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**CHILLIWACK ARCHIVES**

**INVENTORY**

**CHILLIWACK MUNICIPAL GOVERNMENT RECORDS**

**Add.MSS. 373**

Prepared by Craig Neelands, Archives Consultant

August 1990

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## PREFACE

The Chilliwack Archives is an operation of the Chilliwack Museum and Historical Society. It is located at

9291 Corbould Street  
Chilliwack, B.C.  
V2P 4A6  
(phone (604) 795-9255)

The Chilliwack Archives holds over 100 metres of textual records, over 10,000 pictures, and other archival materials pertaining to the District of Chilliwack and the surrounding area. The Archives is open to researchers during regular office hours, Monday through Friday, and the Archives staff endeavors to answer any questions about any aspect of the community.

This inventory was prepared by Craig Neelands, an archives and records management consultant, who can be contacted at (604) 253-6164.

It is expected that the inventory will be revised in the future, as additional records are transferred from the District of Chilliwack. The most recent edition will be stored on a PC-compatible disk at the Chilliwack Archives, labelled "Add.MSS. 373".

The Chilliwack Archives gratefully acknowledges the assistance of the National Archives of Canada, which made this project possible through its Backlog Reduction Program.

Jim Bowman, Archivist  
November 1990



## INTRODUCTION

This collection of Chilliwack municipal government records from 1873 to 1987 includes, in original form and on microfilm, correspondence, reports, memoranda, ledgers, account and other books, agenda and minutes, photographs, maps, plans, drawings, tax assessment rolls and pamphlets relating to the administrative and operational activities, interests and responsibilities of the following municipal governments and organizations:

1. Township of Chilliwack
2. City of Chilliwack
3. District of Chilliwack
4. Chilliwack Dyking District
5. Elk Creek Waterworks Co. Ltd.
6. Cultus Lake Park Board
7. Fraser Valley Reeves' Association
8. Chilliwack Recreation Centre Association; City and Township Grounds Committee; Civic Properties and Recreation Commission
9. Chilliwack General Hospital
10. Chilliwack Airport Board

These records were accessioned over a period of eight years. The first accession was a small file of historical material donated by former Township Deputy Clerk, Clara Cartmell, in October 1981. It was assigned accession number Add.MSS. 981.30 and was later re-numbered Add.MSS.358.

The District of Chilliwack donated approximately one metre of manuscripts, printed materials and maps generated by the former Township in March 1982. These records were accessioned as Add.MSS. 982.10.1 to 982.10.54 by then curator Nora Layard. It was later re-numbered Add.MSS. 373.

In November 1985 the District donated one half of a metre of Elk Creek Waterworks Co. Ltd. records. The Company had by this time become a municipal utility. This group of records was accessioned as Add.MSS. 986.230 and later incorporated into Add.MSS. 373.

Then in May 1986 the District transferred approximately 32 metres of material to the Archives. It was accessioned as Add.MSS. 986.16.1 to 986.16.168 and later incorporated into Add.MSS. 373. A preliminary inventory of this accession was completed by summer employees Kristen Mundstock and Mary Armstrong that same year.

The District donated another 0.3 metres of records generated by the Chilliwack Airport Board in June 1987. It was accessioned as Add.MSS. 987.49 and later incorporated into Add.MSS. 373.

At various times smaller accessions were received from the District. They included Add.MSS. 986.86, 986.130, 986.213, 988.57, 988.92, 988.126, 989.61 and 990.82. All of these accessions eventually became part of Add.MSS. 373. Maps and plans received as part of these accessions were generally filed separately in map cabinets and catalogued by map accession numbers.

In December 1989 the textual records comprising Add.MSS 373 were arranged into ten groups (listed above) corresponding to the corporate bodies which generated them. Some of these groups were further divided into series. The object of this was to permit the accrual of records to existing series in continuing serial order and to ensure that the records generated by a body or agency would be kept together.

In this inventory an administrative history and a scope and content note has been written for each group of governmental organization records listed above. For each record series a physical description, brief content note and file list have been provided.

Access: Series 2.20, Social Assistance Files are restricted. All other records are unrestricted.

Extent: 34 metres of shelf space.

Suggested citation: Chilliwack Archives,

Chilliwack Municipal Government Records,  
Add.MSS. 373,  
Township of Chilliwack,  
Finance Committee minutes, Series 1.7, file title, document and date

Subsequent: C.A., Add.MSS. 373, Series 1.7, file title, document and date

Additional information regarding the nature and characteristics of Chilliwack Municipal Government Records is available from the Archivist. Please consult the Archivist if you wish to have access to restricted records.



## 1. TOWNSHIP OF CHILLIWHACK

The records of the Township of Chilliwack from 1873 to 1979 consist of twenty-seven series. Included is correspondence, reports, memoranda, maps, plans, ledgers, account books, minutes, photographs and pamphlets relating to the administrative and operational activities of the Township.

### Administrative History

The Township of Chilliwack was incorporated on 26 April 1873. The first council meeting was held in the Sumas School House on 10 June. Initially, the Township Council consisted of six Councillors, including one Warden elected from among the Councillors. The first Warden was John McCutcheon. The new Township appointed a Road Committee on 21 June to begin the task of road construction. As required by the province's Municipal Act Council prepared to appoint a Clerk and a Treasurer. Tenders were put out for the position of Clerk and on 7 July Samuel Shannon was appointed. Shannon also acted as Assessor and Collector. A Treasurer, Jonathan Reece, followed by Isaac Kipp in October 1873, was also appointed by Council.

In 1881 the title of Warden was changed to Reeve and elected separately from the five Councillors. In that year the Reeve was George W. Chadsey, the Clerk was William L. Gillanders and the Treasurer was G. Ashwell.

On 26 February 1908 the town area of the municipality was incorporated separately as the City of Chilliwack.

The scale of government of both the Township and the City was small. Police protection was initially provided by a single constable in each municipality. Apart from the municipal officers required by statute, no other municipal staff were employed. In 1923, C.W. Webb, moved from his duties as Clerk, Assessor and Collector to those of Assessor for the Township and Collector for the Dyking District. S. Leslie Brice became Township Clerk and Collector. Assessor duties were added to his position from 1928 to 1943. Brice left the Clerk's office in 1952 to become Comptroller-Treasurer. He retired in 1953. Brice administered the Township during depression, war and post-war growth. It was under his administration in the 1930's that the first clerical staff were hired.

By the late 1940's increasing population and demands for public works and other municipal services resulted in a substantial growth. In 1946 the Township administration included a Clerk and Collector, an Assistant Clerk, J.A. Mulford, an Assessor, H.L. Trehearne, and an assistant, a Social Assistance Worker, a stenographer and an accountant, Clara Cartmell. Cartmell later became Treasurer in the mid-1950's, a position she held until 1958 when she was appointed Assistant Clerk. She became Deputy Clerk in 1973 and retired from the District of Chilliwack in 1981.

### Scope and Content Note

The records of the Township provide a considerable amount of information relating not only the history of the community but also the administrative, legal and evidentiary aspects of the municipal government.

The Letters Patent and the Council minutes are the primary record of the Township's incorporation and administrative authority. The Letters Patent provide a legal description of the municipal boundaries, subsequent Letters Patent describe any changes to municipal boundaries and articles of incorporation. The Assessment Rolls, Annual Financial Statements and Ledgers reveal the municipality's financial position. Together these three records series cover the years from 1873 to 1979.

The List of Electors or voters lists basically cover the 1940 to 1980 period although some earlier lists do exist. The Poll Book, 1873-88, reveals the first 15 years of the Township's electoral decisions.

Two related series are General Correspondence and Clerk's Correspondence. The General Correspondence covering the 1921-24 period is in fact an earlier series of Clerk's records. It was during these years that Brice succeeded Webb as Township Clerk. The correspondence is complete for these three years and provides insights into the administrative change and concerns of the time. The Clerk's Correspondence covers the 1936-50 period when Brice was Clerk. These records reveal much of his additional duties as Collector and Assessor. Although routine, the correspondence does show the basic administrative practices and activities of the Township Clerk and his staff.

The records of the Historical Papers series were not created in the course of an administrative function. This series is rather a collection compiled by former Deputy Clerk, Clara Cartmell, in a semi-official capacity. It consists largely of mementos, ephemera, copies of significant documents, curiosities, certificates and framed proclamations and honours



received or issued by the Township. Cartmell's long association with the Township and her interest in Chilliwack's history and development give these items a distinct historical, cultural and popular value.

Although incomplete, this group of Township records does provide sufficient information for a general historical and administrative study of the Township government.

## TOWNSHIP OF CHILLIWHACK

### ALPHABETICAL LIST OF SERIES TITLES

Series title	Series number
Aerial Photographs .....	1.25
Annual Financial Statements .....	1.14
By-laws .....	1.4
Certificates of Merit .....	1.26
Clerk's Correspondence .....	1.11
Council Correspondence .....	1.5
Council Minutes .....	1.3
Court of Revision .....	1.7
Delinquent Tax Rolls .....	1.17
Directory of Property Owners .....	1.19
Election Returns .....	1.10
Finance Committee Minutes .....	1.6
General Correspondence .....	1.23
Historical Papers .....	1.13
Ledger Books .....	1.15
Legal Correspondence .....	1.21
Letter Press Book .....	1.22
Letters Patent .....	1.1
Lists of Voters .....	1.9
Miscellaneous Records .....	1.24
Oaths of Allegiance .....	1.2
Police Court Record Book .....	1.18
Poll Book .....	1.8
Statute Labour Book .....	1.12
Subdivision Maps and Plans .....	1.27
Tax Assessment and Collector's Rolls .....	1.16
Tax Arrears Correspondence .....	1.20

## 1. TOWNSHIP OF CHILLIWHACK - SERIES LISTINGS

### Series 1.1 Letters Patent 1883-1979. .5 centimetres.

Copies of Letters Patent and related reports and documents.

Letters Patent are issued by the Provincial Government pursuant to the Municipal Act. They incorporate a municipality, set its boundaries and the size and electoral terms of the Mayor and Council. Letters Patent are issued each time a municipality changes its boundaries or the size of its Council. The records in this series have all been superseded by subsequent Letters Patent.

#### Box 1

B 5 7 1

1. Letters Patent, 1883
2. Letters Patent, 1957
3. Letters Patent and Boundary Commissioner's report, 1971
4. Letters Patent, 1979

### Series 1.2 Oaths of Allegiance 1890-1978. 12 centimetres.

Record books and filed documents relating to oaths of allegiance sworn by Reeves, Councillors and statutory municipal officials upon election or appointment. These records reveal the names of elected and non-elected municipal officials, the oaths of allegiance sworn upon assumption of their duties and the date of the swearing in.

#### Box 1

5. Oaths of Allegiance book, 1890-1939

#### Box 2

B 5 7 2

1. Oaths of Allegiance book, 1940-54



Box 3

B 573

1. Oaths of allegiance file, 1954-63
2. Oaths of Allegiance book, 1955-78

**Series 1.3 Council Minutes**  
**1873-1985. .1 centimetre**  
**and 8 microfilm rolls.**

Minutes and related documents relating to the proceedings, decisions and actions of the Township Council.

These records reveal Council discussions and decisions, resolutions, passage of bylaws, committee, staff and other reports, presentations by citizens delegations, petitions, rulings and Council policies and procedures. Original minutes are retained in the Clerk's Department, District of Chilliwack Municipal Hall.

Box 4

B 574

Council Minutes (microfilm), 10 June 1873 - 16 May 1896

Council Minutes (microfilm), 6 June 1896 - 16 January 1911

Council Minutes (microfilm), 16 January 1911 - 27 November 1944

Council Minutes (microfilm), 2 January 1945 - 28 December 1971

Council Minutes (microfilm), 3 January 1972 - 27 December 1979 (This roll also includes District of Chilliwack Council Minutes, 2 January 1980 - 17 December 1984.)

Council-in-Committee Minutes (microfilm), 6 December 1977 - 27 December 1979

Council Minute index (microfilm), 1960-82

Box 5

B 575

1. Minutes of a Special Meeting of Council, 26 June 1885

**Series 1.4 By-laws**  
**1958. 2 booklets.**

Two booklets relating to the terms and conditions of the Zoning By-law and the Building By-law.

These published booklets contain the whole text of the Township's Zoning and Building By-laws

including definitions, standards, regulations and procedures.

Box 5

2. Zoning and Building By-laws

**Series 1.5 Council correspondence**  
**1908. .1 centimetre.**

Correspondence and reports to Council from the Canadian Detective Bureau.

These records reveal Canadian Detective Bureau reports to Council regarding gambling, card playing and liquor use in the Township.

Box 5

3. Correspondence, 1908

**Series 1.6 Finance Committee minutes**  
**1957-1977. 7 centimetres.**

Record books of minutes relating to the Township's Finance Committee.

These record books reveal the proceedings, decisions and actions of the Finance Committee. Included are reports and submissions to the Committee, time and date of meetings and Committee members in attendance.

Box 5

4. Finance Committee minute book, 1957-71

Box 6

B 576

1. Finance Committee minute book, 1972-77

**Series 1.7 Court of Revision**  
**1957-1979. 4 centimetres.**

Minutes relating to the proceedings, decisions and actions of the Assessment, Local and List of Electors Courts of Revision.

This series reveals appeals brought before the Courts of Revision relating to assessment, local and list of electors matters, the proceedings of the Courts and their decisions. Included are legal descriptions of land, adjustments made for assessment purposes, lists of electors' names and addresses added, the dates of Court of Revision meetings and Court members in attendance.



Box 6

2. Court of Revision - assessment, 1957-75
3. Court of Revision - list of electors, 1958-79
4. Court of Revision - local, 1960-79

**Series 1.8 Poll Book**  
**1873-1888. 1 centimetre.**

Records book relating to election poll results and oaths of allegiance.

This records book reveals election returns for Township elections and shows the candidates' names, the electors' names and the number of votes gained. The book was also used in later years to record elected and non-elected municipal officials' oaths of allegiance similar to records in series 1.2.

Box 6

5. Poll book, 1873-88

**Series 1.9 Lists of Voters (Electors)**  
**1886-1980. 60 centimetres.**

Lists of citizens eligible to vote in municipal elections.

Depending on the year the lists record the voters' names, addresses, property ownership status and type of elector such as owner, resident or tenant.

Box 7

1. Voters' list as revised for the year 1886
2. Voters' List, 1899
3. List of Voters, 1921-30
4. List of Voters, 1942-49
5. List of Voters, 1950-55
6. List of Voters for the Yarrow area sidewalk by-law, 1954
7. List of Voters, 1956-59
8. List of Electors - Glendale sidewalk construction and loan by-law, 1960
9. List of Electors, 1960-61
10. List of Electors, 1962
11. List of Electors, 1963
12. List of Electors, 1965

Box 8

1. List of Electors, 1966
2. List of Electors, 1967
3. List of Electors, 1968
4. List of Electors, 1969
5. List of Electors, 1970

Box 9

1. List of Electors, 1971
2. List of Electors, 1972
3. List of Electors, 1973

Box 10

1. List of Electors, 1974

Box 11

1. List of Electors, 1975
2. List of Electors, 1976
3. List of Electors, 1977

Box 12

1. List of Electors, 1978

Box 13

1. List of Electors, 1979

Box 14

1. List of Electors, 1980

**Series 1.10 Election Returns**  
**1912-1919. .1 centimetre.**

Copies of election ballots used to tally results.

These records show election returns recorded on ballots for a variety of municipal elections. Revealed are the number of votes cast for each candidate in each municipal ward.

Box 15

1. Election returns, 1912-1919

**Series 1.11 Clerk's correspondence**  
**1931-1950. 20 centimetres.**

Correspondence, reports, memoranda, tax assessment notices and receipts, maps and plans, working papers, statistics, financial statements and certificates relating to the Township Clerk's duties as Collector and Assessor.

These records reveal tax assessment matters and disputes, property use inspections and notices, public health matters and the granting of commissions for taking oaths.

Tax assessment administration is the primary focus of this series.

