

Inventory to the records of the

MAYO LOCAL IMPROVEMENT DISTRICT

Held at the Yukon Archives



Reprinted March 2002

Yukon
Education
Libraries and Archives

Inventory to the Records of the
MAYO LOCAL IMPROVEMENT DISTRICT
Held by the Yukon Archives

Yukon Archives
Reprinted March 2002

Cover Photograph: Yukon Public Affairs collection, Acc# 81/18 f.27, #1.

TABLE OF CONTENTS

FONDS DESCRIPTION.....	1
SERIES 1: BOARD AND COUNCIL RECORDS. — 1968-1984.....	3
SUBSERIES A. Minutes of Meetings 1968-1979.....	3
SUBSERIES B. Motions and By-laws 1978-1984.....	4
SERIES 2: FINANCIAL RECORDS. — 1968-1979.....	5
SUBSERIES A: Assessment and Tax Records 1981.....	5
SUBSERIES B: Ledgers 1968-1980.....	5
SUBSERIES C: Financial Statements 1974-1981.....	7
SUBSERIES D: Selected Accounts Payable and Receivable 1968-1979.....	7
SUBSERIES E: Selected Payroll Records 1968-1980.....	8
SUBSERIES F: Selected Miscellaneous Financial Records 1968-1979.....	10
SERIES 3: CORRESPONDENCE AND SUBJECT FILES. — 1965-1982.....	11
SUBSERIES A: Alphabetical Subject Files 1965-1982.....	11
SUBSERIES B: Outgoing correspondence 1978-1980.....	16
SERIES 4: MAPS, PLANS AND PHOTOGRAPHS. — 1971-1983.....	18
SUBSERIES A: Miscellaneous Records 1971-1983.....	18
SUBSERIES B: Maps, Plans and Posters.....	18
SUBSERIES C: Photographs, ca. 1975-1978.....	19
APPENDIX 1: HISTORY OF MAYO.....	21

FONDS DESCRIPTION

MAYO LOCAL IMPROVEMENT DISTRICT FONDS. — 1968-1984

Physical Description:

2 m of textual records.

Administrative History:

Dates of Founding/Dissolution: The Mayo Local Improvement District was established in 1968, under the Yukon Territorial Commissioner's Ordinance of 1965.

Predecessor/Successor Body: The Village of Mayo was incorporated in 1984, under the Yukon Municipal Act and Yukon Territorial Government Order-in Council 1984/272.

Administrative Relationships: Local Improvement District operating under the Yukon Territorial Government.

Administrative Structure: The Commissioners maintained some control over the district, while the LID assumed responsibility for the community's street maintenance, water and sewer system, dog control and fire protection. The Board consisted of three trustees appointed by the Commissioner for terms of one, two and three years. As each term expired a new board member would be elected. In 1977, amendments to the Local Improvement District Ordinance led to a restructuring of Mayo's Board of Trustees. From 1978, five trustees were elected for terms of two years. Initially, a secretary / treasurer was hired to administer the office. After restructuring in 1977, the LID's sphere of responsibility grew to include adopting zoning by-laws, levying property taxes and administering the employment of office staff, public works employees and a town Administrator or Manager.

Names of Chief Officers: Oliver F. Hutton (1968); Richard Wallingham (1968); Wilfred R. Gordon (1968).

Other Information: The village of Mayo is in central Yukon, southeast of Dawson city, at the confluence of the Stewart and Mayo rivers. The community was established in 1903. Local Improvement Districts, as provided for in the Ordinance of 1965, were intended as a rudimentary form of municipal government in the communities outside Whitehorse and Dawson.

Scope and Content:

The majority of the records in this fonds concern the activities of the Mayo Local Improvement District from 1968, when it was established, to 1979. The fonds consists of Minutes of the Board of Trustees, By-laws, correspondence and financial records. The records are described in 4 series as follows: Series 1: Board and Council Records, 1968-1984; Series 2: Financial Records, 1968-1980; Series 3: Correspondence and subject files, 1965-1982; Series 4: Miscellaneous records and media files, 1973-1981. The media files include maps, plans and photographs.

