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Records of the Chief Administrative Officer (RG1)

Dates of creation : 1955 - 1985

Extent of descriptive unit : 4.19 m of textual records and other material

Administrative history : Although the City of Windsor had the power to appoint a City Manager in 1929, it did not do so until 1958. The roots of this office can be found in the Board of Control. Established in 1937, the Board was an elected body of four controllers who were responsible for the operation of the municipality. By 1958, this Board was replaced by the City Manager form of government and E. Royden Coulter was appointed to this position. John Steel replace Coulter in 1969 and continued as City Manager until 1976. In that year, the title was changed to City Administrator and Hilary Payne, who had been acting City Manager, succeeded Steel and held this position until 1994. Chuck Wills replaced Payne in December of that year and the title was changed to Chief Administrative Officer, a position Wills holds to the present

Custodial history : The records of the Chief Administrative Officer remained in the Municipal offices of the City of Windsor until transferred to the Municipal Archives in 1984. Further accruals were received each year between 1985-1995 with the exception of 1993

Scope and content : The fonds consists of correspondence, memos, minutes, policy statements, procedural manuals, and reports as well as architectural and planning drawings, photographs and a map relating to the operation of the City of Windsor. The fonds is divided into three sous fonds: *Administrative Records* (RG1 A), *Operational Records* (RG1 B), and *Reporting and Procedure Records* (RG1 C)

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes : Fonds previously known as Records of the City Administrator. -- Includes 34 planning drawings, 26 photographs, 7 architectural drawings and 1 map. -- Detailed finding aid available: [Records of the Chief Administrative Officer \(RG1\)](#). -- For more information on the office of the Chief Administrative Officer see [Departmental Organizations](#), City of Windsor, Office of the City Administrator, 1982 (R. 352.071331 Win). -- For information on City of Windsor administration from 1937-1958 see the series *Board of Control* (RG2 AIII) in sous fonds *Council Records* (RG2 A) in fonds *Records of the City Clerks Department* (RG2). -- Records received from 1986 to the present are unprocessed

Records of the City Clerk's Department (RG2)

Dates of creation : 1854 - 1993

Extent of descriptive unit : 37.58 m of textual records and other material

Administrative history : The position of Windsor City Clerk can be traced through the area's municipal development, beginning in 1788. In that year the Court of Quarter Sessions was formed for the District of Hesse, later known as the Western District, which was comprised of present day Essex, Kent, and Lambton Counties. A lower court, the Court of Quarter Sessions performed many municipally related functions in addition to hearing minor cases, primarily civil matters. The Clerk for this court was given the title of Clerk of the Peace. From 1842 through 1849 municipal matters were the province of the Western District Council, with the District Clerk carrying out related duties. From 1850 through 1852 the Clerk served the municipal council of the United Counties of Essex and Lambton, and the Essex County Council for 1853.

From the time of its separation from the Township of Sandwich by incorporation as a village in 1854, Windsor has had a Clerk reporting to and administering the affairs of Council. Title changes came with differences in municipal status- Village Clerk, 1854-1856; Town Clerk, 1857-1891; City Clerk, 1892 to the present. The Clerk of a municipal council has many and varied responsibilities. In addition to serving City Council directly, the City Clerk and members of the department are responsible for maintaining records, with a priority for minutes of council and related boards, commissions and committees. Other duties include acting as Deputy Registrar for provincial vital statistics, overseeing of municipal elections and acting as Licensing Commissioner. Additionally, the Clerk's responsibilities include acting as signing officer, keeper of deeds and agreements and keeper of assessment roles and Court of Revision minutes.

John Stuart was Windsor's Village Clerk from 1854-1857, adopting the title of Town Clerk in 1856. He was succeeded in 1858 by Alexander Bartlet, who held the position until 1879. C. Scadding replaced Bartlet in 1879, to be succeeded by Stephen Lusted in 1880. Lusted held the position, which changed to City Clerk in 1892, until 1914. Martha A. Dickinson took over the position from 1914-1935 and was replaced by C.V. Waters, City Clerk 1935-1955. Jonathan B. Adamac succeeded Waters in 1955 and remained City Clerk until 1984, and was Acting City Clerk from 1984-1986. Thomas W. Lynd took the position in 1986 and remains City Clerk to the present

Custodial history : The records of the City Clerk's Department remained in the Municipal

offices of the City of Windsor until transferred to the Municipal Archives in 1984. Further accruals were received each year between 1985-1996 with the exception of 1994

Scope and content : The fonds consists of agendas, correspondence, minutes and reports reflecting the Clerk's responsibilities that are directly linked to Council. Correspondence, desk journals, financial information, office files, a procedural manual, receipt book, registers, and reports illustrate day to day operations. An account book, assessment rolls, minutes and an official plan highlight local improvement, assessments, and commercial and residential growth. Legal responsibilities are documented by agreements, bonds, bylaws and deeds. Nomination lists and correspondence reflect upon municipal elections. Agendas, correspondence, ephemera, flyers, guest books, licence agreements, news clippings, minutes, office files, pamphlets, press releases, reports and scrapbooks illustrate centennial celebrations in 1954 and 1992. The fonds also includes architectural and planning drawings, photographs, slides, photo negatives, films, maps, drawings and a chart which compliment the textual records. The fonds is divided into five sous fonds: *Council Records* (RG2 A), *Correspondence and Memoranda* (RG2 B), *Assessment Records* (RG2 C), *Policy, Planning and Project Records* (RG2 D), and *Municipal Elections* (RG2 E)

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes : Includes 1253 photographs, 905 planning drawings, 506 photo negatives, 266 architectural drawings, 64 slides, 3 films, 3 maps, 2 drawings and 1 chart. -- Detailed finding aid available: Records of the City Clerk's Department (RG2). -- A sizeable portion of records received from the City Clerk's Department have been transferred to the fonds *Records of the Amalgamated and Annexed Municipalities* (RG5). -- Records received from 1987 to the present are unprocessed with the exception of the series *1992 Centennial Celebration Committee* (RG2 DVIII) in sous fonds *Policy, Planning and Project Records* (RG2 D)

Records of the Finance Department (RG3)

Dates of creation : 1853 - 1988

Extent of descriptive unit : 34.75 m of textual records and other material

Administrative history: The Department of Finance dates back to the incorporation of Windsor as a village in 1854. Originally known as the Treasurer's office, the department consisted of the Treasurer and a clerk. The position of treasurer is required by the terms of the Ontario Municipal Act, making the incumbent one of the officers of the corporation.

The functions of the Treasurer's office were augmented by the integration of the positions of Tax Collector, Assessor/Assessment Commissioner, and Purchasing Agent into the modern Finance Department. At present, the department has six divisions, exclusive of the administrative unit consisting of the Commissioner, Deputy Commissioner and Director of Budget and Administration. The six divisions are Debt and Cash Management, Accounting, Internal Audit, Purchasing, Management Information Systems and Tax. Debt and Cash Management and Accounting are the two divisions which form the Treasury section. Payroll is functionally aligned with Debt and Cash Management.

Duties of the Treasurer, a position that was changed to Commissioner of Finance in 1959, include accounting for the City's finances, payroll, and assisting Council in budget preparation. Additional responsibilities include financial aspects of the operation of the Cleary Auditorium and Memorial Convention Hall, City of Windsor Housing Company and Roseland Golf and Curling Club. The Commissioner of Finance is also responsible to serve as acting Chief Administrative Officer in any absence of that office. It is important to note that the Deputy Commissioner of Finance is responsible for the day to day operation of the department and the preparation of current budgets.

Treasurers for 1854-1858 and 1860-1861 were appointed in the bylaws for those years but not identified. There is a long list of Treasurer's beginning with Thomas E. Trew who held the position in 1859 and was succeeded by Patrick Conway, 1862-1866, Clement D. Graside, 1866-1872, Charles F. Ireland, 1872-1878, David B. Odette, 1878-1887, Charles Barillier, 1887-1890 and Simon Gignac, 1890-1892. The position was then held by W.M. Boomer for a short term

from December 1892- January 1893. He was replaced by James C. Guillot, 1893-1904, and then J.R. Thomson, 1904-1930. Martha A. Dickinson held the position for the short term between January and March 1930, succeeded by P.A. Cleminson, 1930-1935, A.E. Cock, 1935-1951, and Eugene L. Langlois, 1951-1970, who was known as Commissioner of Finance from 1959. Edward A. Agnew succeeded Langlois from 1970- 1991. Chuck Wills took over the position from 1991-1994. G.S. Pinsonneault has been acting Commissioner of Finance since 1994

Custodial history : The records of the Finance Department remained in the Municipal offices of the City of Windsor until transferred to the Municipal Archives in 1984. Further accruals were received each year between 1985-1991

Scope and content : The fonds consists of budgets, correspondence, debentures, financial statements, legal documents, office files, and reports which illustrate the City of Windsor's financial accounting practice. Similar items, with the addition of agendas and news clippings reflect upon the daily operation of the finance department. Financial aspects of payroll and staff organisations are documented by cashbooks, correspondence, financial statements, ledgers, and ledger cards, minutes, receipt books and salary registers. Account books, cashbooks, correspondence, coupon books, debentures, expenditure books, journals, ledger and ledger cards, licence certificates, minutes, promissory notes, receipt books, registers and a treasurers bond reflect accounting practices. Assessment cards, correspondence, dockets, field cards, reports and a procedures manual highlight the activities of the Assessment department. Additionally the fonds consists of account books, advertisements, collector's rolls, correspondence, land certificates, land lists, ledgers and ledger cards, and a procedures manual reflect the activities of the Tax department. The fonds also includes architectural and planning drawings, photographs, photo negatives, charts and a map which compliment the textual records. The fonds is divided into six sous fonds: *Financial Statements and Reports* (RG3 A), *Administrative Correspondence* (RG3 B), *Payroll/ Staff Records* (RG3 C), *Treasury Section* (RG3 D), *Assessment Department* (RG3 E) and *Tax Department* (RG3 F)

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes : Includes 12368 photo negatives, 45 planning drawings, 25 photographs, 10 architectural drawings, 2 charts and 1 map. -- Access to records containing sensitive information or in-camera Council minutes is restricted. Permission of the Commissioner of Finance is required to view the records so designated. -- Detailed finding aid available: Records of the Finance Department (RG3). -- For more information on the Finance Department see Departmental Organizations, City of Windsor, Office of the City Administrator, 1982 (R 352.071331 Win) and Duties of the Municipal Treasurer, Ministry of Treasurer, Economics and Intergovernmental Affairs, 1977 (R 352.10202 Ote). -- Records received from 1989 to the present are unprocessed

Records of the Building Department (RG4)

Dates of creation : 1904 - 1976

Extent of descriptive unit : 5.8 m of textual records and other material

Administrative history : The Building Department was established as a separate department within the City of Windsor in 1953, with Charles Morgan named as Inspector of Buildings. The title of the department head was changed to Building Commissioner in 1955. Morgan was succeeded as Commissioner by Patrick Maguire in 1957, Derek Barlow in 1968, Magnus Mitchell in 1976, and the present Commissioner Edward Link, in 1987.

The Building Department is responsible for the review of construction projects, including residential, commercial, industrial, government, and institutional, within the City of Windsor for compliance with various municipal bylaws and provincial regulations, including the Ontario Building Code Act and the Rental Housing Protection Act. The department also responds to complaints regarding property maintenance standards, and it performs the necessary field inspections related to the upgrading of property utilizing grants available from senior levels of government. The Building Department employs the municipality's property standards bylaw and dirty yard bylaw to maintain a high quality of life for all citizens

Custodial history : The records of the Building Department remained in the municipal offices of the City of Windsor until transferred to the Municipal Archives in 1984. Further accruals were received each year between 1988-1993

Scope and content : The fonds consists of specifications, architectural and planning drawings and maps which document various projects and responsibilities of the Building Department. The fonds consists of one sous fonds: *Building Projects* (RG4 A)

Accruals : Accruals occur at irregular intervals. Future accruals are expected.

Notes : Includes 2575 architectural drawings, 47 planning drawings and 2 maps. -- Detailed finding aid available: [Records of the Building Department](#) (RG4). -- Records received from 1989 to the present are unprocessed with the exception of architectural drawings

Records of the Amalgamated and Annexed Municipalities (RG5)

Dates of creation : 1858 - 1976

Extent of descriptive unit : 56.25 m of textual records. -- 82 planning drawings. -- 2 architectural drawings

Administrative history : Before 1935, Windsor was the largest of a group of municipalities known as the Border Cities. These included Ojibway, Sandwich, Walkerville, Ford City (which became East Windsor in 1929), Riverside, Tecumseh and Windsor. Due to various economic pressures caused by the Great Depression, a number of these communities seriously considered the option of amalgamation as early as 1926. In that year, a question was included on the election ballots for Sandwich, Walkerville, Ford City and Riverside to gauge voters' sentiments regarding a survey on amalgamation. However, it was not until July 1, 1935, after another vote and a Royal Commission inquiry that Sandwich, Walkerville and East Windsor, a total of 5042 acres were united with Windsor.

The next major expansion of the city occurred on January 1, 1966 when Ojibway, Riverside and portions of Sandwich East, West and South Townships were annexed. Economic pressures, political fragmentation and a strong desire to achieve controlled urban and country development were the impetus

Custodial history : The records of the Amalgamated and Annexed Municipalities remained in the Municipal Office of the City of Windsor, specifically the City Clerk's Department, until transferred to the Municipal Archives in 1985. Further accruals were received in 1986, 1987, and 1990

Scope and content : The fonds consists of agreements, assessment rolls, balance sheets, bylaws, correspondence, debenture registers, declarations of office, financial statements, journals, land certificates, ledgers, a license register, minutes, office files, payroll accounts, receipts, registers, reports and planning drawings which document the various aspects of the operation of the municipality of Ford City. The administrative foundations of Ojibway are illustrated through an assessment role, bylaws and minutes. Assessment rolls, balance sheets, budgets, a cashbook, collector's rolls, correspondence, debenture registers, deeds, financial statements, journals, minutes, registers and reports reflect the activities and concerns of the municipality of Riverside.

