newfoundland' by the Newfoundland Board of Trade. One black and white photograph of CUPE locals' darts tournaments awards gathering in 1966. One colour photograph of the retirement party for Edward (Ned) Furlong in 1974. One photograph of the 1901 Children's Demonstration Committee that was formed for the Royal Visit of the Duke and Duchess of Cornwall and York.

Collection Number: MG 52

Knight Collection

Dates: 1886-1968

Extent: 1 cm, 43 photographs, 16 glass plate negatives

Administrative History or Content Notes: Willie Knight was one of the First 500 during World War I. He was killed in action at Beaumont Hamel on July 1, 1916.

Scope: This collection consists of material that was in the possession of the Knight family who are long time residents of the Southside Road. The collection includes a diagram of land granted to George Clements for land on the Southside Road. A plan of land belonging to F.W. Knight. Southside Road and to be taken for street widening, September 1924. Diagram of a land grant, signed and drawn by William R. Noad, Acting Surveyor General, for property on the south side of the harbour belonging to Patrick Murphy and Benjamin Murphy and Thomas Coyell. A Report 'card' for Emily Warren. July 15, 1886 from the General Protestant Academy and Presbyterian Commercial School. A postcard in the form of a Voucher of the Reid Newfoundland Company, sent to C. F. Taylor, City, dated September 13, 1906. St. John's Dog Licenses issued to F. W. Knight, 1901. St. John's Municipal Council Tax Bills for F.W. Knight, Southside for 1929 and 1968. Report cards and other school information for Willie Knight from Springdale Street School and Bishop Feild College, 1901-1906.. Railway and Steamship map of Newfoundland, May 1925. List of Civil Defense telephones dated June 30, 1944 and a set of civil defense instructions for a practice that was held on May 16, 1944.

Included are images of the Southside Road and the property at civic number 355 Southside Road, Charles Lindberg and airplane at Botwood, the 'Raymor' aircraft under canvas, possibly Amelia Earheart, the first gasoline powered car in Newfoundland, four public buildings lit up at night in honour of the 1935 Royal Visit, and various photographs of members of the Knight family.

Collection Number: MG 53

Municipal Government Records

Dates: 1904-1953

Extent: 55 cm

Scope: Collection consists of voter lists from the 1957 municipal election, enumerator lists from the 1937 municipal election, correspondence, nomination papers, poll books from the 1953 municipal election and the 1904 and 1908 accounts of the St. John's Municipal Council.

Collection Number: MG 54

Newfoundland Design Associates Limited fonds

Dates: 2001-2002

Extent: 162 cm

Administrative History or Content Notes: Newfoundland Design Associates Limited is an engineering consulting firm that was established in 1963. Although based in St. John's, the firm is involved in projects across the island of Newfoundland.

Scope: Collection consists of operation and maintenance manuals for Mile One Stadium [now Mile One Centre] and the Convention Centre, as well as project drawings, structural drawings, architectural drawings, mechanical drawings, electrical drawings and any other drawings or plans related to the construction of the facilities.

Collection Number: MG 55

St. John's Northwest Rotary Club fonds

Scope: Collection is currently unprocessed.

Collection Number: MG 56

Cindy Snow Collection

Dates: [195-]-[197-] -- photocopied 2007

Extent: 2 cm

Scope: Material pertaining to the acquisition of lands for Signal Hill National Historic Park, including the residential settlement that once existed in the park area.

Collection Number: MG 57

Imperial Tobacco Factory

Dates: [19-?]

Scope: One ink sketch of the Imperial Tobacco Factory on Flavin Street. The artist is unknown.

Collection Number: MG 58

Royal Newfoundland Regiment Wills Book

Dates: 1914-1919

Extent: 5 cm, one CD

Administrative History or Content Notes: xxx

Scope: Wills Book for the Royal Newfoundland Regiment, 1914-1919, for surnames for surnames with the letters A to J.

Collection Number: MG 59

[St. John's Regatta]

Dates: 1921

Extent: one booklet

Scope: Collection contains one booklet titled 'Regatta Records 1873-1920', Volume 1, August 3, 1921. Compiled by James L. Noonan and published by George H. Andrews.

