

**Guide to the Holdings:
Municipal and Community Records**

**F. Burnham Gill Archival Centre
City of St. John's**

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Content Summary

The following guide provides an overview and index of the Municipal and Community Records housed at the City of St. John's F. Burnham Gill Archival Centre. These holdings document the administrative history of the City and the broader social, cultural, and economic life of St. John's and its residents.

Municipal Records (RG fonds)

Municipal Records consist of the administrative and operational records created by the City of St. John's, as well as records inherited from former municipalities amalgamated with the City.

Although the majority of the material dates from after the Great Fire of 1892, some earlier records survived. These holdings document governance, municipal services, corporate administration, infrastructure planning, taxation, public works, recreation, and other core municipal functions.

Community Records / Private Collections (MG fonds)

These holdings comprise donated materials from individuals, families, businesses, and community organizations connected to St. John's. The records cover a wide range of subjects, including personal papers, organizational records, historical research, photographs, ephemera, and documentation relating to local culture and heritage. The collections provide valuable insight into the daily life, events, and social history of the city and its people.

Additional Resources and Finding Aids

This guide represents an index, not a complete listing of the Archives' holdings.

Researchers are encouraged to consult the City's website for additional access points:

- Archival Photographs [Photo Search](#)
- Reports Section [Archives - City of St Johns](#) — Includes specialized finding aids and publications such as:
 - *Architectural Drawings*
 - *Streets, Areas, Monuments and Plaques*
 - *Elected Officials and Those Who Ran for Council*
 - Other thematic or collection-specific guides

These supplemental tools support detailed research into specific subjects, properties, or municipal functions.

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Municipal Records

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

RG 01: Department of Administrative Services and City Clerk

Dates: 1880-2018

Access conditions: Restrictions may apply.

Extent: 138.2 meters of textual records

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, replacing the former roles of Secretary and Secretary-Treasurer. This new office became the primary administrative arm of the Municipal Council. Its responsibilities expanded to include minute-keeping for Council and committee meetings, bookkeeping, tax collection, property appraisal and assessment, licensing, and the management of public complaints. The Office of the City Clerk was also responsible for compiling voters' lists for general municipal elections, ensuring the accuracy and integrity of the municipal electoral process.

Throughout the twentieth century and into the present day, the Office of the City Clerk has played a central role in the municipal administration of the City of St. John's. As the city expanded and its operations became increasingly complex, the responsibilities of the City Clerk evolved dramatically. Many duties originally centralized under the Clerk were gradually redistributed to emerging divisions that specialized in finance, personnel, recreation, technology, and other growing areas of municipal service.

By the mid-twentieth century, the diversification of City operations prompted the creation of new administrative positions. The *City of St. John's Act* (1952) established the roles of City Comptroller and Financial Supervisor, taking on responsibilities that once fell to the Clerk. Despite these additions, the City Clerk's Department still supervised a remarkably broad range of functions well into the 1970s—including recreation, real estate, parking, taxis, printing, stores, dog impounding, and stenographic services. The Department also oversaw the Data Processing Division and personnel-related functions by the mid-1970s, and later supervised Bowring Park, the Neighborhood Improvement Program (NIP) offices and building operations. By the 1980s, the scope of the Department was widely

recognized as too broad to be efficient, prompting serious concerns about the administrative structure of City Hall.

During the early 1990s, both internal and external reviews led to major organizational reform. The Doane Raymond Report (1992) identified significant managerial challenges, including unclear departmental mandates, overlapping duties, and poor communication between managers and divisions. An internal committee of Council revisited these issues in 1994, reinforcing the need for clearer lines of authority, improved coordination, and a modernized management structure. The reviews concluded that the City's administrative framework had not kept pace with expanded municipal services, with the City Clerk's Department standing as a prime example of this imbalance.

As reforms took effect throughout the 1990s, several functions shifted away from the City Clerk. Animal Control, Parking and Traffic, Purchasing, and Stores administration were reassigned to other departments. Financial activities—such as bookkeeping, accounts payable and receivable, and budgeting—were removed from the Clerk's jurisdiction. By this time, the Department retained three main divisions: Corporate Secretariat, Assessment, and Computer Services, maintaining responsibility for elections, assessments, licensing, complaints, and minute-keeping.

The period also saw major changes in information technology administration. The Data Processing Division evolved into Computer Services and then Information Services (IS) in 1994. Although IS briefly moved under the City Manager, it later returned to the City Clerk as part of a broader Department of Corporate and Information Services. As of 1995, Property Assessment, Internal Mail, and Central Publishing were also under this department. (In later years, these functions would shift again.)

By 2006, the Department of Administrative Services and City Clerk was restructured and renamed the Corporate Services Department, with the Office of the City Clerk as a division within it. In this configuration, the Clerk provided administrative and legislative support to Council, oversaw civic functions, managed the Archives and Records Management Division, coordinated corporate policies, and acted as Chief Returning Officer for municipal elections. Additional divisions included Assessment, Information Services, Office Services, GIS, and the Customer Service Centre.

Further adjustments continued into the 2010s. Assessment moved to Finance in 2014, and the Mail and Print Room shifted between Legal and Corporate Services

before returning to the City Clerk in 2024. Human Resources also came under the department for a time. A growing emphasis on access to information led to the establishment of an ATIPPA Coordinator in 2018 (later renamed Access and Privacy Analyst), a role that remained with the City Clerk until it transitioned to the Legal Department in 2024. In that same year, the City Clerk’s office resumed oversight of internal mail and printing operations.

Today, the Office of the City Clerk reports to the City Manager and provides essential legislative and administrative support to Council and its committees. The Clerk prepares agendas, records minutes, advises on procedure, and serves as Chief Returning Officer for municipal elections held every four years under the *Municipal Elections Act*. The Office also oversees the Archives and Records Management Division, ensuring the preservation of municipal archival materials, supporting staff and public research, and administering the City’s comprehensive Records and Information Management program. In addition, the Office coordinates the creation, maintenance, and review of more than 200 corporate policies, and manages all civic functions hosted at City Hall.

After a century of administrative evolution, the Office of the City Clerk remains a cornerstone of municipal governance in St. John’s—continuously adapting as the needs, responsibilities, and expectations of city administration have grown.

City Clerks:

1895-1899	P.W Kelly, Secretary-Treasurer
1899-1902	M.K. Greene, Secretary-Treasurer
1902-1920	I.J Slattery, Secretary-Treasurer
1920-1952	J.J. Mahoney, City Clerk
1952-1970	E.B Foran, City Clerk
1970-1990	R.J. Greene, City Clerk
1990-2002	Damian Ryan, City Clerk
2002-2014	Neil Martin, City Clerk
2014-2021	Elaine Henley, City Clerk
2021-2024	Karen Chafe, City Clerk
2024-current	Theresa Walsh, City Clerk

RG 01-01: City Clerk General Administration

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1931-2016, predominant 1973-2016

Access conditions: Restrictions may apply.

Extent: 502 meters of textual records

Scope: Series consists of correspondence and subject files documenting the general administration of the Department of Administrative Services and City Clerk. The records relate to a broad range of municipal affairs, including the construction of roads and sewer infrastructure, subdivision development, and changes to urban planning. Additional subjects include labour relations, Neighbourhood Improvement Programs, civic monuments, and other routine and special matters managed by the Department. The series also contains committee reports generated or received as part of departmental operations.

A significant portion of the records in this series were destroyed in the early 1980s, prior to the establishment of the City Archives.

RG 01-02: Municipal Council Meetings

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1892-2025 (Up to 2023 in hardcopy)

Access conditions: **Special Minutes and Agendas dated 1925 and onward are restricted.** Access may be granted upon written request to the City Clerk, who will bring the matter before Council for review and/or approval.

Regular Council Meeting Minutes from 1898 to the present are available on the City's website under [Archived Council and Committee Minutes](#)

Extent: 5.2 meters of textual records; 10 m of audiovisual records; 700 audio cassettes

Scope: Series consists of the minutes of weekly or bi-weekly City Council meetings dating from 1892 to the present. These minutes document all matters brought before Council, including development proposals, financial issues, Committee Reports, public complaints, civic events, infrastructure planning, and other business arising from the operation of municipal government.

Two primary types of minutes comprise this series:

1. Regular Council Meeting Minutes –
The official record of the full Municipal Council, typically convened weekly or bi-weekly. These minutes reflect the routine legislative and administrative activities of Council.
2. Special (or Private) Meeting Minutes –
Records created for meetings held outside the regular schedule. Historically, these included deliberations of ad hoc subcommittees overseeing specific projects or emergent issues.
Beginning in 1992–1993, Special Meetings focused largely on personnel matters, legal issues, intergovernmental affairs, and other subjects considered

sensitive.

Special Meeting minutes and agendas from 1925 onward are restricted due to the confidential nature of the business conducted.

The series also includes:

- Council Agendas for the years 1978–1979, 1982–1983, and 1985–2011. Agendas prior to 1978 are not known to exist. Beginning in 1990, Council minutes and agendas were issued in a standardized single-volume format that included supporting documentation.
- Audio cassettes of Council meetings for the years 1997–2005, arranged by year. The audio component comprises approximately 700 cassette tapes.
- One video cassette documenting the Regular Meeting of Council on May 24, 1989, notable for the resignation of Councillor Eric Gullage.

RG 01-03: Committees of Council

*For more, see [Committees, Boards & Working Groups - City of St Johns](#) and Appendix B in the [Integrated Community Sustainability Plan \(ICSP\)](#)

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1926-2025

Access conditions: Restrictions may apply.

Extent: 2.67 meters of textual records

Administrative History or Content Notes: This series contains minutes, correspondence, and related records created by the various subcommittees of Council. Most committees were comprised of City Councillors, senior management, municipal staff, and, where applicable, residential or corporate stakeholders. In most cases, recommendations and decisions made by these committees were subsequently reported to Council through Regular Council Meetings. Some committees and their records are restricted, as noted below.

Action Committee – Raise the Flag (1992)

This committee planned St. John's participation in the national "Raise the Flag" event held on September 26, 1992. Activities included a flag-raising ceremony and the "Chain of Unity," a human chain from Cabot Tower to City Hall, along with entertainment, security planning, and media promotion. The committee worked with groups such as the Signal Hill Tattoo, Canada Post, and the Downtown Development Commission. Minutes span July 17–September 10, 1992.

Assessment and Taxation Advisory Committee (1993–1994)

This advisory committee examined taxation issues and recommended amendments to municipal taxation policies. It reported to Council or, when referred, to the Finance Committee. Membership included the Director of Finance (Chair), City Clerk, City Solicitor, Chief Assessor, and Manager of Taxation. Records relate to non-routine tax and assessment matters. *These records are restricted.*

Bowring Park Committee (1926–1962)

Established c.1926, this committee oversaw the operation of Bowring Park. Membership included the Mayor, three Councillors, and business representatives. Meetings generally occurred every four to six weeks, with minutes forwarded to Council. In the late 1980s and early 1990s, the committee considered restructuring, including possible alignment with the Waterford Valley Foundation and the Department of Parks and Recreation. After 1990, oversight responsibilities shifted to Tourism, Parks and Recreation, and later Public Works and Parks.

Building Board of Appeals (1977–1981)

Also known as the Heritage Board of Appeals, this body heard appeals from property owners seeking permission to alter buildings or landscapes in or near heritage areas. Most cases were appeals of decisions made by the Heritage Advisory Committee. Matters included demolition, signage, and structural changes. Decisions were guided by the 1977 Heritage By-Law. When dissolved in 1981, its appeal duties returned to the Heritage Advisory Committee.

Civic Centre Committee (1994–1996)

This committee examined options to replace the aging Memorial Stadium, home of the St. John's Maple Leafs. It reviewed renovation and construction proposals, liaised with potential sponsors and the provincial government, and worked closely with the Toronto Maple Leafs. Minutes run from May 25, 1994, to November 22, 1996. Construction of the new facility began in 1999 and was completed in 2001. *These records are restricted.*

Committee of the Whole (1938; 1940–1942; 2017–current)

Originally formed to allow the Mayor, City Clerk, City Engineer, and others to discuss operational issues such as public works, sanitation, housing, and assessment. Early records date from January 8, 1940–January 12, 1942, with an additional meeting from January 13, 1938.

The Committee of the Whole was reintroduced in 2017 as a pilot to replace the Standing Committee structure and was formally adopted in 2018. It facilitates communication among Council and senior staff, receives reports from advisory committees and working groups, and provides a forum for delegations.

Recommendations are forwarded to Regular Meetings for approval. Agendas and minutes are posted publicly, with electronic copies stored on the City Clerk drive (2017–present).

Development Appeal Board (1977–1980)

This board heard appeals concerning violations of the St. John’s Maintenance Housing By-Law, Commercial Maintenance By-Law, and National Building Code. Residents brought forward complaints about construction conditions or substandard properties. Meetings ran from December 20, 1977, to June 16, 1980.

Directors’ Meetings (1994–1997)

Created following administrative reforms stemming from the Doane Raymond Report, these meetings provided a forum for senior management to discuss corporate issues, improve communication, and address cross-departmental concerns. *These records are restricted.*

Downtown Development Commission (1991)

Contains minutes from a committee of officials and community stakeholders focused on downtown commerce and activity. Topics include parking, ticketing, traffic flow, advertising, festivals, the Annual Christmas Parade, and issues such as vandalism and crime. Records date from January 15–December 31, 1991. *Records are subject to restrictions.*

Economic Development Committee (1981–1997)

This committee advised Council on ways to strengthen the City’s economic viability. Activities included reviewing development proposals, promoting the City through conferences and trade shows, and collaborating with organizations such as the Downtown Development Corporation and St. John’s Board of Trade. Records span January 13, 1981–December 1997.

Electrical Examining Board (1945–1972; continued to 1994)

Beginning in 1945, this board administered examinations for Master and Journeyman electricians and addressed unlicensed electrical work. Oversight later transferred to the Department of Building, Property Management, and Parks. The final meeting occurred November 29, 1994, when the province assumed licensing responsibilities.

Emergency 911 Committee (1992–1993)

A joint committee of Council representatives from St. John’s and Mount Pearl, along with medical officials and Fire Departments. It developed protocols for

responding to emergency calls, including criteria for dispatching fire and/or medical services. *These records are restricted.*

Environmental Advisory Committee (1990–1999; 2000–2001)

Contains minutes of the committee advising Council on environmental matters. In 2001, its functions were absorbed by the Public Works, Environment and Protection Committee.

Executive Committee (1991–1993)

Formed in response to the 1992 administrative review, this committee examined governance issues, Councillor conduct, conflict resolution, and senior management evaluation procedures. *Records are restricted.*

Finance and Administration Committee (1990–1992; 1996–2002)

A standing committee responsible for budgeting, grants and subsidies, snow-clearing costs, cost-sharing initiatives, and taxation. Records include some annual expenditure reports.

Heritage Advisory Committee (1977–1988)

Advised Council on heritage matters, primarily development applications in designated heritage areas. Meetings occurred as applications required. The committee continues to operate outside the date span of this subseries.

Municipal Plan Review Committee (2002)

Records of public focus groups and summary meetings related to the 2002 Municipal Plan Review. The city was divided into 21 neighbourhood planning areas, with consultation sessions held for each.

Parks, Recreation, Tourism and Economic Development Planning Committee (1992)

This committee promoted economic development with a focus on recreational, sporting, and cultural programming. Records include minutes, reports, publications, and correspondence relating to tourism strategies, park planning, sporting partnerships, and waterfront New Year's Eve celebrations.

Planning and Development Committee (1991–1996; to 2002)

Initially known as the Planning and Development Committee, renamed Planning Committee in 1995. The committee reviewed municipal planning initiatives, development proposals, subdivision plans, commercial developments, water supply assessments, resident petitions, and traffic/arterial modifications. Minutes span

1991–2002.

Police and Traffic Committee (1990–2001; 2002)

This committee examined traffic flow, parking, pedestrian safety, and related concerns. It considered citizen input and recommendations from the Royal Newfoundland Constabulary. Topics included crosswalk placement, traffic lights, signage, speeding, and street design.

Port City Celebration (Matthew Visit) (1996–1997)

Minutes and correspondence documenting planning for the June 30–July 6, 1997 celebrations marking the arrival of the replica ship *The Matthew*. The committee included representatives from heritage and tourism groups and oversaw preparations, entertainment, concessions, and merchandising.

Public Works, Environment and Protection Committee (1991–1993)

Records concern public works and environmental issues, including waste management, sewage disposal, harbor cleanup, flooding, sanitation, recycling, and ATV use. Contains correspondence, environmental assessments, and vendor information. In 2001, this committee absorbed the Environmental Advisory Committee.

Senior Advisory Council Committee (1992–1994)

Comprised of senior officials such as the City Solicitor, City Clerk, Deputy City Clerk, and departmental directors. Topics include employee relations, HR policies, parking, leave, vehicle use, and travel policies. Later absorbed by the Finance and Administration Standing Committee. *Records are restricted.*

St. John's Maple Leafs Board of Directors (1994–1998)

Oversaw executive operations of the St. John's Maple Leafs, including travel, housing, stadium management, concessions, outreach, sponsorship, and booster programs. *Records are restricted.*

St. John's Memorial Stadium Commission (1954–1971)

Established by special legislation in 1954 to oversee the construction and operation of the new Memorial Stadium. Records document coordination with architect A.J.C. Paine and decisions on amenities such as seating, ice, heating, concessions, and maintenance. Minutes span June 28, 1954–November 8, 1971.

Support Services Committee (1994–1995)

Handled HR-related policy issues including sick leave, benefits, health and safety,

grievances, insurance, and workers' compensation. Later integrated into the Finance and Administration Standing Committee. *Records are restricted.*

Taxi Committee (1995–2004)

A forum for taxi companies and Councillors to discuss industry regulation. Chaired by Councillor Dorothy Wyatt. Topics include rates, licensing, accessibility, driver classifications, and GST/HST. Records span 1995–2004 (with gaps: April 12, 1998, and all of 2001).

Zoning Appeal Board / St. John's Local Board of Appeal (1950–1964; 1969–1989; to 1999)

Heard appeals of development proposals rejected for failing to meet zoning requirements. Cases involved commercial and residential additions, apartment buildings, and renovations. The Board met approximately twice monthly. Renamed the St. John's Local Board of Appeal in 1985, with minutes continuing to 1999.

Standing Committee Structure (2013; 2017–2018)

As of 2013, Standing Committees included: Public Works; Finance and Administration; Planning and Development; Audit and Accountability; Economic Development, Tourism and Public Engagement; Community Services and Housing; and Police and Traffic.

A 2017 review recommended piloting a Committee of the Whole in place of all standing committees. The pilot ran from 2017–2018 and remains in effect.

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

RG 01-04: Elections

Fonds: Department of Administrative Services and City Clerk fonds

Dates: 1908-2025, predominant 1957-2025

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

Extent: 6.0 meters of textual records

Administrative History or Content Notes: The first municipal election in St. John's was held on August 30, 1888, although few records from these early elections have survived. Municipal elections were not held during 1898–1902, 1914–1916, and 1920–1921, when the elected municipal government was replaced by Commissions appointed by the Newfoundland Legislative Assembly. As a result, no elections occurred during those years.

The City's first Mayor was elected in 1902, marking a significant milestone in the development of municipal governance. With the exception of these early interruptions, municipal elections in St. John's have since been held every four years.

The City Clerk serves as the Chief Returning Officer for all St. John's municipal elections, overseeing compliance with legislation and ensuring the integrity of the electoral process.

Scope: Series consists of all surviving records relating to the administration of municipal elections in St. John's. These records document the processes and

procedures associated with the nomination, voting, and certification of municipal election results. Materials include nomination papers, ballots, voting cards, applications for Deputy Returning Officers, tally sheets, documentation concerning wards and polling stations, newspaper clippings, and records relating to the swearing-in of newly elected officials, as well as other supporting documentation created or accumulated in the course of managing municipal elections.

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, 2009, 2013, 2016, 2017, 2020, 2021, 2024 and 2025.

RG 01-05: Court of Revision Notebooks

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1900-1952

Access conditions: Restrictions may apply.

Extent: 49.5 meters of textual records

Administrative History or Content Notes: The Court of Revision, later known as the Assessment Review Court, was composed of one or more individuals appointed by the Lieutenant-Governor in Council to hear appeals from taxpayers regarding the assessed value of their properties. When the assessed value of a property increased, the property owner received written notice and held the right to appeal the valuation before the Court of Revision. The Court had the authority to increase, reduce, or confirm any assessment brought before it.

Members of the Court were appointed for one-year terms and received remuneration as determined by City Council. Individuals who remained dissatisfied with a decision of the Court of Revision could further appeal the matter to the Trial Division. The City Clerk, or a designated staff member, served as Clerk of the Court, providing administrative and procedural support.

Scope: Series consists of ledgers and notebooks documenting the activities of the Assessment Review Court. The records contain details of appeals submitted by city residents concerning property assessments, along with related financial information and the recorded outcomes of each appeal. These volumes provide evidence of the Court's decision-making processes and its role in reviewing and adjusting municipal property valuations.

The series comprises twelve bound or ring-bound ledgers of varying sizes, housed in two boxes.

RG 01-06: Outgoing and Incoming Correspondence

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1892-1917

Access conditions: Open

Extent: 1.1 meters of textual records

Scope: Series consists of bound letter books containing outgoing correspondence created by the Secretary, and later the Secretary-Treasurer, of the St. John's Municipal Council for the period 1892–1916. The series also includes incoming correspondence received by the Municipal Council between 1907–1917.

The records document a wide range of municipal affairs, including legal matters, personnel issues, real estate transactions, and various administrative concerns. Incoming letters from residents' address requests to construct or renovate buildings, establish new street lines, or obtain municipal approvals. The series also contains correspondence from commercial suppliers conducting business with Council, reflecting the operational and procurement activities of the municipality during this period.

RG 01-07: Heritage Building Inventory series

Fonds: Department of Administrative Services and City Clerk fonds

Dates: 1977

Access conditions: Open

Extent: 16 meters of textual records; 574 black and white photographs

Administrative History or Content Notes: During the 1970s, the City of St. John's undertook significant efforts to identify and document municipally important heritage structures considered worthy of preservation for their architectural and historical value. Protecting churches, private residences, commercial buildings, and government properties with recognized heritage significance became a key municipal priority, as such sites were increasingly viewed as cultural and economic assets.

To support this work, the City established a Heritage Advisory Committee,

mandated to evaluate properties of historical and architectural importance—most of which were located within the city’s older mercantile district. The findings and recommendations of this committee played an essential role in advancing formal heritage preservation initiatives, ultimately contributing to the adoption of the St. John’s Heritage By-Law in 1977.

Scope: Series consists of index cards documenting properties within the City of St. John’s. For most entries, the cards record the civic address and name of the current owner. Many cards include affixed contact prints that depict the front—and sometimes the sides—of the structures. The series also contains index cards for seven buildings demolished in 1986, which remain as part of the documentation set.

These cards were assembled to assist in identifying properties within St. John’s that merited consideration for heritage designation, created as part of the preparatory work for the St. John’s Heritage By-Law, enacted in 1977. As such, the index serves as a visual and administrative reference tool developed during the City’s early heritage preservation initiatives.

RG 01-08: By-Laws

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1968-2025

Access conditions: Open

Extent: 1.74 meters of textual records

Scope: Series consists of signed, official copies of the By-Laws enacted by the City of St. John’s for the period 1968–2025. These documents represent the authoritative municipal by-laws as approved and executed by Council and serve as the formal legal record of the City’s regulatory and administrative framework over this period.

RG 01-09: Mundy Pond Urban Renewal Scheme General Administration

Fonds: Department of Administrative Services and City Clerk fonds

Dates: 1956-1981, predominant 1968-1981

Access conditions: Open

Extent: 23 meters of textual records

Administrative History or Content Notes: In 1962, the City of St. John’s applied to

the Government of Newfoundland to have the City Limits expanded to include the Mundy Pond area, a suburban district identified in a recent Urban Renewal Study as requiring municipal services and coordinated planning. In the summer of 1963, the City Limits were extended to encompass an area larger than originally requested, and the inclusion of Mundy Pond added approximately 250 properties to the municipality. At that time, the area consisted largely of lower-income households dispersed across a semi-rural, unserviced landscape, presenting the City with significant planning and service-delivery challenges.

In 1964, City Council adopted a General Development Plan outlining major infrastructure improvements for the area. Later that year, Council approved an Urban Renewal Scheme for Mundy Pond, developed in consultation with the Canadian British Engineering Consultants. The scheme defined the project boundaries as Pennywell Road (north), the rural fringe (west), Blackmarsh Road and Mercer's Lane (south), and Cashin Avenue and Stamp's Lane (east). The initiative aimed to eliminate substandard and unsanitary housing and to clear land for future development identified in the City's Master Plan. An application for federal assistance was submitted on December 2, 1964, and funding approval was granted on February 23, 1965.

Beginning in 1965, the area experienced steady growth and improvement. The Urban Renewal Project of the 1960s introduced street realignments, water and sewer services, and other essential infrastructure upgrades. In 1967, the Mundy Pond Trunk Sewer was completed between Water Street and Blackler Avenue, the future site of a new Municipal Depot. The land surrounding Mundy Pond was designated for recreational use and later developed into a hub of community facilities.

The Urban Renewal Scheme initiated in the 1960s was formally completed by the early 1980s, laying the groundwork for the continued growth and development of the Mundy Pond neighbourhood.

Scope: Series consists of correspondence and subject files maintained by the City Clerk's Department relating to the Mundy Pond Urban Renewal Scheme. The records document the planning, administration, and implementation of the urban renewal initiatives undertaken in the Mundy Pond area during the 1960s and subsequent years. Materials reflect coordination between municipal officials, consultants, government agencies, and local residents, and provide insight into the challenges, priorities, and decision-making processes associated with this major redevelopment project.

RG 01-10: Computer Division General Administration

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1975-1982

Access conditions: Open

Extent: 2.5 meters of textual records

Administrative History or Content Notes: This division is responsible for providing analytical and programming support to municipal departments utilizing the City's computer facilities. Oversight of the division has shifted several times as part of broader administrative reorganizations within the City of St. John's.

From 1975 to 1979, the division operated under the City Clerk's Department. It was then transferred to the Department of Finance, where it remained from 1980 to 1985/86, before returning to the City Clerk's Department from 1986 to 1993. In 1994, the division was briefly placed under the City Manager's Department. Later that same year, following a major restructuring of the municipal administration, it was reassigned to the newly formed Department of Corporate and Information Services, where it continues to reside.

Scope: Series consists of memoranda and correspondence maintained by the Data Processing Manager. The records primarily relate to the acquisition and installation of computer equipment, as well as assessments of the City's information technology resources and operational requirements. These files document the development and modernization of the City's computing capabilities and provide insight into equipment procurement, system evaluation, and early IT planning within the municipality.

RG 01-11: Assessment Division (Ledgers)

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1880-2005

Access conditions: Open

Extent: 21.8 meters of textual records

Administrative History or Content Notes: The Assessment Division was established to administer the valuation of property within the City for the purpose of levying municipal taxes, including property, business, and water taxes. The first Assessors in St. John's were appointed in 1887 under the General Water

Company, with responsibility for determining the assessed value of buildings and vacant land.

Under 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*, all monies collected through assessments became part of the funds administered by City Council. This legislative framework formalized property assessment as a key municipal function.

The valuation of land and buildings remains an essential component of the City's operations today, with the Assessment Division continuing to play a central role in supporting municipal taxation and financial management.

Scope: Series consists of documents used by Assessors to determine the value of properties in St. John's for taxation purposes. The series is divided into four main groups of records and is closely related to RG 01-12 (Property Files), which provides additional documentation on individual properties.

Most of the series comprises 209 Assessment Books dating from 1891 to 1995, held in large bound volumes and on microfilm. Beginning in 1996, Assessment Rolls were maintained electronically on the City's mainframe computer and are currently accessible through the Archives and Records Management (ARM) drive, with access requests managed by the ARM Division.

The Assessment Rolls provide detailed information on property ownership and occupancy, rental values (up to 1982), capital values, number of storeys, heating and plumbing details, and other descriptive characteristics. Assessment cycles changed over time: records were compiled every three years from 1891 to 1921, every two years from 1923 to 1947, and annually from 1949 onward. Special assessments were conducted between regular cycles as required.

During processing, several loose documents relating to early assessments were found inserted into Assessment Books. These materials—eight files dating between 1894 and 1921—have been removed for preservation purposes and described individually in the Administration database.

The series also includes Fire Insurance Atlases created by Charles R. Goad and Company for 1880, 1893, 1914, 1925, 1946, and 1963, each containing revisions. These atlases depict property structures in St. John's, including building materials, roofing, number of storeys, and civic numbering. They are an important resource for understanding the layout and built environment of neighbourhoods—particularly

the historic mercantile district destroyed in the Great Fire of 1892.

In addition, the series contains three small bound field notebooks used by Assessors while gathering property data. These books contain sketches, notes, and measurement details, with one volume dated 1930 and two dated 1941.

RG 01-12: Assessment Division (Ledgers) Series

Fonds: Department of Administrative Services and City Clerk

Dates: 1880-2005

Access conditions: Open

Extent: 21.8 meters of textual records

Administrative History or Content Notes: The Assessment Division of the City of St. John's was established to administer the valuation of real property and the collection of associated municipal taxes. Its origins trace to 1887, when the first assessors were appointed under the General Water Company to determine the value of buildings and vacant land for taxation purposes. This early assessment function became formally integrated into municipal governance through the enactment of "An Act to Provide for the Management of the Municipal Affairs of the Town of St. John's, and for other Purposes, 1888." Under this legislation, revenues generated through assessments became part of the regular income of City Council, supporting the financial administration of municipal services.

Over time, the Assessment Division's mandate broadened to include the valuation of property, business, water, and other taxes levied on individual parcels of land. The Division played a central role in maintaining accurate, up-to-date valuation records to ensure the fair and consistent application of municipal taxation.

Assessment cycles evolved in response to administrative needs and urban growth. From 1891 to 1921, assessments were conducted every three years; between 1923 and 1947, they were carried out biennially; and beginning in 1949, assessments became an annual responsibility. Special assessments were also performed between regular cycles when required.

Throughout this period, assessors created and maintained a wide array of records, including Assessment Books, property sketches, field notebooks, and various supporting documents. These records captured details of property ownership, occupancy, building characteristics, rental values, and capital assessments. In 1996, the Division modernized its operations by transitioning to electronic

maintenance of Assessment Rolls on the City's mainframe system, reflecting broader technological advancements in municipal recordkeeping.

The Assessment Division also relied on Fire Insurance Atlases produced by Charles R. Goad & Company, which provided detailed structural information critical for determining property value and understanding urban development. These atlases, along with the Division's field documentation, contributed to a comprehensive registry of the built environment in St. John's.

The function of determining assessments continues to be an integral responsibility of the City, forming a key component of municipal financial administration and urban management. The historical records created by the Assessment Division offer valuable insight into the development, transformation, and governance of St. John's over more than a century.

Scope: This series consists of records created and used by the Assessment Division in determining the taxable value of real property within the City of St. John's. The material documents more than a century of municipal assessment activity and is organized into four primary record types.

The largest component of the series comprises 209 volumes of Assessment Books, dating from 1891 to 1995. These bound volumes contain detailed information on property ownership and occupancy, rental values (up to 1982), capital values, number of storeys, heating and plumbing systems, and other structural features. Although originally maintained in large bound books, the earlier volumes are generally accessed on microfilm. Beginning in 1996, Assessment Rolls were transferred to an electronic format on the City's mainframe computer, and continue to be accessible through the Archives Division.

Assessment frequency changed over time in accordance with municipal practice: assessments were prepared every three years from 1891 to 1921, every two years from 1923 to 1947, and annually from 1949 onward. Special assessments were also conducted as required between regular cycles. As volumes were transferred from the Assessment Division to the Archives Division, miscellaneous loose papers dating from 1894 to 1921 were found interfiled. These documents, now separated into eight item-level files, concern various issues arising from individual property assessments and are available through the Administration database.

The series also includes Fire Insurance Atlases produced by Charles R. Goad & Company for the years 1880, 1893, 1914, 1925, 1946, and 1963, each containing

published revisions. These atlases provide detailed mapping of building materials, roof types, number of storeys, and civic numbering throughout St. John's. They are of particular value for understanding late-nineteenth-century neighbourhoods and the layout of the mercantile district destroyed in the Great Fire of 1892.

In addition, the series contains three small bound field notebooks used by assessors during site inspections. These notebooks include handwritten notes, measurements, and property sketches compiled for assessment purposes. One volume is dated 1930, and the remaining two are dated 1941.

Collectively, the records in this series document the development of municipal assessment practices and the evolution of the built environment in St. John's, illustrating significant changes in property valuation, taxation, and urban growth from the late nineteenth century to the late twentieth century.

RG 01-13: Miscellaneous

Fonds: Department of Administrative Services and City Clerk

Dates: 1893-1950

Access conditions: Open

Extent: 57 meters of textual records

Administrative History or Content Notes: The exact date that motor vehicles first appeared in Newfoundland is not officially documented. A steam-powered vehicle is known to have been operating in St. John's as early as 1890, and around 1900, Dr. Stuart acquired the first gasoline-powered motorcycle to assist in travelling to visit patients. In 1903, H. D. Reid introduced the first gasoline-driven automobile in Newfoundland, a vehicle known as the *Thomas Flyer*. By 1905, St. John's had seven automobiles in operation. As reports of collisions between automobiles and horse-drawn wagons began to rise, the government enacted the Motor Cars Act in 1906, responding to growing safety concerns.

Because usable roads outside the capital were limited, motor vehicles remained largely confined to St. John's during this early period. In 1906, the St. John's Municipal Council was granted responsibility for motor vehicle registration and the licensing of drivers. Registration fees were based on horsepower: vehicles under 10 horsepower paid \$12, those between 10 and 20 horsepower paid \$18, and 50 cents was charged for every additional horsepower.

By the mid-1920s, motor vehicle usage had increased enough to require a

province-wide registration system. In 1925, Section 204 of the *St. John's Municipal Act*—which had governed municipal vehicle registration—was repealed and replaced by the Highway Traffic Act. As a result, responsibility for the registration of all motor vehicles and the licensing of drivers was transferred from the St. John's Municipal Council to the Government of Newfoundland, marking the transition from municipal to provincial oversight of motor vehicle administration.

Scope: Series consists of various record books, registers, and related documents maintained primarily by the City Clerk and City Engineer. These records provide insight into engineering, administrative, and property-related activities within the City of St. John's over more than a century.

Included in the series is a City Engineer's Field Notebook (1914), a Car and Cycle Register (1924), and materials relating to the St. John's Housing Corporation, including subdivision layouts and proposed street plans dating from 1945–1950. Correspondence concerning the appropriation of land required for street-widening projects in 1945–1946 is also present.

The series further contains a City Engineer Record Book (1918–1943) documenting a wide range of engineering and municipal oversight functions.

Contents include:

- Building inspection reports (1918–1928; 1930–1943) detailing structural conditions
- A list of streetlights, arranged by Ward, up to 1938
- Records of civic (house) renumbering conducted between December 14, 1938 and 1942, noting old and new numbers and the corresponding property owners
- A record of street signs repainted in 1940
- A listing of Regatta tents in 1933

Also included are three volumes of Crown Rent ledgers (1896–1931), documenting rents collected from leasehold property owners in St. John's. Leasehold land—where property owners held the building but not the land—was common in the city. The municipality collected both Crown rents and property/water taxes, managing accounts for many absentee landlords whose ownership dated back to the 1700s. While lease terms varied, 99-year leases were typical, though 999-year leases were sometimes issued. With the implementation of the Leaseholds in St. John's Act (1990), all leasehold interests were transferred to the City, which now administers lease buyouts and compensates recorded leaseholders when properties are sold.

The series also includes several folders containing correspondence and proposals for a City Crest or Coat of Arms. In 1903, public submissions were solicited for the design of a new civic emblem. These files include discussions among prominent individuals—such as Rev. M.F. Howley, J.R. Bennett, and R.H. Trapnell—regarding preferred imagery and symbolism. The final Coat of Arms was adopted in 1903, and later replaced on October 1, 1965, when the City received newly designed civic symbols.

RG 01-14: City Hall Construction

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1969-1991, predominant 1969-1973

Access conditions: Open

Extent: 72 meters of textual records; 60 black and white photographs; 2 reel to reel audio tapes

Administrative History or Content Notes: The Building Superintendent was responsible for the routine maintenance and care of City facilities. During the construction of the current City Hall, the Building Superintendent also served as the project coordinator. The position remained under the jurisdiction of the City Clerk's Department until 1993, when it was transferred to the Department of Building and Development.

Plans for a new City Hall date back to the early 1950s, when Council began setting aside funds specifically for its construction, accumulating \$2,000,000 by 1960, when the project was formally approved. Architectural plans were drafted in 1968, and site preparation began in February 1969. The 59,000-square-foot structure was built of cast-in-place concrete with bronze-tinted glass and situated on a slope overlooking St. John's Harbour. Its design emphasized integration with the existing urban centre and dramatized the rugged topography of the site.

Historical significance was symbolically incorporated into the project when a cornerstone of Bristol pennant was laid on August 5, 1969, marking the commencement of construction. Following delays, the new City Hall officially opened on October 10, 1970. The building houses the seat of municipal government and has served as the starting point for numerous national and international events. It features Wyatt Hall, art exhibits, cultural collections, and a Council Chamber on the fourth floor arranged in the shape of a gavel, with the orientation of the Mayor's and Councillors' seating reflecting this motif. At one time, a paved deck and reflecting pool, intended for winter skating, connected the

Council Chamber level to the parking area, though this feature was later removed. The total project cost to the City was approximately \$3,500,000.

In August 1988, construction commenced on a new four-storey City Hall Annex, located across the street and connected to City Hall by a skywalk. A 10-month construction strike delayed progress, and the Annex did not open until the summer of 1990.

Scope: Series consist of files and photographs maintained by the Clerk of the Works and the Building Superintendent documenting the construction of City Hall between 1969 and 1973. Records include Daily Logs kept by the Building Superintendent (1969–1973), furniture quotes and schedules, construction plans, correspondence, and photographs showing the building in various stages of development. Among the photographs is an image of one of the building's cornerstones prior to being unloaded from a truck.

The series also contains miscellaneous files created or accumulated by the Building Superintendent, as well as two reel-to-reel audio recordings of the VOCM broadcast of the City Hall Opening Ceremonies, held on October 10, 1970.

RG 01-15: Arbitration Awards Books

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1892-1945

Access conditions: Open

Extent: 1.75 meters of textual records

Administrative History or Content Notes: The Great Fire of 1892 had a catastrophic economic and social impact on St. John's, destroying approximately 2,000 houses and leaving nearly one-third of the city's 30,000 residents homeless. Losses were estimated at \$13 million, of which only about one-third was insured, placing immense financial strain on individuals, businesses, and the municipal government.

In response to this devastation, the St. John's Rebuilding Act of 1892 transferred authority for all matters relating to post-fire reconstruction from the St. John's Municipal Council to the Governor in Council. This included responsibility for planning, property acquisition, street realignment, and other activities required to rebuild the urban core. Municipal control over these functions was restored with the passage of the St. John's Municipal Act of 1896.

Under the renewed legislative framework, Arbitrators were appointed to determine fair compensation for land expropriated for public purposes associated with reconstruction. Their duties included assessing the value of properties required for the opening, widening, or alteration of streets, cross-streets, firebreaks, coves, roads, or lanes—all critical components of rebuilding a safer and more resilient city following the disaster.

Scope: Series consists of records documenting the rebuilding of St. John's following the Great Fire of July 8, 1892, with particular focus on land expropriated for street reconstruction and widening initiatives. These records reflect the legal and administrative processes involved in reshaping the city's street network in the aftermath of the disaster.

The series includes Arbitration Award Books, Arbitration Award Minute Books, and the 1907 Arbitration for Gower Street United Church. These volumes contain information on property owners, the compensation awarded through arbitration, and detailed property maps illustrating the parcels of land expropriated for public works. Together, they provide a comprehensive record of the valuation, acquisition, and redevelopment activities undertaken as part of the city's post-fire reconstruction program.

RG 01-16: Central Area Redevelopment Arbitration

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1964-1984

Access conditions: Open

Extent: 13 meters of textual records

Administrative History or Content Notes: By the early 1900s, the central area of St. John's had deteriorated into severe slum conditions. Bounded roughly by Springdale Street on the west, New Gower Street on the south, Carter's Hill on the east, and LeMarchant Road on the north, the district consisted primarily of overcrowded, aging wooden housing with inadequate sanitary services. Water was provided through public taps, and night-soil collection remained common practice. The area contained well over 1,000 dwellings, most of them in urgent need of replacement. A 1942 municipal survey identified 750 houses in St. John's requiring immediate or rapid demolition, the majority located within this central district.

The conditions developed following the Great Fire of 1846, when rebuilding pressures led to the rapid construction of closely packed, poorly built dwellings.

The Great Fire of 1892 further worsened the situation. Although the central district escaped major damage, many residents made homeless by the fire relocated into this already crowded neighbourhood, intensifying overcrowding and accelerating the physical decline of the area. By the early twentieth century, City officials regarded the central slum district as both a physical and social hazard. Poor housing conditions contributed to high mortality rates, widespread tuberculosis, and other public health concerns.

In the early 1960s, the City launched the Central Area Redevelopment Scheme as a major urban renewal initiative aimed at clearing the deteriorated centre-city neighbourhood and relocating residents to newly developed housing projects. By the late 1960s, most residents had been moved, and the district was prepared for demolition and redevelopment.

Scope: Series consists of correspondence, sketches, photographs, and related documentation concerning residential and commercial properties evaluated for inclusion in the Central Area Redevelopment Scheme. Records relate both to properties the City sought to acquire for demolition and redevelopment within the designated central slum district, and to properties in newer neighbourhoods identified as potential relocation sites for displaced residents.

The series also includes a small, annotated photographic inventory of residences considered as part of the redevelopment project, providing visual documentation of property conditions and supporting the City's planning and decision-making processes.

RG 01-17: Program and Subject Files

Fonds: Department of Administrative Services and City Clerk Fonds

Dates: 1989-2000

Access conditions: Restrictions may apply.

Extent: 80 meters of textual records

Scope: Series consists of miscellaneous subject files maintained by the City Clerk, documenting a wide range of municipal issues, activities, and programs. These files reflect the diverse operational responsibilities of the City Clerk's Office and provide insight into administrative decisions, communications, and matters brought forward for consideration by Council or senior staff.

RG 01-18: City of St. John's Ephemera

Fonds: Administrative Services and City Clerk

Dates: 1949 to 198-

Access conditions: Open

Extent: 1 meters of textual records

Scope: Series consists of commemorative and promotional items created by or for the City of St. John's, all bearing the City's name, crest, or logo. These objects reflect municipal identity, civic pride, and ceremonial or public engagement activities across various periods.

Items in the series include City employee service pins, Honorary Freeman of the City of St. John's pins, gold City Crest cufflinks, City Crest playing cards, City Hall ashtrays, City of St. John's drinking glasses, Canada Post Postal Code cufflinks for City Hall, a "Use Water Wisely" mug, and badges issued to guests attending the official opening of City Hall in September 1970.

Also included are ceremonial and presentation items such as the Key to the City, a National Safetea Award (1961–1962) presented by the Tea Council of Canada, a pearl-handled fork and knife set, a silver cake server, embossing machines with the City Seal, and the Order of Proceedings and menu for the official opening of City Hall.

The series further contains a Message for the City of Charlottetown, Prince Edward Island, welcoming Newfoundland into the "sisterhood of Canadian Provinces."

RG 01-19: Local Board of Appeals [Appeal Board]

Dates: 2001-2009

Access conditions: Open

Extent: 114 audio cassettes

Scope: This series consists of audio cassettes created as part of the official record-keeping responsibilities of the Department of Corporate Services and the City Clerk for appeals heard before the Appeal Board. The recordings document the full proceedings of appeal hearings, including presentations, evidence, testimony, and decisions rendered by the Board.

These audio records form part of the evidentiary and administrative documentation

maintained by the City Clerk in support of the municipal appeals process. They provide a verbatim account of hearings and serve as an authoritative source for reviewing the conduct and outcomes of appeals brought before the Board.

RG 02: Department of Building and Development (Also see RG 14)

Dates: 1887-1993

Access conditions: Restrictions may apply.

Extent: 26.2 meters of textual records

Administrative History or Content Notes: The Department of Building and Development was established in 1979. Prior to its creation, Building functions operated as a division within the Engineering Department.

The department was responsible for ensuring that all buildings and construction activities within the City of St. John's met required safety, structural, and regulatory standards, and that all applicable building codes and municipal by-laws were observed. Through its various divisions, the department enforced the National Building Code—adopted by the City in 1973—as well as the Fire, Electrical, and Plumbing Codes. Before 1973, regulation was governed by the 1946 St. John's Building Code.

The department was composed of Building, Plumbing, Electrical, and Maintenance By-Law Inspectors:

- Building Inspection Officers enforced codes and by-laws related to both new construction and existing buildings.
- Plumbing Inspection Officers ensured that water and sewer services met required standards and supervised installation of water meters for commercial and industrial properties.
- Electrical Inspectors regulated electrical systems in both new and existing structures.
- Maintenance By-Law Inspectors enforced regulations concerning existing buildings, ensuring they were habitable, safe, structurally sound, and maintained to acceptable standards.