Affidavits, agreements, assessment rolls, bonds, bylaws, bylaw validation certificates, cashbooks, collector's rolls, correspondence, debenture registers, deeds, financial statements, inspection certificates, journals, land instruments, ledgers, legal notices, licence applications, minutes, municipal returns, permits, petitions, public notices, registers, reports, specifications, subpoenas, tenders and voter's lists reflect the various aspects of municipal government of Sandwich.

The operation of Sandwich East Township is documented by assessment rolls, collector's roll cards, court decisions, debenture registers, ledgers and minutes. Agreements, a ledger and minutes document local improvements in Sandwich West Township. Walkerville Council and

committees are highlighted through agreements, assessment rolls, bonds, bylaws cashbooks, a children's census, contracts, correspondence, debenture registers, a dog tax account book, financial statements, journals, land instruments, ledgers, legal documents, legal notice, minutes, nomination ballots, office files, orders, petitions, insurance and liability policies, reports, tenders, and voter's lists. An assessment roll reveals details regarding a portion of Sandwich South Township. The fonds also consists of architectural and planning drawings which compliment the textual records. The fonds consists of eight sous fonds: *Ford City/East Windsor* (RG5 A), *Ojibway* (RG5 B), *Riverside* (RG5 C), *Sandwich* (RG 5 D), *Sandwich East Township* (RG5 E), *Sandwich West Township* (RG5 F), *Walkerville* (RG5 G), and *Sandwich South Township* (RG5 H)

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes: Detailed finding aid available: Records of the Amalgamated and Annexed Municipalities (RG5). -- For information on amalgamation and annexation in Windsor, see the series *Annexation: Correspondence and Reports* (RG1 BI) in the sous fonds *Operational Records* (RG1 B) in the fonds *Records of the Chief Administrative Officer* (RG1). See also the Annexation files in the series *City Clerks Office Files* (RG2 BI) in the sous fonds *Correspondence and Memoranda* (RG2 B) in the fonds *Records of the City Clerks Department* (RG 2). Further information is available in the Annexation files of the series *Project Files* (RG3 BV) in the fonds *Records of the Finance Department* (RG3). Related records can also be found in the series *Amalgamation Refunding Plan* (RG9 CI) and the series *Annexation* (RG9 CII), both in the sous fonds *Special Projects* (RG9 C) in the fonds *Records of the Legal Department* (RG9)

Records of the Windsor Utilities Commission and its Antecedents (RG6)

Dates of creation : 1892 - 1957

Extent of descriptive unit : 1.4 m of textual records and 9 planning drawings

Administrative history : The Windsor Utilities Commission was created in 1935 as an aspect of the amalgamation of Windsor, Walkerville, East Windsor and Sandwich. Four hydro and three water commissions, along with the Essex Border Utilities Commission merged under the City of Windsor Amalgamation Act, July 1, 1935. The Commission consisted of the mayor and four members appointed by City Council for two years terms. In 1936, the Commission was designated a Board of City and its responsibilities included the distribution and supply of electrical power, operation of the water system, sewerage, drainage, district planning, street naming and house numbering as well as power over the Board of Health and the Board of Park Management.

In 1941, legislation was enacted which required members of the Commission be elected, with two members holding two year offices and two members holding office for one year terms. In 1946, power over the Board of Health was transferred to City Council. Additionally, the Commission was relieved of its responsibilities concerning the Board of Park Management and district planning. In 1952 legislation was passed enabling all four elected Commissioners to hold office for two year terms. The Windsor Utilities Commission is currently composed of eight commissions administered by the five commissioners

Custodial history : The records of the Windsor Utilities Commission and its Antecedents remained in the Municipal offices of the City of Windsor until transferred to the vault of the Windsor Public Library in 1982. They were subsequently transferred to the Municipal Archives in 1984. Further accruals were received in 1987 and 1989

Scope and content : The fonds consists of agreements, bylaws, certificates, correspondence, deeds, financial statements, incorporation records, leases, ledgers, legal documents, log books, minutes, notices, permits, petitions, reports, resolutions, and planning drawings which document the various individual commissions before, during and after amalgamation into the Windsor Utilities Commission. The fonds is divided into five sous fonds: *Essex Border Utilities Commission: Administrative Records (RG6 A)*, *Hydro Division (RG6 B)*, *Water Division (RG6 C)*, *Essex Border Municipalities Board of Health (RG6 D)*, and *Planning Drawings (RG6 E)*

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes : Detailed finding aid available: [Records of the Windsor Utilities Commission and its](#)

Antecedents (RG6). -- For information on the Windsor Utilities Commission see J. Clark Keith's The Windsor Utilities Commission and its Antecedents Commissions: Some of their Accomplishments with Accompanying Statistical Data. The J. Clark Keith papers are housed at the University of Windsor Archives. -- For further information regarding public utilities in Windsor see the fonds *Records of the Amalgamated and Annexed Municipalities* (RG5). -- Records received from 1987 to the present are unprocessed

Records of the Amalgamated and Branch Libraries (RG7)

Dates of creation : 1906 - 1972

Extent of descriptive unit : 0.84 m of textual records

Administrative history : The first public library established in the Border Cities was opened in Lambie's Hall, Ferry St., Windsor in 1894. In 1903, a financial gift from Andrew Carnegie enabled the library to relocate to a larger structure on Victoria and Park Streets as the Carnegie Library. The system grew quickly, with extended services being offered in Walkerville in 1896. This continued until 1904, when Walkerville established its own public library. In 1914, the Windsor East Branch was opened in Lanspeary's Drug Store, moving in 1920 to a larger location on Parent Ave. Sandwich also relied upon extension services from 1921 until the establishment of their own library in the Sandwich Town Hall in 1923. Extensive alterations to improve the use of space and expand Carnegie library were made in 1925.

Library service expanded further with the opening of the John Richardson library in 1928, and the South Branch library, located in the Hugh Beaton School, in 1929. Financial constraints caused the closure of the East Branch in 1933, however, in that same year a children's library was opened in Prince Edward Public School. A children's branch in Victoria Public School followed in 1934.

The Amalgamation of the Border Cities in 1935 had a direct impact on the libraries throughout the region. The libraries came under direct control of the City Council of Windsor. Anne Hume, librarian of Walkerville, backed by former members of the Walkerville library board, petitioned the Provincial government to amend the Amalgamation Act to allow for a library board which in turn was established in January, 1937. As a result, the new system made J.E. Benson Memorial (a branch opened in 1936), John Richardson, Prince Edward, Sandwich, South and Victoria branch libraries. Willistead and Carnegie became the two main libraries within the Windsor Public Library system, as neither building was large enough to accommodate the services offered in a headquarters library. Anne Hume was appointed Chief Librarian of the system.

In 1941, the Winston Churchill branch was opened within the St. Alphonsus Separate School. This branch was closed in 1952 and the Seminole branch established in 1953. In 1955, the Riverside library was constructed and operated independently until added as a branch of the Windsor Public Library system in 1966

Custodial history : The records of the Amalgamated and Branch Libraries were transferred to

the Municipal Archives from the vault of the Windsor Public Library in 1984. Further accruals were received in 1987, 1988, 1991, 1992, 1995 and 1996

Scope and content : The fonds consists of account books, bills and other financial information, reports, and salary sheets which reflect financial aspects of the individual libraries. Daily operation and administration are documented by an accession book, articles, bylaws, circulation statistics, correspondence, ephemera, log books, a membership book, a minute book, news clippings, office files, reports, and scrapbooks. The fonds is divided into three sous fonds: *Riverside Public Library* (RG7 A), *Sandwich Public Library* (RG7 B) and *Walkerville/Willistead Library* (RG7 C)

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes : Detailed finding aid available: Records of the Amalgamated and Branch Libraries (RG7). -- Articles written by Anne Hume which document the history of library service in the region are available in Appendix II of the finding aid records of the Amalgamated and Branch Libraries (RG7). -- Records received from 1987 to the present are unprocessed

Records of the Windsor Police Services Board and Windsor Police Services (RG8)

Dates of creation : 1861 - 1994

Extent of descriptive unit : 5.06 m of textual records

Administrative history : Although the position of Police Magistrate was established before 1861, the Windsor Police Service and Board date from the passage of the British North America Act by the British parliament on July 1, 1967. Pre-confederation law enforcement was the responsibility of the regular military and later by contingents of the Royal Canadian Rifles.

Initially composed of four members, the Windsor Police Service (formerly the Windsor Police Department, or Windsor Police Force) has grown into a complex municipal department with a variety of responsibilities. Administrative, Investigation and Patrol Divisions carry out a wide range of duties related to local law enforcement.

The Windsor Police Services Board was originally made up of the Mayor, the Police Magistrate, and senior County Court Judge. Recent changes to the Ontario Police Act have made judges ineligible for Board membership, and the modern board now consists of the Mayor, a member of City Council, and community members appointed by the Province

Custodial history : The records of the Windsor Police Board and Windsor Police Services remained in the offices of the police department until transferred to the Municipal Archives in 1987. Further accruals were received in 1989, and each year between 1991-1994

Scope and content : The fonds consists of agendas, agreements, bylaws, conviction registers, log books, minutes, a police register, prisoners registers, reports, and statistics which reflect the myriad of activities, concerns and responsibilities of law enforcement in the region. The fonds is divided into four sous fonds: *Records of the Police Magistrate* (RG8 A), *Records of Police Boards* (RG8 B), *Records of the Chief of Police* (RG8 C), and *Records of Operational Divisions* (RG8 D)

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes : Access to sensitive material may be restricted. -- Detailed finding aid available: Records of the Windsor Police Services Board and Windsor Police Service (RG8). -- Records received from 1993 to the present are unprocessed with the exception of annual reports

Records of the Legal Department (RG9)

Dates of creation : 1864 - 1988

Extent of descriptive unit : 17.18 m of textual records and other material

Administrative history : Before the appointment of B.J.S. Macdonald as City Solicitor in September of 1930, Windsor had been in the practice of hiring a law firm as legal counsel. Some of the most notable firms and lawyers were S.L. Springsteen, M.C. Cameron, Patterson and McHugh, Patterson, Leggatt and Murphy, Ellis and Ellis, and F.D. Davis of Davis, Healy and Plante. Prior to 1935, when amalgamation took place, each of the individual municipalities had their own solicitors. The firm of Furlong, Furlong, Awrey, St. Aubin and Meir were solicitors for the City of East Windsor. Records of this firm pertaining to East Windsor became the property of the Legal Department, probably at the time of amalgamation.

The primary functions of a City solicitor are the drafting of bylaws, agreements, deeds, conveyances, and as representation in legal actions. Initially Windsor's City Solicitor acted as solicitor for some of the local boards and commissions, particularly the Board of Education, Board of Commissioners of Police, Essex Border Utilities Commission, Windsor Utilities Commission, and Metropolitan General Hospital. Duties for these agencies were similar to those for the City including the preparation of legal documents, the collection of outstanding accounts, and as representatives in a court of law. These duties are no longer performed by the Legal Department as these agencies now have their own legal council. Also, during the time of Macdonald, the City Solicitor carried out duties which are now associated with the Chief Administrative Officer, such as the reviewing of staff matters, departmental reports and issuing directives to all departments.

Functions of the Legal Department have evolved over time and now include grievance arbitration, expropriation, union negotiations, lien searches, Worker's Compensation Board matters and Ontario Municipal Board Hearings. The City Solicitor often served on local boards

or committees in various capacities. The Assistant City Solicitor was Chairman of the Annexation Integration Committee during the 1960's, and J.E. Watson served as Secretary of the Board of Directors of the City of Windsor Housing Company Limited and was involved with the 1954 Centennial Festival activities.

On February 10, 1931 a resolution of Council created a Legal Aid Division in the City Solicitor's Office. This was to provide free legal advice and assistance to citizens who could not afford legal fees. The Solicitor was not to incur any expense outside of office time or to enter into litigation on behalf of a citizen.

The men who have been City Solicitor for Windsor have all gone on to high profile positions on a provincial level or higher. Macdonald, after leaving the position went on to be Canadian Prosecutor at the War Crimes Trials after World War II. He also served on a Royal Commission investigating organised crime in the 1950's. Macdonald was succeeded by Leon Zenous McPherson, who had worked as a student under him. McPherson left the City's employ in 1943 to join the law department of the Canadian National Railways. He returned to Windsor in 1960 as Acting City Solicitor during Mr. Watson's prolonged illness. Lorne Cumming became City Solicitor upon the departure of McPherson after working as assistant to the head of the Legal Department. Cumming went on to become the Chairman of the Ontario Municipal Board. He was succeeded by his assistant, James E. Watson, who may have been the first full time black City Solicitor in Canada. Al Kellerman, the present City Solicitor was appointed as Assistant City Solicitor in 1970, becoming City Solicitor in 1976 upon the retirement of Mr. Watson

Custodial history : The records of the Legal Department were transferred to the Municipal Archives from the vault of the Windsor City market in 1986. Further accruals were received from the offices of the Legal Department in 1988 and 1993

Scope and content : The fonds consists of appeals, arguments, affidavits, agreements, briefs, budgets, bylaws, correspondence, date books, deeds, examinations, exhibits, financial information and statements, income tax returns, judgements, leases, legal documents, notices, orders, legal opinions, office files, petitions, minutes, reports, reports of proceedings, police reports, specifications, summons, transcripts, settlements and supporting documentation as well as architectural and planning drawings, charts and photographs which illustrate the varied activities and cases, and issues affecting the legal department. The fonds is divided into four sous fonds: *Solicitor's Office Correspondence* (RG9 A), *Litigation Division* (RG9 B), *Special Projects* (RG9 C), and *Papers of the Solicitors for East Windsor* (RG9 D)

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes : Includes 289 planning drawings, 250 photographs, 13 architectural drawings, and 7 charts. -- Detailed finding aid available: Records of the Legal Department (RG9). -- Access to certain files within the sous fonds *Solicitor's Office Correspondence* (RG9 A) is restricted. -- Records received in 1993 are unprocessed

Records of the Department of Planning and Urban Renewal (RG10)

Dates of creation : 1919 - 1991, predominant 1944 - 1982

Extent of descriptive unit : 1.83 m of textual records and other material

Administrative history : In 1944 the Windsor Planning Commission formed in anticipation of legislation pending in the Ontario legislature. The commission's duties included seeking solutions to local planning problems, fulfilling the planning needs of the community, and to act as the planning authority for the area. In 1946 the Ontario Minister of Planning and Development designated Windsor's urban zone as the "Windsor Planning Area," and devolved on Windsor City Council the responsibility of appointing a Planning Board to oversee the area's urban development.

