Directory
of
Municipal Archives
in
Ontario

Fourth Edition, Revised

Archives Association of Ontario
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Preface

This directory was originally produced in conjunction with a resource guide that set out the requirements for the delivery of professional archival services for Ontario municipalities. In 2004, the executive of the Municipal Archives Interest Group (MAIG) of the AAO decided to update both sections and publish them as individual resources in 2006. Annual updates to the Directory have been produced since then.

This resource seeks to provide a directory of those institutions across the province that deliver all or some professional archival services for Ontario municipalities, and the municipal records they hold. Every effort has been made to produce as comprehensive a directory as possible. Any errors or omissions are not intentional. Repositories are invited to send any corrections or additions to MAIG, through the AAO Office.

The project was initially undertaken by MAIG member Bruce Beacock of the Simcoe County Archives. Bruce is to be congratulated for getting the Directory moving, and the work that he put into the project is reflected in many of the entries for institutions and Appendix I (List of Archives of Ontario Local Government Records by Municipality). Through a contract that was developed for the endeavour, Mark Walsh continued with the project and edited the original publication.

Thanks must go to the individuals working and volunteering at the province’s municipal archival repositories who responded to requests for additions, amendments and corrections. Mark Walsh and members of the 2002-2003 MAIG Executive – Brian Masschaele, Chair; Lutzen Riedstra, Vice-Chair; Mary Gladwin, Secretary – provided valuable background assistance, moral support, and encouragement.

2007-2008 MAIG Executive

David Sharron, James A. Gibson Library Special Collections and Archives – Brock University, Chair
Dan Zelenyj, City of Vaughan Archives, Vice-Chair
Ellen Millar, Simcoe County Archives, Secretary
**Foreword**

The Municipal Archives Interest Group (MAIG) is very pleased to release the fourth edition of the MAIG Directory. When you publish anything four times, it proves that it holds much value for its audience. In the case of this Directory, it is an undeniable, practical tool for all archivists and researchers. We trust that the 2008 Directory will continue the strong tradition of usefulness established by the previous incarnations.

The Directory could not be completed without the help of the MAIG membership who faithfully update their information when requested. We all benefit from this effort and it is appreciated. The MAIG membership should also give a great show of gratitude towards Ellen Millar who has faithfully updated and edited the Directory over the years. And final thanks appropriately goes to those at Archives Association of Ontario who consistently support MAIG’s efforts to reach out to its membership. As you can see, it takes a lot of people to bring this Directory together; this is why it has become such an important resource to the archival community.

Enjoy.

David Sharron  
MAIG Chair 2007-2008
Introduction – Using the Entries

The entries in this Directory reflect the diversity of those repositories which hold municipal archival records in Ontario, and are intended to facilitate interaction between archival professionals, municipal administrators, and the researching public.

Mailing and telephone information, as well as business hours, are provided for each participating institution. Wherever available, electronic addresses are also listed.

Restructuring in Ontario, particularly since the early 1990s, resulted in many municipalities amalgamating and/or changing their proper name. Most entries also include a general listing of pre-amalgamation (“Former”) and post-amalgamation (“Current”) municipalities for which the repository holds records. For research purposes, readers also need to consult Appendix I: “List of Archives of Ontario Local Government Records by Municipality” in order to ensure that additional information on the locale in question is covered.

For additional information about the province’s municipalities, readers are encouraged to consult the Ontario Municipal Directory. It is published annually by the Association of Municipal Managers, Clerks and Treasurers of Ontario, and includes lists of current and historical municipalities.
Arnprior & McNab/Braeside Archives

Established 1986

Address: 21 B Madawaska Street
Arnprior ON K7S 1R6

Contact: Laurie Dougherty, Archivist
Telephone: (613) 623-0001
Facsimile: (613) 623-0001
E-Mail: ADArchives@hotmail.com
Web Page: www.adarchives.org

Business Hours: Monday – Saturday, 13:00 – 15:30
Saturday by appointment.
Closed Sundays and Holidays.

Collections Policy – Summary of Holdings:

The Arnprior & McNab/Braeside Archives is the designated repository for those records identified as permanent under the respective records retention schedules of local municipalities (Town of Arnprior By-law No. 4852-2000; Township of McNab-Braeside By-law No. 99-21).

Administration:

The Arnprior & McNab/Braeside Archives is administered by a volunteer Board of Management.

Services: Research, photocopying, microfilm inter-institutional loan.

Disabled Access: Partial access; if necessary, records will be transported upstairs to the public library to accommodate disabled patrons.

The Arnprior & McNab/Braeside Archives has custody of municipal records of the following current and former municipalities:

Current: Township of McNab/Braeside; Town of Arnprior

Former: Township of McNab; Village of Braeside
Bayfield Historical Society Archives

Established 1977

Address: 20 Main Street North
Bayfield ON

Mailing Address: PO Box 161
Bayfield ON N0M 1G0

Contact: Elaine Sturgeon, Volunteer Archivist
Telephone: (519) 565-2376
E-mail: bayarchives@tcc.on.ca
Web Page: www.bayfieldhistorical.ca

Business Hours: Wednesday, Saturday, 13:00 – 17:00
April 15 – November 15 only
Appointments appreciated, but not required

Collections Policy – Summary of Holdings:

There is no formal mandate established for the collection of municipal records. The Society Archives accepts records pertaining to the former Village of Bayfield and the former Townships of Stanley and Goderich, which are contiguous to the village. The former Village of Bayfield and Township of Stanley became wards of the Municipality of Bluewater under amalgamation, which became effective January 01, 2001. Goderich Township became part of the Municipality of Central Huron at the same time.

Administration:

The Bayfield Historical Society Archives Room is administered by the Executive of the Bayfield Historical Society.

Services: Photocopying.

Disabled Access: Yes

The Bayfield Historical Society Archives has custody of municipal records of the following current municipalities:

Current: Township of Stanley; Village of Bayfield
Brant County Corporate Archives

Established 1999

Address: County of Brant
26 Park Avenue
Burford ON

Mailing Address: PO Box 160
Burford ON N0E 1A0

Contact: Helen Kennedy, Corporate Archivist
Telephone: (519) 449-2451
Facsimile: (519) 449-2454
E-Mail: Helen.Kennedy@brant.ca
Web Page: www.brant.ca

Business Hours: Monday – Friday, 08:30 – 16:30
Excluding statutory holidays

Collections Policy – Summary of Holdings:

The collection includes official corporate records including minutes, bylaws, land use planning and building plans. Minutes of Council(s) and bylaws date from 1852. It also includes selected memorabilia relating directly to the history of the county’s local government including photographs of County Wardens from 1852 to 1998.

Administration:

The archives is a division of Records Management Services, Council and Committee Services.

Services: Research assistance, duplicating.

Disabled Access: Yes

The Brant County Corporate Archives has custody of municipal records of the following current and former municipalities:

Current: County of Brant (Single Tier)

Former: County of Brant (Upper Tier); Townships of Brantford, Burford, Oakland, Onondaga, South Dumfries, Town of Paris; Police Villages of Scotland, Burford, St. George
Brant Museum & Archives

Established 1908

Address: 57 Charlotte Street
Brantford ON N3T 2W6

Contact: Joan Kanigan-Fairen, Executive Director
Telephone: (519) 752-2483
Facsimile: (519) 752-1931
E-Mail: information@brantmuseum.ca
Web Page: www.brantmuseum.ca

Business Hours: Wednesday – Friday, 10:00 – 16:00
Saturday, 13:00 – 16:00
Sunday, 13:00 – 16:00 (July & August only)

Collections Policy – Summary of Holdings:

Mandated to collect Brantford and Brant County.

Administration:

The Brant Museum & Archives reports to the Board of Directors, Brant Historical Society.

Services: Photocopying.

Disabled Access: Yes (main floor only)

The Brant Museum & Archives has custody of municipal records of the following current municipalities:

Current: County of Brant; City of Brantford
Bruce County Museum & Cultural Centre

Established 1955

Address: 33 Victoria Street North
Southampton ON

Mailing Address: PO Box 180
33 Victoria Street North
Southampton ON N0H 2L0

Contact: Ann-Marie Collins, Archivist
Telephone: (519) 797-2080
Facsimile: (519) 797-2191
E-Mail: archives@brucecounty.on.ca
Web Page: www.brucemuseum.ca

Business Hours: Monday – Saturday, 10:00 – 16:30
Sunday, 13:00 – 16:30

Collections Policy – Summary of Holdings:

Materials relating to the administration of the Corporation of the County of Bruce and the various townships / municipalities within the County (past and present). Also accept private records that support Bruce County’s history.

Administration:

Reports to the Director of the Bruce County Museum & Cultural Centre (BCM&CC). The BCM&CC is a department within the Corporation of the County of Bruce.

Services: Photocopying, reference services, microfilm reader/printers on site.

Disabled Access: Yes

The Bruce County Museum & Cultural Centre has custody of municipal records of the following current and former municipalities:

Current: County of Bruce

Former: Townships of Albemarle, Amabel, Arran, Brant, Bruce, Carrick, Culross, Eastnor, Elderslie, Greenock, Huron, Kincardine, Kinloss, Lindsay, Saugeen, and St. Edmunds; Municipalities of Port Elgin, Southampton and Wiarton
Cambridge, City of, Archives

Established 1985

Address: 46 Dickson Street  2nd Floor
Cambridge ON

Mailing Address: PO Box 669
Cambridge ON  N1R 5W8

Contact: Jim Quantrell, Archivist
Telephone: (519) 740-4680 ext. 4610
Facsimile: (519) 623-0058
E-Mail: quantrellj@cambridge.ca  or archives@cambridge.ca
Web Page: www.cambridge.ca

Business Hours: Monday – Friday, 08:30 – 16:30

Collections Policy – Summary of Holdings:

Documents related to the founding and social, economic and political development of the City of Cambridge and its predecessor communities of Galt, Preston and Hespeler.

Administration:

The City of Cambridge Archives is a section within the Clerk's Division of the Corporate Services Department of the City of Cambridge and reports to the City Clerk.

