

Trent University Archives

Finding Aid - Emily Township municipal records collection (82-002)

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Emily Township municipal records collection

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Summary information

Repository:	Trent University Archives
Title:	Emily Township municipal records collection
Reference code:	82-002
Date:	1850-1967 (creation)
Physical description:	90 cm of textual records (7 boxes)

Administrative history / Biographical sketch

Note

Emily Township in Victoria County, previously Northumberland County in Newcastle District, was partially surveyed between October 18 and December 31, 1818 by Samuel Wilmot. The second part of the survey was completed by March 31, 1819. Emily Township is bounded by Verulam Township to the north, Ops and Manvers Townships to the east, Ennismore Township to the west, and Cavan Township to the south. It was described by Wilmot in a letter to the Suveyor General: "The quality of the land whereon there is maple, oak, elm and beech timber is exceedingly good, but the township is very much cut to pieces with swamps and a river that takes its rise in Manvers, presses diagonally through the township from the 2nd concession on that (west) boundary to the 12th concession on the east boundary, with immense marshes on each side." By the end of 1819, 44 settlers had been granted 100 acre half lots in the six concessions of Emily, between lots 8 and 23. By the end of 1820, the population had reached close to 100. The granting of lots tapered off between 1822 to 1824, and the first half of 1825. This occurred for two reasons: 1) the number of individuals coming to the district to seek land had decreased, and 2) the Land Board showed an interest in sending more newcomers into Smith, Otonabee, Ops and Mariposa Townships. Between 1822 and 1824 only 40 land grants were made in Emily. Even though migration into the township had decreased, the population continued grow. By 1825, the population had more than doubled to 216 inhabitants. From September to November of the same year, there was a large influx of Irish emigrants brought into Emily Township by Peter Robinson. In the following year, the population had increased to 837, three quarters of which were Robinson emigrants. The main source of livelihood for the settlers in Emily Township was agriculture. There were no mills in the Township until 1832, when William Cotnam built both grist and saw mills on his land beside the Pigeon River. Industry never really began and the township has remained mainly an agricultural area to the present day. (taken from Pammett, Howard. "Lilies and Shamrocks: A History of the Township of Emily in the County of Victoria". Lindsay: John Deyell Co., 1974.)

Custodial history

This fonds was collected by the Emily Municipal Office. The fonds is on permanent loan to the Trent University Archives.

Scope and content

This fonds consists of minutes, by-laws, cash books and miscellaneous correspondence of Emily Township, Victoria County, Ontario.

DEACCESSION NOTE: In October 2025, Emily and Omemee assessment and collectors' rolls were returned to the City of Kawartha Lakes (successor body to Victoria County) and can be accessed by contacting their archives: <https://www.kawarthalakes.ca/government-administration/municipal-records/>

A list of deaccessioned rolls is in the note below. Trent University Archives continues to retain the rest of this accession, which is described in this finding aid.

Notes

Title notes

- **Source of title proper:** Title based on the township in which the records were created.

Immediate source of acquisition

The fonds is on permanent loan from Emily Township.

Restrictions on access

Permission required to access box 3 folders 4 and 6. Access to records younger than 100 years is for statistical research only.

Note [General]

***De-accessioned volumes**

The following volumes were deaccessioned from the Trent University Archives and returned to the City of Kawartha Lakes Archives. Researchers wishing to access this material should contact the City of Kawartha Lakes Archives: <https://www.kawarthalakes.ca/government-administration/municipal-records/>

- Assessment Rolls: Emily 1912, 1926-29, 1930-46, 1949, plus rough undated roll, 1953-59 (1959 unbound), 1961 - post 1950 rolls are combined assessment and collectors' rolls

- Collectors Rolls: Emily 1908-1910, 1912-1913, 1915-1917, 1919, 1921-1922, 1924-25, 1928-29, 1930, 1932- 34, 1936-39, 1940-48

- Assessment Rolls: Omemee 1942, 1944-46

- Collectors Rolls: Omemee 1941-42, 1945-46 (one volume)