Box 15



2. Correspondence, 1931
3. Correspondence, 1942
4. Correspondence, 1941-50
5. Correspondence, 1941-49
6. Correspondence, 1941-49
7. Correspondence, 1941-50
8. Correspondence, 1947-49

Box 16

1. Correspondence, 1936-50
2. Correspondence, 1936-49

**Series 1.12 Statute Labour Book**  
1895-1900. 2 centimetres.

Record book relating to statute labour divisions and Pathmaster's lists.

Statute labour was work that the Township required property owners to perform on various public works such as roads and ditches. This labour was to be provided by the property owner himself or by individuals hired by him and was in addition to the payment of property taxes. This record book shows the Pathmaster's list which includes the name of the taxable party, the number of days of labour required and the actual number of days of labour performed.

Box 16

3. Statute labour book, 1895-1900

**Series 1.13 Historical Papers**  
1873-1980. 50 centimetres.

Scrapbooks, newspaper clippings, correspondence, lists, award documents, certificates, newsletters, articles, popular histories, tax assessment and election forms, notes, booklets, pamphlets and brochures relating to the history of the Chilliwack area.

This series is in fact a collection of papers and other material of historical interest compiled by Clara Cartmell, Township accountant and later Deputy Clerk from 1946-81.

Box 17

1. Scrapbook of newspaper clippings, 1952-62
2. Scrapbook of newspaper clippings, 1962-69
3. Scrapbook of newspaper clippings, 1969-74

Box 18

1. Scrapbook of newspaper clippings, 1974-76
2. Scrapbook of newspaper clippings, 1977-79

3. Scrapbook of newspaper clippings, 1979-80

Box 19

1. Scrapbook of newspaper clippings, 1980-82
2. Letterhead for the Township of Chilliwack and the Chilliwack Sewerage District, no date
3. Histories of Chilliwack, 1973
4. Issue of Farm Service News, February 1950
5. Lists of Council members and Reeves/Mayors, 1873-1979
6. Sample copy of 100th anniversary of Township Incorporation Special Award with signatures of the Mayor and Chairman, Anniversary Celebration Committee, 1973
7. Certificate of Appreciation to the Township of Chilliwack from the Chilliwack Country Living Committee, 1973

Box 20

1. Sample copies of tax assessment forms, 1943-80
2. Sample copies of applications for registration as an elector forms, no dates
3. Reflections: City of Chilliwack and Township of Chilliwack United, 1979
4. Explanatory notes on property records, 1975
5. Declarations of Householder in District Municipality pursuant to the Municipal Elections Act, 1919-55
6. Welcome to British Columbia's Chilliwack (Chamber of Commerce brochure), 1970
7. Welcome to the King and Queen from the Township of Chilliwack and the City of Chilliwack, May 1939
8. Chilliwack and Fraser Valley travel brochures, no dates
9. Programme for official opening of the new Municipal Hall, 1959
10. Royal Tour of Canada - arrangements for British Columbia (booklet), 1959 (See pp. 215-16 for Royal Tour of Chilliwack area.)



11. Royal Tour of Canada - arrangements for entire tour (booklet), 1959
12. Visitors' book (signatures of guests of the Township), 1959-79
13. Miscellaneous newspaper clippings, 1969-77
14. Newspaper clippings re: Robert Joe; John Spencer (filbert farmer); Columbia Valley Logging; and railroad, 1964-70
15. Newspaper clippings re: Chilliwack Country Club; Chilliwack or Chilliwack; and John Ryder/ Ryder Lake, 1964
16. Newspaper clippings re: Fraser Valley place names - J.W. Burns, 1928-55
17. Newspaper clippings re: Fraser Valley place names - J.W. Burns, 1955
18. Chilliwack Progress articles: "Chilliwack's Birth Came on Heels of Gold Rush", "Chilliwack was Bustling in 1870's" and "Battle of the Chilliwack - Defended the River with Blunderbusses," 1962
19. Newspaper clippings re: Fred Sinclair and railroading, 1960-62
20. Newspaper clippings re: Edenbank Farm and Mount Baker Trail, 1963-67
21. Newspaper clippings re: Jack Pilling and Bank of Montreal, 1962-63
22. Newspaper clippings re: opening of new Museum, 1961

**Series 1.14 Annual Financial Statements  
1900-1979. 15 centimetres.**

Printed annual financial reports and statements of receipts and expenditures relating to the financial position of the Township.

These records reveal the financial status of the Township from year to year including taxes and other revenue received and various municipal expenditures. The statements also reveal the names of the Reeve/Mayor, Councillors, Clerk, Treasurer, Assessor, Collector, Solicitor, Medical Health Officer, Auditor and other municipal officials for each year.

Box 21

B 556

1. Balance sheets, 1900, 1906, 1908-15
2. Financial Statements, 1916-22

3. Financial Statements, 1923-41
4. Financial Statements, 1942-43
5. Financial Statements, 1944-49
6. Financial Statements, 1950-57
7. Financial Statements, 1958-65
8. Financial Statements, 1966-70
9. Financial Statements, 1971-72
10. Financial Statements, 1973-75
11. Financial Statements, 1976-77

Box 22

B 557

1. Financial Statements, 1978-79
2. Information sheets for taxpayers, 1957-65

**Series 1.15 Ledger Books  
1873-1940. 8 centimetres.**

Ledger books relating to a variety of municipal financial transactions.

These books reveal general accounting practices of the Township, accounts payable and receivable, taxes collected, special expenditures, statute labour, loan accounts and general revenue. See also Series 2.9.

Box 22

3. Treasurer's account book, 1873-95
4. Ledger book, 1895-1903

Box 22A

B 541

1. Ledger sheets, 1918-1940

**Series 1.16 Tax Assessment and  
Collector's Rolls  
1895-1964. 2 metres.**

Roll books relating to the assessment and collection of property taxes.

These records reveal the administration of tax assessment and collection activities by the Township. The rolls list property owners' names and addresses, a legal description of the property, the assessed value, taxes owing and paid, statute labour required, refunds, exemptions and other details relevant to the tax assessment. From 1900 to 1910 two sets of books were kept, assessment rolls and Collector's rolls. The assessment rolls record the legal description, extent and value of the land and the value of improvements. The Collector's rolls record the same information as the assessment rolls but also include the calculation of taxes including special levies, charges and statute labour and a record of the amount paid. From 1912 to 1927 only Collector's rolls



were kept. From 1928 to 1936 the roll books are labelled "Collector's roll" on the outside cover but the column pages inside are labelled "assessment".

From 1937 and onward the rolls are called assessment rolls.

Information in the rolls is arranged as follows:

Assessment rolls, 1895-1902 - alphabetically by surname within each of six wards

Assessment rolls, 1903-11 - alphabetically by surname

Collector's rolls, 1900-02 - alphabetically by surname within each of six wards

Collector's rolls, 1903-13 - alphabetically by surname

Assessment and Collector's rolls, 1914-64 - numerically by legal description of property

These records may be used for determining property ownership and value patterns, genealogical research and determining building construction dates. Box numbers have not been assigned to the items in this series. Instead, each roll book has been numbered separately.

1. Tax assessment roll, 1895-1901
2. Tax assessment roll, 1902-1907
3. Tax assessment roll, 1908-1910
4. Tax assessment roll, 1911
5. Tax Collector's roll, 1900-02
6. Tax Collector's roll, 1903-07
7. Tax Collector's roll, 1908-10
8. Tax Collector's roll, 1911-13
9. Tax Collector's roll, 1914-20
10. Tax assessment and Collector's roll, 1921-24
11. Tax Collector's roll, 1925-28
12. Tax Collector's (assessment) roll, 1929-32
13. Tax Collector's (assessment) roll, 1933-36
14. Tax assessment roll, 1937-40
15. Tax assessment roll, 1941-44
16. Tax assessment roll, 1945-47
17. Tax assessment roll, 1948-49
18. Tax assessment roll, 1950
20. Tax assessment roll, 1951-53
21. Tax assessment roll, 1954-55
22. Tax assessment roll, 1956-57
23. Tax assessment roll, 1958
24. Tax assessment roll, 1958-59
25. Tax assessment roll, 1960-61
26. Tax assessment roll, 1961-62
27. Tax assessment roll, 1963-64

**Series 1.17 Delinquent Tax Rolls  
1895-1953. 8 centimetres.**

Roll books relating to the administration of delinquent tax payments or taxes in arrears.

These records reveal names of property

owners and legal descriptions of property where taxes are in arrears.

**Box 26**

B 5 4 5

1. Delinquent tax roll, 1895-99

**Box 23**

B 5 4 2

1. Delinquent tax roll, 1920-36
2. Delinquent tax roll, 1937-53

**Series 1.18 Police Court Record Book  
1898-1926. 15 centimetres.**

Record books relating to the proceedings and decisions of the Township of Chilliwack Police Court.

These records reveal informations, complaints and charges laid, details relating to the alleged offences, evidence presented, pleadings, the names of persons involved, date and time of proceedings, summary of proceedings and decisions of the court such as verdict, sentencing and adjournments.

**Box 26**

B 5 4 5

2. Police Court record book, 1898-99

**Box 24**

B 5 4 3

1. Police Court record book, 1905-07
2. Police Court record book, 1908-13

**Box 25**

B 5 4 4

1. Police Court record book, 1913-15
2. Police Court record book, 1921-26

**Series 1.19 Directory of Property Owners  
No date. 2 centimetres.**

c. 1920

Directory book of property owners.

This directory lists the names of property owners in alphabetical order and provides a legal description of the property.

**Box 26**

B 5 4 5

3. Directory of property owners, no date



**Series 1.20 Tax Arrears  
Correspondence  
1908-18. 1 centimetre.**

Correspondence, receipts, tax assessment forms, tax sale deeds of land and tax forms relating to actions taken re: tax arrears.

These records show disagreements over taxes owed, actions taken regarding taxes in arrears, tax sales and related matters.

Box 26

B 5 4 5

4. Correspondence, 1908
5. Correspondence, 1917-18

**Series 1.21 Legal Correspondence  
1902-59. 3 centimetres.**

Correspondence, agreements, judgements and copies of court documents relating to a variety of Township legal matters.

These records shows the Township's involvement in various legal matters and proceedings, agreements with other jurisdictions, bodies and businesses and court judgements.

Revealed is a fire protection agreement between the City and the Township, dyking agreements, rights-of-way agreements, an agreement to operate a fish hatchery in Cultus Lake Park and construction of a library building.

Box 26

B 5 4 5

6. Articles of agreement re: dyking, 1902
7. Memorandum of agreement re: road right-of-way, 1908
8. Correspondence re: digging a ditch, 1910
9. Agreement with W.H. Annis to build Annis Road, 1911
10. Agreement re: liability action re: death of Daniel McKenzie, 1912
11. Tenders and contracts for construction of Municipal Hall, 1914
12. Correspondence and agreements re: Cultus Lake Park fish hatchery, 1925
13. Agreements re: construction of library building, 1949

14. Agreement re: purchase of Chilliwack Telephone Ltd. by B.C. Telephone Co., 1954
15. Agreement re: City of Chilliwack and Township of Chilliwack re: mutual aid for fire-fighting, 1959

**Series 1.22 Letter Press Book  
1879-1901. 6 centimetres.**

Copies of Municipal Clerk's correspondence outward relating to a variety of administrative matters.

This record shows the early administrative practices and activities of the Municipal Clerk. A letter press book consists of pages of tissue paper. The tissue page was pressed onto a letter's wet ink thereby copying the letter into the book.

Box 27

B 5 3 1

1. Letter press book, 1879-1901

**Series 1.23 General Correspondence  
1921-1924. 15 centimetres.**

Correspondence, reports, receipts, invoices, financial documents, copies of Council minutes and resolutions, legal papers, announcements and notices, working papers and notes, bank statements, tax demand forms, brochures, leaflets, offers of service and tenders relating to the administrative and operational activities and responsibilities of several municipal officials including the Clerk, Treasurer, Assessor, Collector and Solicitor.

These records show the routine activities and actions of the Township government. Revealed here are legal matters, communications with other municipalities and their officials, enquiries regarding public works, taxation and assessment matters, dyking and drainage, Council affairs, relations with businesses providing various goods and services to the Township, relations with the provincial and federal governments and various government agencies such as the Workmen's Compensation Board, personnel matters and financial and budgetary activities.

Box 26

16. Correspondence, 1922
17. Correspondence, 1922

Box 28

1. Correspondence, 1921-22
2. Correspondence, 1922-23
3. Correspondence, 1923-24
4. Correspondence, 1923



5. Correspondence, 1923

Box 29

1. Correspondence, 1923-24

**Series 1.24 Miscellaneous Records  
1906-1946. 2 centimetres.**

Correspondence, by-laws, bond issues and financial statements relating to a variety of municipal activities.

These records were included with one of the accessions of this government records collection but were not part of a record series. They have been arranged together here for convenience. They reveal a variety of municipal activities and matters brought to the attention of the Township for action.

Box 29

2. Chilliwack Tram Power and Light By-law, 1906
3. Indenture for incorporation of City, 1907
4. Township debenture certificate - school loan by-law, 1909
5. Correspondence re: Katie Steele, 1912
6. Indenture permitting the operations of Orion Bowman, 1924
7. High School Area Board, 1929-31, 1934, 1946

**Series 1.25 Aerial Photographs  
1952-64. 1 centimetre.**

Aerial photographs of Chilliwack and vicinity.

These photographs were produced by Mines and Technical Surveys Canada and were used by the Township for municipal planning and development purposes. They are filed in the photograph collection.

Location: P.Coll. 98 - P7643 to P7659.

**Series 1.26 Certificates of Merit  
1958 and 1967.  
6 centimetres.**

Framed certificates of merit relating to Chilliwack's contributions to various centennial celebrations.

These certificates were awarded to Chilliwack for its contributions to the British Columbia Centennial Celebrations of 1958, the British Columbia Centennial Celebrations of 1966 and the Canadian Confederation Centennial Celebrations of 1967.

Box 30

1. Certificate of Merit awarded to the Municipality of Chilliwack for significant contributions to the British Columbia Centennial Celebrations, 1958
2. Certificate of Merit awarded to the Municipality of Chilliwack for outstanding contributions to the British Columbia Centennial Celebrations of 1966 and to the Canadian Confederation Celebrations of 1967, 1967

**Series 1.27 Subdivision Maps and  
Plans  
1914-1958. 63 cartographic  
items.**

Original linen, and blue and white line print maps, plans and drawings relating to subdivisions, roads and public works.

These records reveal the development of subdivisions, show the layout and gazetting of roads and other rights-of-way and public works. These records have been included as part of the Map Collection.

Maps 77, 81-87, 90, 94-96, 99. [Subdivision plans]. — 1912-40.

Map 100. [18 maps of densely populated areas of the Township of Chilliwack]. — [ca. 1965].

Map 103. [5 maps of the Yarrow area]. — [ca. 1965].

Map 107. [36 sectional maps of areas of the Township of Chilliwack]. — [ca. 1965].

Map 146. Land recording districts. — [Victoria]: Department of Lands and Forests, [ca. 1950]. -- (1CX).

Map 147. Hope sheet (west half), Yale and New Westminster Districts, British Columbia / F.C.C. Lynch. — Ottawa : Department of Mines and Resources, 1938.

Map 149. Vancouver [and surrounding communities] / W.H. Hutchinson. — Victoria : Department of Lands and Forests, 1951

Map 151. Deroche, New Westminster District, British Columbia. — Ottawa : Department of Mines and Technical Surveys, 1961. — (92 G/1h).