Variation in Title Note:

Previously titled Mayo Municipal Records, 1965-1984

Source of Supplied Title Note:

Title based on provenance.

Restrictions:

Restrictions apply only to those records containing personal information. Individuals may be able to view restricted files that pertain strictly to themselves. Note file lists for specific application.

Finding Aid:

Finding aid is available. "Mayo Local Improvement District, 1965-1984", reprinted 2002.

Accruals:

Further accruals are expected.

Selection Note:

Some appraisal and selection was carried out on the financial records. Other records have been retained in their entirety. Only key financial records have been retained, though more extensive records were kept for the sample fiscal years 1968-69, and 1978-79.

Accession Number(s):

84/67

LOCATION:

See finding aid.

SERIES DESCRIPTIONS

SERIES 1: BOARD AND COUNCIL RECORDS. — 1968-1984

Physical Description:

.12 m of textual records.

Scope and Content:

Series is arranged in two sub-series. Subseries A consists of minutes of regular, special and annual general meetings of the Board of Trustees, 1968-1979. Subseries B consists of motions and By-Laws, 1978-1984. Originals of the more recent By-Laws were retained by the Municipality.

Source of Supplied Title Note:

Title based on the contents of the series.

Subseries descriptions follow.

Subseries A: Minutes of Meetings. — 1968-1979

Minutes of meetings were retained in binders in reverse chronological order with the most recent meeting appearing first. For convenience, the annual accumulations of minutes are presented here chronologically.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1311	1	Minutes	1968
GOV 1311	2	Minutes	1969
GOV 1311	3	Minutes	1970
GOV 1311	4	Minutes	1971
GOV 1311	5	Minutes	1972
GOV 1311	6	Minutes	1973
GOV 1311	7	Minutes	1974
GOV 1311	8	Minutes	1975
GOV 1311	9	Minutes	1976
GOV 1311	10	Minutes	1977
GOV 1311	11	Minutes	1978
GOV 1311	12	Minutes	1979

Subseries B. Motions and By-laws. — 1978-1984

See also Series 3A, GOV 1303, files 11 and 12 for other by-law related information.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1311	13	Motions contents: Original drafts of motions considered at meetings	1978-1979
GOV 1311	14	By-laws (originals) contents: Mayo L.I.D. By-laws 1-14	1978-1979
GOV 1311	15	By-laws (copies) contents: Mayo L.I.D. By-laws 15-32, and Village By-laws 1-5. Originals of more recent By-laws have been retained by the municipality	1979-1984

SERIES 2: FINANCIAL RECORDS. — 1968-1979

Physical Description:

1.33 m of textual records.

Scope and Content:

The financial records date from the community's establishment as a Local Improvement District. Records consist of ledgers, accounts payable and receivable, bank statements and other financial data. The series is arranged in 5 sub-series: Sub-series A - Assessments and tax records, 1981; Sub-series B - Ledgers. General ledgers, monthly ledgers, water and sewer ledgers, 1968-1980. Sub-series C - Financial statements, 1974-1981, including auditors financial reports. Sub-series D - Selected accounts payable and receivable, 1968-1979. Sub-series E - Selected payroll records, 1968-1980. Sub-series F. Selected miscellaneous financial records, 1968-1979.

Source of Supplied Title Note:

Title based on the contents of the series.

Selection Note:

Considerable selection was employed in order to reduce the bulk of the financial records. A sample of complete financial data for every tenth year has been preserved. Most records from 1968-69 and 1978-79 have been preserved. In some cases, in order to keep records from a selected year, files covering a longer time period were retained.

Subseries descriptions follow.