Appointed by Windsor City Council in 1946, the Windsor Planning Area Board assumed responsibility for surveying and investigating the physical, social, and economic condition of the planning area in relation to its development. The 1947 Windsor Planning Area Board Annual Report (RG10 CVIII/2) further outlined the duties of the Board: to prepare maps, drawings, texts, statistical information, and any other material necessary for the study, explanation, and solution of problems or matters affecting the development of the planning area; to conduct public meetings and to publish information for the purpose of obtaining the participation and cooperation of the inhabitants of the planning area in order to solve any problems which may affect the development of the planning area; to consult with any local board having jurisdiction within the planning area; to prepare a plan for the planning area and recommend it to council for adoption; and to recommend to council the implementation of any feature of the plan.

By 1978 the Department of Planning and Urban Renewal consisted of three divisions: Long Range Planning, Current Operations, and a Special Projects Division. Despite the name changes, the nature of the department's activities remained virtually unchanged since the inception of the Windsor Planning Area Board in 1946

Custodial history : The records of the Department of Planning and Urban Renewal remained in the municipal offices of the City of Windsor until their transfer to the Municipal Archives in 1991, 1992, 1993 and 1998

Scope and content : The fonds consists of correspondence, memoranda, minutes, reports, ledgers, maps, planning and architectural drawings, photographic material, and newspaper clippings. The records document proposed development in the Windsor Planning Area and the surrounding communities of La Salle, Maidstone, Sandwich East, Sandwich South, Tecumseh and St. Clair Beach. Also documented are proposals on the restructuring of government in Essex County. The record group is divided into five subgroups: *Minutes* (RG10 A); *Special Projects* (RG 10 B); *Planning Department Reports* (RG10 C); *Maps, Planning Drawings, and Architectural Drawings* (RG10 D); and *Graphic Images* (RG10 E)

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes : Includes 223 maps, 186 planning drawings, 51 photographs, 34 photographic negatives, and 6 architectural drawings. – Detailed finding aid is available: [Records of the Department of Planning and Urban Renewal](#) (RG10). – There are gaps in the records between 1991 - 1944, and after 1982

Records of the Mayor's Office (RG11)

Dates of creation : 1963 - 1992, predominant 1975 - 1992

Extent of descriptive unit : 5.216 m of textual records. -- 333 photographs. -- 2 planning drawings

Administrative history : As Head of Council and Chief Executive Officer of the Corporation of the City of Windsor, the Mayor is an integral component of the administration of municipal government. Through the Ontario Municipal Act, the Mayor is given several rights and responsibilities: to preside at all meetings of Council; to expel or exclude any persons guilty of improper conduct at Council Meetings; to ensure the laws governing the municipality are properly executed and obeyed; to supervise the conduct and performance of all officials of the municipality to ensure that any negligence, carelessness, or violation of duty is prosecuted and punished; to communicate to Council any information or recommendations necessary for the good of the municipality; and to sign all by-laws, debentures, and promissory notes on behalf of the municipality. Additionally, the Mayor is responsible for directing municipal spending priorities, and overseeing the functions of municipal government to ensure all actions taken by the administration are consistent with Council policies

Custodial history : The records remained in the Mayor's Office at Windsor's City Hall until their transfer to the Municipal Archives in 1985, 1987, 1990, 1991, 1992, and 1993.

Scope and content : The fonds includes records from the Mayoral Administrations of Albert H. Weeks, Elizabeth Kishkon, David A. Burr, John Millson, and Michael D. Hurst. The record group is divided into eleven sous fonds: *Administrative Records 1978 - 1992* (RG11 A); *Mayor's Committees 1979 - 1992* (RG11 B); *Windsor's Twin Cities 1976 - 1991* (RG11 C); *Mayoral Memberships 1979 - 1989* (RG11 D); *Public Functions 1963 - 1992, predominant 1975 - 1992* (RG11 E); *Albert H. Weeks - Operational Records 1974 - 1982* (RG11 F); *Elizabeth Kishkon - Operational Records 1982 - 1985* (RG11 G); *David A. Burr - Operational Records 1982 - 1988* (RG11 H); *John Millson - Operational Records 1988 - 1991* (RG11 I); *Michael D. Hurst - Operational Records 1991 - 1993* (RG11 J); and *Photographic Material [between 1976 and 1977] - 1991* (RG11 K)

Accruals : Accruals occur at irregular intervals. Further accruals are expected

Notes : A detailed finding aid is available: Records of the Mayor's Office (RG11). -- A complete chronological listing of Windsor's Mayors is included in the finding aid to Records of the Mayor's Office (RG 11)

Windsor-Essex County Development Commission Fonds (RG12)

Dates of creation : 1922 - [198-?]

Extent of descriptive unit : 0.38 m of textual records and other material

Administrative history : In 1876, the Windsor Board of Trade was incorporated. Its major interest was to promote industrial and commercial development as well as the interests of business. It initiated the establishment of an organisation to formally promote the city to outside investors as well as established an organisation to help new entrepreneurs locate in the area and overcome local obstacles which might impede their plans. The Development Commission, today, carries on this tradition of civic and county promotion.

The Greater Windsor Industrial Commission was established in 1958. The name was changed to the Windsor-Essex County Development Commission in 1974 to reflect the expanded area the Commission served and the contributions of its financial supporters.

The purpose of the Windsor-Essex County Development Commission is to provide the following services to the City of Windsor and Essex County: to attract new business and capital investment to the region; to aid in the strengthening, diversification and growth of existing

businesses; to maintain an attractive business and economic environment through constant contact with the appropriate government agencies and community groups; and to promote the region as a desirable business location

Custodial history : The records of the Windsor-Essex County Development Commission were transferred to the Municipal Archives in 1990

Scope and content : The fonds is divided into four sub-groups: *Industrial Survey of the Border Cities* (RG12 A); *Miscellaneous Files* (RG12 B); *Photographs and Slides* (RG12 C); and *Plans* (RG12 D). This fonds contains an Industrial Survey of the Border Cities, reports, a memo, a by-law, plans, photographs, and slides documenting Windsor and Essex County

Accruals : Accruals occur at irregular intervals. Future accruals are expected

Notes : Includes 559 photographic slides, 465 photographs, and 4 technical drawings. -- The dates of creation are not inclusive. -- A detailed finding aid is available: [Windsor-Essex County Development Commission fonds \(RG12\)](#)

Arts and Letters Club (MS1)

Dates of creation : 1921 - 1943

Extent of descriptive unit : 0.06 m of textual records

Administrative history : The organisational meeting of the Arts and Letters Club was held at the Walkerville Public Library, Walkerville, Ontario, on September 23, 1921. The first few meetings were held there, the Walkerville Tennis Club and Willistead Library. King Edward School Auditorium was rented and most meetings were held at that location. Anne Hume, chief librarian of the Walkerville system, was the club's secretary from its inception until 1926.

The object of the club was to provide a course of study designed to stimulate an interest in and wider knowledge of Canadian art, literature, music and political science. Although the club was organised in Walkerville, membership was not confined to residents of the municipality. There were two meetings a month; four each year were open meetings where a prominent speaker was featured.

One of the first major undertakings of the club in conjunction with the library was an exhibition of Canadian paintings from the Canadian National Gallery to hang in Willistead's main hall. Twelfth Night revels were held at Willistead with guests in Elizabethan costumes. Concerts and plays were staged at the Walkerville Collegiate Auditorium, including productions by the club's Arts and Letters Players. Prominent Canadian literary figures such as Dr. Charles G.D. Roberts and Frederick Phillip Grove spoke at the open meetings. Club activities appear to have ceased after Grove's appearance in October, 1930

Custodial history : The records of the Arts and Letters Club were transferred to the Municipal Archives from the vault of the Windsor Public Library in 1984

Scope and content : The fonds consists of correspondence, ephemera, financial statements, membership lists, minutes, and news clippings which reflect the club's activities

Notes: There are gaps in the records between 1926-1935, and 1936-1943. -- Detailed finding aid available: Arts and Letters Club (MS1). -- A list of correspondents is available in Appendix I

George F. Macdonald Collection (MS2)

Dates of creation : [ca. 1831] - 1963

Extent of descriptive unit : 0.24 m of textual records and 16 maps; 59 x 64 cm or smaller

Biographical sketch : George Fortune Macdonald was born in Windsor, Ontario, on November 21, 1878, the son of Scottish immigrant parents, Colin Macdonald from Inverness and Janet Laing Fortune of Duns, Berwickshire, Scotland. He was married to Lula Maud Denning of Leamington, Ontario.

His mother's family exerted a strong cultural influence on his early life. This found its first real expression during his visit at age 21 to the old Scottish home of his parents near the battle ground of Flodden Field. The area was very rich in local history, and Macdonald developed a permanent liking for local heritage that he would demonstrate in Canada. Upon returning to Windsor, he joined the mercantile firm of Bartlet and Macdonald, and later became its president.

Macdonald's initial interest was in Indian artifacts. This interest led to his subsequent study, collection, and preservation of a wide range of historic materials pertaining to Windsor and Essex County. Active in the work of the Essex County Historical Society, he also became its president. He was also a member of the Ontario Historical Society, serving as president (1932-1934); a member of the Detroit Historical Society, the Michigan Historical Society; and the Algonquin Club of Michigan and Essex County. In addition to his association with these groups, Macdonald also served on the Windsor Public Library Board (1922-1932) where he was Chairman in 1925. In recognition of his invaluable contribution to the preservation of Windsor's local heritage an honorary LL.D. was conferred upon him by Assumption College at its first convocation on June 3, 1954. He saw one of his cherished dreams become a reality with the establishment of the Hiram Walker Museum in 1958. After devoting more than 60 years of his life to the furtherance of the aims of historical societies of which he was a member, Macdonald died on August 12, 1959

Custodial history : The records of the George F. Macdonald Collection were donated to the Windsor Public Library in 1983, and subsequently transferred to the Municipal Archives in 1984

Scope and content : The fonds consists of historical and other publications, minutes, reports, transcripts of radio broadcasts and maps which reflect Macdonald's activities in conjunction with his interests in the local history of Windsor and Essex County

Notes : There are a number of gaps in the records. -- Detailed finding aid available: George F. Macdonald Collection (MS2). -- Essex County Tourist Association Broadcasts are indexed in Appendix I. A list of maps is available in Appendix II. -- The majority of the George F. Macdonald papers, once held by Windsor's Community Museum, formerly the Hiram Walker Historical Museum, are available at the Archives of Ontario

Morrison Literary Papers (MS3)

Dates of creation : 1925 - 1954

Extent of descriptive unit : 1.08 m of textual records and 160 photographs

Biographical sketch : Born in Sarnia, Ontario in 1897, Neil F. Morrison went on to receive his B.A. from the University of Toronto in 1920 and his M.A. (1937) and Ph.D. (1944) from the University of Michigan. He was a teacher at W.D. Lowe Secondary School and the Guppy High School of Commerce, both located in Windsor, Ontario. Morrison was both a geographer and a historian, and was responsible for writing two books: A Canadian Commercial Geography (1930, 1931, 1934), a high school text, and Garden Gateway to Canada (1954), a book written in conjunction with the 1954 Centennial Celebration of the incorporation of Windsor as a village

Custodial history : The Morrison Literary Papers were transferred to the Municipal Archives by the Literature and History Division of the Windsor Public Library in 1986

Scope and content : The fonds consists of correspondence, ephemera, interview questions and responses, minutes, news clippings, notes, research files, rough drafts and photographs which reflect upon the development of Morrison's books and other notable accomplishments. The fonds is divided into two series: *Publications* (MS3 I) and *Personal Records* (MS3 II)

Notes : There are a number of gaps in the records. -- Detailed finding aid available: Morrison Literary Papers (MS3). -- For further information on the 1954 Centennial Celebrations see the series *Windsor Centennial Festival Corporation* (RG2 DII) in the sous fonds *Policy, Planning and Project Records* (RG2 D) in the fonds *Records of the City Clerk's Department* (RG2). For further information on Neil Morrison, see the Morrison Family Collection at Windsor's Community Museum, formerly the Hiram Walker Historical Museum

A. Douglas Waddell Collection (MS4)

Dates of creation : [ca. 1918], 1927 - 1953

Extent of descriptive unit : 0.07 m of textual records and 79 photographs: b&w; 21 x 25.5 cm or smaller

Biographical sketch : A. Douglas Waddell was a Sergeant in the Signals Section of the 1st Battalion of the Essex Scottish Regiment

Custodial history : The records of the A. Douglas Waddell Collection were donated to the Municipal Archives by Michael Moosberger in 1984

Scope and content : The fonds consists of ephemera, news clippings, publications, scrapbooks and photographs which reflect upon the Battalion's activities and procedures

Note : Detailed finding aid available: [A. Douglas Waddell Collection](#) (MS4)

Hallam Collection (MS5)

Dates of creation : 1884 - 1982

Extent of descriptive unit : 0.56 m of textual records. -- 253 photographs. -- 1 photograph

Biographical sketch : Cyril Hallam was a teacher at Patterson Collegiate Institute in Windsor, Ontario from 1933 until the school closed in 1973. He directed many of the students' extra-curricular activities and reunion committees. Hallam was the teacher advisor for the school yearbook, the military and cadet corps, the chess club, the shooting club and the school newspaper. Also, he was active in stage and lighting direction for Patterson's drama club. Hallam was also the archivist for St. Mary's Church in Walkerville and was actively involved in local history

The collection includes the early history of Windsor Collegiate Institute, which became Patterson in 1929. The school began as a grammar school in 1854 until made into a high school in 1871. The official cornerstone for the building was placed in 1888, and the school remained on the same site until its closing in 1973. The building was demolished in 1979

Custodial history : The records of the Hallam Collection were donated to the Municipal Archives by Cyril Hallam and Mrs. D.L. Waddell in 1984. Further accruals were donated by Mrs. Dorothy Hallam in 1989, 1990, and 1991

Scope and content : The fonds consists of a certificate of admission, examinations, programs, school publications and yearbooks which relate to Windsor Collegiate Institute. Correspondence, a diary, ephemera, news clippings, programs, school newspapers, scrapbooks, staff and student records relate to Patterson Collegiate Institute. Hallam's interest in Essex County is reflected by an atlas, cards, correspondence, a newspaper and postcards, as well as copies of documents signed by the Walker family. Photographs depict the students, teachers and many extra-curricular activities and sports. The fonds is divided into four series: *Windsor Collegiate Institute* (MS5 I), *Patterson Collegiate Institute* (MS5 II), *Essex County* (MS5 III), and *Photographs* (MS5 IV)

Note : Detailed finding aid available: [Hallam Collection \(MS5\)](#)

W. F. Herman Collection (MS6)

Dates of creation : 1920 - 1949

Extent of descriptive unit : 0.61 m of textual records and 38 photographs

Biographical sketch : Wilbur F. Herman, the son of a sea captain, was born in Lunenburg, Nova Scotia in 1872. When his father died suddenly, Herman, at the age of thirteen began his newspaper career as an assistant in a newspaper office in Bridgewater, Nova Scotia. By the turn of the century he had moved to Boston, Massachusetts and soon found work as a printer. It was in Boston where he married Adie Knox, a native of Riversdale, Nova Scotia, and where their only child Ruth was born. A few years later they moved to Saskatchewan where Herman became the composing room foreman of the Saskatoon Phoenix, started the Saskatoon Saturday Press and bought the Prince Albert Herald in quick succession. In 1912, when the Saskatoon Capital was experiencing financial difficulty, Herman bought and renamed it the Saskatoon Star. Then he bought the Regina Post. In 1918, he purchased the Windsor Record, changing its name to the Border Cities Star, and later The Windsor Star. Under his ownership, it became one of the outstanding Canadian newspapers of the 1920's and 1930's.