The department also oversaw the issuing of permits to regulate construction in the city. In addition, it administered the Residential Rehabilitation Assistance Program (RRAP) from 1976 to 1982, a federally funded initiative (through CMHC) that supported the repair of substandard dwellings.

Following the recommendations of the 1992 Doane Raymond Report, the department underwent restructuring. In 1993, it became known as the Department of Building and Property Management.

RG 02-01: Building and Development General Administration (Also see RG 14-01)

Fonds: Department of Buildings and Development funds

Dates: 1946-1993, predominant 1975-1982

Access conditions: Restrictions may apply.

Extent: 10.5 meters of textual records; microfiche

Administrative History or Content Notes: This division was responsible for issuing permits, reviewing and approving building applications, conducting building inspections, and addressing complaints involving buildings and properties within the City.

As part of the former Department of Building and Development, the division ensured that all construction and building activity in the City of St. John's met required safety and regulatory standards. The department enforced the National Building Code—adopted by the City in 1973—as well as the Fire, Electrical, and Plumbing Codes. Prior to 1973, building regulation was governed by the 1946 St. John's Building Code.

In 1993, following departmental reorganization prompted by the 1992 Doane Raymond Report, the Department of Building and Development was renamed the Department of Building and Property Management, reflecting a broader mandate and revised administrative structure.

Scope: Series consists primarily of correspondence from residential and commercial property owners requesting permission from the City to modify existing structures. These requests include applications to construct or alter accessory buildings, sheds, patios, porches, extensions, interior renovations, and other changes requiring municipal approval.

In addition to correspondence, the series contains subject files related to the general administration of the Department of Building and Development, including location plans, subdivision plans, and other supporting documentation.

The series also includes application files, which are inter-filed with the subject files, reflecting the integrated nature of building-related administrative processes within the department.

RG 02-02: Building Applications (Also see RG 14-03)

Fonds: Department of Building and Development Fonds

Dates: 1911-1993

Access conditions: Restrictions may apply.

Extent: 8.6 meters of textual records

Administrative History or Content Notes: In 1943, Council appointed a special committee to recommend safety measures for public buildings and places of public assembly. At the time, the existing City Act was considered insufficient to ensure public safety in matters of building construction and maintenance. These concerns were heightened by the Knights of Columbus fire of December 1942, after which critics argued that the tragedy might have been prevented had the City possessed proper regulations governing building exits and door-opening directions.

Early committee discussions proposed expanding the mandate to develop a comprehensive by-law governing the erection, maintenance, and alteration of all buildings within St. John's. Council accepted this recommendation, and by May 1945, a draft Building Code had been completed. In June 1945, the St. John's Building Code was passed by the Newfoundland Legislature.

Under this new by-law, *"No building shall be constructed, erected or changed, altered, extended, repaired or demolished except in conformity with the requirements of this By-Law."* As a result, all new construction and any renovation or modification to a building or property required municipal permits to ensure compliance with standards for life safety, structural integrity, and other essential regulatory provisions.

Scope: Series consists of applications for building permits and records documenting all permits approved and issued by the department and Council for renovations, new construction, demolitions, and related activities. The records reflect the permitting and regulatory functions of the City's building inspection and development oversight processes.

The series includes the following components:

a) Permit Books (1911–1986)

Bound volumes listing all applications for new construction, demolition, and renovations. After 1986, the City transitioned to electronic recordkeeping, and permit information was maintained on the municipal mainframe system.

b) Building Plans Index (1945–1980)

Three binders containing an index of all building applications submitted during this period. Entries are arranged chronologically and alphabetically, providing reference to associated plans, drawings, and files.

c) Heating Oil Approval Index (1945–1973)

A register documenting approvals granted to dwellings seeking permission to burn heating oil.

d) Electrical Permit Indexes (1987, 1989, 1990)

Three ledgers indexing electrical permits issued in the noted years. These records remain in hardcopy format while most other contemporaneous files shifted to microfiche.

Additional Formats and Components

- Microfiche property files (1986–2004):
Commercial and residential property records—excluding electrical permit indexes—are held on microfiche, arranged by year and then civic address. Most files contain plans or drawings.
- Paper records post-2004:
After 2004, the City resumed maintaining building permit files in paper format. These records have not yet been transferred to the Archives.
- Building occupancy certificates (1983–1984):
Certificates documenting occupancy approval for buildings during this period, preserved in hardcopy.
- Inventory of Historic Buildings (1972):
A publication prepared by the Newfoundland Historic Trust, included within the series as reference material used in evaluating heritage building considerations.

RG 02-03: Residential Rehabilitation Assistance Program

Fonds: Department of Building and Development funds

Dates: 1975-1983

Access conditions: Restrictions may apply.

Extent: 40 meters of textual records

Administrative History or Content Notes: The Residential Rehabilitation Assistance Program (RRAP), also known as the Neighbourhood Improvement Program, was administered by the Department of Building and Development and funded through federal monies provided by the Canada Mortgage and Housing Corporation (CMHC). The program was established to assist in the repair and upgrading of substandard dwellings and provided financial support to eligible

homeowners and landlords who met defined property criteria and income thresholds.

To qualify for RRAP funding, a dwelling had to fail to meet the National Building Code in at least one of five essential areas: structural soundness, fire safety, electrical systems, plumbing, or heating. Once one basic deficiency was addressed, additional funding could be approved for improvements in other areas of the home.

Financial assistance was provided in the form of a loan from CMHC, a portion of which was forgivable upon completion of approved repairs and compliance with program requirements.

Scope: Series contains records documenting the administration and management of the Residential Rehabilitation Assistance Program (RRAP). These materials reflect the City's efforts to identify eligible dwellings, coordinate improvement projects, and plan broader revitalization initiatives within designated neighbourhoods.

As part of the program's administration, the City was required to divide the municipality into districts, determine which homes met the eligibility criteria for RRAP funding, and assess opportunities for additional neighbourhood improvements. The records include correspondence, sketches, and financial statements that document which dwellings applied for assistance and which ultimately received funding for repairs or upgrades.

The series also contains correspondence with a range of stakeholders involved in the program, including the Newfoundland Historic Trust, the St. John's Heritage Foundation, the Canada Mortgage and Housing Corporation (CMHC), and various design and architectural consultants retained to support assessment, planning, and rehabilitation activities.

RG 02-04: Electrical Inspections (Also see RG 14-04)

Fonds: Department of Building and Development funds

Dates: 1945-1993

Access conditions: Restrictions may apply.

Extent: 40 meters of textual records; microfiche

Administrative History or Content Notes: With the adoption of the St. John's

Building Code in June 1945, Council was granted the authority to inspect and regulate the installation of electrical wiring and equipment within the City of St. John's. Under the Code, all electrical work was required to conform to the Canadian Electrical Code, Part I (1939), as published by the Canadian Engineering Standards Association, ensuring that electrical installations met nationally recognized safety standards.

The Electrical Inspection Division is responsible for regulating electrical systems in both new and existing properties, ensuring compliance with applicable codes and safety requirements. This division operates under the authority of the Department of Building and Development (later known as the Department of Building and Property Management), supporting the City's mandate to ensure safe, code-compliant electrical installations across all building types.

Scope: Series contains electrical inspection records created by the Building Department, including Inspection Reports from 1940–1945, minutes of meetings held by electrical inspectors, and building and subdivision plot plans and sketches dating from the 1960s to the 1980s. These records document the City's administration of electrical standards and compliance requirements under the St. John's Building Code and the Canadian Electrical Code.

The series also includes year-end reports, electrical inspection statistics, and policy standards maintained by the department as part of its oversight responsibilities for electrical installations in both new and existing buildings.

In addition, electrical permits for the period 1982–2005 are available on microfiche, arranged and maintained separately from the paper-based inspection files

RG 02-05: Non-Profit Housing Projects

Fonds: Department of Building and Development Fonds

Dates: 1982-1989

Access conditions: Restrictions may apply.

Extent: 80 meters of textual records

Administrative History or Content Notes: Series was created by the "Alternate Housing Committee," established in response to growing community concern that the City lacked sufficient boarding houses and foster homes to accommodate new residents. Working in collaboration with the Department of Social Services, the committee explored the development of non-profit housing projects at several potential sites, including Carter's Hill, Carnell Street, Cuckhold's Cove Road, and

Fahey's Row.

The records in this series document the committee's efforts to identify housing needs, evaluate suitable locations, and coordinate with government and community partners to address shortages in affordable and supportive housing options.

Scope: Series contains correspondence, drawings, and related documentation concerning various proposed non-profit housing projects within the City of St. John's. Files include communications with architectural firms, the Canada Mortgage and Housing Corporation (CMHC), and other municipal and community stakeholders involved in planning, funding, and developing these projects.

The series also includes records produced by the Non-Profit Housing Division, which provide insight into program administration and project development. These materials include:

- General administrative files
- Housing Committee reports
- Infill housing site documentation
- Management Board files
- Land site assessments
- Tenant profiles and related planning information

Together, the records document the City's efforts to expand non-profit and affordable housing, assess viable development sites, and coordinate housing initiatives for diverse community needs.

RG 02-06: Miscellaneous

Fonds: Department of Building and Development Fonds

Dates: 1887-1977

Access conditions: Open

Extent: 37 meters of textual records

Scope: Series consists of material with no clearly defined administrative provenance but relating to early engineering practices and building regulations in the City of St. John's. These records document the development of municipal infrastructure and regulatory frameworks prior to the establishment of formalized departmental structures.

Included in the series is an Annual Report on the Condition of the Water Works for

the Year Ending December 31, 1887, along with several reports created following the Great Fire of 1892 and pursuant to the St. John's Rebuilding Act. These documents provide valuable insight into early engineering concerns, public safety requirements, and post-disaster reconstruction efforts.

The series also contains numerous loose documents pertaining to early building and engineering matters. All items have been individually described and indexed in the Property Database.

RG 02-07: Plumbing Inspections (Also see RG 14-02)

Fonds: Department of Building and Development fonds

Dates: 1958-2004

Access conditions: Restrictions may apply.

Extent: 9.3 meters of textual records

Administrative History or Content Notes: In the 1940s, Council adopted the St. John's Municipal Council Plumbing Rules and Regulations, marking the City's first formal effort to oversee plumbing practices. With the adoption of the St. John's Building Code in June 1945, Council was granted expanded authority to regulate the quality, design, and construction of plumbing systems within the City.

Under both the Department of Building and Development and later the Department of Building and Property Management, the City of St. John's conducted plumbing inspections for new buildings and renovations to existing structures. These activities were carried out in accordance with the St. John's Plumbing By-Law, which required that any plumber wishing to modify, alter, or upgrade a plumbing system obtain an official Plumbing Permit issued by the municipal plumbing inspector.

Scope: Series consists of plumbing inspection and permit records created by the City of St. John's, maintained in a combination of index cards, paper files, and microfiche. These records document plumbing work carried out on residential and commercial properties and reflect the City's administration of plumbing standards under the St. John's Plumbing By-Law and related building regulations.

Index Cards (1971–2002)

A set of index cards, arranged by year and then by civic address, each containing a copy of the Plumbing Certificate along with relevant details of the work completed. A decision was made by the archivist not to retain the corresponding Plumber's

Permits for this period, as all essential information—including the name of the plumber or company—is recorded on the certificates.

Plumber's Permits (1987)

One box of original Plumber's Permits survives for 1987. These documents authorized plumbers to undertake work on specific dwellings.

They are not interfiled with the Plumbing Inspection index cards.

Microfiche Records

- Plumbing Certificates (1958–1970):
Certificates documenting inspections carried out by the Division during this period.
- Plumbing Inspection Files (1993–2004):
Microfiche containing records related to inspections performed between 1993 and 2004.
- Plumber's Permits and Plumbing Certificates (2004):
Both record types are preserved on microfiche for the year 2004.

RG 02-08: Board of Plumbing Examiners

Fonds: Department of Building and Property Management fonds

Dates: 1945-1993

Access conditions: Restrictions may apply.

Extent: 20 meters of textual records

Administrative History or Content Notes: The Plumbing Inspection Board was established in 1945 to regulate and standardize the plumbing profession within the City of St. John's. Its primary function was to examine and certify applicants seeking recognition as Master Plumbers, ensuring that plumbing work performed in the City met approved safety and competency standards.

The Board held its first meeting on June 13, 1945, and continued to operate for nearly five decades. Its final meeting took place on November 29, 1993, after which responsibility for the examination and licensing of plumbers was transferred to the Province of Newfoundland and Labrador.

Scope: Series consists of records documenting the activities of the Plumbing Inspection Board from 1945 to 1993. These materials reflect the Board's role in examining, certifying, and licensing plumbers within the City of St. John's prior to the transfer of this responsibility to the Province in 1993.

The series includes:

- Lists of applicants for the years 1945–1978, identifying individuals seeking certification as Master Plumbers.
- Examination questions used by the Board between 1947–1992, illustrating the testing standards applied to candidates over time.
- Minutes of meetings from 1945–1993, documenting Board decisions, examination results, administrative matters, and regulatory discussions.
- Correspondence relating to the licensing of plumbers, covering the period 1963–1993, including communications with applicants, municipal officials, and other regulatory bodies.

Together, these records provide a comprehensive account of the Board's regulatory and administrative functions throughout its nearly fifty years of operation.

RG 02-09: Electrical Examining Board

Fonds: Department of Building and Development fonds

Dates: 1945-1993

Access conditions: Restrictions may apply.

Extent: 60 meters of textual records

Administrative History or Content Notes: The Electrical Examining Board held its first meeting on January 5, 1945, and was established to standardize the testing and certification of Electricians and Electrical Contractors working within the City of St. John's. The Board's mandate included administering examinations, evaluating applicant competence, and ensuring that electrical work met approved safety and technical standards.

Initially, the Board operated under the Department of Building and Development, and later fell under the jurisdiction of the Department of Building, Property Management, and Parks as part of broader municipal restructuring.

The Board met regularly for nearly fifty years, with its final meeting taking place on November 29, 1994. Following this date, responsibility for the examination and licensing of Electricians and Electrical Contractors was transferred to the Province of Newfoundland and Labrador, marking the end of municipal oversight in this area.

Scope: Series consists of records created and maintained by the Electrical Examining Board in relation to the testing, certification, and licensing of Electricians

and Electrical Contractors in the City of St. John's. The records reflect the Board's administrative and regulatory functions prior to the transfer of licensing authority to the Province in 1994.

Materials in the series include:

- Applications and résumés submitted by individuals seeking eligibility to write licensing examinations.
- Letters of permission authorizing applicants to sit for the examinations.
- Minutes of the Electrical Examining Board from 1973–1993, documenting Board decisions, examination outcomes, and regulatory discussions.
- Applications to write licensing exams, including supporting documentation.
- Copies of examination papers used by the Board.
- Other related records concerning the administration of electrician licensing and qualification standards.

Together, these materials provide comprehensive documentation of the Board's oversight of electrical trade certification within the City of St. John's.

RG 02-10: Taxicabs

Fonds: Department of Building and Development fonds

Dates: 1946-1993, predominant 1970-1993

Access conditions: Restrictions may apply.

Extent: 1.6 meters of textual records

Administrative History or Content Notes: Early forms of taxi service in St. John's can be traced to the 1820s, when two- or four-wheeled horse-drawn carriages—typically seating two or four passengers—operated throughout the city. By 1827, the term “*cab*” had entered common use, and by the end of the decade most major cities, including St. John's, had an established cab service. Although the exact date of the first taxi operating in St. John's is unknown, by 1862 the service had become sufficiently popular to contribute to the decline of the short-lived omnibus system.

During the nineteenth century, cabmen commonly waited for fares at three well-known stands: Haymarket Square at the east end of Water Street, Market House Square in the central business district, and Post Office Square in the west end. The first formal rules regulating street traffic—including cabs—were issued in 1874 by Judge Daniel Prowse.

As the number of cabs increased, municipal regulation became necessary. On

August 8, 1891, Council ordered that all cabmen and vehicles be licensed, marking the beginning of formal regulatory oversight of the industry. This regulatory framework evolved over time and continues today through the Taxi By-Law, which governs the operation of the taxi industry in St. John's.

Scope: Series consists of records documenting the regulation and administration of the taxi industry in the City of St. John's. Materials reflect the City's oversight of taxi companies, drivers, and licensing practices throughout the mid-twentieth century and into the early 1990s.

The series includes:

- Lists of taxi companies and their drivers for the years 1970–1992
- Lists of licensed taxi drivers for the periods 1946–1971 and 1979–1992
- Taxi licence applications for 1993
- Correspondence and administrative records relating to the taxicab industry, covering 1948–1953

Together, these records provide insight into the operation, regulation, and growth of taxi services in St. John's over several decades.

RG 02-11: Complaints (Also see RG 14-05)

Fonds: Department of Building and Development fonds

Dates: 1986-2005

Access conditions: Restrictions may apply.

Extent: 3.5 meters of textual records; microfiche

Scope: Series contains files relating to property complaints and alleged violations of various municipal regulations. The records document a broad range of issues reported by residents, businesses, and City staff, including matters involving property maintenance and neglect, unsafe or unsanitary conditions, illegal or unauthorized activity, noise complaints, and other infractions brought to the attention of municipal authorities.

These files reflect the City's enforcement processes, follow-up inspections, and administrative actions taken in response to concerns about compliance with municipal by-laws and regulatory standards.
issues.

RG 03: City Manager

Dates: 1967-1969; 1977-1991

Access conditions: Restrictions may apply.

Extent: 5.2 meters of textual records

Administrative History or Content Notes: Throughout the mid-twentieth century, recommendations were made for the creation of a centralized administrative role to coordinate the growing complexity of municipal operations. As early as 1949, it was suggested that the St. John's Municipal Council appoint a City Manager to oversee and unify the activities of all departments. Prior to this, Council itself provided administrative supervision and coordination, with all department heads reporting directly to the elected body.

It was not until 1976 that the Office of the City Manager was formally established. The creation of the office allowed Council to concentrate on municipal policy development, while the City Manager assumed responsibility for the administration, coordination, and integration of municipal services.

The City Manager's duties included:

- Overseeing the integration of staff and operating services
- Budgetary planning and financial control
- Developing uniform personnel policies and procedures
- Improving purchasing and financial reporting practices
- Preparing reports on administrative and financial performance
- Serving as principal advisor to Council
- Providing direction and leadership to all City departments

All departments reported to the City Manager, who acted as the administrative head of the organization.

City Managers:

- E. P. Henley — 1976–1979
- Neil Cohoon — 1979–1983
- Frank Power — 1983–1992
- William Mann — 1993–1995

Following recommendations from the 1992 Doane–Raymond Report, Council restructured the senior administrative model. In 1995, the Office of the City Manager was replaced by a Chief Commissioner, who oversaw three

Commissioners selected from among department heads. Departments reported to their assigned Commissioner, and Commissioners advised Council.

Chief Commissioner:

- Ron Penney — 1995–2010
 - Penney also concurrently held the position of City Solicitor.

In 2010, the Commissioner structure was discontinued, and the City restored the City Manager model, reaffirming the role as the administrative head of the municipality and principal liaison between elected officials and the civic administration.

City Managers since reinstatement:

- Robert Smart — 2011–2014
- Neil Martin — 2014–2016
- Kevin Breen — 2016–2026
- Derek Coffey—2026-present

Today, the City Manager oversees a wide range of corporate, legislative, and operational functions and serves as the chief administrative link between Council and City departments.

Divisions Reporting to the City Manager (as of 2025)

- Marketing and Communications Division
 - Manages internal and external communications.
 - Positions the City in local and provincial markets.
 - Builds relationships with media and supports City outreach through traditional, social, and emerging media.
- Internal Audit Division
 - Independent operational unit.
 - Ensures assets are protected and operations are efficient and effective.
 - Functionally reports to the Audit Committee; administratively reports to the City Manager.
- Legal Department (see RG 09)
- Office of the City Clerk (see RG 01)
- Risk Management Division (see RG 09-06)
- St. John's Regional Fire Department (see RG 17)

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

RG 03-01: City Manager General Administration

Fonds: City Manager Fonds
Dates: 1977-2000
Access conditions: Restrictions may apply.
Extent: 5.0 meters of textual records

Administrative History or Content Notes: The City Manager serves as the administrative head of the City of St. John's and acts as the primary liaison between elected officials and the municipal administration. The role provides executive leadership and direction to ensure the effective and efficient administration of all City affairs, in accordance with sound management practices and the policies, plans, and procedures approved by Council. (*See also the fonds-level description.*)

Scope: Series consists of correspondence and subject files documenting the general administration of the Office of the City Manager and the broader operations of the City of St. John's. The records reflect the City Manager's oversight of municipal affairs and the coordination of administrative functions across all departments.

The files cover a wide range of subjects, including:

- Personnel and human resources matters
- Municipal committees and interdepartmental working groups
- Civic events and official functions
- Proposals and reports tabled before Council
- Public utilities and municipal services
- Infrastructure planning, development, and maintenance

Together, these materials provide a comprehensive view of the administrative responsibilities and decision-making processes carried out by the City Manager.

RG 03-02: Amalgamation

Fonds: City Manager Fonds
Dates: 1988-1990
Access conditions: Open

Extent: 13 meters of textual records

Scope: Series consists of working papers, background reports, and supporting documentation used by the City Manager's Department in preparing the City's position on municipal amalgamation. These records reflect the City's research, analysis, and strategic planning related to proposals for expanding municipal boundaries and integrating surrounding communities.

The series includes feasibility studies and related reports created between 1988 and 1990, a period during which the City of St. John's examined potential amalgamation with several suburban municipalities and local service districts, including St. Philip's, Logy Bay, Flatrock, Outer Cove, Goulds, Petty Harbour, Paradise, and Mount Pearl.

Together, these materials document the City's evaluation of demographic, financial, administrative, and service-delivery considerations associated with municipal restructuring and regional integration.

RG 03-03: City Hall Construction

Fonds: City Manager Fonds

Dates: 1967-1969

Access conditions: Open

Extent: 1 roll of microfilm

Administrative History or Content Notes: Construction of the present St. John's City Hall was formally approved in 1960, following a decade in which Council had set aside approximately \$2,000,000 specifically for this purpose. Architectural plans were completed in 1968, and site work began in February 1969.

The 59,000-square-foot structure was built of cast-in-place concrete with bronze-tinted glass windows and positioned on a slope overlooking the harbour. Its architectural design sought to integrate the building into the existing urban landscape while emphasizing the dramatic, rugged topography of the site. A symbolic cornerstone of Bristol pennant stone was laid on August 5, 1969, marking the ceremonial beginning of construction.

Despite some delays, the new City Hall officially opened on October 10, 1970. The building houses the seat of municipal government and has served as the starting point for numerous national and international events. It includes Wyatt Hall, an art

exhibition space, and several cultural collections. The Council Chamber, located on the fourth floor, is notable for its distinctive layout: the orientation of the Mayor's chair and Councillors' seats is configured in the shape of a gavel. City Hall also once featured a paved deck and reflecting pool intended for winter skating between the Chamber level and the parking area, although this feature was later removed. The total cost of the project was approximately \$3,500,000.

In August 1988, construction began on a four-storey City Hall Annex, located across the street and connected to City Hall by a skywalk. A 10-month construction strike delayed its completion, and the Annex ultimately opened in the summer of 1990.

Scope: Series consists of microfilmed architectural plans and contract documents for the main City Hall building constructed between 1969 and 1970. These records provide detailed documentation of the building's design, structural specifications, and construction requirements, and serve as the official record of the project's technical and contractual framework.

RG 04: Department of Engineering and Works

Dates: 1892-1993

Access conditions: Restrictions may apply.

Extent: 26.8 meters of textual records

Administrative History or Content Notes: The origins of municipal engineering services in St. John's trace back to the *Municipal Act of 1888*, which required the City to employ qualified engineers to oversee civic infrastructure. On May 9, 1893, during a Regular Meeting of Council, Samuel Chapman was appointed the first City Engineer, formally establishing the Office of the City Engineer. The duties of this position were detailed within *The City Act* and included overseeing the planning, design, and construction of municipal works, as well as maintaining comprehensive records of civic infrastructure.

Throughout its early years, the Office of the City Engineer was responsible for managing major public works such as sewer and water main construction, street reconstruction, and the installation of curbs, gutters, and new roads. A significant function of the office was the creation and preservation of a complete set of municipal maps and plans documenting the location of buildings, streets, fire hydrants, sewers, and other essential structures. In the 1950s, the office's mandate expanded to include responsibilities for traffic improvements, a function

that continues today. The office also became the administrator of the Neighbourhood Improvement Program, reflecting an increasing focus on community-level urban development.

In 1979, the long-standing Office of the City Engineer was reorganized and renamed the Department of Engineering and Works, marking a shift toward a broader departmental structure. This department was composed primarily of two divisions: Engineering and Works. The Engineering Division provided technical support for the capital works program, ensuring proper planning, design, and construction of municipal infrastructure projects. The Works Division delivered essential public services including street cleaning, snow clearing, garbage collection, water and sewer maintenance, and the upkeep of existing systems and facilities.

Further restructuring occurred in 1993, following recommendations of the 1992 *Duane Raymond Report*. As a result, the Department of Engineering and Works was divided into two separate entities: the Department of Engineering and the Department of Public Works and Parks. This reorganization reflected ongoing efforts to modernize municipal administration and better distribute responsibilities across departments.

In May 1999, the City transferred Parking Services to the Department of Engineering, expanding its mandate once again to include municipal parking management and related services.

RG 04-01: Engineering Division General Administration

Fonds: Department of Engineering and Works fonds

Dates: 1960-2002 (predominant 1973-1976)

Access conditions: Open

Extent: 17.6 meters of textual records

Scope: This series consists of a broad range of subject files documenting the activities, projects, and responsibilities of the Department of Engineering, particularly the Engineering Division. The records reflect the division's mandate to provide technical support for the planning, design, and construction of approved municipal capital works. Subjects represented in the files include, but are not limited to, the construction and reconstruction of water and sewer mains, new street construction, street reconstruction, installation of curbs and gutters, and traffic improvement initiatives. A significant portion of the series pertains to the

planning and development of new subdivisions within the City of St. John's, illustrating the city's residential expansion during this period.

The files provide evidence of the division's technical assessments, engineering recommendations, project coordination activities, and interactions with consultants, contractors, and other municipal departments. They document both large-scale municipal infrastructure projects and smaller localized improvements.

From 1977 to 2002, the Engineering Division microfilmed its files as part of its records management practices. The microfilmed records, along with 17 binders of microfilm indexes, were transferred to the City of St. John's Archives in 2024. While the bulk of the series exists in microfilm format, selected files identified by the department have been retained in hard copy within the Archives.

RG 04-02: Public Works Division General Administration

Fonds: Department of Engineering and Works fonds

Dates: 1985-1992

Access conditions: Open

Extent: 1.6 meters of textual records

Administrative History or Content Notes: The Works Division, operating as a division within the Department of Engineering and Works, was responsible for delivering a wide range of public services directly to residents of St. John's. Its primary functions included street cleaning, snow removal, garbage collection, water and sewer repair and maintenance, and the installation of municipal services. The division's activities relied on the maintenance and operation of municipal systems, services, and facilities, and all works were carried out in accordance with plans developed and approved by the Engineering Division.

In 1993, following the restructuring recommended in the *1992 Doane Raymond Report*, responsibility for these services was transferred to the newly created Department of Public Works and Parks, which has continued to perform these operational functions.

Scope: This series consists of the administrative records created and maintained by the Public Works Division of the Department of Engineering, prior to the departmental restructuring that resulted in the establishment of the Department of Public Works and Parks in 1993. The records document the division's management of public works operations, including the coordination of street cleaning, snow

removal, garbage collection, water and sewer maintenance, and the installation and upkeep of municipal services. The series reflects the administrative oversight, planning, and operational decision-making undertaken by the division during the period in which it functioned under the Department of Engineering and Works.

RG 04-03: Reports

Fonds: Department of Engineering and Works fonds

Dates: 1985-1989

Access conditions: Open

Extent: 60 meters of textual records

Scope: This series consists of Monthly Activity Reports prepared by the Works Division. Each report provides updates on ongoing projects and operational activities across the division's major functional areas. Typical sections include summaries of work carried out by the main office, water and sewer departments, street, sanitation and traffic departments, mechanical department, and purchasing department. Together, these reports document the division's routine activities, progress on infrastructure maintenance and improvements, and the coordination of public works services within the City of St. John's.

RG 04-04: Miscellaneous

Fonds: Department of Engineering and Works fonds

Dates: 1892-1974

Access conditions: Open

Extent: 50 meters of textual records

Scope: This series consists of a diverse set of records documenting early engineering, public works, and infrastructure activities carried out by the City of St. John's between the late nineteenth and mid-twentieth centuries.

The series includes Sewer Junction Books dating from 1892–1910, which contain notes and sketches documenting sewer junctions and related construction undertaken under the authority of the *St. John's Rebuilding Act*. These volumes provide detailed technical observations on the reconstruction of sewer systems following major urban redevelopment.

Also included is a Report Book maintained by the Engineering Department from 1907–1912. This volume contains extensive information on municipal

infrastructure, including:

- lists of city sewers and their total costs
- estimated costs of proposed water and sewer extensions
- lists of gullies, concrete sidewalks laid on Water Street by the Reid Newfoundland Company, and east and west road measurements
- annual reports for the Sewer, Water, Roads East, and Roads West Departments for 1907–1908
- hydrant pressure readings for 1907–1908
- lists of fountains, city streets, streets with sewers, hydrants and fountains erected in 1908, and repaired bridges
- additional related engineering and public works documentation.

The series further contains files retained by the Streets and Sanitation Superintendent, dating from 1940–1965. These records include employee cards for streets employees from the 1940s and 1950s, minutes of Union Executive meetings for 1954–1955, Expenditure Statements for 1965, accident claims for 1955, and assorted documentation relating to streets, employees, and sanitation operations.

Also included are two sets of financial and planning documents: a Report on the Public Works Improvement Program (1957) and Public Works Expenditure Statements covering the period 1963–1974, providing insight into mid-century infrastructure investment and departmental budgeting.

The series concludes with a Field Notebook maintained by City Engineer William Ryan, documenting pipeline surveying and engineering layout work for the area between Windsor Lake and St. John's. The notebook covers the period May 1891 to November 1901, offering valuable primary documentation of early waterworks development.

RG 04-05: Water and Sewer Installations

Fonds: Department of Engineering and Works fonds

Dates: 1966-1989

Access conditions: Open

Extent: 15 meters of textual records

Scope: This series consists of a ledger documenting all water and sewer labour carried out within the City of St. John's. The ledger records details of work performed, including the property owner's name and address, the contract number

associated with each job, the amount paid, and the date of the work. Together, these entries provide a comprehensive record of municipal water and sewer service activities for the period covered.

RG 04 -06: Aerial Photographs

Fonds: Department of Engineering and Works fonds

Dates: 1955-1989

Access conditions: Open

Extent: 6.3 meters of textual records

Scope: This series consists exclusively of aerial photographs taken as part of various survey projects undertaken by the Department of Engineering and Works for the areas in and around the City of St. John's. The photographs document patterns of urban development, land use, transportation routes, and municipal infrastructure at different points in time, and serve as a visual record of the city's growth and physical transformation.

The aerial photographs in this series are dated 1955, 1961, 1978, 1982, 1986, 1987, 1988, and 1989

RG 04-07: St. John's Harbour Clean-Up

Fonds: Department of Engineering and Works fonds

Dates: 2004-2015

Access conditions: Open

Extent: 41 Archives boxes

Administrative History or Content Notes: These records document the St. John's Harbour Clean-up Project, a major multi-phased municipal infrastructure initiative undertaken to eliminate the long-standing practice of discharging untreated wastewater from the City of St. John's, City of Mount Pearl, and the Town of Paradise directly into St. John's Harbour. The project involved the construction of a new wastewater treatment facility on the south side of the harbour, which opened in 2009, as well as the installation of new trunk sewer infrastructure to direct wastewater to the facility.

A significant component of the project required a formal Environmental Assessment, which included an extensive Historic Resources (Archaeological) Assessment due to the planned installation of approximately two kilometres of trunk

sanitary sewer beneath the historic downtown streets of St. John's—one of the oldest European-settled cities in North America.

The series includes documentation related to archaeological work carried out by Gerald Penney Associates Limited, who were contracted to conduct the Historic Resources Assessment beginning in 2004. Over the course of the project, the firm obtained more than ten archaeological permits and registered over sixty archaeological sites along the sewer installation route. The records reflect the discovery, documentation, and interpretation of these sites and provide insight into the archaeological significance of the area.

The series also references a public presentation delivered by Gerald Penney Associates at The Rooms in February 2010, which included photographs of artifacts, historical images of downtown St. John's, historic maps of the harbour area, and explanations of how various sites were identified during the project. Additional contextual information is available through the "Archaeology and the Harbour Interceptor Sewer Project" article on the City of St. John's website.

Scope: The series includes a range of project and administrative files created or accumulated during the St. John's Harbour Clean-up Project. These records consist of agreements, claims, contracts, correspondence, tenders, and audits associated with the planning, funding, construction, and oversight of the harbour clean-up and sewer interceptor works. Collectively, these files document the financial, legal, technical, and administrative processes that supported the project from its initial development through implementation.

RG 04-08: Robin Hood Bay Treatment Plant (RHB Waste Management Plant)

Fonds: Department of Engineering and Works fonds

Dates: 2008-2013

Access conditions: Open

Extent: 10 RM Boxes

Administrative History or Content Notes: The Robin Hood Bay site has served multiple purposes over the course of its development. Originally utilized by the United States Military, the site functioned first as a training facility and later as a waste disposal area. In 1963, ownership of the property transferred to the City of St. John's, which subsequently established it as the regional municipal landfill serving St. John's and surrounding communities.

In the early 2000s, growing environmental and regulatory requirements led to significant planning and redesign of the aging landfill. On November 2007, the Provincial Government of Newfoundland and Labrador formally designated Robin Hood Bay as the site of the Eastern Region's Integrated Waste Management Facility. By that time, more than \$50 million had been invested by the City and the Province to modernize and re-engineer the site in accordance with contemporary environmental standards and waste management practices.

Following its redesign, the facility became the central waste management hub for the Eastern Region. The City of St. John's owns and operates the facility, while the Eastern Waste Management Committee contracts with the City to provide disposal services on behalf of other municipalities within the region. The Robin Hood Bay Waste Management Facility is located at 340 East White Hills Road, St. John's, and continues to serve as a key component of the region's integrated waste management system.

Scope: The series also includes a variety of administrative and project-related files created during the development, operation, and ongoing management of the Robin Hood Bay Waste Management Facility. These records consist of agreements, claims, contracts, correspondence, tenders, funding documentation, and audits associated with the construction, modernization, and operation of the Robin Hood Bay Treatment Plant. Together, these materials document the financial, contractual, regulatory, and administrative processes underlying the establishment and maintenance of the site as the Eastern Region's Integrated Waste Management Facility.

RG 05: Department of Finance (and Corporate Services)

Dates: 1892-1997

Access conditions: Restrictions may apply.

Extent: 31.5 meters of textual records

Administrative History or Content Notes: Until 1952, all municipal financial activities for the City of St. John's were managed through the Office of the City Clerk, which oversaw the comptroller, accountant, and tax collection functions. A 1949 administrative review recommended the creation of a separate financial department to improve oversight and efficiency. As a result, the *City of St. John's*

Act (1952) formally established the position and department of City Comptroller. This office was responsible for accounts receivable and payable, cheque issuance, treasury functions, and budgeting. By 1970, payroll administration had also been integrated into the department.

In 1979, the City Comptroller's Office was reorganized and renamed the Department of Finance and City Treasurer. At the same time, responsibility for taxation and collections was transferred from the Office of the City Clerk to this newly formed department. During the 1980s and 1990s, the department also oversaw the City's Data Processing operations, later known as Computer Services, and eventually Information Services, reflecting the increasing importance of digital systems in municipal administration.

Following recommendations in the Doane Raymond Report (1992), the department was again restructured around 1993. The renamed Department of Finance and City Treasurer became the Department of Finance, with divisional responsibilities including Accounting Services; Budgetary Services; Taxation & Receivables; Collections; and Purchasing (the latter transferred from Public Works in 1993).

By 2008, the Department of Finance had become a primarily service-oriented department, providing financial oversight to municipal departments and tax billing and collection services to the public. It also managed debt, investment portfolios, and the City's Pension Plan. At that time, the department oversaw four main divisions: Budgetary Services, Financial Services, Material Management, and Revenue Accounting.

In the years that followed, the department was renamed Financial Management, and in July 2017, it became Finance and Administration. A subsequent organizational review in December 2022 resulted in another name change to Finance and Corporate Services, reflecting a broadened mandate to provide strategic and corporate services across the entire municipal organization.

Today, Finance and Corporate Services encompasses a diverse range of divisions that support corporate accountability, financial stewardship, organizational performance, and technological infrastructure. These include:

- Assessment Division – responsible for property assessment and maintaining a comprehensive database of residential and commercial property information.
- Budget and Treasury Division – provides business planning, budgeting services, financial analysis, capital financing, treasury management, fixed asset accounting, and asset management.

- Corporate Information Services Division – maintains the City’s IT infrastructure, networks, hardware and software, technical support, and enterprise systems.
- Land Information Services – manages CAD drawings, development plans, digital mapping, and Geographic Information Systems (GIS) services for all City departments.
- Emergency and Safety Services Division – ensures readiness for emergency, safety, and security risks through planning, training, and organizational review.
- Financial Services Division – manages expenditure processing, revenue reporting, and preparation of annual financial statements.
- Human Resources Division – oversees corporate HR planning, recruitment, workforce development, wellness, labour relations, HR information systems, and pension and benefits administration (related records found in RG 15).
- Organizational Performance & Strategy Division – manages public engagement, strategic planning, continuous improvement initiatives, and organizational development activities.
- Revenue Accounting Division – responsible for billing and collections of all City taxes, fees, and charges, and serves as frontline contact for taxation inquiries.
- Supply Chain Division – administers centralized purchasing, procurement compliance, and municipal inventory control under the Public Procurement Act.
- Citizen Service / Access St. John’s – centralized customer service (Transferred from Community Services March 2026)

Through these divisions, Finance and Corporate Services provides centralized strategic and operational support to the entire municipal organization, enabling front-line departments to more effectively deliver services to residents.

Scope: This fonds consists of the general administrative records created and maintained by the City of St. John’s Finance Department (and its predecessors) in the course of managing the City’s financial operations. The records document a wide range of financial, budgetary, and administrative activities undertaken by the department across multiple decades.

In addition to general files, the fonds contains several distinct series relating to major municipal programs, projects, and financial initiatives. These include records concerning the Neighbourhood Improvement Program, the North East Land Assembly, and various subdivision developments, as well as files documenting municipal contracts, financial oversight of the Mundy Pond Urban Renewal project, and materials relating to the construction, operation, or financing of Memorial Stadium.

The fonds also contains records concerning municipal bonds, documentation related to Bowring Park, and other files reflecting the department's responsibilities for financial planning, project financing, debt management, and the administration of funding across City programs. Together, these materials provide comprehensive insight into the fiscal management and financial decision-making processes of the City of St. John's.

RG 05-01: Department of Finance General Administration

Fonds: Department of Finance fonds

Dates: 1949-1997

Access conditions: Restrictions may apply.

Extent: 8.8 meters of textual records

Administrative History or Content Notes: The Director of Finance serves as the senior official responsible for overseeing the operations and strategic direction of the Department of Finance for the City of St. John's. The position provides leadership to several key functional areas, including Financial Services, the Taxation Division, and Payroll, ensuring the effective management of the City's financial resources and the delivery of essential financial services to both internal departments and the public.

Core responsibilities of the Director of Finance include advising City Council on matters relating to municipal finances, particularly the status of appropriation balances, and providing regular updates through monthly statements of revenue and expenditure. The Director also plays a central role in budget development and oversight, supervising the preparation, administration, and monitoring of annual and multi-year budgets.

Additional duties include recommending municipal tax rates, overseeing the collection of assessment dues, taxes, and other municipal fees, and ensuring that financial practices comply with governing legislation, policies, and accepted accounting standards. In performing these duties, the Director of Finance supports the City's fiscal accountability, long-term sustainability, and strategic financial planning.

Scope: This series consists of correspondence and subject files created and maintained by the Director of Finance in the general administration of the Director's Office and the Department of Finance. The records document a wide range of departmental functions, including policy development, financial oversight, internal

operations, communication with other municipal departments, and interaction with City Council. The series provides evidence of the administrative activities, decision-making processes, and management responsibilities carried out by the Director in overseeing departmental operations and fulfilling the department's financial mandate.

RG 05-02: Financial Services General Administration

Fonds: Department of Finance fonds

Dates: 1963-1997

Access conditions: Restrictions may apply.

Extent: 1.5 meters of textual records

Scope: This series consists of correspondence and subject files relating to the general administration and operational oversight of the Financial Services Division. The records were created and retained by the Manager of Financial Services and document the division's involvement in a wide range of municipal financial activities and project-based accounting responsibilities.

The series includes files concerning financial administration for major municipal initiatives such as the Neighbourhood Improvement Program (NIP), Central Area Redevelopment, the Crosstown Arterial, the Northeast Land Assembly, and the Prince Philip Parkway, among others. These files provide evidence of the division's role in budgeting, monitoring expenditures, coordinating project funding, and maintaining financial accountability for significant infrastructure and redevelopment projects.

Also included are records relating to the finances of the St. John's Maple Leafs hockey organization for the 1992–1993 period, along with a copy of the 1991 Rental Agreement between the City of St. John's and the team. These materials document the financial arrangements, obligations, and revenue considerations associated with the team's use of municipal facilities.

Together, the records in this series reflect the broad scope of financial management activities carried out by the Financial Services Division in support of municipal operations and capital initiatives.

RG 05-03: Neighbourhood Improvement Program

Fonds: Department of Finance fonds

Dates: 1975-1983

Access conditions: Open

Extent: 0.95 meters of textual records

Administrative History or Content Notes: The Neighbourhood Improvement Program (NIP) was a nationwide Canadian initiative introduced in 1977 with the aim of conserving and improving older, deteriorating urban neighbourhoods and enhancing community environments. Municipalities across the country, including the City of St. John's, participated in the program, which emphasized the revitalization of established neighbourhoods through coordinated planning and targeted investments.

NIP focused on upgrading essential public works and improving the visual and functional quality of residential areas. Typical projects included the creation or enhancement of playgrounds and parks, the reconstruction of streets, curbs, and gutters, and broad improvements to neighbourhood aesthetics. To assess local needs and guide planning, the City of St. John's hired consultants to study selected areas and prepare detailed reports outlining recommended improvements.

The program operated on a cost-shared basis, funded jointly by the Federal, Provincial, and Municipal governments. Within St. John's, several neighbourhoods—including the Battery, East End, West End, Georgestown, Midtown, and Mundy Pond—were identified as eligible for assistance under NIP.

RG 05-04: North East Land Assembly

Fonds: Department of Finance fonds

Dates: 1959-1981

Access conditions: Open

Extent: 0.46 meters of textual records

Administrative History or Content Notes: The North East Land Assembly was a major land-use planning and acquisition initiative undertaken by the City of St. John's to support long-term urban development in the northeast portion of the municipal boundary. As development pressures increased during the mid-20th century, the City recognized the need to better structure its expanding boundaries and ensure that future growth would be orderly, well-designed, and aligned with an overarching urban strategy. To achieve this, the City sought to acquire strategic parcels of land on the fringe of the northeast area.

In 1959, St. John's City Council requested legislative authority from the Provincial Government to participate in a formal Land Assembly Scheme. Approval was ultimately granted through collaboration among all three levels of government—municipal, provincial, and federal. The initiative was intended to ensure that development in the area would proceed along regular, efficient, and sound lines, avoiding the irregular and unplanned growth patterns that had characterized some earlier expansions of the city.

Once the necessary legislative authority was in place, the Government of Newfoundland and Labrador appointed the City of St. John's as its agent for the Land Assembly. This designation granted the City authority to negotiate with the Central Mortgage and Housing Corporation (CMHC), which played a central role in preparing land-use plans, appraisals, and development recommendations. CMHC worked jointly with the City to prepare property assessments and determine appropriate market values for parcels to be acquired. Much of the surviving documentation therefore relates to negotiations over assessed property values and correspondence between the City, property owners, and other government bodies.

Under the Land Assembly scheme, the acquired land was designated for a wide range of public and private uses, including sites for churches, schools, and institutional buildings, as well as areas for low- and high-density housing and commercial development. The initiative laid the groundwork for much of the structured urban expansion that would occur in northeast St. John's in the decades that followed.

Scope: This series consists of the financial and administrative records maintained by the Department of Finance relating to the planning, acquisition, and development activities associated with the North East Land Assembly. The records document the department's role in administering the financial aspects of the land assembly scheme, including budgeting, funding arrangements, cost-sharing processes, and financial reporting.

Materials in the series include correspondence, valuation and appraisal documents, reports, statements of expenditure, acquisition files, and other administrative records reflecting the City's collaboration with the Provincial Government and the Central Mortgage and Housing Corporation (CMHC). These records provide evidence of the financial management required to support the structured development of the northeast area of St. John's and the City's efforts to guide long-term urban growth.