Services: Photocopying, microfilm and microfiche readers, extensive finding aids.

Disabled Access: Yes

The City of Cambridge Archives has custody of municipal records of the following current and former municipalities:

Current: City of Cambridge

Former: Towns of Hespeler and Preston; City of Galt
Chatham-Kent Archives

Established 1998

Address: W. G. McGeorge Building
325 Grand Avenue East
Chatham ON

Mailing Address: PO Box 640
315 King Street West
Chatham ON  N7M 5K8

Contact: Michelle Mathany, Archivist Assistant
Telephone: (519) 436-0977
Facsimile: (519) 436-3432
E-Mail: michellem@chatham-kent.ca
Web Page: www.city.chatham-kent.on.ca

Business Hours: Monday – Friday, 08:30 – 16:30

Collections Policy – Summary of Holdings:

Records of the Municipality of Chatham-Kent and/or former municipalities that now comprise the Municipality of Chatham-Kent are collected. Records management functions are formally mandated in By-law No. 287-1999 of the Municipality of Chatham-Kent.

Administration:

The Archivist Assistant reports to the Municipal Clerk / Freedom of Information Coordinator, Strategic Services.

Services: Research, photocopying & shredding

Disabled Access: Yes

The Chatham-Kent Archives has custody of municipal records of the following current and former municipalities:

Current: Municipality of Chatham-Kent

Former: Townships of Camden, Chatham, Dover, Harwich, Howard, Orford, Raleigh, Romney, Tilbury East, and Zone; Villages of Erie Beach, Erieau, Highgate, Thamesville, and Wheatley; Towns of Blenheim, Bothwell, Dresden, Ridgetown, Tilbury and Wallaceburg; City of Chatham
The Cobourg and District Historical Society Archives

Established 1980

Address: C. Gordon King Centre
200 Ontario Street
Cobourg ON
K9A 5P4

Mailing Address: PO Box 911
Cobourg ON
K9A 4W4

Contact: Gabrielle Blaschuk
Telephone: (905) 377-0413
E-Mail: archives.cobourg@bellnet.ca

Business Hours: Monday – Wednesday, 14:00 – 17:00
Thursday, 17:00 – 20:00
Friday, 10:30 – 13:30

Collections Policy – Summary of Holdings:

Items pertaining to Cobourg, Hamilton Township and most of Northumberland County. Municipal Archives.

Services: Photocopying. Research: first ½ hour free then $20.00/hr.

Disabled Access: Yes

The Cobourg and District Historical Society Archives has custody of municipal records of the following current and former municipalities:

Current: Town of Cobourg

Former: Village of Cobourg
Dufferin County Museum & Archives

Established 1994

Address: 93600 Airport Road (at Highway 89)
Rosemont  ON

Mailing Address: PO Box 120
Rosemont ON  L0N 1R0

Contact: Steven Brown, Archivist
Telephone: (705) 435-1881
Fax: (705) 435-9876
E-Mail: archivist@dufferinmuseum.com
Web Page: www.dufferinmuseum.com

Business Hours: Tuesday – Friday, 10:00 – 17:00
Saturday, 10:00 – 16:00

Collections Policy – Summary of Holdings:

Collections policy is guided by the retention by-laws of the various municipalities in the County of Dufferin, and the mandate of the Dufferin County Museum & Archives, as approved by Dufferin County Council.

Administration:

The Museum, Archives and Heritage Lands is a department of the County of Dufferin. The Archivist reports to the Museum Director, who reports to the CAO of the County, and to the DCMA Board.

Services: Photocopying, microfilm reader/scanner, research by mail for a fee.

Disabled Access: Yes

The Dufferin County Museum & Archives has custody of municipal records of the following current and former municipalities:

Current: Townships of East Garafraxa, Melancthon and Mulmur; Towns of Mono, Orangeville, and Shelburne

Former: Township of Garafraxa
**Edinburgh Square - Heritage and Cultural Centre**

**Established 2001**

**Address:**  
80 Caithness Street East  
Caledonia ON N3W 2G6

**Mailing Address:**  
Haldimand County  
PO Box 400  
45 Munsee Street  
Cayuga ON NOA 1E0

**Contact:** Anne Unyi, Curator  
**Telephone:** (905) 765-3134  
**Facsimile:** (905) 765-3009  
**E-Mail:** esquare.centre@haldimandcounty.on.ca  
**Web Page:** www.haldimandcounty.on.ca/museums

**Business Hours:**  
Monday – Friday, 10:00 – 16:30  
Saturday, 10:00 – 15:00 (June – August)

**Collections Policy – Summary of Holdings:**

No formal policy on municipal records. Hold council minutes only.

**Administration:**

The Curator reports to the Manager, Heritage & Culture Division within the Planning & Economic Development Department.

**Services:** Photocopying, photographic reproduction, microfilm, workshops, educational programs, family history.

**Disabled Access:** No

**The Edinburgh Square - Heritage and Cultural Centre has custody of municipal records (minutes only) of the following former municipality:**

Former: County of Haldimand
Elgin County Archives

Established 2001

Address: 450 Sunset Drive
St. Thomas ON N5R 5V1

Contact: Brian Masschaele, Manager of Cultural Services & Archivist
Telephone: (519) 631-1460 ext 138
Facsimile: (519) 631-9209
E-Mail: bmasschaele@elgin-county.on.ca
Web Page: www.elgin.ca

Business Hours: Monday – Friday, 08:30 – 16:30

Collections Policy – Summary of Holdings:

The Archives has responsibility for management of the active records of the executive and administrative departments and agencies of the county, and for all permanent records of the county, since its inception in 1852, as well as those from the county's local municipalities under transfer agreements. The Archives mandate was established under Elgin County By-law No. 01-21.

Administration:

The Archivist reports to the Director of Cultural Services.

Services: Microfilm reader-printer, photocopying, scanning, photo reproductions and long-distance research services.

Disabled Access: Yes

The Elgin County Archives has custody of municipal records of the following current and former municipalities:

Current: County of Elgin; Townships of Malahide and Southwold; Town of Aylmer; Municipalities of Bayham, Central Elgin, Dutton-Dunwich, and West Elgin

Former: Townships of Aldborough, Bayham, Dunwich, Malahide, South Dorchester, and Yarmouth; Villages of Belmont, Dutton, Port Burwell, Port Stanley, Rodney, Springfield, Vienna and West Lorne
**Ellis Little Local History Room, Waterloo Public Library**

**Address:**
35 Albert Street  
Waterloo ON  N2L 5E2

**Contact:**
Janet Seally, Local History Librarian  
**Telephone:** (519) 886-1310 ext. 126  
**Facsimile:** (519) 886-7936  
**E-Mail:** jseally@wpl.ca  
**Web Page:** www.wpl.ca

**Business Hours:**
Monday – Thursday, 10:00 – 21:00  
Friday, 10:00 – 17:30  
Saturday, 10:00 – 17:30  
Sunday, 13:00 – 16:00 (mid October – early May)

**Collections Policy – Summary of Holdings:**

The Waterloo Public Library is committed to collecting and preserving the local history of the City of Waterloo.

**Administration:**

The Ellis Little Local History Room is part of the Waterloo Public Library.

**Services:** Research assistance, genealogical research services, birth, marriage and obituary articles, photographic reproductions, photocopying.

**Disabled Access:** Yes

**The Ellis Little Local History Room, Waterloo Public Library collects select government documents of the following municipalities:**

**Current:** City of Waterloo, Region of Waterloo
Esquesing Historical Society Archives

Established 1982

Address: Georgetown Branch
Halton Hills Public Library
9 Church Street
Georgetown ON L7G 2A3

Contact: Geoff Cannon, Manager of Public Services (HHPL);
Mark Rowe, Esquesing Historical Society Archivist

Telephone: (905) 873-2681 ex. 2513
Facsimile: (905) 873-6118
E-Mail: cannong@hhpl.on.ca
mrowe6@cogeco.ca

Web Page: www.esquesinghistoricalsociety.ca

Business Hours:
Tuesday – Thursday, 09:30 – 20:30
Friday & Saturday, 09:30 – 17:00
Sunday, 13:00 – 17:00 (October – May)

Collections Policy – Summary of Holdings:

There is no formal gathering process for municipal records. Most of the municipal items collected have either come from the library collection or through donations to the Society.

Administration:

The Archives operates under an agreement between the Esquesing Historical Society and the Halton Hills Public Library.

Services: Photocopying, microfilm reader/printer.

Disabled Access: Yes

The Esquesing Historical Society Archives has custody of municipal records of the following current and former municipalities:

Current: Town of Halton Hills

Former: Township of Esquesing; Towns of Acton and Georgetown
**Georgina, Town of, Archives**

**Established 1992**

**Address:**
26557 Civic Centre Road  
Keswick ON  L4P 3G1

**Mailing Address:**
26557 Civic Centre Road  
Keswick ON  L4P 3G1

**Contact:**
Phillip Rose-Donahoe  
**Telephone:**
(905) 476-4305 ext 284  
**Facsimile:**
(905) 476-7492  
**E-Mail:**
prosedonahoe@georgina.ca  
**Web Page:**
http://www.town.georgina.on.ca/dpt-leisure-museum.aspx

**Business Hours:**
Monday – Friday, 09:00 – 17:00  
By appointment only.

**Collections Policy – Summary of Holdings:**

The museum will continue to develop, manage, and preserve an archival collection of municipal and personal documents from the early nineteenth century to the present from the Town of Georgina and surrounding area. Museum staff and the public use the archival collection for research purposes.

**Administration:**

The Curator and Archives Coordinator of the Georgina Pioneer Village & Archives reports to the Leisure Services Department of the Town of Georgina and an Advisory Committee comprised of members of the Georgina Historical Society and municipal staff.

