

City of Winnipeg Archives

Finding Aid - City of St. Vital (f00010)

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City of St. Vital

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Summary information

Repository: City of Winnipeg Archives

Title: City of St. Vital

Reference code: f00010

Legacy Identifier
[F0010] : F0010

Date: 1880-1974, 1978 ; predominant 1950-1971 (creation)

Physical description: 47.495 m. Textual Records
Architectural Drawings
Technical Drawings
Cartographic Materials
Graphic Materials
34 Photographs
10 Negatives

Language: English

Language: French

Administrative history / Biographical sketch

Note

The Rural Municipality and City of St. Vital dates to 1880 when the RM of St. Boniface was incorporated. After the Town of St. Boniface was formed in 1883, the RM of St. Boniface continued to operate as its own government and in 1903 changed its name to St. Vital to avoid confusion. The name likely derives from one of the earliest schools in the area built by Bishop Taché and named after his coadjutor Bishop Vital Grandin. The municipality experienced a series of boundary changes beginning in 1891 when it was reduced to the east and extended in the west and south. Further alterations were made in 1912 when the community on the west side of the Red River separated to form the RM of Fort Garry, and then in 1914, when a large tract of land was annexed to the City of St. Boniface and land annexed from the RM of Ritchot. It was bounded on the west and east by the Red and Seine Rivers, Carriere Avenue on the north and Grande Pointe on the south. It included parts of the Parishes of St. Boniface, St. Vital, and St. Norbert. In 1960, St. Vital became part of the Metropolitan Corporation of Greater Winnipeg. With the passing of An Act to provide a Charter for the City of St. Vital, it achieved city status on June 9, 1962. Councils consisted of a Reeve or Mayor and, in most instances, six councillors. The municipality derived authority from provincial legislation and was subject to the provisions of The Municipal Act, The Metropolitan Winnipeg Act and The Greater Winnipeg Gas Distribution Act. It briefly lost its mandate to govern between 1925 and 1927 when the Winnipeg Suburban Municipal Board stepped in due to financial difficulties. Standing committees and delegations changed from year to year in response to municipal growth. Council members notably participated in the St. Vital Advisory Planning Commission, St. Vital

Library Board, and St. Vital Parks Board. Departments within the municipality included Administration, Public Works, Police and Fire. In 1952, Police and Fire went from being one department into two. Shortly after St. Vital became a city in 1962, the position of Secretary-Treasurer was split into City Clerk and City Treasurer.

The City of St. Vital ceased to exist in 1972, when Chapter 105 of the Statutes of Manitoba came into force unifying twelve area municipalities and the Metropolitan Corporation of Greater Winnipeg into one city government. Following amalgamation, the Community of St. Vital was created as part of the new municipal structure.

Custodial history

Records were transferred to the City of Winnipeg between 1978 and 1995.

Scope and content

The records consist of 16 series:

Series 14: Election Records, 1952, 1961-1971, 1974

Series 25: Minutes, 1909-1911, 1921-1971

Series 105: By-laws, 1880-1971

Series 106: Agreements and Early Documents, 1911-1971, 1973

Series 107: Valuation Forms, 1924-1957

Series 108: Subject Files, 1919-1972 (Access Restrictions)

Series 109: Departmental Files, 1943-1972 (Access Restrictions)

Series 110: Local Improvement Files, 1927-1972

Series 111: Municipal Solicitor Files, 1916, 1920-1972 (Access Restrictions)

Series 112: Advisory Planning Commission Files, 1952-1961

Series 113: Parks Board Files, 1949-1973

Series 114: General Correspondence, 1967-1971 (Access Restrictions)

Series 115: General Files, 1913-1968 (Access Restrictions)

Series 116: Financial Records, 1887-1971

Series 117: City Treasurer Files, 1961-1974, 1978 (Access Restrictions)

Notes

Restrictions on access

There are restrictions on access to some of these records. Access restrictions are identified in Series descriptions.

Conditions governing use

Researchers are responsible for observing Canadian copyright regulations.

Finding aids

A file list is available in the Archives Research Room.

Accruals

No further accruals are expected.