Collection Number: MG 60

Edward Porter fonds

Dates: 2008

Administrative History or Content Notes: Lou Porter grew up on Monroe Street. Career wise he spent most of his life in the retail industry. This book is an account of the life of Edward Louis Porter from the time he was about five years old up to the time he was about 80 years old living on Monroe Street. He wrote the book for family members and started the writing in 2007. Only eight copies were made.

Scope: Copy of one unpublished book: 'The Corner Boy from Monroe' Part I and II by Lou Porter, 2008.

Collection Number: MG 61

Harry G. Lammel Photograph fonds

Dates: July 1945

Extent: Four sepia tone photographs, 6 x 9 cm.

Administrative History or Content Notes: Lammel was fresh out of medical school and was a ship's physician when his Coast Guard ship visited St. John's. He was stationed in New London, Connecticut. Lammel died in California in 1993.

Scope: Four photographs taken by Harry G. Lammel while he was in St. John's in July 1945. See photograph series 01-68.

Collection Number: MG 62

Kevin Hutchings Collection

Dates: 1846, 1929

Extent: Two items

Scope: Copy of 'The Memorial Register 10, Beaumont-Hamel (Newfoundland Memorial) Bearing the Names of Those Sailors, Soldiers and Merchant Seamen from Newfoundland who fell in the Great War and have no Known Graves. (London: Imperial War Graves Commission, 1929).

Copy of the 'Illustrated London News', No. 218 - Vol. IX, for the week ending Saturday July 4, 1846.

Collection Number: MG 63

Maureen Burke fonds

Material belonging to her father Jim Burke who worked at the Fort Pepperrell Air Force Base in St. John's during the 1940's to the 1960's.

Dates: 1943-194-

Administrative History or Content Notes: Jim Burke lived his entire life on Portugal Cove Road in St. John's. He was born May 23, 1921 and died February 3, 2007. Prior to his employment at the Pepperrell Air Force Base he did various jobs to support his family. He assisted his father with carpenter work and worked at Berrigan's Ice Delivery.

Burke began work at the Pepperrell base on February 3, 1941. One of his first jobs was to clear land in the area of McNiven's Road for an ammunition dump. When this was completed he assisted with the construction of Camp Alexander on Carpasian Road which was used to house troops until Pepperrell was ready. From May 1943 to October 1945 Burke was employed by the Ordnance Department of the U.S. Army to operate light, medium, heavy and semi-trailer trucks. On October 20, 1945 he was transferred to the base motor pool to operate the buses on the base. He remained an employee of the motor pool until the base closed in 1960, at which time he was transferred to Red Cliff until that was phased out in 1961. During his employment with the base he earned many safe driving awards.

After the closure of Red Cliff in 1961 he obtained employment with Golden Limited as an oil delivery person. Burke retired in 1987 and spent the next twenty years doing what he loved most, training and hunting with his beagles.

Scope: This collection consists of 21 photographs of both civilian and army personnel who were stationed at the Fort Pepperrell Air Force base during World War II and some images of Jim Burke driving some of the buses that were used on the base. The collection includes a history of Fort Pepperrell prepared at the base for distribution by the Area Information Education Office, 1945. This is a history of the base from September 30, 1940 to July 2, 1945 and includes dates of events that occurred pertaining to the base's history and that of Camp Alexander. A list of home addresses of officers and men at the base is part of this document.

There is a collection of papers used by Jim Burke during his employment with the base and covers the period 1945 to 1961. They mainly deal with operations of the motor pool and bus schedules for base personnel.

Collection Number: MG 64

Bonnie Leuser photograph fonds

World War II era photographs of St. John's and the Royal Canadian Naval Hospital Avalon in St. John's.

Dates: 1944-1945

Extent: 34 photographs

Administrative History or Content Notes: David Roy Baker was a pharmacist with the Royal Canadian Navy during World War II. He was stationed in St. John's along with Margaret E. Briese who was a nurse in the navy. Baker was from Hamilton, Ontario and Briese was from Neepawa, Manitoba. Both served in St. John's and Halifax during the war. The two first met in Halifax and after the war was married and moved to Hamilton, Ontario.

