

Kamloops Museum & Archives



City of Kamloops fonds

Compiled by
Robb Gilbert
February, 2015

© Kamloops Museum & Archives 2015

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Table of Contents

Scope and content.....	3
Series 1 Annual reports.....	5
Series 2 Minutes	6
Series 3 Financial records	6
Series 4 By-laws.....	12
Series 5 Police records.....	13
Series 6 City engineer's office records	14
Series 7 Unemployment relief	16
Series 8 Parks Board minutes	17

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Title: City of Kamloops fonds

Dates of creation: 1893 – 2011

Physical description: 8.61 m of textual records and 21 microfilm reels of textual records and cartographic records

Administrative history:

See KMA history article N631 for history of the City of Kamloops to 1993

Scope and content:

Fonds consists of administrative records of the City of Kamloops spanning the years 1893 to 2011. The fonds documents various functions of the municipal government from its creation in 1893 to 2011. Records include minutes, annual reports, correspondence, financial statements, assessment rolls, property tax rolls, by-laws, police court charge books, engineer's records, and unemployment relief forms from the 1930s. The fonds has been arranged in to the following 8 series:

Series 1: Annual reports

Series 2: Minutes

Series 3: Financial records

Series 4: By-laws

Series 5: Police records

Series 6: City engineer's office records

Series 7: Unemployment relief

Series 8: Parks Board minutes

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Notes

Source of supplied title: Title based on contents of fonds.

Arrangement: Records were originally housed at the KMA in various states of order. Order has largely been imposed by the archivist during processing between December 2014 and February 2015.

Access restrictions: All files are open aside from Series 5: Police records, and Series 7: Unemployment relief. Please consult archivist for access to restricted materials. The archivist reserves the right to restrict access to any fragile material for preservation purposes.

Terms governing use and reproduction: No reproduction permitted without consent of copyright holder. It is the researcher's responsibility to obtain permission for the reproduction of materials for publication or dissemination.

Finding aids: Series descriptions and file lists are available for this fonds.

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Series 1: Annual reports

1976-2011. — 0.17 m of textual records

This series consists of annual reports of the City of Kamloops for the years 1976-1979, 1981-1985, 1987-1988, 1990, 1992, 2004-2011.

Box	File	Description	Dates
1	01	Annual report 1976	1976
	02	Annual report 1977	1977
	03	Annual report 1978	1978
	04	Annual report 1979	1979
	05	Annual report 1981	1981
	06	Annual report 1982	1982
	07	Annual report 1983	1983
	08	Annual report 1984	1984
	09	Annual report 1985	1985
	10	Annual report 1987	1987
	11	Annual report 1988	1988
02	01	Annual report 1990	1990
	02	Annual report 1992	1992
	03	Annual report 2004	2004
	04	Annual report 2005	2005
	05	Annual report 2006	2006
	06	Annual report 2007	2007

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
	07	Annual report 2008	2008
	08	Annual report 2009	2009
	09	Annual report 2010	2010
	10	Annual report 2011	2011

Series 2: Minutes

1893-1993. — 14 microfilm reels of textual records

This series consists of City of Kamloops council minutes (1893-1978, 1981-1993). Also included is one microfilm reel containing City of Kamloops council minutes for the districts of Brocklehurst (1971-1973), Dufferin (1972-1973), and Valleyview (1969-1973).

Microfilm holdings, drawer 7

Series 3: Financial records

1894-1992. — 7.50 m of textual records

This series consists of financial records of the City of Kamloops. Records include annual financial statements, along with corresponding notes, audits, and accountants' reports. Other records include oversized ledger books, including but not limited to, paying cash books (1903-1920), receiving cash books (1903-1922), tax and assessment rolls (1894-1967), employee records (1928-1940) and public utilities journals (1914-1950).

Box	File	Description	Dates
2	11	Balance sheet 1899	1900
	12	Financial statement 1913	1914
	13	Financial statement 1914	1915

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
2	14	Investigation of balance sheet 1914	1915
	15	Financial statement 1915	1916
	16	Report on audit 1915	1916
	17	Financial statement 1916	1917
	18	Financial statement 1917	1918
	19	Financial statement 1918	1919
	20	Financial statement 1919	1920
	21	Financial statement 1920	1921
	22	Financial statement 1921, notes	1922
	23	Financial statement 1922	1923
	24	Financial statement 1923	1924
3	01	Financial statement 1924	1925
	02	Financial statement 1925	1926
	03	Financial statement, notes 1926	1927
	04	Financial statement 1927	1928
	05	Financial statement, notes 1927	1928
	06	Financial statement, audit 1927	1928
	07	Financial statement 1928	1929
	08	Financial statement, notes [1928?]	1929
	09	City cheques	1928-1929
	10	Financial statement 1929	1930
	11	Financial statement, notes 1929	1930
	12	Financial statement, audit 1929	1930