The Hermans moved to Windsor in 1924, although a large part of the last ten years of Herman's life were spent travelling abroad and wintering in California. Herman died on January 15, 1938 in Los Angeles. He was buried in Saskatoon next to his daughter Ruth who had died in 1920. Adie Knox Herman died in 1967 and was also buried in the family plot. The Hermans engaged in many philanthropic deeds in the Windsor area as evidenced by the secondary school and arena named after them

Custodial history : The records of the W.F. Herman Collection were donated to the Windsor Public Library in 1982, and subsequently transferred to the Municipal Archives in 1984

Scope and content : The fonds consists of correspondence, memoranda, receipts and telegrams which reflect various topics including politics, newspaper publishing and Herman family life. The fonds also contains sympathy cards from floral arrangements sent after Herman's death. News clippings reflect a variety of topics that were of interest to Herman, as do scrapbooks. Photographs depict a number of subjects, but generally focus upon Herman's funeral, and an ambulance donated by Adie Knox Herman to the Essex Scottish Regiment. The fonds is divided into five series: *Correspondence and Related Documentation* (MS6 I), *Sympathy Cards* (MS6 II), *Newspaper Clippings* (MS6 III), *Scrapbooks* (MS6 IV), and *Photographs* (MS6 V)

Notes : Items that form the collection were removed from scrapbooks for conservation purposes with the exception of material in the series *Scrapbooks* (MS6 IV). -- Detailed finding aid available: W.F. Herman Collection (MS6)

The Honourable James Baby Chapter I.O.D.E. (MS 7)

Dates of creation : 1921 - 1975

Extent of descriptive unit : 0.18 m of textual records

Administrative history : Founded in 1921 in Windsor, Ontario, this chapter of the Imperial Order of Daughters of the Empire was named for the Honourable James Baby, Member of the Executive Council of Upper Canada, Lieutenant of Kent County, and militia colonel among other distinctions. The chapter has been involved since its inception in performing charitable works, including working with the blind, returned veterans, scholarships and bursaries, the Community Fund, and Christmas Seals Campaign. The members of this chapter are perhaps best known for their work with the 'Sanitarium' known for many years as the 'I.O.D.E.', now part of Windsor Western Hospital

Custodial history : The records of the Honourable James Baby Chapter I.O.D.E. collection were donated to the Windsor Public Library in 1978, and subsequently transferred to the Municipal Archives in 1984

Scope and content : The fonds consists of account books, a brief history of the organisation, the charter, correspondence, ephemera, financial statements, minutes, membership applications, news clipping and reports which reflect the activities of the organisation

Notes : Detailed finding aid available: [The Honourable James Baby Chapter I.O.D.E. \(MS7\)](#). -- A list of reports within the account books are available in Appendix I. A list of correspondence is available in Appendix II

J. Lewis Robinson Collection (MS8)

Dates of creation : [ca. 1707] - 1984

Extent of descriptive unit : 0.04 m of textual records. -- 25 maps. -- 35 photographs

Biographical sketch : J. Lewis Robinson, a former resident of Windsor, Ontario, has had a long and distinguished career in Canadian geography. After completing his B.A. at the University of Western Ontario in 1940, Lewis continued his studies at Syracuse University in Syracuse, New York. It was there that he completed his thesis Windsor, Ontario A Study in Urban Geography as part of the requirements for his M.A., a degree received in 1942.

After working three years for the territorial Department of Mines and Resources in the North West Territories, Robinson accepted an appointment with the Department of Geology and Geography at the University of British Columbia in 1946. He became the first head of the newly formed Department of Geography, a position which he held from 1959-1968. For a number of years he acted as the department's undergraduate advisor. Distinguished by numerous awards and author of many publications, he was a founding member of the Canadian Association of Geographers and president of that organisation in 1956. In 1984, Robinson retired from active academic life, and now holds the title of Professor Emeritus in the University of British Columbia Department of Geography

Custodial history : The records of the J. Lewis Robinson Collection were donated to the Windsor Public Library by Robinson in 1984, and subsequently transferred to the Municipal Archives that same year. An additional accrual was received in 1986

Scope and content : The fonds consists of Lewis J. Robinson Master of Arts in Geography thesis, accompanying maps and charts and photographs. Original and photocopied news clippings reflect Robinson's professional career and accomplishments as a professor at the University of British Columbia. The fonds is divided into four series *Maps and Charts* (MS 8 I), *Windsor Ontario, A Study in Urban Geography* (MS 8 II), *Newspaper Clippings* (MS 8 III), and *Photographic Material* (MS 8 IV)

Notes : There are a number of gaps in the records. -- Detailed finding aid available: J. Lewis Robinson Collection (MS 8)

Wallace Renaud Collection (MS9)

Dates of creation : 1928 - 1933

Extent of descriptive unit : 0.02 m of textual records

Biographical sketch : Born in Sandwich, Ontario in 1889, Wallace Renaud served in that town's police force for a number of years before joining the Riverside Police Department in 1936. From 1928 until 1943, Renaud was also the volunteer fire chief in Riverside. Attaining the rank of Sergeant, he retired from the Riverside Police Force in 1954. Renaud died on October 16, 1963

Custodial history : The records of the Wallace Renaud Collection were donated to the Municipal Archives by Renaud's grandson Don Coulter in 1984

Scope and Content : The series consists of a citation, logbook and report which document Renaud's duties as volunteer fire chief

Note : Detailed finding aid available: [Wallace Renaud Collection \(MS9\)](#)

Fuller Family Papers (MS10)

Dates of creation : 1855 - 1918

Extent of descriptive unit : 0.05 m of textual records

Administrative history : The collection documents a question of ownership for Lot 15 on Bedford Street, now Sandwich Street, between Chippewa and South Streets and running back to Wilkinson Lane, then in the Town of Sandwich, Ontario. In the documents is found a number of interesting pieces of evidence about local land dealings at the time. One of the persons involved in the 1857 assignment of mortgage on this property was John Prince, member of the Legislative Assembly for this area. One of the set of parties involved in the question of ownership in 1876 is the legal firm of Cameron and Cleary. Alexander Cameron and Francis Cleary had become so involved in land speculation that by the 1880's they had deeds printed with their names on them. The property eventually came into the hands of the Fuller Family, for whom the collection is named

Custodial history : The Fuller Family Papers were donated to the Municipal Archives by Sharon Brunini in 1989

Scope and content : The series consists of legal documents including mortgage assignments illustrating the history of land ownership of Lot 15

Notes : There are a number of gaps in the records. -- Detailed finding aid available: Fuller Family Papers (MS10). -- Further information on private land matters in Sandwich can be found in the *Gray Family Papers* (MS15)

Guillot Family Papers (MS11)

Dates of creation : 1870 - 1912, 1951

Extent of descriptive unit : 0.04 m of textual records and 5 photographs

Biographical sketch : James Casimer Guillot, the son of Hilaire Casimer Guillot was born in Sandwich, Ontario, on October 26, 1845. He married Ellen Weaver in 1862 and in that same year joined the Second Infantry Company in Sandwich. From 1897-1902 he was commander of the 21st Essex Fusiliers and held the title of Lieutenant Colonel.

James and Ellen had four children: Henry Casimer, Elizabeth Erskine, Ida Stuart and Helen (Nellie). Henry married Alice Treble (a local teacher), became a physician in Pontiac, Michigan and was later mayor of that municipality from 1901-1903.

J.C. Guillot became Treasurer of the City of Windsor in 1893 and remained in that position until his death on January 28, 1905. He is buried in St. John's churchyard in Sandwich

Custodial history : The Guillot Family Papers were donated to the Municipal Archives by Elizabeth Guillot in 1985

Scope and content : The fonds consists of certificates, correspondence, deeds and other legal documents, ephemera, notes, and a promissory note, and photographs which provide insight into the lives of a number of members of the Guillot family, including genealogical information. The fonds is divided into two series: *Documents* (MS11 I), and *Photographs* (MS11 II)

Notes : There are a number of gaps in the records. -- Detailed finding aid available: Guillot Family Papers (MS11). -- For further information on J.C. Guillot see the series *Early Treasurer's Correspondence* (RG3 B1) in the sous fonds *Administrative Correspondence* (RG3 B) in the fonds *Records of the Finance Department* (RG3). For more information on the Fusiliers, see the fonds *21st Essex Fusiliers* (MS13)

Leonard N. Simons Collection (MS12)

Date of creation : [1988?]

Extent of descriptive unit : 0.01 m of textual records

Administrative history : The Battle of Windsor occurred on December 4, 1838 and marked the end to Rebellions in Upper Canada. A number of Americans were captured and tried for their actions. These papers document the cases of Moses Rumsey and Howard Hastings in that connection

Custodial history : The records of the Leonard N. Simons Collection were donated to the Municipal Archives by Dr. Philip P. Mason in 1988

Scope and content : The fonds consists of correspondence, depositions, petitions and a resolution which relate to the legal action taken against Rumsey and Hastings

Notes : Records are photocopies of the original documents, dated 1838 - 1839. -- Detailed finding aid available: [Leonard N. Simons Collection \(MS12\)](#)

Records of the Children's Aid Society (MS14)

Dates of creation : 1888 - 1981

Extent of descriptive unit : 4.68 m of textual records and other material

Administrative history : The Children's Aid Society of the County of Essex has had a long history of helping this area's underprivileged youth. Two 1895 documents in the collection indicate an early movement on the part of local citizens to have a relief agency established. The earliest Board of Directors Minutes date back to 1905 although the first minute book states that the Society was incorporated in 1899. Unfortunately, there are no early records in existence. After some years of inactivity, the Society was urged to reorganise or disband. On November 5, 1905, a meeting was held and the aims and objectives of the Society were reformulated.

Since that time, the Children's Aid Society has grown considerably as is demonstrated by the number of name changes. Originally known as the Children's Aid Society of Windsor, it became the Children's Aid Society of Windsor and East Windsor on March 19, 1934. Between 1899 and 1934, the agency operated under a variety of names including the areas of Walkerville, Sandwich, and greater Essex County. Partially as a result of amalgamation, on November 1, 1935, the Children's Aid Society of the City of Windsor, the County of Essex and Pelee Island evolved. The need for a more decentralised operation to handle county cases led to the opening of the Leamington office in February of 1950. The Society's current name officially came into use on July 1, 1956. Although some consideration was given to uniting with the Roman Catholic Children's Aid Society in 1973, it was decided to keep the agencies separate. However, mutual cooperation is evident by the numerous joint committees which were formed to handle common problems. The Records of the Children's Aid Society document this ever increasing growth and dedication. The Society now handles hundreds of cases each year

Custodial history : The records of the Children's Aid Society were transferred to the Municipal Archives by the organisation in 1985

Scope and content : The fonds consists of minutes for the Board of Directors and various committees. Agreements, bylaws, bulletins, constitutions, correspondence, financial statements, land instruments, memoranda, minutes, office files, reports and statistics document the wide range of responsibilities of the Office of the Executive Director. Account journals, cashbook sheets, ledgers, memoranda, office files, reports and statistics reflect day to day operations of the society. Ephemera, newsletters and scrapbooks, architectural drawings, photographs and photo negatives complement the textual records. The fonds is divided into four series: *Board of Directors Records* (MS14 I), *Directors Office Records* (MS14 II), *Operating Files* (MS14 III), and *Related Records* (MS14 V)

Notes : Includes 22 photographic negatives, 13 photographs and 10 architectural drawings. -- Detailed finding aid available: [Records of the Children's Aid Society](#) (MS 14). -- The series *Court Agendas* (MS14 IV) has been removed and destroyed. -- Due to the sensitive and

confidential nature of these records, permission of the director of the Children's Aid Society must be obtained before viewing

Gray Family Papers (MS15)

Dates of creation : 1854 - 1897

Extent of descriptive unit : 0.04 m of textual records

Administrative history : The Gray Family Papers for the most part reflect land dealings in Sandwich, Ontario. The family members involved include George, Thomas, William and John

Custodial history : The Gray Family Papers were donated to the Hiram Walker Historical Museum by Don Gray, and subsequently transferred to the Municipal Archives in 1986

Scope and content : The fonds consists of collector's demand for taxes, correspondence, land indentures, land instruments and receipts which reflect land transactions on Victoria, Wellington and Pajoo Streets

Notes : There are a number of gaps in the records. -- Detailed finding aid available: Gray Family Papers (MS15). -- Further information on private land matters in Sandwich can be found in the *Fuller Family Papers* (MS10)

Davis Collection (MS16)

Dates of creation : 1888 - 1894

Extent of descriptive unit : 0.2 m of textual records

Biographical sketch : Frances Julia Davis was born in Sandwich, Ontario, in 1844. As a daughter of William Duperon Baby, Mrs. Davis was well known among local society. Her father had been a councillor on the Western District Council for Sandwich from 1846 to 1849, also serving on the same body in 1849 when it was known as the Municipal Council of the United Counties of Essex and Lambton. From 1851 to 1856 W.D. Baby served as sheriff of both counties mentioned.