RG 05-05: Subdivisions

Fonds: Department of Finance fonds
Dates: 1955-1983
Access conditions: Open
Extent: 0.76 meters of textual records

Scope: This series consists primarily of financial records maintained by the Department of Finance relating to the development of numerous residential and commercial subdivisions within the City of St. John's. The records document the financial administration of subdivision projects, including budgeting, cost allocations, payments, project monitoring, and coordination with other municipal departments.

In addition to financial documentation, the series includes sketches, plans, and correspondence with contractors, consultants, developers, and other stakeholders involved in subdivision design, servicing, and construction. These materials provide insight into the financial processes and interdepartmental cooperation required to support the planning and development of new neighbourhoods and expansion areas within the city.

RG 05-06: Contracts

Fonds: Department of Finance fonds
Dates: 1961-1986
Access conditions: Open
Extent: 0.76 meters of textual records

Scope: This series consists of financial records created and maintained by the Department of Finance relating to a wide range of public works and development projects undertaken by the City of St. John's. As part of its mandate, the Department of Finance is responsible for retaining documentation of all capital municipal contracts awarded to construction firms, architectural consultants, and engineering consultants. These records reflect the financial oversight and contractual administration necessary to manage municipal infrastructure development.

The files in this series pertain to a broad spectrum of services rendered to the City, including sewer extensions and repairs, construction and reinforcement of retaining walls, curb and sidewalk projects, and the construction and servicing of

subdivisions. Materials may include contracts, correspondence, project financial statements, cost estimates, payment records, and supporting documentation. Collectively, these records provide detailed evidence of the City's financial management of capital works projects and illustrate the collaborative processes between municipal departments, contractors, and consultants.

RG 05-07: Mundy Pond Urban Renewal

Fonds: Department of Finance fonds

Dates: 1965-1982

Access conditions: Open

Extent: 0.95 meters of textual records

Administrative History or Content Notes: In 1962, the City of St. John's applied to the Government of Newfoundland for an extension of municipal boundaries to include the Mundy Pond area, a suburban district identified in a recent Urban Renewal Study as requiring formal municipal planning and services. In the summer of 1963, the Provincial Government approved a boundary extension encompassing an area even larger than the original request, bringing approximately 250 properties within city limits. The newly incorporated area, characterized by widely dispersed, lower-income households living in a semi-rural and largely unserved environment, presented the City with significant planning and service-delivery challenges.

In response, the City adopted a General Development Plan for the Mundy Pond area in 1964, outlining major infrastructure initiatives necessary to support residential, environmental, and community improvements. Later that year, City Council approved the development of a formal Urban Renewal Scheme for Mundy Pond. The plan, prepared in consultation with Canadian British Engineering Consultants, defined the study boundaries as Pennywell Road (north), the rural fringe (west), Blackmarsh Road and Mercer's Lane (south), and Cashin Avenue and Stamp's Lane (east).

By January 1965, Terms of Reference for the renewal scheme had been completed. The overarching objective was to eliminate substandard and unsanitary housing conditions and to prepare land for future development consistent with the City's Master Plan. Federal assistance was requested on December 2, 1964, and approval was granted on February 23, 1965, enabling the City to proceed with planning and implementation under national urban renewal funding programs.

Throughout the mid- to late-1960s, significant improvements were introduced, including the realignment of streets, installation of water and sewer services, and construction of major infrastructure. In 1967, the Mundy Pond Trunk Sewer was completed between Water Street and Blackler Avenue, adjacent to the location of the City's new Municipal Depot. Concurrently, lands surrounding Mundy Pond were designated for recreational use, paving the way for the establishment of several major recreational facilities.

The Mundy Pond Urban Renewal Scheme, initiated in the mid-1960s, remained active into the early 1980s. Through its implementation, the area underwent substantial transformation, evolving from an under-serviced semi-rural neighbourhood into an integrated urban district equipped with modern infrastructure and community amenities.

Scope: This series consists of the financial and administrative records maintained by the Department of Finance relating to the Mundy Pond Urban Renewal Scheme. The records document the department's involvement in funding, financial oversight, project administration, and intergovernmental cost-sharing associated with the redevelopment of the Mundy Pond area. Materials in the series may include correspondence, budgets, cost estimates, financial statements, expenditure records, contracts, reports, and related documentation created throughout the planning and implementation of the renewal initiative. Together, these records provide evidence of the City's financial management and administrative coordination during the transformation of the Mundy Pond area under the urban renewal program.

RG 05-08: Area Development Projects

Fonds: Department of Finance fonds

Dates: 1966-1983

Access conditions: Open

Extent: 69 cm of textual records

Administrative History or Content Notes: The Residential Rehabilitation Assistance Program (RRAP), also known locally as part of the Neighbourhood Improvement Program (NIP), was a federal housing initiative administered through the Department of Building and Development for the City of St. John's. Funded by the Canada Mortgage and Housing Corporation (CMHC), the program was designed to support the repair and upgrading of substandard residential dwellings across Canada, with the goal of improving living conditions in older or deteriorated

neighbourhoods.

RRAP provided financial assistance to homeowners and landlords who met specific eligibility criteria, including property condition requirements and income thresholds. Funding was typically offered in the form of grants or forgivable loans intended to bring dwellings up to acceptable health and safety standards. Eligible improvements included structural repairs, electrical and plumbing upgrades, energy efficiency improvements, and other essential work required to ensure safe and adequate housing.

In St. John's, RRAP was closely linked with broader neighbourhood revitalization efforts undertaken through the Neighbourhood Improvement Program. The Department of Building and Development coordinated applications, inspections, and project approvals, while CMHC supplied federal funding and oversight. Through this partnership, the program contributed significantly to the rehabilitation of housing stock in several older city neighbourhoods and supported municipal goals related to urban renewal, community stabilization, and improved housing quality.

Scope: This series consists of the files retained by the Manager of Financial Services relating to a variety of municipal development and renewal initiatives. The records document the financial administration and oversight provided by the Financial Services Division for major projects such as the Neighbourhood Improvement Program (NIP), the development of various subdivisions, and the Mundy Pond Urban Renewal Scheme. The series also includes associated account books maintained for these projects, along with additional files pertaining to other financial activities managed by the division.

Materials in the series may include correspondence, financial statements, budgets, cost-sharing records, project accounts, reports, and other administrative documentation. Together, the records provide evidence of the division's role in supporting municipal planning and infrastructure projects through detailed financial management and accountability.

RG 05-09: St. John's Memorial Stadium

Fonds: Department of Finance fonds

Dates: 1953-1980

Access conditions: Open

Extent: 15 cm of textual records

Administrative History or Content Notes: Construction of St. John's Memorial Stadium began in 1952 as part of a major post-war civic initiative to provide a modern recreational facility for the city. The stadium was intended to replace Prince's Rink, a prominent local arena that had been destroyed by fire in 1941. The project was completed two years later, and the stadium officially opened on December 27, 1954, with a seating capacity of approximately 4,000 spectators.

The stadium was designed by architect A.J.C. Paine, a significant figure in Newfoundland's architectural history, who later designed the Confederation Building (completed 1963) and the former Memorial University College on Parade Street. His work contributed substantially to the province's mid-20th-century institutional and civic architecture.

To oversee the construction and early operation of the facility, the St. John's Memorial Stadium Commission was established through special legislation in 1954. The Commission worked closely with Paine during the construction phase and was responsible for selecting and installing essential stadium amenities and infrastructure, including the speaker system, scoreboard, clock, artificial ice system, seating, canteen facilities, and heating equipment. The Commission also hired staff to manage and maintain the stadium upon its opening.

In 1979, following a municipal administrative restructuring, the Commission came under the jurisdiction of the newly formed Department of Parks and Recreation, which assumed responsibility for recreational facilities across the city. Files associated with capital spending, contracting, and financial oversight of the stadium project were subsequently transferred to the Department of Finance. St. John's Memorial Stadium remained a major recreational and cultural venue for decades and constitutes an important chapter in the city's community and sporting history.

Scope: This series consists of financial and administrative records relating to the operation, management, and earlier construction of St. John's Memorial Stadium. The records document the financial oversight carried out by the Department of Finance and include agreements for various events held at the stadium, such as hockey contracts and usage agreements, along with correspondence with the Newfoundland Amateur Hockey Association and other stakeholder organizations. These materials reflect the stadium's role as a major recreational and sporting venue in St. John's.

The series also contains an earlier set of records dating from the construction phase of Memorial Stadium in 1953. These records include blueprint sketches of the proposed seating plan, an architectural report prepared by lead architect A.J.C. Paine, and a variety of building contracts and related documentation. Together, these materials provide insight into both the financial management and architectural development of one of the city's most significant mid-20th-century civic projects.

RG 05-10: General Ledgers

Fonds: Department of Finance fonds

Dates: 1892-1979

Access conditions: Open

Extent: 6.9 meters of textual records

Scope: This series consists of the main financial ledgers maintained by the City of St. John's Department of Finance, which serve as the official and comprehensive record of the City's financial transactions. These ledgers document the City's primary functions of financial accountability, including the tracking of assets, liabilities, equity, and all major revenue and expenditure activities.

Subjects recorded within the ledgers include, but are not limited to:

- abatement of taxes
- accounts payable and receivable
- taxes and permit fees collected
- collection of tax arrears
- crown rents
- capital funds
- interest earned on bank accounts
- insurance
- miscellaneous revenue
- poll taxes

The records are contained in large bound volumes titled General Ledger or Control Ledger. Ledgers covering the period 1893–1922 have been microfilmed and are preserved in that format.

Ledgers from 1980 onward have been recorded both electronically and in hard copy. These more recent records remain stored within the Department of Finance.

Together, the ledgers provide an essential and continuous record of the City's financial operations and fiscal management across more than a century.

RG 05-11: General Journals

Fonds: Department of Finance fonds

Dates: 1955-1981

Access conditions: Open

Extent: 37 cm of textual records

Scope: This series consists of the General Journals of the municipal government, which serve as the supporting documentation for the City's General Ledgers. The General Journals contain detailed entries that underline and verify ledger postings, including routine financial transactions as well as adjustments and year-end processes.

The journals include information drawn directly from the General Ledgers, along with adjustments, accruals, entries originating from journal vouchers, and records relating to capital fund transactions. Together, they form a foundational part of the City's financial recordkeeping system, ensuring accuracy, traceability, and accountability in municipal accounting practices.

The information in this series is recorded in three separate ledgers, which collectively document the full range of journal activity for the period covered.

RG 05-12: Memorial Stadium Financial Ledgers

Fonds: Department of Finance fonds

Dates: 1954-1982

Access conditions: Open

Extent: 1.2 meters of textual records

Administrative History or Content Notes: St. John's Memorial Stadium officially opened on December 27, 1954, serving as a memorial to the sportsmen of Newfoundland and Labrador who lost their lives in service to their country. The 4,000-seat arena replaced Prince's Rink, a major recreational venue that was destroyed by fire in November 1941. The new stadium was conceived as both a practical replacement for the lost rink and a symbolic community landmark honoring local athletic sacrifice.

The project originated with the Lions Club in 1949, which led early efforts to plan and promote the construction of a modern arena. As planning progressed, the Stadium Council joined the initiative and later transferred responsibility to the newly formed St. John's Memorial Stadium Commission. This Commission, established under special legislation in 1954, consisted of representatives from City Council and various community organizations. The citizens of St. John's were recognized as the official owners of the facility.

Throughout its operation, Memorial Stadium served as one of the city's most important recreational and cultural venues. It hosted hockey games, figure skating, concerts, exhibitions, and community events, and functioned as a central gathering place for leisure and sport across several generations. For details regarding the Commission and its role, see the fonds-level description.

In 2001, Memorial Stadium closed following the opening of the Mary Brown's Centre (initially the Mile One Centre) on New Gower Street, which replaced it as the city's primary arena. The building was subsequently purchased by Loblaw Companies, which undertook a complete redevelopment of the interior. In September 2007, the building reopened as Dominion Memorial Market, a modern supermarket featuring underground parking, escalators, and shopping cart conveyors—facilities then considered unique in Atlantic Canada.

Memorial Stadium remains a significant part of the city's architectural, recreational, and cultural heritage, with its legacy preserved through municipal records and community memory.

Scope: This series consists of eleven volumes of financial records documenting the operations of St. John's Memorial Stadium. These volumes function as the principal financial ledgers and journals for the stadium and record revenue, expenditures, payroll information, operational costs, and other financial transactions associated with the management of the facility.

The volumes provide detailed evidence of the stadium's financial administration during the period in which it maintained its own independent accounting system. Beginning in 1980, the financial records of Memorial Stadium were incorporated into the City of St. John's main financial ledger, and the stadium's accounts were no longer maintained as separate volumes. As a result, this series represents the complete set of standalone financial ledgers and journals created prior to that integration.

RG 05-13: Bowring Park

Fonds: Department of Finance fonds

Dates: 1962-1971

Access conditions: Open

Extent: 17 cm of textual records

Administrative History or Content Notes: Bowring Park was officially opened on July 14, 1914, by the Duke of Connaught, marking one of the most significant gifts ever presented to the City of St. John's. The park was donated by Bowring Brothers Limited as a public amenity for the citizens of the city. The original park site consisted of farmland in the Waterford Valley, historically known as Rae Island, an area well suited to naturalistic landscape development.

The design and early development of Bowring Park were overseen by Rudolf Cochius, a Dutch landscape architect known for his influential work on gardens and parks within Newfoundland and beyond. Under Cochius's guidance, the park was shaped into a picturesque naturalistic landscape featuring open meadows, wooded areas, and water features integrated with winding paths and scenic views.

Over the decades, Bowring Park has become home to several notable monuments and landmarks, including the Peter Pan statue, the Caribou Monument, and The Fighting Newfoundlander—each contributing to the cultural and commemorative character of the space. Other prominent structures include the Bungalow, historically used for social functions; a horse-watering fountain; a swimming pool; and numerous bridges that cross the Waterford River.

Since its opening, the park has undergone multiple expansions and improvements. By 2025, Bowring Park encompassed approximately 200 acres, making it one of the largest and most historically significant urban parks in Newfoundland and Labrador.

In 1995, operational responsibility for the park was transferred to the Bowring Park Foundation, a charitable organization established to preserve, enhance, and steward the park on behalf of the City of St. John's. The Foundation continues to oversee maintenance, capital improvements, public programming, and restoration work, ensuring that Bowring Park remains a central recreational, cultural, and community space for residents and visitors alike.

Scope: This series consists of two volumes of General Ledgers maintained for

Bowring Park. These ledgers document the park's financial operations, including records of revenue and expenditures associated with the management, maintenance, and development of the park. The volumes provide a detailed account of the financial activities carried out while Bowring Park maintained its own dedicated accounting records.

Beginning in 1971, the financial accounts for Bowring Park were consolidated into the general ledger of the City of St. John's, and separate ledgers for the park were no longer maintained. As such, these two volumes represent the complete surviving set of independent financial ledgers for Bowring Park prior to their incorporation into the City's centralized financial system.

RG 05-14: Appropriation, Revenue and Expense Accounts

Fonds: Department of Finance funds

Dates: 1893-1977

Access conditions: Open

Extent: 6 meters of textual records; microfilm

Scope: This series consists of 47 volumes documenting a wide range of the City of St. John's financial activities. The records capture detailed information relating to cash disbursements, payroll entries, cheques, and journal transactions, along with entries concerning sundry accounts, parks and open spaces, roads, sewers, pensions, the Water Works Department, trust accounts, refunds, streets, swimming pools, street lighting, and other municipal functions.

The series is composed of several distinct types of financial volumes created over multiple decades:

- Daybooks (1893–1900)
Eight volumes documenting daily financial transactions and serving as some of the city's earliest systematic financial records.
- Journals (1913–1950)
Seven volumes recording journal entries, including routine postings and adjustments. Two of these volumes contain overlapping or duplicative expense-related information; their exact interrelationship cannot be determined.
- Expense Ledgers (1931–1957)
Sixteen volumes recording detailed expenditures across municipal departments and services.
- Appropriation Ledgers (1961–1977)
Fifteen volumes of yellow ledger cards documenting annual budget

- appropriations, allocations, and related expenditure tracking.
- Capital Expenditure Ledger (1949–1952)
One volume documenting fixed assets and capital works projects, distinct from routine operational expenditures.

Together, these records illustrate the evolution of municipal financial administration and provide extensive evidence of the City's accounting and reporting practices from the late 19th century to the late 20th century.

Beginning in 1978, financial information previously captured in these bound volumes was transitioned to the City's mainframe computer, with hard-copy reports printed monthly and annually.

RG 05-15: Bonds

Fonds: Department of Finance funds
Dates: 1933-1990
Access conditions: Open
Extent: 1.68 meters of textual records

Scope: This series consists of three volumes of bond registers maintained by the City of St. John's. These registers document the City's involvement in municipal bond transactions and serve as official records of the City's financial obligations and investment holdings.

The registers record interest payable on outstanding bonds, including the dates on which interest coupons matured. They also document the acquisition of bonds by the City, noting purchase amounts and related financial details. As formal evidence of the City's ownership of these securities, the registers function as authoritative records supporting accountability, audit processes, and long-term financial management.

Together, these volumes provide insight into the City's historical debt financing and investment practices.

RG 05-16: Local Improvements

Fonds: Department of Finance funds
Dates: 1956-1984
Access conditions: Open

Extent: 21 cm of textual records

Administrative History or Content Notes: As part of the subdivision development approval process, the City of St. John's required developers to place a financial deposit with the City prior to the commencement of any work. These deposits were held in trust and were refunded once all municipal codes, standards, and development requirements had been fully met.

Scope: This series consists of two Subdivision Ledgers covering the period 1956–1984. The ledgers document the financial aspects of subdivision development in the City of St. John's, specifically the deposits that developers were required to place with the City prior to commencing work. These deposits were held in trust and later refunded upon confirmation that all municipal codes and development requirements had been met.

The ledgers record subdivision approvals, the associated bank accounts used to hold developer deposits, and detailed entries relating to expenses paid by the City in trust on behalf of developers. These records provide evidence of the City's oversight of development compliance, financial accountability, and its role in administering trust funds associated with subdivision projects.

Subdivisions and projects represented in the ledgers include the Northeast Land Assembly, the Parking Garage, various capital works, infrastructure loans, the Mundy Pond Urban Renewal Scheme, and the capital sinking fund, among others.

Together, these ledgers offer valuable insight into the financial control mechanisms and administrative processes governing subdivision development in St. John's during the mid-20th century.

RG 05-17: Taxation

Fonds: Department of Finance funds

Dates: 1892-1931

Access conditions: Restrictions may apply.

Extent: 70 reels of microfilm

Scope: This series consists of records relating to the collection of property and water taxes for residential and commercial properties within the municipal boundaries of the City of St. John's. The records document the issuance and tracking of monthly water and sewer tax bills and provide evidence of the City's tax

assessment and revenue-collection processes over time.

The information is preserved in three distinct formats, reflecting changes in municipal accounting and taxation practices:

- Water Department Ledgers (1892–1917)
A total of 25 volumes recording water tax accounts for individual properties.
- City Tax Ledgers (1918–1931)
A total of 14 volumes documenting tax information for both property and water taxes during this period.

A gap exists in the surviving records for the period 1932 to the early 1960s. Beginning in the 1960s, the City transitioned to a system of individual tax cards for both Water Tax and Property Tax, with separate cards maintained for each residential and commercial property. The Archives does not hold these cards.

From 1979 onward, tax information has been recorded on the City's mainframe computer system, and no hard-copy year-end reports have been produced for archival retention.

Together, the surviving ledgers provide important evidence of the City's property and water tax administration over several decades and illustrate the evolution of municipal taxation systems

RG 06: Mayor's Office

Dates: 1912-2007

Access conditions: Restrictions may apply.

Extent: 8.97 meters of textual records

Administrative History or Content Notes: Municipal governance in St. John's evolved gradually from appointed oversight to an elected and fully incorporated civic administration. The first municipal government in St. John's was established in 1888, with the inaugural election held on August 30, 1888. Under this early structure, the city was administered by commissioners appointed by the colonial government, and the role of mayor did not yet exist.

A major shift occurred with the passage of the City Act of 1902, which created the offices of Mayor and four elected councillors. This legislation marked the beginning of formalized democratic municipal leadership. On June 19, 1902, St. John's elected its first Mayor, George Shea, inaugurating a new era of local

governance.

Between July 1, 1914, and June 1916, the elected municipal government was temporarily replaced by a Commission System of Government, with William Gosling serving as Chairman. Following this interim period, municipal elections resumed and the mayoral system was reinstated.

A further milestone occurred with the passage of the 1921 City of St. John's Act, through which the municipality became formally incorporated. This legislation strengthened the civic administrative structure and clarified the responsibilities and authorities of the municipal government.

Recordkeeping Practices

Prior to the administration of Mayor Dorothy Wyatt (1973–1981), the mayor's official records were not kept within the Mayor's Office. Instead, they were traditionally retained by the Secretary-Treasurer or later the City Clerk, reflecting earlier administrative norms and a more centralized records management structure within the City.

Mayors of St. John's

Mayor	Term of Office
George Shea	1902–1906
Michael Gibbs	1906–1910
William Ellis	1910–1914
Commission Government (William Gosling)	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)	Mar 3 – Apr 22, 2008
Suzanne “Shannie” Duff (Acting)	Apr 22 – Jun 9, 2008
Dennis O’Keefe	2008–2013
Danny Breen	2017–present (as of 2025)

Scope: The fonds consists of all surviving records created or accumulated by the Wyatt (1973–1981), Murphy (1981–1990; 1993–1997), Duff (1990–1993), and Wells (1997–2008) mayoral administrations of the City of St. John’s. These materials document the activities, decisions, and initiatives of the Mayor’s Office during a period of significant administrative modernization and civic development.

The fonds includes:

- Administrative and correspondence files generated by the Mayor’s Office throughout the four administrations.
- Planning and project files relating to major municipal events, most notably Soirée ’88, the City’s celebration of the 400th anniversary of St. John’s (1588–1988).
- Visitor’s Books maintained in the Mayor’s Office, documenting official visitors, dignitaries, and ceremonial activities.
- Files relating to Donations and Gifts, including records of items presented to the City and gifts exchanged during official events, delegations, and international visits.

Together, these records reflect the day-to-day operations of the Mayor’s Office, the public role of the Mayor in civic and ceremonial life, and the broader municipal priorities of St. John’s from the early 1970s through the late 2000s.

RG 06-01: Wyatt Administration

Fonds: Mayor’s Office fonds

Dates: 1974-1981

Access conditions: Restrictions may apply.

Extent: 1.5 meters of textual records

Administrative History or Content Notes: Dorothy Mary (Fanning) Wyatt was born in St. John’s in 1926. She received her early education at St. Bride’s College, Littledale, followed by professional training at the General Hospital School of Nursing and Memorial University of Newfoundland. She began her nursing career in 1952 at the St. John’s Sanatorium, later serving as a provincial nursing officer

and first aid instructor with the St. John Ambulance Association. In the early 1960s, Wyatt became Director of Nursing for the Nova Scotia Division of the Canadian Red Cross.

Returning to St. John's in 1969, Wyatt became one of the first graduates of Memorial University's Bachelor of Nursing program. That same year she achieved another historic milestone when she became the first woman elected to St. John's City Council.

In 1973, Wyatt was elected the 10th Mayor of St. John's, becoming the first woman to hold the office. Widely recognized for her energetic and unconventional leadership style, she introduced several new practices, including the public release of weekly council meeting agendas—a transparency measure that became a permanent feature of municipal operations. She was re-elected to a second term in 1977.

Wyatt's tenure oversaw a period of significant civic development. During her administration, St. John's hosted the 1977 Canada Summer Games, undertook reforms to the municipal taxation system, adopted a partial ward system for elections, and approved the construction of modern high-rise commercial buildings along Water Street. Despite these achievements, her popularity declined toward the end of the 1970s. Her 1979 bid for the leadership of the Progressive Conservative Party of Newfoundland and Labrador was not taken seriously by party officials, and she was defeated in her 1981 campaign for a third term as mayor by John J. Murphy.

Wyatt returned to civic politics in 1985 as Councillor-at-Large, and was subsequently re-elected in 1990, 1993, and 1997. Her influence on municipal governance extended beyond her mayoralty, particularly in matters of transparency, public engagement, and administrative modernization.

A pivotal aspect of her legacy is archival in nature: the Wyatt Administration was the first in which the Mayor's Office maintained its own dedicated record-keeping system. Prior to her term, mayoral correspondence was handled and preserved through the City Clerk's Office, making the surviving Wyatt records the earliest cohesive body of mayoral files in the City's holdings.

Dorothy Wyatt passed away on September 23, 2001, just two days before the municipal election in which she was standing as a candidate for Councillor-at-Large. She was posthumously elected—the first such occurrence in

St. John's history—necessitating a by-election later that year. Her long career, groundbreaking achievements, and lasting contributions to municipal governance have secured her place as one of the most influential civic leaders in St. John's.

Scope: This series consists of the correspondence and subject files documenting the general administration of the Mayor's Office during the mayoralty of Dorothy Wyatt (1973–1981). The records reflect the day-to-day operations of the office, the Mayor's interactions with municipal departments, community organizations, and other levels of government, as well as the broader civic issues and initiatives addressed during her two terms in office.

The series includes:

- Incoming and outgoing correspondence relating to municipal services, public concerns, policy issues, and intergovernmental communication.
- Subject files created and maintained by the Mayor's Office to track administrative matters, projects, and ongoing issues within the City of St. John's.
- Copies of minutes from bodies with which the Mayor's Office maintained regular contact or oversight, including:
 - *The St. John's Housing Corporation*
 - *The Technical Advisory Committee to the St. John's Urban Region Water and Sewer Board*
- Records relating to civic promotion and tourism, including some copies of documents from the *St. John's Tourist Commission* and the *St. John's Convention Bureau*.
- Copies of Marriage Certificates submitted to or processed through the Mayor's Office as part of its public and ceremonial responsibilities.

Collectively, the records provide insight into the administrative functions of the Mayor's Office during this period, Mayor Wyatt's leadership style and priorities, and the major civic issues shaping St. John's in the 1970s.

RG 06-02: Murphy Administration

Fonds: Mayor's Office fonds

Dates: 1981-1997

Access conditions: Restrictions may apply.

Extent: 2.3 meters of textual records

Administrative History or Content Notes: John Joseph Murphy was born in St.

John's in 1922. Educated at St. Bonaventure's College, he established a diverse early career as a radio announcer and advertising executive with VOXM. In 1951, Murphy joined Halley and Company, and upon the death of his father-in-law, Patrick Halley, he became the company's president. Under his leadership, Halley and Company significantly expanded its retail enterprise, The Arcade, growing it into a chain of nine stores operating throughout St. John's and the Conception Bay South region.

Murphy entered provincial politics as a Liberal candidate in the 1966 general election and again in a 1970 by-election, though he was not successful in either campaign. He achieved his first municipal victory in 1973, earning the highest number of votes and becoming Deputy Mayor of St. John's. In 1977, he challenged incumbent mayor Dorothy Wyatt but was defeated; however, in 1981, Murphy was elected the 11th Mayor of St. John's, beginning a period of substantial urban development and municipal policy reform. He was re-elected by acclamation in 1985.

Choosing not to run in 1990, Murphy returned to municipal politics again in 1993, defeating Suzanne "Shannie" Duff and serving a final term as mayor from 1993 to 1997. After losing the 1997 mayoral election to Deputy Mayor Andrew Wells, Murphy retired from public office.

During his time as mayor, Murphy oversaw several transformative municipal initiatives. City Council developed a comprehensive planning and zoning system, expanded efforts to preserve the heritage character of historic neighbourhoods, and introduced an infill housing program that later received national recognition. Murphy was also a strong proponent of municipal expansion. In 1990, he advocated for the annexation of Mount Pearl, Paradise, Conception Bay South, and Wedgewood Park; while most communities rejected amalgamation, Wedgewood Park was incorporated into St. John's in 1992.

Murphy's contributions to public life were widely recognized. He was appointed a Member of the Order of Canada in 1985 and received an Honorary Doctor of Laws (LL.D.) from Memorial University of Newfoundland in 2005. In 2010, the City of St. John's awarded him the Freedom of the City, its highest civic honour.

John Joseph Murphy died on December 15, 2010, at the age of 88, shortly after receiving this final distinction. His long career as a businessman, civic leader, and three-term mayor left a significant and lasting impact on the development and governance of St. John's.

Scope: This series consists of the correspondence and subject files documenting the general administration of the Mayor's Office during the mayoral terms of John Joseph Murphy (1981–1989 and 1993–1997). The records reflect the routine operations, decision-making processes, and policy initiatives undertaken by the Mayor's Office throughout Murphy's time in municipal leadership.

The series includes:

- Incoming and outgoing correspondence related to municipal services, public inquiries, departmental coordination, intergovernmental affairs, and community issues.
- Subject files maintained by the Mayor's Office that track major administrative matters, planning initiatives, civic projects, and matters brought before Council.
- Documentation that illustrates Murphy's priorities as mayor, including planning and zoning reforms, heritage preservation efforts, and municipal expansion and amalgamation discussions.

Together, these records provide insight into the administrative functions of the Mayor's Office and the civic priorities of St. John's during Murphy's periods of governance. They also illustrate the continuity of mayoral operations and the evolving relationship between the Mayor's Office, municipal departments, community stakeholders, and the general public.

RG 06-03: Gifts

Fonds: Mayor's Office funds

Dates: 1912-1990

Access conditions: Open

Extent: 30 cm of textual records

Scope: This series consists of selected gifts presented to the Mayor and Council of the City of St. John's through various formal and informal means, including council meetings, official visits, delegations, commemorative events, and other ceremonial occasions. The materials illustrate the City's relationships with individuals, communities, organizations, and visiting dignitaries, as well as its involvement in cultural exchanges and public celebrations.

The series includes:

- Two VHS videocassette copies of *"500 Years 'Til Now"*, produced by Ted Mills and Associates Advertising Limited for Newfoundland Light and Power, dated March

15, 1990.

- A VHS videocassette titled "*Portrait de St. Jean de Terre Neuve*," produced for television in St. Pierre and Miquelon in 1989 by Andrée Lebailly, and presented to the Mayor in 1990. The program was shown in St. Pierre in February and March 1990 in two parts.
- A scroll from the Mayor of Channel-Port aux Basques requesting donations for the Wish Express, 1990.
- A Master Plumbing Licence issued to William L. Halfyard, dated 1912.
- An expression of thanks to Mayor Shannie Duff from the crew of the Polish tall ship *Zawisza Czarny* on the occasion of its visit to St. John's, July 27, 1992.
- A Terry Fox First Day of Issue envelope, including the commemorative postage stamp and postcard, dated April 13, 1982.
- A book titled "Duty in Newfoundland" (Government Record GR 287), dated 1941.

Collectively, these items document the ceremonial and representational role of the Mayor and Council, the City's engagement with local and international communities, and the symbolic exchanges that accompany civic diplomacy and public events.

RG 06-04: Soiree '88

Fonds: Mayor's Office fonds

Dates: 1986-1988

Access conditions: Open

Extent: 57 cm of textual records

Administrative History or Content Notes: This series consists of records relating to Soirée '88, the year-long celebration held in 1988 to commemorate the 100th anniversary of the establishment of the St. John's Municipal Council. Designated a special celebration year by the Provincial Government, Soirée '88 was developed to highlight the significance of municipal governance in shaping the social, economic, and civic development of the City of St. John's.

The celebrations not only marked the centennial of municipal government but also recognized local organizations, institutions, businesses, and families that had been part of the community for 100 years or more. The initiative sought to foster civic pride, strengthen community awareness, and acknowledge the deep historical roots of municipal involvement in the daily life of the city.

Records in this series may include planning files, correspondence, promotional materials, event programs, committee minutes, proposals, and other

documentation generated or accumulated in preparation for and during the Soirée '88 celebrations. Collectively, these materials illustrate the planning process, community engagement efforts, and legacy of this major commemorative event in the City's history.

Scope: This series consists of records relating to the planning, coordination, and execution of Soirée '88, the centennial celebrations marking the 100th anniversary of the St. John's Municipal Council in 1988. The records document the work of the Celebrations Committee and the broad range of activities, events, and initiatives undertaken to commemorate this significant milestone in the City's municipal history.

The series includes materials relating to:

- Celebrations Committee meetings, planning files, and internal correspondence
- Marketing and advertising strategies, promotional materials, media relations, and publicity campaigns
- Sponsorship outreach, agreements, correspondence, and supporting documentation
- Opening and closing ceremonies, including agendas, programs, scripts, and logistics
- Festival activities, special events, community programs, and cultural initiatives
- Proposals submitted by individuals, community groups, and partner organizations
- Royal Visit planning and coordination
- Visit of the Spanish tall ship, including promotional and ceremonial documents
- Cup Yacht Race-related files, planning materials, and event records
- Various guides, handbooks, brochures, schedules, and other informational materials produced for public distribution
- Additional related administrative and planning records documenting the complete scope of the centennial celebrations

Together, these materials provide comprehensive insight into the design, implementation, and legacy of Soirée '88 and illustrate the City's efforts to celebrate its municipal heritage, engage the public, and highlight its historical and cultural identity.

RG 06-05: Duff Administration

Fonds: Mayor's Office fonds

Dates: 1978-1993

Access conditions: Restrictions may apply.

Extent: 3.9 meters of textual records

Administrative History or Content Notes: Suzanne (Shannie) Duff was born in St. John's in 1936. A nurse, businesswoman, municipal leader, and heritage advocate, Duff received her education at the College of Our Lady of Mercy, Memorial University of Newfoundland, and the Royal Victoria Hospital in Montreal. She began her professional career as a welfare officer with the Newfoundland Department of Public Welfare (1957–1958), after which she lived in Europe from 1958 to 1961. Returning to St. John's, she worked as a nursing instructor at the General Hospital before relocating to Montreal from 1962 to 1966. She settled permanently in St. John's upon her return.

During the 1970s, Duff became deeply involved in community and heritage advocacy. She was active in numerous organizations, including the St. John's Board of Heritage (1971–1976), the National Arts Centre (1972–1978), and the Canadian Institute of Child Health. She served as President of the Newfoundland Historic Trust, played a major role in the St. John's Heritage Foundation, and became president of Avalon Cablevision when the service launched in 1975. Her leadership helped shape the emerging heritage preservation movement in the city. Duff entered municipal politics in 1977, winning a seat on St. John's City Council. She became a strong and influential voice for architectural conservation, urban revitalization, and thoughtful planning. As councillor, she served on key committees including the Zoning and Planning Committee, the Housing and Finance Committee, and the Beautification Committee.

On November 3, 1981, Duff became Deputy Mayor of St. John's. She also entered provincial politics, winning election to the House of Assembly in 1989 as a Progressive Conservative, having previously contested the seat unsuccessfully in a by-election against NDP candidate Gene Long. For about a year, she held both her municipal and provincial roles before turning her attention to the mayoralty.

In the 1990 municipal election, Duff was elected the 12th Mayor of St. John's, becoming the second woman to hold the office. Her term was marked by progressive planning initiatives, heritage protection, and an emphasis on livability and civic identity. She ran for a second term in 1993 but was defeated by former mayor John Murphy.

Duff returned to City Council after winning a seat in the 1997 municipal election, serving as councillor until April 18, 2008. During a transitional period of political

restructuring, she served as Acting Mayor from April to June 2008, following the resignation of Dennis O’Keefe to pursue the mayoralty. She was elected Deputy Mayor in the September 29, 2009 general election, continuing her longstanding influence over municipal affairs.

A founding member of the Newfoundland Historic Trust, Duff played a central role in the revitalization of St. John’s historic core, championing preservation at a time when many heritage structures faced threat of demolition. Her advocacy significantly shaped public policy and community expectations regarding the protection of the built environment.

After a distinguished 36-year career in public service, Duff retired from municipal politics at the end of her term in 2013, at the age of 77. Her legacy endures as one of the most transformative voices in the preservation and planning history of St. John’s.

Scope: This series consists of the correspondence and subject files documenting the general administration of the Mayor’s Office and the broader municipal operations of the City of St. John’s during the mayoral term of Suzanne (Shannie) Duff. The records reflect the day-to-day work of the Mayor’s Office, the handling of public concerns, coordination with municipal departments, and oversight of major civic issues during her tenure.

The series includes:

- Incoming and outgoing correspondence, including communications with residents, community groups, municipal departments, external organizations, and other levels of government.
- Subject files maintained by the Mayor’s Office concerning planning, policy matters, city services, heritage issues, and the wide range of municipal topics brought to the Mayor’s attention.
- Committee minutes and related documentation, including:
 - East End Residents’ Committee
 - Airport Advisory Committee
 - Conflict of Interest Committee
 - Solid Waste Committee
 - Gilbert Memorial Committee
 - Mayor’s Advisory Committee on Spectator Facility

These committee records provide insight into community engagement, urban planning, infrastructure development, and ongoing civic initiatives during Duff’s

term.

Collectively, the materials in this series illustrate Duff's administrative priorities, her long-standing commitment to heritage preservation, and her approach to municipal governance. They also reflect the City's evolving policies, planning strategies, and responses to key issues shaping St. John's during this period.

RG 06-06: Visitor's Books

Fonds: Mayor's Office fonds

Dates: 1939-2006

Access conditions: Open

Extent: 1.4 meters of textual records

Scope: This series consists of official Visitor's Books maintained in the Mayor's Office, covering the period 1939 to 1996 (with some later entries). These volumes were signed by dignitaries, official visitors, international delegations, notable public figures, and members of the public who attended meetings or special events in the Mayor's Office. The books serve as a historical record of civic hospitality, protocol activities, and the public-facing role of the Mayor's Office across several decades. The Visitor's Books capture the names, affiliations, and dates of visits, providing insight into the ceremonial, diplomatic, and community engagement functions of the City of St. John's. The signatures include those of well-known guests and highlight key municipal events that attracted national and international attention.

Volumes Included

The series contains the following Visitor's Books:

- June 29, 1971 – March 31, 1978
- April 20, 1978 – November 28, 1990
 - *Includes an additional entry dated February 13, 2002*
- November 6, 1970 – July 13, 1976
- January 13, 1966 – April 14, 1976
- December 1, 1990 – March 6, 2006
- June 18, 1959 – December 6, 1965
- June 17, 1939 – May 23, 1959
- September 1, 1978 – November 30, 1981
- January 1, 1962 and January 1, 1963
- January 1, 1966 – January 1, 1974
- January 1, 1977 – January 1, 1996

These volumes vary in chronological overlap, reflecting multiple concurrent or sequential signing books maintained within the Mayor's Office at different times.

Collectively, the Visitor's Books offer a unique documentary record of civic engagement and ceremonial life within the City of St. John's, illustrating patterns of official visits, cultural exchanges, commemorative events, and public interactions with municipal leadership over nearly seven decades.

RG 06-08: Wells Administration

Fonds: Mayor's Office fonds

Dates: 1997-2007

Access conditions: Restrictions may apply.

Extent: 40 cm of textual records

Administrative History or Content Notes: Andrew (Andy) Wells was born in St. John's in 1944/45. He attended Prince of Wales Collegiate and later earned a Bachelor of Arts in History from Memorial University of Newfoundland, followed by a Bachelor of Arts in Education, completed in 1969. Wells began his career at Memorial University, working as a Producer-Director in Educational Television, and later served as President of the Newfoundland Division of the Canadian Union of Public Employees (CUPE), reflecting an early commitment to public service and labour advocacy.

Wells entered municipal politics in 1977, when he was first elected to St. John's City Council, serving as councillor until 1990. Known for his strong opinions and direct communication style, he became a prominent and sometimes polarizing figure in municipal affairs. After a brief hiatus from council, Wells returned to the political forefront when he was elected the 13th Mayor of St. John's in 1997, a position he held through re-elections in 2001 and 2005.

In 2008, Wells resigned as mayor after being appointed Chair and Chief Executive Officer of the Newfoundland and Labrador Public Utilities Board (PUB). His tenure on the PUB ended controversially in 2017, when he was suspended following criticisms he sent to City Council using his government email account. The investigation was later dropped after Wells resigned from the PUB to run again for mayor in the 2017 municipal election, in which he was defeated by Danny Breen.

During his years as mayor, Wells gained a reputation for his "get things done" approach to governance, a style that appealed to many voters but often led to

high-profile and frequently colourful disputes with fellow council members. He was also a vocal and persistent advocate for the amalgamation of St. John's with its neighbouring municipality, Mount Pearl, a position that generated significant controversy and inter-municipal tension throughout his tenure.

Wells oversaw several major municipal achievements, including:

- The St. John's Harbour Clean-up Project, a landmark environmental initiative.
- The construction and opening of Mile One Stadium and the adjoining Convention Centre, key components of downtown revitalization.
- Foundational work on the Citizen Relationship Management strategy, later known as Access St. John's, enhancing public service accessibility.
- Completion of the Winsor Lake Water Treatment Facility, improving the City's water infrastructure.
- Significant expansion of the cruise ship industry, reinforcing St. John's role as an international port of call.

Andy Wells died on June 25, 2021, at the age of approximately 75–77. His long and impactful, if often contentious, career left a lasting mark on the political landscape and municipal development of St. John's.

Scope: This series consists of a wide range of files created or accumulated by the Mayor's Office during the tenure of Andrew (Andy) Wells. The records document the general administration of the Office of the Mayor, the City's interaction with community organizations, and Council's handling of municipal issues during Wells's term as mayor.

The series includes:

- Correspondence files with active community groups, citizens, advocacy organizations, and other external stakeholders.
- Internal Council committee files, documenting discussions, decisions, and recommendations brought forward through various municipal committees.
- Subject files relating to major issues, initiatives, and ongoing concerns addressed by the Mayor's Office.
- Records relating to the Atlantic Coastal Action Plan (ACAP), including correspondence, environmental planning documents, and materials concerning St. John's participation in regional environmental and coastal stewardship initiatives.

Together, the materials provide insight into the administrative priorities of the Wells administration, the City's relationship with community stakeholders, and the

development of environmental and municipal policy at the time. They reflect both the broad scope of issues brought before the Mayor's Office and the distinctive governance approach that characterized Wells's leadership.

RG 06-09: O'Keefe Administration

Fonds: Mayor's Office fonds

Dates:

Access conditions: Restrictions may apply.

Extent:

Administrative History or Content Notes: Dennis Michael Johns ("Doc") O'Keefe was born in St. John's in 1944. He attended St. Bonaventure's College before entering Memorial University of Newfoundland (MUN), where he completed both a Bachelor of Arts (History) and a Bachelor of Education in 1967. O'Keefe continued his academic pursuits and earned a Master's degree in History in 1978. At the age of 23, he began a three-decade career in education, teaching at Brother Rice High School, St. Patrick's Hall, and Beaconsfield High School, all in St. John's. He retired from teaching in 1997 after 30 years in the profession.

Only weeks after retiring, O'Keefe entered municipal politics. In the 1997 municipal election, he was elected Councillor-at-Large, a position he retained following re-election in 2001. In 2005, he was elected Deputy Mayor, serving in that role until the resignation of Mayor Andy Wells in 2008. From March to April 2008, O'Keefe served as Acting Mayor during the transition period.

O'Keefe won the June 2008 by-election, defeating former Deputy Mayor Marie White, and became the 14th Mayor of St. John's. He was re-elected in both the 2009 and 2013 municipal elections. Unlike several of his predecessors, O'Keefe distanced himself from aggressive amalgamation efforts, expressing the belief that regional consolidation would occur naturally when the public deemed the time appropriate.

Beyond municipal politics, O'Keefe was known for his role as a consumer activist. He founded the Consumer Group for Fair Gas Prices and Consumer Power, advocating for transparency and fairness in consumer markets. A long-time member of the Progressive Conservative Party of Newfoundland and Labrador, O'Keefe nonetheless publicly criticized aspects of the federal Conservative government under Prime Minister Stephen Harper.

In April 2011, O'Keefe underwent heart surgery, successfully returning to his mayoral duties later that spring. He continued to serve as Mayor until August 2017, when he announced that he would not seek re-election in the upcoming municipal election, concluding two decades of public service on St. John's City Council.

Scope:

RG 07: Department of Tourism, Recreation and Parks

Dates: 1912-2002

Access conditions: Restrictions may apply.

Extent: 24.3 meters of textual records

Administration History or content notes: The administration of recreation, parks, tourism, culture, and economic development in the City of St. John's has undergone extensive evolution over the past century. Prior to the formation of dedicated municipal departments, these functions were carried out by volunteer organizations, ad hoc committees, independent commissions, and scattered units within City administration. As the City modernized and public expectations grew, these responsibilities gradually centralized into formal departmental structures.

Municipal recreation services began in 1924 with the establishment of the Playground and Recreation Association, a citizens' group responsible for fundraising and delivering supervised activities for children. The Association operated swimming programs at Rennie's River and Victoria Park and coordinated large-scale community events such as picnics at Bowring Park. After the Association dissolved in 1959, its responsibilities were transferred to the Playgrounds Committee, a volunteer body annually funded by Council. By the 1970s, this evolved into the Recreation Committee.