- Map 156. Map of the Fraser Valley. — Vancouver : B.C. Directories, 1952.
- Map 161. [Land divisions, Chilliwack]. — 1934
- Map 162. [Land divisions, Abbotsford]. — 1948
- Maps 164-165. Sumas, British Columbia. — Provisional ed. — Ottawa : Department of National Defence, 1941. — (92 G/1).
- Map 166. Chilliwack. — [Ottawa] : Department of National Defence, 1941.
- Map 167. Chilliwack Lake, British Columbia. — [Victoria] : Department of Lands and Forests, 1955. — (92 H/SW).
- Map 168. British Columbia census divisions. — [Victoria] : Department of Lands, 1937. — (1JS)
- Map 169. Township of Chilliwack / J.S. — Chilliwack : The Township, 1977. — (Regional plan series of the Regional District of Fraser-Cheam).
- Map 188. Mosaic of Chilliwack. — 1976.
- Maps 190-193. [Communities: land use]. — [ca. 1975].
- Map 194. Cultus Lake -- Columbia Valley. — Chilliwack: Regional District of Fraser-Cheam, 1972. — (Regional plan series; 56).
- Map 195. Township of Chilliwack. — [Chilliwack]: the Township, 1974.
- Map 196. [Yarrow zoning map]. — [ca. 1975].
- Map 197. [The Trans-Canada Highway near Chilliwack]. — [ca. 1975].
- Maps 199-201. Township of Chilliwack : Agricultural Land Reserve. — [Chilliwack] : Regional District of Fraser-Cheam, 1974. — (Regional plan series ; 3-5)
- Map 202. [Hillside survey]. — [Vancouver] : Lower Mainland Regional Planning Board, 1971. — (Development map series ; 8-10, 30, 34-36, 38, 61, 62)
- Map 205. Township of Chilliwack. — [Chilliwack] : Regional District of Fraser-Cheam, 1980. — (Regional plan series ; 57-58)
- Maps 206-208, 212. Map of Chilliwack Municipality [drainage, land use, 1955 zoning]/ A.E. Humphrey. — 1939.
- Map 209. [Vedder River aerial photo mosaic] — [ca. 1975].
- Map 211. Vedder River : phase 3 : plan of proposed works / designed by W. Sewpert ; drawn by A.R.T. — [Victoria] : Ministry of the Environment, 1977.
- Map 213. Township of Chilliwack : zoning map no. 1. — [Chilliwack] : the Township, 1970.
- Map 214. [City and Township subdivision and land use]. — [Vancouver] : Lower Mainland Regional Planning Board of B.C., 1965.
- Map 225. Map of Chilliwack Municipality and surrounding districts / compiled by R.A. Henderson. — New Westminster : Western Drafting and Blue Print Office, [ca. 1920].
- Map 226. Township of Chilliwack / J.S. & G.W. — Chilliwack : the Township, 1974
- Map 227. Map of Chilliwack Municipality / A.E. Humphrey. — [Chilliwack : Township of Chilliwack], 1939.
- Map 228. Map of the New Westminster District, British Columbia / J.A. Kirk. — Montreal : Canada Bank Note, 1893.
- Map 306. [Municipality of Chilliwack sectional maps], 17 maps, [1939, revised to ca. 1969].
- Map 307. [Municipality of Chilliwack sectional maps], 17 maps, 1950, [revised to ca. 1969].
- Map 308. [Subdivision plans], 43 maps, [1908-58].
- Map 309. [Street frontages: Southlands and Yarrow districts], 27 maps, 1946.
- Map 310. [Supplement to Chilliwack sectional maps], 14 maps, [ca. 1950].
- Map 311. [Municipality of Chilliwack sectional maps - annotated], 18 maps, 1956-57, [revised to ca. 1969].
- Map 312. [Supplement to Chilliwack sectional maps - annotated], 16 maps, [ca. 1950 - ca. 1969].
- Map 313. [Map of Chilliwack Valley, city map in inset]. — [Chilliwack] : Home-Makers Realty, [ca. 1930].



## 2. CITY OF CHILLIWACK

The records of the City of Chilliwack from 1908 to 1979 consist of twenty-eight series. Included is correspondence, reports, memoranda, minutes, letters patent, assessment rolls, voters lists, ledgers, financial statements, legal documents, maps, plans, certificates, photographs and ephemera.

### Administrative History

The City of Chilliwack was incorporated in 1908. It included the town section of the Township centered around the five corners intersection in what is now downtown Chilliwack. The City existed as a separate municipality until 1980 when it amalgamated with the Township to form the new District of Chilliwack.

Incorporation coincided with the opening of the Chilliwack Telephone Company in March and the provision of electric power in December 1908. In 1910 the B.C. Electric Railway line, which connected Chilliwack with other Fraser Valley communities and Vancouver, began operation. These early years of the City's life saw an increase in both new residents and trade. In 1912 the new City Hall opened providing the young City with an impressive administrative and public centre. A variety of public works such as the installation of concrete sidewalks, new streets, sewers, waterworks, street lighting and fire hydrants were initiated in these years under the supervision of the Board of Works.

At the outbreak of the First World War Peter J. Brown was appointed City Clerk. Under his frugal administration the City often borrowed equipment from the Township and the military for construction and maintenance of public works rather than purchasing its own. Brown's tight budgetary control extended into the 1920's and 1930's. Although money was scarce during the Great Depression the City had to expand its distribution of poor relief or social assistance to the many unemployed. During Brown's administration this would grow into a major City function until the provincial government took over the social welfare system in 1974.

With the end of the Second World War Chilliwack moved into a period of economic growth and expansion. Brown retired in 1947 and was hailed by the Mayor and Council for his many years of loyal service to the City. He was succeeded by Assistant Clerk H. Glen Minter. In contrast to Brown, Minter oversaw a significant increase in City spending on public works and services. By the end of the 1940's the City had its own road grader, trucks, a storage shed and a works yard on Cheam Avenue for its public works equipment.

The late 1940's and early 1950's witnessed a

substantial building boom in the City due to the post-war settlement of returning soldiers and an influx of new immigrants. The City's revenues increased greatly during these years as did the complexity of administration. New concerns such as town planning and zoning were addressed. As the City's need for new staff increased so did the need to create new departments in addition to Clerk's and Public Works.

Civic growth and administrative expansion continued throughout the 1960's under Clerk, Treasurer and Collector, Stanley Edgar. By 1973 W.N. Granger filled the new position of Clerk-Administrator while Edgar served as Treasurer and Collector. Other senior positions at this time included an Assistant Clerk-Treasurer, Assessor, Public Works Superintendent, Building Inspector and Fire Chief.

### Scope and Content Note

The records of the City provide a considerable amount of information regarding not only the history of the community but also the administrative, legal and evidentiary aspects of the City government.

The Letters Patent and the Council Minutes are the primary record of the City's incorporation and administrative authority. The Letters Patent provide a legal description of the municipal boundaries. Subsequent Letters Patent describe changes to the municipal boundaries and articles of incorporation. The City's Letters Patent series also includes the original petition submitted to the Provincial Government for incorporation of the City apart from the existing Township of Chilliwack. The names of citizens active in the drive for incorporation of the City are revealed here.

Complementing the Council Minutes for the 1970's is a series of Committee Minutes. These Committees cover a wide range of City activities and responsibilities such as civic services, public works, joint actions with the Township, planning, administration and finance. These records reflect the City's growth and maturation during this period and some of the issues which eventually led to the amalgamation of the City and the Township.

The City collection includes four series of related financial records. Annual Financial Statements are in fact published annual reports which summarize the City's financial position for each year. There are a number of significant gaps in this series of Financial Statements, however. Fortunately General Ledgers, Cash Books (accounts receivable), Voucher Books (accounts payable) and Relief Trust Books have been retained and, taken together, provide the researcher with a comprehensive picture of the City's financial structure, administration and activities over an extended period of time. Also related to these



financial records is the series of Assessment Rolls which has survived without gaps and covers the entire 71 years of the City's existence.

Related to the Assessment Rolls is a series of Tax Assessment Correspondence for 1915-28. These records show the City's administration of tax sales and the activities of the Clerk, Collector and Assessor, Peter J. Brown, in this regard.

Another series of early records are the Police Court Record Books which reveal the number and types of crimes committed in the community. A series of School Board Correspondence also covers an early period and reveals the provision of education in the community. This series covers a four year period and includes many aspects of School Board administration such as Provincial School Inspector's reports and statistics, general correspondence relating to hiring of teachers, facilities and curriculum and routine finances, purchases, receipts and statements.

The series of Social Assistance files when used with the Relief Trust Book series provides a significant amount of material relating to the administration and provision of social assistance to the City's poor. In addition to general administrative files the Social Assistance series also includes individual assistance files. At the moment these individual files are restricted to protect the individual's privacy. These records are an excellent source of information on relief and welfare services provided by a municipality prior to the Province taking over responsibility in 1974.

The Legal Correspondence and Agreements series includes a wide variety of material relating to the City's legal relationships and position with a number of governmental and non-governmental agencies over a fifty-five year period.

The largest and perhaps most useful series relating to the day to day administration and operation of the City government is the General Subject Files. Although this series includes material dating back to 1929, the bulk of the records cover a thirty year period from the late 1940's to late 1970's. This was the main record series created and used by the Clerk's Department. It covers the administration of four different City Clerks. Almost every City responsibility and activity is documented by this series.

The Elk Creek Waterworks Co. Ltd. series shows the City's relationship with this company. The company provided both the City and Township with their water supply. This series should be used in conjunction with the four series of Elk Creek Waterworks Co. Ltd. records included as group five in this inventory.

Although incomplete, this group of City records

contains sufficient information for a general historical and administrative study of the City.

## CITY OF CHILLIWACK

### ALPHABETICAL LIST OF SERIES TITLES

Series title	Series number
Annual Financial Statements . . . . .	2.6
Building and Planning Files . . . . .	2.19
Cash Books . . . . .	2.10
Certificates and Proclamations . . . . .	2.1
City Hall Plans and Specifications . . . . .	2.18
Committee Minutes . . . . .	2.4
Council Minutes . . . . .	2.3
Court of Revision . . . . .	2.5
Directory of Property Owners . . . . .	2.15
Elk Creek Waterworks Co. Ltd. . . . .	2.28
Employee and Payroll Records . . . . .	2.26
Fire Fighting Equipment Tenders . . . . .	2.23
Flood of 1948 in British Columbia . . . . .	2.25
General Subject Files . . . . .	2.27
General Ledger . . . . .	2.9
Guest Books . . . . .	2.8
Historical and Administrative Papers . . . . .	2.7
Legal Correspondence and Agreements . . . . .	2.24
Letters Patent . . . . .	2.2
Maps and Plans . . . . .	2.21
Police Court Record Books . . . . .	2.17
Relief Trust Books . . . . .	2.12
School Board Correspondence . . . . .	2.22
Social Assistance Files . . . . .	2.20
Tax Levies . . . . .	2.16
Tax Assessment Correspondence . . . . .	2.14
Tax Assessment Rolls . . . . .	2.13
Voucher Books . . . . .	2.11

## 2. CITY OF CHILLIWACK - SERIES LISTS

### Series 2.1 Certificates and Proclamations 1939-58. 21 centimetres.

Framed certificates and proclamations relating to honours granted and received by Chilliwack.

These certificates and proclamations show honours granted to various organizations by Chilliwack and honours bestowed upon Chilliwack.

#### Box 31

1. Welcome to the King and Queen from the Township of Chilliwack and the City of Chilliwack, May 1939



2. Commemoration of the decommissioning of H.M.C.S. Chilliwack, 1945
3. Certificate of gratitude from the Naval Service of Canada to H.M.S. "Lion" Chapter, Imperial Order, Daughters of the Empire for providing "many comforts for the benefit of the Ship's Company of H.M.C.S. Chilliwack," no date

Box 32

1. Canadian Highway Safety Conference Special Award to Chilliwack, 1956
2. Commemoration of a meeting of the Provincial Cabinet in the Chilliwack City Council Chambers, 1956
3. Certificate of Merit awarded to the City of Chilliwack for significant contributions to the British Columbia Centennial Celebrations, 1958
4. Proclamation conferring the freedom of the City upon the Royal Canadian School of Military Engineering, 1958

**Series 2.2      Letters Patent  
1907-61. 2 centimetres.**

Correspondence, letters patent and petitions relating to the incorporation of the City of Chilliwack.

These records show the original petition submitted to the Provincial Government for the incorporation of the City, the persons active in the drive for incorporation, agreements with the existing Township of Chilliwack and subsequent communications regarding the City's legal name and boundaries.

Box 33

1. Petition to incorporate, 1907
2. Letters patent and related correspondence, 1907-61

**Series 2.3      Council Minutes  
1908-1979. 4 microfilm rolls.**

Minutes and related documents relating to the proceedings, decisions and actions of the City Council.

These records reveal Council discussions and decisions, resolutions, passage of bylaws, committee, staff and other reports, presentations by citizens' delegations, petitions, rulings and Council policies and procedures. Original minutes are

retained in the Clerk's Department, District of Chilliwack Municipal Hall.

Box 34

1. Council minutes (microfilm), 18 March 1908 - 20 January 1930
2. Council minutes (microfilm), 23 January 1930 - 10 May 1958
3. Council minutes (microfilm), 12 May 1958 - 2 January 1967
4. Council minutes (microfilm), 6 January 1975 - 28 December 1977
5. Council minutes (microfilm), 9 January 1978 - 27 December 1979

**Series 2.4      Committee Minutes  
1972-1978. 17 centimetres  
and 1 microfilm roll.**

Minutes and related documents relating to the proceedings, decisions and actions of various committees of City Council.

These records show the Committee structure of the City government and reveal a variety of civic functions and concerns such as policing, finance and administration, parks, public works, sewers, town planning, zoning, traffic, sanitation and garbage. The records also show relations between the City and the Township and areas of mutual concern and administration.

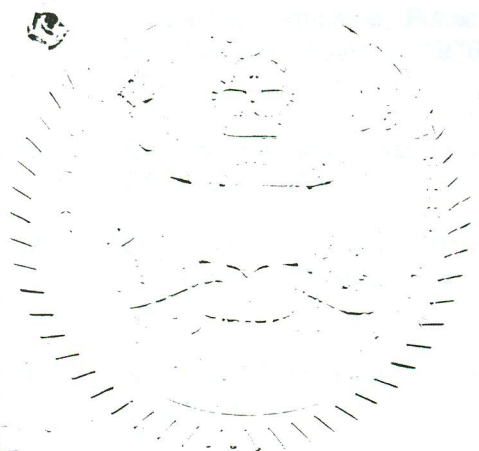
Box 34

6. Planning Commission minutes (microfilm), 12 June 1950 - 13 September 1976

Box 35

1. Administration and Finance Committee, 27 September 1972 - 10 December 1976
2. Civic Services Committee, 15 January 1975 - 30 November 1976
3. Council-in-Committee, Public Hearings and Joint Council, 8 September 1972 - 10 December 1973
4. Council-in-Committee, Public Hearings and Joint Council, 14 January 1974 - 22 December 1975





*James. Dunsmuir*

CANADA.

PROVINCE OF BRITISH COLUMBIA.

EDWARD VII., by the Grace of God, of the United Kingdom of Great Britain and Ireland, and of the British Dominions Beyond the Seas, KING, Defender of the Faith, Emperor of India.

*To all to whom these presents shall come.*—GREETING.

*M. Bowser* } WHEREAS it is provided by Section 2 of "The Chilliwack City Incorporation Act" that it shall be lawful for the Lieutenant-Governor in Council forthwith, without requiring the inhabitants of the lands proposed to be incorporated to observe the provisions of Section 3 of the "Municipalities Incorporation Act" as amended, by Letters Patent under the public seal, to incorporate under the "Municipalities Incorporation Act" into a city the tract of land set out in Schedule "B" to "The Chilliwack City Incorporation Act"; and that such Letters Patent shall have the same force and effect as Letters Patent issued under the provisions of and after compliance with all formalities of the said "Municipalities Incorporation Act" as amended, save and except as provided in the said "The Chilliwack City Incorporation Act," which shall apply to such Municipality:

And whereas it is provided by Section 3 of the said "The Chilliwack City Incorporation Act" that the Letters Patent incorporating the said City shall, in specifying and providing all matters referred to in Section 4 of the "Municipalities Incorporation Act," specify and provide for the matters referred to in Sections 4 to 31, both inclusive, of "The Chilliwack City Incorporation Act," and in manner therein set out:

And whereas the Honourable JAMES DUNSMUIR, Lieutenant-Governor of our Province, by and with the advice of the Executive Council, and under and by virtue of the powers and authorities him in that behalf enabling, hath ordered that the said locality, which may be described as follows:—

Commencing at a point where the westerly boundary of the Skwahla Indian Reserve intersects the southerly bank of Hope Slough; thence south-easterly to the south corner of said Indian Reserve; thence north-westerly to a point on the south-easterly boundary of said Indian Reserve where the east line of S. Calbick's sub-lot of Lot 335, Group 2, produced north intersects the said boundary; thence south on the east line of S. Calbick's sub-lot to the southerly boundary of the Yale Road; thence easterly to the north-east corner of Sub-division "B" of Lot 334, Group 2, New Westminster District; thence south to the south-east corner of said Sub-division "B" of said Lot 334; thence west to a point on the boundary line between Lots 334 and 333, Group 2, produced on the south boundary of said Sub-division "B"; thence south 20 chains; thence west to the eastern boundary of Lot 331, Group 2; thence south to the northern boundary of Lot 341, Group 2; thence west to the Young Road; thence westerly to the south-west corner of the Public School Lot; thence following what is known as the "Kipp" Lane to the Kipp Road; thence following said Kipp Road to the north-west corner of Lot 31a, Group 2; thence east to the south-east corner of the Skwahla Indian Reserve; thence north and following the eastern boundary of said Indian Reserve to the southerly bank of said Hope Slough; thence following the southerly bank of said Slough to the point of commencement; and the inhabitants thereof shall on, from and after the twenty-first day of February, A. D. 1908, be incorporated as a Municipality under the said Acts, and hath made further provision to the tenor and effect hereinafter appearing.