In 1872 Frances became the second wife of John Davis. Her husband was born in Prescott, Ontario, in 1836. After a career which included working in distilleries in Chicago and Peoria, Mr. Davis was appointed an excise officer in 1863. Promoted to assistant inspector of distilleries in 1867 he advanced to inspector of the same in 1872 located in Windsor. In 1888 he was appointed Chief Inspector of distilleries for Canada. John Davis was elected mayor of Windsor five times, four by acclamation, and served the City of Windsor in that capacity from 1897 to 1901. The Davis family were among the founders of Immaculate Conception Church, established in 1904. Mayor Davis died in 1912 after a lengthy illness. Frances Julia Davis survived him until her death in 1928. She was well known for her charitable works.

Children of John and Frances Davis were: Gaspé, who settled in Pittsburgh; Dr. Joseph W. who became a surgeon to the Indo-China Steam Navigation Company; Patrick; Francis M. employed by the Bank of Commerce in Windsor; Frances Julia; and May.

The Davis family home still stands at the corner of Hall Avenue and Riverside Drive East. Only the upper story facade remains unaltered

Custodial history : The records of the Davis Collection were donated to the Municipal Archives by Joyce Taylor Davison in 1986

Scope and content : The fonds consists of diaries, ephemera and receipts reflecting the day-to-day activities of the Davis household

Notes : Detailed finding aid available: [Davis Collection](#) (MS16). -- For further information on John Davis's participation in municipal affairs, see the sous fonds *Council Minutes* (RG2 A) in the fonds *Records of the City Clerk's Department* (RG2)

Canadian Inventory of Historic Buildings (MS 17)

Dates of creation : 1975, 1977

Extent of descriptive unit : 0.84 m of textual records

Administrative history : The National Historic Sites Service established a project to scan the basic architectural and structural characteristics of 100,000 buildings across Canada. This Canadian Inventory of Historic Buildings originated as a five year program, spanning 1970-1975, and was designed to allow for the retrieval and recording of information on structures dating from the earliest seventeenth century buildings still standing in Eastern Canada, to those of the early twentieth century in Western Canada. This project was the first computerised building survey to be implemented on such a large scale anywhere in the world. The project in Windsor was completed in 1977 as a student summer project

Custodial history : The records of the Canadian Inventory of Historic Buildings were transferred to the Municipal Archives from the Literature and History Division of the Windsor Public Library in 1986

Scope and content : The fonds consists of inventory sheets, a training manual and other instructional material which document the project. The fonds is divided into two series: *General Instructions* (MS17 I) and *Inventory Sheets* (MS17 II)

Notes : Detailed finding aid available [Canadian Inventory of Historic Buildings](#) (MS17). -- An alphabetical listing of buildings/location names is available in Appendix 1

Ontario Association for the Control of Accidental Poisoning (MS18)

Dates of creation 1956- 1983

Extent of descriptive unit : 0.5 m of textual records and 5 photographs

Administrative history : The O.A.C.A.P. Collection represents the work of the Ontario Association for the Control of Accidental Poisoning. The O.A.C.A.P. was a non-profit organisation created by Windsor, Ontario paediatrician, Dr. Henri Breault, and incorporated in 1963. It was designed to promote the invention, development and refinement of child-resistant containers and the use of such containers on all prescription medicines. Pressure by coroners, fellow pharmacists, and consumer groups further strengthened their efforts during the late 1960s and early 1970s.

In 1964, the O.A.C.A.P. played an instrumental role in the promotion of ipecac syrup as an emetic in poison cases. As well, the corporation launched several safety awareness campaigns and kept detailed accounts of childhood poisonings until O.A.C.A.P.'s dissolution in 1980

Custodial history : The records of the Ontario Association for the Control of Accidental Poisoning were donated to the Municipal Archives by William A. Wilkinson in 1986

Scope and content : The fonds consists of a charter, financial statements, memoranda, minutes, reports, resolutions, and other legal documents which reflect the administration of the Ontario Association for the Control of Accidental Poisoning. Correspondence illustrates public relations, and the O.A.C.A.P.'s dealings with various government agencies. Contest submissions, correspondence, essays, manuscripts, newspaper clippings, publications, publicity reports, a scrapbook and photographs reflect the O.A.C.A.P.'s work in poison prevention. The fonds is divided into five series: *O.A.C.A.P. Administrative Records* (MS18 I), *O.A.C.A.P. Correspondence* (MS18 II), *Poison Prevention- General* (MS18 III), *Research and Development Files* (MS18 IV), and *Related Manuscripts and Publishing Materials* (MS18 V)

Notes : The reproduction and/or publication of the material found in certain files is restricted. See file listing for specifics. -- Detailed finding aid available: [Ontario Association for the Control of Accidental Poisoning \(MS18\)](#)

Windsor Local Council of Women (MS19)

Dates of creation : 1934 - 1978

Extent of descriptive unit : 1.4 m of textual records. -- 54 photographs. -- 1 audio reel

Administrative history : The Windsor Local Council of Women was established on October 9, 1934, under the name Border Cities Local Council of Women. This was changed in 1935 to the present title of the existing council. The objective of the Council was to allow women a stronger voice in community policy-making and activities. This is indicated in the wide variety of concerns and issues the Council dealt with. Amalgamation, the Depression years, World War II, reconstruction in the post-war years, social services, volunteer activities and intellectual enrichment are examples of their interests. Along with a high profile within the community the Council has been represented by some prominent Windsor women.

Membership in the organisation is through affiliation. Thus, the Council is representative of most women's' groups in the Windsor area. Monthly general and executive meetings (with the exception of July and August), plus an annual general meeting were held regularly. There were also representatives sent to the Provincial Council of Women of Ontario and to the National Council of Women. A monthly Bulletin and yearly Annual were published keeping other members informed of the Council's activities

Custodial history : The records of the Windsor Local Council of Women were donated to the Municipal Archives by the organisation in 1986

Scope and content : The fonds consists of bulletins, bylaws, a constitution, correspondence, financial information, membership and executive lists, minutes, news clippings, reports and resolutions as well as an audio tape of radio broadcasts which provide insight into the activities and concerns of the Local Council of Women. Meeting and Committee summaries reflect the activities and concerns of the Provincial Council of Women. Meeting and Committee summaries, reports, resolutions and yearbooks document the activities and concerns of the National Council of Women including its affiliation with the provincial and local councils. The fonds also contains photographs which complement the textual records. The fonds is divided into four series: *Windsor Local Council of Women* (MS19 I), *Provincial Council of Women of Ontario* (MS19 II), *National Council of Women* (MS19 III), and *Photographs* (MS19 IV)

Note : Detailed finding aid available: Local Council of Women (MS19)

George Y. Masson Collection (MS20)

Dates of creation : [between 1914 and 1918] - 1977

Extent of descriptive unit : 0.45 m of textual records. -- 831 photographs. -- 5 maps

Biographical sketch : George Yule Masson was born in Detroit, Michigan and moved to Windsor, Ontario at a young age. Masson lived all of his life in Windsor, with the exception of brief periods during the First and Second World Wars, and his time at the University of Pennsylvania. In the First World War, Masson joined the 241st Borderers and later became a flying cadet at the Royal Canadian Air Force. After the war, Masson studied architecture at the University of Pennsylvania. Upon graduation in 1921 he went to Europe and then returned to Windsor to start his professional career.

Masson was a partner in the architectural firm of Nichols, Sheppard and Masson as well as Sheppard, Masson, Brand, and Langlois. Through these firms, Masson designed many of the schools, churches, and businesses in the tri-county area. During the Second World War, Lieutenant-Colonel Masson served as the Commanding Officer of the Ontario Regiment Tank. During the 1950's, Masson was an active member of the Windsor Chapter of the Canadian Red Cross, the Windsor Town Planning Council, and Chair of the Windsor Housing Authority. Masson was also a member of the Royal Architectural Institute of Canada. In 1956 he was named President of the Ontario Association of Architects.

Masson's architectural career spanned a period of six decades. His most noteworthy designs are the Cenotaph in City Hall Square, the Windsor Chapter of the Canadian Red Cross building on Ouellette Avenue, the Essex Golf and Country Club, and seven Ontario Provincial Police Departments. Masson died at the age of 87 on December 21, 1982 after a lengthy illness

Custodial history : The records of George Y. Masson Collection were donated to the Municipal Archives by Mrs. George Y. Masson in 1986

Scope and content : The fonds consists of a book written by Masson's grandfather, Charles W. Gauthier, correspondence, diaries and photographs which reflect upon Masson's experience. The fonds also consists of correspondence and a scrapbook of the May Court Club belonging to Mrs. Masson. Correspondence, photograph albums and scrapbooks depict events of the First and Second World Wars, including Masson's military career. Photographs and a scrapbook highlight Masson's professional career. Maps illustrate portions of Europe that Masson travelled to in 1921. The fonds is divided into five series: *Personal Records* (MS20 I), *Military Records* (MS20 II), *Professional Records* (MS20 III), *Maps* (MS20 IV), and *Photographic Material* (MS20 V)

Note : Detailed finding aid available: George Y. Masson Collection (MS20). -- For more information on the accomplishments of the architectural firm of Nichols, Sheppard, and Masson, see photographic material in the Photograph Collection of the Municipal Archives (PC/1 - PC/178)

Border Cities Wire and Iron (MS21)

Dates of creation : 1920 - 1981

Extent of descriptive unit : 0.64 m of textual records and 2 architectural drawings; 60 x 91 cm and 24 x 21 cm

Administrative history : Established in 1919, Border Cities Wire and Iron Ltd. quickly gained a reputation for quality products and workmanship. Co-founded by three local men - W.F. Andrews, C.H. Butler and P.D. McIntyre, the company's goods were sold throughout Canada, Europe and South America. Metals such as steel, aluminum, bronze and stainless steel were turned into veranda railings, grill work, fencing, fire escapes, wire baskets and the like. The company enjoyed a period of prosperity from the mid-thirties through to the 1950s but went into receivership in 1985

Custodial history : The records of the Border Cities Wire and Iron Ltd. were donated to the Municipal Archives by the company in 1985

Scope and content : The fonds consists of financial statements, an inspection certificate, ledgers, a purchase journal and specifications as well as architectural drawings which reflect the varied activities of the company. The fonds is divided into three series: *Financial Records* (MS21 I), *Specifications* (MS21 II), and *Miscellaneous* (MS21 III)

Note : Detailed finding aid available: Border Cities Wire and Iron (MS21)

The Music, Literature and Art Club Collection (MS22)

Dates of creation : 1903 - 1972

Extent of descriptive unit : 0.4 m of textual records. -- 14 photographs: col.; 5 x 9 cm. -- 2 photographs: b&w; 20.5 x 25.5 cm and 17 x 22 cm

Administrative history : The Music, Literature and Art Club was formed in Windsor, Ontario in 1903. The material in this collection covers the period 1903 to 1971 although the club functioned, in a reduced capacity, until 1982. The club was formed largely by prominent women, although men were initially involved. It quickly became a club in which the membership and executive were held by women. Its purpose was to study the Arts, although it was also involved in other activities (such as the promotion of the arts in the Windsor area, and the Windsor Local Council of Women) to a lesser extent.

Membership was generally limited to 30; potential members were often placed on a waiting list and sometimes allowed to attend meetings. New members needed a recommendation from two members, and were accepted into the Club after a vote by the whole membership when a position became available.

Meetings were generally held every two weeks beginning in October and ending for the season in May or June, although occasionally a summertime activity took place. Three open meetings, one for each area of study, were held each season, which ended with the Club's annual meeting. The Club celebrated its 21st anniversary in 1924; its 25th in 1929; its 50th in 1953; and its 60th in 1963. In each instance special celebrations were held

Custodial history : The records of The Music, Literature and Art Club Collection were donated to the Municipal Archives by the club in 1986

Scope and content : The fonds consists of constitutions, correspondence, membership lists, minutes, programs, and yearly schedules as well as photographs which reflect upon the activities of the club. The fonds is divided into two series: *Records of the Music, Literature and Art Club* (MS22 I), and *Photographs* (MS22 II)

Notes : Detailed finding aid available: [The Music, Literature and Art Club](#) (MS22). -- An index

of news clippings removed from the collection is available in Appendix I

Rotary Club of Windsor Collection (MS23)

Dates of creation : 1914 - 1996

Extent of descriptive unit : 0.76 m of textual records and other material

Administrative history : The Rotary Club of Windsor was formed in September, 1918, as a chapter of the United Council of Rotary Clubs, founded in Chicago by Paul P. Harris in 1905. Four men were responsible for bringing the organisation to Windsor: Clarence H. Smith, Dr. John G. Coleridge, Alexander Peddie, and Harry J. Neal, the club's first President.

The purpose of the club was to encourage business and professional men to give service to their community, and to allow these men to become acquainted with each other. The Rotary Club of Windsor quickly became involved in community service. Over the last seventy years, the club has been involved in many activities, such as summer camps and Christmas parties for children, hospital and wartime fund-raising, community swimming pools, and most importantly assisting crippled children. The Windsor chapter was responsible for the establishment of the Ontario Society for Crippled Children in 1922, and also for the building of the Essex County Children's Rehabilitation Centre in 1976.