Other notes

- **Publication status:** published
- **Institution identifier:** COWA

Access points

- Multiple media (documentary form)

Series descriptions

Series s00169 F0010-0014: Election Records

Creator: St. Vital (Man.)

Date: 1952, 1961-1971, 1974 (creation)

Scope and content: Forms part of Fonds 10. Series consists of election project files and other documents and materials related to municipal elections in the Rural Municipality and City of St. Vital. It includes correspondence, poll results, declarations and oaths, nomination papers, permits, voters lists, etc. Majority of voters lists missing.

Series is arranged chronologically with later additions placed at end.

Physical description: 25 cm of textual records

Access points:

- Textual record (documentary form)
- Elections (subject)

Restrictions on access: There are no restrictions on access to these records. Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00170 F0010-0025: Minutes

Creator: St. Vital (Man.)

Date: 1909-1911, 1921-1971 (creation)

Scope and content: Forms part of Fonds 10. Series consists of all surviving minutes for the Council of the Rural Municipality and City of St. Vital; missing are minutes from 1912 to 1920. Both regular and special meetings of Council are recorded as well as recommendations and/or minutes of the Court of Revision and various standing committees.

Indexes for minutes (1918-1936) appear at beginning of series, followed by minute books. When possible, records were removed from bound volumes and placed in folders. Series is arranged chronologically.

Physical description: 9.035 m of textual records

Language of the material:

- English
- French

Access points:

- Textual record (documentary form)

Alternative form available: Microfilmed copies of minutes are available for use at the City of Winnipeg Archives.

Restrictions on access: There are no restrictions on access to these records. Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00171 F0010-0105: By-laws

Creator: St. Vital (Man.)

Date: 1880-1971 (creation)

Scope and content: Forms part of Fonds 10. Series consists of all surviving by-laws for the Rural Municipality and City of St. Vital (1885-1971).^{*} The earliest by-laws belong to the RM of St. Boniface, the predecessor and former name of St. Vital. By-laws passed by the Winnipeg Suburban Municipal Board, acting on behalf of St. Vital, appear from 1925 to 1927. Included in this series are schedules and other supporting documents as well as a set of indexes (1880-1971).

By-laws were pasted into volumes by the creator or attached to pages with tape or glue. By-laws often appear out of order as noted by the creator and, in a few instances, only copies are included. Series is arranged numerically (or chronologically by date of creation). All by-laws, except for those in volume 46, were kept in their original books.

^{*}Includes by-laws 22 to 8738, not inclusive. Multiple by-laws, especially from 1885 to 1914, are missing. There is a significant jump in the numbering system from 2099 to 3000. For a more detailed description, see file list.

Physical description: 16.17 m of textual records

Language of the material:

- English

- French

Access points:

- Textual record (documentary form)

Physical condition: Although the physical condition varies from very poor to okay, all volumes require special handling and would benefit from conservation treatments. The paste and tape used by the creator have accelerated deterioration. The staples and previous storage practices have caused further damage. All of this hinders the use of the documents.

Restrictions on access: There are no restrictions on access to these records.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00172 F0010-0106: Agreements and Early Documents

Creator: St. Vital (Man.)

Date: 1911-1971, 1973 (creation)

Scope and content: Forms part of Fonds 10. Series consists of agreements (originals and copies) and some of the earliest surviving documents belonging to the Rural Municipality and City of St. Vital. Agreements document various transactions with individuals, local clubs, companies, and other entities such as the City of Winnipeg. Common records include easement and lease agreements, employment and service contracts, and documents pertaining to public works or the regulation of municipal affairs. Many contracts and agreements have supporting documents (oaths, by-laws, schedules, etc.) and related correspondence. Early documents include copies of provincial legislation and correspondence. Caveats, notices of caveats as well as requests and approvals for sewer and water connections also appear in this series. Most agreements and early documents filed individually according to chronological order. Various small contracts and related agreements appear together. Files may contain both documents and their original sleeves, but most documents – especially in later years – did not have any containers or labels.

Physical description: 98.5 cm of textual records

Language of the material:

- English
- French

Note [General] : Related groups of records within the same fonds: Series does not consist of all surviving agreements for St. Vital. More agreements can be found in other series, particularly Subject Files, Departmental Files, Municipal Solicitor Files, Parks Board Files, and City Treasurer Files.