Subseries A: Assessment and Tax Records. — 1981

Scope and Content:

Property taxes were collected by the Government of Yukon until Mayo became incorporated as a village in 1984. Nevertheless, some assessment records preceding that date form part of the Mayo Records.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1294	1	Tax assessment for Elsa contents: computer print-out of tax classification summaries for each area	1981
GOV 1294	2	Tax assessment for Keno City	1981
GOV 1294	3	Tax assessment for Mayo	1981
GOV 1294	4	Tax assessment for Mayo Area	1981

Subseries B: Ledgers. — 1968-1980

Scope and Content:

The working accounts for Mayo were kept in a monthly ledger in which financial transactions were recorded chronologically. General Ledgers were also maintained. These present transactions under various accounts. Other ledgers included in this listing cover water and sewer, accounts payable, and budget control. Bank reconciliations are retained in Series 3A, GOV 1303, files 1-5.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1295	1	General Ledger contents: These ledgers are organized by account name	1973-1974
GOV 1295	2	General Ledger	1975-1976
GOV 1295	3	General Ledger	1976-1977
GOV 1295	4	General Ledger	1977-1978
GOV 1295	5	General Ledger	1978-1979
GOV 1295	6	General Ledger	1979-1980
GOV 1294	5	Monthly Ledger contents: These ledgers record financial transactions on a monthly basis	1968-1969
GOV 1294	6	Monthly Ledger	1969-1970
GOV 1294	7	Monthly Ledger	1970-1971
GOV 1294	8	Monthly Ledger	1971-1972
GOV 1294	9	Monthly Ledger	1972-1973
GOV 1294	10	Monthly Ledger	1973-1974
GOV 1294	11	Monthly Ledger	1974-1975
GOV 1294	12	Monthly Ledger	1975-1976
GOV 1294	13	Monthly Ledger	1976-1977
GOV 1294	14	Monthly Ledger	1977-1978
GOV 1294	15	Monthly Ledger	1978-1979
GOV 1296	1	Water and Sewer Ledger contents: these ledgers record payments in connection with water and sewer hookups and service	1973-1977
GOV 1296	2	Water and Sewer Ledger	1976-1977
GOV 1296	3	Water and Sewer Ledger	1977-1978
GOV 1296	4	Water and Sewer Ledger	1978
GOV 1296	5	Water and Sewer Ledger	1978-1980
GOV 1295	7	Accounts Payable Ledger	1979-1980

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1295	8	Budget Control Ledger	1973-1974

Subseries C: Financial Statements. — 1974-1981

Scope and Content:

Financial Statements were maintained in alphabetical files (Series 3A). These are cross-referenced below.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1302	14	Auditors contents: This file includes an Auditors Report for the years ended March 31, 1975, March 31, 1976, and a financial statement for the year ended March 31, 1979	1974-1979
GOV 1305	7	Financial Statements contents: Includes various monthly financial statements, annual statements for 1976-1977, 1977-1978, 1978-1979, and a summary of Revenues and Expenditures for the year ended March 31, 1980	1976-1980
GOV 1305	8	Financial Statements contents: Includes monthly financial statements for 1980-1981 fiscal year	1980-1981
GOV 1302	1	Audit file contents: financial statement	1979-1980

Subseries D: Selected Accounts Payable and Receivable. — 1968-1979

Scope and Content:

From 1968 to 1973 accounts payable and receivable were filed together in packets by fiscal year. The file of payables and receivables for 1968-1969 has been retained.

After April 1973 routine payables were kept chronologically on Shannon Files. These have been retained for April 1978 to January 1979. No further payables for 1979 have been received by the Archives.

Between 1975 and 1978, accounts payable that generated correspondence, or that required special action, were placed on a file entitled Accounts Payable. This has been retained in its entirety.

Five Shannon Files were used to keep track of receivable from 1974-1978. These were organized in a quasi-alphabetical system. The file covering K-M was selected for retention.

After 1978, accounts receivable became an alphabetical subject file. This file is cross-referenced below.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1298	1-7	Accounts Payable contents: Invoices and statements relating to each cheque number	1968-1969
GOV 1299	1	Accounts Payable - April	1978
GOV 1299	2	Accounts Payable - May	1978
GOV 1299	3	Accounts Payable - June	1978
GOV 1299	4	Accounts Payable - July	1978
GOV 1299	5	Accounts Payable - August	1978
GOV 1299	6	Accounts Payable - September	1978
GOV 1299	7	Accounts Payable - October	1978
GOV 1299	8	Accounts Payable - November	1978
GOV 1299	9	Accounts Payable - December	1978
GOV 1299	10	Accounts Payable - January	1979
GOV 1298	8-17	Accounts Payable contents: This file pertains to the clearing up of any matters relating to accounts	1975-1978
GOV 1295	7	Accounts Payable Ledger	1979-1980
GOV 1298	1-7	Accounts Receivable	1968-1969
GOV 1297	1-6	Accounts Receivable contents: [K-Mayo] accounts receivable records; includes transactions dated 1974-1978	1974-1978
GOV 1302	3	Accounts Receivable	1979-1980