The Windsor chapter has also been actively involved in the activities of Rotary International, and has belonged to a variety of district affiliations which have always included Rotary chapters in the United States. The International Dinner is an important annual event, and has included such prominent speakers as the Peruvian ambassador to Canada, Max de la Fuente, and the Honourable Paul Martin, former Liberal Cabinet Minister and Ambassador to Great Britain

Custodial history : The records of the Rotary Club of Windsor Collection were donated to the Municipal Archives by the club in 1987. Further accruals were received in 1988, 1990, 1992, 1993, 1994, 1995, and 1996

Scope and content : The fonds is divided into five series: *Executive Records* (MS23 I), *Operational Records* (MS23 II), *Financial Records* (MS23 III), *Community and International*

Service Records (MS23 IV), and *Photographs* (MS23 V)

Notes : Includes 281 photographs, 83 photographic negatives, and 9 photographic slides. -- Detailed finding aid available: [Rotary Club of Windsor Collection](#) (MS23)

John Stodgell Collection (MS24)

Dates of creation : 1780 - 1935

Extent of descriptive unit : 0.06 m of textual records

Biographical sketch : Born in England in 1865, John Stodgell moved to Detroit, Michigan in 1885. In 1897 Stodgell moved to Amherstburg, Ontario where he opened a confectionery and china store. He soon moved to Walkerville and opened a similar business with his brother, Charles J. Stodgell. In 1904 the Stodgell brothers were two of the original stockholders of Ford Canada. Settling on Strabane Avenue, in what would later become Ford City, John Stodgell became a neighbour of Alexander Askin, a descendant of John Askin (fl. 1760-1815) of fur trade fame.

At this point Stodgell became interested in collecting local history. He received a number of important documents from his neighbour and collected Native Artifacts and other items of historical note. Most of the Askin Papers were taken to Detroit by Clarence Burton and later turned over to the Detroit Public Library. These papers formed the core of what is today known as the Burton Historical Collection. Stodgell's collecting activities have allowed a smaller collection of very significant Askin documents to remain in Canada.

In addition to Ford Canada, Stodgell also invested in other local companies and purchased land. Some of his property was sold to Ford Canada. He was in the Walkerville Home guard during World War I and was a founding member of the St. Aidan's Anglican Church in Riverside. His brother Charles went on to become mayor of Walkerville for 1921-1923. John Stodgell and his wife, Emma, had three children: Simeon J. (A notable stockbroker), Charles W., and Camilla, who married John Wigle (Mayor of East Windsor, 1930). During his tenure of office, Wigle was best known for completing the Drouillard Road Underpass which linked East Windsor and Walkerville along Wyandotte Street.

John Stodgell died on July 8, 1955, at the age of 90

Custodial history : The records of the John Stodgell Collection were donated to the Municipal Archives by his daughter, Camilla Wigle, in 1987

Scope and content : The fonds consists of accounts, correspondence, a deed, land grants, notes and a receipt which illustrate the activities of John Askin Sr., his family and business associates, including the fur trade, military matters and land transactions with the Pottawatomi and Chippewa Nations. An agreement, a certificate of title, cheques, correspondence and receipts document Stodgell's business activities including land dealings in Sandwich East Township. The fonds is divided into two series: *Askin Documents* (MS24 I) and *Stodgell Documents* (MS24 II)

Note : Detailed finding aid available: [John Stodgell Collection](#) (MS24)

Papers of Green Shield Prepaid Services Incorporated (MS25)

Dates of creation : 1942 - 1984

Extent of descriptive unit : 2.78 m of textual records and other material

Administrative history : Founded by William A. Wilkinson and other interested pharmacists in 1957, Prescription Services Inc. offered the first prepaid pharmaceutical services plan in North America under the name Green Shield. It was set up as a financial arrangement whereby an individual as part of a group could budget and pay for the prescription drugs s/he would need throughout the year. Originally founded only to service the Windsor, Ontario, area, it was hoped the idea would spread with similar operations being formed in other areas. Since this did not occur, Green Shield extended its coverage to include the whole province of Ontario in 1962. Licensing arrangements were offered to other provinces and the United States as early as 1963. The Plan got its biggest support in 1965 when a contract was signed with the Chrysler Corporation. The contract provided Green Shield coverage to all Chrysler employees in Canada. This added 30,000 members to the plan, including approximately 500 retirees. This interest in the elderly continued with Green Shield representatives playing a role on committees that concerned the elderly. Green Shield has also, as a by-product of their own internal system, been interested in finding means by which to end drug abuse. In 1979, Walter Austin became President with W.A. Wilkinson staying on as a consultant

Custodial history : The Papers of Green Shield Prepaid Services Incorporated were donated to the Municipal Archives by William A. Wilkinson in 1987

Scope and content : The fonds consists of correspondence which illustrates the creation and

subsequent day-to-day operation of Green Shield. Briefs and reports pertain to the operation of both Prescription Services Incorporated and Green Shield. Written histories, news clippings and scrapbooks reflect the growth of the organisation. Pamphlets and forms, as well as an architectural drawing, audio tape, film, paintings and photographs illustrate various aspects of the operation and services of Green Shield. Wilkinson's personal materials include memorandum, papers, speeches and sympathy letters received upon the death of his father. Published material, created by external agencies, relate directly to correspondence received by Green Shield. The fonds is divided into six series: *Correspondence* (MS25 I), *Briefs and Reports* (MS25 II), *Scrapbooks and Histories* (MS25 III), *Audio-Visual Material* (MS25 IV), *William A. Wilkinson Personal Materials* (MS25 V), and *Published Material* (MS25 VI)

Notes : Includes 46 photographs, 2 paintings, 1 architectural drawing, 1 audio reel, and 1 film reel. -- Detailed finding aid available: [Papers of Green Shield Prepaid Services Incorporated](#) (MS25). -- An index of news clippings removed from the fonds is available in Appendix I

The Brophey Papers (MS26)

Dates of creation : 1847, 1895, 1926 - 1960

Extent of descriptive unit : 0.44 m of textual records. -- 14 photographs: b&w; 20.5 x 25.5 cm or smaller. -- 1 audio reel

Biographical sketch : Thomas R. Brophey, born in 1908, held a diverse range of high profile positions during the course of his life. He began his journalistic career in Windsor, Ontario, as early as 1924. He worked for the [Border Cities Star](#), and later [The Windsor Star](#), as a carrier and ultimately as a popular columnist and reporter. He abandoned journalism to study law at Osgoode Hall. He then became a prominent municipal politician, Alderman of Ward 1 in 1944-1945, Controller in 1946-1947 after which he failed to be re-elected to that position. He made a bid for mayor in 1948 and placed second to incumbent Mayor Arthur Reaume. Perhaps the best remembered episode of his political endeavours was his abbreviated career as mayor in 1951. A local election on December 6, 1950 saw Brophey triumph over Reaume. A recount requested by his opponent revealed that Brophey lost by sixteen votes, and Brophey vacated the Mayoralty eight days after his inauguration. Brophey resumed what proved to be a successful legal career and formed a partnership with his son Tom Brophey Jr. Brophey's last project, at the age of 70, was the acquisition of property for the E.C. Row Expressway. He died March 6, 1987 at the age of 79

Custodial history : The Brophey Papers were donated to the Municipal Archives by T.R. Brophey Jr. in 1987

Scope and content : The fonds consists of deeds which document a land transfer in Sandwich Township. Ephemera provides examples of Brophey's early creative writing and journalistic endeavours. Scrapbooks with news clippings contain his columns, accounts, his mayoral campaign and articles by, or about, Brophey. Additionally, ephemera, photographs, and an audio tape illustrate various phases of Brophey's career and personal life. The fonds is divided into six series: *Family Papers* (MS26 I), *Queen's University Ephemera* (MS25 II), *Daily Columns for the Windsor Daily Star* (MS26 III), *Mayoral Election Scrapbooks* (MS26 IV), *Miscellaneous Clippings* (MS26 V), *Audio-Visual Materials* (MS26 VI)

Note : Detailed finding aid available: [The Brophey Papers \(MS26\)](#)

Papers of Walter P. Wall (MS27)

Dates of creation : 1919 - 1922, 1933 - 1975

Extent of descriptive unit : 1.64 m of textual records

Biographical sketch : Walter Patrick Wall, an Irish immigrant, came to Canada in the early 1920s. He involved himself in transit union activities in the late 1920s, becoming financial secretary of Division 616 of the Amalgamated Association of Street, Electric Railway and Motor Coach Employees of America in 1934. He continued in this position until 1947 when he was promoted to the position of General Executive Board Member. As a senior officer, Wall had been involved in the activities of the union. With the expansion of the transit industry in Canada from the 1930s to the 1960s, Wall devoted himself to the cause of organising transit workers, developing the transit unions and solving the many disputes between employers and employees in the transit industry. He retired in 1961

Custodial history : The Papers of Walter P. Wall were donated to the Municipal Archives by Mrs. Walter P. Wall in 1988

Scope and content : The fonds consists of convention materials and publications from annual union conventions. Financial statements, a manual, membership lists and reports reflect the activities of Division 616 of Amalgamated Association of Street, Electric Railway and Motor

Coach Employees of America. Additionally, the fonds consists of a union directory, ephemera, pamphlets and reports. Correspondence, weekly reports and union case files reflect Wall's work and the activities of the Amalgamated Transit Unit when Wall functioned as a member of the General Executive Board. The fonds also consists of publications collected by Wall acting as union officer, relating to the transportation field, transit unions and labour. Correspondence, publications and other material related to Wall's interest in finger prints and secret service activities, as well as tour information for a trip to Puerto Rico taken after his retirement in 1969 reflect Wall's personal activities. Wall's personal and professional interests are also reflected in scrapbooks and news clippings. The fonds is divided into five series: *Organisational Materials* (MS27 I), *Transit Union Files* (MS27 II), *Published Material* (MS27 III), *Private Material* (MS27 IV), and *Scrapbooks and Newspaper Clippings* (MS27 V)

Notes : Detailed finding aid available: [Papers of Walter P. Wall](#) (MS27). -- A subject index to the fonds is available in Appendix I

Iler Family Records (MS28)

Dates of creation : 1820 - 1821, 1884 - 1911

Extent of descriptive unit : 0.07 m of textual records

Biographical sketch : John Coatsworth Iler was born on a Colchester Township farm in 1828. He initially took up farming, and continued to hold Colchester property through most of his life. A deeply religious man, Iler was also a Methodist preacher and was much in demand as a speaker for meetings of that denomination in Essex and Kent Counties and Detroit.

In 1850 Iler married Adeline, daughter of John Buchanan. He served in municipal office, including a period as Colchester Township Clerk. On County Council as Colchester's reeve for 1872-1879, Iler became County Warden in 1879. He ran unsuccessfully in federal politics during the mid-1870s. Returning to office as the reeve for Colchester South in 1883, John Iler became sheriff for the County of Essex that year and continued in the post until his death in 1908.

The Ilers had three daughters: Margaret (married Eli Wright); Josephine (married Atkinson Wigle); and Myra (married Albert Rumball)

Custodial history : The Iler Family Papers were donated to the Municipal Archives by Mrs. Muriel Irvine in 1987

Scope and content : The fonds consists of account information, an assessment notice, diaries and a school practice book reflecting John C. Iler's tenure as sheriff, as well as activities and interests of other family members. A publication, The Shakespeare Birthday Book, provides a glimpse of literacy in Essex County at the time

Notes : There is a gap in the records between 1886 - 1893. -- Detailed finding aid available: Iler Family Papers (MS28)

Windsor Centennial Music Festival (MS29)

Dates of creation : 1966 - 1989

Extent of descriptive unit : 0.9 m of textual records. -- 63 photographs. -- 4 photographic negatives

Administrative history : The Windsor Centennial Music Festival (W.C.M.F.) was pre-dated by the Windsor Music Festival, first held in 1947. This project was co-sponsored by Kiwanis and the Essex Branch of the Ontario Registered Music Teachers Association (O.R.M.T.A.). The Secretary of this first festival was Miss Greeta French, who would remain active in both O.R.M.T.A. and Windsor's music festivals for over 40 years. The annual Festival ran until 1964, when it was discontinued due to declining interest. In 1966, the Essex Branch of O.R.M.T.A., then headed by French, decided to host the "Windsor Centennial Piano Competition" in 1967 as part of Canada's Centennial Celebrations. By the Second Competition in 1968, they had attracted approximately 544 entries from piano students throughout Essex, Kent, and Lambton counties, as well as from London. In 1969, it was decided that additional categories should be added to the Competition. The following year, the Executive voted to include a string category in the 1972 Competition. Thus, in 1971, the name was formally changed from the "Windsor Centennial Piano Competition" to the "Windsor Centennial Music Competition". By 1973, the Competition had expanded to include piano, strings, organ and accordion. An additional expansion took place in 1976 with the inclusion of vocal classes. The growth in non-competitive classes led to a proposal in 1980 to change the name again to the "Windsor Centennial Music Festival". During the late 1970s and early 1980s, the Festival continued to grow under the leadership of Allen and Muriel Loney. Continuing financial and administrative problems, particularly in the vacuum left by Allen's death in 1986, undermined many of the achievements. There were a number of attempts to renew the prior association between Kiwanis and O.R.M.T.A., which were not successful until 1989, when the Festival's assets were assumed by Kiwanis. This created the current Kiwanis Music Festival Windsor Essex County

Custodial history : The records of the Windsor Centennial Music Festival were donated to the Municipal Archives by Dr. Philip Adamson, a former member of the Music Festival Committee, in 1989

Scope and content : The fonds consists of constitutions, correspondence, financial statements, ledgers, mailing lists, minutes, proposal, receipts and reports which reflect the activities and concerns of the administration of the Festival. The fonds also consists of correspondence, ephemera, financial information, music books, news clippings, programs, schedules, scrapbooks, and syllabi as well as photographs and photo negatives reflecting the activities of the Windsor Music Festival, the Windsor Centennial Piano Competition, the Windsor Centennial Music Competition and the Windsor Centennial Music Festival. The fonds is divided into two series: *Executive Records* (MS29 I), and *Festival Records* (MS29 II)

Note : Detailed finding aid available: Windsor Centennial Music Festival (MS29)

Smith Family Papers (MS30)

Dates of creation : 1870 - 1969

Extent of descriptive unit : 0.08 m of textual records

Biographical history : Born about 1846, Charles Smith immigrated to Windsor, Ontario from England in the last quarter of the nineteenth century. A bricklayer by trade, he became involved with the Curry-Robinet bricklaying concern. Married in 1887 to Sarah Elizabeth Rose Brown, Smith began assembling a significant portion of land in the vicinity of Victoria and Elliott Streets. The Smiths resided at what was then 44 Elliott Street West, in the block between Church and Bruce Streets on the north side of Elliott. They had two children, Nellie and Edwin. Charles Smith died between 1915 and 1916, having been a contractor and sewer inspector. Sarah E. Smith, born in about 1862, lived until the 1950s, continuing to reside in the house on Elliot Street