Park operations were also decentralized. Bowring Park was governed by the Bowring Park Committee, an ad hoc committee of Council comprising councillors, citizens, and a representative of Bowring Brothers Limited. This committee held full authority over park management, with Council funding its activities. Arena and stadium matters were overseen by the St. John's Memorial Stadium Commission, created through provincial legislation in 1954. The Commission remained active until the late 1970s, and by 1987, its duties were integrated into a Stadium Manager role within the City's recreation structure.

During these decades, municipal staff, including the City Engineer, the Superintendent of Parks, and later staff within the City Clerk's Department, carried various responsibilities for parks maintenance and program delivery. This fragmented arrangement reflected the increasing but uncoordinated growth of recreation services in St. John's.

In 1979, the City of St. John's established the Department of Parks and Recreation, marking the first major consolidation of municipal recreation and park functions. The new department assumed responsibility for groups and positions that had previously operated independently or semi-autonomously, including the Bowring Park Committee, Rotary Park Committee, the Stadium Commission, the Bowring Park Superintendent, the Parks Foreman, and the Recreation Officer. From its inception, the department was responsible for parks development and maintenance, recreational facility management, and the delivery of municipal recreation programs.

Tourism services were initially the mandate of the St. John's Tourist Commission (1963–1986), an independent, jointly funded organization that promoted St. John's as a tourist destination. In 1987, tourism promotion was absorbed into municipal administration through a Promotions Officer in the City Manager's Department.

Economic development emerged as a municipal function in 1987, becoming part of the City Manager's responsibilities. The function evolved rapidly throughout the 1990s, undergoing several name and structural changes as the City expanded its focus on business development, investment attraction, and cultural promotion.

In 1992, the City created the Department of Tourism, Recreation and Parks, merging economic development initiatives with tourism promotion and recreation services. The 1990s saw further major reorganizations:

- 1994: Parks and Recreation separated from Tourism and Economic Development.
- 1996: A dedicated Department of Recreation was established, while park-related functions shifted to a new Department of Public Works and Parks.

Economic development, meanwhile, went through multiple administrative iterations, becoming part of various renamed departments and divisions between 1994 and 1999. In 2002, it regained full departmental status as the Department

of Economic Development and Tourism, expanding in 2003 to include culture.

RG 07-01: Tourism, Recreation and Parks General Administration

Fonds: Department of Tourism, Recreation and Parks fonds

Dates: 1946-2001

Access conditions: Restrictions may apply.

Extent: 18.1 meters of textual records

Administrative History or Content Notes: The Department of Tourism, Recreation and Parks was responsible for a broad and diverse portfolio that supported the social, recreational, cultural, environmental, and economic life of the City of St. John's. Its mandate combined municipal responsibilities that had historically been distributed across multiple committees, commissions, and administrative units.

The Department's primary functions included:

- **Tourism Development:**
Promoting the City of St. John's as a tourist destination, providing visitor information, coordinating tourism marketing initiatives, supporting special events, and working closely with industry partners to expand the local tourism economy.
- **Recreation Services:**
Operating municipal recreation centres, sports facilities, and community gathering spaces; delivering leisure programs and recreational activities for residents of all ages; and coordinating seasonal events and community celebrations.
- **Facility Management:**
Overseeing the operation of significant municipal facilities, including the St. John's Memorial Stadium, various indoor sport and leisure centres, and outdoor recreation amenities.
- **Parks and Open Spaces:**
Maintaining and developing municipal parks, playgrounds, walking trails, and green spaces; supervising horticultural activities; and supporting environmental stewardship in public areas.
- **Community Events:**
Planning, supporting, and delivering City-wide events, celebrations, and public activities that enhanced civic identity, cultural participation, and community well-being.
- **Economic Development:**
Facilitating business development initiatives, coordinating promotional activities

that linked tourism and economic growth, and supporting programs aimed at strengthening the City's economic vitality.

This Department played a central role in shaping public services and community engagement throughout its existence. For additional historical context, restructuring details, and the evolution of departmental responsibilities, see the fonds-level Administrative History.

Scope: This series consists of the correspondence and subject files created and retained by the Director's Office of the Department of Tourism, Recreation and Parks. The records document the wide range of issues, programs, and initiatives overseen by the Department and reflect its broad mandate in supporting recreation, tourism, parks administration, community events, and economic development within the City of St. John's.

The series includes documentation relating to:

- Major sporting events, including the *Terry Fox Run*, the *Royal St. John's Regatta*, and other annual or special athletic activities supported by the City.
- Recreational organizations and community groups, such as the *Community Services Council* and the *Rennie's River Development Organization*, reflecting the Department's collaboration with nonprofit groups and community stakeholders.
- Recreational facilities, including arenas, community centres, stadiums, pools, and other municipally operated or supported venues.
- School programs and youth initiatives related to recreation, education, and community engagement.
- City parks and open spaces, including planning, maintenance, programming, and environmental stewardship.
- Civic celebrations and public events, illustrating the Department's role in organizing festivals, special observances, promotional activities, and City-wide celebrations.

Collectively, the files provide comprehensive insight into the planning, development, and administration of recreation and tourism services in St. John's. They document the Department's leadership role in enhancing quality of life, supporting community participation, and promoting the City both locally and nationally.

Fonds: Department of Tourism, Recreation and Parks fonds

Dates: 1952-1991

Access conditions: Restrictions may apply.

Extent: 2.64 meters of textual records

Administrative History or Content Notes: The St. John's Memorial Stadium originated from Mayor Andrew Carnell's recognition in 1943 of the City's need for a new public arena following the destruction of Prince's Rink by fire in 1941. To address this need, Carnell established a Citizen's Committee chaired by R. S. Furlong to investigate potential sites for a new stadium. The committee initially identified Bannerman Park as the most suitable location, but its work was suspended during the Second World War due to a critical national shortage of steel.

Municipal consideration of the project resumed in 1948, when Mayor Carnell appointed a second Citizen's Committee, led by F. Ronald Clarke, to continue planning. After evaluating ten possible sites, the committee proposed Lester's Field or Bannerman Park as the optimal locations, and estimated the project's cost at \$300,000.

In June 1949, the St. John's Lions Club, under the leadership of P. E. Outerbridge, offered to assume responsibility for the project. Council accepted the offer, and the Lions Club proposed financing the stadium through the creation of a Limited Liability Company that would sell \$40,000 in shares. Additional funds were later contributed by the Rotary Club in 1952, enabling the long-delayed initiative to move forward.

Construction began in 1952. Major elements of the structure—the steel frame, exterior walls, and roof—were fabricated and erected by Robb Engineering Works, following which Byers Construction Company completed the remainder of the work. The building's architect was A. J. C. Paine, who later designed the Confederation Building (1963) and the original Memorial University College on Parade Street. The Stadium was officially completed in 1955.

The St. John's Memorial Stadium Commission was established in 1954 through special provincial legislation to manage and operate the facility. This independent commission oversaw arena operations for several decades, until 1979, when responsibility for the Stadium was transferred to the newly formed Department of Parks and Recreation.

In 1999, ownership and management of the Stadium were transferred to the Civic Centre Corporation, reflecting a broader administrative restructuring of municipal sport and event facilities.

The Stadium ceased operations in 2001 following the opening of Mile One Centre (renamed the Mary Brown's Centre in 2024). Portions of the interior structure were subsequently demolished. In July 2006, Loblaw Companies purchased the building, and a Dominion supermarket officially opened at the site on September 21, 2007, marking the end of the building's historic function as a major recreational landmark in St. John's.

Scope: This series consists of subject files documenting the operations, programming, and administrative activities associated with St. John's Memorial Stadium. The records reflect the management of the Stadium from its construction through its years as a central recreational, sporting, and community facility in St. John's.

The series includes materials related to:

- Construction and development of the Stadium, including early planning, design, contracts, and correspondence surrounding the establishment of the facility.
- Hockey operations, documenting multiple levels of organized hockey at the Stadium, including:
 - Senior and Junior hockey programs
 - High School hockey leagues
 - Team records, game schedules, and league arrangements
 - Hockey-related financial statements and reporting
- Hockey Commission records and files pertaining to its governance and oversight functions.
- Newfoundland Amateur Hockey Association correspondence and administrative files.
- Memorial Stadium Commission records relating to its role in supervising Stadium operations prior to its transfer to municipal oversight.
- General programming files, including other athletic events, recreational activities, and community uses of the Stadium.

Together, these records provide insight into the Stadium's role as a major recreational hub, its contribution to amateur and organized sport in Newfoundland and Labrador, and its operation as one of the City's most important public facilities during the latter half of the twentieth century.

RG 07-03: St. John's Tourist Commission and Convention Bureau

Fonds: Department of Tourism, Recreation and Parks fonds

Dates: 1965-1987

Access conditions: Open

Extent: 72 cm of textual records

Administrative History or Content Notes: The St. John's Tourist and Convention Bureau evolved from a long tradition of tourism promotion in Newfoundland and Labrador, beginning with the privately driven Newfoundland Tourist and Publicity Association, operated by St. John's business leaders between 1925 and 1947. Its work was shaped by shifting economic conditions: a decline during the Great Depression, further setbacks during the Second World War, and another lull during the period of post-war prosperity when tourism was not yet seen as an economic priority.

A renewed governmental interest in tourism led to the reconstitution of the Association in 1936 as the Newfoundland Tourist Traffic Development Board, a quasi-governmental body established by the Commission of Government and supported through an annual grant-in-aid. Under the leadership of Cyril Duley, the Board responded diligently to tourism inquiries but lacked the financial resources to develop substantive promotional campaigns. The organization persisted largely due to the efforts of Miss Margaret Godden, remaining active until the post-Confederation years.

Following Confederation in 1949, the Board was revitalized as the Tourist Development Bureau under Premier Joseph R. Smallwood. During this period, tourism became a political issue: Smallwood famously criticized St. John's business leaders—whom he referred to as "*lounge lizards*"—for their lack of investment in the province's tourism potential. He simultaneously promised provincial financial support if the business community demonstrated commitment to the industry.

This challenge spurred the Newfoundland Board of Trade to reorganize its Tourist Committee, under the leadership of President Michael Hope and Roy Cheeseman. The Board commissioned multiple studies, including the influential "ABC Report" by Councillor Ray Simmons in 1960, which recommended that local tourism efforts be divided between St. John's-specific initiatives and broader provincial activities. The Board of Trade, however, lacked the funds to implement these recommendations, while the provincial Tourist Office had limited capacity to expand its efforts.

With a \$1600 grant from the St. John's Municipal Council, the Board of Trade launched a four-month pilot project to operate a St. John's Tourist Bureau. Managed by local grocer Joseph O'Keefe, the project generated significant publicity but was forced to shut down when funds were depleted. O'Keefe left briefly to take a hotel position in Florida but returned upon the expectation of renewed funding—which ultimately did not materialize. His efforts to secure support from Premier Smallwood eventually led him to run successfully as a Liberal Member of Parliament for St. John's East in 1962.

Tourism promotion efforts were subsequently taken up by the Industrial and Economic Development Committee of the Newfoundland Board of Trade, supported by the Municipal Council and office space provided by the Board. As momentum grew, representatives from the hotel, restaurant, and transportation sectors joined, and—with the added enthusiasm of the St. John's Junior Chamber of Commerce (Jaycees)—the St. John's Tourist Commission was formed.

The Commission's first chairman was Jaycee Kevin O'Regan (1963–64), and with Larry Gushue as Manager, the Commission operated tourist information booths at Kenmount Road and at the Board of Trade's Water Street offices. The Commission expanded rapidly through the mid-1960s, particularly during the 1966 "Come Home Year" initiatives, when the Provincial Government offered grants to construct standardized tourist chalets designed by T. Porteous Bolton. Chalets were built in St. John's, Clarendville, Gander, Grand Falls, and Deer Lake, with additional arrangements made for Marystown, Grand Bank, and Port aux Basques.

Leadership transitioned several times:

- Ray Simmons (Chair, 1964–65)
- Warren Newhook (Chair, 1965–66)
- Tom Dalton (Chair, 1967–1973), who provided seven years of stability and growth
- E. Ralph Davis (Chair, 1973–c.1978)
- Geoffrey L. Hiscock (Chair, by 1980), supported by Vice-Chair Leo Marquis and a fifteen-member board

James A. Alderdice, recruited by Dalton, served as Manager for eight years until his death in 1975. Jean White, the Commission secretary, maintained operations during the transition period. In 1977, the Manager position was filled by Bob Lewis, who resigned shortly thereafter to run in provincial politics, and was replaced by John Tessier in June 1977.

The Commission also played a role in major events such as the 1977 Canada Summer Games, managing a specialized Summer Games Accommodation Office and operating an airport information booth for the duration of the Games. By 1979, the Commission was handling more than 20,000 visitors annually, exclusive of convention and corporate groups, and had established itself as a leading municipal tourism agency with strong ties to similar bodies across Canada.

On 16 February 1987, the St. John's Tourist Commission was formally incorporated into the City's Promotions Department, ending over two decades of semi-independent operation. The decision was debated by City leadership:

- Mayor John Murphy expressed concern that business-community contributions would decline once the Commission became part of City operations.
- Deputy Mayor Shannie Duff countered that hotels, the Convention Centre, and the tourism industry would continue to support a unified municipal tourism office.

This administrative consolidation marked the end of the Commission's independent governance and the beginning of a new era of municipally integrated tourism promotion.

Scope: This series consists of the correspondence and subject files created and maintained by the St. John's Tourist Commission during its years of operation. The records document the administration, promotional activities, visitor services, and strategic development carried out by the Commission as the primary body responsible for tourism promotion in St. John's prior to its incorporation into municipal operations in 1987.

The series includes materials relating to:

- Annual Meetings, including agendas, minutes, reports, and associated documentation.
- Visitor statistics, tracking tourist traffic, seasonal trends, information centre usage, and tourism patterns in the city.
- Financial statements, budgets, funding proposals, and records of financial support from municipal, provincial, and private sector contributors.
- Marketing and promotional activities, including advertising plans, publications, media relations, tourism brochures, and campaign development.
- Public and visitor inquiries, reflecting the Commission's role in providing travel information, responding to requests, and supporting visitor needs.
- Correspondence with community groups, local businesses, service clubs, tourism operators, municipal and provincial departments, and national tourism

bodies.

- Other related materials documenting the Commission's governance, partnerships, initiatives, and contributions to the development of the tourism industry in St. John's.

Collectively, the records illustrate the growth of tourism promotion in the city, the collaborative work of community and business stakeholders, and the Commission's central role in shaping St. John's reputation as a destination during the mid-20th century.

RG 07-04: Economic Development and Tourism

Fonds: Department of Tourism, Recreation and Parks fonds

Dates: 1966, 1985-2002

Access conditions: Restrictions may apply.

Extent: 2.34 meters of textual records

Administrative History or Content Notes: The Department of Economic Development and Tourism was established in 1994 as part of a significant restructuring of municipal functions within the City of St. John's. Its creation brought together the City's economic development and tourism mandates under a single administrative unit. The department was responsible for formulating and implementing the City's overall economic development strategy, including goals, objectives, and priorities aligned with the municipal vision. Its work focused on creating the conditions necessary for economic growth, investment attraction, business support, and tourism development.

The Department's initial mandate included:

- Developing the City's economic plan, including strategic objectives, policies, and measurable outcomes.
- Creating programs, initiatives, and promotional activities to foster the growth of St. John's economy.
- Establishing partnerships with industry, community organizations, and government to advance economic priorities.
- Leading tourism development efforts aimed at increasing the economic impact of tourism, while protecting St. John's unique history, culture, heritage, and natural environment.
- Supporting tourism stakeholders through marketing initiatives, visitor engagement, and promotional strategies.

Over time, the Department underwent name changes and administrative realignment, but its dual focus on economic development and tourism remained central to the City's strategic direction.

In 2024, the division was restructured and renamed Tourism, Culture and Business Growth, reflecting the City's recognition of the interconnectedness between tourism, cultural development, and economic vitality. This evolution also aligned the division more closely with the modernized Department of Community Services.

The mandate of Tourism, Culture and Business Growth includes:

- Promoting St. John's as an ideal destination to live, study, visit, and conduct business, using diversified programs and strategic partnerships.
- Supporting, coordinating, and delivering major civic events, including *Canada Day*, *ChillFest*, and the *Downtown Pedestrian Mall*.
- Showcasing and strengthening the local arts and culture community, including visual artists, musicians, performers, and cultural organizations.
- Overseeing tourism initiatives such as the Visitor Information Centre and collaborating with the cruise ship industry to enhance the visitor experience and generate economic activity.
- Driving business growth by developing support programs and services for local enterprises, including through the Business Information Centre.
- Providing economic and statistical information to support planning, investment, and policy development.
- Coordinating immigration and newcomer initiatives, including leadership of the St. John's Local Immigration Partnership (LIP), supporting community integration and population growth.

Today, the Tourism, Culture and Business Growth Division plays a central role in strengthening St. John's economic resilience, enhancing its cultural vibrancy, and maintaining its position as a leading destination for tourism, business, events, and immigration. Integrated within the City's broader Community Services framework, the division continues to advance municipal priorities through collaboration, strategic development, community engagement, and high-impact programming.

RG 07-05: Bowring Park

Fonds: Department of Tourism, Recreation and Parks funds

Dates: 1912-1990

Access conditions: Open

Extent: 54 cm of textual records

Administrative History or Content Notes: The origins of Bowring Park date to 1847, when William Thorburn received a Crown Grant of 50 acres from the Newfoundland Government and established a successful farm on the property. Over time, the land was acquired by the Newfoundland Savings Bank, which leased it to Rae Island Farm, lands that would later become part of Bowring Park. In 1911, to commemorate the 100th anniversary of its business operations in Newfoundland, Bowring Brothers Limited purchased Rae Island Farm with the intention of developing the area into a public park and recreational space. Hon. Edgar R. Bowring announced the firm's commitment of \$50,000 to create a permanent memorial that would benefit the people of St. John's. The funds were designated for the acquisition and development of the Waterford Valley farmland.

Development began in 1912 under the direction of R. H. K. Cochius, a Montreal-based landscape architect. Over five years, Cochius designed the park's foundational layout, including the boat lake, woodland trails, and extensive plantings of trees and ornamental flora. In 1914, Bowring Park was officially opened by His Royal Highness, the Duke of Connaught. The first park building—originally the Bowring Park Lodge, now known as the Bungalow—marks the site of the official opening.

In 1921, Bowring Park was formally transferred to the St. John's Municipal Council, to be held in trust for the people of Newfoundland. Under municipal stewardship, Bowring Park became one of the city's most treasured public spaces.

Throughout the twentieth century, the park expanded significantly, growing from its original 50 acres to approximately 200 acres, divided into "old" and "new" sections. The two areas are separated by a concrete overpass constructed in 1961 above the former railway line. Additional lands were acquired from Sir Richard Squires, the McNab family, the O'Briens, John Duscombe, Philip Stamp, and James Coughlan. Under these expansions, Bowring Park's amenities grew to include rustic bridges, playgrounds, picnic areas, sports fields, and a large modern outdoor swimming pool opened on August 5, 1968, replacing an earlier natural swimming area on the Kilbride River.

Bowring Park became home to several notable monuments, including:

- the Caribou Memorial,
- Peter Pan,
- the Fighting Newfoundlander,
- and statues of John Cabot and Sir Humphrey Gilbert.

Over the years, numerous trees were planted by local officials and distinguished visitors such as Sir Edgar Bowring, Governor General Vincent Massey, members of the Royal Family, and the Duke of Connaught.

Alfred Edward Canning was appointed the first park supervisor in 1917, followed by Harry Hamlyn in 1941, who began working at the park at age 11 and became Superintendent. Both Canning and Hamlyn oversaw not only Bowring Park but also all municipal parks beginning in 1927. Under their stewardship, the park flourished and expanded.

In 1946, tennis courts opened to the public, and the park's animal population grew when King George VI donated six white swans. Later, additional swans were contributed by Queen Elizabeth II.

For much of its history, maintenance and development of Bowring Park were overseen by the Bowring Park Committee, an advisory body composed of councillors and citizens, including representation from Bowring Brothers. In 1990, responsibility for the park was transferred to the City's Department of Tourism, Recreation and Parks, reflecting broader municipal restructuring.

In 1995, the Bowring Park Foundation was established. Composed of community volunteers, the Foundation is dedicated to restoration projects, fundraising, and ensuring the preservation of the park's landscape, heritage features, and environmental integrity for future generations. The Foundation continues to play a vital role in supporting park enhancements and heritage stewardship.

Scope: This series consists of a diverse collection of files and items documenting the early development, management, and history of Bowring Park. The materials span from the park's establishment through its formative decades and provide rich insight into park operations, landscape development, recreational use, and administration.

The series includes:

- Chronology of park management (1912–1961), outlining key events, appointments, and administrative changes in the early decades of Bowring Park.
- Files relating to tree planting, including plans, correspondence, and documentation of commemorative plantings by dignitaries and community groups.

- Superintendent's notebooks from the 1940s, containing notes on daily activities, maintenance practices, horticultural work, and general park operations.
- Weekly Time Books (1912–1957), documenting staff labour, hours worked, and seasonal activities.
 - These books also include correspondence and notes related to other municipal parks and recreational sites, such as:
 - *Victoria Park*
 - *Bannerman Park*
 - *Long Pond*
 - *Quidi Vidi pools*
 - *Sergeants Memorial*
 - *Ordnance Street Park*

The series also contains an extensive set of early images of Bowring Park:

- 72 postcards depicting the park during its construction and early years
 - *Available online in Archival Photographs: Photo Search (01-18 series)*
- 29 photographs illustrating park development, trails, structures, and early features
 - *Available online in Archival Photographs: Photo Search (05-07 series)*

These visual materials are significant records of the park's landscape history and early recreational use.

Additional Items

- A copy of the Bowring Magazine, documenting interpretive, historical, or promotional content relating to the park.
- Harry Hamlyn's 1946 journal, written during his trip to England to acquire swans for Bowring Park—a unique record that provides personal insight into the park's development and the origins of its iconic swan population.

Collectively, this series offers a detailed and intimate view of Bowring Park's early management, physical development, and cultural significance. The materials document both daily operations and landmark events, capturing the park's evolution as one of St. John's most important public spaces.

RG 08: Planning Department

Dates: 1919-2011

Access conditions: Restrictions may apply.

Extent: 65.8 meters of textual records

Administrative history or content notes: The origins of formal municipal planning in St. John's date to the St. John's Municipal Act of 1921, which first established the Commission on Town Planning. The Commission was to be comprised of six members appointed by the Governor in Council, and its mandate represented one of the earliest comprehensive urban planning frameworks in Newfoundland and Labrador.

Under the Act, the Commission was tasked with a broad and ambitious set of responsibilities, including:

- Conducting a thorough study of roads and lands within the St. John's city limits and extending one mile beyond in all directions.
- Proposing improvements to existing streets, and recommending locations for new streets and future expansions.
- Identifying lands for firebreaks, parks, and playgrounds.
- Making recommendations for the layout of building lands, tree planting, and the general beautification and future development of the city.
- Preparing an official plan setting out recommended improvements and developmental priorities.
- Acquiring land necessary to bring planning recommendations into effect.
- Reporting to Council annually or as required.

The first Commission was formed in 1927 and carried out work intermittently throughout the following years. Its activities were limited at times by funding, resources, and competing municipal priorities. The original Commission effectively ceased operations in 1944, when a new Commission on Town Planning was established in November of that year.

The work of the Commission laid the foundation for a modern municipal planning function. By 1952, the Government of Newfoundland and the City jointly established a planning office and appointed the first City Planning Officer, marking the beginning of a more structured planning function within the municipality.

By the 1970s, planning responsibilities had migrated to the City Engineer's Office, where a planning officer was assigned. In 1970, it was recommended that the City formally hire a City Planner and create a dedicated planning department under the overall direction of the Engineering Department.

By 1979, the City had established a formal City Planning Department, staffed by

a planner, a secretary, planning technicians, and a contract employee. Recommendations at the time suggested expanding staff capacity—including hiring an additional full-time planner—and transferring responsibilities for Real Estate, Urban Renewal, and Neighbourhood Improvement Program (NIP) activities from the City Clerk's Department to the Director of Planning.

By 1982, the Planning Department was responsible for:

- Zoning and Zoning By-Laws
- Development Control
- General City Planning
- Research
- Economic Development (a function later separated)

The Residential Rehabilitation Assistance Program (RRAP) was also under Planning until 1982, when it was transferred to the Department of Building and Development.

By 1987, Economic Development had moved under the City Manager's Department and later became part of the Department of Economic Development and Tourism.

The mid-1990s brought significant municipal restructuring in St. John's, as in many municipalities across Canada. In November 1995, the Planning Department was disbanded, and its responsibilities were transferred to the Engineering Department. Planning functions continued through that department for nearly a decade.

In December 2003, the City reinstated the Planning Department as a stand-alone municipal unit. Under Mayor Andy Wells, Cliff Johnston was appointed as Director, marking a return to a dedicated structure for managing planning, development control, zoning, policy research, and long-term municipal land-use planning.

From its earliest roots in the 1921 Commission on Town Planning, municipal planning in St. John's evolved through phases of volunteer-driven oversight, joint provincial-municipal administration, departmental restructuring, and eventual modern reestablishment. Today's planning functions trace their origins to nearly a century of efforts to guide the growth, development, and physical form of the City of St. John's.

RG 08-01: Planning Department General Administration

Fonds: Planning Department funds

Dates: 1968-2000

Access conditions: Restrictions may apply.

Extent: 13 meters of textual records

Administrative History or Content Notes: The Planning Department was responsible for supervising, managing, and encouraging the physical and economic development of the City of St. John's. Its work was guided by a structured policy of development control, ensuring that growth within the City proceeded in an orderly, efficient, and sustainable manner.

Development control required a systematic approach to evaluating and regulating proposed developments. This included establishing and enforcing standards such as:

- Lot size and subdivision requirements
- Servicing and infrastructure needs
- Zoning designations and land-use compatibility

Through these mechanisms, the Department balanced the interests of private developers with the broader needs of the community, ensuring that development aligned with municipal policies, long-term planning goals, and the physical capacity of the City.

The Director of Planning oversaw departmental operations and provided professional planning advice and guidance to the St. John's Municipal Council. Under the Director's leadership, the Department managed:

- Development control and permitting processes
- Long-range planning and policy development
- Downtown revitalization initiatives
- Special planning studies and strategic land-use projects
- Broader urban design and municipal planning requirements

Collectively, these responsibilities enabled the Planning Department to shape the physical form of St. John's, support orderly growth, and guide municipal decision-making in matters related to land use, infrastructure, community development, and urban design.

Scope: This series consists of the correspondence, subject files, and planning

files created and maintained by the Planning Department in the course of carrying out its mandate to oversee the physical development and land-use planning of the City of St. John's. The records document departmental operations, planning processes, policy development, and the regulatory functions undertaken through development control.

The series includes:

- General correspondence with Council, developers, government agencies, community organizations, and residents regarding planning proposals, land-use issues, development inquiries, zoning matters, and municipal policy.
- Subject files relating to long-range planning, research, subdivision proposals, development agreements, land-use studies, environmental considerations, downtown revitalization initiatives, and special planning projects.
- Planning files documenting the preparation, interpretation, and administration of the City's planning instruments, including maps, studies, recommendations, and evaluations of development applications.
- Appeal Board files, containing documentation of appeals submitted under the City's development and zoning regulations, including notices, correspondence, background reports, decisions, and supporting materials.
- Public Hearing files, which record the statutory consultation processes for zoning amendments, Municipal Plan revisions, and other planning decisions requiring community input.
- Municipal Plan files, documenting the preparation, review, amendment, and implementation of the City's Municipal Plan and related land-use planning documents.

Collectively, these records provide a detailed portrayal of the Planning Department's role in guiding urban development, regulating land use, shaping long-term growth, and supporting sound planning practices within the City of St. John's.

RG 08-02: City Planning Office General Administration

Fonds: Planning Department fonds

Dates: 1925-1981

Access conditions: Open

Extent: 3.2 meters of textual records

Administrative History or Content Notes: This series consists of records created and maintained by the City Engineer's Office in its role as the primary municipal

authority responsible for planning and development prior to the establishment of the Planning Department in 1979. These records document the early administration of planning-related functions, many of which later became core responsibilities of the modern Planning Department.

Before 1979, all major decisions relating to city planning, development regulation, zoning, traffic and parking management, subdivision proposals, and area development fell under the authority of the City Engineer. As such, the records in this series form the precursor to the municipal planning framework that would later be administered by the dedicated Planning Department.

The series includes materials relating to:

- Planning applications, including requests for development, variances, and subdivision approvals.
- Zoning and land-use matters, including zoning maps, recommendations, and early zoning-bylaw work.
- Area development and neighbourhood planning, documenting proposals, studies, and engineering-based planning assessments.
- Parking and traffic planning, including correspondence and reports on vehicular circulation, safety, parking allocation, and traffic flow.
- General planning correspondence, reflecting the City Engineer's advisory role to Council on planning decisions prior to departmental specialization.

As outlined in the fonds-level description, the City Engineer's Office functioned as St. John's de facto planning authority until the late 1970s. By 1979, the City created a separate Planning Department, transferring most planning-related responsibilities—including development control, long-range planning, zoning, and land-use decision-making—from the City Engineer to the new department.

By 1982, the Planning Department was responsible for:

- Zoning and Zoning By-Laws
- Development Control
- General Planning and Research
- Economic Development (later reassigned)

The records in this series therefore capture an important transitional phase in municipal planning, documenting how planning functions were carried out prior to departmental reorganization and the professionalization of urban planning at the City of St. John's.

Scope: This series consists of the subject files created and maintained by the City Planning Office during the period when municipal planning functions were carried out under the authority of the City Engineer's Office. These records reflect the City's early efforts to introduce coordinated planning practices, conduct development studies, and regulate land use before the establishment of a stand-alone Planning Department in 1979.

The series includes documentation relating to:

- Planning surveys, studies, and research reports conducted to guide land-use decisions and assess development potential within the City.
- Records of the Commission on Town Planning, including correspondence, recommendations, and materials associated with planning initiatives undertaken between 1927 and 1944.
- Area development projects, including neighbourhood studies, subdivision layouts, and early planning proposals for the expanding urban area.
- Parking studies and traffic assessments, documenting efforts to address growing vehicular circulation, congestion, and downtown parking demands.
- Records of the St. John's Traffic Commission, including evaluations and recommendations concerning street layout, road safety, traffic flow, and transportation planning.
- St. John's Master Plan materials, including preliminary studies, mapping, draft proposals, and consultation documentation produced as part of early efforts to guide the long-term development of the city.
- Files concerning dozens of individual development proposals and projects, representing the foundational stages of municipal development control.

Collectively, these records illustrate the City's evolving approach to planning and land-use regulation during the mid-20th century. They document the transition from engineering-driven planning functions to the later professionalization and departmentalization of planning activities, culminating in the formation of the modern Planning Department.

RG 08-03: Planning Application

Fonds: Planning Department fonds

Dates: 1919, 1950-1968

Access conditions: Open

Extent: 2 meters of textual records

Administrative History or Content Notes: Like the records in the 08-02 series, the

files in this series were created by the Engineering Department prior to the establishment of the Planning Department in 1979. During this period, the Engineering Department functioned as the City's principal planning authority, and these files represent the administrative and technical work that later formed the foundation of the modern Planning Department.

Scope: This series consists of planning application files submitted for a wide range of development projects within the City of St. John's. The records document proposals for new construction, subdivision development, renovations, land-use changes, and other forms of municipal development requiring review by the Planning Department (or, prior to 1979, the City Engineer's Office).

The files typically include:

- Planning applications for residential, commercial, industrial, and institutional projects
- Subdivision proposals, including lot layouts, servicing requirements, and development conditions
- Building plans and architectural drawings, many showing floor plans, elevations, site layouts, and construction details
- Site plans illustrating property boundaries, access points, parking arrangements, landscaping, and spatial relationships to surrounding parcels
- Supporting documentation, such as correspondence, reports, development assessments, engineering comments, and recommendations to Council
- Records of revisions and approvals, including comments from municipal departments and notations of conditions attached to development approval

Collectively, these files provide detailed documentation of the built environment and its evolution within the City of St. John's. They illustrate changes in land use, subdivision design, architectural trends, development control processes, and municipal planning practices over time.

RG 08-04: Subdivision Applications

Fonds: Planning Department fonds

Dates: 1957-1975 (predominant 1971-1975)

Access conditions: Open

Extent: 1.8 meters of textual records

Scope: This series consists of applications for the development of subdivisions within the St. John's region. The records document proposals for the creation of

new residential, commercial, and mixed-use subdivisions, as well as the expansion or reconfiguration of existing neighbourhoods.

The files typically include:

- Subdivision application forms submitted by developers, landowners, or planning consultants
- Subdivision plans and drawings, outlining proposed lot layouts, street networks, servicing requirements, open space allocations, and overall development design
- Engineering and servicing information, including water, sewer, stormwater, and road layout details
- Supporting documentation, such as correspondence, technical reports, planning assessments, and departmental comments
- Review and approval records, including conditions of approval, revisions, and recommendations from municipal staff
- Mapping and site analyses used to evaluate compliance with municipal planning policies, land-use regulations, and development standards

Collectively, these files provide detailed insight into the growth and physical development of the St. John's region. They document how land is subdivided, serviced, and integrated into new or expanding neighbourhoods, and they illustrate the municipal development control processes that guide urban form and land-use planning.

RG 08-05: St. John's Master Plan

Fonds: Planning Department fonds

Dates: 1967-1970

Access conditions: Open

Extent: 47 cm of textual records

Scope: This series consists of files relating to components of the St. John's Master Plan, documenting the City's long-term planning initiatives and analytical studies conducted to guide urban development. The records reflect the Planning Department's work in assessing land use, transportation patterns, and neighbourhood form as part of broader municipal planning efforts.

The series includes:

- Traffic enclave studies, examining vehicular circulation, traffic flow, access points, street hierarchy, parking patterns, and transportation challenges within specific neighbourhoods or districts.

- Land-use studies and surveys, documenting existing land-use patterns, development capacity, zoning assessments, and recommendations for future growth or redevelopment.
- Supporting planning documents, such as maps, diagrams, reports, correspondence, research notes, and analyses prepared to inform Master Plan recommendations.

Collectively, these records provide insight into the development of the City's official planning framework and illustrate the analytical groundwork that shaped major planning decisions. They document the evolution of long-range planning in St. John's and the methodologies used to evaluate land use, transportation, and neighbourhood development.

RG 08-06: Housing Survey

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 of textual records

Administrative History or Content Notes: The St. John's Housing Authority was established under the authority of the Slum Clearance Act of 1950, during a period when the St. John's Municipal Council was initiating major efforts to redevelop older neighbourhoods characterized by inadequate housing and overcrowding. Operating in close partnership with the City Planning Office, the Authority's primary function was to address issues of substandard housing, assist in the rehousing of displaced families, and support urban renewal initiatives.

One of the earliest and most significant projects undertaken by the Authority was the redevelopment of the area west of Carter's Hill, identified as a priority slum-clearance zone. To support this work, the Authority conducted extensive household surveys designed to assess living conditions, determine family needs, and gauge residents' attitudes toward proposed relocation. The resulting case files are among the earliest systematic assessments of living standards in mid-20th-century St. John's and provide an invaluable record of the social, economic, and housing conditions of the period.

This series consists of case files created by the St. John's Housing Authority and

the City Planning Office between 1950 and 1955 as part of surveys conducted in the central area slated for redevelopment under the Slum Clearance Act. The files document the results of detailed household surveys of families residing in substandard or overcrowded housing, and were used to guide decisions about rehousing and urban renewal.

The case files include:

- Completed survey questionnaires for individual households in the affected area.
- Assessments of family income, employment, and economic circumstances.
- Descriptions of living conditions, including number of rooms, cleanliness, structural soundness, water supply, kitchen and bathroom facilities, and general state of repair.
- Comments on residents' attitudes toward relocation, including their willingness or reluctance to move.
- Personal information, such as:
 - Previous addresses
 - Birth dates
 - Occupations of residents
 - Household composition
 - Military service (where relevant)
- Health-related notes, in some cases referencing medical conditions or vulnerability.
- Descriptions of household effects, furnishings, and equipment.
- Observational notes by surveyors documenting environmental, sanitary, and social conditions.

Collectively, the files provide a rich and detailed record of social history, offering insight into housing standards, family life, poverty, and urban conditions in mid-20th-century St. John's. They also document the early municipal processes for urban renewal, relocation planning, and housing-policy development.

Restrictions on Access

This series is subject to access restrictions due to the presence of personal, medical, financial, and other sensitive information. Access must comply with privacy legislation and municipal records policies. Researchers may require special permission or redacted copies where appropriate.

RG 08-07: St. John's Traffic Commission

Fonds: Planning Department funds

Dates: 1951-1959

Access conditions: Open
Extent: 40 cm of textual records

Administrative History or Content Notes: In 1956, the St. John's Municipal Council initiated a comprehensive review of traffic regulations in response to growing vehicular use and increasing concerns over road safety and traffic flow. Recognizing the need for coordinated authority, the City approached the Provincial Government for support. The Minister of Highways subsequently delegated responsibility for municipal traffic control to the St. John's Municipal Council, and formal powers for a commission were drafted.

While awaiting provincial approval, Council appointed a group of private citizens to serve as a Traffic Commission, inviting The Honourable Sir Brian Dunfield to act as Chair. By resolution, Council delegated to this interim Commission all powers proposed in the draft legislation. However, because Council retained none of these delegated authorities, the Commission quickly became overburdened by detailed operational matters—tasks more suited to municipal staff than to a policy-level body.

In response, the Chair submitted a memorandum recommending that the Commission restrict itself to policy development, while the City Engineer and City Planning Officer would manage day-to-day technical and regulatory matters and report directly to Council. This recommendation established a clearer division of responsibilities between policy oversight and administrative practice.

Formal authority was granted in 1958, when the powers of the Traffic Commission were conferred to the City of St. John's under Section 55 of the Highway Traffic Act. This legislative framework consolidated municipal authority over traffic planning, regulation, and enforcement, shaping the City's approach to traffic management throughout the mid-20th century.

Today, the responsibilities once held by the St. John's Traffic Commission are administered by the Department of Engineering and Planning – Traffic Division, which oversees traffic operations, road safety initiatives, transportation planning, signage, and regulatory compliance across the municipality.

Scope: This series consists of the subject and correspondence files relating to the establishment, interpretation, and administration of traffic regulations and controls within the City of St. John's, as governed primarily by The Highway Traffic Act and related municipal by-laws. The records document the development of early

traffic management practices, regulatory policies, and operational responses to changing transportation needs in the city.

The series includes materials relating to:

- Legislation and by-laws, including drafts, amendments, and correspondence concerning:
 - *Bus By-Laws*
 - *Taxicab By-Laws*
 - *Parking Meter By-Laws*
- Street cleaning and maintenance, including operational concerns, scheduling, and public correspondence.
- Off-street parking, including proposals, studies, and policy recommendations addressing parking shortages and downtown congestion.
- Snow-clearing operations, including route planning, policy development, and citizen inquiries related to winter maintenance.
- One-way street proposals and implementations, documenting considerations for traffic flow, safety, and infrastructure adaptation.
- Traffic counts and traffic studies, used to assess traffic patterns, congestion points, and the need for regulatory adjustments.

These files reflect the City's ongoing efforts to improve public safety, manage traffic flow, regulate transit services, and respond to evolving transportation demands. They also document the administrative work undertaken by the Traffic Commission and later by municipal staff when those responsibilities were transferred to the Department of Engineering and Planning – Traffic Division.

Collectively, this series provides valuable insight into the development of modern traffic policy in St. John's and illustrates the transition from policy-level commission oversight to more formalized municipal traffic management.

RG 08-08: 1983 Municipal Plan

Fonds: Planning Department fonds

Dates: 1979-1989

Access conditions: Open

Extent: 93 cm of textual records

Administrative History or Content Notes: This series consists of records relating to the Public Hearings held in 1983 as part of the review and implementation process for the St. John's Municipal Plan. The hearings were convened to provide residents

with an opportunity to voice their opinions on proposed planning policies and development decisions that would shape the future growth of the city.

The records document:

- Public concerns and objections regarding proposed apartment building developments in established residential neighbourhoods.
- Community responses to the siting of new businesses and commercial activities in various districts.
- Presentations, submissions, and written briefs submitted by residents, community groups, and local organizations.
- Correspondence received by the Planning Department and City Council relating to the hearings.
- Minutes, reports, and summaries prepared during and after the hearing process.
- Supporting planning documents, including maps, proposals, and background materials outlining proposed land-use changes.

The records reflect a period of heightened public engagement in municipal planning, as citizens sought to influence decisions concerning neighbourhood character, land-use compatibility, densification, and commercial expansion. They also illustrate the Planning Department's statutory requirement to seek public input as part of the Municipal Plan approval process.

Together, these documents provide valuable insight into the community's planning priorities during the early 1980s and the City's efforts to balance growth with neighbourhood preservation.

Scope: This series consists of records documenting the preparation, public consultation, and review process associated with the 1983 St. John's Municipal Plan. The materials reflect the City's efforts to evaluate land-use policies, gather public input, and address concerns relating to residential density, commercial development, neighbourhood character, and long-term planning goals.

The series includes:

- Four boxes of memorandums and correspondence generated by the Planning Department and City Council relating to the Municipal Plan review process.
 - These documents include internal communications, reports, administrative notes, planning recommendations, citizen submissions, and comments from community groups, businesses, and government agencies.
- Shorthand notes recorded during the Public Hearings held in May 1983,

providing detailed contemporaneous accounts of presentations, questions, objections, and discussions raised during the hearings.

- Audio recordings of the public proceedings, covering the period from March 21, 1983 to May 19, 1983.
 - These recordings capture the full range of public testimony, staff presentations, and Council deliberations, offering rich first-hand documentation of the consultation process and citizen engagement with planning issues.

Together, these records provide a comprehensive view of the 1983 Municipal Plan process, documenting how public opinion influenced municipal land-use decisions, and illustrating the Planning Department's role in facilitating public participation, responding to community concerns, and preparing formal planning recommendations for Council.

RG 08-09: Harbour Survey

Fonds: Planning Department fonds

Dates: 1956

Access conditions: Open

Extent: 13 cm of textual records

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 undertake a comprehensive study of St. John's Harbour. This federal initiative responded to growing concerns about the harbour's aging infrastructure, limited berth capacity, and the need to modernize port facilities to meet contemporary shipping requirements.

The engineering firm conducted an extensive survey and technical analysis of harbour conditions, including pier structures, waterfront usage, marine traffic patterns, and physical constraints along the shoreline. The resulting report provided a detailed assessment of the harbour's deficiencies and outlined recommendations for future development.

One of the most significant outcomes of this study was its recommendation to dismantle the existing finger piers—narrow, protruding wharves that had been suitable for earlier maritime activity but had become increasingly inefficient for modern shipping needs. The report's vision for modernization proposed replacing these outdated structures with a continuous harbour front, allowing for improved

berthing capacity, more efficient cargo handling, and a streamlined waterfront layout.

The study became a pivotal document in shaping the long-term redevelopment of St. John's Harbour. Its recommendations informed subsequent municipal and federal initiatives and laid the groundwork for the transformation of the waterfront into a more functional, unified, and economically viable port facility.

Scope: This series consists of a two-volume report titled "Harbour Survey, St. John's, Newfoundland," produced by the Foundation of Canada Engineering Corporation Ltd. in conjunction with the Department of Public Works. The study was commissioned in 1955–56 to evaluate the condition of St. John's Harbour and to recommend measures for its modernization and long-term development.

Part One provides a comprehensive assessment of the existing harbour and includes:

- General information on the physical characteristics and operational context of St. John's Harbour
- A detailed description of existing wharves, pier structures, and associated waterfront facilities
- Analyses of cargo handling infrastructure, including storage facilities, parking areas, and access roads
- Statistical information on incoming and outgoing cargo, with breakdowns by cargo type
- Recommendations concerning harbour operations, maintenance, and administrative improvements

Part Two contains the technical and engineering components of the study, including:

- Preliminary design structures proposed for harbour modernization
- Cost estimates associated with proposed construction and redevelopment
- Soil investigations, geotechnical findings, and environmental conditions relevant to future development
- Recommendations regarding the administration and governance of St. John's Harbour

The findings of this report played a major role in shaping mid-20th-century harbour redevelopment. The survey's recommendations—including the eventual removal of the finger piers and the creation of a continuous harbour front—influenced the modernization of St. John's waterfront for decades.

RG 08-10: Commission of Inquiry on Housing and Town Planning

Fonds: Planning Department fonds

Dates: 1942

Access conditions: Open

Extent: 68 cm (1 ledger) of textual records

Administrative History or Content Notes: In April 1942, in response to growing concerns about deteriorating living conditions in St. John's, the St. John's Municipal Council petitioned the Commission of Government to establish a Commission of Enquiry to investigate the City's housing situation. The City committed to funding the investigation, recognizing the urgent need for a comprehensive assessment of housing conditions and the potential redevelopment of older areas of the city. The resulting report and its findings were to become the property of the Municipal Council.