Subseries E: Selected Payroll Records. — 1968-1980

Scope and Content:

Most of the payroll records below are alphabetical subject files, and are cross-referenced from their locations in Series 3A. These have been retained because they present in summary form the names and pay data for Mayo employees. More extensive data for the sample years 1968-1969 and 1978-1979 has been preserved, as well as data for the 1976-1977 Local Initiatives Project. Files marked "R" are restricted. Some restricted personnel records not cross-referenced

from Series 3A are located in GOV1305 and GOV 1312. Those wishing access to restricted records must apply to the Archives for permission.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1312	3R	Payroll contents: Hand-written summary of information for each employee and data for T-4 slips	1968-1976
GOV 1312	4R	Payroll for 1977 contents: Selected summary sheet	1977
GOV 1312	5R	Payroll Book	1977
GOV 1312	6R	Casual Payroll Book	1977
GOV 1312	7R	1978 Payroll contents: Complete file as maintained on Shannon case	1979
GOV 1312	8R	1979 Payroll contents: Selected summary	1979
GOV 1312	9R	1980 Payroll contents: Selected summary	1980

Sampled L.I.P. Records

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1312	10	L.I.P. Grant contents: Applications and correspondence	1976-1977
GOV 1312	11R	L.I.P. Grant contents: Receipts and Disbursements Record	1976-1977
GOV 1312	12R	L.I.P. Grant contents: Reports	1976-1977
GOV 1307	6R	L.I.P. Grants Note: This file forms a part of the alphabetical subject series	1974-1977

Subseries F: Selected Miscellaneous Financial Records. — 1968-1979

Scope and Content:

Receipts and bank statements for the sample years 1968-1969 and 1978-1979 have been retained.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1300	1	Receipt Book	1968-1973
GOV 1300	2	Receipts	1978-1979
GOV 1300	3	Bank Statements	1968-1969
GOV 1300	4	Bank Statements	1978-1979

SERIES 3: CORRESPONDENCE AND SUBJECT FILES. — 1965-1982

Physical Description:

.93 m of textual records.

Scope and Content:

Correspondence and other documents were organized and filed alphabetically by subject (subseries A). The files in this series have been preserved in their entirety and include all aspects of local government operations and functions. Some financial records and payroll records are included in this series. Out-going correspondence, 1978-1980 is in sub-series B and consists of carbon copies of out-going correspondence filed chronologically.

Source of Supplied Title Note:

Title based on the contents of the series.

Restrictions:

Restrictions apply to records containing personal information.

Subseries descriptions follow.

Subseries A: Alphabetical Subject Files. — 1965-1982

Scope and Content:

Correspondence and other documents were maintained on files organized alphabetically by subject. These have generally been preserved in their entirety. They provide an overview of local government operations and functions. Files marked “R” are restricted. Those wishing to obtain access must apply to the Archives for permission.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1302	1	Audit contents: Includes code of accounts	1979-1980
GOV 1302	2	Annual Report	1975-1977
GOV 1302	3	Accounts Receivable contents: General correspondence	1979-1980
GOV 1302	4	Accounts Receivable paid	1981
GOV 1302	5	Airport	1975-1977
GOV 1302	6	Advertising locally	1974-1978
GOV 1302	7	Advertising CBC, Whitehorse Star, Yukon News	1974-1978
GOV 1302	8	Alaska Highway Pipeline Panel	1978
GOV 1302	9R	Ambulance Reports	1974-1978

Inventory to the records of the Mayo Local Improvement District fonds held at the Yukon Archives