**Services:**
Photocopying, scanning, research, educational programs, exhibits, family histories.

**Disabled Access:**
Partially

The **Town of Georgina Archives has custody of municipal records of the following current and former municipalities:**

**Current:**
Town of Georgina

**Former:**
Townships of Georgina and North Gwillimbury; Village of Sutton
Grand Erie Education Archives

Established 1998 / 2003

Address: Waterford District High School
227 Main Street South, Room B3, C3, C6
Waterford ON N0E 1Y0

Mailing Address: c/o Waterford District High School
PO Box 370
227 Main Street South
Waterford ON N0E 1Y0

Contact: Dan Walker or Bob Stevenson

Telephone: (519) 443-8657
Facsimile: (519) 443-8809
E-Mail: archives@fc.gedsb.net

Business Hours: Monday, Wednesday, 09:00 – 15:00
Other times by appointment

Collections Policy – Summary of Holdings:

The in-house records for the Grand Erie District School Board and its predecessors, including attendance records, county school board minute books, photographs, yearbooks, and commencement programmes. Includes Public and Separate School Boards. Also acts as a repository for private papers of individuals, parent and teachers' groups, and teachers' federations.

Administration:

The Grand Erie Education Archives reports directly to the Director of Education.

Services: Photocopying, research assistance.

Disabled Access: No

The Grand Erie Education Archives has custody of education records of the following current and former municipalities:

Current: Counties of Brant, Haldimand and Norfolk

Former: Townships of Brantford, Burford, Canborough, Charlottesville, Dunn, Middleton, Moulton, North Cayuga, North Walsingham, Oakland, Oneida, Onondaga, Rainham, Seneca, Sherbrooke, South Cayuga, South Dumfries, South Walsingham, Townsend, Walpole, Windham, and Woodhouse
Greater Sudbury, City of, Community Archives

Established 2001

Address: Xstrata Community Archives Building
5 Lindsley St.
FALCONBRIDGE, ON P0M 1S0

Contact: Nada Mehes-Rovinelli, Librarian – Archives and Local History
Telephone: (705) 673-1155 ext. 274
Facsimile: (705) 673-0554
E-Mail: nada.mehesrovinelli@greatersudbury.ca

Business Hours: Not yet open to the public.

Collections Policy – Summary of Holdings:

As a municipal and community-based archives, the City of Greater Sudbury Community Archives collects, organizes and preserves archival materials of significance to the City of Greater Sudbury and its District. This includes municipal records as well as public and private records that reflect on the political, cultural, economic and social life of the city.

Administration:

The Archives reports to the Manager of Library and Heritage Resources.

Services: Under review.

Disabled Access: Yes

The City of Greater Sudbury has custody of records pertaining to the following current and former municipalities:

Current: City of Greater Sudbury

Former: Towns of Capreol, Nickel Centre, Onaping Falls, Rayside-Balfour, and Walden; Cities of Sudbury, and Valley East; Regional Municipality of Sudbury
Grey County Archives

Established 2000

Address: Grey Roots: Museum & Archives
102599 Grey Road 18
Owen Sound ON

Mailing Address: 102599 Grey Road 18
RR4
Owen Sound ON N4K 5N6

Contact: Karin Foster, Archivist
Telephone: (519) 376-3690 x113
Facsimile: (519) 376-4654
E-Mail: archives@greyroots.com
Web Page: www.greyroots.com

Business Hours: Please See: http://www.greyroots.com/visiting/archives/

Collections Policy – Summary of Holdings:

Collections guided by the retention by-laws of the municipalities which comprise the County of Grey. Operations and acquisitions are also conducted in accordance with official Heritage policies.

Administration:

Grey Roots is part of the Clerk/Director of Council Services Department and provides Archives, Museum and Tourism Services in one facility. The Archivist reports to the Manager, Museum & Archives who reports to the Clerk/Director and to a Heritage Committee.

Services: Genealogical and historical research, photocopying, faxing, digital imaging, microfilm readers, access to word processing.

Disabled Access: Yes

The Grey County Archives has custody of municipal records of the following current and former municipalities:

Current: County of Grey

Former: Townships of Artemesia, Bentinck, Collingwood, Derby, Egremont, Euphrasia, Glenelg, Holland, Keppel, Normanby, Osprey, Proton, St. Vincent and Sullivan; Villages of Chatsworth, Dundalk, Fleshterton, Markdale, and Neustadt; Towns of Durham, Meaford and Thornbury; City of Owen Sound
Guelph Public Library Archives

Established 1981

Address: 100 Norfolk Street
Guelph ON N1H 4J6

Contact: Darcy R. Hiltz, Archivist / Librarian
Telephone: (519) 824-6220, ext 245
Facsimile: (519) 824-8342
E-Mail: dhiltz@library.guelph.on.ca
Web Page: www.library.guelph.on.ca

Business Hours: Monday – Friday, 10:00 – 21:00
Saturday, 09:00 – 17:00
The Archives is open during the listed hours, subject to the Archivist’s schedule

Collections Policy – Summary of Holdings:

The formal collections policy and mandate is under development. The Archives currently acquires municipal records on an ad hoc basis, when requested by the City of Guelph.

Administration:

The Archivist reports to the Head of Information Services, who in turn reports to the Chief Librarian. The Chief Librarian reports to the Guelph Public Library Board.

Services: Reference, photocopying, microfilm reader-printers, microform inter-library loan. Some of the photographic collection is available in digital format.

Disabled Access: Yes

The Guelph Public Library Archives has custody of municipal records of the following current municipality:

Current: City of Guelph
Haldimand County Museum and Archives

Established 1933 / 1973

Address: 8 Echo Street
          Cayuga ON

Mailing Address: PO Box 38
                 Cayuga ON N0A 1E0

Contact: Karen E. Richardson, Curator
Telephone: (905) 772-5880
Facsimile: (905) 772-1725
E-Mail: museum.archives@haldimandcounty.on.ca
Web Page: http://www.haldimandcounty.on.ca/planning/museum_archive.asp

Business Hours: Monday – Friday, 10:00 – 16:30
                Saturday, 12:00 – 16:30 (Victoria Day – Labour Day)

Collections Policy – Summary of Holdings:

There is not a formal agreement for the transfer of municipal records. The HCMA accepts records pertaining to the former County of Haldimand (pre-1974) and the Regional Municipality of Haldimand-Norfolk (1974-2000), which support the mandate of the Museum. The collection includes County by-laws, miscellaneous township and committee minute books, and land records (1870s-1950s). It also contains memorabilia relating directly to the history of the county and its local government including photographs of County officials throughout the Corporation’s history.

Administration:

The Curator reports to the Manager, Heritage and Culture Division, within the Planning and Economic Development Department.

Services: Photocopying, photographic reproduction, microfilm reader/printer, workshops, genealogical resources.

Disabled Access: Yes

The Haldimand County Museum and Archives has custody of some municipal records of the following current and former municipalities:

Current: Haldimand County

Former: County of Haldimand; Regional Municipality of Haldimand-Norfolk; Townships of Canborough, Dunn, Moulton, North Cayuga, Oneida, Rainham, Seneca, Sherbrooke, South Cayuga and Walpole; the Towns of Dunnville and Haldimand; the City of Nanticoke
Hamilton Public Library, Special Collections

Established 1974

Address: 55 York Blvd
Hamilton ON

Mailing Address: PO Box 2700
Hamilton ON L8N 4E4

Contact: Margaret Houghton, Archivist
Telephone: (905) 546-3408
Facsimile: (905) 546-3202
E-Mail: mhoughto@hpl.ca
Web Page: www.myhamilton.ca/LibraryServices/Localhistory/

Business Hours: Monday – Thursday, 09:00 – 21:00
Friday, 09:00 – 18:00
Saturday, 09:00 – 17:00
Sunday, 13:00 – 17:00 (September – April)

Collections Policy – Summary of Holdings:

The City of Hamilton transferred a large quantity of their archival records to the Special Collections Department of the Hamilton Public Library. This was done under the auspices of the City Clerk, but no formal arrangement was ever entered into and there is nothing in writing. The County records were transferred at the time of the implementation of Regional Government in 1973, and there is no written agreement concerning these records either.

Administration:

The Archives component of Special Collections reports to the Department Head and thence to the Chief Librarian.

Services: Photocopying, microfilm copies, research by mail for a fee.

Disabled Access: Yes

The Special Collections, Hamilton Public Library has custody of municipal records of the following former municipalities:

Former: County of Wentworth; Townships of Beverly, Binbrook, East Flamborough, Glanford, and West Flamborough; City of Hamilton
Hastings Heritage Centre

Established 1957 / 1999

Address: 154 Cannifton Road North
Belleville ON

Mailing Address: 154 Cannifton Road North
 c/o General Delivery
 Cannifton ON K0K 1K0

Contact: Gerry Boyce
Telephone: (613) 968-5023
E-Mail: Gerry.Boyce@sympatico.ca

Business Hours: Most Mondays, 13:00 – 16:00
Please call for an appointment

Collections Policy – Summary of Holdings:

Materials relating to Hastings County, the Cities of Belleville and Quinte West and the Hastings County Historical Society. Most of the municipal records remain in the custody of the municipal offices.

Administration:

Operated by volunteers under the direction of a committee of the Board of Directors of the Hastings County Historical Society.

Services: Photocopying.

Disabled Access: No

The Hastings Heritage Centre has custody of municipal records of the following current municipalities:

Current: County of Hastings; City of Belleville (partial records only)
Huron County Museum & Historic Gaol

Established 1950

Address: 110 North Street
Goderich ON  N7A 2T8

Contact: Patricia Hamilton, Curator
Telephone: (519) 524-2686 ext. 207
Facsimile: (519) 524-1922
E-Mail: phamilton@huroncounty.ca
Web Page: www.huroncounty.ca/museum

Business Hours: Monday – Friday, 09:00 – 17:00
By appointment

Collections Policy – Summary of Holdings:

Municipal records are collected under the County of Huron policies relating to retention and records management.

Administration:

The Huron County Museum & Historic Gaol is operated under the administration of the Corporation of the County of Huron.

Services: Research assistance, brief searches for specific research questions in writing and a research request form is mounted on the website.