Baker enjoyed photography all his life.

Scope: This collection contains 34 photographs taken by David Roy Baker and the Royal Canadian Navy during the period 1944-1945.

Collection Number: MG 65

Cory Tock collection

Dates: 1941-1957

Extent: 72 maps

Scope: Consists of maps representing sewer lines, roads, buildings and other infrastructure at the United States Air Force Base at Pepperrell and the U.S. Military wharf, St. John's harbour.

Collection Number: MG 66

Robert Stacey collection

Dates: 1938-1941

Extent: 4 volumes/4 cm

Scope: 1938, 1939, 1940 and 1941 editions of Cap and Gown, Memorial College's annual yearbook.

Collection Number: MG 67

Conway Collection

Dates: 2008-2009

Extent: 2 cm textual

2 cds

one DVD

Administrative History or Content Notes: In 2009 a reunion was held for former residents of Forest Road who used to live in the area from 91 Forest Road to the Dyke premises at Cuckholds Cove Road.

Scope: This collection contains material pertaining to the Forest Road Reunion that was held in St. John's July 31, 2009 and August 1, 2009.

Collection Number: MG 68

Butler Collection

Dates: 1909, 1962

Extent: one photograph

one plaque

Scope: One photograph of the 1909 Church of England Temperance Society Regatta crew.
One Regatta plaque awarded to Irene Martin for the 1962 St. John's Regatta.

Collection Number: MG 69

Merv Green Collection

Dates: 1953, 1959

Extent: 30 black and white photographs

newspaper clippings

One newsletter

Scope: This collection contains 30 black and white photographs of the aftermath of the December 26, 1953 heavy rainfall event and the construction of the Seaward Deepwater wharf and buildings on the Southside.

Also includes Volume 1, Number 1 April 1959 edition of the Municipal Councillor.

Collection Number: MG 70

Joe White Collection

Dates: 1938, 1952

Extent: One scanned photograph, plus textual material.

Administrative History or Content Notes: Joe White Trucking appears to have started around 1935-1936. Prior to this there may be a connection to White Salt and Coal Company according to the donor. The 1932 Directory does not list Joe White as a trucker. The 1936 Directory does list him as a general trucker. The 1946 and 1951 telephone books lists the company as White's Trucking Service. According to the donor, the business was named Joe White and Sons Trucking and later into White's Trucking Limited.

Scope: Collection consists of one scanned photograph of Joe White's Trucking taken in Beck's Cove in 1938. A receipt dated November 18, 1914 from R. Callahan, Plumber, Steam and Gas Fitter. An undated top part of a wall calendar for White Transport. A 1952 wall calendar for the Great Eastern Oil and Import Company Limited.

Collection Number: MG 71

Alan G. Macpherson Collection

Dates: 1977-1981

Scope: Material relating to the activities of the Georgestown Neighbourhood Improvement Association for the period 1977 to 1981. Includes correspondence, newsletters, published reports, Minutes of the Association, a brief history of Georgestown written by Wallace Furlong, an early history of automobiles in St. John's by Wallace Furlong.

Collection Number: MG 72

Deborah Dalton Collection

Dates: 191-?

Access conditions: Open

Extent: one postcard

Scope: One postcard of the Church Lads Brigade in drill formation on Signal Hill with the harbour and Southside Hills in the background. This postcard is number 325 in the Garland "Photolet" series.

Collection Number: MG 73

O'Dea Collection

Dates: [185-?]

Extent: One map

Scope: Lot plan of the Monkstown Road area.

Collection Number: MG 74

James F. Slattery Collection

Dates: 1977-1981

Access conditions: Open

Scope: File 1:

Eight Photographs: [see photo series 01-76]

- T. J. Malone Groceries, 187-189 New Gower, [1916-1927]
- J. P. Kelly Boot & Shoe Maker, 12 Barnes Road, [1931]
- Slattery Wholesale Dry Goods Co. Ltd, 377 Duckworth Street. Pre-1976.