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1302	10R	Untitled file contents: Mayo Ambulance reports and letters	1980-1982
GOV 1302	11	Anti-Inflation Board	1977
GOV 1302	12	Association of Yukon Municipalities	1973-1978
GOV 1302	13	AYC [Association of Yukon Communities] - correspondence	1979-1982
GOV 1302	14	Auditors	1974-1979
GOV 1303	1	Bank Reconciliations	1977-1978
GOV 1303	2	Bank Reconciliations	1978-1979
GOV 1303	3	Bank Reconciliations	1979-1980
GOV 1303	4	Bank Reconciliations	1980-1981
GOV 1303	5	Bank Reconciliations	1981-1982
GOV 1303	6	Beautification Contest	1978
GOV 1303	7	Board of Revision - Trustee Election	1979
GOV 1303	8	Boiler Inspection Certificates	1971-1977
GOV 1303	9	Budget Reports and correspondence	1975-1979
GOV 1303	10	Building Permits and correspondence	1977-1979
GOV 1303	11	By-law Book (copy) contents: copies of Bylaws 1,2,4,5,6,7,8	1968-1978
GOV 1303	12	By-laws - Mayo, Watson Lake, Teslin, Dawson City contents: Copies of By-laws for other municipalities relating to dogs and water and sewer services	1971-1978
GOV 1303	13	Calcium Chloride Program	1975-1978
GOV 1303	14	Cal's Trucking and Logging	1977-1978
GOV 1303	15	Canada Week Committee	1978
GOV 1303	16	Capital Assistance Program	1976-1978
GOV 1303	17	Capital Expenditures	1978-1980
GOV 1303	18	Capital Works - road and street upgrading	1979-1980
GOV 1303	19	Clean-up Campaign correspondence	1975-1978
GOV 1303	20	Coffee Pot and Mini Mart contents: General correspondence	1977-1978
GOV 1303	21	Commissioner's Tour	1974
GOV 1303	22	Community Club Complex	1977-1979
GOV 1304	1	Community Orientated Work Program	1975-1976

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1304	2	Consolidated Monthly Reports - building and electrical	1974-1977
GOV 1304	3	The COPE / Government Working Group contents: Joint Position Paper on the Inuvialuit Land Right Claim	1978
GOV 1304	4	Correspondence courses and Community courses	1975-1978
GOV 1304	5	Dawson Housing Development Society	1976-1978
GOV 1304	6	Dog Control correspondence and By-laws	1975-1978
GOV 1304	7	Dog Impoundment Notices (form C)	1976-1981
GOV 1304	8	Dog Reports and receipts	1973-1977
GOV 1304	9	Dump	1975
GOV 1304	10	Board elections	1979
GOV 1304	11	By-elections	1978
GOV 1305	1R	Employment Applications	1973-1977
GOV 1312	1R	Employment forms contents: TD-1, Separation Slips Applications	1974-1975
GOV 1312	2R	Record of Employment contents: TD-1 forms with separation slips attached	1977
GOV 1305	2R	Employment resignations	1974-1978
GOV 1305	3R	Employee Suspensions and Appeal	1979
GOV 1305	4	Equipment rental rates (locally)	1973-1977
GOV 1305	5	Equipment purchases and correspondence	1975-1977
GOV 1305	6	Federal Interdepartmental Coordinating Committee	1979
GOV 1305	7	Financial Statements contents: Includes monthly statements and year end summary	1976-1980
GOV 1305	8	Financial Statements contents: Includes monthly statements and year end summary	1980-1981
GOV 1305	9	Fire Department correspondence	1969-1979
GOV 1305	10	Fire Department (payroll)	1976-1977
GOV 1305	11	Fire Department (monthly volunteers report)	1968-1978
GOV 1305	12	Fire Department (Dwelling Inspection Report)	1974-1975
GOV 1305	13	Fire Inspections	1978-1979