Disabled Access: Yes

The Huron County Museum & Historic Gaol has custody of municipal records of the following current and former municipalities:

Current: County of Huron

Former: Huron District
Established 1964

Address: 500 Glenridge Avenue
St. Catharines ON L2S 3A1

Contact: David Sharron, University Archivist
Telephone: (905) 688-5550 ext 3264
Facsimile: (905) 988-5490
E-Mail: dsharron@brocku.ca
Web Page: http://www.brocku.ca/library/spcl/

Business Hours: Monday - Friday, 09:30 – 16:30 Appointment recommended

Collections Policy – Summary of Holdings:

The Niagara Collection encompasses all aspects of the Niagara Peninsula from the First Nations to the present including local government, agriculture, environment, urban planning, social organizations, economics, tourism, education, history, maps and much more. This collection is made up of both primary and secondary records. The Special Collections also hold impressive collections on the Freemasons, United Empire Loyalists, and 19th century travel journals in Ontario.

The private archives collections are comprised of materials that largely support the Niagara Collection, local and national advertising campaigns and a large poster collection covering subjects all over the world.

The Brock University Archives are also held within the Library’s Special Collections and Archives.

Administration:

The Archives is part of the James A. Gibson Library. Special Collections and Archives are located on Floor 10 of the Schmon Tower.

Services: Photocopying, microfilm reader/printer, scanning.

Disabled Access: Yes

The James A. Gibson Library Special Collections and Archives has custody of municipal records of the following current and former municipalities:

Current: The Region of Niagara

Former: Counties of Lincoln and Welland; Townships of Bertie, Caistor, Clinton, Crowland, Gainsborough, Grantham, Humberstone, Louth, Niagara, North Grimsby, Pelham, South Grimsby, Stamford, Thorold, Wainfleet, Willoughby; Towns of Beamsville, Clifton, Fort Erie, Grimsby, Merritton, Niagara, Port Dalhousie, Thorold; Villages of Bridgeburg, Chippewa, Crystal Beach, Drummondville, Fonthill, Humberstone; Cities of Niagara Falls, Port Colborne, St. Catharines, Welland
Kitchener, City of, Corporate Archives

Established 1994

Address: Corporate Records Management
City Hall, PO Box 1118
200 King Street West
Kitchener ON N2G 4G7

Contact: Christine Tarling, Manager of Corp. Records and Archives Services
Telephone: (519) 741-2769
Facsimile: (519) 741-2705
E-Mail: christine.tarling@kitchener.ca
Web Page: www.kitchener.ca

Business Hours: Monday-Friday, 09:30 - 16:00

Collections Policy - Summary of Holdings:

The City of Kitchener Corporate Archives was established under City of Kitchener By-law No. I-205 (passed June 13, 1994; revised January 21, 2000 and February 7, 2007). The Archives collects all archival records created by employees of the municipal corporation, its elected representatives or their appointees acting in their respective capacities, or created by external sources, which document the development of municipal government and administration in Kitchener; including the Township of Waterloo and the Village of Bridgeport. It is also the repository for the archival records of the former Kitchener Minor Soccer Ass’n and the former Visitor Convention Bureau.

The City of Kitchener Corporate Archives' collection includes selected memorabilia and other mementos received by the City and/or which relate directly to the history of the City's administration and local government, as well as a variety of art pieces which are acquired because of the subject matter, or the artist's connection with the City. Art pieces acquired through the City's Public Art program are excluded from this policy as are historical architectural pieces, historical non-architectural pieces, and monuments.

Administration:

The Corporate Archives is part of Corporate Records Management and Archives Services, Legislated Services Division, Corporate Services Department.

Services: Photocopying, research, photographic and digital reproduction

Disabled Access: Yes

The City of Kitchener Corporate Archives has custody of municipal records of the following current and former municipalities:

Current: City of Kitchener

Former: Twp of Waterloo, Villages of Berlin and Bridgeport, Town of Berlin, City of Berlin
Lennox & Addington County Museum & Archives

Established 1974

Address: 97 Thomas Street East
Napanee ON

Mailing Address: Postal Bag 1000
Napanee ON K7R 3S9

Contact: Archivist
Telephone: (613) 354-3027
Facsimile: (613) 354-1005
E-Mail: archives@lennox-addington.on.ca

Business Hours: Tuesday – Friday, 10:00 – 12:00, 13:00 – 16:30

Collections Policy – Summary of Holdings:

The Lennox and Addington County Museum's mission is to tell the story of the County of Lennox and Addington, and its people. The Museum accepts records from all levels of municipal government and related boards and agencies. It is also the custodian of the collections of the Lennox and Addington Historical Society (founded 1907), which include some older municipal materials.

Administration:

Archives is part of Lennox and Addington County Museum and Archives, which reports to Information Services at the County.

Services: Photocopying as allowable by legislation and conservation concerns

Disabled Access: No

The Lennox & Addington County Museum & Archives has custody of municipal records of the following current and former municipalities:

Current: Municipalities of Addington Highlands, Greater Napanee, Loyalist, and Stone Mills

Former: Townships of Adolphustown, Amherst Island, Camden, Denbigh, Abinger & Ashby, Ernestown, Kaladar & Anglesea, North Fredericksburgh, Richmond, Sheffield and South Fredericksburgh; Villages of Bath and Newburgh; Town of Napanee
Niagara Historical Society (Niagara-on-the-Lake)

Established 1895

Address: 43 Castlereagh Street
PO Box 208
Niagara-on-the-Lake ON L0S 1J0

Contact: Clark Bernat, Managing Director
Telephone: (905) 468-3912
Facsimile: (905) 468-1728
E-Mail: contact@niagarahistorical.museum
Web Page: www.niagarahistorical.museum

Business Hours:
Monday – Sunday, 10:00 – 17:00 (May – October)
Monday – Sunday, 13:00 – 17:00 (November – April)

Collections Policy – Summary of Holdings:

There is no separate collections policy for the Municipal Records. These are acquired through the Municipality; all other material is evaluated by the Collections Management Committee based on our formal policy. There is an informal agreement between the Society and Municipality.

Administration:

A Board of Directors oversees all operations at the advice of the Managing Director, who delegates action through the various staff and volunteers.

Services: Photocopying, research.

Disabled Access: Yes

The Niagara Historical Society has custody of municipal records of the following current and former municipalities:

Current: Niagara-on-the-Lake

Former: Town of Niagara-on-the-Lake & Township of Niagara-on-the-Lake
Ontario, Archives of

Established 1903

Address: 77 Grenville Street
Toronto ON M5S 1B3

Contact: Mark Epp, Senior Coordinator, Collections Management
Telephone: (416) 325-2433, 1-800-668-9933
Facsimile: (416) 327-1999
E-Mail: mark.epp@ontario.ca
Web Page: www.archives.gov.on.ca

Research Guide to Municipal Records:
http://www.archives.gov.on.ca/english/guides/rg_209_municipal_records.htm

Business Hours: Monday – Friday, 08:15 – 17:00

Collections Policy – Summary of Holdings:

Municipal records were largely acquired following the 1969-1974 series of municipal amalgamations in an effort to ensure preservation of threatened records. Generally, an agreement was reached for the transfer of historical records (pre-amalgamation) to the Archives of Ontario, with no ongoing commitment to acquire further records. The Archives is not currently acquiring municipal records.

Administration:

Municipal Records are part of the holdings of the Archives of Ontario. Access is provided through the Main Reading Room at (416) 327-1583. For other matters relating to municipal records contact the Senior Coordinator Collections Management.

Services: Full reference and photocopying services; some microfilm copies of municipal records are available through interloan.

Disabled Access: Yes

The Archives of Ontario has custody of municipal records of the following former municipalities:

See: Appendix I – Archives of Ontario Local Government Records by Municipality
Osgoode Township Historical Society & Museum

Established 1972

Address: 7814 Lawrence Street
PO Box 74
Vernon ON K0A 3J0

Contact: Jim Stevenson, Archivist/Curator
Telephone: (613) 821-4062
E-Mail: oths@magma.ca
Web Page: www.magma.ca/~OTHS

Business Hours: Tuesday – Saturday, 09:00 – 17:00

Collections Policy – Summary of Holdings:

The Osgoode Township Historical Society and Museum has acquired assessment / tax collectors’ rolls and other records relating to the Township including photos, genealogical records and family files. Access to our collections is in compliance with the standards established by the Archives of Ontario and the various Federal / Provincial and Municipal legislation.

Administration:

The Osgoode Township Historical Society and Museum is administered by a Board of Directors, to which the Archivist/Curator reports.

Services: Photocopying, Internet and research access.

Disabled Access: Yes

The Osgoode Township Historical Society & Museum has custody of municipal records of the following former municipality:

Former: Township of Osgoode
Ottawa, City of, Archives – Central Archives

Established 1977

Address: First Floor, Bytown Pavilion
111 Sussex Drive
Ottawa ON

Mailing Address: City of Ottawa Archives
c/o City of Ottawa Mail Code 19-49
110 Laurier Avenue West
Ottawa ON K1P 1J1

Contact: General Reception

Telephone: (613) 580-2424 ext 13333
Facsimile: (613) 580-2614
E-Mail: archives@ottawa.ca
Web Page: http://ottawa.ca/residents/heritage/archives/

Business Hours
Monday – Friday, 08:30 – 16:30

Reading Rm Hours:
Tuesday – Friday, 09:00 – 16:00
Saturday, 10:00 – 17:00 (September to May)

Collections Policy – Summary of Holdings:

The City of Ottawa Archives preserves and makes accessible historical corporate records from the amalgamated City of Ottawa (2001) and its predecessor municipalities, as well as private-sector records that enhance our understanding of the history and evolution of the city.

Administration:

The City of Ottawa Archives provides reference services to patrons through three branches. The Archives reports to the Cultural Services Division, Cultural Services and Community Funding Branch, Department of Community and Protective Services.

Services: Photocopying, reference, photographic and digital reproduction, research (limited), exhibits, virtual exhibitions, tours and lectures.