NOW KNOW YE, that by these presents We do hereby order and proclaim that the locality hereinbefore described, and the inhabitants thereof shall, on, from and after the twenty-first day of February, A.D. 1908, be incorporated as a City Municipality, under and subject to the provisions of the "Municipal Clauses Act," and amendments thereto, "The Chilliwack City Incorporation Act," and under and subject to the provisions hereinafter contained or referred to.

The said Municipality shall be called and known by the name and style of "The City of Chilliwack."

The said Municipality shall comprise all that locality hereinbefore described.

C.A., Add. MSS.  
373, Series 2.2,  
City of Chilliwack  
Letters Patent,  
1908. By 1908  
the merchants  
and residents of  
the town area  
recognized a  
need to organize  
as a separate  
entity. This  
document,  
signed by the  
Lieutenant-  
Governor,  
created the City  
of Chilliwack



5. Council-in-Committee, Public Hearings and Joint Council, 19 January 1976 - 29 December 1976
6. City and Inter-Municipal Sewer Committees, 24 January 1973 - 3 June 1976
7. City and Joint Public Works and Traffic Committees, 27 May 1974 - 10 November 1976
8. Sanitation Committee, 8 January 1976 - 29 January 1976
9. Salish Place Committee, 10 January 1975 - 9 December 1976
10. Cultus Lake Study Committee, 14 December 1976
11. Planning and Zoning Committee, 13 July 1973 - 27 September 1973
12. Chilliwack Municipal Airport Board, 1973
13. Miscellaneous Committees, 1972-73
14. Planning and Land Management Committee, 10 January 1975 - 17 December 1975
15. Administration and Finance Committee, 25 January 1977 - 16 November 1977
16. Council-in-Committee, 10 January 1977 - 30 June 1978

Box 36

1. Inter-Municipal Committee, 15 March 1977 - 1 November 1977
2. Public Hearings, 12 July 1976 - 12 December 1977
3. Other Committees, 12 January 1977 - 2 December 1977:
  - Civic Services Committee
  - Bus Committee
  - Passenger Carrier Board
  - Traffic Committee
  - Joint Public Works Committee
  - Garbage Committee
  - Neighbourhood Improvement Programme Committee
  - Fire Committee
  - Meeting concerning downtown revitalization
4. Administration and Finance Committee, 10 January 1978 - 29 September 1978

5. Council-in-Committee, 9 January 1978 - 18 December 1978
6. Civic Services Committee, 11 January 1978 - 14 November 1978
7. Inter-Municipal Committee, 3 January 1978 - 2 November 1978:
  - Police Committee
  - Park Committee
  - Salish Place Committee

**Series 2.5      Court of Revision  
1908-1979. 6 centimetres.**

Minutes relating to the proceedings, decisions and actions of the Assessment, Local and List of Electors Court of Revision.

This series reveals appeals brought before the Court of Revision relating to assessment, local and list of electors matters, the proceedings of the Court and its decisions. Included are legal descriptions of land, adjustments made for assessment purposes, lists of electors' names and addresses added, the dates of Court of Revision meetings and Court members in attendance.

Box 33

3. Minute book, 1908-50
4. Minute book, 1950-79

**Series 2.6      Annual Financial  
Statements  
1912-1951, 1961-1978.  
16 centimetres.**

Printed annual financial reports and statements of receipts and expenditures, working financial statements and notes and reports relating to the financial position of the City.

These records reveal the financial status of the City from year to year including taxes and other revenue received and various municipal expenditures. The statements also reveal the names of the Mayor, Councillors, Clerk and other municipal officials for each year. There are gaps in this series, for instance, there are no statements for 1908-11 or 1952-60. Statements for 1961-63 are in the form of ledger sheets and working statements and notes.

Box 36

8. Financial statement, 1912
9. Financial statements, 1914, 1916-19
10. Financial statements, 1920-29



11. Financial statements, 1930-36, 1938-39
12. Financial statements, 1941-47, 1950-51
13. Financial statement working papers, 1961
14. Financial statement working papers, 1962
15. Financial statement working papers, 1963

Box 37

1. Financial statements, 1964-67
2. Financial statements, 1968-69
3. Financial statements, 1970-71
4. Financial statements, 1973-74
5. Financial statements, 1975-76
6. Financial statements, 1978

**Series 2.7 Historical and Administrative Papers  
1955-1978. 6 centimetres.**

Correspondence, reports of electoral officers, minutes, working papers, pay scale lists, employee rosters, superannuation documents, group life records, collective agreements and other records.

These records have come from various administrative and correspondence records series. The series origin and filing order has been lost. The records are related in that they reveal aspects of the City's administrative history and daily operations.

Box 38

1. Declaration of Inability to Read form, no date
2. Report to Chilliwack City Council re: social assistance costs, 1955
3. Land grant for Cultus Lake Park, 1948-57
4. Correspondence re: Golden Jubilee, 1958
5. Correspondence re: building inspections, 1960
6. Building Inspector's reports to City Council, 1960-61
7. Reports to City Council re: building inspections and permits, 1959-63
8. Zoning by-laws, 1951-60
9. Building Inspector's correspondence, 1960-62
10. Joint meeting of Township and City re: amalgamation of Chilliwack R.C.M.P. detachment, 1965
11. By-laws 1342 to 1357, 1965
12. Sears (Chilliwack) Ltd., 1972
13. Election returns and statistics, 1972-78
14. Police contract financial statements, 1974-75
15. Municipal Superannuation Fund - annual report of employee contributions, 1975
16. Memorandum of Agreement between City and Canadian Union of Public Employees, 1975
17. Pay grades and employee list, 1974-76
18. Group life insurance, 1978
19. Members of Council, 1908-79

**Series 2.8 Guest Books  
1956-1980. 6 centimetres.**

Two guest signature books.

These books show signatures of guests and dignitaries visiting the City.

Box 39

1. Guest book, 1956-80
2. Guest book, 1958-79

**Series 2.9 General Ledger  
1895-1960. 45 centimetres.**

Ledger books, ledger binder and ledger sheets relating to accounts payable and receivable.

These records show all receipts and disbursements transactions for each month of the year. Revealed also are the types and categories of the transactions such as taxes payable, fines collected, provincial grants received and disbursements for public works, civic administration, police, etc.

Box 43

1. Ledger book, 1908
2. Ledger book, 1908-09
3. Receipts and expenditures ledger sheets, 1910-11
4. Account book, 1921-27
5. Rebates (1895-1908), debentures (1908-1945), dog licences (1909-1910)

Box 41

Ledger binder, 1909-31

Box 42

1. Ledger sheets, 1932
2. Ledger sheets, 1933
3. Ledger sheets, 1934
4. Ledger sheets, 1935
5. Ledger sheets, 1936
6. Ledger sheets, 1937
7. Ledger sheets, 1938
8. Ledger sheets, 1939
9. Ledger sheets, 1940
10. Ledger sheets, 1941
11. Ledger sheets, 1942
12. Ledger sheets, 1943
13. Ledger sheets, 1944
14. Ledger sheets, 1945
15. Ledger sheets, 1946
16. Ledger sheets, 1947



17. Ledger sheets, 1948
18. Ledger sheets, 1949
19. Ledger sheets, 1950
20. Ledger sheets, 1951
21. Ledger sheets, 1952
22. Ledger sheets, 1953
23. Ledger sheets, 1954
24. Ledger sheets, 1955

#### Box 43

1. Ledger sheets, 1956
2. Ledger sheets, 1957
3. Ledger sheets, 1958
4. Ledger sheets, 1959
5. Ledger sheets, 1957-60

#### **Series 2.10 Cash Books 1912-1961. 30 centimetres.**

Account books relating to receipts.

These books show a daily record of all monies received by the City. Revealed is the source of the money, the date and amount received and the type of receipt such as taxes paid, fines collected, etc. Box numbers have not been assigned to the items in this series, instead, each cash book has been numbered separately.

1. Cash book, 1912-13
2. Cash book, 1914
3. Cash book, 1915-19
4. Cash book, 1920-25
5. Cash book, 1926-31
6. Cash book, 1932-36
7. Cash book, 1937-39
8. Cash book, 1940-42
9. Cash book, 1943-45
10. Cash book, 1946-48
11. Cash book, 1949-50
12. Cash book, 1951-53
13. Cash book, 1954-56
14. Cash book, 1957-61

#### **Series 2.11 Voucher Books 1916-1958. 30 centimetres.**

Account books relating to disbursements.

These books show a daily record of all monies disbursed by the City. Revealed is the payee (person, business or organization receiving the money), the date and amount paid and the type of disbursement such as salaries, public works, equipment and supplies, health and social services, police, etc. Box numbers have not been assigned to the items in this series, instead, each voucher book has been numbered

separately.

1. Voucher book, 1916
2. Voucher book, 1918-23
3. Voucher book, 1924-27
4. Voucher book, 1928-31
5. Voucher book, 1932-36
6. Voucher book, 1937-39
7. Voucher book, 1940-42
8. Voucher book, 1943-45
9. Voucher book, 1946-47
10. Voucher book, 1948-49
11. Voucher book, 1950-51
12. Voucher book, 1952
13. Voucher book, 1953-55
14. Voucher book, 1956-58

#### **Series 2.12 Relief Trust Books 1940-1972. 20 centimetres.**

Account books relating to relief trust or social assistance payments.

These records show social assistance or welfare payments made to individuals and disbursements to grocery and other retail stores for food and other vouchers. Revealed are the names of welfare recipients, the status of their payments such as employable, unemployable and shareable, the cheque and voucher number and the amount disbursed. Box numbers have not been assigned to the items in this series, instead, each relief trust book has been numbered separately.

1. Relief trust book, 1940-45
2. Relief trust book, 1946-51
3. Relief trust book, 1952-57
4. Relief trust book, 1958-60
5. Relief trust book, 1961-63
6. Relief trust book, 1963-65
7. Relief trust book, 1965-68
8. Relief trust book, 1968-70
9. Relief trust book, 1970-72

#### **Series 2.13 Tax Assessment Rolls 1908-1979. 2 metres.**

Roll books relating to the assessment and collection of property taxes.

These records reveal the administration of tax assessment and collection activities by the City. The rolls list property owners' names and addresses, a legal description of the property, the assessed value, taxes owing and paid, statute labour required, refunds, exemptions and other details relevant to the tax assessment. From 1908 to 1909 two sets of books were kept, assessment rolls and Collector's rolls. The assessment rolls record the



legal description, extent and value of the land and the value of improvements. The Collector's rolls record the same information as the assessment rolls but list the property owners' surnames in alphabetical order and also include the calculation of taxes including special levies, charges and a record of the amount paid. From 1910 on the assessment and collector's rolls are combined. The information in these rolls is listed by property division and legal description rather than alphabetically by surname. For purposes of tax administration, the City was divided into eight divisions: A, B, C, D, E, F, H and K.

These records may be used for determining property ownership and value patterns, genealogical research and determining building construction dates. The rolls for 1908-09 have been boxed. Box numbers have not been assigned to the remainder of the items in this series, instead, each roll book has been numbered separately.

#### Box 44

1. Assessment roll, 1908
2. Assessment roll, 1909
3. Collector's roll, 1908
4. Collector's roll, 1909

#### Bound volumes on shelves

1. Tax roll, 1910-21
2. Tax roll, 1922-29
3. Tax roll, 1930-40
4. Tax roll, 1941-48
5. Tax roll, 1949-55
6. Tax roll, 1955
7. Tax roll, 1956-57
8. Tax roll, 1958-59
9. Tax roll, 1960-61
10. Tax roll, 1965-66
11. Municipal Collector's roll - by-law number control, 17 June 1969
12. Municipal Collector's roll - by-law number control, 13 October 1970
13. Municipal Collector's roll - assessment control - dyking, 23 April 1970
14. Municipal Collector's roll - by-law number control, 5 May 1970
15. Municipal Collector's roll - assessment control - Municipal Finance Authority of B.C., 6 May 1970
16. Municipal Collector's roll - assessment control - Municipal Finance Authority of B.C., 12 May 1970
17. Municipal Collector's roll - assessment control - hospital, 12 May 1970
18. Municipal Collector's roll - assessment control - dyking, 12 May 1970
19. Municipal Collector's roll - assessment roll - general and school assessment, 12 May 1970

20. Assessment roll, 1972
21. Municipal Collector's roll - tax levy summary, 1 June 1972
22. Municipal Collector's roll - general assessment, 23 March 1973
23. Municipal Collector's roll - tax levy summary, 31 May 1973
24. Assessment roll, 1973
25. Local improvement levy extension register, 24 May 1974
26. Local improvement levy extension register, 31 May 1975
27. Tax billing report, 31 May 1975
28. Municipal Collector's roll - general assessment, 10 June 1975
29. Tax arrears roll, 1914-54
30. Sewer roll, 1969
31. B.C. Assessment Authority roll, 1976
32. B.C. Assessment Authority supplementary roll, 1976
33. B.C. Assessment Authority roll, 1977
34. B.C. Assessment Authority roll, 1978
35. B.C. Assessment Authority preliminary roll, 1979
36. B.C. Assessment Authority roll, 1979
37. Taxes, 4010-7200, 1979

#### B.C. Assessment Authority Microfiche

- 1-1. Owner's name index (1 fiche sheet), 1979  
Calculation report (3 fiche sheets), 1979
- 1-2. Assessment roll (4 fiche sheets), 1979

#### **Series 2.14 Tax Assessment correspondence 1915-1928. 18 centimetres.**

Correspondence, lists, statistics, tax sale notices, certificates of purchase, ledger sheets and memoranda relating to tax sales.

These are routine tax assessment records revealing tax sales held by the City.

#### Box 45

1. Tax sales, 1915
2. Tax sales, 1915-16

#### Box 46

1. Tax sales, 1917
2. Tax sales, 1916-17
3. Tax sales, 1918-19
4. Tax sales, 1920
5. Tax sales, 1920-21



6. Tax sales, 1921-22
7. Tax sales, 1923
8. Tax sales, 1924-27
9. Tax sales, 1925-27
10. Tax sales, 1927-28

**Series 2.15     Directory of Property Owners**  
**1911-1950. 55 centimetres.**

File cards (12.5 cm x 7 cm) relating to the ownership of property.

These cards are arranged alphabetically by the property owner's surname and show the legal description of the property, the date of ownership and transfers of ownership including the date and new owner's name.

Box 47

Directory of property owners (cards) - A to J, 1911-50

Box 48

Directory of property owners (cards) - K to Z, 1911-50

**Series 2.16     Tax Levies**  
**1971-1974. 8 centimetres.**

Computer print-out reports and registers relating to tax levies and financing for various local improvements and public works.

These records show assessments of property for the purposes of local improvements and special levies for various public works.