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1305	14	Fire Reports contents: Includes correspondence regarding water distribution system	1975-1978
GOV 1305	15	Fire Hall Addition	1977
GOV 1306	1	General correspondence	1973-1975
GOV 1306	2-4	General correspondence	1975-1979
GOV 1306	5	General correspondence	1980-1981
GOV 1306	6	W.A. Bilawich - General correspondence	1980-1981
GOV 1306	7-9	Government correspondence	1974-1979
GOV 1306	10	Grant receipts and correspondence	1974-1979
GOV 1306	11	Habitat Symposium	1975
GOV 1306	12	Health and Welfare - Rehabilitation	1976
GOV 1306	13	Hospital "H" signs	1975
GOV 1307	1	Indian and Eskimo Affairs	1974-1978
GOV 1307	2	Industrial Sub-division - Mayo, Yukon	1976-1977
GOV 1307	3	Inventory	n.d.
GOV 1307	4	Land Claims - General correspondence	1977
GOV 1307	5	Lands Notices	1976-1977
GOV 1307	6R	L.I.P. Grants	1974-1977
GOV 1307	7	Local contractors correspondence	1976-1977
GOV 1307	8	Mayo and District Recreation Board contents: Related correspondence	1977
GOV 1307	9	Mayo and District Recreation Board	1977-1978
GOV 1307	10	Mayo and District Recreation Board	1977-1978
GOV 1307	11	Mayo and District Board contents: Budget	1978-1979
GOV 1307	12	Mayo Indian Band	1975-1978
GOV 1307	13	Mayo Local Improvement District contents: Copies of meeting and pamphlets involving mosquito control program and controversy	1976-1978
GOV 1307	14	Metric	1976-1977
GOV 1307	15	Mobile homes (Temporary Trailer Park) contents: Copy of recommendations for Prince Edward Island	1974
GOV 1307	16	(Monthly) Wages Recap	1977-1978

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1307	17	Mosquito Control	1974-1977
GOV 1307	18	Motor Vehicle Accident Reports	1970
GOV 1307	19	Municipal Finance Officers Association	1975
GOV 1307	20	Museum Canada	1978
GOV 1308	1	News Release	
GOV 1308	2	(Trustee) Newsletter	1978
GOV 1308	3	Office Rental (Lease Agreement)	1973-1980
GOV 1308	4	Office Supplies (Fire department)	1976-1977
GOV 1308	5	Ordinances	1965-1977
		contents: Includes copies of Yukon Territorial Government ordinances pertaining to Local Improvement District matters	
GOV 1308	6	Parks and Recreation (Ball Park and Playground Equipment)	1975-1977
GOV 1312	3R	Payroll	1968-1976
GOV 1312	4R	Payroll	1977
GOV 1312	5R	Payroll Book	1977
GOV 1312	6R	Casual Payroll Book	1977
GOV 1308	7	Pipeline	1979
GOV 1308	8	Pumphouse (maintenance and fencing)	1974-1978
GOV 1308	9	Pumphouse Daily Log Sheets	1968-1979
GOV 1308	10	Quarrying Permit and information	1975-1978
GOV 1308	11	R.C.M.P. correspondence	1976-1978
GOV 1308	12	(L.I.D.) Survey	1978
GOV 1308	13	Sewer flushing (receipts and general correspondence)	1975-1978
GOV 1308	14	Statistics Canada (general correspondence)	1974-1977
GOV 1308	15	Street lights	1976
GOV 1308	16	Street signs	1975-1977
GOV 1308	17	Synergy West	1973-1976
GOV 1308	18	Tax assessment	1977-1978
GOV 1308	19	Territorial Treasurer - general file	1974-1978
GOV 1309	1	Tenders	1975
GOV 1309	2	Tourist correspondence	1974-1977
GOV 1309	3	Travelling expenses	1977
GOV 1309	4	Truck (general correspondence)	1974-1977