Other notes

- **Publication status:** Published
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Access points

- Textual records (documentary form)

- Assessment and Census Records (subject)
- Genealogical resource (subject)
- Victoria County (place)
- Emily Township, Ontario (place)

Series descriptions

Reference code	Title	Dates	Physical description
82-002/001(01)	File - Municipal Council: minutes of proceedings <i>Restrictions on access:</i> Open	Jan 21, 1850 - Jan 11 1862	1 volume
82-002/001(02)	File - Municipal Council: minutes of proceedings <i>Restrictions on access:</i> Open	Jan 20 1862 - April 4 1884	1 volume
82-002/007-OS(01)	File - Municipal Council: minutes of proceedings <i>Restrictions on access:</i> Open	Oct 6 1903 - May 28 1918	1 volume
82-002/001(04)	File - Municipal Council: minutes of proceedings <i>Restrictions on access:</i> Open	July 2 1918 - Dec 15, 1926	1 volume
82-002/001(05)	File - Municipal Council: minutes of proceedings <i>Restrictions on access:</i> Open	Jan 10 1927 - Dec 15, 1942	1 volume
82-002/002(01)	File - Municipal Council: minutes of proceedings <i>Restrictions on access:</i> Open	Dec 15 1943 - Dec 15 1959	1 bound volume
82-002/002(02)	File - Municipal Council: minutes of proceedings <i>Restrictions on access:</i> Open	Jan 13, 1947 - Dec 31 1948	1 volume
82-002/002(03)	File - Municipal Council: minutes of proceedings <i>Restrictions on access:</i> Open	Jan 10 - Dec 15, 1949	1 volume
82-002/002(04)	File - Municipal Council: minutes of proceedings	Jan 9 - Dec 15, 1950	1 volume

	<i>Restrictions on access:</i> Open		
82-002/002(05)	File - Municipal Council: minutes of proceedings	Jan 8 - Dec 15 1951	1 volume
	<i>Restrictions on access:</i> Open		
82-002/002(06)	File - Municipal Council: minutes of proceedings	Jan 14 - Dec 15, 1952	1 volume
	<i>Restrictions on access:</i> Open		
82-002/002(07)	File - Municipal Council: minutes of proceedings	Jan 12, 1963 - Dec 15 1954	1 volume
	<i>Restrictions on access:</i> Open		
82-002/002(08)	File - Municipal Council: minutes of proceedings	Jan 10 - Dec 15, 1955	1 volume
	<i>Restrictions on access:</i> Open		
82-002/002(09)	File - Municipal Council: minutes of proceedings	Jan 9 - Dec 17, 1956	1 volume
	<i>Restrictions on access:</i> Open		
82-002/002(10)	File - Municipal Council: minutes of proceedings	Jan 14 - Dec 16, 1957	1 volume
	<i>Restrictions on access:</i> Open		
82-002/002(11)	File - Municipal Council: minutes of proceedings	Jan 13 - Dec 15 1958	1 volume
	<i>Restrictions on access:</i> Open		
82-002/002(12)	File - Municipal Council: minutes of proceedings	Jan 12 - Dec 21, 1959	1 volume
	<i>Restrictions on access:</i> Open		
82-002/002(13)	File - Municipal Council: minutes of proceedings	Jan 11 1960 - Dec 16 1963	1 volume
	<i>Restrictions on access:</i> Open		
82-002/002(14)	File - Municipal Council: minutes of proceedings	Jan 13 1964 - Dec 15, 1966	1 volume
	<i>Restrictions on access:</i> Open		