Access points:

- Textual record (documentary form)

Restrictions on access: There are no restrictions on access to these records.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00173 F0010-0107: Valuation Forms

Creator: St. Vital (Man.)

Date: 1924-1957 (creation)

Scope and content: Forms part of Fonds 10. Series consists of valuation and census forms that document, in part, the property assessment function. Forms are initialed by the assessor and record details about the property and the occupants, including outlines of buildings, name and occupation of owners and tenants, assessed value of land and buildings, etc.

Series contains valuation files (1938-1947) and valuation books (1948-1957) that were organized according to township or plan. Books were taken apart and their contents placed in folders.

Physical description: 1.375 m of textual records

Language of the material:

- English

Access points:

- Textual record (documentary form)

Restrictions on access: There are no restrictions on access to these records.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00174 F0010-0108: Subject Files

Creator: St. Vital (Man.)

Date: 1919-1972 ; predominant 1950-1971 (creation)

Scope and content: Forms part of Fonds 10. Series consists primarily of both incoming and outgoing correspondence created and maintained by the Rural Municipality and City of St. Vital. Files document communications and transactions between St. Vital and various parties (ie: residents, businesses, local clubs and associations, and other governments) as well as municipal administration and council business. Reports, agreements, briefs, petitions, town and building plans, and copies of minutes also appear in this series.

Series appears to have served as the central filing system for St. Vital. Most files created on the basis of subject or office of primary importance and arranged in alphabetical order. Large file groupings assembled on the Elm Park Bridge, Offers to Purchase, Province of Manitoba, Flood, Schools and Tenders as well as other records with a similar provenance were put back into this series. General correspondence with residents often filed by letter according to name of sender or recipient. Recordkeeping appears haphazard with most files dating from the fifties and sixties and others going back to the twenties, possibly indicating previous appraisal(s). Files created after the City's amalgamation in 1972 removed.

Physical description: 6.46 m of textual records

Drawings

Blueprints

Cartographic material

14 photographic prints

10 negatives

Language of the material:

- English

Access points:

- Multiple media (documentary form)

Restrictions on access: Access to files containing personal or sensitive information is restricted.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00175 F0010-0109: Departmental Files

Creator: St. Vital (Man.)

Date: 1943-1972 (creation)

Scope and content: Forms part of Fonds 10. Series consists of files documenting communications between the administrative office and the Police, Fire, and Public Works departments of the Rural Municipality and City of St. Vital. It appears in three groupings, according to department, with files on the Police and Fire department appearing first. Once a single department, Finance Committee recommended dividing the Police and Fire department in a budget meeting on February 25, 1952.

Series includes administrative files that contain correspondence and reports submitted by department heads; correspondence and agreements with various unions and associations as well as miscellaneous project files also appear. Other record types include financial statements, inventories, and copies of committee minutes. Files created after the City's amalgamation in 1972 removed.

Physical description: 1.82 m of textual records

Architectural drawings

3 photographs

Language of the material:

- English

Access points:

- Textual record (documentary form)
- Architectural drawing (documentary form)
- Graphic material (documentary form)

Restrictions on access: Access to files containing personal or sensitive information is restricted.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00176 F0010-0110: Local Improvement Files

Creator: St. Vital (Man.)

Date: 1927-1972 ; predominant 1950-1971 (creation)

Scope and content: Forms part of Fonds 10. Series consists of general and project files documenting local improvements in the Rural Municipality and City of St. Vital (1927-1972). It records the request and approval for local improvements as well as their financing and administration. Common record types include correspondence, account sheets, petitions, drawings, tenders, specifications, bonds, and contracts. Series arranged into groupings based on like subjects and/or file contents. General files on local improvements and types of local improvements (ie: oiling, paving, sewers, etc.) appear first, followed by petitions and requests. Case files arranged chronologically by street name appear last.

Physical description: 2.17 m of textual records

Technical drawings

Architectural drawings

2 photographs

Language of the material:

- English

Access points:

- Multiple media (documentary form)

Restrictions on access: There are no restrictions on access to these records.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00177 F0010-0111: Municipal Solicitor Files

Creator: St. Vital (Man.)