Disabled Access: Yes

The City of Ottawa Archives has custody of municipal records of the following current and former municipalities:

Current: City of Ottawa

Former: Townships of Cumberland, Fitzroy, Gloucester, Goulbourn, Huntley, March, Marlborough, Nepean, North Gower, Osgoode, Rideau, Torbolton, and West Carleton; Village of Rockcliffe Park; Cities of Gloucester, Kanata, Nepean, Ottawa and Vanier
Ottawa, City of, Archives – Gloucester Township Branch

Established 1991

Address: 4550 Bank Street (at Leitrim Road)
Gloucester ON

Mailing Address: City of Ottawa Archives
c/o City of Ottawa Mail Code 19-49
110 Laurier Avenue West
Ottawa ON K1P 1J1

Contact: General Reception
Telephone: (613) 822-2076 (site monitored) or (613) 580-2424 ext 13333
Facsimile: (613) 580-2614 (City of Ottawa Archives – Central Branch)
E-Mail: archives@ottawa.ca
Web Page: http://ottawa.ca/residents/heritage/archives/

Reading Rm Hours: By appointment only

Collections Policy – Summary of Holdings:

The Gloucester Township Branch of the City of Ottawa Archives preserves and makes accessible historical corporate records from the former Township of Gloucester and the City of Gloucester, as well as private-sector records that enhance our understanding of the history and evolution of the City of Gloucester.

Administration:

From 1991 to 2000, the Gloucester Township Archives was jointly administered by the City of Gloucester and the Gloucester Township Historical Society. In 2001 it came under the jurisdiction of the City of Ottawa Archives. The Gloucester Historical Society continues to assist in reference services for private-sector records.

Services: Photocopying, reference, photographic reproduction (through the Central Archives).

Disabled Access: Yes

The City of Ottawa Archives – Gloucester Township Branch has custody of municipal records of the following former municipalities:

Former: Township of Gloucester, City of Gloucester
Ottawa, City of, Archives – Rideau Township Branch

Established 1991

Address: 6581 Fourth Line Road (Main Street)
          North Gower  ON

Mailing Address: City of Ottawa Archives – Rideau Township Branch
                 c/o North Gower Client Services Centre
                 2155 Roger Stevens Drive
                 North Gower  ON  K0A 2T0

Contact: General Reception

Telephone: (613) 489-2926 or (613) 580-2424 ext. 13333
Facsimile: (613) 580-2614 (City of Ottawa Archives – Central Branch)
E-Mail: RideauArchives@Ottawa.ca
Web Page: http://ottawa.ca/residents/heritage/archives/

Business Hours: Tuesday, 09:30 – 16:30, or by appointment

Collections Policy – Summary of Holdings:

The Rideau Township Branch of the City of Ottawa Archives preserves and makes accessible historical corporate records from the Township of Rideau (limited), the former Townships of Marlborough and North Gower, and the Police Village of Manotick, as well as private-sector records that enhance our understanding of the history and evolution of Rideau Township.

Administration:

From 1991 to 2000, the Rideau Township Archives was operated by volunteers and was affiliated with the Rideau Township Clerk’s Office. In 2001, it came under the jurisdiction of the City of Ottawa Archives. Volunteers continue with day-to-day operations, supplemented by staff from the City of Ottawa Archives’ Central Archives.

Services: Photocopying, microfilming, reference, research, photographic reproduction (through the Main Branch), exhibits and lectures.

Disabled Access: Yes

The City of Ottawa Archives – Rideau Township Branch has custody of municipal records of the following former municipalities:

Former: Townships of Marlborough, North Gower and Rideau (limited); Police Village of Manotick
Oxford County Archives

Established 2000

Address: 12 Vine Street
PO Box 69
Beachville ON N0J 1A0

Contact: Mary Gladwin, Archivist
Telephone: (519) 423-1928 ext 210
Facsimile: (519) 423-1964
E-Mail: archives@county.oxford.on.ca
mgladwin@county.oxford.on.ca
Web Page: www.county.oxford.on.ca/archives

Business Hours: Monday – Friday, 10:00 – 17:00
Appointments preferred

Collections Policy – Summary of Holdings:

The County of Oxford Archives was established by Resolution of County Council, adopted October 27, 1999, effective January 01, 2000. It regularly acquires historical and inactive corporate records from the County’s Records Centre as well as historical material prepared by, for and about Oxford County from a variety of sources. Operating policies for the Archives are currently under review.

Administration:

The Archivist reports directly to the Director of Corporate Services who reports to County Council on Archives matters.

Services: Reproduction services available, microfilm reader-printer on site, custom paper conservation and repair services, custom microfilming services.

Disabled Access: Yes

The Oxford County Archives has custody of municipal records of the following current and former municipalities:

Current: County of Oxford

Former: District of Brock
Peel, Region of, Archives

Established 1977

Address: Peel Heritage Complex
9 Wellington Street East
Brampton ON L6W 1Y1

Contact: Diane Allengame, Registrar / Brian Gilchrist, Reference Archivist
Telephone: (905) 791-4055
Facsimile: (905) 451-4931
E-Mail: diane.allengame@peelregion.ca / brian.gilchrist@peelregion.ca
Web Page: www.peelheritagecomplex.org

Business Hours: Monday – Friday, 10:00 – 16:30
Saturday, 12:00 – 16:30

Collections Policy – Summary of Holdings:

The collection of municipal records is mandated under Regional Municipality of Peel By-law No. 14-87, being a by-law to provide for the preservation and destruction of documents and records of the Regional Municipality of Peel. The Archives also holds private papers, manuscripts, architectural and cartographic records and photographs. Numerous collections document businesses and organizations in Peel, and the Archives holds a large collection of genealogical material including family histories.

Administration:

The Archives operates within the Heritage Program of the Corporate Services Department of the Regional Municipality of Peel. Staff report to the Curator and Manager of Heritage. A volunteer advisory committee provides community input and liaison.

Services: Local history library, photocopying, microfilm reader/printer/scanners, reprographic services.

Disabled Access: Yes

The Region of Peel Archives has custody of municipal records of the following current and former municipalities:

Current: Regional Municipality of Peel; Town of Caledon; Cities of Brampton and Mississauga

Former: County of Peel; Townships of Albion, Caledon, Chinguacousy, Toronto and Toronto Gore; Village of Bolton; Towns of Brampton, Caledon East, Port Credit and Streetsville
Penetanguishene Centennial Museum & Archives

Established 1967

Address: 13 Burke Street
Penetanguishene ON L9M 1C1

Contact: Nicole Jackson, Curator/Museum Supervisor
Jan Gadsdon, Museum Curatorial Assistant

Telephone: (705) 549-2150
Facsimile: (705) 549-7542
E-Mail: info@pencenmuseum.com
Web Page: www.pencenmuseum.com

Business Hours: Monday – Saturday 09:00 – 16:30
Sunday 12:00 – 16:30 Victoria Day Weekend to Thanksgiving

Winter hours – Closed Sundays

Collections Policy – Summary of Holdings:

Municipal records originating with the Town of Penetanguishene and North Simcoe County are collected. Genealogical research collection.

Administration:

The Curator reports to the Municipality through the Museum Board.

Services: Photocopying, inter-library loan, research, reproduction of photographs.

Disabled Access: Yes

The Penetanguishene Centennial Museum & Archives has custody of municipal records of the following current municipality:

Current: Town of Penetanguishene
Peterborough Centennial Museum & Archives

Established 1967

Address: 300 Hunter Street East  
PO Box 143  
Peterborough ON  K9J 6Y5

Contact: Mary Charles, City Archivist  
Telephone: (705) 743-5180  
Facsimile: (705) 743-2614  
E-Mail: MCharles@peterborough.ca  
Web Page: www.pcma.ca

Business Hours: Monday – Friday, 09:00 – 17:00  
Appointments required

Collections Policy – Summary of Holdings:

The City Archives is the official repository for all municipal records of permanent value generated by the City of Peterborough.

Administration:

The City Archives operates under the 1996 by-law establishing the Culture & Heritage Division and Board and reports to Council through the Board.

Services: Photocopying, research services, photographic reproduction, consulting.

Disabled Access: Yes

The Peterborough Centennial Museum & Archives has custody of municipal records of the following current and former municipalities:

Current: City of Peterborough

Former: Village of Ashburnham; Town of Peterborough
**Prince Edward County Archives**

**Established 1983**

**Address:**
10 Portland Street  
Picton ON K0K 2T0

**Mailing Address:**
208 Main Street  
Picton ON K0K 2T0

**Contact:**
Pamela Noxon, Co-ordinator of Volunteer Activities

**Telephone:**
(613) 393-2204 or (613) 476-5962

**E-Mail:**
archives@peclibrary.org

**Business Hours:**
Monday – Friday, 10:00 – 16:00 (July & August)  
Thursday, 10:00 – 16:00 (September – June)  
Friday, 10:00 – 16:00 (September – June)

**Collections Policy – Summary of Holdings:**

The Archives acquires the permanent corporate records of the Corporation of the County of Prince Edward, based upon County By-law, which established the County’s records retention schedule. By-law No. 1568 (October 25, 1983) established the mandate and activities of the Corporation of the County of Prince Edward Archives. An agreement between the County and the Prince Edward Historical Society was executed in 1985, whereby the Society agreed to administer the Archives under the County’s direction as prescribed in By-law No. 1568.

**Administration:**

The County of Prince Edward Archives reports to the Corporation of the County of Prince Edward through the County of Prince Edward Public Library Board.

**Services:** Photocopying, Research, Microfilm Reader/Printer.

**Disabled Access:** Limited

**The Prince Edward County Archives has custody of municipal records of the following current and former municipalities:**

**Current:** County of Prince Edward

**Former:** Townships of Ameliasburgh, Athol, Hallowell, Hillier, North Marysburgh, Sophiasburgh, and South Marysburgh; Villages of Bloomfield and Wellington; Town of Picton
Queen’s University Archives

Established 1968

Address: Kathleen Ryan Hall
11 Medical Quadrangle
Queen’s University
Kingston ON K7L 3N6

Contact: Paul Banfield, University Archivist
Telephone: (613) 533-2378
Facsimile: (613) 523-6403
E-Mail: archives@queensu.ca
Web Page: http://archives.queensu.ca

Business Hours: Monday – Friday, 08:30 – 16:30
Wednesdays, 08:30 – 20:00

Collections Policy – Summary of Holdings:

Under an agreement dating back to the early 1970s, most City of Kingston records of permanent value are in the custody of Queen’s University Archives; though the City retains ownership of its records. No agreement currently exists between the University and the amalgamated City of Kingston, and no transfers have taken place since January 1, 1998. Negotiations are on-going. Some permanent records are housed in the City’s Records Centre. All municipal, township and county records held at Queen’s University Archives are now subject to Section 65 of the Freedom of Information and Protection of Privacy Act, governing the University Sector.