82-002/002(15)	File - Municipal Council: minutes of proceedings <i>Restrictions on access:</i> Open	Jan 9 - March 23, 1967	1 volume
82-002/002(16)	File - Municipal Council: by-laws, number 1-361 <i>Restrictions on access:</i> Open	Jan 9 1850 - March 10 1890	1 volume
82-002/007-OS(02)	File - Municipal Council: by-laws number 240-379 <i>Restrictions on access:</i> Open	June 25 1890- Nov 1 1900	1 folder of textual records
82-002/002(17)	File - By-laws 378, 391, 451, 474, 487, 491, 508, 510, 596, 599, 614, 622, 626, 630, 634, 635, 661, 809, 1072 <i>Restrictions on access:</i> Open	1911-1954	1 folder of textual records
82-002/003(01)	File - Financial correspondence: includes detailed statement, receipts and expenditures of the Township of Emily from Jan 14, 1928 to Dec 15 1928 and Jan 1, 1930 to Dec 15 1930 <i>Restrictions on access:</i> Open	1928-1946	1 folder of textual records
82-002/003(02)	File - Jurors, selection of, 1940-1944: notices and oath of selection of jurors <i>Restrictions on access:</i> Open	1940-1944	1 folder of textual records
82-002/003(03)	File - Live Stock Valuer: reports of the valuer and affidavits of witnesses concerning the destruction of live stock, especially sheep, by dogs <i>Restrictions on access:</i> Open	1938-1945	1 folder of textual records
82-002/003(04)	File - Medical records <i>Restrictions on access:</i> Records younger than 100 years require permission to access. Available for statistical research only.	1939-1946	1 folder of textual records
82-002/003(05)	File - Miscellaneous correspondence, memoranda, notices, bills etc. Added Oct 1985: church reports, 3 unidentified photographs, Bell Telephone agreement, correspondence. <i>Restrictions on access:</i> Open	1937-1945	1 folder of textual records

82-002/003(06)	File - Pensions old age pensions, worker's compensation, lists of pensioners <i>Restrictions on access:</i> Records younger than 100 years require permission to access. Available for statistical research only.	1948-1944	1 folder of textual records
82-002/003(07)	File - Politics and government: documents relating to elected and appointed members of the municipal government <i>Scope and content:</i> File includes applications for positions, declarations and oaths of office; 1948 voters' list for the village of Omemee; 1958 voters' list for Emily Township; and an election poster for Emily Township for Friday, Dec 6 and Saturday Dec 14, 1957. <i>Restrictions on access:</i> Open	1937-1958	1 folder of textual records1 poster
82-002/003(08)	File - Property records <i>Scope and content:</i> File includes records relating to the assessment for taxes on particular properties, appeals, arrears, foreclosures, estates, mortgages (1938-1960). Also includes two original land grants on parchment (1824, 1834), an Omemee Residential Suggested Assessment; plan of Omemee and surrounding area; and H.J. Lytle, Rate Tables for Preparing Collector's Rolls, Lindsay, Ontario, Newton Brothers, Warden Steam Printing House (1889). <i>Restrictions on access:</i> Open	1889-1960	1 folder of textual records
82-002/003(09)	File - Roads: construction and repair, road allowances, snow clearance, claims for damage to vehicles caused by bad roads <i>Restrictions on access:</i> Open	1937-1946	1 folder of textual records
82-002/003(10)	File - Auditor's reports, Township of Emily: road expenditures <i>Restrictions on access:</i> Open	1930-1932, 1936-1939	1 folder of textual records
82-002/003(11)	File - School affairs: requests for money to pay teachers' salaries, lists of students, miscellaneous correspondence <i>Restrictions on access:</i> Open	1936-1945	1 folder of textual records
82-002/004-OS(01)	File - Emily Township debit ledger <i>Restrictions on access:</i> Open	1931-1941	1 volume
82-002/004-OS(02)	File - Emily Township credit ledgers <i>Restrictions on access:</i> Open	1930-1935	1 volume

82-002/005-OS(01)	File - Emily Township credit ledgers <i>Restrictions on access:</i> Open	1935-1938	1 volume
82-002/005-OS(02)	File - Emily Township credit ledgers <i>Restrictions on access:</i> Open	1938-1940	1 volume
82-002/006-OS(01)	File - Emily Township cash books <i>Restrictions on access:</i> Open	1912-1924	1 volume
82-002/006-OS(02)	File - Emily Township cash books <i>Restrictions on access:</i> Open	1924-1930	1 volume