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
3	13	Financial statement 1930	1931
	14	Financial statement, notes 1930	1931
	15	Financial statement, audit 1930	1931
	16	Financial statement 1931	1932
	17	Financial statement, notes 1931	1932
	18	Financial statement 1932	1933
	19	Financial statement, notes 1932	1933
	20	Financial statement 1933	1934
4	01	Financial statement 1934	1935
	02	Financial statement, notes 1934	1935
	03	Financial statement, audit 1934	1935
	04	Financial statement 1935	1936
	05	Financial statement, notes 1935	1936
	06	Financial statement 1938	1939
	07	Financial statement 1940	1941
	08	Financial statement 1941	1942
	09	Financial statement 1942	1943
	10	Financial statement 1943	1944
	11	Financial statement 1944	1945
	12	Financial statement 1945	1946
	13	Financial statement 1946	1947
	14	Financial statement 1947	1948
	15	Financial statement 1948	1949

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
4	16	Financial statement 1949	1950
	17	Financial statement 1950	1951
	18	Financial statement 1951	1952
	19	Financial statement 1952	1953
	20	Financial statement 1953	1954
05	01	Financial statement 1954	1955
	02	Financial statement 1955	1956
	03	Financial statement 1956	1957
	04	Financial statement 1957	1958
	05	Financial statement 1958	1959
	06	Financial statement 1959	1960
	07	Financial statement 1960	1961
	08	Financial statement 1961	1962
	09	Financial statement 1967	1968
	10	Financial statement 1969	1970
	11	Financial statement 1972	1973
	12	Financial statement 1975	1976
	13	Annual budget 1991	1992

Oversize ledger books

Box	File	Description	Dates
		Paying cash book	1903-1912
		Paying cash book	1913-1920

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
		Purchase journal	1921-1930
		Receiving cash book	1903-1914
		Receiving cash book	1914-1922
		Receiving cash book	1923-1931
		Receiving cash book	1932-1940
		Public utilities distribution journal	1914-1919
		Public utilities distribution journal	1920-1929
		Public utilities distribution journal	1929-1934
		[Public utilities – Waterworks journal?]	1934-1940
		[Public utilities – Waterworks journal?]	1941-1945
		[Public utilities – Waterworks journal?]	1946-1950
		[Public utilities – Streets journal?]	1934-1940
		[Public utilities – Streets journal?]	1941-1946
		[Labour and supplies log?]	1916-1918
		[Labour and supplies log?]	1919-1921
		[Labour and supplies log?]	1922-1924
		[Employee payroll account book?]	1928-1930
		[Employee payroll account book?]	1930-1933

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
		[Employee payroll account book?]	1933-1935
		[Employee payroll account book?]	1935-1940
		Consolidated arrears of taxes collectors roll	1909-1929
		Consolidated arrears of taxes collectors roll	1922-1940
		Property tax roll	1904-1908
		Property tax roll	1909-1912
		Property tax roll	1913-1915
		Property tax roll	1916-1918
		Property tax roll	1919-1922
		Assessment collectors roll	1894-1896
		Assessment collectors roll	1897-1898
		Assessment collectors roll	1899-1903
		Assessment collectors roll	1904-1910
		Assessment collectors roll	1911-1914
		Assessment collectors roll	1915-1918
		Assessment collectors roll	1919-1922
		Assessment collectors rolls	1923-1929
		Assessment collectors rolls	1931-1967

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Series 4: Bylaws

1893-1978, 0.10 meters of textual records and 7 microfilm reels

This series consists of bylaws of the City of Kamloops from 1893 to 1978. Also included are plans relating to bylaws 4-6 to 18-115.

Box	File	Description	Dates
5	14	Bylaws 1-11	1893
	15	Bylaws 14-15, 17-20, 22-24, 26-27	1894-1898
	16	Bylaws 29-41, 43-47	1899-1902
	17	Bylaws 49-53, 55-59, 66-67, 69, 72, 74-80, 83-84, 86	1903-1906
	18	Correspondence relating to bylaw 58	1914
6	01	Bylaws 87-90	1907
	02	Bylaws 91-93, 98-100, 102-103, 105-107, 111-116, 119-127	1908-1909
	03	Bylaws 128-130, 135-136, 138-147, 149-152, 157-158, 160-161, 163	1910-1911
	04	Bylaws 167-168, 170-172, 174, 176-183	1912
	05	Bylaws 184, 187-196	1913
	06	Bylaws 199, 201-202, 204, 207-208, 211	1913-1914
	07	Bylaw 218. File includes draft and engineer's report	1914
	08	Bylaws 247	1916
	09	Bylaws 273, 280	1919-1920
	10	Bylaws 328-329, 351, 410, 420, 444	1921-1926
	11	Index to bylaws	[191-?]
	12	Bylaw 596	[193-?]