Date: 1916, 1920-1972 (creation)

Scope and content: Forms part of Fonds 10. Series consists of files documenting communications between the Municipal Solicitor and the Rural Municipality and City of St Vital. It records the interpretation and application of law in a variety of municipal affairs, such as council matters, court cases, social welfare and hospital accounts, land and property issues, etc. Most files appear to have been created and maintained at the municipal office. Common record types include correspondence, agreements, copies and drafts of by-laws, court documents, and others.

Series includes groupings based on like subject headings. All groupings have a similar provenance with the exception of files labeled "St. Vital" that were likely assembled by the law firm McDonald & Dunham. Other firms hired by the municipality were Hough, Campbell & Ferguson and Newman, MacLean & Associates.

Physical description: 1.5 m of textual records

Language of the material:

- English

Note [General] : Related groups of records within the same fonds: More correspondence with City Solicitor located in Subject Files and General Correspondence.

Access points:

- Textual record (documentary form)

Restrictions on access: Access to files containing personal or sensitive information is restricted.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00178 F0010-0112: Advisory Planning Commission Files

Creator: St. Vital (Man.)

Date: 1952-1961 (creation)

Scope and content: Forms part of Fonds 10. The St. Vital Advisory Planning Commission, established as provided in Section 12A of the Town Planning Act, functioned from 1952 to [1961]. The Commission was comprised of 5 members, 2 members from Council, and 3 citizens appointed by Council. The Commission investigated and reported to Council on all matters related to the location and design of any public building, park, parkway, boulevard, street, land, playground, public grounds, housing scheme or other similar development, or any change thereto. In addition to its advisory duties, the Commission acted

as a board of adjustment on zoning matters (See Town Planning Scheme 1951, Chapter 3). It was given free reign as to its rules of procedure and was expected to keep a record of its proceedings. The inaugural meeting was held on October 2, 1952.

Series contains minutes and correspondence files, which include communications with council and customer service records. These files are followed by Town Planning Schemes and related records (correspondence, copies of by-laws, public notices, and urban plans/drawings).

Physical description: 83.5 cm of textual records

Technical drawings

Architectural drawings

Language of the material:

- English

Access points:

- Textual record (documentary form)
- Technical drawing (documentary form)
- Architectural drawing (documentary form)

Restrictions on access: There are no restrictions on access to these records.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00179 F0010-0113: Parks Board Files

Creator: St. Vital (Man.)

Date: 1949-1973 (creation)

Scope and content: Forms part of Fonds 10. The Parks Board of St. Vital was authorized by By-law No. 5366 that came into effect on November 7, 1949. With this action, the provisions of Part 9 of Division 3 of the Municipal Act governing the establishment, constitution and procedure of a Public Parks Board were fully adopted and applied. The Parks Board comprised a Chairman, Vice-Chairman, Secretary-Treasurer and six other resident members.

Series consists of the records of the Parks Board of St. Vital and appears in three main groupings.

Financial statements and reports appear first, followed by correspondence that includes both general and project files; drawings of parks and park-related projects appear last. Copies of minutes and other textual records located with correspondence.

Physical description: 21.5 cm of textual records

Cartographic materials

Architectural drawings

Language of the material:

- English

Note [General]: Related groups of records within the same fonds: General Correspondence, Maps and Building Plans.

Access points:

- Textual record (documentary form)
- Cartographic material (documentary form)
- Architectural drawing (documentary form)

Restrictions on access: There are no restrictions on access to these records.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00180 F0010-0114: General Correspondence

Creator: St. Vital (Man.)

Date: 1967-1971 (creation)

Scope and content: Forms part of Fonds 10. Series consists of incoming and outgoing correspondence created and maintained by the Rural Municipality and the City of St. Vital. It documents internal communication of an administrative nature as well as communication with residents, businesses, local clubs and associations, and other governments. Much of the correspondence generated from complaints and requests, either for information or for a specific action. Correspondence between St. Vital and other governments includes letters of congratulations and notices of various decisions or legislative changes. Subjects covered in correspondence are wide ranging and include tax and assessment, property matters, municipal services, licenses, capital works, development, and events.