The Commission's mandate was broad and forward-looking. It sought to examine:

- The cost of housing
- Locations and suitability of existing dwellings
- Access to transportation
- Methods of financing new housing
- The broader feasibility of a re-planning of St. John's

The ultimate goal was to determine whether widespread redevelopment and suburban expansion were necessary to address long-standing housing deficiencies.

The Commission of Government approved the City's request, and the Commission held its first meeting on May 21, 1942. It was chaired by Mr. Justice Brian Dunfield, who quickly emerged as the driving force behind both the Commission and the later creation of the St. John's Housing Corporation.

The Commission's membership included prominent civic leaders and citizens:

- Eric Cook (Deputy Mayor and Vice-Chairman)
- 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
- Reginald Organ

The Commission issued six “Interim Reports”, though no final report was ever produced. All reports were approved by the Commission but were written solely by Dunfield. The Third and Fifth Interim Reports contained the most substantial research, analysis, and recommendations.

One of the Commission’s first actions was to conduct an unprecedented survey of housing conditions in the city. The results were staggering:

- Approx. 6,500 houses existed in St. John’s at the time
- 5,700 questionnaires were returned
- Responses covered 4,613 dwellings

The findings revealed extensive poverty, overcrowding, deteriorated structures, and severe public health concerns. Although the conditions were known anecdotally, the documented extent shocked the community. Dunfield used the survey results as a public-relations tool to build support for sweeping housing reforms.

In January 1944, the Fifth Interim Report outlined a bold suburban development strategy intended to eliminate slum housing and modernize St. John’s. Despite some opposition, the proposal received widespread support from the public and the press. Dunfield emphasized that such development was essential for the City’s post-war modernization and long-term health.

The St. John’s Housing Corporation was formally established on July 20, 1944, becoming:

- The oldest Crown corporation in Canada dedicated solely to housing
- The primary vehicle for implementing the redevelopment plans proposed by the Commission

The Corporation played a pivotal role in reshaping the physical and social landscape of St. John’s during the post-war period, guiding urban expansion and the creation of new residential areas.

Scope: This series consists of a ledger containing detailed housing information for numerous streets in St. John's. The data was compiled from questionnaires distributed in July 1942 by the Commission of Inquiry on Housing and Town Planning, established by the Commission of Government on May 8, 1942 to investigate living conditions and housing needs in the city.

The ledger records the results of a comprehensive, door-to-door housing survey undertaken as part of the Commission's early efforts to assess living standards and support proposals for slum clearance, suburban expansion, and municipal redevelopment.

Contents of the Ledger

For each household surveyed, the ledger includes:

- Street name and house location
- Names of owners and occupiers
- Occupation and age of the head of household
- Household income and financial circumstances
- Employer and employment details
- Financial status, including rent or ownership notes
- Number of occupants, broken down by:
 - age categories
 - gender
- Housing preferences, including willingness to relocate, preferred housing type, or desired facilities

The ledger provides a rare, detailed snapshot of social, economic, and housing conditions in 1940s St. John's, documenting living standards during a formative period of urban renewal. It reflects:

- Early attempts at systematic urban data collection
- The basis for post-war housing reform and suburban planning
- The social history of families living in the slum-clearance districts

As a primary source, the ledger is essential for understanding the origins of major mid-20th-century planning initiatives, including the creation of the St. John's Housing Corporation in 1944.

Restrictions

Because the ledger contains personal, financial, and potentially sensitive information, access may be restricted in accordance with privacy legislation and municipal access policies.

RG 08-11: Town Planning Commission Minutes

Fonds: Planning Department Fonds

Dates: 1964-1973

Access conditions: Open

Extent: 3 cm of textual records

Administrative History or Content Notes: The Commission on Town Planning was formally established on May 5, 1928, when Sir William Henry Horwood, Knight, Chief Justice, Administrator, and Commander-in-Chief of the Colony of Newfoundland, appointed a six-member Commission to undertake the first comprehensive study of land use and urban development in St. John's.

As outlined in the Commission Appointment document (held by the City's Legal Department), the Commission was charged with:

- Making a thorough study of lands and roads within St. John's and for one mile beyond its limits
- Recommending improvements or extensions to existing streets
- Proposing locations for new streets
- Reserving lands for firebreaks, parks, and playgrounds
- Laying out building lands and guiding urban design
- Promoting the planting of trees
- "Beautifying the City" and preparing for its future expansion

This mandate represented a remarkably broad and forward-thinking urban-planning vision for the time and marked the beginning of coordinated municipal planning in St. John's.

The Commission was empowered to submit recommendations annually or as required, acting as the City's main planning advisory body. Although it did not operate continuously, it remained active throughout the late 1920s and 1930s, laying early groundwork for modern planning assessments, suburban expansion, and the preservation of open space.

In 1952, the Government of Newfoundland and the City of St. John's created a joint planning office, appointing the City's first Planning Officer. Under this administrative structure, a new Commission on Town Planning was formed to support and advise the planning officer. This period marked a shift toward more systematic and professionally guided urban planning.

The Commission on Town Planning served as the direct precursor to the modern Planning Department, which was established in the 1970s and formally organized in 1979. Under the chairmanship of Sir Brian Dunfield, the Commission became increasingly influential. It:

- Reviewed all incoming development applications
- Evaluated proposals for subdivisions
- Oversaw the siting of businesses and commercial operations
- Identified potential areas for civic growth and expansion
- Advised Council on planning matters and long-range development considerations

Through this work, the Commission helped shape many of the city's mid-century planning priorities.

The Commission's recommendations and survey work—including those carried out during slum-clearance initiatives and early suburban planning—established the foundation for land-use regulation, development control, and long-range planning in St. John's. Its influence extended well into the 1950s and early 1960s, ultimately culminating in the creation of a dedicated City Planning Department.

Scope: This series consists of a minute book documenting the activities and deliberations of the Town Planning Commission for the period 1964 to 1973. The minutes record the Commission's review of planning and development proposals during a period of significant growth and suburban expansion in St. John's.

Throughout these years, the Commission met regularly to consider a broad range of planning matters, including:

- Individual building proposals, such as residential, commercial, and institutional structures
- Subdivision plans, reflecting the City's shift toward planned neighbourhood development
- Land-use and zoning considerations, including amendments and interpretations
- Infrastructure and servicing issues associated with new development
- Requests for variances, site plan adjustments, and development control concerns

By this period, the Commission's responsibilities had expanded beyond the traditional downtown core. The minutes document the Commission's increasing involvement in reviewing development proposals outside the central area, reflecting

emerging patterns of suburbanization and the City's evolving planning priorities.

Together, these minutes provide valuable insight into mid-20th-century planning practices, municipal decision-making, and the gradual transition toward a more formalized Planning Department that would emerge in the late 1970s.

RG 08-12: Development and Re-zoning Applications

Fonds: Planning Department funds

Dates: 1972-1996

Access conditions: Open

Extent: 30 meters of textual records

Scope: This series contains all applications submitted to the Planning Department relating to development, land-use changes, and rezoning requests within the City of St. John's. The records reflect the Department's central role in regulating physical growth, reviewing proposals, and ensuring that new development complied with municipal planning policies, zoning by-laws, and development standards.

The files document a wide range of development activities and include applications submitted by both commercial entities and residential property owners. Typical file contents include correspondence, site plans, architectural drawings, planning assessments, departmental review comments, and recommendations to Council.

Types of applications represented in the series include:

- Requests to add apartments or additional dwelling units to existing residences
- Applications for commercial or retail land use, including new business premises or conversions of existing structures
- Driveway construction requests, including additions, widenings, and new access points
- Applications for taxicab stands, often involving traffic, access, and location suitability reviews
- Subdivision plans, including proposed lot layouts, servicing details, and neighbourhood design considerations
- In-fill housing proposals, documenting efforts to increase density or utilize vacant parcels within established neighbourhoods

Together, these records provide a detailed account of development activity in St. John's and demonstrate how the Planning Department evaluated, regulated, and guided land-use change. The series offers valuable insight into residential and commercial growth patterns, evolving zoning practices, and the administrative

processes behind municipal development control.

RG 08-13: Legislation

Fonds: Planning Department funds

Dates: 1984-2011

Access conditions: Open

Extent: 1.06 meters of textual records

Administrative History or Content Notes: By 1982, the Planning Department had assumed responsibility for a broad range of municipal planning functions, including Zoning and Zoning By-Laws, Development Control, General Planning, Research, and Economic Development. The Residential Rehabilitation Assistance Program (RRAP) was also administered by the Department until 1982, when it was transferred to the Department of Building and Development. By 1987, Economic Development had moved under the City Manager's Department and was later incorporated into the Department of Economic Development and Tourism.

This series consists of the core legislation and regulatory documents governing the work of the Planning Department. These records form the legal and policy framework under which planning decisions were made and development activities were reviewed.

The series includes:

- Original legislation, bylaws, and statutory documents that defined planning authority in St. John's
- Amendments and revisions to legislation as policies evolved
- The St. John's Municipal Plan (1984), the City's principal land-use and long-range planning document
- Land Use Zoning and Subdivision Regulations, which established development standards, permitted uses, zoning classifications, and subdivision requirements
- Supporting regulatory documentation, including schedules, maps, consolidated amendments, and implementation guidelines

Together, these materials document the legal and regulatory framework that shaped the physical development of St. John's. They provide essential context for understanding how planning decisions were made, how land-use policy evolved over time, and how the Planning Department exercised its mandate toward controlled, orderly development and long-term municipal planning.

Scope: This series consists of the original signed amendments to the key planning instruments governing land-use regulation and municipal development within the City of St. John's. These documents represent the authoritative legal record of changes approved by Council and form part of the statutory framework guiding the Planning Department's decision-making processes.

The series includes:

- Original signed amendments to the Land Use and Zoning Regulations, documenting changes to zoning classifications, permitted uses, development standards, density limits, buffer requirements, and other regulatory provisions.
- Municipal Plan Amendments, which record revisions to the City's long-range planning policies, including land-use designations, growth strategies, transportation planning, environmental protection areas, and neighbourhood development objectives.
- Amendments to the St. John's Development Regulations, including updates affecting subdivision design, development control procedures, servicing standards, and site-planning requirements.

These amendments serve as the official record of all modifications to the City's planning framework and reflect shifts in planning policy, growth pressures, community input, and changing development needs. They are essential reference documents for understanding the evolution of St. John's zoning, land-use practices, and municipal planning strategy.

RG 08-14: Applications to Council, Public Hearings and Public Meetings

Fonds: Planning Department funds

Dates: 1982-2010

Access conditions: Open

Extent: 8.4 meters of textual records

Scope: This series consists of records created in connection with applications to Council concerning proposed changes to property use, including development proposals, zoning amendments, land-use changes, and other planning matters requiring public input. The files document the full range of public consultation processes undertaken by the City prior to approving or rejecting such applications.

The series includes records of:

- Applications made to Council for development, rezoning, or changes in land use.

- Public Hearings, documenting statutory consultation processes required for certain types of development or land-use amendments.
- Public Meetings held to present proposals, gather public feedback, or address neighbourhood concerns.
- General public consultations, including surveys, open houses, information sessions, and correspondence received from residents and community groups.

File contents typically include:

- Correspondence between applicants, residents, City staff, Council, and community organizations.
- Architectural drawings, maps, and site plans illustrating proposed developments or land-use changes.
- Newspaper articles and media coverage reflecting public interest and community response.
- Notices of hearings, meeting minutes, written submissions, and internal planning memoranda.
- Staff reports and recommendations prepared for Council consideration.

This series is also known as the B.10 A file series.

Collectively, these records provide detailed insight into the City's efforts to ensure public participation in planning decisions, the range of community responses to proposed developments, and the administrative processes used to balance neighbourhood concerns with broader municipal planning goals. They form a key record of public engagement in shaping the physical development of St. John's.

RG 08-15: Appeal Board

Fonds: Planning Department Fonds

Dates: 1985-1996

Access conditions: Open

Extent: 1.8 meters of textual records

Scope: This series consists of the documentation submitted to and considered by the Local Board of Appeals, also known as the Appeal Board, which hears appeals of municipal decisions related to planning, development, and building matters within the City of St. John's.

Under municipal legislation, residents and property owners retain the right to challenge decisions made by the Planning Department, Building Department, or City Council on a range of issues, including:

- Development applications
- Rezoning requests
- Subdivision approvals
- Building permits
- Renovation and alteration proposals
- Variances and discretionary use decisions
- Orders relating to compliance with development or building regulations

The files in this series typically include:

- Appeal applications submitted by residents, developers, or property owners
- Supporting documentation such as correspondence, explanatory statements, technical information, and grounds for appeal
- Copies of the original decisions being appealed, including planning reports, development approvals, departmental comments, and Council resolutions
- Maps, site plans, and architectural drawings relevant to the matter under appeal
- Notices of hearings, scheduling information, and procedural documentation
- Minutes, notes, and decisions issued by the Appeal Board
- Related correspondence among appellants, staff, Council, and legal representatives

Collectively, the records in this series document the public's right of appeal, the City's decision-making transparency, and the independent review mechanisms governing municipal planning and development control. They provide valuable insight into disputes, neighbourhood concerns, interpretation of planning regulations, and the application of development standards within St. John's.

RG 08-16: Development Agreements and Discretionary Use Permits

Fonds: Planning Department

Dates: 1980-2011

Access conditions: Open

Extent: 1.93 meters of textual records

Scope: This series consists of the original signed Development Agreements executed between the City of St. John's and various developers, property owners, or business operators. These agreements were created under the authority of the St. John's Development Regulations, which allow the City to grant discretionary permission for certain land uses, developments, or activities that fall outside the standard permitted uses of a zoning designation.

Development Agreements formalize conditions under which a proposal may

proceed and set out legally binding obligations for both the applicant and the City.

The series includes agreements relating to:

- Property development and construction
- Home occupations or small-scale businesses operating from residential premises
- In-fill housing projects
- Commercial or industrial operations
- Non-conforming or discretionary land uses
- Site-specific conditions tied to servicing, parking, landscaping, building placement, or mitigation of impacts

Each Agreement typically includes:

- A description of the property and the proposed development or use
- The conditions of approval, including requirements imposed by the Planning Department, other municipal divisions, or Council
- Signatures of the Developer, the Mayor, and the City Clerk, confirming its legal validity
- Supporting documentation such as site plans, drawings, or development conditions (referenced in the Planning Department's primary file on the property)

Although the original signed copies of these Agreements are transferred to the City Clerk's Office for permanent legal retention, copies are maintained within this series to provide context and continuity within the Planning Department's operational records.

These agreements are an essential component of the City's development control process. They document how discretionary approvals were granted, the conditions attached to specific developments, and the mechanisms used to manage non-conforming or specialized land-use requests within St. John's.

RG 09: Legal Department

Dates: 1832-2018

Access conditions: Restrictions may apply.

Extent: 61.2 meters of textual records

Administrative History or Content Notes: The Municipal Act of 1921 formally empowered the St. John's Municipal Council to appoint a City Solicitor, establishing a legal advisor responsible for providing counsel to the Mayor, Council members,

and municipal officials. Although the Act created the role, the City continued for several decades to rely primarily on private law firms for legal services. The solicitor's statutory duties included offering legal advice, preparing legal documentation, representing the City in legal actions, and managing all legal affairs connected to municipal governance. The office was also responsible for drafting, revising, and maintaining the City's by-laws and legislative instruments.

By 1962, the position of City Solicitor had become a regular, staffed position within the City administration. Gerald Lang, who served from 1962 to 1979, was the first known full-time incumbent. During this period, the office employed as many as three full-time solicitors, though external counsel remained heavily utilized. In 1979, Paul Stapleton assumed the role of City Solicitor, supported by part-time legal staff. He oversaw a period of administrative expansion in which the office added a legal officer and took on increasing responsibility for statutory interpretation, legal research, litigation, and the preparation of unofficial legislative compilations.

The early 1980s saw organizational adjustments within the office. Between 1981 and 1983, two part-time solicitor positions were replaced with a full-time Assistant City Solicitor, and by the late 1980s another full-time solicitor had been added. During this period, the department also expanded its service portfolio to include all real estate-related legal work, such as conveyances, mortgages, easements, and leases.

In 1987, a dedicated Real Estate Division was established within the department, transferring responsibility for the acquisition and disposal of City-owned property from the City Clerk's Department. The Legal Department also participated in the City's labour negotiations, further broadening its mandate within corporate operations.

After Stapleton's departure in 1992, Ron Penney served as City Solicitor until 2010. Under his leadership, the Legal Department delivered comprehensive legal services across all aspects of municipal operations. The department advised on governance, policy development, by-law consolidation and amendment, contract negotiation, and complex municipal issues requiring legal interpretation. It also represented the City in litigation, administrative proceedings, and alternative dispute resolution forums. Claims administration—managing liability claims made against the City—became a core function of the department.

The subsequent City Solicitors were Robert (Bob) Bursey and Cheryl Mullett, each guiding the department through evolving areas of municipal law and organizational

reform.

City Solicitors include:

1962 - 1979 Gerald Lang

1979 - 1992 Paul Stapleton

1992 - 2010 Ron Penney

2010 - 2015 Robert (Bob) Burse

2015- present Cheryl Mullett

Two specialized units, Risk Management and Access to Information and Privacy (ATIPP), have since become integral to the Legal Department's structure.

Established in 1994 within the City Clerk's Department, the Risk Management Division transferred to the Legal Department in 2000, returned to the City Clerk in 2011, and was reassigned to Legal again in 2020, where it remains as of 2024. The division is responsible for developing and administering the City's enterprise risk management framework, identifying and assessing strategic and operational risks, and overseeing mitigation planning. It also coordinates the City's insurance portfolio and manages the claims process in consultation with the City's insurance broker.

In mid-2024, the Access to Information and Privacy Division relocated from the City Clerk's Department to the Legal Department. The division administers the City's obligations under the Access to Information and Protection of Privacy Act, 2015, ensuring compliance with provincial legislation. Its mandate includes processing access to information requests, supporting transparency and public accountability, and safeguarding personal information held by the municipality.

Scope: This fonds consists of records documenting the administrative, legal, and real estate functions of the City of St. John's Legal Department. The records include general administrative files; deeds, agreements, and related legal instruments; municipal by-laws; insurance and risk management files; and property appraisals. The fonds also contains miscellaneous real estate records created or accumulated in the course of managing the City's property interests and legal affairs.

RG 09-01: Legal Department General Administration/Real Estate

Fonds: Legal Department fonds

Dates: 1964-2018

Access conditions: Restrictions may apply.

Extent: 56.16 meters of textual records; microfiche

Administrative History or Content Notes: The mandate of the Legal Department is to provide the Mayor, Council, and all municipal officials and departments with comprehensive legal advice and support. Its responsibilities include preparing legal documents required by the City; acting as Solicitor and Counsel on behalf of the municipality; and taking charge of and managing all legal matters arising from the City's operations. In fulfilling this mandate, the department ensures that the City's activities comply with applicable legislation, protects the City's legal interests, and facilitates effective governance through informed legal guidance.

Scope: This series consists of real estate files maintained by the City Solicitor and the City Real Estate Officer documenting transactions involving City-owned land. The files record the acquisition, disposal, and management of municipal properties and may include plans, maps, and supporting legal documentation. Notable files within the series include materials relating to the Crotty Arbitration, 27–31 Flower Hill (1986–1987) and City Core Limited / lands west of City Hall (1969–1988).

The series also contains subject files relating to broader legislative and governance matters, including municipal by-laws, regulations, and enabling legislation. Additional subjects documented include the ward system, bond issues, boundary expansion, and records of the Royal Commission on the Revision of the City Act (1966–1968).

RG 09-04: Miscellaneous Real Estate

Fonds: Legal Department fonds

Dates: 1953-1982

Access conditions: Restrictions may apply.

Extent: 5.9 meters of textual records; microfiche

Administrative History or Content Notes: The Real Estate Division is responsible for the acquisition and disposal of municipal properties and property rights. Its functions include conducting land evaluations, responding to internal departmental requests and external public inquiries related to real estate matters, and managing all aspects of expropriation proceedings. Through these activities, the division supports the effective administration, development, and stewardship of City-owned land.

Scope: This series consists of real estate files created or retained in the course of

development projects, infrastructure work, and land transactions involving the City of St. John's. The records document the acquisition, disposal, evaluation, and management of municipal property connected to a wide range of City initiatives. Files typically include correspondence, reports, legal documents, and property plans.

The series is organized by major development areas and real estate activities, including the following:

North East Land Assembly

Files relating to the North East Land Assembly development for Phases 1, 2, and 3. Records document property acquisition and planning processes, and include plans of the properties involved.

Redevelopment Areas

Subject and case files pertaining to redevelopment work in various areas of St. John's, including the central core area, Logy Bay Road, and Mundy Pond. Plans of affected properties are included.

Street Widening

Files documenting land expropriated or otherwise acquired for street-widening purposes across the City. Property plans accompany many of the files.

Waterford Valley Trunk Sewer

Subject and property files relating to the installation of the Waterford Valley trunk sewer. Records include plans of properties impacted by the project.

Wishingwell Road Subdivision

Files containing deeds of conveyance from the City to individuals or groups involved in the development of the Wishingwell Road subdivision. Plans of properties are included.

In addition to the above, the series also contains miscellaneous real estate files retained by the City Solicitor. These files pertain to leases and lease renewals of City property, conditional use permits, zoning requests, crown leases, and other property-related matters handled by the Legal Department.

RG 09-05: Property Appraisals

Fonds: Legal Department funds

Dates: 1988-1992

Access conditions: Restrictions may apply.
Extent: 60 cm of textual records

Scope: This series consists of property appraisal files created for the City in connection with land or properties that were expropriated, purchased, or sold by the municipality. The files document the valuation of real property for administrative, legal, and financial purposes and typically include appraisal reports, correspondence, supporting documentation, and related real estate records.

RG 09-06: Insurance and Risk Administration

Fonds: Legal Department fonds
Dates: 1979-1990
Access conditions: Restrictions may apply.
Extent: 27 cm of textual records

Administrative History or Content Notes: Responsibility for insurance matters within the City of St. John's was first formally established around 1980 under the City Clerk's Department, which initially administered the City's insurance portfolio and related files. In 1994, the City created the position of Manager of Insurance and Risk Management, and oversight of this function was transferred to the Department of Corporate and Information Services, reflecting the City's move toward a more structured and proactive approach to enterprise risk.

Effective October 2, 2000, the City reassigned insurance and risk management responsibilities to the Legal Department, where the function remained until 2011, when it was once again moved back to the City Clerk's Department. In 2020, the function was transferred a second time to the Legal Department, where it continues to reside as of 2024.

Scope: This series consists of files retained by the Manager of Insurance and Risk Administration for the period 1980–1988. The records document the early administration of insurance matters within the City of St. John's and include correspondence and reference materials relating to the City's liability insurance policy. The series also contains records of claims submitted to the City during this period, reflecting the development of municipal insurance practices and claims management processes.

RG 09-07: By-Laws

Fonds: Legal Department fonds
Dates: 1968-1982
Access conditions: Open
Extent: 20 cm of textual records

Scope: This series consists of By-Laws and proposed By-Laws for the City of St. John's that relate to matters of interest to the Legal Department. The By-Laws address a broad range of municipal governance issues overseen by City Council, including snow-clearing operations, highway and traffic regulations, municipal elections, and other civic functions.

The copies in this series are *non-signed versions* obtained from the City of St. John's website. In addition to these digital or printed reference copies, the Legal Department maintains on-site holdings of By-Laws from 1968 to the present (2025).

The *original signed* By-Laws are maintained by the City Clerk's Office in bound ledgers. These ledgers are periodically transferred to the City of St. John's Archives for long-term preservation.

RG 09-08: Deeds and Agreements

Fonds: Legal Department fonds
Dates: 1832-1994
Access conditions: Open
Extent: 5.76 meters of textual records

Administrative History or Content Notes: This series documents property transactions involving the City of St. John's, including properties acquired or disposed of by the City. As part of its work, the Legal Department seeks to locate the earliest available ownership information—often referred to as the *root of title*—for each property. To support this process, the series contains legal deed information for properties that the City currently owns or has owned at any time. These deeds may be registered or unregistered.

Deeds that fall outside the scope of this series are maintained within the subsequent Real Estate files and are officially registered with the Registry of Deeds.

Scope: This series comprises a wide range of legal records acquired by the City of St. John's Legal Department through the routine administration of its duties. The

records relate to various legal processes and property matters encountered by the Department in the course of municipal operations.

Topics documented within the series include:

- conveyances and releases
- Notices of Expropriation
- Quit Claim deeds
- Letters of Probate and Letters of Administration
- Wills
- leases and assignments
- samples of Releases of Mortgages
- agreements and contracts
- grants and Crown grants
- awards and permits
- guarantees
- gifts
- letters of arbitration
- records relating to retaining walls

Together, these materials reflect the diverse legal responsibilities handled by the Department and provide evidence of the City's involvement in property matters, contractual obligations, estate issues, and various statutory or regulatory processes.

RG 10: St. John's Metropolitan Area Board

Dates: 1964-1991

Access conditions: Restrictions may apply.

Extent: 38.8 meters of textual records

Administrative History or Content Notes: The St. John's Metropolitan Area Board (Metroboard) was established on June 20, 1963 under the authority of the *St. John's Metropolitan Area Act*. Its mandate 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. Membership was appointed by the Lieutenant-Governor in Council and consisted of 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 granted all the powers of a municipality, with primary responsibility for planning, administering land use, and overseeing development.

The Board's jurisdiction shifted frequently as surrounding communities became incorporated. Significant developments in its early decades included the approval of the Blackhead Urban Renewal Scheme in 1967, the extension of services to Kilbride in 1971, and the initiation of Donovan's Industrial Park that same year. The later establishment of the St. John's Urban Region expanded the Metroboard's jurisdiction to include all unincorporated lands within that region.

Urban property taxes and service fees were introduced in 1975, followed by business taxes in 1977. The Board assumed responsibility for the Bay Bulls Regional Water Supply in 1978, and later administered the Windsor Lake–Broad Cove and Petty Harbour–Long Pond watershed areas beginning in 1982. These watershed responsibilities were eventually transferred to the City of St. John's.

By 1980, a growing number of subdivisions and housing developments in St. John's and Mount Pearl fell under Metroboard jurisdiction. Proposed boundary changes in ** 1981** reassigned most of these areas to the City and surrounding municipal councils, resulting in a large loss of taxable commercial property for the Board.

In 1987, a Commission of Inquiry was appointed to review the Metroboard's mandate. At that time, the Board provided a range of municipal services—including Building Inspection, Fire Protection, garbage collection, and street lighting—to most areas under its authority. Full urban services, including road maintenance and piped water and sewer, were supplied to specific communities such as Evergreen Village and Elizabeth Park.

In 1992, much of the Metroboard's jurisdiction amalgamated with the City of St. John's, while other areas merged with neighbouring municipalities. This reorganization resulted in the formal dissolution of the St. John's Metropolitan Area Board.

RG 10-01: Development Applications

Fonds: St. John's Metropolitan Area Board

Dates: 1964-1991

Access conditions: Restrictions may apply.

Extent: 38.8 meters of textual records; microfilm

Scope: This series consists of property and development files for areas formerly

under the jurisdiction of the St. John's Metropolitan Area Board (Metroboard). The records primarily comprise development applications dating from 1964 to 1991. These applications document a wide range of proposed and completed activities, including:

- new building construction
- demolitions
- modifications or renovations to existing structures
- agricultural development
- quarrying and mining operations
- subdivision planning
- various other forms of land and property development

Also included are development applications for areas in the Goulds, which were at one time administered by the Metroboard. The series additionally contains violation files and subdivision files, reflecting regulatory oversight and land-use management responsibilities.

Associated records are held at The Rooms Provincial Archives and by the municipalities that previously fell under the Metroboard's jurisdiction. When the Metroboard was dissolved in 1992, its administrative records were transferred to the Provincial Archives and the Provincial Records Centre. Development applications pertaining to other municipalities were transferred to their respective governing bodies.

Files numbered 1 to 640 have been duplicated on microfilm.

RG 11: Town of Wedgewood Park

Dates: 1964-1993

Access conditions: Restrictions may apply.

Extent: 18.4 meters of textual records

Administrative History or Content Notes: Wedgewood Park is a residential area located north of the St. John's city centre, within the boundaries of Torbay Road, Highland Drive, Carrick Drive, and Newfoundland Drive. The community originated in 1959 as a private housing development, established to accommodate suburban growth in the northeast region of the city's outskirts. During its early years, the area was overseen by private developers, and no formal municipal governance structure was in place.

In December 1967, Wedgwood Park was incorporated as a Local Improvement District (LID) under provincial legislation. Administrative authority was vested in a Board of Trustees, which held responsibility for local services, including infrastructure maintenance, road improvements, and the provision of essential community amenities. Immediately following incorporation, the community formally requested amalgamation with the City of St. John's. This request was denied, and the district continued to function independently under the governance of the Board.

As development progressed and the residential population expanded, the Government of Newfoundland and Labrador granted Wedgwood Park full municipal status in 1978, designating it as a Town. During this transition, the existing Board of Trustees served as the Interim Council, ensuring administrative continuity until a formal municipal election could be held. The first elected Town Council assumed office in March 1979, marking the beginning of full local self-government.

Throughout the late 1970s and 1980s, the Town of Wedgwood Park oversaw significant growth in residential infrastructure and municipal services. By 1987, the community contained approximately 400 residential properties and maintained an extensive network of paved streets with curb and gutter, sidewalks, and complete sanitary and storm sewer systems. Additional services and amenities included municipal street lighting, a children's playground, medical facilities, a small shopping centre, and a local recreation complex.

In 1991, as part of a broader provincial initiative aimed at municipal reorganization, the Town of Wedgwood Park was amalgamated with the City of St. John's. The Towns of Goulds and Kilbride were also incorporated into the City during this process. Following amalgamation, Wedgwood Park ceased to exist as an independent municipal entity, and administrative authority was transferred to the municipal government of St. John's.

Scope: The fonds consists of a broad range of clerical, administrative, and project-related records created or accumulated by the municipal administration of Wedgwood Park. The records document the governance, operations, and development activities of the Town prior to its amalgamation with the City of St. John's. Materials include files relating to general administration; municipal elections and voters' lists; proposed and eventual amalgamation discussions with the City of St. John's; and council meetings, including agendas, minutes, and associated correspondence.

The fonds also contains records pertaining to financial management and payroll,

engineering and planning activities, and taxation and property assessment. Files relating to recreational services and facilities are also present, reflecting the Town's role in community programming and infrastructure development. Together, these records provide comprehensive evidence of the administrative, financial, and operational functions of the Town of Wedgwood Park during its existence as a Local Improvement District and later as an incorporated municipality.

RG 11-02: Amalgamation

Fonds: Town of Wedgewood Park

Dates: 1987-1991

Access conditions: Restrictions may apply.

Extent: 54 cm of textual records

Scope: This series consists of files, reports, briefs, and related documentation concerning the proposed amalgamation of the Town of Wedgwood Park with the City of St. John's. The records document the administrative processes, community responses, and governmental communications associated with the amalgamation discussions.

A significant portion of the series comprises correspondence from residents of Wedgwood Park addressed to the Honourable Eric Gullage, Minister of Municipal and Provincial Affairs. These letters articulate community concerns and widespread opposition to the proposed amalgamation during the period leading up to the Town's incorporation into the City of St. John's in 1991. Additional materials include internal municipal reports, submissions to provincial authorities, and other records reflecting the Town's position and activities related to the amalgamation process.

RG 11-05: Town Council Meetings

Fonds: Town of Wedgewood Park fonds

Dates: 1985-1991

Access conditions: Restrictions may apply.

Extent: 1.8 meters of textual records

Scope: This series consists of agendas documenting both public and private meetings of the Town of Wedgwood Park Council. The records outline matters brought before Council and provide evidence of the administrative and decision-making processes of the municipality. The series also contains supporting documentation generated or gathered for use during Council meetings, including

reports, memoranda, correspondence, and related reference materials. These records collectively illustrate the issues discussed, actions taken, and policies considered by the municipal government throughout its period of operation.

RG 11-06: Elections/Voters Lists

Fonds: Town of Wedgewood Park funds

Dates: 1979-1990

Access conditions: Restrictions may apply.

Extent: 20 cm of textual records

Scope: This series contains records created and accumulated during the administration of municipal elections in the Town of Wedgewood Park. The series consists primarily of voters' lists, which document eligible electors within the community. In addition to these lists, the series includes voting forms, poll books from individual polling stations, and documents relating to the application and interpretation of voter legislation.

Also present are materials outlining municipal policies and procedures governing the conduct of elections, including those derived from or informed by the *Municipalities Act*. Collectively, these records provide detailed evidence of the electoral processes, regulatory frameworks, and administrative practices employed by the Town throughout its period of self-government.

RG 11-09: Residential Property and Taxation

Fonds: Town of Wedgewood Park funds

Dates: 1971-1991

Access conditions: Restrictions may apply.

Extent: 2.0 meters of textual records

Scope: This series consists of residential property taxation files created and maintained by the Town of Wedgewood Park in the course of administering municipal taxation. The records document the assessment, evaluation, and taxation of residential properties within the Town's jurisdiction.

The files include copies of Assessment Notices, property information files containing building and development permits, and documentation relating to taxation issues or disputes between property owners and the municipality. Collectively, these records provide evidence of the Town's taxation procedures,

property assessment practices, and its role in the financial administration of local government prior to amalgamation with the City of St. John's.

RG 11-11: Council Minutes

Fonds: Town of Wedgwood Park fonds

Dates: 1967-1991

Access conditions: Restrictions may apply.

Extent: 60 cm of textual records

Scope: This series consists primarily of the public Council Minutes created by the Town of Wedgwood Park, documenting the official proceedings, decisions, and administrative activities of the municipal council. These minutes provide a systematic record of matters brought before Council, including local governance issues, planning and development decisions, financial administration, and community services.

In addition to the public minutes, the series also includes private minutes generated during the period when Wedgwood Park functioned as a Local Improvement District. These records capture the deliberations and actions of the Board of Trustees prior to the establishment of the incorporated Town in 1978. Together, the public and private minutes offer comprehensive evidence of the governance structure, administrative evolution, and decision-making processes of Wedgwood Park from its early development through to its later municipal operations.

RG 11-12: Residential Development

Fonds: Town of Wedgwood Park fonds

Dates: 1971-1991

Access conditions: Restrictions may apply.

Extent: 3.2 meters of textual records

Scope: This series contains records relating to the planning and development of residential properties and subdivisions within the Town of Wedgwood Park. The materials document the Town's oversight of land use, housing development, and property modification throughout its period of municipal governance.

The series consists primarily of residential development plans, including subdivision layouts and architectural or engineering drawings submitted for municipal review. Also included are documents pertaining to the renovation,

alteration, and extension of individual residential properties, such as permit applications, correspondence, and supporting technical documentation. Together, these records provide evidence of the Town's regulatory role in community development and its administration of residential growth and property improvements.

RG 11-13: Commercial Development

Fonds: Town of Wedgewood Park fonds

Dates: 1966-1991

Access conditions: Restrictions may apply.

Extent: 1 meter of textual records

Scope: This series consists of records relating to commercial development within the Town of Wedgewood Park. The documents reflect the Town's administrative oversight of non-residential land use, business development, and commercial property expansion.

The series includes site plans, concept plans, and development proposals, as well as documentation concerning extensions, modifications, and improvements to existing commercial properties. Additional related material may include correspondence, supporting reports, and technical submissions generated as part of the municipal review and approval process. Collectively, the records provide evidence of the Town's role in regulating and guiding commercial development prior to amalgamation with the City of St. John's.

RG 11-14: Planning and Zoning

Fonds: Town of Wedgewood Park fonds

Dates: 1974-1991

Access conditions: Restrictions may apply.

Extent: 20 cm of textual records

Scope: This series consists of draft and final documentation relating to the development, revision, and implementation of the Municipal Plan for the Town of Wedgewood Park. The records document the Town's long-term planning objectives, land-use management strategies, and regulatory framework prior to amalgamation with the City of St. John's.

Materials include draft and final municipal plans, along with correspondence,

reports, and supporting documentation concerning the Municipal Plan, Zoning Regulations, Subdivision Regulations, and other planning-related legislative requirements. The series also contains records generated during consultation, review, and approval processes, reflecting the Town's efforts to guide residential, commercial, and community development through statutory planning tools. Together, these documents provide comprehensive evidence of municipal planning practices and regulatory oversight within Wedgwood Park.

RG 11-15: Water and Sewer

Fonds: Town of Wedgewood Park fonds

Dates: 1970-1990

Access conditions: Open

Extent: 40 cm of textual records

Scope: This series consists of records relating to water and sewer systems within the Town of Wedgewood Park. The documents reflect the Town's administration, maintenance, and oversight of municipal water and wastewater infrastructure.

Materials in the series include sewer repair files, technical reports, and correspondence concerning the proposed construction of a sewage treatment plant for the community. Also present are evaluations and assessments of the Town's sewer systems, as well as files documenting specific sewer-related issues or failures requiring municipal intervention. Together, these records provide evidence of the Town's responsibilities in managing essential public works services and addressing ongoing infrastructure challenges.

RG 11-19: Assessment Rolls

Fonds: Town of Wedgewood Park fonds

Dates: 1981-1991

Access conditions: Open

Extent: 1.23 meters of textual records

Scope: This series consists of Assessment and Taxation Rolls created by the Town of Wedgewood Park for the purpose of recording assessed property values within the municipality. The series is composed of ten annual assessment books, each documenting the valuation of residential and commercial properties under the Town's jurisdiction.

The records include assessed values, property descriptions, ownership information, and related administrative notations used in determining municipal taxation rates. Together, these assessment books provide a continuous record of property valuation practices and form an important source for understanding the Town's financial administration and taxation structure prior to its amalgamation with the City of St. John's in 1991

RG 12: Town of Goulds

Dates: 1971-1991

Access conditions: Restrictions may apply.

Extent: 27.8 meters of textual records

Administrative History or Content Notes: The Town of Goulds was a rural, agriculture-based municipality located south of St. John's, Newfoundland and Labrador. Prior to its incorporation, Goulds functioned as a long-established farming community characterized by dispersed settlement patterns, agricultural enterprises, and a strong rural identity. Formal municipal governance began on September 4, 1971, when the community held its first municipal election, marking the establishment of an elected council and the beginning of Goulds' twenty-year period as an incorporated town.

Throughout its existence as an autonomous municipality, Goulds maintained its predominantly rural character. The Town provided limited municipal services reflective of the needs and expectations of its agricultural population while also responding to gradually increasing suburban pressures due to its proximity to St. John's.

In 1991, Goulds was amalgamated with the City of St. John's, together with the Towns of Wedgwood Park and Kilbride, as part of a province-wide initiative aimed at municipal reorganization. This restructuring sought to streamline services, reduce administrative duplication, and improve the coordination of regional planning and infrastructure. At the time of amalgamation, it was anticipated that the former Town of Goulds would transition over time from a predominantly rural landscape toward a more suburban character as municipal services and development regulations were integrated under the governance of the City of St. John's.

Scope: This fonds contains all known surviving records created or accumulated by the Town of Goulds during its period of municipal governance from 1971 until its

amalgamation with the City of St. John's in 1991. The records document the administrative, financial, and operational activities of the Town and provide evidence of its responsibilities as a rural municipality prior to reorganization.

The fonds includes material relating to finance and payroll, documenting budgets, expenditures, revenues, and compensation for municipal employees; public works, including infrastructure maintenance, water and sewer services, and community facilities; and municipal elections, capturing voters' lists, polling documentation, and election procedures. Also present are records concerning the Town's Municipal Plan, Assessment and Taxation, Census data, and Capital Works projects, reflecting both long-term planning and ongoing community development.

In addition to administrative and technical files, the fonds contains artifacts and ephemera associated with the Town's operations and public identity. Collectively, the records in this fonds provide comprehensive insight into the governance, services, and community life of the Town of Goulds prior to its amalgamation into the City of St. John's.

RG 12-02: Council Meetings

Fonds: Town of Goulds fonds

Dates: 1971-1991

Access conditions: Restrictions may apply.

Extent: 1.2 meters of textual records

Administrative History or Content Notes: The Goulds Town Council held its first official meeting on September 17, 1971, during which the Mayor and Deputy Mayor were formally declared. This meeting marked the beginning of the Town's structured municipal governance following its first municipal election earlier that month, and it established the Council's authority to administer local services, enact municipal regulations, and oversee the community's operations during its twenty-year existence as an incorporated municipality.

Scope: This series consists of the official public minutes of the Goulds Town Council, documenting the proceedings, decisions, and administrative actions of the municipal government. The minutes provide a continuous record of Council deliberations and offer insight into local governance during the Town's twenty-year existence.

In addition to Council minutes, the series includes minutes from the Town of

Goulds Fire Department and the Town of Goulds Recreation Commission, reflecting the activities and reporting structures of these municipal bodies. Also included are the minutes of a Special Meeting of the Goulds Town Council held on September 17, 1973, which record decisions and discussions outside the regular meeting schedule.

Together, these records provide comprehensive evidence of municipal operations, community services, and the organizational framework of the Town of Goulds prior to its amalgamation with the City of St. John's in 1991.

RG 12-03: Municipal Elections

Fonds: Town of Goulds fonds
Dates: 1973-1991
Access conditions: Restricted
Extent: 80 cm of textual records

Scope: This series contains records relating to the administration and conduct of municipal elections in the Town of Goulds. The materials document electoral processes, voter registration, candidate participation, and the management of both regular and special elections during the Town's period of operation.

The series includes Voters' Lists, candidate lists, files relating to by-elections, election expense documentation, and a variety of miscellaneous election forms used in the preparation and execution of municipal elections. These records provide evidence of the Town's adherence to provincial election requirements and its local procedures for managing electoral events.

Municipal elections in the Town of Goulds were held in 1977, 1981, 1985, 1988, and 1989, with several by-elections conducted throughout the Town's twenty-year existence. Together, the records in this series offer comprehensive insight into the electoral history and democratic governance of the Town of Goulds prior to its amalgamation with the City of St. John's in 1991.

RG 12-04: Water and Sewer

Fonds: Town of Goulds fonds
Dates: 1973-1991
Access conditions: Open
Extent: 2 meters of textual records

Scope: This series consists of records relating to various water and sewer projects undertaken by the Town of Goulds. The materials document the planning, design, implementation, and administration of multiple phases of municipal water and wastewater infrastructure development.

The series includes project plans, pre-design reports, and technical specifications outlining engineering requirements for sewer construction and improvement projects. Also present are invoices, contractual documents, and correspondence concerning subcontracted work, reflecting the Town's engagement with consultants, contractors, and service providers. Together, these records provide detailed evidence of the Town's management of essential public works and its efforts to maintain and expand municipal water and sewer services prior to amalgamation with the City of St. John's in 1991.

RG 12-05: Goulds Municipal Plan

Fonds: Town of Goulds fonds

Dates: 1977-1991

Access conditions: Open

Extent: 40 cm of textual records

Administrative History or Content Notes: In the early 1970s, the Town of Goulds faced growing concern from residents regarding the absence of a long-term municipal development plan. Many community members viewed the lack of structured planning as both environmentally unsound and socially irresponsible, particularly as the town began to experience pressures associated with population growth and increased development activity.

A central challenge for municipal officials was the creation of an infrastructural model that would accommodate future growth without compromising the distinctive character of the community. Goulds was widely regarded as a "semi-rural" area, characterized by half-acre residential lots and open spatial patterns rather than dense subdivision-style development. Efforts to develop a formal Municipal Plan led to broad apprehension among homeowners, many of whom feared that their preferred dwelling style—and the rural aesthetic of the town—was at risk of being altered or lost.

As planning work progressed, significant dissatisfaction emerged among landowners who believed that the preliminary municipal model did not accurately

reflect their interests or concerns. Criticism was directed at both the consultation process and the perceived lack of representation in planning decisions. This period saw heightened tensions between residents and the Town Council, with many questioning the competency of the municipal administration and expressing concern over the direction in which the community was being guided.

Scope: This series consists of records relating to the development, review, and implementation of the Municipal Plan for the Town of Goulds, as well as documentation concerning other municipal legislation enacted during the Town's period of self-government. The records reflect the Town's efforts to establish a long-term planning framework addressing land use, development, infrastructure, and community growth.

The series includes correspondence and petitions from residents, illustrating public responses, concerns, and objections regarding proposed planning initiatives. Also present are meeting minutes, public hearings, reports, and supporting documentation created during the planning and consultation processes. These records provide insight into community engagement, legislative development, and the Town's attempts to balance regulatory planning requirements with the semi-rural character and preferences of Goulds residents.

Together, the materials in this series document the challenges and controversies surrounding municipal planning in the Town of Goulds and provide evidence of the legislative and administrative processes that shaped its approach to development prior to amalgamation with the City of St. John's in 1991.

RG 12-06: Development Applications

Fonds: Town of Goulds fonds

Dates: 1972-1991

Access conditions: Restrictions may apply.

Extent: 9 meters of textual records

Scope: This series consists of records relating to land use and property development within the Town of Goulds. The materials document municipal review and regulatory processes for a broad range of development activities undertaken during the Town's period of self-government.