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1309	5	Unemployment Insurance - general correspondence	1977
GOV 1309	6	Water and Sewer Applications contents: Also includes rates in 1967-1968 as well as bills paid in 1976	1971-1977
GOV 1309	7	Water and Sewer Applications	1978-1979
GOV 1309	8	Water and Sewer Connections	1971-1977
GOV 1309	9	Water and Sewer (general correspondence)	1972-1978
GOV 1309	10	Water and Sewer Indemnity and Release forms	1979
GOV 1309	11	Water and Sewer Agreement contents: also includes Mayo Pumphouse Daily Log Sheets	1980
GOV 1309	12	Water and Sewer Station (material and supply)	1968-1975
GOV 1309	13	Water and Waste School B.C.	1975
GOV 1309	14	Water System (chlorination and fluoridation)	1972-1976
GOV 1309	15	Water Bacteriological Analysis Report	1974-1977
GOV 1309	16	Waybill and Packing Slips	1976
GOV 1309	17	Who's Who (general correspondence)	1976-1978
GOV 1309	18	Work Programs Summer	1978-1979
GOV 1309	19	Workman's Compensation	1967-1977
GOV 1310	1	Young Canada Works Program	1977
GOV 1310	2	Yukon Heritage Award	1977
GOV 1310	3	Yukon Health Care	1974
GOV 1310	4	Yukon Housing Corporation general file	1975-1978
GOV 1310	5	Yukon Housing Project	1977
GOV 1310	6	Zoning correspondence (Mayo)	1973-1977

Subseries B: Outgoing correspondence. — 1978-1980

Scope and Content:

Carbon copies of outward correspondence were maintained chronologically in Day Files.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
GOV 1301	1	Day File November - December	1978
GOV 1301	2	Day File January - June	1979

GOV 1301	3	Day File July - December	1979
GOV 1301	4	Day File January - June	1980
GOV 1301	5	Day File July - December	1980

SERIES 4: MAPS, PLANS AND PHOTOGRAPHS. — 1971-1983

Physical Description:

20 architectural drawings. — 50 photographs.

Scope and Content:

Series consists of plans, blueprints, posters and photographs that were included with the fonds. The series is arranged in 3 sub-series. Sub-series A, Miscellaneous records, consists of a plan of the Whitehorse Library and Archives and Carcross School. Items do not appear to be connected to the fonds. Sub-series B, Maps plans and posters, consists of plans for the Mayo Administration Building, Community Hall, Gymnasium, Mayo boundaries, plans of water and sewer systems. Sub-series C, photographs, consists of 48 images of Mayo residences taken in conjunction with the beautification project in 1978 and 2 images of the Yukon Order of Pioneers Hall.

Source of Supplied Title Note:

Title based on the contents of the series.

Subseries descriptions follow.

Subseries A: Miscellaneous Records. — 1971-1983

Scope and Content:

The following items, apparently unconnected with the Mayo district, were received with the records of the Local Improvement District.

File list follows.

<u>Location</u>	<u>Title / Description</u>	<u>Date</u>
R-79	Whitehorse Library/Archives	1971
	Copy of architectural plans for addition of Yukon Regional Library and Archives, to the public library building	
H-2005	Carcross School	1983
	Set of blueprints for additions and alterations to Carcross School	

Subseries B: Maps, Plans and Posters. — 1973-1981

Scope and Content:

Maps, plans and posters relating to Mayo appear in the following listing. It should be noted that certain plans unconnected with Mayo also form part of this collection. They are listed under “miscellaneous records”.

File list follows.

<u>Map Location</u>	<u>Title / Description</u>	<u>Date</u>
H-2006 (A, B)	Mayo Administration Building	1981
H-2019	Electoral District Boundaries	1974
H-2020 (A, B)	Mayo Community Hall Floor Plan	ca. 1977
H-2021	Mayo Community Hall - Floor Plan	1977
H-2022	Mayo Community Hall - Floor Plan as above redrawn with further details and revisions	1977
H-2023	Mayo Residence Plans	1977
H-2024 (A, B)	Mayo Gymnasium Relocation Plans	1977
H-2025 (A, B, C)	Mayo L.I.D. Industrial Subdivision Conceptual Plans: Alternatives 1, 2, 3	ca. 1976
H-2026	Proposed Land Use, Mayo	1973
H-2027	Mayo - Water Service - Freeze Protection	1976
H-2028	Mayo - Proposed water and sewer system extensions	1974
P-284 & P-285	Two posters advertising Mayo Beautification and Gardening Contest	1978

Subseries C: Photographs. — [ca. 1975]-1978

Scope and Content:

Photographs found within the Mayo records have been transferred to the photography collection for storage. Cross-referenced photocopies of the pictures have been placed on the files from which the originals were removed.

Forty-eight of the photographs portray Mayo residences, and were taken in connection with a beautification contest sponsored by the Local Improvement District in 1978. Two photographs depict the Yukon Order of Pioneers Hall.