Box 49

1. Water and sewer levy balance report, 26 January 1971
2. Local improvements levy extension register, 17 May 1972
3. Sewer trial balance year to date, 31 December 1972
4. Y-T-D sewer trial balance, 31 December 1973
5. Local improvement levy extension register, 18 June 1974

**Series 2.17     Police Court Record Books**  
**1911-12, 1915-18.**  
**9 centimetres.**

Record books relating to the proceedings and decisions of the City of Chilliwack Police Court.

These records reveal informations, complaints and charges laid, details relating to the alleged offences, evidence presented, pleadings, the names of persons involved, date and time of proceedings, summary of proceedings and decisions of the court such as verdict, sentencing and adjournments.

Box 50

1. Police Court record book, 1911-12
2. Police Court record book, 1915-18

**Series 2.18     City Hall Plans and Specifications**  
**1910. .5 centimetres and**  
**1 cartographic item.**

Copies of blueprints and specifications relating to the construction of the Chilliwack City Hall.

These records show the original architectural design of the City Hall and reveal the design and construction specifications required.

Box 51

1. City Hall specifications, 1910

Map cabinet 3, shelf 1

Map 171     Blueprints of City Hall (7 plans), 1910

**Series 2.19     Building and Planning files**  
**1910-1969. 8 centimetres.**

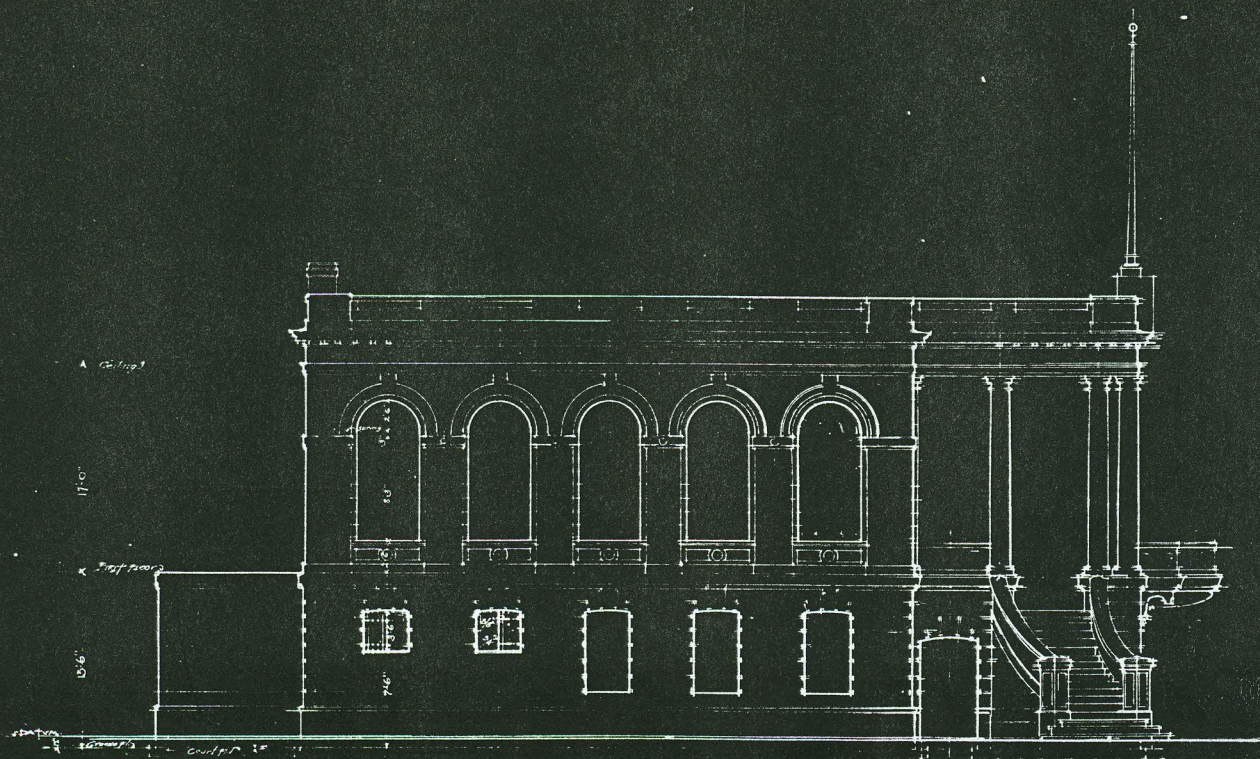
Correspondence, reports, subdivision and building plans, memoranda and by-laws relating to a variety of building, engineering and planning matters.

These records reveal engineering, subdivision, planning, drainage, rights-of-way acquisition, traffic, sewerage, administration and management matters.

Box 51

2. Field book - City of Chilliwack sewerage and drainage levels, book #1, March - April 1910
3. Property required for lanes, 1913-15
4. By-laws and specifications re: cement sidewalks, 1929-49
5. City subdivision - Chilliwack, 1947





SIDE ELEVATION

NOTE:

Windows in Cell Room to have  
I. Grating  
Door in connection with Cell  
Room to have I. Grating

INDEX:

Cement Block  
Concrete  
Brick  
Ceiling outlet  
Bracket  
Kamolin

CITY HALL  
CHILLIWACK B.C.

528

Thomas Hooper ARCHT

3

VANCOUVER B.C.

Aug 1910



C.A., Add MSS. 373, Series 2.18, City Hall Plans and specifications (Map 171), 1910. The City of Chilliwack was only two years old when it took the bold step of commissioning architect Thomas Hooper to design a monumental neoclassical City Hall.



6. St. Thomas' Anglican Church - parish hall, 1955
7. Preliminary Analysis - Administrative Operations and Management - City of Chilliwack, June 1963
8. An Engineering Proposal for a Comprehensive Traffic Study of the City of Chilliwack, June 1964
9. Integrated Sewerage Study, 1969

**Series 2.20 Social Assistance files  
1954-1956. 1 metre.**

Correspondence, reports, statistics, index books, applications for social assistance, administrative forms, evaluation sheets, notes and working papers relating to the administration and distribution of social assistance (relief, welfare).

This series consists of both general administrative and individual case files. The records reveal the administration of social assistance in the Chilliwack area including relations between the City, other municipalities and the Provincial Government, levels of assistance, policies and procedures, child welfare, jurisdictional responsibilities and health. Individual case files reveal personal information about recipients, their initial application and acceptance onto assistance, evaluations of recipients' eligibility, social workers' comments and observations and amounts paid. Individual case files are restricted. Please consult the Archivist if you want access to case files.

Box 52

1. Social assistance - general, 1956
2. Social assistance - general, 1957
3. Coroner's inquests, 1955-56
4. Transients, 1955
5. Burial of indigents, 1952-53
6. Old Age Pension Board, 1954-56
7. B.C.H.I.S. correspondence, 1956
8. Hospitals correspondence, 1956
9. Hospitals correspondence, 1957
10. Hospitals correspondence, 1958
11. Eyes, teeth and cancer, 1954-56
12. Eyes, teeth and cancer, 1956
13. Eyes, teeth and cancer, 1957
14. Eyes, teeth and cancer, 1958
15. Ambulance accounts, 1957
16. Child Welfare correspondence, 1957
17. Superintendent of Child Welfare, 1958
18. Social assistance - general, 1954
19. Social assistance - general, 1955-56
20. Social assistance - general, 1958
21. Homes - welfare institution licences, 1953-56

Box 53

1. Relief recipients index book, 1944
2. Relief recipients index book, 1945
3. Social allowance record cards, 1947-54
4. Social allowance record cards, 1947-55
5. Social allowance record cards, 1955-56
6. Applications for temporary social assistance - A to K, 1957
7. Applications for temporary social assistance - L to Z, 1957
8. Social allowance declarations, 1954
9. Social allowance declarations, 1955
10. Social allowance declarations, 1955
11. Social allowance declarations, 1956

Case files - AND to DVO, 1954-56

Box 54

Case files - ELL to KOK, 1954-56  
Case files - AND to FRI, 1957-58

Box 55

Case files - GAM to YUR, 1957-58

**Series 2.21 Maps and Plans  
1909-1977.  
78 cartographic items**

Original linen, blue and white line print maps, subdivision and architectural plans and drawings relating to subdivisions, public buildings, roads and public works.

These records reveal the development of subdivisions, the original design of buildings, the layout and gazetting of roads and other rights-of-way and public works. These records have been included as part of the Map Collection.

Maps 31-71, 106, 116, 117. [Subdivision plans]. — 1955-1964. — Mostly by F.E. Tunbridge.

Map 74. City of Chilliwack plan, Imhoff tank. — [Chilliwack ? : the City ?], 1953.

Map 75, 76, 78-80, 88, 89, 91. [Subdivision plans]. — 1909-1948.

Map 97. Proposed Council Chamber fixtures, Chilliwack City Hall / Anderson & Raymer, architects. — 1958.

Map 98. [Building plans for Century Plumbing and Heating] / C.B. — 1970.



Map 101. Proposed street lighting, Chilliwack, B.C. — [Victoria] : Electrical Energy Inspection Department, 1951.

Map 102. Floor plans, renovations to Chilliwack City Hall / Anderson & Raymer, architects.

Map 104. Renovations to Chilliwack City Hall / Anderson & Raymer, architects. — 1957.

Map 105. City of Chilliwack septic tank / J.B. Croly. — 1911.

Map 118. Proposed building for the Netherlands Ref. Church, Sardis, B.C. — 1953.

Map 119. Proposed church for Reorganized Church of Jesus Christ of Latter Day Saints, Chilliwack, B.C. / H. Shearing. — 1953.

Map 120. F.W. Woolworth Co. Store No. 1720, Chilliwack, B.C. / W.J. Wilson. — 1952.

Map 121. The Corporation of the City of Chilliwack deck widening and sidewalk installation, Young Street Bridge / Willis & Cunliffe Engineers Ltd. ; Manning Construction Ltd. — 1959.

Map 122. Construction of Kipp and Princess Avenues / Lindhout Bros. ; Willis & Cunliffe. — 1957.

Maps 123-130. Profile and plan of [downtown Chilliwack streets] / A.E. Humphrey. — 1951.

Map 171. City Hall, Chilliwack, B.C. / Thomas Hooper, architect. — 1910.

Map 172. Van-Marren Project townhouses : underground electrical structures and duct layout / A. Pahl and H. Planje. — 1977.

Maps 173-176. The City of Chilliwack : [Divisions B-F, H, J, K]. — 1955-1956.

Map 210. Zoning map of the City of Chilliwack. — [Chilliwack] : the City, 1966.

**Series 2.22      School Board  
correspondence  
1918-1921. 36 centimetres.**

Correspondence, memoranda, curriculum and course outlines reports, statistics, invoices, receipts and vouchers relating to the administrative and operational activities of Chilliwack schools.

This series consists of three types of records. First are monthly and annual reports by schools to the Provincial Education Department, School

Inspectors' reports and attendance and enrollment statistics forms. Revealed here are the size of schools, facilities available, curriculum and courses offered, attendance and enrollment figures and School Board and Education Department policies and procedures. These records are arranged in reverse chronological order. The second set of records consists of correspondence and memoranda which reveal a variety of School Board activities such as hiring of teachers and principals, general administration, policy, procedural and jurisdictional considerations, relations with the Provincial Education Department, other School Boards, municipal governments and the community at large. These records are arranged alphabetically by correspondent name. The third set of records are financial invoices, receipts and vouchers which reveal the financial activities and transactions of the Board. These records are arranged alphabetically by name of the person or business.

**Box 56**

1. Reports and statistics, January - November 1918
2. Reports and statistics, December 1918 - January 1919
3. Reports and statistics, February - June 1919
4. Reports and statistics, November - December 1919
5. Reports and statistics, January - June 1920
6. Reports and statistics, September - December 1920

**Box 57**

1. Correspondence - A to D, 1918-21
2. Correspondence - E to L, 1918-21
3. Correspondence - M to R, 1918-21
4. Correspondence - S to Z, 1918-21

**Box 58**

1. Invoices, receipts and vouchers - A to B, 1918-21
2. Invoices, receipts and vouchers - C to G, 1918-21
3. Invoices, receipts and vouchers - H to M, 1918-21
4. Invoices, receipts and vouchers - N to W, 1918-21

**Series 2.23      Fire Fighting Equipment  
Tenders  
1949-1955. 6 centimetres.**

Correspondence, reports, product brochures, descriptions, photographs and advertising leaflets, proposals, tender documents and quotations relating to the purchase of fire fighting equipment.



These records show the cooperative efforts of the City, the Township, the Township Volunteer Fire Brigade and the City Volunteer Fire Brigade to develop an effective fire fighting presence in the community and to purchase the necessary fire fighting equipment.

#### Box 59

1. Memorandum of agreement, no date
2. Tenders for fire fighting apparatus, 1949
3. Tenders for fire fighting apparatus, 1955
4. Tenders for fire fighting apparatus, 1955
5. Tenders for fire fighting apparatus, 1955

#### **Series 2.24      Legal Correspondence and Agreements** **1909-1964. 18 centimetres**

Correspondence, agreements and contracts relating to various City legal matters.

These records show a variety of agreements, contracts and legal relationships entered into by the City. Revealed are relations between the City and the Township, the Department of National Defence, businesses and individual citizens. Agreements relating to public works, rights-of-way, City purchases, dyking and drainage and construction of civic buildings are included here.

#### Box 60

1. Indenture re: street widening, 1909
2. Quit claim grant to the City of the reversionary rights of the Province in the Skwahla Indian Reserve, 1910
3. Agreement re: construction of City Hall, 1910
4. Claims for compensation, 1915
5. Memorandum of agreement re: Richard Brett, 1915
6. Deeds of land, 1915-16
7. Correspondence re: B.C. Electric Railway, 1925
8. Deed of land, 1937
9. Statutory declaration of W.O. Pickard re: closing out sale, 1939
10. Suretyship bond re: lost debenture no. 27, by-law 395, 1939
11. Indenture of grant of easement, 1943
12. Agreement with Township re: dyke tax, 1944
13. Department of National Defense, 1944-54
14. Agreement with the Chilliwack Agricultural Association re: recreation grounds and park, 1941-46
15. Overhead street lighting agreement, 1946
16. Agreement re: local improvements, 1946-51
17. Agreement re: parking meters, 1947
18. Agreement re: poundkeeper, 1948

19. City Clerk's declaration re: passage of certain by-laws, 1948
20. Specifications and agreement re: construction of Public Library and construction of addition to the Fraser Valley Union Library, 1949-55
21. Agreement re: construction of a City garage, 1949
22. Notice of application to construct an oil pipeline, 1951
23. Indenture of grant of easement re: Feistmann, 1951
24. Indenture of grant of easement re: McCutcheon, 1951
25. Agreement re: installation of ornamental lighting, 1951
26. Consent for construction of ditch re: Feistmann, 1951
27. Petitions, 1952-57
28. Acceptance of proposal for purchase of parking meters, 1952
29. Minute of the provincial cabinet re: appointment to the Board pursuant to the Town Planning Act, 1952
30. Correspondence and agreements re: the T. Eaton Co., 1952
31. Agreement re: bus service, 1947-52
32. Agreement to gravel streets and lanes, 1953
33. Permission to construct within Crown Lands, 1953
34. Deed of release re: Creer, 1953
35. Agreement and specifications re: construction of sewage treatment plant, 1954
36. B.C. Telephone Company, 1954-58
37. Notice to quit re: Department of National Defence, 1954
38. Service agreement for B.C. Electric Company, 1955
39. Correspondence re: F.W. Woolworth Company, 1955
40. Parking area lease re: Department of National Defence, 1955
41. Tender re: installation of washroom in fire hall dormitory, 1955

#### Box 61

1. Contract bond on behalf of R.A. Adair Construction Ltd. to the City of Chilliwack, 1956
2. Works program, 1956
3. Construction of Kipp and Princess Avenues, 1957
4. Overhead street lighting (rural) agreement, 1961
5. Caretaker contract, 1962
6. Sewerline right-of-way re: Skway Indian Reserve No. 5, 1964
7. B.C. County Court file No. 369/38 - Wilkinson vs. Dolman, 1939
8. Juvenile Court re: Dolman, 1939



9. Supreme Court orders quashing convictions re: failure to produce Registration Card contrary to the Provisions of the National Registration Regulations, 1944

**Series 2.25 Flood of 1948 in British Columbia**  
1948. 1 centimetre.

Publication titled Flood of 1948 in British Columbia. Published by the Department of Mines and Resources; Mines, Forests and Scientific Services Branch; Dominion Water and Power Bureau.