2. Various photocopies on the history of the building, structure details, owners/occupiers, ad and realtors listing, [?-2008]

3. Photocopy of various obits, nd

4. Map of St. John's showing Railway tracks, transportation routes, boundary lines and places of interest, [Late 1940s]

5. Stamps and receipt from Slattery Wholesale to Job Brothers and Co. Ltd., March 29, 1927

Collection Number: MG 75

Bruneau Collection

Dates: 2010

Extent: One DVD

Scope: One DVD Video.

The Dissenter's Way.

History of the congregation now known as St. David's Presbyterian Church in St. John's, Newfoundland.

1775-2010, 235th anniversary.

Produced for the congregation in November 2010 by Stephen Bruneau.

Collection Number: MG 76

Margaret Mackey Collection

Dates: July 2010

Extent: One unpublished spiral bound book.

Administrative History or Content Notes: Sherburne Graham McCurdy was born in Old Barns, Nova Scotia in 1924. He was Principal at Prince of Wales College for the period 1950 to 1962; Newfoundland Teachers Association President from 1957-1959; professional secretary from 1967-1970; President of the Canadian Teachers' Foundation from 1961-1962.

McCurdy taught in Nova Scotia before coming to Newfoundland in 1950. He was appointed supervisor of education for the United church schools in St. John's in 1964 and became professional secretary of the NTA in 1967. In 1970 McCurdy resigned from the NTA to become President of the Alberta College. Source: Dictionary of Newfoundland and Labrador Biography.

Scope: One unpublished book: The Prince of Wales Memoirs, 1950-1962.

Written by Sherburne and Elizabeth McCurdy, 2002 and edited from their manuscript by Margaret (McCurdy) Mackey, July 2010. 61 pages.

This is a collection of memoirs by Sherburne McCurdy who was the Principal at Prince of Wales College [school] for the period 1950 to 1962.

Collection Number: MG 77

Dee Murphy Collection

Dates: 1966-

Access conditions: Open

Scope: Various material pertaining to sports history in St. John's.

Collection Number: MG 78

Paul Dole Collection

One DVD and associated newspaper clippings of the visit of the Portuguese White Fleet ship the "Creoula" to St. John's in 1998.

Dates: 1998

Scope: In 1998 the Creoula, one of the last vessels of the Portuguese White fleet, made a return visit to St. John's. The ship left Ilhavo, Portugal on August 9, 1998 and set sail for St. John's. She left St. John's for the return trip to Portugal on September 1, 1998.

Collection Number: MG 79

Prince of Wales College/Holloway School Memorial Project

Dates: 2011

Extent: two items

Scope: Items are in commemoration of the unveiling and official opening of the Prince of Wales College and Holloway School Memorials on June 18, 2011.

Collection Number: MG 80

Curtis Academy Memorial Project

Dates: 1919-2009

Access conditions: Open

Extent: 22 cm of textual records

Administrative History or Content Notes: Curtis Academy.

In 1919 the Newfoundland Methodist Memorial Educational Campaign launched its fundraising campaign to build three much needed schools in St. John's.

As a result of this campaign the land was purchased and a foundation was laid for a 20 room school. It would be almost another 25 years before the school was built. In 1942 a contractor, Henry J. Thomas and Sons was hired to construct the school. That building opened in 1943 with a staff of 14 and a student enrollment of 760. Over the next four years, extensions were added to the original structure and in 1948 the school building was completed. On September 27, 1975, Curtis Academy was destroyed by fire.

A Parent and School Association was formed in 1946 to bridge the gap between school and home. It also assisted in providing suitable playground and facilities for students, sponsored scholarships, funded extra school materials and built a skating rink in 1947.

Scope: Material and correspondence used in the creation of the Curtis Academy Memorial. Also includes copies of some Curtis Academy Magazines and miscellaneous history of the school.

The information was compiled and records by Edwina Suley from 2003 to 1010. She graduated from Grade 11 in 1958.