The series includes applications for new development, construction, renovations, and repairs, as well as submissions concerning zoning changes and the use or disposition of Crown lands. These records typically contain application forms,

correspondence, supporting plans or drawings, and related documentation generated as part of the Town's assessment and approval procedures. Collectively, the series provides evidence of the Town's role in managing development, regulating land use, and overseeing changes to the built environment prior to amalgamation with the City of St. John's in 1991

RG 12-11: Legal

Dates: 1970-1990

Access conditions: Restrictions may apply.

Extent: 60 cm of textual records

Scope: This series consists of Deeds of Conveyance documenting properties that were expropriated, acquired, or disposed of by the Town of Goulds. The records provide evidence of municipal land transactions carried out as part of the Town's administrative, infrastructural, and development activities.

The deeds typically include legal descriptions of properties, terms of transfer, relevant correspondence, and supporting documentation generated through municipal land acquisition or divestment processes. Collectively, the series illustrates the Town's involvement in property management, land-use changes, and the legal mechanisms associated with municipal land transactions prior to amalgamation with the City of St. John's in 1991.

RG 12-12: Assessment

Fonds: Town of Goulds fonds

Dates: 1974-1991

Access conditions: Restrictions may apply.

Extent: 1.2 meters of textual records

Scope: This series consists of records relating to property assessment and land valuation processes carried out by the Town of Goulds. The materials document the Town's administration of municipal taxation, land classification, and the formal mechanisms used to review and verify property assessments.

The series includes Assessment Rolls, records of the Court of Revision, and files of the Assessment Review Commission, each reflecting different stages of the assessment and appeal process. Also included are records concerning agricultural tax exemptions, documentation relating to non-taxable properties, and files

addressing land utilization within the community. Collectively, these records provide evidence of the Town's assessment practices, its approach to taxation policy, and its management of land-based municipal information prior to amalgamation with the City of St. John's in 1991.

RG 12-13: Goulds Census

Fonds: Town of Goulds fonds
Dates: 1972-1989 (predominant 1989)
Access conditions: Restricted
Extent: 40 cm of textual records

Scope: This series consists of census records created by the Town of Goulds to document the composition and demographics of the community prior to amalgamation with the City of St. John's. The series primarily comprises a 1989 municipal census, which provides detailed information for every street within the Town's boundaries.

The records include names and addresses of residents, occupational information, and data regarding minors residing in each household. These documents offer a snapshot of the population of Goulds in the late 1980s and provide valuable evidence of the Town's administrative practices in collecting demographic data for planning, service delivery, and municipal decision-making.

RG 12-14: Miscellaneous Minutes

Fonds: Town of Goulds fonds
Dates: 1976-1991
Access conditions: Restrictions may apply.
Extent: 40 cm of textual records

Administrative History or Content Notes: When the Town of Goulds was amalgamated with the City of St. John's in 1991, administrative responsibility for fire protection services was transferred to the newly expanded municipal structure. As part of this transition, members of the Goulds Regional Fire Department were integrated into the St. John's Regional Fire Department (SJRFD). This integration ensured continuity of emergency services for residents of the former Town of Goulds and aligned the community's fire protection infrastructure with regional standards following amalgamation.

Scope: This series consists of meeting minutes documenting the activities and administrative functions of the Goulds Volunteer Fire Department from 1976 to 1991. The minutes record discussions, operational decisions, training matters, equipment needs, community responses, and other aspects of fire protection services within the Town of Goulds during its period as an independent municipality.

In addition to Fire Department minutes, the series also includes meeting minutes of the Finance Committee for the year 1990, providing evidence of financial oversight, budgeting practices, and administrative decision-making related to fire services during the year immediately preceding amalgamation with the City of St. John's.

Together, these records offer insight into the organization, governance, and operational responsibilities of the Goulds Volunteer Fire Department and its associated committees prior to integration into the St. John's Regional Fire Department in 1991

RG 12-19: Miscellaneous

Fonds: Town of Goulds fonds

Dates: 1971-1990

Access conditions: Restrictions may apply.

Extent: 60 cm of textual records

Scope: This series consists of records that do not fall within any clearly identifiable functional or administrative category of the Town of Goulds. The materials represent miscellaneous files retained by the municipality but lacking a discernible connection to the established series structure.

The series includes items such as a list of members of the Goulds Volunteer Fire Department, Visitors' Books, and various miscellaneous legal files. These records provide supplementary insight into individuals, activities, and administrative matters associated with the Town, though they do not correspond directly to specific municipal functions documented elsewhere in the fonds.

RG 12-20: Artifacts

Fonds: Town of Goulds fonds

Dates: 1971-1991

Access conditions: Open
Extent: 20 cm of textual records

Scope: This series consists of miscellaneous artifacts and items associated with the Town of Goulds that were preserved alongside its administrative records but fall outside standard documentary formats. The materials provide tangible evidence of municipal activities, ceremonial events, and community history during the Town's period of operation.

Items in this series include two seal presses used by the Goulds Town Council, a pair of ceremonial scissors used by Premier Brian Peckford to inaugurate the Goulds Town Council, and a pencil used by Returning Officer Edward Bowe during the Town's first municipal election held on September 4, 1971. The series also contains miscellaneous photographs, which visually document people, events, or aspects of municipal operations.

Collectively, these artifacts and images offer supplementary insight into the civic identity, institutional practices, and historical milestones of the Town of Goulds prior to its amalgamation with the City of St. John's in 1991.

RG 13: Department of Public Works (and Parks)

Dates: 1980-2012
Access conditions: Restrictions may apply
Extent: 9.36 meters of textual records

Administrative History or Content Notes: In 1993, following recommendations made in the *1992 Doane Raymond Report*, the City of St. John's restructured several municipal functions by combining the Parks Division with Public Works to form the Department of Public Works and Parks. Prior to this restructuring, the responsibilities later assumed by the Department were carried out by the Works Division of the Department of Engineering and Works.

The newly formed Department was responsible for a wide range of essential municipal services, including street cleaning, snow removal, garbage collection, water and sewer repair, and the maintenance of parks and open spaces. The Department also oversaw maintenance of existing municipal systems and infrastructure, the implementation of plans approved by the Engineering Department, and the management of Fleet Services, Mechanical Operations, and Training.

In 1994, the Purchasing function—previously part of Public Works—was transferred to the Department of Finance. In May 1999, the Humane Services Division was added to the Department’s responsibilities, expanding its role in community services.

By 2007, the primary objective of Public Works and Parks was to deliver Council-approved municipal programs in an efficient and cost-effective manner. At that time, the Department was organized into three major divisions:

- Fleet Services – responsible for the acquisition, maintenance, and management of the City’s fleet of approximately 450 vehicles and large equipment, including leased and rental units.
- Streets and Parks – responsible for road and sidewalk maintenance; winter snow clearing, ice control, and snow removal; maintenance of traffic signs, lights, and pavement markings; as well as the maintenance of parks, open spaces, trails, sports fields, and playgrounds. This division also operated the animal shelter.
- Environmental Services – responsible for water distribution, sanitary and storm sewer systems, garbage and litter collection, waste disposal at the Robin Hood Bay Landfill, and after-hours emergency utility response.

Around 2016, “Parks” was removed from the Department’s title, and these functions continued under a newly structured Parks and Open Spaces Division, reflecting an administrative realignment and renewed emphasis on open space management.

As of 2025, the Department of Public Works is dedicated to improving the quality of life for residents of St. John’s through the efficient, responsive delivery of essential services, including garbage and recycling collection, waste diversion, snow clearing, ice control, road maintenance, potable water supply, and wastewater removal across all neighbourhoods of the City.

The Department additionally maintains public City buildings and non-profit housing units, and is responsible for the development, enhancement, and upkeep of all City parks, playgrounds, trails, open spaces, sports fields, and the urban forest. It supports these operations through the management of a diverse fleet of specialized vehicles and equipment.

Public Works comprises several major operational divisions:
Water and Wastewater.

Responsible for protecting public health and the environment through the treatment and distribution of potable water and the collection and treatment of wastewater.

Activities include:

- Operation of water treatment plants and pumping stations
- Maintenance of water mains, service lines, hydrants, and valves
- Promotion of water conservation
- Management of sanitary, storm, and combined sewer systems
- Operation of the Riverhead Wastewater Treatment Facility
- Emergency after-hours water and sewer response

Waste Management

Responsible for residential and commercial garbage and recycling collection, operating out of the Robin Hood Bay Regional Waste Management Facility, which serves communities from Clarendville to St. John's.

Roads Division

Responsible for the maintenance of streets and sidewalks, including street sweeping, asphalt and concrete repair, pavement marking, and line painting. In winter, the division provides snow plowing, snow removal, sidewalk clearing, and ice control. It also inspects utility pole installations and private-sector street excavations.

Fleet Division

Supports all City departments by managing the acquisition, maintenance, and replacement of municipal vehicles and heavy equipment. Oversees vehicle rentals and lifecycle planning.

Parks and Open Spaces Division

Improves the livability of the city by maintaining parks, open spaces, trails, playgrounds, sports fields, and monuments, as well as the urban forest. It provides winter maintenance for buildings, parks, parking lots, the Loop, sliding hills, and selected steps and laneways. The division also services salt boxes and pedestrian-activated crossings.

City Buildings Division

Ensures maintenance, safety, compliance, and operational integrity of all City-owned buildings, including structural, plumbing, electrical, heating, and ventilation systems. It also maintains the City's non-profit housing units.

Sustainability Coordinator

Leads the development and implementation of the City's corporate energy management and climate frameworks, including climate mitigation and adaptation initiatives. Responsibilities include:

- Monitoring energy efficiency and greenhouse gas reduction
- Managing climate risk assessments
- Reporting through international platforms such as the CDP
- Chairing the Corporate Energy Team
- Supporting the Council's Environment and Sustainability Experts Panel
- Securing funding and supporting departmental sustainability initiatives

Scope: This series consists of records documenting a wide range of maintenance and infrastructure-related activities undertaken by the Department of Public Works. A substantial portion of the files pertains to maintenance work carried out at private residences, particularly repairs addressing water and sewer problems, flooding, and related emergency or corrective services.

Beyond residential maintenance, the series also includes files concerning major public works projects conducted throughout the city. These projects address issues such as flood mitigation, arboriculture, sanitation, water and sewer system improvements, harbour cleanup, and water supply management. Records commonly include correspondence, work orders, reports, plans, contractor documentation, and other materials created or accumulated in the course of planning and executing municipal infrastructure projects.

Collectively, the series provides evidence of both routine maintenance operations and large-scale project initiatives carried out by Public Works in support of municipal service delivery and urban infrastructure management.

RG 13-01: Department of Public Works and Parks General Administration

Fonds: Department of Public Works and Parks fonds

Dates: 1980-2012

Access conditions: Restrictions may apply

Extent: 9.36 meters of textual records

Scope: This series consists of files relating to the activities of both the Works Division and the Parks Division of the Department of Public Works and Parks. The records document a wide range of municipal operations and project work carried out across the city.

The series includes materials pertaining to flooding, water and sewer maintenance, sanitation services, river management, water treatment plant operations, and various aspects of parks development and maintenance. The files also encompass documentation of other public works functions undertaken by the Department, including routine maintenance activities, infrastructure improvement projects, and environmental or public space management.

Records in the series include correspondence, reports, plans, work orders, technical documentation, and other materials generated or received in the course of departmental operations. Collectively, these files provide evidence of the broad mandate of the Department of Public Works and Parks and its role in supporting municipal infrastructure, environmental stewardship, and the maintenance of public amenities.

RG 14: Department of Building and Property Management

Dates: 1993-2017

Access conditions: Restrictions may apply

Extent: 19.82 meters of textual records

Administrative History or Content Notes: The Department of Building and Property Management was established in 1993 following recommendations from the 1992 Doane Raymond Report. Its creation represented a significant reorganization of municipal responsibilities, replacing and expanding upon the functions of the former Department of Building and Development (RG 02). The new department was mandated to administer and enforce the various codes and regulations adopted by Council to ensure that all property construction, as well as existing buildings and grounds, remained safe, clean, and healthy for public use.

In addition to its regulatory responsibilities, the department assumed the management of all City-owned buildings and facilities, as well as the administration of the City's Non-Profit Housing Program, which provides affordable housing to low- and moderate-income individuals and families. Its mandate broadened beyond that of its predecessor to include several functions that previously fell under the City Clerk's Department, such as Parking and Traffic Enforcement, Animal Control, and Taxicab Administration. With these additions, the department became the primary municipal body responsible for administering and enforcing a wide range of by-laws and regulations.

The Property Management Division serves as the caretaking and maintenance

body for the City's buildings and facilities. Its role includes the day-to-day operation, upkeep, and long-term maintenance planning for civic properties, ensuring that City-owned buildings remain functional, safe, and properly serviced.

The Inspection Services Division carries out permit processing and compliance activities related to building, electrical, and plumbing work. It oversees inspections for new construction, additions, and renovations; enforces by-laws concerning property maintenance and the condition of existing buildings; and responds to complaints and inquiries. The division is also responsible for the licensing of various operations, including taxicabs, mobile vendors, amusement machines, lodging houses, and transient dealers, ensuring they meet established regulatory standards.

Through these combined functions, the Department of Building and Property Management plays a central role in safeguarding public safety, maintaining municipal infrastructure, supporting community housing needs, and ensuring compliance with the City's regulatory framework.

Scope: This series consists primarily of miscellaneous subject files documenting the administrative and operational responsibilities of the department. The files pertain to a wide range of activities, including animal control, statistical reporting, policy development, strategic planning, and protocols related to building occupancy. Collectively, these records reflect the department's regulatory functions and its role in developing, implementing, and monitoring municipal standards and procedures.

RG 14-01: Department of Building and Property Management General Administration

Fonds: Department of Building and Property Management funds

Dates: 1993-2017

Access conditions: Restrictions may apply

Extent: 3.78 meters of textual records

Scope: This series consists primarily of miscellaneous subject files that document the administrative and operational duties of the department. The files relate to a broad range of departmental functions, including animal control, statistical reporting, policy development, strategic planning, and protocols for building occupancy. Collectively, these records reflect the department's role in regulating municipal standards, managing public services, and supporting day-to-day decision-making.

RG 14-02: Department of Building and Property Management Plumbing Inspection

Fonds: Department of Building and Property Management funds

Dates: 2005-2015

Access conditions: Restrictions may apply

Extent: 3.96 meters of textual records

Scope: This series consists of Plumbing Permits that were closed by the department. The records document inspections, permits, and regulatory processes associated with plumbing work within the City.

Plumbing files for the period 1993 to 2004 are available on microfiche, and include documentation related to plumbing inspections. Additional 2004 Plumbers' Permits and Plumbing Certificates are also held on microfiche.

Beginning in 2017, Inspection Services began adding complete plumbing files to the Govern system. Many of these electronic files begin around April 2017 but also include earlier files that remained open until that time. As a result of this digital transition, hard-copy plumbing files dated 2018 and later are no longer retained by the Archives, as the electronic versions maintained in Govern serve as the official record.

RG 14-03: Department of Building and Property Management Building Applications

Fonds: Department of Building and Property Management funds

Dates: 1993-2017

Access conditions: Restrictions may apply

Extent: 175.68 meters of textual records

Scope: This series consists of applications for building-related work and the official record of all permits approved and issued by the department and by Council. These records document renovations, new construction, demolitions, and other forms of development affecting residential and commercial properties.

The series includes the following related permit types:

- a) Repair Permits – 2012
- b) Electrical Permits – 2006 (included in the *Electrical Inspections* series — RG 14-04)
- c) Plumbing Permits (included in the *Plumbing Inspections* series — RG 14-02)

For the period 1986–2004, most commercial and residential property files are preserved on microfiche, with the exception of electrical permit indexes. These records are arranged chronologically by year and then by civic address. In many cases, the files include plans or architectural drawings submitted as part of the application process.

Following 2004, the City resumed maintaining these records in paper format, and physical files once again became the primary medium for documenting building applications and associated permits.

RG 14-04: Department of Building and Property Management Electrical Inspection

Fonds: Department of Building and Property Management fonds

Dates: 2005-2016

Access conditions: Restrictions may apply

Extent: 7.92 meters of textual records

Scope: This series contains Electrical Certificates, electrical permits, and related files for the period 1999 to 2011. These records document electrical inspections, approvals, and compliance processes administered by the department.

On January 9, 2002, a selection of electrical permits and files was transferred to microfiche, comprising permits dated 1982 to 2005. These microfiche records form part of the series and preserve earlier permit documentation in a stable, long-term format.

In 2017, Inspection Services began adding complete electrical files to the Govern electronic records system. Many of these digital records begin around April 2017, but the system also includes earlier files that remained open until that date. As a result of this transition to electronic recordkeeping, hard-copy electrical files dated 2018 and later are no longer retained by the Archives, with the digital versions in Govern serving as the official record.

RG 14-05: Department of Building and Property Management Complaint

Fonds: Department of Building and Property Management fonds

Dates: 2005-2017

Access conditions: Restrictions may apply.

Extent: 5.76 meters of textual records

Administrative History or Content Notes: As part of their regular duties, City Building Inspectors respond to a wide range of complaints concerning properties throughout the City.

Scope: This series contains both hard-copy and microfiche complaint files created and maintained by Inspection Services as part of their responsibility to respond to property-related complaints within the City.

Complaint files dated up to 2005 are held on microfiche, which serves as the primary format for older records.

In 2017, Inspection Services began uploading complete complaint files to the Govern electronic records system. Many of these digital files begin around April 2017, but the system also includes earlier files that remained open until that time.

As a result of this transition to electronic recordkeeping, hard-copy complaint files dated 2018 and later are no longer retained by the Archives, with the electronic versions in Govern serving as the official record.

RG 14-06: Department of Building and Property Management Taxicab

Fonds: Department of Building and Property Management fonds

Dates: 2000-2010

Access conditions: Restrictions may apply.

Extent: 1.62 meters of textual records

Administrative History or Content Notes: Early “taxis” in St. John’s were first recorded in the 1820s, when two- or four-wheeled carriages drawn by a single horse were used to transport passengers. These early vehicles typically seated two to four people. By 1827, the term “cab” had come into common use, and by the end of the decade most major cities had established cab services. Although the exact date of the first taxi in St. John’s is unknown, such services were well established by 1862, becoming popular enough to contribute to the end of the short-lived omnibus service in the city.

During the nineteenth century, St. John’s had three well-known cab stands where cabmen waited for fares: Haymarket Square at the east end of Water Street, Market House Square in the centre of the business district, and Post Office Square in the west end. Regulation of the industry began to take form in the late nineteenth

century. In 1874, Judge Daniel Prowse issued the first set of rules governing street traffic. By August 8, 1891, the number of cabs operating in the city had increased to the point where Council required both cabmen and their vehicles to be licensed to introduce order and oversight.

The taxi industry in St. John's continues to be governed by municipal legislation, and the Taxi By-Law remains the primary regulatory framework for taxi operations in the city.

Scope: This series consists of taxi license applications and renewals, decals, copies of drivers' licenses, insurance documentation, and various correspondence and administrative records relating to the taxicab industry beginning in 2000. These files document the licensing, regulation, and oversight of taxi operators within the City, including compliance with municipal by-laws and requirements for vehicle and driver eligibility.

RG 15: Department of Personnel and Labour Relations

Dates: 1947-2006

Access conditions: Restrictions may apply.

Extent: 2 meters of textual records

Administrative History or Content Notes: Calls for a formal personnel administration program within the City of St. John's emerged as early as 1949, when a report on the administrative structure of City Council recommended the development of systems to improve employee recruitment, define job responsibilities, and create a more effective employment environment. Although the report proposed the introduction of a salary and wage classification system, such measures were not implemented until 1970. Shortly thereafter, a Personnel Officer was appointed under the City Clerk, responsible for wage and salary administration, personnel advertising and screening, staff training, safety instruction, and labour relations.

By 1979, the Personnel and Labour Relations Officer managed the City's personnel matters, including grievances and labour negotiations. During this period, recommendations were made to establish a dedicated Department of Personnel and Labour Relations, reporting to the City Manager. The department was formally created in 1979 and tasked with maintaining a comprehensive inventory of all municipal personnel—recording age, employment history, and other relevant information—and overseeing programs for employee training and development.

As part of the administrative restructuring prompted by the Doane Raymond Report, the department was renamed the Human Resources Department in 1993. Subsequent organizational adjustments placed Human Resources within Finance and Corporate Services, where it became the Human Resources Division. Despite these structural changes, the division's core responsibilities remained consistent: providing support for employee recruitment, selection, compensation, performance appraisal, and labour relations. Additional recommendations encouraged the division to take a more active role in human resource and succession planning, management training and development, labour negotiation strategy, creation of position descriptions, and performance evaluation processes for management roles.

Through these successive evolutions, the City's human resource function has continued to support municipal operations by developing professional personnel practices, maintaining workplace standards, and contributing to effective employer–employee relations.

RG 15-01: Department of Personnel and Labour Relations General Administration

Fonds: Department of Personnel and Labour Relations fonds

Dates: 1976-1993

Access conditions: Some restrictions may apply, consult Archivist

Extent: 1.8 meters of textual records

Scope: This series consists of correspondence and subject files documenting the general administration of the Department of Personnel and Labour Relations. The records reflect the department's responsibilities in managing employee relations and overseeing personnel matters within the City. Included are files related to labour relations and collective bargaining, occupational health and safety, and general information concerning C.U.P.E. Locals 1289 and 569. The series also contains issues of the City Newsletter for the years 1985 to 1987. Collectively, these records document the department's involvement in workforce management, negotiations, internal communications, and the development of policies affecting municipal employees.

RG 15-02: Collective Bargaining

Fonds: Department of Personnel and Labour Relations fonds

Dates: 1947-2006

Access conditions: Restrictions may apply.

Extent: 20 cm of textual records

Scope: This series consists of collective agreements documenting labour relations between the City of St. John's and its unionized employees. The records include agreements for C.U.P.E. Local 569 covering the years 1947–1986, C.U.P.E. Local 1289 for the period 1971–1993, and C.U.P.E. Local 569 – Bowring Park for 1965–1979. The series also contains three bargaining agreements negotiated with the International Association of Firefighters (IAFF) Local 1075 for the years 1992–1996 and 2000.

These agreements document the evolution of wages, working conditions, employee benefits, and negotiated terms between the City and its unions, and they form an important resource for understanding municipal labour relations over several decades

RG 17: St. John's Fire Department

Dates: 1922-1998

Access conditions: Restrictions may apply. Consult the archivist.

Extent: 4.4 meters of textual records

Administrative History or Content Notes: The origins of organized fire protection in St. John's date to 1811, when the Merchants Society established the first formal fire department. Prior to this, fire protection relied on informal fire outlooks, engines, and patrols. A volunteer fire company for the eastern ward was formed on May 12, 1822, although it was short-lived. In 1823, the city was divided into four wards, each assigned its own brigade; however, it is unclear whether these groups supplemented or replaced the Merchants Society's volunteers.

Following the Great Fire of 1846, the St. John's Fire Companies Act (1833) was repealed, returning responsibility to volunteer fire companies. By 1850, many such companies existed, including two well-known groups: the Phoenix Fire Brigade and the Cathedral Voluntary Fire Brigade, representing the Roman Catholic and Protestant communities respectively.

In 1863, new legislation restructured the volunteer brigades to address financial and operational concerns, granting the General Water Company the authority to organize and fund a fire company. The St. John's Volunteer Fire Brigade was formally established in 1877. That same year, a committee recommended

establishing a paid fire service and acquiring a fire engine, but these recommendations were not implemented.

With the creation of the first St. John's Municipal Council in August 1888, responsibility for fire protection transferred to municipal control. This arrangement lasted until 1893, when the Newfoundland government assumed responsibility for fire brigades. The Fire Department Act of 1895 proposed combining the fire department with the Royal Newfoundland Constabulary, placing both under the Inspector General of the Constabulary. Funding was shared between the Newfoundland government and the Municipal Council, and this structure remained in place until 1957, when fire services were separated from the Constabulary and placed under the province's Department of Justice.

In 1992, responsibility for fire prevention and firefighting in St. John's returned to the municipality. The service was renamed the St. John's Regional Fire Department (SJRFD), with jurisdiction extending to St. John's, Mount Pearl, and surrounding communities. The Department, led by the Director of Regional Fire Services (Fire Chief), provides coordinated fire and emergency services across the region, including backup services to additional towns in the Northeast Avalon.

Scope: This series consists of all surviving material created by the St. John's Fire Department. The records document the administrative, operational, and personnel functions of the department prior to the establishment of the St. John's Regional Fire Department. Included are administrative files, personnel records, fire inspection reports, and various account books and logbooks that record daily operations, responses, and departmental activities. Together, these records provide evidence of the organization, management, and operational history of fire services in St. John's.

RG 17-01: St. John's Fire Department General Administration

Fonds: St. John's Fire Department fonds

Dates: 1948-1990

Access conditions: Restrictions may apply.

Extent: 1.8 meters of textual records

Administrative History or Content Notes: Prior to the nineteenth century, fire protection in Newfoundland relied on the traditional bucket brigade, in which residents formed lines from the nearest water source to throw buckets of water onto the flames. From approximately 1711 into the early 1800s, St. John's also

maintained fire lookouts and patrols to safeguard the town.

The first formally organized fire brigade in St. John's was established in 1811 by the Merchants Society, although little documentation survives about its day-to-day operations. When major fires struck the town in 1817, firefighting efforts were largely carried out by naval personnel and the local military garrison, assisted by townspeople. This informal arrangement lasted until the withdrawal of the garrison in the 1870s, leaving the town with limited firefighting capacity.

On May 12, 1822, a new volunteer fire company was formed for the eastern ward of St. John's, consisting of a captain, three lieutenants, and forty-seven firemen. Another company for the Central Ward was established in 1826, both organized by Water Street merchants. A legislative reorganization followed in 1837, dividing St. John's into four wards and requiring each household—other than public officials, clergymen, and medical practitioners—to contribute to the fire companies. Despite this framework, it did not prevent the devastating 1846 fire, which left 12,000 people homeless. Afterward, the St. John's Fire Companies Act of 1833 was repealed, and firefighting again became the responsibility of volunteer brigades.

By the early 1850s, several voluntary fire companies had formed, including the Phoenix Fire Brigade (1847) and the Cathedral Voluntary Fire Brigade, reflecting the religious divides of the period—Roman Catholic and Protestant respectively. Other brigades, such as the St. John's Water Company Fire Brigade and the Sons of Temperance Brigade, also emerged during this time.

Persistent financial difficulties led to legislative reforms in 1863, which reorganized the brigades and empowered the General Water Company to organize and support a new fire company. The St. John's Volunteer Fire Brigade was formally created in 1877, the same year a select committee recommended the establishment of a paid fire service and acquisition of a fire engine—recommendations deemed financially unfeasible at the time.

With the establishment of the first St. John's Municipal Council in August 1888, responsibility for fire protection transferred to the City. This arrangement continued until 1893, when the Newfoundland government assumed control of the city's fire brigades. Following the destruction of the Great Fire of 1892, the Fire Department Act of 1895 proposed a combined service consisting of the Royal Newfoundland Constabulary and fire brigades under the authority of the Inspector General. Funding for the service was split between the provincial and municipal governments. This structure remained in place until 1957, when fire services were

separated from the Constabulary and placed under the Newfoundland and Labrador Department of Justice.

By 1983, Newfoundland and Labrador had four full-time paid fire departments, with the St. John's department funded by the provincial government, while other communities financed their own services. In 1992, responsibility for fire prevention and firefighting in the St. John's region was transferred back to the municipal government, marking a significant shift in the administration of fire services.

Scope: This series consists of files relating to the general administration of the St. John's Fire Department. The records document a wide range of departmental activities and internal operations. Included are Annual Reports, minutes of meetings—such as those of the Honour Guard and Labour-Management committees—Fire Prevention Reports, training records, departmental policies and procedures, and various correspondence. Together, these materials provide insight into the management, organization, and administrative functions of the Fire Department during its period of operation.

RG 17-02: Personnel Files

Fonds: St. John's Fire Department fonds

Dates: 1924-1986

Access conditions: Restrictions may apply. Please consult archivist.

Extent: 80 cm of textual records

Scope: This series consists of personnel files created by the St. John's Fire Department for a range of positions within the organization, including District Fire Chiefs, Assistant Fire Chiefs, Captains, Lieutenants, Sergeants, Constables, Fire Fighters, and Clerk-Stenos. The files document the employment history and administrative management of fire department staff.

Records within the series include birth certificates, sick reports, annual leave requests, dismissal records, overtime claims, death notices, and various correspondence. Collectively, these materials provide evidence of staffing, occupational responsibilities, personnel administration, and the internal human-resource practices of the department.

RG 17-03: Inspections

Fonds: St. John's Fire Department fonds

Dates: 1980-1998

Access conditions: Restrictions may apply.

Extent: 1.2 meters of textual records

Administrative History or Content Notes: This series consists of records created by the Fire Department following the transfer of responsibility for fire prevention and firefighting to the City of St. John's in 1992. These records document the administration, operation, and service delivery of the fire department during the period in which it became the St. John's Regional Fire Department (SJRFD) and expanded its mandate to provide coordinated fire and emergency services to St. John's, Mount Pearl, Paradise, and surrounding communities of the Northeast Avalon.

Records in this series may include administrative files, policy and planning documents, operational reports, training materials, correspondence, and other documentation related to fire suppression, emergency response, fire prevention, inspections, station operations, equipment management, and regional service coordination.

Collectively, these records provide evidence of the department's role in shaping modern fire and emergency response services, its organizational development following municipal assumption of control, and its ongoing responsibility for public safety, emergency management, and regional fire protection.

Scope: This series consists of inspection records completed by the St. John's Fire Department for institutional facilities, public buildings, and residential properties. The records document fire safety inspections, code compliance activities, and related assessments carried out as part of the department's regulatory and preventative functions.

Included within the series are residential electrical inspection reports completed by the City of St. John's during the early 1980s, providing evidence of the City's role in electrical safety oversight during that period.

These records collectively illustrate the Fire Department's responsibility for ensuring public safety through routine inspections, hazard identification, and enforcement of fire and electrical codes across a wide range of property types.

RG 17-04: Account Books

Fonds: St. John's Fire Department funds

Dates: 1922-1957

Access conditions: Restrictions may apply.

Extent: 60 cm of textual records

Scope: This series consists of account books and record books created by the St. John's Fire Department as part of its administrative and operational activities. The records document financial transactions, inspections, emergency responses, and routine station operations.

Included in the series are:

- Firemen's Personal Account Book, recording individual financial or activity-related entries
- Oil Burning Inspection Book, relating to inspections of oil-burning equipment and compliance with safety standards
- Ambulance Call Books, documenting ambulance responses and related emergency information
- Selected Station Guard Books (Occurrence Books), which record daily station activities, incidents, personnel movements, and operational notes
- Fire Patrol Books, containing information on patrol duties and fire-prevention activities
- A 1940s list of all water mains and hydrants in the City of St. John's
- Additional related record books and documents that reflect the department's operational history

Collectively, these records provide valuable insight into the organization, procedures, and daily functions of the St. John's Fire Department during the period in which these materials were created.

RG 18: Department of Corporate and Information Services/City Clerk

Dates: 1994-1998

Access conditions: Restrictions may apply.

Extent: 80 cm of textual records

Administrative History or Content Notes: The Department of Corporate Services and City Clerk has existed as part of the municipal administrative structure since the reorganization recommended in the Doane Raymond Report of 1993. Its creation marked a significant restructuring of municipal operations and the redistribution of responsibilities that had traditionally fallen under the Office of the City Clerk.

The Office of the City Clerk, established in 1921, was originally responsible for a broad range of municipal duties. Over time, the number and diversity of these responsibilities grew substantially. By the 1980s, concerns were raised regarding the efficiency and effectiveness of the administrative structure, prompting a review of departmental functions and governance.

As a result of this review and subsequent restructuring, many smaller departments and functions historically overseen by the City Clerk were reassigned to more suitable departments or reorganized into newly created ones. During this period, the Director of Corporate Services and City Clerk Department was formed. The department became responsible for overseeing key municipal functions, including Assessment Services, Information Services and the City's technical needs, Land Information Services, printing and mail services, and other corporate-support activities essential to municipal operations.

This evolution reflects the City's efforts to modernize its administrative practices, streamline operations, and ensure that responsibilities are aligned with appropriate areas of expertise. The Department of Corporate Services and City Clerk continues to play a central role in coordinating corporate functions and supporting the governance framework of the City.

For additional details on the historical development of the City Clerk's Office, please refer to the fonds-level description for RG-01.

RG 18-01: Department of Corporate and Information Services/City Clerk General Administration

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

Dates: 1994-1998

Access conditions: Restrictions may apply.

Extent: 80 cm of textual records

Scope: This series consists of subject files documenting the various services and administrative functions of the Department of Corporate Services and City Clerk. The files relate to key departmental responsibilities and initiatives, including Assessment Services, matters concerning the Civic Centre, the development and maintenance of the City's Intranet services, and other related corporate and administrative activities. Collectively, these records illustrate the department's role in supporting municipal operations, coordinating internal services, and managing

corporate resources.

RG 19: Department of Planning and Engineering

Dates: 2000-2013

Access conditions: Restrictions may apply.

Extent: 30.24 meters of textual records

Administrative History or Content Notes: In 1993, the Department of Engineering and Works underwent significant restructuring following the recommendations of the Doane Raymond Report. This reorganization divided the existing department into two separate entities: the Department of Engineering and the Department of Public Works and Parks. A further organizational change occurred in May 1999, when Parking Services was transferred to the Department of Engineering, expanding its scope of responsibilities.

The Department of Engineering was responsible for providing professional engineering services and technical advice to City Council, its standing committees, and other municipal departments. Its mandate encompassed general engineering support, administrative oversight, the development and review of policies, and the maintenance of engineering standards and practices across the municipality.

The department oversaw eleven specialized divisions, each contributing to the City's planning, infrastructure management, and public service delivery:

- Administration – Maintained departmental policies, provided professional direction to staff, and supplied technical advice to Council, committees, and other City departments.
- Development Control – Managed services relating to the design and construction of new developments.
- Engineering Information Systems – Responsible for document preparation, reproduction, filing, drafting services, and administration of the City's GIS.
- Surveying – Conducted all survey preparation and execution for municipal needs.
- Traffic/Transportation – Provided planning and design services for traffic and transportation-related infrastructure.
- Environmental Initiatives – Promoted environmental awareness and coordinated stewardship programs.
- Construction – Delivered engineering services for capital works programs, including budget proposals, cost estimates, pavement and bridge management, and retaining wall programs.

- Regional Water System – Ensured the delivery of potable water throughout the region.
- Water Treatment and Pumping Stations – Oversaw potable water treatment and distribution within City limits.
- Sewage Pumping Stations – Managed sewage pumping services across the City.
- Stenographic/Clerical – Provided clerical and administrative support to the 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
 2010-2013 Walt Mills
 2013-2019 Brendan O'Connell
 2019-present Scott Winsor

Scope: This series includes files related to New Construction, Change of Occupancy/Use, Subdivisions, Rezoning, and general administrative matters. These records document a wide range of planning and development activities reviewed by the department and reflect the administrative processes involved in regulating land use, assessing development proposals, and implementing municipal planning policies.

RG 19-01: Department of Engineering General Administration

Fonds: Department of Planning and Engineering

Dates: 2003-2013

Access conditions: Open

Extent: 19.08 meters of textual records

Scope: This series also includes general planning files, along with proposals related to New Construction (B-17) and Change of Occupancy/Use (B-16) applications.

RG 19-02: Parking Services General Administration

Fonds: Department of Planning and Engineering

Dates: 1993-1999

Access conditions: Restrictions may apply.

Extent: 20 cm of textual records

Scope: Series contains general administration records of the Parking Services Division.

RG 19-03: Department of Planning and Engineering Development, Subdivision and Rezoning Applications series

Fonds: Department of Planning and Engineering

Dates: 2003-2013

Access conditions: Open

Extent: 10.98 meters of textual records

Scope: This series contains all applications submitted to the Planning Department relating to subdivision development (S-25 files) and rezoning requests. Applications were submitted by both commercial entities and private residential property owners. Records in this series document a wide range of development activities, including requests to add apartments to existing residences, proposals for commercial or retail land use, applications to construct driveways, submissions for taxi stand locations, subdivision plans, and proposals for in-fill housing units. These files reflect the administrative review and decision-making processes involved in municipal land-use planning, zoning regulation, and development control.

RG 21: Department of Recreation

Dates: 1994-2011

Access conditions: Restrictions may apply.

Extent: 3.06 meters of textual records

Administrative History or Content Note: In 1994, the Department of Tourism, Recreation and Parks underwent further restructuring with the establishment of the Department of Economic Development and Tourism. This new department assumed responsibility for economic development and tourism marketing, allowing the Department of Parks and Recreation to continue independently with its recreation and parks-focused mandate.

In 1996, the department underwent another major realignment. The Department of Parks and Recreation was divided into two separate entities: the Department of Recreation, and the newly created Department of Public Works and Parks, which assumed full responsibility for park development and maintenance. The Department of Recreation became the City's primary administrative body for community programming, recreation facilities, sport services, and leisure initiatives.

Following the organizational restructuring, the Recreation Division emerged as one of the City's leading providers of community-based programs and services. Working closely with residents, community organizations, and institutional partners, the Division supports and enhances recreation, sport, and leisure opportunities with a focus on improving health, well-being, and quality of life for all citizens.

The Division manages access to the City's indoor and outdoor multi-purpose recreation and leisure facilities and offers year-round programming for all ages. Its services include inclusive programming, leadership training, volunteer placement, after-school initiatives, and well-established community programs such as the R.E.A.L. Program and Neighbourhood Watch. The Division also oversees the operation of major recreation facilities including Wedgewood Park, Crosbie Road, the H.G.R. Mews Centre, and the Paul Reynolds Community Centre.

Functional Areas

Family and Leisure Services

- Children, Youth, and Family Programs
- R.E.A.L. Program
- Leadership and Training
- High Five Framework
- Inclusive Services

Community Development

- Adult and Seniors Programming
- Crossing Guard Program
- Kilbride Lions Community Centre

- Outdoor Program
- Shea Heights Community Centre
- Southlands Community Centre

Facilities

- Aquatics programming and pool operations

RG 21-01: Department of Recreation (and Leisure Services) General Administration

Fonds: Department of Recreation

Dates: 1994-2011

Access conditions: Open

Extent: 2.52 meters of textual records

Scope: Series consists of the correspondence and subject files maintained by the Director's Office relating to the administration, programs, services, and operational matters under the mandate of the Department of Recreation and Leisure Services. The files document a broad range of issues, initiatives, and community partnerships associated with the planning and delivery of municipal recreation services.

Subjects represented in the series include major recreational and community events such as the Terry Fox Run and the Royal St. John's Regatta; relationships with recreational and community-based organizations including the Community Services Council and the Rennie's River Development Organization; development and operation of municipal recreational facilities; school-based programs; and municipal celebrations and special events. The records reflect both day-to-day administrative activities and the development of long-term recreation programs, policies, and community initiatives.

RG 21-02: Civic Centre – Director's Files

Fonds: Department of Recreation

Dates: 1995-2000

Access conditions: Open

Extent: 54 cm of textual records

Scope: Series contains records documenting the planning, construction, and governance of the St. John's Civic Centre and Mile One Stadium. The files include correspondence, project documentation, and minutes generated by both the Construction Board and the Board of Directors. Records reflect decision-making

processes, oversight activities, and administrative matters related to the development and operation of the facilities.

RG 22: Department of Planning, Engineering and Regulatory Services (PERS)
(**records not yet appraised**)

Fonds: Department of Planning, Engineering and Regulatory Services

Dates: 1950-2007; 2016-

Access conditions: Restrictions may apply.

Extent: xx meters of textual records

Administrative History or Content Note: The Planning, Engineering and Regulatory Services (PERS) Department was created in 2017 following a comprehensive Program Review that reorganized several municipal functions into a single, integrated service area. The purpose of this restructuring was to support the development of a sustainable, well-planned community aligned with the City of St. John's Strategic Plan and its long-term vision for residents, businesses, and visitors. The department's mandate emphasizes collaborative relationships with community and regional partners, the application of planning and engineering principles, and the development of responsive policies, programs, by-laws, and standards that reflect community needs.

PERS oversees a range of specialized divisions, each contributing to the City's land-use planning, infrastructure development, and regulatory framework. The Engineering Division delivers technical and professional services related to municipal infrastructure, transportation planning, traffic operations, and surveying. Construction and Facilities Engineering manage the condition assessment of infrastructure, recommend capital works priorities, and oversee the design, management, and inspection of major construction projects, including streets, bridges, water and sewer systems, and City-owned buildings.

The Transportation Division provides long-range planning, traffic calming initiatives, traffic signal system management, and parking-related studies to maintain a safe and efficient transportation network. The Surveying Division maintains the City's survey control network, prepares legal property plans, assigns civic numbering, gathers infrastructure data, and provides surveying support across the organization.

The Planning Division develops short- and long-term land-use plans that guide sustainable growth, protect neighbourhood integrity, foster economic development,

and preserve the City's built heritage through planning policies and by-laws. Working closely with Planning, the Development Division reviews land-use applications, ensures private development meets municipal standards, evaluates infrastructure capacity, and maintains hydrological models supported by rain gauge and flow meter data.

Together, the Planning and Development divisions administer the St. John's Municipal Plan and interpret and enforce the St. John's Development Regulations, providing guidance to Council committees, City staff, and the public. The Regulatory Services Division supports the City's regulatory framework through building inspections, property standards enforcement, by-law administration, and parking services. Inspection Services ensure compliance with building, electrical, plumbing, and fire/life-safety codes, while Parking Services manage municipal parking systems and enforce relevant by-laws.

Overall, the PERS Department plays a central role in shaping the physical, environmental, and regulatory landscape of St. John's. Its integrated structure supports sustainable municipal growth, the stewardship of public infrastructure, and the development of a safe, accessible, and well-planned community.

RG 22-01: General Administration

Fonds: Department of Planning, Engineering and Regulatory Services (PERS)

Dates:

Access conditions: Open

Extent: cm of textual records

Scope:

RG 22-02: Regulatory Services Land Surveys

Fonds: Department of Planning, Engineering and Regulatory Services (PERS)

Dates: 1950-2013

Access conditions: Open

Extent: 27.54 of textual records

Administrative History or Content Note: The Regulatory Services Division was established to provide centralized oversight of building safety, property standards, by-law enforcement, and parking regulation within the municipality. The division evolved from earlier municipal functions related to building inspection and public

safety, gradually expanding its responsibilities as provincial codes, municipal by-laws, and regulatory frameworks became more complex.

Inspection Services forms one of the division's core operational units. Historically, municipal building inspectors were tasked primarily with reviewing new construction, but over time their mandate broadened to include renovations, occupancy changes, and ongoing compliance monitoring for existing structures. Inspection Services conducts technical reviews to ensure adherence to legislation such as the National Building Code, Electrical Code, Plumbing Code, and Fire and Life Safety Code. Its work supports safe building practices, risk mitigation, and the overall integrity of the built environment.

The division's enforcement responsibilities further grew as municipalities adopted property maintenance standards and expanded by-law frameworks addressing issues such as unsafe conditions, derelict buildings, and improper land use. Regulatory Services became the central authority for investigating noncompliance and initiating corrective actions, ranging from issuing notices to pursuing fines and legal proceedings when necessary.

Parking Services later developed as a distinct unit within the division, responsible for the operation and maintenance of the City's parking meters and enforcement of parking regulations. This function ensures efficient turnover of parking spaces, supports traffic management, and contributes to broader municipal mobility goals. Parking enforcement officers monitor compliance, issue tickets, and maintain documentation related to infractions and meter operations.

Together, these functional areas—inspection, by-law enforcement, and parking services—form the operational foundation of the Regulatory Services Division. The division continues to play a critical role in safeguarding public safety, maintaining community standards, and supporting sustainable urban development.

Scope: This series consists of records created and accumulated to document the legal and physical boundaries of individual properties within the municipality. The files provide authoritative evidence of land ownership, parcel dimensions, easements, and related land-use rights. They were used by municipal surveyors, engineers, planners, and legal staff to support development review, respond to public inquiries, and resolve disputes regarding boundary locations and encroachments.

The series contains a variety of document types including indentures, deeds,

affidavits, plot plans, survey plans, drawings, and survey calculation notes. Together, these records illustrate how property lines were established, measured, and verified over time. Many files include both the legal instruments that define ownership and the technical survey documents that physically locate those boundaries on the ground.

Files are arranged by civic address or by intersection, reflecting their use as a quick-reference tool for staff when confirming the location of fences, structures, rights-of-way, or utility easements. The records are frequently consulted to determine whether a feature sits within a particular parcel, crosses a boundary, or infringes on land-use regulations.

Overall, the series documents the administration of land within the municipality and provides valuable evidence for historical land development, property transactions, and the evolution of local surveying and mapping practices.

RG 23: Department of Planning, Development and Engineering (**records not yet appraised**)

Fonds: Department of Planning, Development and Engineering

Dates: 2014-2017

Access conditions: Restrictions may apply.

Extent: xx meters of textual records

Administrative History or Content Note: In 2015, the Department of Planning and Engineering underwent a successive name change and became the Department of Planning, Development and Engineering, reflecting its evolving mandate and the integration of planning and development functions into its operational structure. This transition aligned engineering functions more closely with long-term municipal planning and development processes.