Series is chronological and arranged by archivist according to month and year. Correspondence files with the City Solicitor and Greater Metropolitan Corporation of Winnipeg, which also appear in this series, filed separately. Loose records (ie: copies of agendas, minutes, reports, etc.) of council meetings, committees and boards placed into files at back.

Personal and/or sensitive materials removed and placed into restricted file.

Physical description: 58.5 cm of textual records

Language of the material:

- English

Note [General]: Related groups of records within the same fonds: Subject Files, City Treasurer, Parks Board, Municipal Solicitor.

Access points:

- Textual record (documentary form)

Restrictions on access: Access to files containing personal or sensitive information is restricted.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00181 F0010-0115: General Files

Creator: St. Vital (Man.)

Date: 1913-1968 (creation)

Scope and content: Forms part of Fonds 10. Series consists of various reference materials, memorabilia and ephemera collected and preserved by the Rural Municipality and City of St. Vital. Many of the records seem to have been kept for their historical value, including files on the 1950 flood and select issues of the St. Vital Lance. Miscellaneous record books appear in this series as well.

Physical description: 28 cm of textual records

Graphic materials

Language of the material:

- English

Access points:

- Textual record (documentary form)
- Graphic material (documentary form)

Restrictions on access: Access to files containing personal or sensitive information is restricted.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00182 F0010-0116: Financial Records

Creator: St. Vital (Man.)

Date: 1887-1971 (creation)

Scope and content: Forms part of Fonds 10. Series consists of all surviving financial reports, financial ledgers, and other accounting records for the Rural Municipality and City of St. Vital. Each financial report summarizes the municipality's financial operations on an annual basis as per the audit function. In addition to general ledgers, this series also contains ledgers documenting debentures, housing loan accounts, and tax sales. One volume records financial estimates from 1963 to 1968. Other records include sample debentures and two financial reports for the St. Vital Public Library (1967, 1970).

Series is arranged in two main groupings, financial reports and ledgers. When necessary, records were removed from bound volumes and placed in folders. Oversized items housed in separate containers.

Physical description: 2.835 m of textual records

Language of the material:

- English
- French

Access points:

- Textual record (documentary form)

Restrictions on access: There are no restrictions on access to these records.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published

Series s00183 F0010-0117: City Treasurer

Creator: St. Vital (Man.)

Date: 1961-1974, 1978 (creation)

Scope and content: Forms part of Fonds 10. Series consists of files belonging to Alan Gill that record his various activities and responsibilities as City Treasurer of St. Vital. Following the City's creation, Gill was appointed Treasurer in July 1963. Prior to that date this role was carried out by the Secretary-Treasurer and, for a brief time, the City Clerk. Council passed by-laws 7800 and 7801 in June 1964 that appear to formalize the separation of Clerk and Treasurer. After amalgamation with the City of Winnipeg in 1972, the Community of St. Vital continued to maintain this filing series.

According to The Municipal Act, the duties of the treasurer were to receive and safely keep all moneys belonging to the municipality, and pay out those moneys to such persons and in such manner as provided in the Act, and as the by-laws or resolutions of the council direct. Responsible for financial management, the City Treasurer maintained accounts and generated financial information as a means of advising council and others on financial matters.

Series arranged into three groupings. Copies of reports appear first, followed by two correspondence series. The latter series has a distinct alpha-numerical filing system in which the letter signifies the subject (ie: A for Acquisition of Land) and the number signifies the order. Other subjects include capital projects, development agreements, estimates, land sales, levies and assessment, Metropolitan Corporation, planning proposals, school board and zoning. Records related to departmental finances, personnel and hospital accounts also appear throughout this series.

Physical description: 2.98 m of textual records

Technical drawings

Architectural drawings

15 photographs

Language of the material:

- English

Note [General]: Related groups of records within the same fonds: General Correspondence.

Access points:

- Multiple media (documentary form)

Restrictions on access: Access to files containing personal or sensitive information is restricted.

Conditions governing use: Researchers are responsible for observing Canadian copyright regulations.

Finding aids: A file list is available in the Archives Research Room.

Accruals: No further accruals are expected.

Publication status:

published