Administration:

At present, the University Archivist, the Clerk of the City of Kingston and the Deputy Clerk of the County of Frontenac consult on a regular basis.

Services: Public services and access in supervised reading room, photocopying, and digital reproduction, inter-archival loan of microfilms, conservation and photograph labs, micrographic camera, online holdings database.

Disabled Access: Yes

The Queen’s University Archives has custody of municipal records of the following former municipalities:

Former: County of Frontenac; Townships of Amherst Island, Ernestown, Kingston and Pittsburgh; City of Kingston
Sault Ste. Marie Public Library Archives

Established 1994

Address: 50 East Street
Sault Ste. Marie ON P6A 3C3

Contact: Sault Ste. Marie Public Library
Telephone: (705) 759-5242
Facsimile: (705) 759-8752
E-Mail: arch.library@cityssm.on.ca
Web Page: www.ssmpl.ca

Business Hours: Monday – Thursday, 09:00 – 21:00
Tuesday, 09:00 – 18:00
Saturday, 09:00 – 17:00
Sunday, 14:00 – 17:00

Collections Policy – Summary of Holdings:

Miscellaneous records have been donated to the library by various city departments such as Planning, Community Services and the Clerk’s Department. A Council resolution identifies the library as a repository for video tapes of city council meetings. The library holds these tapes for three years and then, except those deemed by council to be retained permanently, returns them to the Clerk's office. Similarly, a council resolution and subsequent By-law 97-68 provides for the transfer of ownership of a second copy of all municipal by-laws to the Library Board.

Administration:

The archival program reports through the Library’s Chief Executive Officer.

Services: Photocopying, reference service.

Disabled Access: Yes

The Sault Ste. Marie Public Library Archives has custody of municipal records of the following current municipality:

Current: City of Sault Ste. Marie
Scugog Shores Museum

Established 1969

Address: 16210 Island Road
          Port Perry ON  L9L1B4

Contact: Shannon Kelly, Curator
Telephone: (905) 985-3589
Facsimile: (905) 985-3492
E-Mail: skelly@scugog.ca
Web Page: www.scugogshoresmuseum.com

Business Hours: Monday – Sunday, 10:00 – 16:00 (June – August)
                Monday – Friday, 10:00 – 16:00 (September – May)
                An appointment must be made in advance to access the archives.

Collections Policy – Summary of Holdings:

The institution's mandate is to identify, acquire and preserve material of archival,
and/or informational value, created in, or directly relevant to, the Township of Scugog.

Administration:

The museum is part of the Township of Scugog's Department of Parks, Recreation and
Culture. The Curator reports to the Manager of Culture and Recreation, who reports to
the Director of Parks, Recreation and Culture.

Services: Research may be done in person for a flat rate of $15.00 (includes 20
photocopies); or staff may fulfill research requests for a fee of $20.00 per hour (plus
copying fees)

Disabled Access: No

The Scugog Shores Museum has custody of municipal records of the following
current and former municipalities:

Current: Township of Scugog

Former: Townships of Cartwright, Reach and Scugog; Village of Port Perry
The Simcoe County Archives

Established 1966

Address: 1149 Highway 26
RR 2
Minesing ON L0L 1Y2

Contact: Bruce Beacock, County Archivist
Telephone: (705) 726-9331 or (705) 726-9300 ext 1287
Facsimile: (705) 725-5341
E-Mail: archives@simcoe.ca

Business Hours: Monday – Friday, 08:30 – 16:00

Collections Policy – Summary of Holdings:

The collections policy of the Simcoe County Archives was established under Simcoe Co. By-law No. 3535 (November 17, 1981). The Archives manages the permanent records of the Corporation of the County of Simcoe, including preservation, and corporate and public access. The Archives also manages the permanent corporate records of the County’s 16 constituent municipalities, and, by agreement (1999), of the Corporation of the City of Barrie.

Administration:

The Simcoe County Archives is a division of the Corporation of the County of Simcoe. The County Archivist reports to the County Clerk, and the Archives is governed by the Performance Management Committee of Simcoe County Council.

Services: Photocopying, photographic reproduction, digital imaging, microfilm and microfiche reader-printer/scanner, micrographic reprography (microfilming), microform and library inter-loan, research inquiry service, basic conservation/preservation.

Disabled Access: Yes

The Simcoe County Archives has custody of municipal records of the following current and former municipalities:

Current: County of Simcoe; Townships of Adjala-Tosorontio, Clearview, Essa, Oro-Medonte, Ramara, Severn, Springwater, Tay and Tiny; Towns of Bradford-West Gwillimbury, Collingwood, Innisfil, Midland, New Tecumseth, Penetanguishene and Wasaga Beach; City of Barrie

Former: Townships of Adjala, Flos, Innisfil, Mara, Matchedash, Medonte, Nottawasaga, Orillia, Oro, Rama, Sunnidale, Tecumseth, Vespra and West Gwillimbury; Villages of Beeton, Coldwater, Cookstown, Creemore, Elmvale, Port McNicoll, Tottenham and Victoria Harbour; Towns of Alliston, Bradford and Stayner
Sir Adam Beck Archives (Township of Wilmot)

Established 1996

Address: c/o Castle Kilbride National Historic Site
60 Snyder's Road West
Baden ON N3A 1A1

Contact: Tracy Loch, Curator/Director

Telephone: (519) 634-8444 ext 256 or 1-800-469-5576

Facsimile: (519) 634-5035

E-Mail: tracy.loch@wilmot.ca

Web Page: www.wilmot.ca or www.castlekilbride.ca

Business Hours: Monday – Friday
By appointment only

Collections Policy – Summary of Holdings:

The Township of Wilmot / Sir Adam Beck Archives is the designated repository for those records identified as permanent under the records retention schedules of the Corporation of the Township of Wilmot. The archives is the repository for private collections of people, businesses and organizations with a relationship to the settlement and development of all aspects of the geographical area of Wilmot Township. In addition, it holds correspondence pertaining to the personal and business life of James Livingston, whose family resided at Castle Kilbride from 1877 to 1988.

Records may be acquired through donation, bequest, loan or purchase. Policies governing the Sir Adam Beck Archives are found in the Statement of Purpose, Scope of Operations, Acquisition and Operation, of the Council of the Township of Wilmot, June 10 1996.

Administration:

The Curator/Director of Castle Kilbride is responsible for the management of the archives and reports to the CAO of the Township of Wilmot.

Services: Research, photocopying, microfilm

Disabled Access: Yes

The Sir Adam Beck Archives has custody of municipal records of the following current municipality:

Current: Township of Wilmot
Stratford-Perth Archives

Established 1972

Address: 24 St. Andrew Street, Stratford ON N5A 1A3

Contact: Betty Jo Belton, Archivist

Telephone: (519) 271-0531 ext. 259
Facsimile: (519) 273-5746
E-Mail: sparchives@perthcounty.ca
Web Page: www.stratfordpertharchives.on.ca

Business Hours: 31 March 31 2008 – 3 October 2008
Monday – Friday, 8:30 – 16:30
Saturday, 8:30 – 12:00, 13:00 – 16:30
Closed Statutory Holidays and Saturdays of long weekends.

7 October 2008 – 27 March 2009
Monday – Friday, 12:00 – 16:30
Weekday mornings, Wednesday evenings and Saturday by appointment

Collections Policy – Summary of Holdings:

The Archives is responsible for municipal records with permanent retention from the municipal offices and agencies within the City and County in accordance with their retention guidelines. Mandate also includes the collection of private sector records from within the county and city.

Administration:

Jointly funded by the City of Stratford and the County of Perth and its member municipalities, the Stratford-Perth Archives is a division of Corporate Services Department of the County of Perth.

Services: Photocopying, microfilm reader/printer, photographic reproduction (under contract off-site).

Disabled Access: No

The Stratford-Perth Archives has custody of municipal records of the following current and former municipalities:

Current: County of Perth; Townships of Perth East and Perth South; Municipality of West Perth; Town of North Perth; City of Stratford

Former: Townships of Blanshard, Downie, Ellice, Elma, Fullarton, Hibbert, Logan, Mornington, North Easthope, South Easthope, and Wallace; Police Village of Dublin; Village of Milverton; Towns of Listowel and Mitchell
Stratford-Perth Archives – Listowel Branch

Established 1975 / 1982

Address: 260 Main Street West
Listowel ON N4W 1A1

Contact: Betty Jo Belton, Archivist
          Kathy Wideman and Sonia Robin, Archives Clerks
Telephone: (519) 291-1598
Facsimile: (519) 291-2128
E-Mail: listowelarchives@perthcounty.ca
Web Page: www.stratfordpertharchives.on.ca

Business Hours: Monday – Friday, 13:00 – 17:00
Closed holidays

Collections Policy – Summary of Holdings:

Government and private sector records relating to the Municipality of North Perth (formerly Town of Listowel and Townships of Elma and Wallace) and to the northern part of the Township of Perth East (formerly Township of Mornington and Village of Milverton). (See main Stratford-Perth Archives entry in this Directory).

Administration:

Branch of the Stratford-Perth Archives, 24 St. Andrew Street, Stratford ON.

Services: Photocopying, microfilm and microfiche readers, microfilm copier, photographic reproduction (under contract off-site).