Custodial history : The Smith Family Papers were donated to the Municipal Archives by Lawrence Smith, son of Edwin and grandson of Charles, in 1992

Scope and content : The fonds consists of agreements, a collectors demand for taxes, deeds, mortgages, and a Windsor City Council Resolution pertaining to property. Personal papers include correspondence, a marriage certificate and receipts

Notes : There are a number of gaps in the records. -- Detailed finding aid available: Smith Family Papers (MS30). -- For further information of Charles Smith's activities as a contractor consult the fonds *Records of the City Clerk's Department* (RG2) and the sous fonds *Walkerville* (RG5 D) in the fonds *Records of the Amalgamated and Annexed Municipalities* (RG5)

Records of Lanspeary's Limited (MS31)

Dates of creation : 1915 - 1968

Extent of descriptive unit : 0.23 m of textual records

Administrative history : Around 1907, Clarence Archer Lanspeary opened a drug store at the corner of Devonshire Road and Wyandotte Street East in Walkerville, Ontario. The success of this business venture led to additional stores, and by 1915, Lanspeary's Limited was established. At its height, the chain had a total of twelve stores in Windsor, Sandwich, and Walkerville

Custodial history : The Records of Lanspeary's Limited were transferred to the Municipal Archives from the vault of the Windsor Public Library in 1984

Scope and content : The fonds consists of agreements, bylaws, one company seal, a letters patent, memoranda and minutes which reflect the administration and operation of the company

Notes : There is a gap in the records between 1934-1949. -- Detailed finding aid available: [The Records of Lanspeary's Limited \(MS31\)](#)

Records for the Home of the Friendless (MS32)

Dates of creation : 1889 - 1934

Extent of descriptive unit : 0.12 m of textual records

Administrative history : Minutes state that “the first monthly meeting of the second year of the Home” was held on November 6, 1889, however, the newspaper accounts state that the organisation which gave rise to the Home got its start about ten years earlier. The Ladies Benevolent Society was responsible for setting up a soup kitchen and taking in donations, primarily to assist homeless, elderly citizens of Windsor, Ontario. Eventually, enough funds were raised to purchase a building on the corner of Mercer and Wyandotte Streets, and the Home was officially established. The name “Home of the Friendless” was changed to “Homestead” in 1939. As part of a major revitalisation effort in the downtown area, the Homestead was torn down in 1961. Residents of the home were moved to the then newly completed Huron Lodge

Custodial history : The Records of the Home of the Friendless were donated to the Municipal Archives by the Home in 1989

Scope and content : The fonds consists of correspondence, an inventory, and minutes which provide insight into the operation of the home

Note : Detailed finding aid available: [Records of the Home of the Friendless \(MS32\)](#)

The Records of Windsor Medical Services Incorporated (MS33)

Dates of creation : 1939, 1951 - 1970

Extent of descriptive unit : 0.12 m of textual records

Administrative history : Events of the Great Depression gave rise to Windsor Medical Services Incorporated. Medical relief became increasingly problematic during the early 1930s and, as a result, “in 1935 the Ontario Medical Association set up a system for doctors to provide certain medical services for all Ontario people on relief under a per capita grant from the provincial government.” A 1936 report of the Essex County Medical Society stressed that the elements of medical relief and health insurance were basically the same. About the same time, community interest was growing for a voluntary health insurance programme. A grant from the Rockefeller foundation in 1937 allowed for extensive medical research in this area and Windsor Medical Services, Incorporated was formed in the same year. However, once the plan was presented to business, participation was slow in coming. It was not until 1939 that the first group contract was signed. After news of the benefits spread, the plan became extremely popular throughout Essex, Kent, and Lambton Counties. Windsor Medical Services, Inc. ceased operations in October of 1970 when the province introduced Medicare

Custodial history : The Records of the Windsor Medical Services Inc. were donated to the Municipal Archives by William Marentette in 1992

Scope and content : The fonds consists of fee schedules, newsletters and other publications, and reports which reflect the activities and concerns of the organisation

Note : Detailed finding aid available: [Records of Windsor Medical Sources Inc. \(MS33\)](#)

Windsor Symphony Society Fonds (MS34)

Dates of creation : 1929 - 1989

Extent of descriptive unit : 2.7 m of textual records. -- 188 photographs. -- 57 photographic slides

Administrative history : The Windsor Symphony Society was founded in the winter of 1949. It was comprised of a group of citizens who undertook to make the Windsor Symphony Orchestra a community organisation responsible for its financing and general well-being. Several earlier attempts had been made to sustain an orchestra in Windsor, but the first local symphony with much success was founded in the fall of 1937 at the home of Mrs. W.T. Balman in Windsor. With the sponsorship of the Senior Mary Grant Society a community orchestra of 40 to 50 musicians gave its first concert in April 1938. It called itself the Windsor Symphony. After World War II the group stayed together and it became known as the Windsor Federation of Musicians Philharmonic. Its aim was to provide the city with concerts of classical and light classical music. After receiving public and political backing, the name of the orchestra was changed to the Windsor Federation of Musicians Symphony Orchestra.

The era of the Federation of Musicians Symphony Orchestra seems to have been between 1945 and 1947. Around 1947, the name changes again to the Windsor Symphony Orchestra, Matti Holli conductor. The concerts were free due, no doubt, to the largesse of the City Council and the Federation of Musicians. Through the next 30 years of the orchestra's history there is a discernible progression in the size of the orchestra. In these "mid-years" of the orchestra's growth the Women's association was formed in 1956 and has since that time played a major role in the financial support of the orchestra. The fall of 1960 saw the orchestra move into what could be described as its "permanent home" - Cleary Auditorium.

Matti Holli died suddenly on November 11, 1977, and guest conductors were booked until a replacement could be found. The new conductor and music director chosen was Laszlo Gati, who began work with the orchestra in the Spring of 1979. The summer of 1979 saw the establishment of a new support group for the symphony, the Junior Women's Association. In 1985, Laszlo Gati had a number of health problems, resulting in his resignation as Music Director and Conductor. At the end of the 1985-1986 season Timothy Vernon took over duties as acting Music Director and Conductor. At the end of the season Dwight Bennett was appointed Music Director and Conductor, ushering in a new phase of the history of the orchestra

Custodial history : The records of the Windsor Symphony Society were donated to the Municipal Archives by the Society in 1989

Scope and content : The fonds consists of bylaws, certificates, correspondence, ephemera, financial statements and taxation information, memos, minutes and reports which reflect the administration of the Windsor Symphony including day to day operations. Brochures, correspondence, notes, planning files, programs, and union agreements provide insight into concert and performance planning. Correspondence, ephemera, financial statements, notes,

permits, press releases, promotional material and reports illustrate the promotion of fundraising and other special events. The fonds also consists of correspondence, newsletters, notes and the script for a slide show which reflect the Symphony's outreach programs. Photographs and slides depict the Symphony and guest participants, as well as members of the public. The fonds is divided into six series: *Executive Files* (MS34 I), *Concert Files* (MS34 II), *Promotional Files* (MS34 III), *Outreach* (MS34 IV), *Photographic Materials* (MS34 V), and *Audio-Visual Ephemera* (MS34 VI)

Notes : Detailed finding aid available: Windsor Symphony Society (MS34). -- The series *Audio-Video Ephemera* (MS34 VI) is unprocessed

Allen Collection (MS35)

Dates of creation : 1906 - 1967

Extent of descriptive unit : 0.09 m of textual records and 2 architectural drawings; 61 x 93.5 cm

Administrative history : Nancy Allen was a teacher at Patterson Collegiate Institute, in Windsor, Ontario, and collected the items within this collection at one of the school's reunions in 1988. Windsor Collegiate Institute, which became Patterson in 1929, began as a grammar school in 1854 and was made into a high school in 1871. The official cornerstone for the building was placed in 1888, and the school remained on the same site until its closing in 1973. The building was demolished in 1979

Custodial history : The records of the Allen Collection were donated to the Municipal Archives by Nancy Allen in 1988

Scope and content : The fonds consists of an equipment ledger, a journal that lists World War I and World War II Patterson servicemen, school newspapers and architectural drawings of an addition to the school library

Notes : There are a number of gaps in the records. -- Detailed finding aid available: [Allen Collection](#) (MS35). -- For further information regarding Patterson Collegiate see the *Hallam Collection* (MS5), and the *Windsor Theatre Guild Collection* (MS36)

Windsor Theatre Guild Collection (MS36)

Dates of creation : [1930?] - [1971?]

Extent of descriptive unit : 0.08 m of textual records. -- 2 film reels. -- 1 photograph

Administrative history : The Windsor Theatre Guild was founded in 1934 at the height of the cinema and radio entertainment days. Originally known as the Border Theatre Guild, the organisation was established by a Windsor group that had been active in the Border Players from 1924-1927. The guild changed its name to the Windsor Theatre Guild in 1938. The guild was established for amateur actors and actresses from the City of Windsor, in an effort to protect the local theatre and its participants and to preserve Windsor's cultural arts. Many of the guild's productions were well received in the Western Ontario and Canadian Drama League Festivals

Custodial history : The records of the Windsor Theatre Guild Collection were transferred to the Municipal Archives from the Literature and History Division of the Windsor Public Library in 1990

Scope and content : The fonds consists of financial statements, a guest book, ledgers, minutes, news clippings, newsletters, programs and receipts which reflect the activities and operation of the guild. A photograph depicts the application of stage makeup. The fonds also consists of films which appear unrelated to the guild. These document sporting events between Patterson Collegiate Institute and other Windsor High Schools. The fonds is divided into two series: *Windsor Theatre Guild Papers* (MS36 I), and *Patterson Collegiate Institute* (MS36 II)

Notes : Detailed finding aid available: [Windsor Theatre Guild Collection](#) (MS36). -- For further information on Patterson Collegiate, see the *Hallam Collection* (MS5) and the *Allen Collection* (MS35)

Haddow Collection (MS37)

Dates of creation : [after 1920] - 1976

Extent of descriptive unit : 0.14 m of textual records and 7 photographs: b&w; 20.5 x 25.5 cm or smaller

Biographical sketch : Eleanor (Barteaux) Haddow was an active member of the Windsor, Ontario, community. She came to Windsor from Winnipeg in 1922. She graduated from St. Mary's Academy in Windsor, the University of Western Ontario, and received her Bachelor of Library Science from the University of Toronto. She also did post graduate work at the University of Michigan and Cambridge University in England.

Haddow taught library science at St Mary's Academy and was appointed the chief librarian at the Windsor Public Library in 1932. She held the same position later at Carnegie Library. From 1968-1975 she taught library science at St. Clair College and helped design courses for the new women's studies program at the college.

Haddow was involved in a number of groups and committees in Windsor. She was a member and a past president of the University of Windsor's women's club, and was instrumental in organising the Local Council of Women. Eleanor (Barteaux) Haddow died in 1976

Custodial history : The records of the Haddow Collection were donated to the Municipal Archives by Leo Shaw in 1990

Scope and content : The fonds consists of correspondence, ephemera, news clippings, a scrapbook, speeches and photographs which pertain to Haddow's experiences related to education, career and her involvement in the community of Windsor

Notes : Detailed finding aid available: Haddow Collection (MS37). -- For further information on the Windsor Public Library, see the fonds *Records of the Amalgamated and Branch Libraries* (RG7). For information on the Local Council of Women, see the fonds *Windsor Local Council of Women* (MS19)

The Windsor Torch Club Collection (MS38)

Dates of creation : 1951 - 1987

Extent of descriptive unit : 0.24 m of textual records

Administrative history : The Windsor Torch Club was founded on September 27, 1951 for the purpose of encouraging dialogue among professional men. The Windsor Torch Club became a reality because of the sponsorship of two members of the Detroit Torch Club who resided in Windsor- John F. Smith, a pharmacist, and Dr. Euclid V. Joinville, a physician. In June of 1951, at a meeting at the Prince Edward Hotel, twenty-eight men resolved to request membership in the International Association of Torch Clubs, founded in 1924. When it was granted its charter, the Windsor Torch Club became the 101st charter member of the International Association of Torch Clubs and the second Torch Club in Ontario after the Hamilton Torch Club.

The Windsor Torch Club's activities consisted of monthly general meetings during which the members listened to speeches given by guest speakers on a wide range of subjects chosen by the members. Furthermore, delegates from the Windsor Torch Club participated in regional meetings along with Torch Clubs from St. Catherine's, Grand Valley, Detroit, Toronto, and Hamilton to share issues that were of concern to their respective clubs.

In addition to general and regional meetings, the Windsor Torch Club also sent representatives to the meeting and convention of the International Association of Torch Clubs which occurred once a year. The event was hosted by various Torch Clubs. In June of 1970, the Windsor Torch Club was afforded the honour to organise and hold the prestigious annual gathering in Windsor.

In keeping with the times, the Windsor Torch Club amended its membership bylaw in 1983 which stipulated that only professional men be accorded membership in its organisation. In its place, the term 'persons' was added, thereby allowing for the induction of professional women into the Club. However, in spite of this alteration and vigorous recruitment effort, the Windsor Torch Club was faced with a decline in membership. As a consequence, the Windsor Torch Club ceased to exist in 1987

Custodial history : The records of the Torch Club Collection were donated to the Municipal Archives by Dorothy Hallam, Judge Ian Johnston, Margaret Pope, and Ernie Lacy in 1987. Further accruals were received by Mrs. John Dowler in 1988 and 1990

Scope and content : The fonds consists of minutes of the regional, executive, and general meeting of the club, and reports of the nominating committee. Bylaws reflect membership, finance and administrative procedures for the club. The fonds also contains correspondence between the Windsor Torch Clubs and various other clubs as well as the International Association of Torch Clubs. Statements of accounts, disbursements, expenditures, and receipts as well as treasurer's reports give a comprehensive account of the financial affairs of the club, while programs, rosters, speeches and speaker's profiles illustrate membership and the activities of monthly meetings. Notices, which were retained in lieu of minutes from 1984-1986, provide an

outline of the general meetings held for this period. Membership lists, news clippings and notes reveal the professions of members as well as dues paid and membership drives. The fonds also consists of ephemera and financial information for the International Torch Convention held in Windsor. Additionally, programs and membership suggestion forms reflect the democratic nature of the club. Also included is Thomas L. Carrol's Evolution of Social Contract, published in 1981, which describes Torch Club experiences. The fonds is divided into eight series: *Minutes* (MS38 I), *Bylaws* (MS38 II), *Correspondence* (MS38 III), *Financial Documents* (MS38 IV), *Programmes and Rosters*, *Speeches and Speaker's Profiles* (MS38 V), *Notice of Meetings* (MS38 VI), *Membership Records* (MS38 VII), and *Miscellaneous* (MS38 VIII)

Note : Detailed finding aid available: [The Windsor Torch Club Collection \(MS38\)](#)

The Lambie Family Collection (MS39)

Dates of creation : 1852 - 1905

Extent of descriptive unit : 0.06 m of textual records

Biographical sketch : The Lambies were one of the most prominent families in the history of Windsor, Ontario. Francis Lambie not only owned significant pieces of property, but moved in the most prestigious social circles with Essex County's most illustrious citizens during the 19th century. He and his wife Mary Hamilton had five children: James, John, William, Mary and Catherine. It was James Lambie who made the most indelible mark on Windsor's past.