This publication includes text, statistics and maps describing the 1948 floods of the Columbia and Fraser Rivers in British Columbia. Included is a section describing the flood's impact on Chilliwack and the surrounding area.

Box 61

10. Flood of 1948 in British Columbia

**Series 2.26 Employee and Payroll records**  
1956-1970. 5 centimetres.

Payroll record book and employee payroll record cards relating to the employment and paying of civic workers.

These records show the names and addresses of persons employed by the City, employment start and termination dates, days and hours worked, wage rates, amounts paid, marital status and department employed by.

Box 62

1. Payroll record book, 1956
2. Employee payroll record cards, 1965-66
3. Employee payroll record cards, 1970

**Series 2.27 General Subject files**  
1929-1978. 4 metres.

Correspondence, reports, memoranda, minutes, brochures, pamphlets, maps, plans, statistics, financial papers invoices, receipts, tax notices and working papers relating to the administrative and operational activities and interests of the City government.

These records were the main subject files used by the City Clerk and other municipal officials for the conduct of the City's administrative and operational business. The records reveal a wide variety of civic activities and concerns such as general administration, policing, public works, engineering, town planning, taxation and assessment, personnel, finance, traffic, relations with other levels of government and businesses, public utilities, zoning, subdivisions, buildings, by-laws, council affairs, legal matters, airport, parks and recreation, dyking and drainage and health care. The records came to the Archives in a rather disorganized state, especially for the 1929-55 period. They are, however, grouped roughly in chronological order and arranged alphabetically by subject heading within each chronological group. There are also gaps in the series. For instance there are no files for 1956-57, 1959 and 1967-72. Still, the records do provide an excellent source of information relating to the administrative and operational policies and practices of the City over an extended period of time. It is recommended that users browse the series listings below to become familiar with the structure of the series and its gaps before beginning their research.

Box 63

1. Airport, 1951
2. Airport, 1947-49
3. Airport, 1952
4. Airport, 1953
5. Audit reports, 1939-46
6. Audit reports, 1947-52
7. Bus franchise, 1946-50
8. B.C.E.R. lighting, 1930-46
9. Cultus Lake Park Board, 1949-51
10. Estates, 1952
11. Inspector of Municipalities financial report, 1937
12. Inspector of Municipalities financial report, 1938
13. Inspector of Municipalities report, 1940
14. Inspector of Municipalities report, 1941
15. Inspector of Municipalities report, 1942
16. Inspector of Municipalities report, 1943
17. Inspector of Municipalities report, 1944
18. Inspector of Municipalities report, 1945
19. Inspector of Municipalities report, 1946
20. Inspector of Municipalities report, 1947



21. Inspector of Municipalities report, 1948
22. Inspector of Municipalities report, 1951
23. Inspector of Municipalities report, 1952
24. Hospital loan by-law, 1939-41
25. Local improvements, 1929-30
26. Local improvements - paving, 1931-32
27. Local improvements - paving, 1935
28. Local improvements, 1938
29. Inspector of Municipalities report, 1949
30. Local improvements, 1940

#### Box 64

1. Ornamental street lighting, 1930
2. Letters of appreciation, 1952
3. Golden Jubilee, no date
4. Fraser Valley Dyking Board, 1950
5. Inspector of Municipalities report, 1953
6. Pole removal, 1930
7. Local improvements - curbs and sidewalks, 1952
8. Local improvements, 1953-54
9. Local improvements - curbs, 1953
10. Royal visit, 1951
11. Governor General's visit, 1948
12. Royal visit, 1939
13. Shop closing, 1946-48
14. Social welfare - general, 1947
15. Valleyhaven, 1951
16. Yale Road, 1949-50
17. Yale Road, 1949-50
18. Public utilities, 1948
19. Works, 1950
- 19a. Estimates, 1954
20. Local improvements, 1954
- 20a. Lower Mainland Regional Planning Board, 1954
21. Inter-municipal, 1954-55
22. Insurance, 1953
23. Garbage, 1955
24. Gas, 1955
25. Estates, 1955
26. Fairgrounds, 1955
27. Fire, 1955
28. Fraser Valley Municipal Association, 1955
29. Clerk's correspondence, 1954
30. Decorations, 1954
31. Drainage, 1955
32. Elections, 1955
33. Elk Creek Waterworks, 1954-55
34. Civil Defence, 1955
35. City Hall improvements, 1955
36. Chilliwack Library addition, 1955
37. Chilliwack Dyking District Board, 1955-56
38. Chilliwack Fish and Game, 1954-55

#### Box 65

1. Cultus Lake, 1953-54
2. Berkeley Avenue Subdivision, 1953-55
3. B.C. Electric, 1954-55

4. Building by-laws, 1954-55
5. By-law correspondence, 1955
6. Building by-law, 1955
7. By-law - trade licence, 1955
8. Chilliwack Bus, 1955
9. Grants, 1955
10. Health, 1955
11. Hospitals, 1955
12. Inspector of Municipalities, 1955
13. Insurance, 1955
14. Inspector's report, 1955
15. Light, 1955
16. Legal, 1955
17. Local improvements, 1955
- 17a. Lower Mainland Regional Planning Board, 1955
18. Mayor's correspondence, 1954-55
19. Police, 1954-56
20. Old forms, no date
21. Office equipment, 1955
22. Parks and playgrounds, 1953-55
23. Parking meters, 1955
24. Petitions and tenders, 1955-56
25. Parking permits, 1955
26. Parks - Portage Avenue, 1955
27. Public utilities, 1954
28. Pacific Great Eastern Railway, 1954
29. Pool room by-law, 1955
30. Public works, 1955
31. Resolutions, 1955
32. Rosedale-Agassiz Bridge, 1954-56
33. School District No. 33, 1954-55
34. School tax, 1953-55
35. Subdivision plans for approval, 1955
36. Subdivision plans, 1955
37. Taxes, 1955
38. Traffic, 1955
39. Tag days, 1955
40. Town Planning, 1954-55
41. Television, 1953-54
42. Tax sale property, 1955
43. Trade licences, 1955
44. Administration, 1954
45. Assessment, 1954

#### Box 66

1. Airport, 1954
2. British Empire Games, 1954
3. Building by-law correspondence, 1954
4. Canadian Federation of Mayors and Municipalities, 1954
5. Civil defence, 1954
6. Elections, 1954
7. Fairgrounds, 1954
8. Fire, 1954
9. Finance, 1954
10. Fraser Valley Regional Library, 1954
11. Grants, 1954
12. Correspondence - general, 1955
13. Garage and service station closing, 1953



14. Garbage, 1954
15. Hospitals, 1954-55
16. Hospital Insurance Service, 1954

#### Box 67

1. Inspector's reports, 1954
2. Inter-municipal, 1954
3. Insurance, 1954
4. Liquor Act, 1954
5. Light, 1954
6. Local improvements - curbs and sidewalks, 1954
7. Local improvements, 1954
8. Sewage treatment plant, 1953-54
9. Ontario Hurricane Relief Fund, 1954
10. Parking meters, 1954
11. Petitions, 1954
12. Petitions and tenders, 1954
13. Public works, 1954
14. Subdivision plans, 1954
15. Subdivision plans for approval, 1954
16. Trade licence by-laws, 1954
17. Trade licences, 1954
18. Taxes, 1954
19. Traffic, 1954
20. Upper Fraser Valley Health Unit, 1954
21. Upper Fraser Valley Health Unit, 1954
22. Yale Road, 1954
23. Yale Road, 1953-54
24. Correspondence - general, 1954
25. Workmen's Compensation Board, 1954
26. Workmen's Compensation Board, 1954
27. Victoria Avenue - 10 foot building line, 1954
28. Unemployment Insurance, 1953-55
29. Advertising, 1954
30. Administration, 1955
31. Assessment, 1955
32. Assessment equalization returns and correspondence, 1955
33. Airport, 1955
34. Arena, 1955
35. B.C. Hospital Insurance, 1954
36. Hospitals, 1955
37. B.C. Telephone, 1955
38. Fraser Valley Lands - Berkley Avenue Subdivision, 1954

#### Box 68

1. Assessment, 1958
2. Garages, 1958
3. Gravel quarry, 1958-60
4. Fairgrounds, 1958
5. Airport, 1958
6. Arena, 1958
7. Administration, 1958
8. B.C. Centennial, 1958
9. Building, 1958
10. B.C. Electric, 1958

11. Budget, 1958
12. Civic Properties Commission, 1958
13. Chilliwack Civic Employees Association Local 712, 1958
14. Civil Defence, 1958
15. Chilliwack Bus, 1958
16. Cultus Lake, 1958
17. City's 50th Anniversary, 1958
18. Correspondence - general, 1955-58
19. Chilliwack Dyking District Board, 1958
20. Chilliwack Historical Society, 1958
21. Dog tax and dog pound, 1958
22. Committee minutes, 1958
23. Department of National Defence, 1958
24. Notices to dog owners, 1952-58
25. Elections, 1958
26. Engineer, 1958
27. Elk Creek Waterworks, 1958
- 27a. Estimates, 1958
28. Dominion property taxation, 1958
29. Drainage, 1958
30. Finance, 1958
31. Fire, 1958
32. Fraser Valley Municipal Association, 1958
33. Fraser Valley Regional Library, 1958
34. Garbage, 1958
35. Grants, 1958
36. Hospitals, 1958
37. Inspector of Municipalities, 1958
38. Inspector's reports, 1958
39. Insurance, 1958
40. Inter-municipal, 1958
41. Light, 1958
42. Local improvements, 1958
- 42a. Lower Mainland Regional Planning Board, 1958
43. Police, 1958
44. Public works, 1958
45. Resolutions, 1958
46. Social assistance - unemployed employables, 1958
47. Tag days, 1958
48. Shops regulations, 1958
49. Town planning, 1958
50. School District No. 33, 1958
51. Mosquitoes, 1958
52. Parks and playgrounds, 1958
53. Parking meters, 1958
54. Petitions and tenders, 1958
55. Provincial home owners grant, 1958

#### Box 69

1. Plumbing by-law, 1957-58
2. Provisional budget, 1958-59
3. Tax sale property, 1958
4. Town planning amendment by-law, 1958
5. Taxes, 1958
6. Willis and Cunliffe Engineering Ltd., 1957-58
7. Correspondence - general, 1958
8. Traffic, 1958



9. Upper Fraser Valley Health Unit, 1957-58
10. Winter Works Program, 1958
11. Unemployment insurance, 1958
12. Correspondence - general, 1960
13. Advisory Town Planning Commission, 1960
14. Administration, 1960

#### Box 70

1. Airport, 1960
2. Assessment, 1960
3. B.C. Municipalities Safety Service, 1960
4. B.C. Telephone, 1960
5. Building, 1960
6. B.C. Electric, 1960
7. Canadian Federation of Mayors and Municipalities, 1960
8. Chilliwack Civic Employees Association Local 712, 1960
9. Chilliwack District Dyking Board, 1960
10. Chilliwack General Hospital, 1960
11. Chilliwack Historical Society, 1960
12. Civil Defence, 1960
13. Civic Properties Commission, 1960
14. Community Arts Council, 1960
15. Cultus Lake, 1960
16. Dog tax and dog pound, 1960
17. Elections, 1960
18. Elk Creek Waterworks, 1960
- 18a. Estimates, 1960
19. Finance, 1960
20. Fraser Valley Municipal Association, 1960
21. Fraser Valley Regional Library, 1960
22. Fire, 1960
23. Garbage, 1960
24. Grants, 1960
25. Gas, 1960
26. Gravel quarry, 1960
27. Greater Chilliwack Ratepayers Association, 1960
28. Health, 1960
29. Hospitals, 1960
30. Inspector of Municipalities, 1960
31. Inspector's report, 1960
32. Insurance, 1960
33. Inter-municipal, 1960
34. Light, 1960
35. Mosquitoes, 1960
36. Mayor's correspondence, 1960
37. Plumbing by-law, 1960
38. Provincial home owner grants, 1960
39. Parks and playgrounds, 1960
40. Petitions and tenders, 1960
41. Parking meters, 1960
42. Provisional budget, 1960
43. Public works, 1960
44. School District No. 33, 1960
45. Sewer connection applications, 1960
46. Sewers, 1960
47. Sewer rental books, 1956-60

48. Sewer rental books, 1961-64
49. Shops regulations, 1960
50. Social assistance - unemployed employables, 1960
51. Subdivision plans, 1960
52. Taxes, 1960
53. Trade licences, 1960
54. Traffic, 1960

#### Box 71

1. Tag days, 1960
2. Tax certificates, 1960
3. Tax sale property, 1960
4. Upper Fraser Valley Health Unit, 1960
5. Valleyhaven, 1960
6. Willis and Cunliffe Engineering Ltd., 1960
7. Workmen's Compensation Board, 1960
8. Wells Street Bridge, 1960
9. Winter Works Program, 1960
10. Administration, 1961
11. Administration, 1962
12. Administration, 1963
13. Administration, 1964
14. Advisory Town Planning Commission, 1961-64
15. Airport, 1961-64
16. Application for employment for City Clerk, 1964
17. Assessment, 1961-64
18. B.C. Electric, 1961-62
19. B.C. Electric, 1935-61
20. B.C. Hydro and Power Authority, 1961-64
21. B.C. Safety Council, 1961-64
22. B.C. Telephone, 1961-64
23. Building, 1961
24. Building statistic forms, 1961-63
25. Canadian Federation of Mayors and Municipalities, 1961-64
26. Centennial year, 1964
27. Chilliwack Agricultural Association, 1962-64
28. Chilliwack Bus Lines, 1964
29. Chilliwack Chamber of Commerce, 1962-64
30. Chilliwack Civic Employees Association Local 712, 1961-64
31. Chilliwack Dyking District, 1961-64
32. Chilliwack General Hospital, 1961-64
33. Chilliwack Health Centre, 1961-64
34. Chilliwack Historical Society, 1961-64
35. Civic Properties Commission, 1961-64
36. Civil defence, 1961-63
37. Civil defence, 1964
38. Civil defence - Construction Details for Outdoor Fallout Shelters, no date
39. Civil defence - B.C. Civil Defence Bulletins, 1961-62

#### Box 72

1. Civil defence - B.C. Civil Defence Bulletins,



- 1963
2. Civil defence - B.C. Civil Defence Bulletins, 1964
3. Civil defence - B.C. Civil Defence Circular, 1964
4. Committee minutes, 1961-64
5. Community Arts Council, 1961-64
6. Correspondence - general, 1961
7. Correspondence - general, 1961
8. Correspondence - general, 1962
9. Correspondence - general, 1963
10. Correspondence - general, 1963

### Box 73

1. Cultus Lake - general, 1961-64
2. Cultus Lake - financial statements, 1962-64
3. Cultus Lake Park - Preliminary Report, March 1963
4. Airport, 1965
5. Administration, 1965
6. Advisory Town Planning Commission, 1965
7. Assessment, 1965
8. Building, 1965
9. B.C. Telephone, 1965
10. B.C. Hydro and Power Authority, 1965
11. Canadian Federation of Mayors and Municipalities, 1965
12. Centennial year, 1965
13. Chilliwack Agricultural Association, 1965
14. Chilliwack Armories, 1965
15. Chilliwack Bus Lines, 1965
16. Chilliwack Chamber of Commerce, 1965
17. Chilliwack General Hospital, 1965
18. Canadian Union of Public Employees Local 712 (Chilliwack City), 1965
19. Chilliwack Dyking District Board, 1965
20. Chilliwack Historical Society, 1965
21. Civil Defence, 1965
22. Civic Properties Commission, 1965
23. Community Arts Council, 1965
24. Cultus Lake, 1965
25. The City of Chilliwack debenture registration, 1965
26. Department of Transport radio regulations, 1965
27. Dog tax and dog pound - S.P.C.A., 1965
28. Dominion property taxation, 1965
29. Downtown Rejuvenation Committee, 1965
30. Fraser Valley Tourist Association, 1965
31. Fraser Valley Regional Library, 1965
32. Fraser Valley Municipal Association, 1965
33. Grants, 1965
34. Quarterly revenue and expenditure questionnaire, 1965
35. Inspector of Municipalities, 1965
36. Inspector's report, 1965
37. Insurance, 1965
38. Legal, 1965
39. Fire, 1965