Disabled Access: Yes

The Stratford-Perth Archives – Listowel Branch has custody of municipal records of the following current and former municipalities:

Current: Town of North Perth

Former: Townships of Elma, Mornington and Wallace; Village of Milverton; Town of Listowel
Stratford-Perth Archives – Mitchell Branch

Established 1984

Address: 7-D Frances Street
Mitchell ON

Mailing Address: PO Box 970
Mitchell ON N0K 1N0

Contact: Betty Jo Belton, Archivist
Lynda Jones, Archives Clerk

Telephone: (519) 348-8817
Facsimile: (519) 348-9805
E-Mail: mitchellarchives@perthcounty.ca
Web Page: www.stratfordpertharchives.on.ca

Business Hours: Wednesday and Thursday, 13:00 – 17:00
Friday, 09:00 – 13:00
Closed holidays

Collections Policy – Summary of Holdings:

Government and private sector records relating to the Municipality of West Perth and its predecessors – Town of Mitchell and Townships of Fullarton, Hibbert and Logan (see main Stratford-Perth Archives entry in this Directory).

Administration:

Branch of the Stratford-Perth Archives, 24 St. Andrew Street, Stratford ON.

Services: Photocopying, microfilm and microfiche readers, scanning; off-site photographic and microform reproduction.

Disabled Access: Yes

The Stratford-Perth Archives – Mitchell Branch has custody of municipal records of the following current and former municipalities:

Current: Municipality of West Perth

Former: Townships of Fullarton, Hibbert, and Logan; Town of Mitchell
Thunder Bay, City of, Archives

Established 1990

Address: 235 Vickers Street North
Thunder Bay ON

Mailing Address: 500 Donald Street East
Thunder Bay ON P7E 5V3

Contact: Matt Szybalski, Corporate Records Manager and City Archivist
Telephone: (807) 625-3390
Facsimile: (807) 622-4212
E-Mail: mszybalski@thunderbay.ca
Web Page: http://www.city.thunder-bay.on.ca/archives/

Business Hours: Monday – Friday, 08:30 – 16:30

Collections Policy – Summary of Holdings:

Records are acquired through the Corporate Records Management Program, which was formally established under City of Thunder Bay By-law No. 60/1996.

Administration:

The City of Thunder Bay Archives is attached to the Office of the City Clerk, which is part of the Corporate Services Department of the Corporation of the City of Thunder Bay.

Services: Photocopying (document and microfilm), photographic reproduction.

Disabled Access: Yes

The City of Thunder Bay Archives has custody of municipal records of the following current and former municipalities:

Current: City of Thunder Bay

Former: Township of Neebing; Cities of Fort William and Port Arthur
Toronto, City of, Archives

Established 1998

Address: 255 Spadina Road
Toronto ON M5R 2V3

Contact: Karen Teeple, City Archivist
Telephone: (416) 397-5000 (General) or (416) 397-0778 (Ref. inquiries)
Facsimile: (416) 392-9685
E-mail: kteeple@toronto.ca
Web Page: www.toronto.ca/archives

Business Hours: Monday – Friday, 09:00 – 16:30
Saturday, 10:00 – 16:30 (October – April)

Collections Policy – Summary of Holdings:

Under the terms of the Acquisitions Policy adopted by Council in 1999, records of the City of Toronto and its predecessor municipalities that possess archival value shall be transferred to the City of Toronto Archives according to schedules set out in municipal by-laws, or for unscheduled records, when a review has demonstrated that the records possess archival significance according to appraisal criteria. In the case of agencies, boards, and commissions and other bodies that do not provide archival services, records that possess archival value according to the aforementioned criteria shall be transferred to the City of Toronto Archives, subject to legal limitations and to the terms of an agreement satisfactory to the City Clerk and City Solicitor. Personal papers of former Members of Council and other non-government records that make a significant contribution to an understanding of the development of Toronto and are deemed to possess archival value according to the appraisal criteria are acquired as a donation.

Administration:

The City of Toronto Archives reports to the City Clerk.

Services: Reference services, including photocopying and reproduction of photographs, microfilm, and videotaped records; exhibits; tours; and educational programming for primary and secondary school students.

Disabled Access: Yes

The City of Toronto Archives has custody of municipal records of the following current and former municipalities:

Current: City of Toronto

Former: Municipality of Metropolitan Toronto: Villages of Brockton, Forest Hill, Long Branch, Swansea, and Yorkville; Towns of East Toronto, Leaside, Mimico, New Toronto, North Toronto, Parkdale, West Toronto and Weston; Borough of East York; Cities of Etobicoke, North York, Scarborough, Toronto, and York
Trent University Archives

Established 1969

Address: Trent University
         Peterborough ON K9J 7B8

Contact: Dr. Bernadine A. Dodge, University Archivist
Telephone: (705) 748-1011 ext 7413
Facsimile: (705) 748-1126
E-Mail: bdodge@trentu.ca
Web Page: www/trentu.ca/library/archives

Business Hours: Monday – Friday, 09:00 – 16:00

Collections Policy – Summary of Holdings:

The University Archives does not actively collect municipal records. They would only be accepted at the insistence of a donor, and then only if they were part of the areas in the Archives' collections mandate. The records in the custody of the Trent University Archives were received when a County Court Judge recommended in the 1960s that they be removed from storage in the Court House basement.

Administration:

The Archives Administrator reports to the University Librarian, who reports to the Vice-President (Academic) of the University.

Services: Research services, public access, photocopying, photographic and digital reproduction.

Disabled Access: Yes

The Trent University Archives has custody of municipal records of the following former municipalities:

Former: District of Newcastle; United Counties of Northumberland and Durham; County of Victoria; Township of Asphodel
Trent Valley Archives

Established 1989

Address: 567 Carnegie Avenue, Peterborough ON K9L 1N1

Contact: Diane Robnik, Assistant Archivist; Elwood Jones, Archivist
Telephone: (705) 745-4404
Facsimile: (705) 745-4404
E-Mail: admin@trentvalleyarchives.com
Web Page: www.trentvalleyarchives.com

Business Hours: Tuesday – Saturday, 10:00 – 16:00

Collections Policy – Summary of Holdings:

The Trent Valley Archives accepts donations of materials related to east-central Ontario, including the former Counties of Durham, Haliburton, Northumberland, Peterborough, and Victoria.

Administration:

The Trent Valley Archives is a private charitable organization. The Archives section is managed by the Archivist and Assistant Archivist working with volunteers and the Archives Committee, and reports to the Board of Directors of the Trent Valley Archives.

Services: Photocopying, microfilm readers, digital services, Ancestry.com, research inquiries, conservation.

Disabled Access: No

The Trent Valley Archives has custody of records of the following current and former municipalities:

Current: Township of North Kawartha

Former: Townships of Burleigh-Anstruther and Chandos
University of Western Ontario Archives, The (Western Archives)

J.J. Talman Regional Collection established 1942
The University of Western Ontario Archives established 2001

Address: The University of Western Ontario Archives
Archives and Research Collections Centre
The University of Western Ontario
London ON N6A 3K7

Contact: Tom Belton, Senior Archivist
Telephone: (519) 661-2111, ext. 81111 (Reading Rm) and ext. 81343 (Office)
Facsimile: (519) 850-2979
E-Mail: archives.services@uwo.ca
Web Page: http://www.lib.uwo.ca/archives

Business Hours: Monday – Friday, 10:00 – 16:30

Collections Policy – Summary of Holdings:

Between the 1940s and 1980s, the J.J. Talman Regional Collection selectively acquired on deposit public records from the City of London, Middlesex County and its constituent municipalities and, to a lesser extent, other counties that, along with Middlesex County, formed the historical "London District." These records now form part of Western Archives. Acquisition of municipal records remains dormant and existing holdings may be transferred to newly established municipal archives. In addition, Western Archives possesses extensive microfilmed holdings of municipal records from Elgin, Oxford, Huron, and Kent counties. Virtually all of the original records created in those areas now reside within their respective municipal archives.

Administration:

The Archivist in charge of municipal records reports to the University Archivist.

Services: Public services and access in supervised reading room, photocopying, microfilm printing, and photo reproduction. Access review (where relevant) under the Freedom of Information and Protection of Privacy Act.

Disabled Access: Yes

Western Archives has custody of municipal records of the following current and former municipalities:

Current: Counties of Lambton, Middlesex, and Norfolk; City of London

Vaughan, City of, Archives

Established 1986

Address: 10401 Dufferin Street
       Vaughan ON

Mailing Address: 2141 Major Mackenzie Drive
               Vaughan ON  L6A 1T1

Contact: Dan Zelenyj, City Archivist
Telephone: (905) 832-8585 ext 3129 or 3127; (905) 832-2281
Facsimile: (905) 303-2538
E-Mail: archives@city.vaughan.on.ca
Web Page: www.vaughan.ca

Business Hours: Monday – Friday, 08:30 – 16:30

Collections Policy – Summary of Holdings:

The City Archives identifies, acquires, manages, preserves and provides access to the administrative records, in all media and formats, generated by the City of Vaughan and its antecedents, possessing long-term value as evidence of the transaction of business and/or the pursuance of legal obligations for purposes of public accountability, government transparency, and business efficiency; and to act as a public informational resource. It also holds non-government (private) records relating to the history and evolution of the Vaughan community. The government-records holdings span 1849 to the near present; and its cultural holdings consist of approximately 400 fonds and collections dating from the 1790s. The Archives’ mandate and all resultant functions emanate from City of Vaughan By-law No. 91-97 (superseding By-law No. 267-92).

Administration:

Since January 2004, the City of Vaughan Archives is a section of the City of Vaughan Archives & Records Management Services Division of the City Clerk’s Department.

Services: Photocopying, photographic reproduction and digital imaging; some research service, Historical Photograph Loan Program (Repro Images), portable displays.

Disabled Access: Yes

The City of Vaughan Archives has custody of municipal records of the following current and former municipalities:

Current: City of Vaughan

Former: Township of Vaughan; Village of Woodbridge; Police Villages of Maple and Thornhill; Town of Vaughan
Waterloo, Region of, Archives

Established 1990

Address: 150 Frederick Street  2nd Floor
Kitchener ON  N2G 4J3

Contact: Charlotte Woodley, Archivist
Telephone: (519) 575-4404 ext 3027
Facsimile: (519) 575-4481
E-Mail: archives@region.waterloo.on.ca
Web Page: http://www.region.waterloo.on.ca/archives

Business Hours: Monday – Friday, 09:00 – 12:00, 13:00 – 16:00
Please call for an appointment

Collections Policy – Summary of Holdings:

The Archives' mandate respecting its management of municipal records is formalized under Regional Municipality of Waterloo By-law No. 93-076 (as amended). The Archives' collections and operational policies are described in the Archives Policy (approved by Regional Council, May 24, 2006).