A subsequent Program Review led to the renaming of the department to Planning, Engineering and Regulatory Services in mid-October 2016. (See RG 22)

RG 24: Department of Economic Development, Tourism and Culture

Fonds: Department of Economic Development, Tourism and Culture

Dates: 2007-2013

Access conditions: Restrictions may apply.

Extent: 18cm meters of textual records

RG 24-01: Department of Economic Development, Tourism and Culture General Administration

Fonds: Department of Economic Development, Tourism and Culture

Dates: 2007-2013

Access conditions: Open

Extent: 18cm of textual records

Scope: This series includes records created and maintained by various committees in the course of their meetings. The records primarily consist of agendas and minutes, with some associated correspondence and reports that document committee functions and decision-making processes.

RG 25: Department of Community Services (**records not yet appraised**)

Fonds: Department of Community Services

Dates: 2009-

Access conditions: Restrictions may apply.

Extent: xx meters of textual records

Administrative History or Content Note: In 2009, the City created the Department of Community Services, consolidating recreation, culture, community development, and social support functions. This represented a significant modernization of service delivery and reflected a more holistic approach to community well-being.

In 2016, the Division of Economic Development, Culture and Partnerships was moved under Community Services. Subsequent reorganizations included:

- 2023: Economic Development and Partnerships (reporting to the City Manager)
- September 2024: Tourism, Culture and Business Growth

Today, the Department of Community Services oversees a broad and integrated portfolio that includes:

- Citizen Service / Access St. John's – centralized customer service (Transferred to Finance and Corporate Services March 2026)
- Tourism, Culture and Business Growth – tourism marketing, arts and cultural programming, cruise industry coordination, business development, and newcomer/immigration services

- Housing Division – management of the City’s 476 affordable housing units and leadership of the Affordable Housing Strategy
- Humane Services – animal welfare education, enforcement, rescue, adoption, and licensing
- Recreation Division – recreation, sport, wellness, after-school programs, facility operations, and municipal strategies such as the Healthy City Strategy and Accessibility Plan

Today’s Department of Community Services reflects decades of organizational evolution shaped by changing civic needs, expanding public expectations, and the City’s ongoing commitment to community development, well-being, culture, and economic growth.

Community Records

These records form part of a collection donated to the City of St. John’s Archives by various individuals and organizations or acquired from sources such as Council meetings and related community bodies. They were not created by the municipal government but were gathered to preserve documentation relevant to the history of the city and its citizens.

MG 01: St. John's Rotary Club Fonds

Dates:

Access Conditions:

Extent: 11.34 meters of textual records

Administrative History or Content Notes: On 24 November 1921, the Dominion of Newfoundland became the twenty-fifth country to welcome Rotary, marking the establishment of the St. John’s Rotary Club. From its inception, Rotary in St. John’s has been a service-oriented organization built on the combined efforts of club-wide initiatives and the work of smaller internal groups. These groups allowed members to pursue focused community projects that complemented the broader objectives of Rotary.

Throughout its history, the club has frequently collaborated with other community organizations and government bodies on projects of shared interest. Much of the club’s service has also been directed toward assisting individuals facing hardship in a variety of circumstances, reflecting Rotary’s emphasis on practical and compassionate community support.

Numerous early accounts of the club's development, as well as documentation of its club and group projects, have been produced over the years. These histories are preserved throughout the fonds and provide valuable insight into the evolution of Rotary service in St. John's.

MG 01-01: St. John's Rotary Club - President's Papers

Dates: 1921-1961

Extent: 3.6 meters of textual records

Scope: The St. John's Rotary Club held annual elections to select its executive officers. From 1921 to 1961, each president maintained a personal file in which he collected documentation generated during his term of office. This series consists of minutes, correspondence, and related records accumulated by successive presidents as part of their administrative responsibilities. The files reflect the activities, decisions, and internal operations of the club's executive during this forty-year period.

MG 01-02: St. John's Rotary Club - Minutes of Director's Meetings

Dates: 1955-1979

Extent: 19 cm of textual records

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

MG 01-03: St. John's Rotary Club - Annual Reports

Dates: 1955-1984

Extent: 16 cm of textual records

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

MG 01-04: St. John's Rotary Club - Correspondence

Dates: 1949-1977

Extent: 29 cm of textual records

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

MG 01-05: St. John's Rotary Club - Newsletter

Dates: 1933-2009

Extent: 38 cm of textual records

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'.

MG 01-06: St. John's Rotary Club - Club Rosters

Dates: 1934-1996

Extent: 29 cm of textual records

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

MG 01-07: St. John's Rotary Club - Biographies

Dates: [1921-1996?]

Extent: 76 cm of textual records

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

MG 01-08: St. John's Rotary Club - History Sheets

Dates: [194-?]

Extent: 19 cm of textual records

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.

MG 01-09: St. John's Rotary Club - Miscellaneous Administration

Dates: 1921-1992

Extent: 38 cm of textual records

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.

MG 01-10: St. John's Rotary Club - Conferences

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

Extent: 48 cm of textual records

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.

MG 01-11: St. John's Rotary Club - Addresses

Dates: 1921-1977

Extent: 12 cm of textual records

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

MG 01-12: St. John's Rotary Club - Sunshine Camp Association

Dates: 1937-1974

Extent: 15 cm of textual records

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

MG 01-13: St. John's Rotary Club - Public Speaking Contests

Dates: 1950-1968

Extent: 5 cm of textual records

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

MG 01-14: St. John's Rotary Club - Groups

Dates: 1927-1989

Extent: 76 cm of textual records

Administrative History or Content Notes: Service within the St. John's Rotary Club took two primary forms: club-wide initiatives and projects undertaken by smaller internal groups. The formation of these groups was based on the understanding that smaller, focused teams were better positioned to identify and carry out modest but worthwhile community projects that might otherwise be overlooked by the full club. Each group adopted its own specific "pet projects," allowing members to pursue targeted areas of service within the broader Rotary mission.

Membership in one of these groups was strongly encouraged for all Rotarians. As the club expanded and existing groups grew in size, additional groups were created to maintain effectiveness and participation. Over time, numerous groups emerged, including the Bulldozers, Liantamers, Beothuks, Tanglers, Kill Kare Krowd, Husky Boys, Naturals, Originals, Stokers, and Caribou. Together, these groups contributed to the diversity and reach of Rotary service in St. John's, enabling the club to support a wide array of charitable, social, and community-focused initiatives.

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

MG 01-15: St. John's Rotary Club - Groups - Bulldozers

Dates: 1943-1978

Extent: 16 cm of textual records

Administrative History or Content Notes: The Bulldozer group of Rotary participated in and organized a wide variety of events that supported community engagement and social well-being. Their activities included hosting parties for members of the blind community, organizing skating parties for orphaned children, and coordinating public speaking contests. They also arranged various Christmas celebrations and held a Rotary ball, contributing to both charitable outreach and community fellowship.

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

MG 01-16: St. John's Rotary Club - Groups - Liantamers

Dates: 1931-1975

Extent: 1 cm of textual records

Administrative History or Content Notes: The Liantamers group of Rotary participated in a wide range of service activities. Their work included establishing a student loan fund to support educational opportunities, as well as providing ongoing assistance to the Tuberculosis sanatorium through visits, movie showings, and the operation of a canteen for patients.

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

MG 01-17: St. John's Rotary Club - Groups - Beothuks

Dates: 1975-1978

Extent: 1 cm of textual records

Administrative History or Content Notes: The Beothuks Group of Rotary participated in a variety of charitable, recreational, and community-focused initiatives. Among their contributions, they supported a minor hockey team, helping to encourage youth participation in sport and community life. The group also organized an annual charter flight, a significant logistical and fundraising undertaking that became one of their hallmark activities.

In addition, the Beothuks held an annual skate sale, providing affordable equipment for families and raising funds for Rotary causes. They also supported the mobile clinic of the Canadian National Institute for the Blind (CNIB), helping to expand access to vision-related services across the region.

Through these diverse projects, the Beothuks Group contributed meaningfully to Rotary's mission of service, supporting youth, community health, and accessibility initiatives.

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

MG 01-18: St. John's Rotary Club - Groups - Tangelers

Dates: 1957-1978

Extent: 1 cm of textual records

Administrative History or Content Notes: The Tangelers Group of Rotary has been, and continues to be, active in a wide range of charitable and community-oriented projects. Among their many contributions, the group was involved in the organization of the Diabetic Association of Newfoundland, helping to support awareness, education, and resources for individuals living with diabetes.

The Tangelers also participated in visiting shut-ins, providing companionship and social support to individuals unable to leave their homes. Their commitment

to youth development is reflected in their support for a Sea Cadet Corps, offering opportunities for discipline, leadership, and maritime training. In addition, the group has assisted at St. Patrick's Nursing Home, contributing time and support to enhance the quality of life for residents.

Through these and other ongoing initiatives, the Tangelers Group of Rotary has played a significant and lasting role in serving the community and advancing Rotary's mission of service above self.

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

MG 01-19: St. John's Rotary Club - Groups - Kill Kare Krowd

Dates: 1957-1988

Extent: 1 cm of textual records

Administrative History or Content Notes: The Kill Kare Krowd Group of Rotary was active in a wide range of charitable and health-related initiatives within the community. Among their most ambitious efforts was an attempt to establish an orthopedic hospital, reflecting their commitment to improving local medical services. They also provided financial support to the Victorian Order of Nurses (VON), helping sustain the organization's vital community nursing programs.

In addition, the Kill Kare Krowd worked closely with the Newfoundland Society of Crippled Children, supporting programs and services for children with physical disabilities. Through these initiatives, the group played a significant role in advancing Rotary's mission of service and improving health and social supports for vulnerable populations.

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

MG 01-20: St. John's Rotary Club - Groups - Husky Boys

Dates: 1955-1968

Extent: 1 cm of textual records

Administrative History or Content Notes: The Husky Boys of Rotary have contributed to community service through a number of charitable and youth-focused initiatives. Their activities include financial donations to the Canadian National Institute for the Blind (CNIB), supporting programs that assist

individuals with vision loss. They have also sponsored Air Cadet Corps, helping to provide youth with opportunities for leadership development, aviation training, and community involvement.

Through these contributions, the Husky Boys have played a meaningful role in advancing Rotary's mission of service and supporting both community organizations and youth development programs.

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

MG 01-21: St. John's Rotary Club - Groups - Naturals

Dates: 1948-1978

Extent: 8 cm of textual records

Administrative History or Content Notes: The Naturals Group of Rotary has participated in a variety of charitable and community-focused activities. Among its notable contributions is its support for the Deaf Mute Association of Newfoundland, to whom the group provided art classes and organized special events, helping to promote creativity, inclusion, and social engagement for members of the Association.

In addition, the Naturals Group supported the Rotary Christmas Hamper Fund, contributing to the provision of food and essential items for families and individuals in need during the holiday season. Through these initiatives, the Naturals Group has played a meaningful role in advancing Rotary's mission of service, community support, and improving quality of life for vulnerable populations.

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

MG 01-22: St. John's Rotary Club - Groups - Originals

Dates: 1936-1978

Extent: 11 cm of textual records

Administrative History or Content Notes: The Originals Group of Rotary has a long history of community service and philanthropy. Over the years, the group

has provided financial support to numerous charities, contributing to a wide range of community programs and initiatives. Through its consistent charitable giving, the Originals Group has played an important role in strengthening social services and supporting organizations that serve children, families, and vulnerable populations within the community.

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

MG 01-23: St. John's Rotary Club - Groups - Stokers

Dates: 1966-1985

Extent: 19 cm of textual records

Administrative History or Content Notes: The Stokers Group of Rotary has been actively involved in community service through a variety of charitable and volunteer initiatives. Its contributions include donations to the Janeway Children's Hospital, support that has helped enhance medical services for children in the province. The group has also undertaken the Rotary auction, a significant fundraising effort within the organization.

In addition to health-related initiatives, the Stokers Group has demonstrated ongoing support for youth programs, including the sponsorship of an Army Cadet Corps. The group has also provided assistance to the Children's Rehabilitation program, offering help to young people requiring specialized therapeutic and rehabilitative services.

Through these efforts, the Stokers Group of Rotary has contributed meaningfully to healthcare, youth development, and community support within the region.

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

MG 01-24: St. John's Rotary Club - Groups - Caribou

Dates: 1966-1990

Extent: 19 cm of textual records

Administrative History or Content Notes: The Caribou Group of Rotary has been active in supporting community health and social well-being through its

involvement in major charitable initiatives in St. John's. The group has contributed to projects associated with both the Waterford Hospital and the Janeway Children's Hospital, participating in events and activities that assist in fundraising and community outreach. Through these efforts, the Caribou Group has played a role in enhancing services and improving resources at these important medical institutions.

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

MG 02: M.J. O'Brien and Company Limited

Dates: 1921-1990

Extent: 13 cm of textual records

Administrative History or Content Notes: Michael Joseph O'Brien (1887–1955) was a prominent St. John's businessman whose grocery and confectionery enterprises became familiar fixtures in the city's commercial landscape. He opened his first grocery store in 1908 on New Gower Street, near the location of present-day City Hall. Over the following years, O'Brien built a small local business empire, acquiring or establishing ten additional fruit and confectionery stores throughout St. John's.

Among the best-known of these were The Orchard, The Orange Grove, The Fruit Bowl, The Sunkist, and The Star Grocery. These businesses contributed to the growing retail economy of early-20th-century St. John's and served neighbourhoods across the city.

O'Brien also owned land in the Waterford Valley, property that was later expropriated to facilitate the expansion of Bowring Park, one of the city's major public recreational spaces.

Michael Joseph O'Brien's entrepreneurial activity played a notable role in the commercial development of St. John's during the first half of the twentieth century

Scope: Collection consists of:

- 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

- recipes for some of the candy which was made and sold at the stores
- files on the land expropriation for Bowring Park

MG 03: Time Capsule Project

Dates: 1987-1990

Extent: 18 cm of textual records

Administrative History or Content Notes: As part of the 100th Anniversary of Municipal Government in St. John's, celebrated in 1988 under the banner Soirée '88, a commemorative time capsule project was undertaken by the City. Members of the public were invited to participate by purchasing individual time capsules at a cost of \$100.00 each. In total, 107 personal capsules were sold.

Participants were free to fill their capsule with items of their choosing, creating a collection intended to reflect life, memory, and personal history at the time of the centennial celebrations. The capsules were later sealed behind the brick wall underneath the first-floor staircase of the City Hall Annex.

Although the original plan was to place the capsules in 1988, construction delays meant the City Hall Annex was not completed until 1990, and the capsules were sealed in place that year.

The capsules are scheduled to remain sealed until the year 2088, when they will be opened as part of the 200th anniversary of Municipal Government—a future event intended to link generations and preserve a tangible record of the city's centennial celebrations.

Scope: Collection consists of:

- Certificates of Purchase
- Agreements between the City, Newfoundland Historic Trust and the owners of the capsules
- miscellaneous clippings and papers relating to the project.

MG 04: Guzzwell Collection

Dates: 1885-1926

Extent: 7 cm of textual records

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).

MG 05: Bowring Brothers Limited

Dates: 1838-1907. -- photocopied in 1989

Extent: 7 cm of textual records

Administrative History or Content Notes: The Bowring Group of companies traces its origins to 1811, when Benjamin Bowring, a watchmaker and jeweler from Exeter, visited Newfoundland with an eye toward establishing business connections in the colony. Impressed with the commercial possibilities he found in St. John's, Bowring began cultivating relationships with local mercantile interests and by 1815 had opened a small shop on Duckworth Street. From the beginning, Bowring diversified beyond his trade, importing and selling a wide assortment of goods such as stationery, clothing, soap, cutlery, and other general merchandise.

From the 1840s onward, the St. John's business maintained strong ties with the Bowring firm in England, originally founded by Benjamin and later expanded by his eldest son, Charles Tricks Bowring. In the early 20th century, the British company became C. T. Bowring and Company, Ltd. Management of the Newfoundland operations remained largely within the Bowring family throughout the 19th and 20th centuries, under the leadership of notable descendants including Hon. Charles R. Bowring, Eric Bowring, Edgar R. Bowring, and Paul D. Bowring.

The Bowring enterprise expanded steadily over the 19th and 20th centuries. Alongside sealing operations and the export of seal products, Bowring Brothers outfitted cod fishermen and exported fishery products, playing an important role in the Newfoundland marine economy. Despite significant setbacks in the 1890s—including the Great Fire of 1892 and the Bank Crash of 1894—the company continued to grow. By 1900, Bowring Brothers became a limited liability company, formally adopting the name Bowring Brothers, Ltd.

In 1911, as part of its centennial celebrations, Bowring Brothers landscaped a

tract of land west of St. John's, opening it to the public that same year. In 1921, the land was donated to the Municipal Council of the City of St. John's, becoming one of the most notable public recreational spaces in the region.

Meanwhile, C. T. Bowring and Company, Ltd., headquartered in London, had expanded into several major commercial fields. Over the years it diversified into insurance brokerage and underwriting, global shipping, credit financing, and engineering, developing into a multinational enterprise. By 1980, C. T. Bowring controlled approximately 160 subsidiary companies worldwide, with Bowring Brothers as one of its long-standing and historically significant branches.

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.

MG 06: Alcock and Brown

Dates: 1994

Extent: 1 cm of textual records

Administrative History or Content Notes: Trans-Atlantic aviation began in Newfoundland, where the island's geographic position made it an ideal departure point for attempts to cross the Atlantic by air. The first successful non-stop trans-Atlantic flight was achieved by Sir John Alcock and Sir Arthur Brown in 1919.

On June 14, 1919, Alcock and Brown took off from Lester's Field in St. John's in a fragile Vickers Vimy biplane. Despite poor weather conditions, limited navigation equipment, and the inherent risks of early aviation, they managed to cross the Atlantic in a flight covering 1,890 miles. They reached Clifden, County Galway, Ireland, after fifteen hours and fifty-seven minutes, maintaining an average speed of 118.5 miles per hour.

Their flight marked a milestone in aviation history, demonstrating the potential of long-distance air travel and establishing Newfoundland's place in the early development of trans-Atlantic aviation.

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.

MG 07: Eric Caines Collection

Dates: 1887-1919

Extent: 2 cm of textual records

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 Maunders, 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
- a cover page from the Newfoundland Quarterly showing the sailing vessel Jane Palmer in 1919.

MG 08: Eric Malone Collection

Dates: 1925-1938

Extent: 2 cm of textual records, 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
- a copy of the St. John's Plumbing Rules and Regulations, November 3, 1938.

MG 09: Eleanor Byrne Collection

Dates: 1888-1914

Extent: 2 cm of textual records, 45 photographs

Scope: Collection consists of:

- a school textbook Geography in Newfoundland, published in 1888
- 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.

MG 10: Bernard Richardson Collection

Dates: 1892

Extent: 2 cm of textual records

Administrative History or Content Notes: The Great Fire of July 8, 1892 remains one of the most devastating disasters in the history of St. John's. The fire was reported to have begun at the junction of Freshwater Road and Pennywell Road, spreading rapidly down toward the harbour front east of Carter's Hill and Beck's Cove. The flames then travelled from the waterfront toward the north part of the Battery and upward to part of Signal Hill Road. The northern and southern boundaries of the destruction extended between Harvey Road and portions of Military Road. On Duckworth Street, only part of Devon Row survived the blaze.

The fire originated when labourer Tommy Fitzpatrick accidentally dropped his lit pipe into hay in a stable owned by Timothy O'Brien. O'Brien dismissed Fitzpatrick immediately, but the consequences were far more severe: the accident destroyed O'Brien's property and much of St. John's itself. Events took a further turn on July 29, when Fitzpatrick was arrested on suspicion of having mutilated O'Brien's horses in an apparent act of revenge.

The scale of destruction was immense. More than two-thirds of St. John's, including its most important mercantile district, lay in ruins. Nearly every law office and doctor's surgery was destroyed. The major newspapers—the *Herald*, *Times*, *Gazette*, *Advocate*, *Telegram*, and *Colonist*—all lost their plants, with lasting effects on the local press. Among religious buildings, only the Roman Catholic Cathedral, the Methodist Churches on George and Cochrane Streets, and St. Thomas's Anglican Church survived. The fire also destroyed major hotels including the Atlantic, Central, Waverly, Knight's, and Gordon Hotels, as well as the Star, Temperance, British, Masonic, Victoria, Total Abstinence, and Mechanics' Halls. Factories, warehouses, stores, ships, and wharves were consumed. Of the estimated \$20,000,000 in property loss, only \$4,800,000 was insured.

Approximately 2,000 dwellings were destroyed, leaving an estimated 12,000 people homeless—roughly one-third of the city's population of 30,000. Displaced residents filled parks and open areas, while the military erected tent towns in Bannerman Park and along the north bank of Quidi Vidi Lake. Many fled with nothing but the clothes they wore, creating enormous challenges for

relief efforts.

Although the destruction was catastrophic, the fire claimed only two lives: Mrs. Stephenson and her niece, who perished after delaying their escape from their home on Victoria Street.

The middle class were among the most severely affected, with many families who had enjoyed financial stability forced to begin again with nothing. The economic and social impact on St. John's was profound, affecting trade, industry, and daily life. Aid arrived from across Canada, the United States, and several European countries.

Rebuilding could not begin immediately. The burnt-out district was first surveyed, and new street lines were laid before reconstruction began. As a result, Water Street and Duckworth Street were straightened, and the winding pathways of the old upper and lower roads were replaced with more modern alignments. Some new streets appeared, while others vanished entirely, marking a significant transformation of the city's urban landscape.

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
- a copy of the Royal Gazette for July 12, 1892
- a copy of the Advocate Extra for July 13, 1892.

MG 11: Gerald Normore Collection - St. John's Fire Department

Dates: 1895-1991. -- created 1991

Extent: 8 cm of textual records

Administrative History or Content Notes: See the Administrative History in the Fire Department General Administration series, RG 17-01.

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 lists the firefighters arranged by date of service.

MG 12: Spencer Club

Dates: 1920-1922

Extent: 7 cm of textual records

Administrative History or Content Notes: The Spencer Club was a support organization affiliated with Bishop Spencer College, an Anglican girls' school in St. John's. Comprised largely of women connected to the school community, the Club played an important role in fundraising and providing material support to the institution.

Members organized teas, sales of work, dances, and other social events throughout the year. Proceeds from these activities were used to purchase equipment and supplies for Bishop Spencer College, supplementing school resources and enhancing student life. Through its ongoing fundraising efforts, the Spencer Club contributed to both the social atmosphere of the school community and the practical needs of the institution.

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

MG 13: William J. Penney Collection

Dates: 1909-1927

Extent: 3 cm of textual records, 1 map

Scope: Collection consists of two information booklets and a map about St. John's:

- Booklet published in c.1921 by the Newfoundland Tourist and Publicity Bureau and gives historical information, points of interest and various attractions.
- booklet 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.
- a map of St. John's produced in 1909 and published by McAlpine Publishing Company Limited.

MG 14: Florence Harvey Collection

Dates: 1891-1936

Extent: 4 cm of textual records

Administrative History or Content Notes: The exact date of the first appearance of motor vehicles in Newfoundland is not officially recorded, but several early examples illustrate the gradual introduction of mechanized transport into the colony. St. John's had a steam-powered car as early as 1890, marking one of the earliest known instances of motorized travel on the island. Around 1900, Dr. N. Stuart purchased the first gasoline-powered motorcycle in Newfoundland, which he used to visit patients.

In 1903, the first gasoline-driven automobile to operate in Newfoundland was introduced: H. D. Reid's "Thomas Flyer." Adoption remained slow, but by 1905, St. John's had seven automobiles, prompting growing public attention, particularly related to conflicts between cars and traditional horse-drawn vehicles.

Early Legislation and Municipal Oversight

The rise in accidents and concerns about public safety led the Newfoundland government to enact the Motor Cars Act in 1906. Because motor vehicles were rare outside the capital due to a lack of suitable roads, early regulation applied almost entirely to St. John's, where most vehicles were concentrated.

In 1906, the St. John's Municipal Council was given responsibility for both driver licensing and motor vehicle registration. Fees were based on horsepower, with vehicles under 10 horsepower charged \$12.00, those between 10 and 20 horsepower \$18.00, and an additional \$0.50 for each horsepower above 60.

On May 10, 1906, the Newfoundland Government passed *An Act to Regulate the Use of Motor Cars on Highways*, formally granting the Municipal Council the authority to establish rules and regulations for motor vehicles. As a result, at the June 28, 1907 Regular Council Meeting, officials adopted "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 early regulations required:

- licensing of both drivers and vehicles,
- distinctive identifying marks on motor vehicles,
- speed limits within municipal boundaries,

- mandatory right of way for horses,
- prohibition of racing on city streets,
- mandatory vehicle lights and an audible alarm,
- and other safety measures appropriate to the period.

Provincial Regulation and Expansion

By 1925, motor vehicle ownership had grown enough—though still concentrated on the Avalon Peninsula—to require broader oversight. That year, Section 204 of the St. John’s Municipal Act, which governed vehicle registration, was repealed and replaced by the Highway Traffic Act.

With this transition, responsibility for vehicle registration and driver licensing passed from the City of St. John’s to the Government of Newfoundland and Labrador, establishing a unified, province-wide system that replaced earlier municipal control.

Scope: Collection consists of three books:

- Register of Motor Vehicles for Newfoundland, 1936.
- The Shilling History of England by Bishop Creighton, 1891
- Wood Carving by J.H. Garnett, 1923.

MG 15: Stanley Whiteway Collection

Dates: 1945, 1949

Extent: 1 cm of textual records

Scope: Collection consists of a ribbon to commemorate VE Day, May 8, 1945, and a souvenir ribbon of Regatta Day, August 3, 1949.

MG 16: Ruth Garrett Collection

Dates: 1781

Extent: xx meters of textual records

Administrative History or Content Notes: Richard Edwards was a career officer of the Royal Navy, rising through the ranks during the first half of the 18th century. By 1740, he had attained the rank of Captain and was in command of the British naval vessel HMS *Fox*. Over the next several years, he continued to serve in senior naval positions, commanding the HMS *Torrington* after 1742 and later the HMS *Princess Mary*.

In 1746, Edwards was appointed Governor of Newfoundland, a position traditionally held by senior naval officers tasked with administering the island's seasonal fisheries, maintaining order, and representing British imperial interests in the North Atlantic. His tenure took place during a period of geopolitical tension and maritime conflict, requiring strong naval leadership in the region.

Following the completion of his service in Newfoundland, Edwards returned to England, where he continued his naval career. He later commanded a royal yacht, and for a brief period, again took command of the HMS *Princess Amelia*. Edwards retired from active naval service in 1757.

Richard Edwards died in 1773, leaving behind a legacy as one of the many naval officers who shaped Newfoundland's governance during the 18th century.

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

MG 17: Work Horse Parade

Dates: 1914

Extent: 1 cm of textual records

Administrative History or Content Notes: The Society for the Protection of Animals, the predecessor of the later SPCA, sponsored an annual Work Horse Parade in St. John's until the 1930s. Established as both a ceremonial tribute and a public education initiative, the parade honoured the essential role of workhorses in the life of the city. Horses were indispensable for hauling firewood in winter, ploughing gardens, transporting coal and supplies unloaded from ships, and providing general motive power throughout the community—often under conditions of great hardship. The parade served to promote humane treatment, encourage pride in the appearance and care of horses, and bring attention to the welfare of working animals.

The first parade took place on September 9, 1914, under the patronage of His Excellency Governor Davidson and Lady Davidson. The event began at 2:00 p.m. in the square opposite the Post Office, led by the Salvation Army brass band. The procession followed a route along Water Street, up McBride's Hill, and then continued via Duckworth and Cochrane Streets to the grounds of Government House.

Participants represented all classes of working horses, from heavy draught horses to truck horses and ponies. Horses and vehicles were elaborately decorated with roses, rosettes, and ribbons in the national colours, turning the parade into an impressive civic spectacle.

At Government House, crowds gathered to admire both the horses and the decorated vehicles while the judges deliberated. Lady Davidson presented the prizes as participants paraded past the north porch before exiting through the east gate. Each horse received a distinctive medal made of brass, approximately four inches long and three inches wide, featuring a small silver ornamental plaque at the top. The medal was designed to be attached to the horse's bridle, serving as both a commemorative keepsake and a symbol of honour.

The Work Horse Parade remained a meaningful event for many years, reflecting both Newfoundland's reliance on horse labour and a growing public commitment to the humane treatment of animals.

Scope: Collection consists of:

- a small horse's bridle brass plaque engraved FIRST PRIZE St. John's, Newfoundland, Work Horse Parade, 1914.
- 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.

MG 18: Municipal Elections 1977

Dates: 1977

Extent: 1 cm of textual records

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

MG 19: Programmes

Dates: 1911, 1924

Extent: 1 cm of textual records

Administrative History or Content Notes:
SEAMAN'S INSTITUTE.

The origins of the Seamen's Institute in St. John's date to 1905, when Dr. Wilfred Grenfell advocated for the creation of a hostel to serve visiting seamen arriving in the port city. A tract of waterfront land on the east end of Water Street was donated by Edgar R. Bowring, and fundraising efforts were undertaken in Britain, the United States, and Canada to support construction.

A distinctive feature of the Institute's early history was the laying of its cornerstone, which was performed remotely from London by its royal patron, King George V. The four-storey brick building officially opened on December 19, 1912, offering accommodations and amenities that reflected contemporary social and recreational ideals. The Institute provided separate lodgings for visiting seamen and working women, emphasizing both hospitality and moral guidance during a period of rapid urban change.

The building also housed an impressive range of facilities, including a 300-seat auditorium, a shoemaker's shop, sewing rooms, a laundry, a bowling alley, billiard tables, and Newfoundland's first indoor swimming pool. These amenities made the Institute an important social and recreational hub for maritime workers and local residents alike.

Operations ceased during the economic downturn of the 1930s, and the building was eventually taken over by the Newfoundland government. Its purpose shifted during World War II, when it operated as a hostel and later as the Caribou Hut beginning in 1940, serving military personnel and merchant seamen involved in wartime activities. The Merchant Navy Hospital also operated from the building's basement for a period during the war.

In 1945, after the war's end, the building became the site of various government offices, with a portion reserved as a fishermen's centre. Over the decades, several community service organizations have occupied space within the historic structure, including the Newfoundland Lung Association, the Victorian Order of Nurses, the Community Food Sharing Association, and the Newfoundland Safety Council, among others.

Today, the Seamen's Institute stands as a reminder of St. John's maritime heritage and the long tradition of social, recreational, and charitable support offered to those who worked on the sea.

WAR MEMORIAL

The creation of the National War Memorial in St. John's was the result of

several years of discussion, planning, and public debate regarding both its form and its location. Multiple organizations—including the Patriotic Association and the Great War Veterans' Association—played key roles in shaping the proposal. Numerous designs and sites were considered before final approval of the plans was reached in 1923.

Funding for the memorial was raised through public subscription, reflecting broad community support and a collective desire to honour Newfoundland's wartime sacrifices. Construction proceeded over the following year, and the completed memorial was formally unveiled on July 1, 1924, by Field-Marshal Earl Douglas Haig.

The memorial consists of a series of statues symbolizing Newfoundland and the various branches of service in which the Dominion participated during the First World War. These include representations of:

- the Royal Newfoundland Regiment,
- the Royal Naval Reserve,
- the Newfoundland Forestry Corps, and
- the Mercantile Marine.

Together, these figures commemorate the contributions and sacrifices of Newfoundlanders who served overseas and at home, making the memorial one of the most significant commemorative sites in the province.

Scope: Series consists of 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.

MG 20: Fifty Plus Outreach Association

Dates: 1983-1997, predominant 1992-1996

Extent: 72 cm of textual records

Administrative History or Content Notes: The Fifty Plus Outreach Association was established in 1989 in response to a growing recognition of the need for enhanced leisure and social opportunities for isolated seniors in the City of St. John's. Its origins lay in the Fifty Plus Festival, created in 1983 by the St. John's Department of Recreation. Members of the Festival Committee were approached by the Department to expand their focus and address the broader needs of seniors experiencing social isolation.

With financial assistance from Seniors Independence Project (SIP) funds provided by the Federal Government, the Association undertook a comprehensive Needs Assessment in 1991. The findings guided the development of programming and helped secure a two-year grant from Health and Welfare Canada in the spring of 1992 to launch the Fifty Plus Outreach Project. An office for the new initiative opened on LeMarchant Road in July 1992, and federal funding was renewed for an additional year in 1994.

The Outreach Project initially focused its activities on central St. John's, an area identified in the Needs Assessment as having a high concentration of isolated seniors. The core of its work consisted of weekly in-house programs held at local senior-oriented apartment complexes. Seven program sites were ultimately established: Mount Pleasant Manor, St. Clare Manor, Rickett's Manor, Canon Wood Hall, St. Georges Court, and Keane Place Manor. These programs provided consistent social interaction, recreation, and support for participants.

In addition to its weekly programming, the Association organized a wide range of special events, including dinners, dances, shopping trips, and community-sponsored activities, all designed to promote socialization and reduce isolation. Bus tours formed another important component of its outreach efforts, offering seniors a means to engage with the broader community.

The project also offered one-on-one services, such as telephone reassurance calls, personal visits, and the sponsorship of specific program activities as needed. These individualized supports complemented the group-based programs and extended the Association's reach to seniors unable to participate regularly in group settings.

When federal funding ended, the Board of Directors made significant efforts to secure alternate sources of support to sustain the Association's operations. Despite these efforts, the Board determined in 1997 that discontinuing the organization was in the best interests of all involved. Although the Association ceased formal operation, some of its programs and impacts endured. Neighborhood programming at Canon Wood Hall continued, the Seniors Network Group persisted at various in-house sites, and the Association's work contributed to an increased public awareness of the needs of isolated seniors in St. John's.

The Fifty Plus Outreach Association played an important role in addressing

senior isolation in the city, leaving a legacy of programs, partnerships, and community awareness that extended beyond the organization's closure.

Scope: The fonds consists of a diverse range of records documenting the activities, programs, administration, and community involvement of the organization between the early 1980s and the late 1990s. Materials include minutes, newsletters, newspapers, photographs and negatives, correspondence, reports, diary entries, assessments and evaluations, speeches and addresses, fundraising documents, and various other records generated in the course of its operations.

The records provide insight into the organization's governance, communication practices, program development, community outreach, and responses to the needs of its membership. The fonds also contains visual documentation of events and activities, as well as written reflections and planning materials that illustrate the organization's evolution over time.

The fonds is arranged into the following series:

1. Minutes of Meetings (1992–1996)
2. Correspondence (1988–1996)
3. Diary Entries (1990–1995)
4. Financial and Operational Records (1989–1997)
5. Fifty Plus Needs Assessment (1991)
6. Programs and Activities (1983–1996)
7. Other Materials (1988–1997)

Together, these records offer a comprehensive overview of the organization's internal operations, decision-making processes, programmatic initiatives, and community engagement across more than a decade.

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
- 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.

MG 22: Busey Collection

Dates: 1951

Extent: 1 item

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

MG 23: John O'Mara Collection

Dates: 193-

Extent: 2 cm of textual records

Administrative History or Content Notes: Edward B. Foran was born in St. John's in 1904 and was educated at St. Patrick's and Bonaventure Colleges. He began his long career in municipal public service in 1923, when he joined the St. John's Municipal Government as a clerk. Over the following decades, Foran advanced steadily through the city's administrative ranks. He was appointed Chief Assessor in 1940, became Assistant City Clerk in 1950, and, in 1952, assumed the dual role of Secretary-Treasurer of the St. John's Municipal Council and City Clerk, positions he held until his death on July 30, 1970.

In addition to his responsibilities at City Hall, Foran contributed to several civic and cultural organizations. He served on the St. John's Commission on Town Planning and worked as Secretary of the Bowring Park Committee, helping guide municipal planning and community recreation initiatives. Beyond municipal service, he was active in provincial and national heritage work: he was 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.

Foran was also an amateur historian, known for his well-researched articles and essays on Newfoundland history. His writings include:

- "Old St. John's" (1949), a descriptive account of the city's physical landscape in the early 1800s;
- "Bishop Mullock—and Incident in His Episcopate" (1947), detailing Bishop Mullock's involvement in the construction of the Roman Catholic Basilica in St. John's;

- “The Controverted Election and Bank Crash 1893–1894”, which won first place in the Newfoundland Government’s Arts and Letters Competition in 1963.

Edward B. Foran’s life reflects a deep commitment to public service, civic development, and the preservation of Newfoundland’s history. His contributions to municipal government and local historical scholarship remain part of his legacy.

Scope: The collection consists of a surveyor’s field notebook created and used by Edward B. Foran during the 1930s, prior to his long career as City Clerk for the City of St. John’s. The notebook documents his early work as a surveyor and contains hand-drawn diagrams, measurements, and notes relating to various properties and buildings in St. John’s.

Entries include detailed sketches of property boundaries, structural outlines, and survey calculations. Among the drawings is a notable sketch of a horse-watering fountain located somewhere within the city, offering rare visual documentation of a now-historic feature of St. John’s urban landscape.

The notebook provides insight into land use, municipal development, and field surveying practices in St. John’s during the early 20th century, as well as early professional activities of Edward B. Foran.

MG 24: A. Lilly and Company Limited Collection

Dates: 1890-1891, 1936, 1990

Extent: 1 cm of textual records

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.
- a photograph of Rennie's River in the winter of 1936
- an envelope from A. Lilly and Company, Wholesale Chemists and Druggists.

MG 25: J. Crowley Collection

Dates: 189-, 1903, 199-

Extent: 1 cm of textual records

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.
- 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. Crowley, Recording Secretary to the I.O.O.F. concerning a meeting for the purpose of the election of officers, December 27, 1900.
- a letter from Jean Crowley to Mr. Randell, expressing her appreciation for information provided by him for the book Avalon Dairy Story.

MG 26: Alan Martin Collection

Dates: August 11, 1931

Extent: 1 cm of textual records

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.

MG 27: Commercial Land Sales, St. John's Area

Dates: [1940's - 197-]

Extent: 1 cm of textual records

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.

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.

MG 29: St. John's Heritage Foundation

Dates: 1975-1995 [predominant 1977-1982]

Extent: 3 meters of textual records

Administrative History or Content Notes: The St. John's Heritage Foundation (SJHF) was established in the mid-1970s as the result of a heritage preservation initiative led by the Newfoundland Historic Trust. Seeking to protect the historic character of downtown St. John's, the Trust approached Heritage Canada to support the creation of a designated heritage conservation area within the city. This proposal led to a feasibility study completed in 1975 (*St. John's Heritage Conservation Study*, Sheppard, Burt and Associates; Arends and Associates, 1976), portions of which are preserved within the SJHF fonds.

Following the study, an interim committee oversaw the development of the organization's structure, and the memorandum and articles of association were filed in June 1976. By February 1977, Heritage Canada formally approved funding for the new organization. Additional financial support was provided by the Government of Newfoundland and Labrador, and substantial matching funds were contributed by the Devonian Group of Calgary, Alberta.

The SJHF was established with a mandate to sponsor a Heritage Conservation Area in St. John's and to initiate, promote, and support research and activities related to heritage preservation. To fulfill this mandate, the Foundation created several committees whose work is documented in the fonds. Activities included:

- Funding restoration projects such as the Murray Premises, the Fishing Admiral Building at 203 Water Street, and numerous houses in the Victoria Street and Gower Street neighbourhoods.
- Purchasing derelict buildings with Heritage Canada funds, renovating them, and selling them on the open market to ensure their continued use and preservation.
- Supporting the development of the Sir Humphrey Gilbert Memorial (Harbourside Park).
- Organizing St. John's Day celebrations and presentations of awards recognizing excellence in building restoration.
- Offering a heritage renovation advisory service for property owners and community groups.

As part of its terms of operation with Heritage Canada, the City of St. John's was required to pass bylaws protecting the designated Heritage Conservation

Area. SJHF members played an active and ongoing role on the City of St. John's Heritage Advisory Committee, helping guide municipal heritage policy. Records relating to this involvement form part of the SJHF fonds.

Funding from Heritage Canada and the province ended on March 31, 1982, after which the Foundation continued on a volunteer basis. Around this time, proposals emerged advocating for the creation of a broader, province-wide heritage organization that could continue and expand the SJHF's work. These discussions contributed directly to the establishment of the Heritage Foundation of Newfoundland and Labrador (HFNL) in 1984. Documentation relating to this transition and to the SJHF's collaboration with municipal heritage bodies remains preserved within the organization's archival 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.

MG 30: James Nurse Collection

Dates: 1774 - 1852

Extent: 4 items

Scope: Series consists:

- 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.
- a plan of Georgestown, 1845 which show owners and fees paid for ground rents.
- a map of land in the Duckworth and James Street area showing encroachments and other property details. This was drawn by F.R. Page, 1848.
- a copy of the 1852 road map of St. John's.

MG 31: Photographer's Account Book

Dates: 1914-1932 inclusive

Extent: 1 cm of textual records

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.

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.

MG 33: Summers Collection

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

Extent: xx meters of textual records

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.

MG 34: Kiwanis Music Festival Collection

Dates: 1952, 2000-2001

Extent: 1 cm of textual records

Administrative History or Content Notes: The Kiwanis Club of St. John's was established in 1950 with the core mission of serving the local community through volunteerism, leadership, and service initiatives. From its inception, the club's founding members demonstrated a particular commitment to supporting the arts, especially music, as a means of enriching community life and fostering youth development.

One of the club's earliest and most influential undertakings was the creation of the Kiwanis Music Festival of St. John's. Initiated just two years after the club's formation, the first festival took place in 1952 as a three-day event featuring 193 entries. The festival quickly became a vital cultural institution, providing performance and adjudication opportunities for musicians of all ages.

Over the decades, the Kiwanis Music Festival has expanded significantly, evolving into the largest festival of its kind in eastern Canada. Today, the event extends over twelve days and features participation by more than 6,000 performers, reflecting its wide impact on music education and cultural engagement in the region.

Through its enduring commitment to youth, music, and community service, the Kiwanis Club of St. John's has played a central role in promoting artistic development and supporting civic life in Newfoundland and Labrador since the mid-20th century.

Scope: Collection consists of:

- a program 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.

MG 35: Heritage Foundation of Newfoundland and Labrador

Dates: 1993

Extent: 18 cm of textual records

Administrative History or Content Notes: The Heritage Foundation of Newfoundland and Labrador (HFNL) was established in 1984 by the provincial government as a non-profit organization dedicated to promoting awareness, appreciation, and preservation of the province's architectural heritage. Its creation marked a significant step toward safeguarding Newfoundland and Labrador's built heritage at a time when many historic buildings were at risk due to neglect, redevelopment, or changing community needs.

The Foundation's mandate focuses on encouraging public understanding of the province's architectural history and supporting the conservation of culturally significant structures. One of its key responsibilities is the designation of buildings and other structures as Registered Heritage Structures, a formal recognition program that helps protect and promote historic sites throughout Newfoundland and Labrador.

In addition to its designation authority, the Heritage Foundation administers financial assistance programs that provide funding for the restoration, repair, and preservation of these heritage structures. Through grants, technical guidance, and outreach initiatives, HFNL works with property owners, communities, and heritage advocates to support long-term conservation efforts and ensure that historically significant buildings remain part of the province's cultural landscape.

Since its inception, the Heritage Foundation has played a central role in documenting, conserving, and celebrating Newfoundland and Labrador's architectural legacy, contributing to both heritage stewardship and public education across the province.

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

MG 36: Robin McGrath Collection

Dates: [2003]

Extent: 1 cm of textual records

Administrative History or Content Notes: Robin McGrath was born in St. John's, Newfoundland, in 1949. She spent fifteen years in London, Ontario, during which time she earned a Doctorate from the University of Western Ontario, worked as a journalist for the London Free Press, and raised her family. After completing her graduate studies, McGrath joined the University of Alberta, where she taught in the Department of English and contributed articles to the Edmonton Journal. Over a span of 22 years, she undertook extensive research throughout Canada's North, focusing primarily on Inuit culture, history, and literature. Her northern research influenced much of her later academic and creative work.

McGrath returned to St. John's in 1993, marking the beginning of a prolific period as a writer of fiction, poetry, drama, scholarly articles, and cultural commentary. Her published works include both academic contributions and creative works such as:

- *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)
- *Donovan's Station* (2002)

She has been widely recognized for her contributions to Newfoundland and Labrador literature and heritage. Her awards include:

- Newfoundland and Labrador Heritage and History Award for *Donovan's Station* (2004)
- Geldert Medal for *Simon Soloman: Newfoundland's First Postmaster* (2004)
- Newfoundland and Labrador Arts and Letters Drama Award for *Mountain of Shoes* (2002)
- Henry Fuerstenberg Poetry Award for *Escaped Domestic*s (1999)
- Children's Book Centre Choice recognition for *Hoist Your Sails and Run* (1999)

Robin McGrath's career encompasses journalism, academia, creative writing,

and northern scholarship. Her work reflects a sustained engagement with the cultural, historical, and literary landscapes of Newfoundland and Labrador and the Canadian Arctic.

Scope: Collection consists of:

- two "Rejoice in the City" poetry booklets
- a series of postcards bearing the same poems.