40. Firemen's banquet, 1965
41. Fraser Valley and Lower Mainland Junior Tattoo, 1965
42. Elections, 1965
43. Elk Creek Waterworks, 1965
44. Federal Government, 1965
- 44a. Lower Mainland Regional Planning Board, 1965
45. Mosquitoes, 1965
46. Parking meters, 1965
47. Magistrate, 1965
48. Correspondence - general, 1965
49. Mayor's correspondence, 1965
50. Petitions and tenders, 1965
51. Police, 1965
52. Pool room by-law, 1965
53. Posted notices, 1965
54. Public works, 1965
55. Recreation Commission, 1965
56. School District No. 33, 1965
57. Sewers, 1965
58. Sewer - complaints re: sewer connections, 1965
59. Sewer - grease traps and garbage grinders, 1965
60. Sewer - old sewage system, 1965
61. Sewer - extensions, 1965

### Box 74

1. Shops closing, 1965
2. Social assistance - unemployed employables, 1965
3. Subdivision plans, 1965
4. Tag days, 1965
5. Tax sale property, 1965
6. Tax certificates, 1965
7. Taxes, 1965
8. Town planning, 1965
9. Trade licences, 1965
10. Traffic, 1965
11. Upper Fraser Valley Health Unit, 1965
12. Valleyhaven, 1965
13. Yale Road, 1965
14. Zoning, 1965
15. Administration, 1966
16. Advisory Town Planning Commission, 1966
17. Airport, 1966
18. Assessment, 1966
19. B.C. Hydro and Power Authority, 1966
20. B.C. Telephone, 1966
21. Building, 1966
22. Canadian Federation of Mayors and Municipalities, 1966
23. Canadian Union of Public Employees Local 712 (Chilliwack City), 1966
24. Centennial year, 1966
25. Chilliwack Agricultural Association, 1966
26. Chilliwack Ambulance, 1966
27. Chilliwack Armories, 1966
28. Chilliwack Chamber of Commerce, 1966



29. Chilliwack Dyking District Board, 1966
30. Chilliwack General Hospital, 1966
31. Chilliwack Historical Society, 1966
32. Civil defence, 1966
33. Civic Properties Commission, 1966
34. Committee minutes, 1966
35. Community Arts Council, 1966
36. Cultus Lake, 1966
37. The City of Chilliwack debenture registration, 1966
38. Dog tax, 1966
39. Dominion property taxation, 1966
40. Dominion Provincial statistics, 1966
41. Election, 1966
42. Elk Creek Waterworks, 1966
43. Federal Government, 1966
44. Fire, 1966
45. Fraser Valley Tourist Association, 1966
46. Fraser Valley Regional Library, 1966
47. Garbage, 1966
48. Grants, 1966
49. Inspector of Municipalities, 1966
50. Inspector's report, 1966
51. Quarterly revenue and expenditure questionnaire, 1966
52. Insurance claims, 1966
53. Inter-municipal, 1966
54. Land purchases, 1966
55. Legal, 1966
56. Lights, 1966
57. Lower Mainland Municipal Officers' Association, 1966
- 57a. Lower Mainland Regional Planning Board, 1966
58. Local improvements, 1966
59. Magistrate, 1966
60. Mayor's correspondence, 1966

#### Box 75

1. Correspondence - general, 1966
2. Mosquitoes, 1966
3. Parking meters, 1966
4. Parks and playgrounds, 1966
5. Permits, 1966
6. Parks and playgrounds, 1966
7. Police, 1966
8. Pool room by-law, 1966
9. Posted notices, 1966
10. Provincial boarding homes, 1966
11. Provincial - general, 1966
12. Provincial municipalities aid grant, 1966
13. Provisional budget, 1966
14. Public works, 1966
15. Recreation Commission, 1966
16. Regional district, 1966
17. School District No. 33, 1966
18. Sewers, 1966
19. Sewer - sewer connections, 1966
20. Sewer - grease traps and garbage grinders, 1966

21. Sewer - extensions, 1966

#### Box 76

1. Shops closing, 1966
2. Social assistance - unemployed employables, 1966
3. Subdivision plans, 1966
4. Taxes, 1966
5. Tax certificates, 1966
6. Tag days, 1966
7. Town planning, 1966
8. Trade licences, 1966
9. Tax sale property, 1966
10. Traffic, 1966
11. Upper Fraser Valley Health Unit, 1966
12. Upper Fraser Valley Health Unit - building extension, 1966
13. Valleyhaven, 1966
14. Yale Road, 1966
15. Administration, 1973
16. Budget correspondence and requests, 1973
17. Chilliwack Chamber of Commerce, 1973
18. Bank of Montreal property, 1973
19. City Clerk-Administrator position, 1973
20. Community Arts Council, 1973
21. Consulting engineers, 1973
22. Correspondence from Council, 1973
23. Correspondence from Township, 1973
24. Council agenda, 1973
25. Court of Revision, 1973
26. C.U.P.E. Local 712, 1973
27. Data processing, 1973
28. Joint committee meetings, 1973
29. Grants, 1973
30. Fascia and Canopy, 1973
31. Insurance claims and correspondence, 1973
32. Legal, 1973
33. Mayor's correspondence, 1973
34. Mayor's correspondence, 1973
35. Mayor's correspondence, 1973
36. Correspondence - general, 1973

#### Box 77

1. Correspondence - general, 1973
2. Planning, 1973
3. Airport extension - new highway, 1957-58
4. Airport development, 1959-74
5. Correspondence - airport, 1974
6. Correspondence - airport, 1975
7. Correspondence - airport, 1977
8. Correspondence - general, 1978
9. Correspondence - general, 1979
10. Airport assistance, 1973
11. Pollution control, 1973
12. Post Office development, 1973
13. Posted notices, 1973
14. Public Safety Building, 1973
15. Safety Council, 1973



16. School District No. 33, 1972-73
17. Sewer notices, 1973
18. Social welfare, 1973
19. Steveson and Kellogg Ltd., 1973
20. Tag days, 1973
21. Trade licences, 1973
22. Upper Fraser Valley Health Unit, 1973
23. Vocational School, 1973
24. Fire, 1973
25. Lotteries, 1973
26. Police, 1973
27. Sewage treatment plant, 1973
28. Inter-municipal, 1973
29. Airport, 1973
30. Amalgamation, 1973
31. Chilliwack Agricultural Association, 1973
32. Chilliwack District Dyking Board, 1973
33. Chilliwack General Hospital, 1973
34. Civil defence, 1973
35. Cultus Lake, 1972-73
36. Valleyhaven, 1972

**Series 2.28 Elk Creek Waterworks Co. Ltd.**  
**1904-1975. 24 centimetres.**

Correspondence, reports, memoranda, statistics, record books, agreements and rate sheets relating to waterworks services provided by the Elk Creek Waterworks Co. Ltd. to the City of Chilliwack.

These records show the relationship between the City of Chilliwack and its provider of water, the Elk Creek Waterworks Co. Ltd. Revealed here are meetings between the City and the Company, rates, applications for rate increases, service and connections provided, City-Township joint actions and takeover discussions and agreements.

#### Box 78

1. Day book, 1911
2. Day book, 1912
3. Day book, 1913
4. Day book, 1921
5. Annual reports, 1951-56, 1961-65
6. Annual reports, 1966-67, 1969-70, 1972-75
7. Correspondence, 1952-66
8. Minutes of joint City-Township and other meetings, 1952-60
9. Agreements and related correspondence, 1904-34

#### Box 79

1. Deed of trust and mortgage, 1947-72
2. Rates, 1956-70
3. Reports and studies, 1959-66
4. Miscellaneous, 1914-66

### 3. DISTRICT OF CHILLIWACK

The records of the District of Chilliwack from 1952 to 1987 consist of six series including correspondence, reports, memoranda, letters patent, minutes, ephemera, voters' lists, maps and plans relating to the administrative responsibilities and activities of the District.

#### **Administrative History**

The District of Chilliwack was incorporated on 1 January 1980 as a result of referendae conducted in the City and the Township in 1979 approving the amalgamation of the two municipalities.

#### **Scope and Content Note**

This is a small collection of early District records. The Letters Patent provide a legal description of the District's boundaries and administrative authority. The Council Minutes are complete from the inaugural meeting on 2 January 1980 to November 1985.

The records of series 3.4 reveal the District's purchase of the Elk Creek Waterworks Co. Ltd. in 1981. Also included is an appraisal of the waterworks system made in 1952. These records complement those of the City of Chilliwack, series 2.28 and those of the Elk Creek Waterworks Co. Ltd., group 5.

### 3. DISTRICT OF CHILLIWACK - SERIES LISTS

**Series 3.1 Letters Patent**  
**1979. .5 centimetres.**

Copy of letters patent incorporating the Corporation of the District of Chilliwack.

Letters Patent are issued by the Provincial Government pursuant to the Municipal Act. They incorporate a municipality, set its boundaries, the electoral terms of the Mayor and Council and the number of Council members. Letters Patent are issued each time a municipality changes its boundaries or the size of its Council.

#### Box 80

1. Letters patent, 1979

**Series 3.2 Council Minutes**  
**1980-1985. 2 microfilm rolls**

Minutes and related documents relating to



the proceedings, decisions and actions of the District Council.

These records reveal Council discussions and decisions, resolutions, passage of bylaws, committee, staff and other reports, presentations by citizens' delegations, petitions, rulings and Council policies and procedures. Original minutes are retained in the Clerk's Department, District of Chilliwack Municipal Hall.

Box 4

Council minutes (microfilm), 2 January 1980 - 17 December 1984

Council minutes (microfilm), 7 January 1985 - 25 November 1985

**Series 3.3      Historical Papers  
1981-1986. 3 centimetre.**

Ceremony programs, framed proclamation, organization chart and official community plan of the District of Chilliwack.

These records reveal ceremonies and celebrations of the District in its first years of incorporation.

Box 80

2. Official Community Plan, 1982
3. Fifth Council inaugural meeting program, 5 December 1983
4. Sixth Council inaugural meeting program, 3 December 1984
5. Canada Day celebrations program, 1985

Box 81

1. Proclamation from Premier of Ontario, May 1981

Map cabinet 3, drawer 4

Organization chart of the District of Chilliwack, ca. 1986

**Series 3.4      Purchase of Elk Creek  
Waterworks Co. Ltd.  
1952-1981. 9 centimetres.**

Appraisal and purchase documents relating to the District of Chilliwack's purchase of the Elk Creek Waterworks Co. Ltd.

These records show the City's and Township's interest in buying the Elk Creek Waterworks and the

District's eventual purchase. Revealed here are the terms and conditions of the purchase.

Box 80

6. Appraisal of the Company's system, 1952
7. District of Chilliwack purchase of shares of Elk Creek Waterworks Company Limited - volume 1, 1981
8. District of Chilliwack purchase of shares of Elk Creek Waterworks Company Limited - volume 2, 1981

**Series 3.5      List of Electors  
1979-1987. 4 centimetres.**

List of citizens eligible to vote in municipal elections.

The list record the voters' name, address, property ownership status and type of elector such as owner, resident or tenant.

Box 81

2. List of Electors, 1979
3. Voters' List, 1987

**Series 3.6      Subdivision maps and  
plans  
1960-1986. 9 cartographic  
items.**

Original linen, and blue and white line print maps, plans and drawings relating to subdivisions, roads and public works.

These records reveal the development of subdivisions, show the layout and gazetting of roads and other rights-of-way and public works. These records have been included as part of the Map Collection.

Map cabinet 2, drawer 2

Map 185      District of Chilliwack [sectional map].  
— [1981-1984]

Map cabinet 2, drawer 3

Map 187. Fraser-Cheam Regional District : [land use].  
— [ca. 1975].

Map 189. District Municipality of Chilliwack : Chilliwack hillside policy study / W. Broul and Associates Ltd. — [ca. 1980].

Map cabinet 2, drawer 4

Map 294. District of Chilliwack drainage system. — [Chilliwack] : the District, 1986



Map cabinet 3. drawer 5

Map 186. [20 maps of Chilliwack area]. — [ca. 1950 - ca. 1960].

Map cabinet 3. hole 1

Map 177. District of Chilliwack. — [ca. 1980].

Map cabinet 3. hole 13

Map 198. Official settlement plan, Electoral Area E, Regional District of Fraser Cheam. — [Chilliwack] : the Regional District, 1983.

Map cabinet 3. hole 15

Map 203. District of Chilliwack Official Community Plan : schedule 1 : proposed land use. — [Chilliwack] : the District, [ca. 1980].

Map 204. District of Chilliwack [land use]. — [Chilliwack] : the District, 1982.

#### 4. CHILLIWACK DYKING DISTRICT

The records of the Chilliwack Dyking District from 1907 to 1975 consist of four series including correspondence, reports, memoranda, assessment rolls, minutes, agreements, maps and plans relating to the District's administrative and operational activities.

##### Administrative History

The Chilliwack Dyking District was established following the floods of 1894 and 1896 by provincial statute. The purpose of the District was to construct dykes and drainage ditches in the area east of Chilliwack Creek. (The Sumas Dyking District was west of the Creek).

The District was empowered to finance the project through tax levies and reported on its progress and activities to the Provincial Inspector of Dykes. This organization has also been known as the Chilliwack Sewage, Drainage and Dyking District.

Governance of the District later became the responsibility of the Chilliwack Dyking District Board, a joint body of the City of Chilliwack and the Township of Chilliwack. Following amalgamation in 1980, responsibility for drainage and dyking fell to the District of Chilliwack's Engineering Department.

##### Scope and Content Note

These records show the activities of the Chilliwack Dyking District in providing dyking and drainage

works to the community. The Minutes cover the later years of the District's activities. For information relating to the early activities of the District, the Correspondence and Agreements series should be consulted. This series contains a wealth of material on the District's administration and major dyking and drainage projects such as the Big Prairie Drainage Scheme.

The Assessment Rolls date from 1916 and reveal the District's taxation base and financial position over an extended period of time.

#### 4. CHILLIWACK SEWAGE, DRAINAGE AND DYKING DISTRICT AND CHILLIWACK DYKING BOARD - SERIES LISTS

<b>Series 4.1</b>	<b>Minutes</b>
	<b>1963-1975. 4 centimetres.</b>

Agendae and minutes of the Chilliwack Dyking District Board.

These records reveal the proceedings and decisions of the Board. They show when meetings were held, officers in attendance, business discussed and actions taken.

##### Box 82

1. Minutes, 1963-65
2. Minutes, 1966-69
3. Minutes, 1970-72
4. Minutes, 1973-75
5. Index

<b>Series 4.2</b>	<b>Correspondence and Agreements</b>
	<b>1893-1951. 12 centimetres</b>

Correspondence, reports, memoranda, agreements, maps, plans and record books relating to the administrative and operational activities of the Chilliwack Sewage, Drainage and Dyking District and the Chilliwack Dyking Board.

These records show the community's efforts to provide adequate dyking, flood control and drainage schemes.

Revealed here are specific dyking and drainage projects, assessment of property owners within the District, the revenue base from which to fund projects and general administration of the District and Board.



### Box 83

1. Correspondence, 1908-14
2. Correspondence, 1915-16
3. Correspondence, 1922-23
4. Correspondence, 1923
5. Correspondence, 1949-51
6. Dyking, Drainage and Irrigation Commission Report, 1947
7. Big Prairie Drainage Scheme, 1893-96
8. Diary re: Chilliwack sewerage, 1914

### **Series 4.3      Maps and Plans** **1907-1911. 1 cartographic item**

Original linen, blue and white line prints and sketches of maps and plans relating to the works of the Dyking District. The plans are glued or attached to 38 sheets or pages from a Dyking District plan book.

These records show subdivisions, works, rights-of-way and installations of the Dyking District.