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
6	13	Certified copies of bylaws filed with police. Bylaws 1, 48, 106, 124, 208, 235, 245, 318, 344, 386, 413, 426, 446, 448, 463, 497, 504, 603, 663, 689, 714, 754A, 782, 784, 796, 799, 824, 844, 869, 881, 894-896, 901, 918, 932-933. Copies of various bylaws spanning the years 1893-1945	1943-1945
	14	Bylaws 951, 997	1945-1946

Microfilm reels

Bylaws 1-1 – 41-1

Plans related to bylaws 4-6 – 18-115

Microfilm holdings, drawer 7

Series 5: Police records

1912-1934. — 0.30 m of textual records

This series consists of City of Kamloops police court charge books (1912-1934), prisoners record and description books (1913-1930), and a police court fines and costs book (1912-1931).

Access restrictions: City of Kamloops police records are restricted for 100 years from the date of creation. Please consult archivist for access.

Oversize ledger books

Box	File	Description	Dates
		Prisoners record and description book	1913-1923
		Prisoners record and description book	1923-1930
		Police court charge book	1912-1914
		Police court charge book	1914-1916

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
		Police court charge book	1916-1920
		Police court charge book	1921-1925
		Police court charge book	1925-1929
		Police court charge book	1929-1931
		Police court charge book	1931-1934
		Police court fines and costs book	1912-1931

Series 6: City engineer's office records

1909-1953. — 0.38 m of textual records

This series consists of City of Kamloops' engineer's office records from 1909 to 1953. The series includes journals, correspondence, contracts, building permits, notes, and financial records. Also included are field books of city engineers J.A. Wilson (1913) and E.G. Kingwell (1913-1914).

Box	File	Description	Dates
6	15	Engineer's daily journal [82.102.34]	1914
	16	Public works contracts. Drs. Burris and Archibald building	1909
	17	Public works contracts. Cement sidewalks	1912
	18	Public works contracts. Electricity conduit	1912
	19	Public works contracts. Streets?	1913
	20	Public works contracts. Sidewalks	1911-1913
	21	Public works contracts. CPR right of way	1913
	22	Public works contracts. City park fence	1913

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
6	23	Public works contracts. Street grading	1914
7	01	Public works contracts. Sewers	[191-?]
	02	Public works contracts. Returned soldiers housing	[191-?]
	03	Public works contracts. Sewers	1922-1923
	04	Public works contracts. City park sprinklers	1925
	05	City engineer's correspondence A-B	1912-1914
	06	City engineer's correspondence C	1912-1914
	07	City engineer's correspondence D-F	1912-1914
	08	City engineer's correspondence G-L	1912-1914
	09	City engineer's correspondence M-P	1912-1914
	10	City engineer's correspondence R-V	1912-1914
	11	City engineer's correspondence W-Y	1912-1914
	12	City engineer's correspondence notices	1912-1914
	13	City engineer's notes	[191-?]
	14-15	City engineer's correspondence. Pamphlets received	[191-?]- [193-?]
	16	Financial records – miscellaneous	1911-1914
8	01	Building permits	1922-1923
	02	Building permits	1924-1925
	03	Building permits	1926-1927
	04	New water and sewer connections journal	1932-1945
	05	Plumbing inspections journal	1932-1946

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
8	06	Concrete pipe used journal	1932
	07	Building permit legal paper re Central Hotel	1933
	08	Streets department expenditures	1939
9		Field books. Bylaw 184 field notes. Books 1, 2, and 6 [0.2654]	1913
		Field books. Books 6, 7, 9-17 [0.2654]	1913-1914
		Field books. Waterworks book [0.2656]	1913
		Field books. Miscellaneous, 4 books [0.2656]	1952-1953
		Field books. Beckman addition, 2 books [0.2656]	1953

Series 7: Unemployment relief

1931-1941. — 0.11 m of textual records

This series consists of City of Kamloops' unemployment relief records from 1931 to 1941. The series includes applications, lists, and registration forms, and investigator's reports documenting the unemployment relief services in Kamloops during the Depression.

Access restrictions: City of Kamloops unemployment relief records are restricted for 100 years from the date of creation. Please consult archivist for access.

Box	File	Description	Dates
8	09-14	Unemployment relief registration forms [82.102]	1931-1932
	15	Application for direct relief [82.102]	1934
	16	Aid registration lists [82.102]	1938
	17-18	Investigator's reports [82.102]	1937-1939

KAMLOOPS MUSEUM & ARCHIVES

City of Kamloops fonds

Textual. Cartographic

1893-2011
8.61 metres

Box	File	Description	Dates
8	19	Certificates of registration [82.102]	[193-?]
	20	Direct relief orders, special clothing [82.102]	1940-1941

Series 8: Parks Board minutes

1931-1959. — 0.05 m of textual records

This series consists of City of Kamloops' Parks Board meeting minutes from 1931 to 1949 and 1955 to 1959.

Box	File	Description	Dates
10	01	City of Kamloops Park Board meeting minutes [79.28]	1931-1949
10	02	City of Kamloops Park Board meeting minutes [79.28]	1955-1959