As the owner of a successful west end general store, James Lambie fought for the survival of the businesses of the west end in the 1870s. When the town council decided to move the ferry dock from the west end, threatening the ease with which merchants were able to trade with the Americans, Lambie led a campaign to halt movement of the dock. As the result of his efforts, town council allowed the Ferry St. dock to re-open.

James Lambie also involved himself into Windsor's burgeoning temperance movement by organising meetings for those interested in the cause during the 1880s. He involved the community's youth in promoting temperance by founding the Band of Hope Society

Custodial history : The Lambie Family Collection was donated to the Municipal Archives by Dr. Larry Kulisek in 1991

Scope and content : The fonds consists of insurance contracts, leases, a rent certificate and a will which denote the property holdings of the Lambie Family. Receipts reflect insurance and property dealings, as well as general purchases made by members of the Lambie family. The fonds also consists of correspondence between family members and various other parties, particularly from various locations in Michigan. An at home card, business cards and name cards provide insight into Lambie family acquaintances and the types of businesses the family may have patronised. The fonds also consists of a contribution statement to a church and religious poetry. The fonds is divided into four series: *Legal Documents* (MS39 I), *Receipts* (MS39 II), *Correspondence* (MS39 III), and *Miscellaneous* (MS39 IV)

Notes : Detailed finding aid available: [The Lambie Family Collection \(MS39\)](#). -- For photographs of the Lambie Family, see the Margaret Bowlby Collection, currently in process

The Walkerville Mercury (MS40)

Dates of creation : 1890 - 1891

Extent of descriptive unit : 0.09 m of textual records

Administrative history : The Walkerville Mercury began publication on April 19, 1890, with S. Stephenson as proprietor. In its first issue, a paragraph states that the intention of the paper is to represent the views of the Walkerville, Ontario community, in a non-political and non-sectarian journal. The major aim of the paper was to “advocate, encourage and foster our own and local industries, as far as in its power lies, and to present to our townsmen, our neighbours and our county generally a sound and wholesome family journal”. It is not known for certain how long the paper was published. In Inventory of Ontario Newspapers compiled by Brian Gilchrist, 1987 edition, the dates of publication are listed as 1890-1891?. The archives last issue is dated April 11, 1891

Custodial history : The Walkerville Mercury was transferred to the Municipal Archives by Ed Phelps, from the Regional Collection of the D.B. Weldon Library, University of Western Ontario, in 1985

Scope and content : The fonds consists of newspapers which provide insight into industry and the general character of Walkerville during the time period

Notes : Detailed finding aid available: The Walkerville Mercury (MS40). -- The newspapers were removed from binding and encapsulated for conservation purposes. -- A microfilm copy of The Walkerville Mercury is available in the Literature and History Division of the Windsor Central Resource Library

St. Leonard's Society of Canada Fonds (MS41)

Dates of creation : 1954 - 1988

Extent of descriptive unit : 4.75 m of textual records and other material

Administrative history : St. Leonard's House, established in Windsor on 8 May 1962, by the Rev. T.N. Libby was the first halfway house in Canada for released prisoners. In time, calls came to St. Leonard's House to assist other communities start their own halfway houses. These requests grew to the point where the St. Leonard's Society of Canada had to be created to separate itself from the local House. The St. Leonard's Society of Canada began full-time operations in November 1967 with its head office at 327 Ouellette Avenue. In 1968, this operation became totally separate from the St. Leonard's House in Windsor. Over the years, numerous houses from all across the country became affiliated with St. Leonard's Society of Canada, making the Society a truly national one

Custodial history : The records of the St. Leonard's Society of Canada were transferred to the Municipal Archives from the Society in 1989. The donation was prompted by the Society's moving of their head office from Windsor to Mississauga

Scope and content : This fonds contains the records of the St. Leonard's Society of Canada; St. Leonard's House, Windsor; and member houses of the national Society. The fonds is divided into five series: St. Leonard's House, Windsor; Member Houses; St. Leonard's Society of Canada; Photographs; and, Audio Visual Records. The fonds consists primarily of minutes, reports, and correspondence, however, it also contains letters of incorporation, by-laws, budgets, financial statements and auditors' reports, press releases, scripts, policies, brochures, newspaper clippings, newsletters, Christmas cards, statistics, invitations, speeches, plans, a manuscript, a book, photographs, negatives, slides, video cassettes, and an audio cassette

Notes : Includes 159 photographs, 35 negatives, 49 slides, 1 audio cassette, and 5 video cassettes. -- The dates of creation are not inclusive, a gap exists for 1960. -- Some of the records are in French. -- Several files within the collection have restricted access due to the information they contain. Restricted files may still be viewed by researchers, but material will be photocopied, the names removed, and access granted to the photocopies only. Several photographs included in the collection also have restricted access due to the fact they depict

residents of the houses. Researchers may view these photographs, but they can not be duplicated.
-- A detailed finding aid is available: [St. Leonard's Society of Canada Fonds \(MS41\)](#)

Bruce J. S. Macdonald Fonds (MS43)

Dates of creation : [189-?] - 1986

Extent of descriptive unit : 3.2 m of textual records and other material

Biographical sketch : Bruce John Stewart Macdonald was born on 2 December 1902 at Rose Bay, Nova Scotia. He graduated from the University of Alberta in 1924 with a bachelor's degree and in 1926 with a law degree. In September 1927 he moved to Windsor and practiced law with McLarty and Fraser. From 1930 to 1937 he was Windsor's first full-time City Solicitor. After resigning as City Solicitor in 1937, Macdonald returned to private practice with McLarty and Fraser. On 16 September 1939 Macdonald married Norma Millard in a ceremony at All Saints' Church, Windsor. Macdonald was an officer with the Essex Scottish Regiment from 1929 to 1944, and on active service from September 1939 to June 1946. He enlisted with the unit in September 1939 and served as Company Commander and Second-in-Command till May 1943. He was Commanding Officer of the Essex Scottish from May 1943 to July 1944, with the rank of Lieutenant-Colonel, and led his regiment during its early fighting in Normandy. In August 1944 he was appointed the Canadian member of the Supreme Headquarters Allied Expeditionary Forces Court of Inquiry on War Crimes. From May 1945 to June 1946 he headed the No. 1 Canadian War Crimes Investigation Unit and was Chief Prosecutor of war criminals for the Canadian Armed Forces. In December 1945 he successfully prosecuted the most famous Canadian war crimes trial, that of S. S. Brigadefuhrer Kurt Meyer. He published a book about the trial, The Trial of Kurt Meyer, in 1954. For his service in World War II, Macdonald was awarded the Order of the British Empire (OBE), the Croix de Guerre (France) and the Efficiency Decoration. In 1946 he was appointed Kings Counsel and returned to private practice in Windsor with Wilson and Thomson. On 1 April 1951 he was appointed Crown Attorney for Essex County. That same day he became a member of the Windsor Police Commission, and would eventually become its chairman. Macdonald was also a member of the Sandwich West, Leamington and Amherstburg police commissions, as well as president of the Association of Municipal Police Governing Authorities of Ontario. In October 1961 he was appointed a Judge of the County and District Courts of Ontario with residence at Windsor. He took a leave of absence from this position between April 1962 and February 1964 to become the first chairman of the Ontario Police Commission. After retiring as a Judge of the County in December 1977 he

became a Judge of Small Claims Court, a position he held into the year of his death. Macdonald was very active in community service and during his life was involved with several organisations, including the Rotary Club, Windsor Symphony Society, and United Nations Organisation. Bruce Macdonald died in Windsor on 2 June 1986

Custodial history : The documents within this fonds were donated to the Windsor Municipal Archives by Norma Macdonald and William Willson in 1988. The records were stored in the basement of the Macdonald's home at 2060 St. Mary's Gate, Windsor

Scope and content: This fonds contains documents pertaining to the family, life and career of Bruce Macdonald. Documents within the fonds were retained by Bruce Macdonald and his wife, Norma Macdonald. The majority of the documents pertain to the Windsor and Essex County area, yet several relate to Nova Scotia and Alberta. The fonds is divided into nine series: Private Life, Essex Scottish Regiment, War Crimes, Legal Career, Police Commissions, Speeches, Photographic Material, Ephemera, and Maps. The fonds consists of correspondence, contracts, a calendar, certificates, notes, newspaper clippings, wills, reports, diaries, invitations, programmes, a degree, yearbooks, a manuscript, scripts, lists, minutes, speeches, caricatures, by-laws, booklets, a scrapbook, agreements, financial statements, posters, cards, newspapers, books, a videocassette, plans, transcripts, agendas, photographs, negatives, slides, a menu, envelopes, postcards, pins, medals, button covers, wallets, signs, a locket, a bracelet, maps, and a lock of hair

Notes : Includes 1002 photographs, 35 photographic slides, 32 photographic negatives, 29 maps, 15 artifacts, 12 architectural drawings, 5 post cards, and 1 videocassette. -- The dates of creation are not inclusive.-- Several reports are in very fragile condition. -- Series were determined by subject matter or type of document. -- Several documents are in French and German. -- Several original documents concerning Macdonald's service with the Essex Scottish Regiment have been transferred to the National Archives of Canada. These documents pertain to his case before the Department of National Defence in regards to his dismissal as Commanding Officer of the Regiment. Copies of these documents can be found in MS43 I-1/6. -- One file has restricted access as it contains a signed letter by Winston Churchill. A copy of the letter is made available to researchers. -- Several photographs depict very graphic images of corpses, exhumations and concentration camp conditions, these photographs may be considered disturbing and should be viewed with discretion. -- Detailed finding aid is available: [Bruce J. S. Macdonald fonds](#) (MS43). -- Other records relating to Bruce Macdonald can be found in Records of the Legal Department (RG9)

Charles R. Knight Collection (MS44)

Dates of creation : 1948 - 1954

Extent of descriptive unit : 0.765 m of graphic material

Biographical sketch : Born in Regina in 1911, Charles R. Knight moved with his family to Windsor in 1927. He developed his artistic ability at Central Collegiate (later known as Patterson). After graduation, his first job was with Elton Plant Advertising, where he did layout work as well as art work and wrote some editorial copy for advertising. From there he moved on to the Windsor Star in 1935 where he eventually became staff cartoonist. In 1954 he left the Star to join CKLW-TV as director at the time it was being launched. Charles Knight died 28 March 1974 and was survived by his wife Anna; a son, Charles Jr.; a brother, Allan Knight; and two sisters, Jeannette Louise Hortop and Marquette C. Moreton. Mr. Knight is buried at Victoria Memorial Cemetery

Custodial history : The drawings of Charles Knight were transferred to the Municipal Archives by CBET-TV in 1993. The photocopied editorial drawings were acquired from microfilmed copies of the Windsor Star at the Windsor Central Resource Library

Scope and content : This fond contains two series: *Editorial Cartoons by Charles R. Knight* (MS44 I), comprised of the original editorial drawings done by Charles R. Knight when he was employed at the Windsor Star; and *Photocopied Editorial Cartoons from the Windsor Star by Charles R. Knight 1948 - 1954* (MS44 II), which includes photocopied editorial drawings done by Mr. Knight from the Windsor Star to complete the collection

Notes : Includes 139 original drawings and 1740 photocopied drawings. -- Detailed finding aid available: Charles R. Knight Collection (MS44)

Education Council of Windsor Fonds (MS45)

Dates of creation : 1944 - 1957

Extent of descriptive unit : 0.19 m of textual records

Administrative history : A regional meeting of the Ontario Education Association was held in Windsor on 2 December, 1944. Various educational bodies sent representatives, including the Windsor Board of Education, public schools, separate schools, the public library, and others. At the meeting, it was decided to form a committee to see to the organisation of a council on education to monitor the situation in Windsor. It was decided that the resulting Council would not be linked to the Ontario Education Association. The first meeting of the Educational Council of Windsor was held on 7 February, 1945. Its goal became to “further the cause of education in Metropolitan Windsor at all age levels; to correlate the efforts of existing organisations; to recommend further action; and to unite for greater strength,” as stated in the 1947 constitution. The group petitioned for new educational facilities in Windsor, and for the advancement of existing facilities. The Council held several workshops, including the Institute of Community Leadership in 1946, lectures on the Massey Report in 1952, and “Publicity and You,” also in 1952

Custodial history : Records within this fonds were donated to the Windsor Municipal Archives by the Education Council in 1987

Scope and content : The fonds contains records pertaining to the formation and administration of the Education Council of Windsor. The fonds is divided into six series: *Ontario Education Association* (MS45 I); *Meeting Agendas, Minutes and Reports* (MS45 II); *Executive,*

Membership and Registration Lists (MS45 III); *Correspondence and Notes* (MS45 IV); *Working Files* (MS45 V); and *Ephemera* (MS45 VI). The fonds consists of minutes, a speech, agendas, minutes, reports, lists, correspondence, publications, stationary, forms, and newspaper clippings

Notes : Several documents are in fragile condition. -- The original newspaper clippings have been removed, and replaced with photocopies on acid-free paper. -- Detailed finding aid is available: [Education Council of Windsor Fonds \(MS45\)](#)