### Box 84

67 maps and plans

### **Series 4.4      Assessment Rolls** **1916-1972. 27 centimetres.**

Assessment rolls relating to Dyking District tax assessments.

These records show property holders assessed by the Dyking District. The rolls show a legal description of the land, the property owner's name, area covered and the assessed value of the property.

### Box 85

Assessment rolls, 1916-1918

### Shelf

Assessment roll, 1921-36  
Assessment roll, 1936-48

### Box 86

Assessment rolls, 1972

## **5. ELK CREEK WATERWORKS COMPANY LIMITED**

The records of the Elk Creek Waterworks Company Limited from 1905 to 1978 consist of four series including correspondence, reports, memoranda,

minutes of board meetings, annual reports, scrapbooks, rate sheets, maps and plans.

### **Administrative History**

The Elk Creek Waterworks Company Limited was established in 1905. The Company operated a water system in the Fraser Valley and served both the City and Township of Chilliwack and adjoining areas. The Company was bought by the District of Chilliwack in 1981. The waterworks system is now operated by the District's Engineering Department.

### **Scope and Content Note**

These records show the history and administrative activities of the Elk Creek Waterworks Co. Ltd. The Minutes of the Company's Board of Directors date from 1905 to 1968 and reveal the formation of the Company and its administration. Together with the Annual Reports these records provide excellent documentation of the Company's activities and financial position.

The series of Administrative Files show the routine administrative and operational activities of the Company during the 1950's. Revealed here are the Company's relations with the City and the Township, complaints from subscribers and the administration of Company personnel. With the Historical Papers series these records provide a fairly complete picture of the Company's regular activities and major accomplishments.

Series 5.1 and 5.2 were donated by the District of Chilliwack in 1985 (Accession 986.230). Series 5.3 and 5.4 were recovered from the attic of the former Elk Creek Waterworks office prior to its demolition in 1988 (Accession 988.92).

A related collection of records of the Company collected by former Board member Ken Jessiman from 1965 to 1981 was donated by him and is filed as Add.MSS. 990.19.

## **5. ELK CREEK WATERWORKS COMPANY LIMITED** **- SERIES LISTS**

### **Series 5.1      Minutes** **1905-1968. 8 centimetres.**

Agendae and minutes of Company board meetings and related correspondence, financial statements and annual reports.

These records show the proceedings and decisions of the Elk Creek Waterworks Company's Board of Directors.



#### Box 87

1. Minutes, 1905-12
2. Minutes, 1912-19
3. Minutes, 1919-37
4. Minutes, 1938-48

#### Box 88

1. Minutes, 1948-53
2. Minutes, 1954-58
3. Minutes, 1959-63
4. Minutes, 1964-68

#### **Series 5.2      Annual Reports 1948-1978. 4 centimetres.**

Annual reports and financial statements relating to the Elk Creek Waterworks Company Limited.

These records list the officers of the Company, describe the service area and reveal the financial and operating position of the Company.

#### Box 88

5. Annual reports, 1948-65
6. Annual reports, 1966-78

#### **Series 5.3      Administrative Files 1952-1957. 12 centimetres.**

Correspondence, reports, memoranda, statistics.

These records show the administrative activities of the Company. Revealed here are personnel practices, financial administration, and relations with the City and Township.

#### Box 89

1. Township of Chilliwack, 1954-55
2. Township of Chilliwack, 1956
3. City of Chilliwack, 1955
4. Complaints, 1955
5. Complaints, 1953
6. Yarrow waterworks, 1952
7. Personnel, 1953
8. Personnel, 1952
9. General, 1957
10. Personnel, 1954
11. Personnel, 1956
12. City of Chilliwack, 1957
13. Personnel, 1957
14. Complaints, 1957
15. Complaints, 1952
16. Statistics, 1954

17. Complaints, 1954
18. City of Chilliwack, 1958
19. Office administration, 1957
20. Health and sanitation, 1954

#### **Series 5.4      Historical Papers 1905-1955. 12 centimetres.**

Correspondence, scrapbooks of newspaper clippings, subscribers list and agreements relating to the activities and history of the Elk Creek Waterworks Co. Ltd.

These records reveal significant Company events and achievements, individuals connected to the waterworks system and water service rates.

#### Box 90

1. Subscriber list - A to H, no date
2. Subscriber list - I to Q, no date
3. Subscriber list - R to Z, no date
4. Agreement, 1905
5. Scrapbook, 1950-51
6. Scrapbook, 1952-53
7. Scrapbook, 1953-55
8. Tariff, 1952

#### **6. CULTUS LAKE PARK BOARD**

The records of the Cultus Lake Park Board from 1930 to 1963 consist of two series including financial statements and a report.

##### **Administrative History**

In 1927 a parcel of land at Cultus Lake was acquired jointly by the City and Township and operated by the Cultus Lake Park Board.

In 1932 the Cultus Lake Park Act was passed by the provincial government establishing its terms of reference. Although the Park is reserved for recreational use, it contains residential lots which are leased by homeowners from the Board. This system of land tenure and municipal government is unique in British Columbia. Initially the Board was composed of two representatives each from the City and the Township, plus the Park Manager. Later it was expanded to include two lease-holders.

##### **Scope and Content Note**

These records reveal little information relating to the administration and operations of the Board. The Financial Statements cover two separate and limited periods (1930-31 and 1941).



## 6. CULTUS LAKE PARK BOARD - SERIES LIST

### Series 6.1 Financial Statements 1930-1941. 1 centimetre.

Financial statements relating to the Cultus Lake Park Board.

These records show the financial position of the Board.

#### Box 91

1. Financial statements, 1930-31, 1941

### Series 6.2 Cultus Lake Park Development Plan 1963. 1.5 centimetres.

Published report.

Report prepared by Joseph B. Ward and Associates, Consulting Economists and Engineers outlining a development plan for Cultus Lake Park.

#### Box 91

2. Development Plan - Cultus Lake Park, October 1963

## 7. FRASER VALLEY REEVES' ASSOCIATION

The records of the Fraser Valley Reeves' Association consist of one series including correspondence, agenda and minutes from 1942 to 1944.

### Administrative History

Established in the 1930's, the Fraser Valley Reeves' Association was an organization of Fraser Valley district municipalities. The Association met to discuss common problems and to lobby the provincial government for legislation favouring the interests and concerns of its member communities.

### Scope and Content Note

A series of Minutes and correspondence of the Association was included with the 1986 District of Chilliwack accession.

## 7. FRASER VALLEY REEVES' ASSOCIATION - SERIES LIST

### Series 7.1 Minutes and Correspondence 1942-1944. 4 centimetres.

Correspondence, agenda and minutes relating to the Fraser Valley Reeves' Association.

These records show the activities, interests, proceedings and decisions of the Fraser Valley Reeves' Association and its executive meetings.

#### Box 91

3. Minutes and correspondence, 1942-43
4. Minutes and correspondence, 1944

## 8. CHILLIWACK RECREATION CENTRE ASSOCIATION; CITY AND TOWNSHIP GROUNDS COMMITTEE; CIVIC PROPERTIES AND RECREATION COMMISSION

The records of these three related organizations from 1947 to 1968 consist of three series including correspondence, reports, memoranda, minutes, submissions, financial statements, insurance papers, maps and plans.

### Administrative History

Post war resettlement, prosperity and municipal development saw an increased demand for public recreational facilities. By the early 1950's both provincial and municipal governments responded by taking a greater interest and role in the development of community recreational programs.

The Chilliwack Recreation Centre Association, formed by concerned citizens around 1946 set out to construct an indoor ice arena on the Chilliwack Fairgrounds. This project was finally realized with the opening of the Chilliwack Coliseum in 1958.

In 1947, a half-interest in the Chilliwack Fairgrounds was conveyed to the Township of Chilliwack, to permit management of the Fairgrounds by the entire community. A joint committee of the City and Township councils, the Chilliwack Recreation Grounds Committee, was established to administer it. In 1952 its name was changed to City and Township Grounds Committee.

In 1958 the Chilliwack Civic Properties Commission was established to manage the Fairgrounds. Its name was changed around 1976 to Civic Properties and Recreation Commission. After amalgamation in 1980 it was integrated into the Recreation Department of the District.



## Scope and Content Note

Together these three small series reveal much about the early years of parks and recreational planning in the Chilliwack area. The early efforts and lobbying of citizens and the joint administrative actions of the City and the Township are all shown here. The records cover the late 1940's and 1950's, a particularly active period in the establishment of recreational programs and facilities.

### 8. CHILLIWACK RECREATION CENTRE ASSOCIATION; CITY AND TOWNSHIP GROUNDS COMMITTEE; CIVIC PROPERTIES AND RECREATION COMMISSION - SERIES LISTS

**Series 8.1**      **City and Township Grounds Committee and Civic Properties and Recreation Commission Correspondence 1952-1968. 12 centimetres.**

Correspondence, minutes, reports, memoranda, statistics, insurance papers, agreements and financial statements relating to the administrative and operational activities of the Grounds Committee and Civic Properties and Recreation Commission.

These records cover the period of the 1950's. Revealed here are the early responsibilities and activities of these recreational organizations. Routine correspondence, minutes and financial statements show administrative practices, relations with other recreational organizations and lobby groups and governments.

#### Box 92

1. Insurance papers, 1954-55
2. Completion of Chilliwack Coliseum, 1958
3. Correspondence, 1956
4. Audit reports, 1955-58
5. Correspondence, 1957
6. Correspondence, 1958
7. Minutes, 1952-58
8. B.C. Turf and Country Club, 1950
9. Correspondence, 1952-55
10. Chilliwack Agricultural Association - cabinet submissions and agreements, 1957-68
11. Civic Properties Commission - correspondence and financial statements, 1958

**Series 8.2**      **Chilliwack Recreation Centre Association Correspondence 1946-1958. 13 centimetres.**

Correspondence, reports, memoranda,

financial statements, minutes and debenture certificates relating to the activities of the Chilliwack Recreation Centre Association.

These records show the activities of the Chilliwack Recreation Centre Association and reveal its efforts to develop recreational facilities and programs for the community.

#### Box 93

1. Correspondence - general, 1946-56
2. Correspondence, financial statements and insurance papers, 1948-55
3. Correspondence re: arena, 1948-49
4. Minutes, 1954-58

#### Box 94

1. Debentures, 1953-55

**Series 8.3**      **Maps and Plans 1955-1958. 4 cartographic items**

Blueprint maps and architectural plans of recreational facilities and grounds.

These records include blueprints of the Chilliwack Coliseum and plans of the fair grounds. Also included is a proposed plan for a Chilliwack Agricultural Park.

#### Map cabinet 3. shelf 4

Map 112. Chilliwack Coliseum : addendum no. 1 / Allen C. Smith & Associates. — 1958.

Map 113. Proposed Agricultural Park, Chilliwack / L. G. Cunningham. — 1957.

Map 114. Profile and grades of fence on Corbould St. at the Fair Grounds / B. Longland. — 1955.

Map 115. Chilliwack Coliseum : drainage & plumbing / Allen C. Smith & Associates, 1958.

### 9. CHILLIWACK GENERAL HOSPITAL

The records of the Chilliwack General Hospital consist of one series of Time Books from 1937 to 1955.

#### **Administrative History**

The Chilliwack Hospital Board was formed in 1908 by a group of citizens. Funds were raised for the Hospital through volunteer efforts, and the first 12-bed facility was opened on February 28, 1912.



The Hospital has been administered by the autonomous Chilliwack Hospital Board, and later by the Fraser Cheam Regional Hospital District Board.

### Scope and Content Note

The Time Books used to record patient stays in the Hospital came into the possession of the District of Chilliwack and were donated by it in 1986.

## 9. CHILLIWACK GENERAL HOSPITAL - SERIES LIST

**Series 9.1      Time Books**  
**1937-1955. 6 centimetres.**

Time books relating to length of patient stays in the Chilliwack General Hospital.

These records reveal names of patients, patient-days and patient deaths.

### Box 95

1. Time book, 1937-52
2. Time book, 1952-55

## 10. CHILLIWACK AIRPORT BOARD

The records of the Chilliwack Airport Board from 1949 to 1981 consist of three series including correspondence, reports, memoranda, minutes, photographs, plans, studies, statistics, agreements and contracts relating to the administrative and operational activities of the Board.

### Administrative History

In 1945 the citizens of both the City and the Township jointly approved a money by-law for the purchase and development of an airport site. The Chilliwack Airport Board was established that same year to control and operate the airport. The Board comprised six members, three appointed by the City and three from the Township.

A site of 123 acres was purchased and development work began during the winter of 1945-46. The two municipalities continued funding for refuelling equipment and the building of a terminal, offices, club rooms and hangars. By the end of the 1940's the Airport was a well established facility serving the community.

### Scope and Content Note

Although the Chilliwack Airport has existed

since 1945 there are few records documenting its early life. The bulk of the material here relates to the 1970's and 1980's. One record of note is Series 10.2, file 12 which provides an outline of the Airport's beginnings.

The Minutes detail the overall administration and policy decisions of the Board. The Correspondence and Agreements series contains some important documents revealing the role of the federal Department of Transport in the administration and regulation of the Airport. The two Department of Transport agreements (files 10 and 11) are of special note here. Also revealed is the relationship of the two municipal governments and the federal government regarding the Airport.

## 10. CHILLIWACK MUNICIPAL AIRPORT BOARD - SERIES LISTS

**Series 10.1      Minutes**  
**1970-1980. 5 centimetres.**

Agendae and minutes relating to the Chilliwack Municipal Airport Board.

These records reveal the membership, proceedings and decisions of the Board and its responsibility for the administration of the Chilliwack Airport.

### Box 96

1. Minutes, 1970-76
2. Minutes, 1977-80

**Series 10.2      Correspondence and Agreements**  
**1949-1981. 7 centimetres.**

Correspondence, reports, memoranda, drawings, agreements and contracts, studies and statistics relating to the administrative activities of the Chilliwack Municipal Airport Board and related agencies.

These records reveal agreements between the Airport and various governmental and non-government agencies, relations with the District and the type and value of airport facilities.

### Box 96

3. Nova-Star Aviation Co-operative presentation, no date
4. Water licence, 1967
5. Agreement re: Kent Aviation Ltd., 1971
6. Hangar re-roofing, 1979
7. Appraisal of leasehold land and buildings at



- 46206-208 Airport Road, 1979
8. District Economic Development and Airport Committee - correspondence, 1980-81
9. District Economic Development and Airport Committee -minutes and correspondence, 1981
10. Department of Transport agreement no. 44797 (1949) and supplement (1954), 1969
11. Department of Transport agreement no. 84643, 1969
12. Proposals for the development of the Chilliwack Airport (federal government submission), 1947-48
13. Airport development, 1976

**Series 10.3 Plans  
1953-1978. 12 centimetres.**

Plans of airport grounds, ground installations, buildings and other facilities.

These records show the actual and proposed facilities of the Chilliwack Airport.

Box 97

1. Plan showing lands affected by zoning regulations for Chilliwack Airport, 1973
2. Plan of suggested drainage ditch and float plane landing, 1978
3. Plan of proposed runway, no date
4. Plan of Chilliwack Airport parking lot, 1973
5. Building plan of hangars, 1971
6. Flight obstruction chart, 1971
7. Plan of Serva-plane installation with airport sales office, 1970
8. Plan of Chilliwack Airport and hangars, 1953
9. Springbank Dehydration Plant, 1963
10. Plan of airport hangar - sheets 1 to 6, 1946
11. Plan and profile of proposed drainage channel through airport property, 1974
12. Airport development plans, 1976
13. Hangar buildings lot plan, 1978
14. Township overall plan for airport property, 1978
15. Chilliwack Airport proposed site master plan - alternative one, 1978
16. Chilliwack Airport proposed site master plan - alternative two, 1978
17. Airport plans, 1969-72

**APPENDIX I**

**INDEX OF FREQUENTLY SOUGHT  
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Council Minutes (Township)  
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Series 2.25

Histories of Chilliwack  
Series 1.13

Lists of Council members and Mayors/Reeves  
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Series 1.13, file 5

Police Court (Township)  
Series 1.18

Police Court (City)  
Series 2.17

Poll Book (Township)  
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