Administration:

The Region of Waterloo Archives is part of the Information Management & Archives Section of the Council & Administrative Services Division, which is part of the Corporate Resources Department of the Regional Municipality of Waterloo.

Services: Photocopying and research services.

Disabled Access: Yes

The Region of Waterloo Archives has custody of municipal records of the following current and former municipalities:

Current: Region of Waterloo; Township of Woolwich

Former: County of Waterloo; Township of Waterloo; Town of Elmira
Wellington County Museum & Archives

Established 1976

Address: 0536 County Road 18
RR 1
Fergus ON N1M 2W3

Contact: Karen L. Wagner, Archivist
Telephone: (519) 846-0916 ext 225
Facsimile: (519) 846-9630
E-Mail: karen@wcm.on.ca
Web Page: www.wcm.on.ca

Business Hours: Monday – Friday, 09:30 – 12:00, 13:00 – 16:30
Saturday, 12:00 – 16:00

Collections Policy – Summary of Holdings:

Described in the Wellington County Museum and Archives Statement of Purpose (revised 2001).

Administration:

The Wellington County Archives reports to the Information, Heritage and Seniors Committee of Wellington County Council.

Services: Photocopying, microfilm and microfiche reader-printer, photographic reproduction, digital imaging, microform inter-loan, research inquiry service, tours and outreach.

Disabled Access: Yes

The Wellington County Museum & Archives has custody of municipal records of the following current and former municipalities:

Current: County of Wellington; Townships of Centre Wellington, Guelph/Eramosa, Mapleton, North Wellington and Puslinch; Towns of Erin and Minto

Former: Townships of Arthur, Eramosa, Erin, Guelph, Maryborough, Minto, Nichol, Peel, Pilkington, Puslinch, West Garafraxa and West Luther; Municipalities of Arthur, Clifford, Drayton, Elora, Erin, Fergus, Harriston, Mount Forest and Palmerston
West Toronto Junction Historical Society

Established 1980 / Archives 1997

Address: 145 Annette Street
Toronto ON M6P 1P3

Contact: Raymond Kennedy, Archives Co-ordinator
Telephone: (416) 763-3161
Facsimile: (416) 763-3161
E-Mail: westjunction@bellnet.ca
Web Page: wtjhsc.ca

Business Hours: Monday, 15:00 – 17:00
Thursday, 18:00 – 20:00
Or by appointment

Collections Policy – Summary of Holdings:

The Society Archives will accept records from any of the former municipalities of City of West Toronto, Towns of Toronto Junction and West Toronto Junction, and the Village of West Toronto Junction. Its collection includes photographs, oral histories, microfilm of local newspapers, council minutes, and general files.

Administration:

The Corporation is administered by a Board of Governors. Volunteers staff the Archives.

Services: Photocopying, scanning, burning CDs, photographic reproduction.

Disabled Access: Yes

The West Toronto Junction Historical Society has custody of municipal records of the following former municipality:

Former: City of West Toronto
Whitby, Town of, Archives

Established 1968 (assumed by Municipality, 1989; assumed by Whitby Public Library, 2005)

Address: Whitby Public Library
405 Dundas Street West
Whitby ON L1N 6A1

Contact: Brian Winter, Archivist
Telephone: (905) 668-6531 ext 2022
Facsimile: (905) 668-7445
E-Mail: b.winter@whitbylibrary.on.ca

Business Hours: Tues. & Wed., 09:30 – 12:00, 13:00 – 15:00, 18:00 – 21:00
Saturday (first of each month only) 09:00 – 12:00, 13:00 – 17:00

Collections Policy – Summary of Holdings:

Municipal records are maintained by the Clerk’s Department for 30 years, after which records of permanent value are transferred to the Archives. Also acquire genealogical records and photographs.

Administration:

The Archivist reports to the Whitby Public Library Board through the Library’s Administration Staff.

Services: Photocopying, general research room.

Disabled Access: Yes

The Town of Whitby Archives has custody of municipal records of the following current and former municipalities:

Current: Town of Whitby

Former: Township of Whitby
Windsor Public Library – Municipal Archives

Established 1984

Address: 850 Ouellette Avenue
Windsor ON N9A 4M9

Contact: Michael Fish, Archivist
Telephone: (519) 255-6770 ext 4414
Facsimile: (519) 255-7059
E-Mail: archives@windsorpubliclibrary.com

Business Hours: Tuesday – Wednesday, 10:00 – 13:00, 14:00 – 17:00
Saturday, 09:00 – 13:00, 14:00 – 17:00
Thursday and Friday, by appointment

Collections Policy – Summary of Holdings:

In March 1984 the Municipal Archives was established by motion of the Windsor Public Library as the official repository for the City of Windsor. Thus, the division has primary interest in the acquisition, preservation and accessibility of municipal records, including records of elected bodies (City Council, as well as boards and commissions composed of elected officials), city departments, boards and commissions funded in whole or in part by the City of Windsor, and amalgamated and annexed municipalities. Regular records transfers from City of Windsor departments are mandated under By-law No. 12599.

Administration:

The Archivist reports directly to the Director of Community Development and Planning of the Windsor Public Library.

Services: Photocopying, photographic and blueprint reproduction, tours, displays, programmes, in-house research (fees charged).

Disabled Access: Yes

The Windsor Public Library – Municipal Archives has custody of municipal records of the following current and former municipalities:

Current: City of Windsor

Former: Townships of Sandwich, Sandwich South, and Sandwich West; Towns of Ford City, Ojibway, Sandwich, Walkerville; Separated Town of Riverside; City of East Windsor
Appendix I: Archives of Ontario Local Government Records by Municipality

**Districts***

- Bathurst
- Eastern
- Gore
- Huron
- Johnstown
- Newcastle
- Niagara
- Ottawa
- Talbot
- Western

*Districts were responsible for some municipal functions prior to the mid-nineteenth century.

**Counties**

- Brant
- Bruce
- Elgin
- Essex
- Grey
- Haldimand
- Halton
- Hastings
- Huron
- Lanark
- Leeds and Grenville
- Lincoln
- Norfolk
- Northumberland and Durham
- Ontario
- Oxford
- Prescott and Russell
- Prince Edward
- Stormont Dundas and Glengarry
- Victoria
- Waterloo
- Welland
- Wellington
- Wentworth
- York

**Townships**

- Alfred
- Amaranth
- Ameliasburgh
- Amherst Island
- Artemesia
- Athol
- Augusta
- Bagot and Blythfield
- Bathurst
- Bertie
- Bonfield
- Brant
- Brantford
- Brock
- Bromley
- Brudenell and Lyndoch
- Brunel
- Burford
- Burleigh and Anstruther
- Caistor
- Canborough
- Cartwright
- Chaffey
- Charlottenburgh
- Clarke
- Conmee
- Cornwall
- CRAmahe
- Crowland
- Darlington
- Dereham
- Dover
- Drummond
- Dunn
- East Camden
- East Garafraxa
- East Gwillimbury
- East Hawkesbury
- East Luther
- East Nissouri
- East Oxford
- East Whitby
- East Williams
Appendix I: Archives of Ontario Local Government Records by Municipality

Townships (cont’d)

Elizabethtown
Ernestown
Fenelon
Fitzroy
Front of Leeds and Lansdowne
Gainsborough
Grattan
Griffith and Matawatchan
Grimsby
Hamilton
Harwich
Hillier
Hilton
Houghton
Howard
Hullett
Humphrey
Kennebec
Kitley
Lancaster
Lochiel
Longueuil
Loughborough
Manvers
Mariposa
Marysburgh
Matachewan
Matilda
McKillop
McNab
Middleton
Minto
Mono
Monague
Moore
Morrison
Moulton
Muskoka
Nassagaweya
Niagara
Normanby
North Cayuga
North Fredericksburgh
North Grimsby

North Marysburgh
North Monaghan
North Norwhich
North Oxford
North Plantagenet
North Walsingham
Oneida
Osnabuck
Otonabee
Pakenham
Pelee
Percy
Perry
Pickering
Pittsburgh
Proton
Rainham
Raleigh
Ramsay
Reach
Rear of Leeds and Lansdowne
Rochester
Russell
Ryde
Saltfleet
Sandwich South
Sandwich West
Scott
Scugog
Seneca
Seymour
Sherbrooke
Shuniah
Snowdon
Sophiasburgh
South Cayuga
South Dumfries
South Gosfield
South Grimsby
South Marysburgh
South Monaghan
South Norwich
South Plantagenet
South Sherbrooke
South Walsingham
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<td>Stafford</td>
<td>Fonthill</td>
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<td>Stephenson</td>
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<td>Stisted</td>
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<td>Tisdale</td>
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<td>Toronto</td>
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<td>Townsend</td>
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<td>Uxbridge</td>
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<td>Vespra</td>
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<td>West Oxford</td>
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<td>Westmeath</td>
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<td>Whitby</td>
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<td>Petrolia</td>
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**Villages**

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<td>Cayuga</td>
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<td>Colborne</td>
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<td>Courtright</td>
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<td>Crystal Beach</td>
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<td>Dundalk</td>
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Port Dover
Port Hope
Preston
Streetsville
Sudbury
Timmins
Trenton
Uxbridge
Walkerton
Waterford
Welland
Whitby

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Belleville
Chatham
Oshawa
Sarnia
Toronto
Waterloo
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Cameron
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Bayfield Historical Society Archives...................................................... 2

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Co.: County Mun: Municipality Twp: Township
Dist: District Twn: Town Vill: Village
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<th>Location</th>
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Dist:  District    Twn:  Town    Vill: Village

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