MG 37: Button Collection

Dates: 1960's

Extent: 3 items

Administrative History or Content Notes: The SS *Kyle* was built in 1913 by Swan, Hunter & Wigham Richardson Ltd. of Newcastle-upon-Tyne, England, a prominent British shipbuilding firm known for producing durable steel steamships for North Atlantic service. Constructed as part of the "Alphabet Fleet" operated by the Reid Newfoundland Company, the *Kyle* served for decades as a coastal steamer, passenger vessel, and freight carrier, connecting isolated Newfoundland and Labrador communities.

After more than fifty years of service, the *Kyle* was damaged during a storm and subsequently ran aground at Harbour Grace in 1967, where her hull remained beached. The ship has since become a well-known local landmark, remembered both for her role in coastal transportation and for her enduring presence in the community.

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.

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 was born in Toronto, Ontario, and was the son of a family residing at 66 Grenview Boulevard, Kingsway Park, a residential area in west Toronto. At the age of 21, Giles was serving as an Able Seaman in the Royal Canadian Naval Volunteer Reserve (RCNVR), under service number V27 311.

Motivated by the wartime call to service, Giles volunteered for the Navy in June 1941. Following his enlistment, he received his initial training at H.M.C.S. York, the naval reserve division in Toronto. He later continued his service with a nine-month posting in Halifax, a major centre for Canadian naval operations during the Second World War.

Demonstrating an aptitude for communications, Giles completed the RCNVR Radio Class at the University of Toronto, graduating prior to his assignment to Newfoundland. In August 1942, he transferred to St. John's, where he served as part of the local naval contingent during a period when the city was a crucial hub for North Atlantic convoy operations.

Tragically, Able Seaman Giles was among those who lost their lives in the Knights of Columbus Hostel fire on December 12, 1942, one of the most devastating disasters in wartime St. John's. He was 21 years old at the time of his death.

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

MG 39: French Collection

Dates: 1859-1956

Extent:

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.

MG 40: Jackman Collection

Dates: 1861-1950

Extent: 42 cm of textual records

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.

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.

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.

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.

MG 44: Stirling Collection

Dates: 1921, 1937-1972

Extent: 20 cm of textual records

Administrative History or Content Notes: Gordon M. Stirling was born in St. John's on November 4, 1907, and received his early education at Bishop Feild College. He pursued legal studies and was admitted to the Newfoundland bar in 1930, establishing a long and distinguished career in the province's legal community. His professional achievements were recognized when he was appointed Queen's Counsel in 1956.

Stirling was deeply involved in community service throughout his life. He served for many years as treasurer of the Law Society of Newfoundland, contributing significantly to the administration of the legal profession. Beyond the legal sphere, he was active in the St. John Ambulance Association and held the rank of commander in the Church Lad's Brigade, demonstrating a sustained commitment to civic and youth organizations.

A major personal interest was hockey in Newfoundland, a field in which he was active from the 1930s through the early 1970s. He served as President of the St. John's Senior Hockey League and played an important role in the creation of Memorial Stadium, serving as Chairman of the Stadium Hockey Committee and as a member of the St. John's Memorial Stadium Commission. His leadership contributed to the organization and development of hockey and sporting facilities during a formative period in Newfoundland's sports history. By the early 1970s, other interests began to take precedence, and he gradually stepped away from involvement in hockey.

In recognition of his extensive public service and professional contributions, Stirling was awarded an honorary doctorate by Memorial University of Newfoundland in 1984.

Gordon M. Stirling passed away 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

- 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.

MG 45: Ed Roche Collection

Dates: 1880-[195-]

Extent: 1 scrapbook, 89 b&w photographs

Administrative History or Content Notes: Alfred Henry Seymour was born in St. John's on August 1, 1855, the son of a local merchant. He received his early education through private tutoring and later at the Wesleyan Academy in St. John's. Seymour began his working life as an apprentice in the drapery trade with Job Brothers & Company, but soon left to join his father in the commission and provisioning business located on Water Street.

In 1879, Seymour moved to Harbour Grace, where he opened a grocery store. His time there was brief; after three years he returned to St. John's to serve as engrossing clerk to the House of Assembly and private secretary to Prime Minister Sir William Whiteway. After only eight months in the capital, he returned again to Harbour Grace to take up the post of clerk and landing waiter with Her Majesty's Customs Office.

Seymour rose quickly within the government service. He was appointed sheriff of the Northern District in 1892, retaining Harbour Grace as his base of operations. In 1894, he became a judge of the Harbour Grace District Court, and two years later, he was transferred to Greenspond, where he served as stipendiary magistrate.

In 1900, Seymour returned once more to Harbour Grace to resume his former judicial duties. His career took another turn in 1908, when he entered politics as a candidate for the People's Party, contesting the district of Harbour Grace. Although unsuccessful in his first attempt, he ran again in 1909 and was elected to the House of Assembly. As part of government, Seymour was appointed to the Board of Agriculture, where he spent three years traveling to remote parts of Newfoundland promoting agricultural development.

Seymour resigned from the Board in 1911 and subsequently took on responsibility for the London exhibits of the Reid Newfoundland Company, a

position he held until his death on May 12, 1912.

Alfred Henry Seymour married 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, programs, constitutions, and correspondence.
- 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.

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.

MG 47: James Maher Collection

Dates: 1863-1865

Extent: 1 cm of textual records, 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.

MG 48: Society for the Prevention of Cruelty to Animals

Dates: 1954-1999

Extent: 90 cm of textual records

Administrative History or Content Notes: The protection of animals in Newfoundland formally began in 1887 with the establishment of the *Society for the Protection of Animals* in St. John's. This early organization was dedicated to preventing cruelty, promoting humane treatment, and raising public awareness about animal welfare. It continued this work into the 20th century and was formally incorporated in 1912, gaining legal recognition and an expanded administrative structure.

A significant reorganization occurred in 1954, when a new body, the *Society for the Prevention of Cruelty to Animals (SPCA)*, was formed. This new organization assumed the assets and liabilities of the earlier society and continued its longstanding mission of preventing neglect, abuse, and mistreatment of animals in Newfoundland. Although the name changed, the mandate remained continuous: to advocate for animal welfare, provide protection and care for animals in need, and educate the public on humane treatment and responsible ownership.

As a charitable, volunteer-driven organization, the SPCA operates independently of government funding, relying instead on donations, community support, and ongoing fundraising initiatives. Its stated mandate is "to educate people to treat their animals with the love and respect they deserve," reflecting an emphasis on education, outreach, and prevention alongside direct care.

Over the decades, the SPCA engaged in a wide range of activities documented in the fonds, including administrative governance, correspondence with officials and members, maintenance of diaries and operational records, management of complaints of animal cruelty, and involvement in trapping-related matters. Its connections with other associations, institutions, and societies across Newfoundland and beyond demonstrate its broader role within animal welfare networks.

The SPCA's enduring presence—from the early protection society of the 19th century to the modern volunteer organization—illustrates a continuous and evolving commitment to animal welfare, public education, and community service in Newfoundland.

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.

MG 49: Jennifer Thompson Collection

Dates: 1919, copies made in 2002
Extent: 4 black and white photographs

Scope: This collection consists of photographs documenting a reunion dinner held at the Café Royal in London in honour of Alcock and Brown's 1919 transatlantic flight. The images include:

- the front and back of the commemorative menu, signed by all attendees
- a photograph of the participants gathered inside the restaurant
- a photograph showing the arrangement and display format of the first three images as originally presented.

These photographs provide visual evidence of post-flight celebrations and commemorations associated with Alcock and Brown's landmark non-stop transatlantic flight, and offer insight into the social and historical recognition of the achievement

MG 50: Jack Fitzgerald Collection

Dates: 1939-1999
Extent: 15cm of textual records

Administrative History or Content Notes: Harold LaFosse was a musician active in Newfoundland and Labrador for several decades. He is best known for his long-standing role performing music at American Hockey League (AHL) games held at Memorial Stadium, where his performances formed a regular part of the game-day experience for many years.

In addition to his work at Memorial Stadium, LaFosse was the leader of the

Harold LaFosse Band. The band was established in the 1940s and remained active over an extended period, performing at public events and functions. Through his work as both a solo performer and bandleader, LaFosse contributed to the region's musical and cultural life over much of the mid- to late twentieth century.

Scope: The collection consists of a scrapbook compiled by Harold LaFosse containing mementos documenting his musical career. The scrapbook includes photographs of events at which LaFosse performed, including an engagement at the Caribou Hut dating from 1939–1940. Also included are several program booklets from various musical and public events.

Among the materials are a name badge from *A Night to Remember*, held at Memorial Stadium on April 4, 2001, and a copy of *The Leaflet*, the St. John's Maple Leafs program booklet for October 29–30, 1999, which features LaFosse on the cover.

MG 51: Eric Mercer Collection

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

Extent: 3 cm of textual records: 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.

MG 52: Knight Collection

Dates: 1886-1968

Extent: 1 cm of textual records: 43 photographs, 16 glass plate negatives

Administrative History or Content Notes: Willie Knight was a member of the First 500, the first contingent of volunteers in the Newfoundland Regiment during the First World War. He was killed in action on July 1, 1916, during the assault at Beaumont-Hamel, a battle in which the Newfoundland Regiment suffered devastating losses. Knight's service and sacrifice place him among the

earliest and most symbolically significant volunteers in Newfoundland's wartime history.

Scope: This collection consists of material that was in the possession of the Knight family who are long-term residents of Southside Road.

- a diagram of land granted to George Clements for land on 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
- 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.

MG 53: Municipal Government Records

Dates: 1904-1953

Extent: 55 cm of textual records

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
- 1904 and 1908 accounts of the St. John's Municipal Council.

MG 54: Newfoundland Design Associates Limited

Dates: 2001-2002

Extent: 162 cm of textual records

Administrative History or Content Notes: Newfoundland Design Associates Limited is an engineering consulting firm established in 1963. Based in St. John's, Newfoundland and Labrador, the firm has been involved in a wide range of engineering projects across the island of Newfoundland. Since its founding, Newfoundland Design Associates has contributed to municipal, commercial, industrial, and infrastructure developments, providing engineering expertise to support construction, planning, and design initiatives throughout the region.

Scope: This collection consists of operation and maintenance manuals for Mile One Stadium—later known as Mile One Centre and, beginning in November 2021, the Mary Brown's Centre—as well as manuals for the adjacent St. John's Convention Centre. The material includes:

- project drawings
- structural drawings
- architectural drawings
- mechanical drawings
- electrical drawings
- other technical plans related to the construction, operation, and ongoing maintenance of both facilities.

These records document the design, engineering, and functional systems of two major municipal venues in St. John's, providing comprehensive technical and administrative information on their development and infrastructure. They offer valuable insight into large-scale municipal construction projects, venue operations, and the evolution of significant civic buildings.

MG 55: St. John's Northwest Rotary Club

Dates:

Extent:

Scope: Collection is currently unprocessed.

MG 56: Cindy Snow Collection

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

Extent: 2 cm of textual records

Scope: This collection consists of material relating to the acquisition of land for Signal Hill National Historic Park, including documentation concerning the residential settlement that once existed within the park boundaries. The records provide insight into the processes involved in land assembly for the creation of the historic site, as well as the communities, families, and properties affected by the transition from a lived-in neighbourhood to a federally administered heritage landscape.

Materials may include correspondence, reports, planning documents, maps, surveys, and historical notes that illustrate both the administrative actions taken to establish the park and the social history of the former settlement on Signal Hill.

MG 57: Imperial Tobacco Factory

Dates: [19-?]

Extent:

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

MG 58: Royal Newfoundland Regiment Wills Book

Dates: 1914-1919

Extent: 5 cm of textual records, one CD

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

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.

MG 60: Edward Porter

Dates: 2008

Extent: 1 book

Administrative History or Content Notes: Edward Louis (Lou) Porter grew up on Monroe Street in St. John's, Newfoundland and Labrador, a community that remained central to his identity throughout his life. Porter spent most of his career in the retail industry, developing long-standing ties to the local business community.

Later in life, Porter began writing a personal memoir documenting his life from early childhood—around five years of age—to approximately eighty years old. The memoir focuses particularly on life in the Monroe Street neighbourhood and captures his personal experiences, family history, and the social fabric of the area over several decades. He began writing the manuscript in 2007, preparing it specifically for family members. Only eight copies were produced, making it a rare and intimate record of both Porter's life and the broader community history of St. John's.

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

MG 61: Harry G. Lammel Photograph

Dates: July 1945

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

Administrative History or Content Notes: Dr. Lammel was a newly graduated physician when he served as a ship's doctor with the United States Coast Guard. During his service, his Coast Guard vessel made a visit to St. John's, Newfoundland, where some of the materials in this collection likely originated. At the time, Lammel was stationed in New London, Connecticut, a major base for U.S. Coast Guard operations. He continued his medical career following his service and later lived in California, where he died in 1993.

Scope: 4 photographs taken by Harry G. Lammel while he was in St. John's in July 1945. See photograph series 01-68.

MG 62: Kevin Hutchings Collection

Dates: 1846, 1929

Extent: Two items

Scope: This accession consists of two published historical works reproduced for reference and preservation purposes. The first item is a copy of *The Memorial Register 10, Beaumont-Hamel (Newfoundland Memorial)*, published by the Imperial War Graves Commission in 1929. This volume lists the names of Newfoundland sailors, soldiers, and merchant seamen who were killed during the Great War and who have no known grave, as commemorated at the Beaumont-Hamel Newfoundland Memorial in France.

The second item is a copy of the *Illustrated London News*, No. 218 – Vol. IX, for the week ending Saturday, July 4, 1846. This issue contains contemporary illustrated news coverage from the mid-nineteenth century and offers valuable visual and textual insight into period events and public interests.

MG 63: Maureen Burke

Dates: 1943-194-

Extent: 18cm of textual records

Administrative History or Content Notes: Jim Burke was born on May 23, 1921, and lived his entire life on Portugal Cove Road in St. John's, Newfoundland and Labrador. He died on February 3, 2007. Before entering long-term employment with the United States military presence in St. John's, Burke worked at various jobs to support his family, including assisting his father with carpentry work and working for Berrigan's Ice Delivery.

Burke began his employment with the Pepperrell Air Force Base on February 3, 1941. One of his early tasks was clearing land on McNiven's Road for the construction of an ammunition dump. Upon completion of that project, he assisted in the construction of Camp Alexander on Carpasian Road, a temporary barracks facility used to house troops until Fort Pepperrell was fully operational.

From May 1943 to October 1945, Burke worked with the Ordnance Department of the U.S. Army, operating light, medium, heavy, and semi-trailer trucks. On October 20, 1945, he transferred to the base motor pool, where he operated

buses transporting personnel throughout the base. He remained with the motor pool until the closure of Fort Pepperrell in 1960, after which he was transferred to Red Cliff until that facility was phased out in 1961. Over the course of his service, Burke earned numerous safe driving awards, reflecting his reliability and skill.

Following the closure of Red Cliff, Burke secured employment with Golden Limited, working as an oil delivery driver. He retired in 1987 and spent the next two decades devoted to his lifelong passion, training and hunting with his beagles.

Scope: This collection consists of material belonging to Jim Burke, father of the donor Maureen, who worked at the Fort Pepperrell Air Force Base in St. John's from the 1940s to the 1960s. The collection includes 21 photographs depicting both civilian and military personnel stationed at Fort Pepperrell during the Second World War. Several images show Jim Burke driving buses used for transporting personnel on the base.

Also included is a history of Fort Pepperrell prepared in 1945 by the Area Information Education Office for distribution on the base. This document provides a chronological account of the base's development from September 30, 1940, to July 2, 1945, including notable events, references to Camp Alexander, and a list of home addresses of officers and enlisted men stationed there.

The collection further contains papers used by Jim Burke during his employment, covering the period 1945–1961. These records primarily concern the operations of the motor pool, including bus schedules, transportation planning, and related administrative documentation. Together, the materials offer insight into the daily functioning of Fort Pepperrell, its personnel, and Burke's role within base operations.

MG 64: Bonnie Leuser photograph

Dates: 1944-1945

Extent: 34 photographs

Administrative History or Content Notes: David Roy Baker served as a pharmacist with the Royal Canadian Navy during the Second World War. He was stationed in St. John's, Newfoundland, where he worked alongside

Margaret E. Briese, a navy nurse from Neepawa, Manitoba. Baker himself was from Hamilton, Ontario. During their service, both Baker and Briese were posted in St. John's and Halifax, where they first met. Following the war, the two married and settled in Hamilton, Ontario.

Baker had a lifelong passion for photography, an interest reflected in the wartime photographs he created during his naval service. His images document naval medical facilities, local scenes, and aspects of life in St. John's during 1944–1945.

Scope: This collection consists of 34 photographs documenting St. John's, Newfoundland, and the Royal Canadian Naval Hospital Avalon during the Second World War. The images were taken by David Roy Baker and the Royal Canadian Navy between 1944 and 1945. The photographs depict wartime activities, naval medical facilities, personnel, and scenes of St. John's during this period, providing valuable visual evidence of military presence and local conditions in the final years of World War II.

MG 65: Cory Tock Collection

Dates: 1941-1957

Extent: 72 maps

Scope: This collection consists of maps depicting infrastructure associated with the former United States Air Force Base at Fort Pepperrell and the U.S. Military wharf in St. John's Harbour. The maps illustrate sewer lines, roads, buildings, and other key components of the base's layout and related harbour facilities. Together, these records provide detailed visual documentation of the physical infrastructure and planning of U.S. military operations in St. John's during the mid-20th century.

MG 66: Robert Stacey Collection

Dates: 1938-1941

Extent: 4 volumes/4 cm of textual records

Scope: This collection consists of:

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

MG 67: Conway Collection

Dates: 2008-2009

Extent: 2 cm of textual records, 2 cds, 1 DVD

Administrative History or Content Notes: This collection relates to a 2009 reunion held for former residents of Forest Road in St. John's. The reunion brought together individuals who had lived in the area extending from 91 Forest Road to the Dyke premises at Cuckolds Cove Road. The materials document the gathering and may include correspondence, event information, photographic records, or reminiscences associated with the former residents and the neighbourhood.

Scope: This collection consists of textual records, CD's and a DVD relating to the reunion.

MG 68: Butler Collection

Dates: 1909, 1962

Extent: one photograph, one plaque

Scope: This collection consists of:

- 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.

MG 69: Merv Green Collection

Dates: 1953, 1959

Extent: 30 b&w photographs, newspaper clippings, 1 newsletter

Scope: This collection contains 30 black-and-white photographs documenting the aftermath of the December 26, 1953 heavy rainfall event in St. John's and the subsequent construction of the Seaward Deepwater wharf and associated buildings on the Southside. The images record storm damage, reconstruction activities, and the development of harbour infrastructure during the mid-twentieth century.

Also included in the collection is Volume 1, Number 1 (April 1959) of *The Municipal Councillor*, providing additional contemporary context relating to municipal operations, planning, and civic developments during the 1950s.

MG 70: Joe White Collection

Dates: 1938, 1952

Extent: 1 scanned photograph, textual records

Administrative History or Content Notes: Joe White Trucking appears to have originated around 1935–1936. According to the donor, the business may have earlier roots or a connection to the White Salt and Coal Company, although this association is not formally documented. City directories support the approximate establishment period: Joe White is not listed as a trucker in the 1932 Directory, but by 1936 he is recorded as a general trucker, indicating that the business was active by that time.

Subsequent directory and telephone book listings trace the development and naming of the enterprise. The 1946 and 1951 telephone directories list the company as White's Trucking Service, reflecting an expansion or formalization of operations after the initial startup period. According to the donor, the business later operated under the names Joe White and Sons Trucking and subsequently White's Trucking Limited, indicating a progression toward a family-run and eventually incorporated enterprise.

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.

MG 71: Alan G. Macpherson Collection

Dates: 1977-1981

Extent: xx meters of textual records

Scope: This collection contains material relating to the activities of the Georgestown Neighbourhood Improvement Association for the period 1977 to 1981. The records document the Association's community-based efforts to enhance the Georgestown neighbourhood in St. John's, including engagement with residents, municipal bodies, and heritage advocates.

The material includes correspondence, newsletters, published reports, and Minutes of the Association, providing insight into the organization's planning, initiatives, advocacy work, and internal governance. The collection also contains a brief history of Georgestown written by Wallace Furlong, as well as an early history of automobiles in St. John's, also authored by Furlong. These writings contribute valuable local historical context and reflect the Association's broader interest in documenting and preserving aspects of the community's heritage.

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.

MG 73: O'Dea Collection

Dates: [185-?]

Extent: One map

Scope: A lot plan of the Monkstown Road area.

MG 74: James F. Slattery Collection

Dates: 1977-1981

Access conditions: Open

Scope: This collection consists of one File:

- 8 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.
- Various photocopies on the history of the building, structure details, owners/occupiers, ad and realtors listing, [?-2008]
- Photocopy of various obits, no dates
- Map of St. John's showing Railway tracks, transportation routes, boundary lines and places of interest, [Late 1940s]
- Stamps and receipt from Slattery Wholesale to Job Brothers and Co. Ltd., March 29, 1927

MG 75: Bruneau Collection

Dates: 2010

Extent: One DVD

Scope: This collection consists of one DVD video titled *The Dissenter's Way*, documenting the history of the congregation now known as St. David's Presbyterian Church in St. John's, Newfoundland. The film covers the period 1775–2010, marking the 235th anniversary of the congregation. It was produced for the congregation in November 2010 by Stephen Bruneau.

The video provides a historical overview of the church's origins, development, and evolving identity within the Presbyterian tradition in Newfoundland, offering valuable interpretive and commemorative context for the congregation's long-standing presence in St. John's.

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 began his teaching career in Nova Scotia before relocating to Newfoundland in 1950, where he became Principal of Prince of Wales College, serving in that role from 1950 to 1962. During his tenure, he played a significant role in local educational leadership, contributing to both school administration and the broader pedagogical community.

McCurdy held several prominent positions within provincial and national educational organizations. He served as President of the Newfoundland Teachers' Association (NTA) from 1957 to 1959, and later as the NTA's Professional Secretary from 1967 to 1970. He also served nationally as President of the Canadian Teachers' Foundation from 1961 to 1962, demonstrating his influence in the field of education beyond Newfoundland.

In 1964, McCurdy was appointed Supervisor of Education for the United Church schools in St. John's. After three years in that role, he returned to the NTA as Professional Secretary. In 1970, he resigned from the NTA to accept the position of President of Alberta College, marking the beginning of a new phase in his educational leadership career.

Source: *Dictionary of Newfoundland and Labrador Biography*.

Scope: This collection consists of one unpublished book titled *The Prince of Wales Memoirs, 1950–1962*, written by Sherburne and Elizabeth McCurdy in 2002 and later edited from their manuscript by Margaret (McCurdy) Mackey in July 2010. The work comprises 61 pages.

The memoirs document the experiences and reflections of Sherburne McCurdy, who served as Principal of Prince of Wales College during the period 1950 to 1962. The text provides personal insights into the administration of the school, its students and staff, and the broader educational environment of mid-twentieth-century St. John's. As an unpublished manuscript, it offers unique firsthand testimony regarding the history and operation of one of the city's significant educational institutions.

MG 77: Dee Murphy Collection

Dates: 1966-

Access conditions: Open

Extent:

Scope: This collection consists of various materials relating to the sports history of St. John's. The records document a range of athletic activities, organizations, and community events, reflecting the development and cultural significance of sport within the city. Materials may include programs, brochures, administrative documents, photographs, newspaper clippings, and other items illustrating the role of sports in local social life and community identity.

MG 78: Paul Dole Collection

Dates: 1998

Extent: 1 DVD and newspaper clippings

Scope: This collection consists of one DVD and associated newspaper clippings documenting the 1998 visit of the *Creoula*, one of the last vessels of the historic Portuguese White Fleet, to St. John's, Newfoundland. The *Creoula* departed Ílhavo, Portugal, on August 9, 1998, and arrived in St. John's as part of a commemorative voyage recognizing the long-standing connections between Newfoundland and Portuguese fishing fleets. The ship departed St. John's for its return journey on September 1, 1998.

The DVD and clippings capture events surrounding the visit, including ceremonial activities, public engagement, and local media coverage, providing a visual and documentary record of this significant cultural and maritime occasion.

MG 79: Prince of Wales College/Holloway School Memorial Project

Dates: 2011

Extent: two items

Scope: This collection consists of items created to commemorate the unveiling and official opening of the Prince of Wales College and Holloway School Memorials on June 18, 2011. The items document the ceremony and the community effort to recognize and preserve the history of these former educational institutions. Materials may include programs, notices, photographs, or other commemorative documents associated with the event.

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 originated from the Newfoundland Methodist Memorial Educational Campaign, which launched a major fundraising effort in 1919 to build three much-needed schools in St. John's. As a result of this campaign, land was purchased and a foundation laid for a 20-room school; however, construction did not proceed immediately. Nearly twenty-five years passed before work resumed.

In 1942, the contracting firm Henry J. Thomas and Sons was hired to construct the school. Curtis Academy officially opened in 1943 with a staff of 14 and an initial student enrollment of 760. Over the next four years, additional extensions were added to the original structure, and by 1948, the full school building was completed. The academy served as an important educational institution until September 27, 1975, when the building was destroyed by fire.

A Parent and School Association was formed in 1946 to strengthen communication and cooperation between the school and families. The Association supported a wide range of student needs, including providing playground improvements, sponsoring scholarships, funding additional school materials, and constructing a skating rink in 1947

Scope: This collection consists of material and correspondence gathered and created during the development of the Curtis Academy Memorial. The records include planning documents, background research, and communications related to the memorial project, as well as copies of various Curtis Academy Magazines and miscellaneous historical information about the school.

The material was compiled and recorded by Edwina Suley between 2003 and 2010. Suley, a former student of the school, graduated from Grade 11 in 1958, and her research reflects both her personal connection to Curtis Academy and her efforts to preserve and document its history.

MG 81: Thomas Collection

Fonds: Thomas Collection
Dates: 1911-1951
Access conditions: Open
Extent: 5 cm of textual records

Administrative History or Content Notes: Paul Taylor served as an engineer with the City of St. John's during the 1950s and 1960s, contributing to municipal infrastructure and public works during a period of significant urban growth and modernization. He remained associated with the City through these decades of development. Paul Taylor passed away on December 15, 2001.

MG 82: Michael Power - Society for the Protection of Animals

Dates:
Access conditions: Open
Extent:

Administrative History or Content Notes: The first organization in Newfoundland dedicated to animal welfare was established in St. John's in 1887 and was formally incorporated in 1912 as the Society for the Protection of Animals. The Society's mandate focused on preventing cruelty, neglect, and mistreatment of animals, while also promoting public education on responsible care.

In 1954, a successor organization, the Society for the Prevention of Cruelty to Animals (SPCA), was formed. This new body assumed all assets and liabilities

of the earlier Society and continued its mission of safeguarding animal welfare in the province. Although its formal name changed, its purpose remained the same: protecting animals from harm and advancing humane treatment.

The SPCA operates as a charitable, volunteer-based organization, independent of government funding. It relies entirely on donations, membership support, and fundraising activities to sustain its operations. The Society's mandate emphasizes public education and advocacy, promoting the principle "to educate people to treat their animals with the love and respect they deserve."

Scope: This collection consists of one black-and-white photograph depicting Michael Power, Chief Agent for the Society for the Protection of Animals, and his son Gerald Power, seated on a horse-drawn vehicle on Scott Street. The photograph is identified as 01-80-001.

In addition to the photograph, the collection includes the hat worn by Chief Agent Michael Power during his tenure with the Society, spanning the years 1948 to 1954. Together, these items provide visual and material documentation of animal welfare work and the operations of the Society for the Protection of Animals in mid-twentieth-century St. John's.

MG 83: Bob Stacey Collection

Dates:

Access conditions: Open

Extent: 1 file folder

Scope: This collection consists of miscellaneous receipts issued by various businesses operating in St. John's between 1906 and 1948. The receipts document commercial transactions, business practices, and local enterprises during the early to mid-twentieth century. Together, they provide insight into the economic activity, types of services and goods available, and the day-to-day financial interactions of individuals and businesses in St. John's over a forty-year period.

MG 84: City Club Fonds

Dates: 1951

Access conditions: Open

Extent: one booklet

Administrative History or Content Notes: The City Club was established in 1883 as a private social club intended to provide its members with the amenities and atmosphere of a “high-class club.” According to its *Articles of Constitution*, membership was limited to no more than 300 individuals, not including Honorary, Supernumerary, and Privileged Members. The Club was expressly non-political, and discussions of religious matters were prohibited, reflecting an emphasis on maintaining a neutral and socially harmonious environment.

The Club’s *Rules* indicate that members had access to a range of recreational and social facilities, including games and pool tournaments, a library, dining room, bar, and card room. These offerings positioned the City Club as a prominent social institution, providing leisure, fellowship, and cultural amenities to its membership throughout its operation

Scope: This item consists of the Constitution and Rules of the City Club of St. John’s, Newfoundland, published in 1951. The document outlines the Club’s organizational structure, membership categories, operational rules, and the constitutional framework governing its activities. It reflects the Club’s aims, governance practices, social expectations, and internal regulations during the mid-twentieth century.

MG 85: Row Collection

Dates: 1972-2009

Access conditions: Open

Extent: 1.08

Scope: In the possession of Mr. Row’s grandson, this collection consists of 32 telephone books for Eastern Newfoundland, covering the period from 1972 to 2009. The set includes both standard soft-cover directories and several Special Compilations prepared by the Newfoundland Telephone Company and later Bell Aliant. Some volumes are issued in hard-cover format, reflecting special editions or limited releases. Together, these directories provide a valuable longitudinal record of residential, business, and institutional listings for the region, documenting changes in telecommunications, population distribution, and commercial activity across nearly four decades.

MG 86: Greene Collection

Dates: August 17, 1878

Access conditions: Open

Extent: One framed Indenture. 26.5 x 27 inches

MG 87: Cook Collection

Dates: 1944

Access conditions: Open

Extent: one shovel

Administrative History or Content Notes: The St. John's Housing Corporation was established in 1944 in response to findings of the Commission of Housing and Town Planning, which had identified critical shortcomings in housing conditions and urban development within St. John's. To support its mandate, the provincial legislature passed the *St. John's Housing Corporation (Lands) Act* in 1944, granting the newly formed corporation the authority to expropriate land required for housing development and urban improvement projects. Using these powers, the corporation undertook extensive land acquisition in the city's northwestern area, leading to the planned development of the Churchill Park neighbourhood. This initiative marked one of the earliest examples of large-scale, planned suburban development in St. John's, shaped by mid-20th-century principles of urban planning and residential design.

MG 88: Newfoundland Railway

Dates: 1939-1959

Access conditions: Open

Extent: One Conductor's hat and one brochure.

MG 89: Shawyer Collection

Dates: 1985-2004

Access conditions: Open

Extent: 28 cm of textural records

Administrative History or Content Notes: Dr. Joanne Shawyer is a retired academic who specialized in geography at Memorial University of Newfoundland and Labrador, with particular expertise in cultural landscapes. Her research has focused on both urban and rural landscapes in England and Canada, examining how planning, policy development, and historical context shape the cultural environment. Over the course of her career, Shawyer contributed significant scholarship on the interpretation and preservation of cultural landscapes, emphasizing their social, historical, and spatial dimensions.

Her work has informed academic understanding as well as broader discussions of landscape management and heritage planning.

Scope: This collection consists of material collected by Dr. Sawyer as background and reference material for urban landscape and geography courses she taught at Memorial University of Newfoundland and Labrador. As part of her academic work in cultural and urban geography, Dr. Sawyer assembled documents, reports, and related resources to support teaching, research, and student engagement with issues of planning, policy, and the historical development of cultural landscapes in Newfoundland and beyond. These materials remained in her possession throughout her career and were donated following her retirement.

MG 91: Murphy Collection

Dates: 1976-2004

Access conditions: Open

Extent: One [1] box

Scope: This collection consists of records documenting the activities of various High School Hockey Leagues. The material includes administrative records, coaching records, banquet brochures, and a variety of miscellaneous booklets related to league operations, events, and team activities. Together, these records provide insight into the organization, management, and culture of high school hockey, reflecting its role in youth sport and community life.

MG 92: Central Fire Station Guard Books

Dates: 1954 - 1993

Access conditions: Restrictions may apply.

Extent: 2 boxes

Scope: This collection consists of 13 Central Fire Station Guard Books. Three of the volumes were transferred to the Archives by Linda Bishop of the Legal Department, who discovered them in the home of Helen Miller following her passing. The remaining guard books were found unattended in the hallway of the former municipal building at 195 Water Street during preparations for the relocation to 15 Terra Nova Road. No documentation accompanied these volumes, and there is no known information regarding how or when they were originally acquired by the City or how they came to be left in the hallway.

MG 93: Edgar House Collection

Dates: 1957 - 2000

Access conditions: Open

Extent: 1 Folder

Scope: This collection consists of a folder containing various rotary club materials collected by Mr. Edgar G House - a long time Rotary Club member – that includes:

- Newspaper clippings
- A handwritten speech that was given at the Caribou Rehabilitation Workshop on May 6 [year unknown]
- A letter of offer from the Rotary Club to Mr. House regarding being an honorary member.
- 1 photo of Mr. House giving a speech at the 50 Years of Rotary event.
- a monthly financial statement for the Caribou Canteen

MG 94: Alexander Robertson Collection

Dates: 1970s

Access conditions: Open

Extent: 1 file

Scope: This collection consists of approximately 50 colour 35 mm slides depicting historic buildings and streetscapes in old St. John's, along with 20 additional slides showing Parks Department employees planting trees in the Quidi Vidi area. The slides document aspects of the built heritage of St. John's as well as municipal landscaping and beautification efforts, offering visual evidence of urban conditions, preservation interests, and civic projects during the period in which they were created.

MG 95: S. O. Steele Collection

Dates: 1970-1990

Access conditions: Open

Extent: 1 file

Scope: This collection consists of:

- 6 sheets of black and white negatives of S.O. Steele and Sons store
- 1 newspaper article about Devon Row and the store
- 2 paper photos of fire-fused ceramics from the shop found after the Great Fire

- Historic Sites and Monuments Board of Canada Agenda Paper - Former S.O. Steele Building

MG 96: Historic Sites and Monuments Board of Canada Series

Dates: 2007

Access conditions: Restrictions may apply.

Extent: 1 file and 1 CD

Scope: This collection consists of one CD and one colour photograph documenting the ceremony commemorating the unveiling of the Shanawdithit memorial plaque in Bannerman Park on July 12, 2007. The plaque was prepared by the Historic Sites and Monuments Board of Canada to honour Shanawdithit, the last known member of the Beothuk people.

The CD contains 84 digital images of the event, along with a PDF copy of the program brochure. The accompanying colour photograph provides an additional visual record of the ceremony and participants

MG 97: Newfoundland Board of Trade

Dates: 1966-1969

Access conditions: Restrictions may apply.

Extent: 1 Hollinger box containing 21 files.

Scope: This collection consists of files created and maintained by the Newfoundland Board of Trade. The material includes meeting minutes, financial statements, newspaper clippings, policy documents, and related records that document the organization's activities, decision-making processes, and role within the commercial and economic life of Newfoundland. Together, these records provide insight into the Board's administrative operations, advocacy efforts, and involvement in local and regional business affairs.

MG 98: Harry McCormack Collection

Dates: 1952-1953

Access conditions: Open

Extent: 18 scanned images

Administrative History or Content Notes: Harry McCormack, the donor, served with the United States Air Force in Newfoundland during the period in which the photographs were taken. McCormack worked in the supplies division and was

stationed at Torbay Airport, which functioned as an active U.S. military installation during the mid-twentieth century. His duties required regular travel between Torbay Airport and the main U.S. Air Force base at Fort Pepperrell in St. John's. The photographs in this donation reflect his movements, working environment, and experiences during his service in the region.

Scope: This collection consists of 18 scanned black-and-white photographs of St. John's, taken between February 1952 and November 1953. The images document a range of subjects, including views of the St. John's harbour, scenes of Fort Pepperrell, and general street and landscape views from the early 1950s. Together, the photographs provide valuable visual evidence of the city's urban environment, military presence, and waterfront activity during the post-war period.

MG 99: Wadden Collection

Dates: [1800-1960]

Access conditions: Open

Extent: 3 cm of textual records, 96 images

Administrative History or Content Notes: Nicholas Wadden, grandfather of the donor, was a shoemaker in St. John's, Newfoundland. His work in the trade is of particular note given the reference in the *Dictionary of Newfoundland English* to a "wadden," a type of boot, suggesting a possible linguistic or cultural link to his occupation. Over the course of his lifetime, Wadden expanded his activities beyond shoemaking and accumulated substantial real property in St. John's. At the time of his death, he was the owner of 28 houses in the city, indicating his development into a significant local property holder. His business activities and property interests formed the economic foundation later inherited by his descendants.

Scope: This collection consists of:

- Printed genealogical pertaining to the Wadden family of St. John's
- Copy of article that appeared in the Newfoundland Quarterly "Our Railway Station". Date unknown
- Copy of newspaper article from July 8, 1948: '50 Years at City Hall is Record of J.J. Mahoney'
- Includes scanned copies of photographs and other material that the donor had in his possession. Includes photos of family members and the Wadden business on Water Street

Some of the images appear within the printed materials that were copied and donated to the Archives. Several photographs also document the original layout of images within the family photo album. Following this, individual photographs were scanned separately by the Archivist to provide higher-quality standalone digital files.

Note: images are stored on the H Drive in photos folder under 'Wadden'.

MG 100: Lash Photograph Collection

Dates: [1940s-1965]

Access conditions: Open

Extent: 15 b&w photographs

Scope: This collection consists of photographs depicting the downtown area of St. John's, Newfoundland and Labrador. The images include views of the former slum districts, as well as waterfront and harbour scenes, and general street-level photographs. Together, these images document the urban landscape, built environment, and socio-economic conditions of downtown St. John's during the period in which they were taken, offering valuable visual evidence of neighbourhood character, public spaces, and changes within the city's core.

MG 101: Walcot Winter Collection

Dates: 1879 - 1944

Access conditions: Open

Extent: 2 flat Hollinger's

Scope: This collection consists of 4 bound copies of The Graphic - An illustrated weekly newspaper and One copy of Newfoundland's Observer's Weekly

MG 102: Ed Atkins Collection

Dates:

Access conditions: Open

Extent: 10 Photographs

MG 103: Curtis Collection

Dates: 1879 - 1944

Access conditions: Open

Extent: 10 digital photographs

Scope: This collection consists of digital images documenting members of the Curtis and Watson families, who are from the Shea Heights area of St. John's, Newfoundland and Labrador. The images provide visual records of family life and community connections within Shea Heights and contribute to the broader understanding of local social and cultural history.

MG 104: St. John's Ephemera

Dates:

Access conditions: Open

Extent: 1 Hollinger

Scope: This collection consists of various ephemera:

- one Bowring Park Foundation lapel pin
- two St. John's Metropolitan Area Board Incorporated 1963 lapel pins
- one St. John's Soiree 1988 lapel pin
- one St. John's, NFLD. with City Crest pin
- two Memorial Stadium pins used as promotional material when fundraising for
- the new stadium, "I Want A Stadium", and "Dad's Building A Stadium"
- two stamps City of St. John's with City Crest;
- one stamp of the City Crest;
- one flat metal stamp of City of St. John's with City Crest;
- four screw posts with flower end pieces;
- four metal moulds;
- one gold medallion Montreal 1992 The Information Age;
- two Wedgewood Park Dog tags #082 and #083;
- one lapel pin (minus the pin) from FARD, Yukon Territory

MG 105: Holy Cross Memorial Project Fond

Dates: 2006-2007

Access conditions: Restrictions apply.

Extent: 2 flat Hollinger's

Scope: This collection consists of various folders to include:

Folder #6

- a CD and materials related to the Holy Cross Memorial Project and St. Pat's project (monument)

- 1 Book Holy Cross, Our Own Dear School 1890-1999 written by Br. Joseph B. Darcy, C.F.C
- 1 Book Monuments, Inventory and Maintenance Analysis from the Department of Public Works and Parks, January 2007

Folder #1

- Holy Cross Memorial Project, Final Report and Wrap. Contains final report pamphlets, correspondence, and hand drawn copies of the memorial.

Folder #2

- Holy Cross Memorial Project, Activities - September 14, 2006. Contains pamphlet and materials for the opening ceremony, documents on ceremony preparation, and correspondence.

Folder #3

- Holy Cross Memorial Project, Advertising/Publicity. Magazine and Newspaper clippings, correspondence, and hand drawn copies of the memorial.

Folder #4

- Holy Cross Memorial Project, Miscellaneous. Contains correspondence, Father Walsh's Hill Dedication Ceremony program, Holy Cross School song, newspaper clippings, receipts, and 4 photograph/artwork scans.

Folder #5

- Holy Cross Memorial Project, Donation Records. Contains scans of cheques and donor information.

Folder #7

- Holy Cross Memorial Project, Fundraising Presentations. Contains paper copies of slideshow presentations.

Folder #8

- Holy Cross Memorial Project, Lottery License Material. Contains lottery license and rules for ticket lotteries.

Folder #9

- Holy Cross Memorial Project, Class List Materials. Contains campaign results by class, class lists, and scans of class photographs.MG 106: Walcot Winter Collection

MG 106: Ronald C. Morris Collection

Dates: 1921-2024

Access conditions: Open

Extent: 5 Neurocore boxes

Scope: This collection consists of:

- 1 scan of Memorandum of Understanding between Aberdeen City Council, Aberdeenshire Council, The Moray Council, Scotland and Province of Newfoundland and Labrador, Canada
- 1 Book/Report, A Vibrant Tomorrow - A Report by the Advisory Committee on Economic Development for the City of St. John's, October, 1993
- 1 photocopy of A Report on Economic Development & Tourism from the City of St. John's Economic Development Review Committee
- 1 folder - Advisory Committee Review. Contains correspondence, June 2015 Advisory Committee Review from the City of St. John's, and City of St. John's Advisory Committee Terms of Reference Review
- 1 folder - Civic Centre. Contains Report and Recommendations of the Civic Centre Liaison Committee on a Request for Funding from the Civic Centre Corporation - February 16, 1998 and diagrams of plans for the Civic Centre
- 1 folder - Community Market. Contains slideshow on St. John's Community Market, scan of telegram, Report on the Assessment of Requirements for and Feasibility of a St. John's Community Market - March 6, 2014, and a plan/sketch for the St. John's Community Market
- 1 folder - Community Market. Contains Proposal for the Assessment of Requirements for and Feasibility of a St. John's Community Market - May 24, 2013
- 1 folder - MUN Alumni 2012. Contains Havin' a Time 2012 reunion book and correspondence
- 1 folder - CAMA & FCM. Contains 2005 CAMA St. John's Conference Evaluation correspondence, and 2005 CAMA Conference information
- 1 folder - Communications Strategy. Contains City of St. John's Request for Proposals to Develop a Comprehensive Marketing Plan - July 20, 2001, Proposal for Comprehensive Marketing Plan for the Economic Development Division of the City of St. John's, Newspaper clipping, and a slideshow presentation
- 1 folder - Southside Park. Contains City of St. John's Terms of Reference Bio-Physical Assessment for a Southside Hills and Area Trail/Park System
- 1 Book/Report, St. John's Amalgamation Review 2011

- 1 Book/Report, City of St. John's Business Perception Survey Final Report - July 1996
- 1 Book/Report, St. John's Amalgamation Review 2001
- 1 Book, City of St. John's - Where North America Begins. Includes statistical information
- 1 Book, St. John's Newfoundland Economic Profile - "Creating Success Stories for 500 Years" - Department of Economic Development and Tourism City of St. John's - September 1996
- 1 Book, Southlands Strengthening the Urban Region ... as a Part of the City of St. John's - October 21, 1997
- 1 Book, St. John's Retail Core Area Design Study - August 1985
- 1 Book, The Future of a Strong Urban Core? - March 26, 1996
- 1 Book, City of St. John's - Position Paper on "Reforming Municipal Government in Newfoundland and Labrador: The Time for Regionalization" - March 3, 1997
- 1 Book/Report, St. John's Amalgamation Review - Final Report - November 1999
- 1 Book, City of St. John's - Southlands in St. John's: Staying the Course - November 24, 1997
- 1 Book, City of St. John's - Position Paper on "Reforming Municipal Government in Newfoundland and Labrador: The Time for Regionalization" - January 23, 1997
- 1 Book, The Future of a Stronger Urban Core: The Case for Returning the Southlands to the City of Mount Pearl - October 22, 1997
- 1 Media Release statement - Oct 4, 1993
- 1 Book/Report, A Vibrant Tomorrow - A Report by the Advisory Committee on Economic Development for the City of St. John's, October, 1993
- 1 Book, Vision 1997 - A 5 Year Tourism Strategy for the City of St. John's
- 1 Book, City of St. John's - Position Paper Regarding Municipal Amalgamation in the Northeast Avalon Peninsula
- 1 file - 106 St. Clare Avenue. Deeds
- 1 file - 104 St. Clare Avenue. Deeds
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- 1 file - 100 St. Clare Avenue – Deeds
- 1 file - Harold Morris 100 St. Clare Avenue, Sept 22/87 – Deeds
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