File list follows.

<u>Location</u>	<u>File</u>	<u>Title / Description</u>	<u>Date</u>
PHO 282, Acc.# 84/67	1	#1-#48: Photographs (mostly colour) of Mayo residences taken in connection with beautification project in 1978. Original location GOV 1303 file 6	1978
PHO 282, Acc.# 84/67	2	#49-#50: Colour photographs of Yukon Order of Pioneers Hall possibly taken ca. 1975. Original location: GOV 1306 file 2	ca. 1975

APPENDIX 1: HISTORY OF MAYO

Mayo is located at the confluence of the Stewart and Mayo Rivers. It is named for trader and prospector Al Mayo who operated in this area in the years preceding the Klondike gold rush.

In 1899 gold was discovered on Duncan Creek, a tributary of the Mayo River. This precipitated a brief local rush. Settlements were established at Mayo and nearby Gordon Landing.

In 1906, silver lead ore was discovered at Galena Hill in the Mayo district. Large scale mining followed the discovery of even richer deposits at Keno Hill in 1919. Mayo became established as the shipping and supply base for the new silver mines.

Mayo provided mining developers with the closest access to river transportation. Ore was carried to the town by wagon, and in later years by tractor train. During the winter, ore sacks were stockpiled on the waterfront. Riverboats from Whitehorse brought in supplies and carried out the ore during the summer navigation season.

In the 1920s Mayo had a Board of Trade which made representations on behalf of the community to the government in Dawson. In the absence of any municipal authority, the local chapter of the imperial Order of Daughters of the Empire supported the community for many years by operating a library and arranging film showings. The territorial government remained responsible for maintaining streets and providing basic community services.

In the 1950s, river transportation disappeared as the new highway network extended to include Mayo and the Keno mining district. Mayo became a centre for road maintenance and federal and territorial government administration. There was, however, still no local government established.

In February 1966, Commissioner G.R. Cameron wrote to the property taxpayers of Mayo, informing them that he intended to establish Mayo as a Local Improvement District. This involved setting up a Board of Trustees that could assist the Yukon Government in administering the community, and take responsibility for operating local services. Local Improvement Districts had been provided for in legislation passed the previous year by the Yukon Council. They were intended to serve as a rudimentary form of municipal government in the communities outside Whitehorse and Dawson. They were to take over services such as street maintenance, water and sewer, dog control, and fire protection from the territorial government.

In Mayo, a problem arose over a key provision of the Local Improvement District Ordinance. This specified that the first three people who would sit as Trustees, were to be appointed by the Commissioner for terms of one, two, and three years respectively. Only after the terms of the appointed trustees expired in each of the following years, could elections be held. Each elected trustee would then serve a three-year term.

During 1966, Commissioner Cameron was unable to find three persons who would agree to accept his appointment to the first Board of Trustees. It appears that individuals' reluctance to serve was partly because of the fact that they were being appointed, rather than elected to be trustees of the district. As a result, the Yukon Government temporarily dropped its plan to create a Local Improvement District for Mayo. Nevertheless, the question of local government remained a subject of community concern.

The member of the Yukon Council for Mayo, Mrs. W.R. Gordon, played an important part in finally securing candidates to accept appointments as Trustees. In 1968, Oliver F. Hutton accepted a three-year appointment, Richard Wallingham accepted a two-year appointment, and Wilfred R.

Gordon was appointed to a one-year term. The Local Improvement District came into being May 1, 1968. Simon Wood was hired as the first Secretary / Treasurer.

Some of the accomplishments of the Local Improvement District included installing and upgrading water and sewer services for Mayo. This involved digging an 800-foot well to tap a thermal warm water spring. This helped eliminate waterline freezing in winter. The District also assumed responsibility for maintaining streets, and developing playgrounds. It also maintained and operated the Centennial Hall for community events.

Amendments to the Local Improvement District Ordinance passed in 1977 led to a restructuring of Mayo's Board of Trustees in January, 1978. From that date, five trustees were elected for terms of two years. In 1984, Mayo became incorporated as a village under the Municipalities Act.