

Inventory to the records of the

YUKON ELECTRICAL COMPANY LIMITED FONDS

held at the Yukon Archives



March 2002

Yukon
Tourism and Culture
Yukon Archives

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Cover photograph: Yukon Archives. Yukon Electrical Co. Ltd. fonds, 93/98, #130

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FONDS DESCRIPTION

YUKON ELECTRICAL COMPANY LIMITED FONDS. — 1901, 1930-1992, predominant 1930-1958

Physical Description:

12.68 m of textual records and other material.

Administrative History:

On July 2, 1901 the Commissioner of the Yukon Territory granted a charter to the Yukon Electrical Company. The mandate was to "construct, equip, maintain, and operate in any locality in the Yukon Territory one or more systems of electric light, heat and power supply." John Boyd, Arthur Gordon Smith and Jay Wiley were named in the document as directors. The lawyer handling legal work was Willard L. Phelps. The first steam plant was located along the Yukon River north of the White Pass train station. It was a horizontal-piston engine, driven by a wood-fired boiler and connected to two electrical generators. The peak output was 20 kilowatts of 220-volt direct current power.

In 1902, the Yukon Electrical Company also went into the telephone business, attracting almost 20 customers. Three years later, it introduced about 20 streetlights to Whitehorse. In May 1905, a fire quickly burned out of control, destroying much of Whitehorse when the town's one fire pump failed. In the aftermath, Yukon Electrical was asked to move their power plant next door to the fire hall, located south of the White Pass station, so that its steam engines could power the fire pump in the event of another fire.

Willard L. Phelps replaced Jay Wylie as manager in 1905. In 1913, Phelps, F.W. Gray (recently hired as an electrician) and Charles French (the night plant operator) bought out the shareholders and became the owners of Yukon Electrical. Phelps became the president, French remained in his position, and Gray took over the wiring, meter reading and day-time operations of the plant.

By the early 1930s, the introduction of household appliances boosted the demand for electricity. The old steam-driven direct current generators were finally discarded in 1935 and replaced with 18-horsepower and 38-horsepower Lister diesel engines with a 50 KVA, 2300-volt generator. But even with these advances, the need to find other sources of energy became evident.

In the 1940s, the company began to consider hydroelectricity. Its diesel plants were badly overloaded, and so, with \$60,000 and little experience, W.L. Phelps' son John and his brother-in-law John Scott set out to build Whitehorse's first hydro plant below Fish Lake. In 1949, John Phelps, signing as Superintendent for YECL, applied for a licence to "store, divert and use water from Jackson and Louise Lakes... and to convey same to a power house on Porter Creek for the purpose of developing electrical power." The plant was built, despite a number of setbacks, and operating by the following year. The Yukon Hydro Company's incorporation certificate stated the company's goals as: "the acquiring of water rights, the supply of water or water power, the producing of power for generating electricity for any purpose whatsoever, the construction and maintaining of electric works, power houses, generating plants, electric lines and any other purpose relative to the objects of the Company."

Yukon Hydro planned to dramatically increase the plant's capacity in 1952 and 1953. It ordered a new turbine from an English company and a new generator from Westinghouse Company, and it anticipated that the capacity would grow to 650 horsepower. New transformers would bring the total to about 1,200

horsepower by 1954. The company built a second plant, downstream from the first and reusing the same water, in 1954.

Where and how people in the Yukon acquired electricity in the Yukon depended on a number of factors and, over several decades, Yukon Electrical's role in providing electrical power expanded. During World War II, the United States Army operated an electrical generating plant and distribution system in Lower Whitehorse, strictly for military personnel. After the war and boom caused by the construction of the Alaska Highway, this system was turned over, at no cost, to the Canadian Army. The Department of National Defence was then obliged to operate a public utility to meet federal and private demands for electricity in the area. Meanwhile, Yukon Electrical had been operating the power distribution system for the civilian section of Whitehorse but was not in a position to compete aggressively with the army. In 1952, the City of Whitehorse signed a 20-year exclusive agreement with Yukon Electrical Company Limited to supply light and power. Between 1950 to 1958, the company's load increased by 23 percent each year.

A turning point for the company came in 1957-1958. The Northern Canada Power Commission was proceeding with its plans to construct its first plant at Whitehorse Rapids with two generating units, producing 7,500 HP each; and the Yukon Hydro, with two plants at Fish Lake, was denied permission to build a third plant. John Scott and John Phelps, president of the YECL and Yukon Hydro since shortly before his father died in 1951, concluded that their small enterprise could no longer survive. They sold the two companies to Canadian Utilities, Alberta's second-largest electric utility company, in 1957. John Phelps continued with YECL as a director, and John Scott stayed on the payroll for a year to help with the transition. YECL shut down its diesel plant once the new government-operated facility at the Whitehorse Rapids dam began operations in November 1958. It purchased power from NCPC for distribution in the Whitehorse-Carcross areas and continued to buy power supplied by the Fish Lake plants from the Yukon Hydro Co.

In 1959, the Department of National Defence turned over its equipment and operation of the wartime system to the franchised power authority, at a nominal cost. Yukon Electrical committed to assuming the cost to rehabilitate the system and provide service indefinitely to departmental buildings in the area free of all maintenance charges. With more advertising dollars, the YECL adopted a new look, and workers began upgrading the system in Whitehorse. The YECL also extended its services to Yukon communities, most of which operated their own diesel generating plants. However, following a 1958 announcement by the Canadian government that a \$1-million refinery would be built in Haines Junction, YECL began to operate diesel generators to serve the community and vicinity. The YECL also bought the existing system in Watson Lake in 1959 and, similar to the situation in Haines Junction, the Territorial Council granted a franchise to YECL for that community. Similar arrangements were made for Carmacks and Carcross. In the 1960s, the YECL extended its operations to Teslin, Beaver Creek, Destruction Bay, Old Crow, Stewart Crossing, Swift River and Pelly Crossing.

In 1987, the Yukon government signed a contract with the YECL creating one integrated power system. The territorial government became owner of the NCPC facilities in the Yukon, through the new Yukon Energy Corporation, and YECL agreed to operate them along with its own properties. Also in 1987, Dawson City, Faro and Mayo were integrated into Yukon Electrical's service. Since 1980, when ATCO bought Canadian Utilities, the Yukon Electrical Company Limited has been a wholly owned subsidiary of ATCO's Alberta Power Limited. It services 14 communities, has 13,198 customers, with a capacity of 14.2 megawatts.

Scope and Content:

The fonds consists of Yukon Electrical Company Ltd. and the Yukon Hydro Company Ltd. records. The records provide information on a range of the companies' operations. Documents from 1901 to 1949 concern the incorporation of Yukon Electrical and the company's startup. The Articles of Incorporation (1949) and the Certificate of Incorporation of Yukon Hydro (1950) are also included. The remaining records illustrate the expansion of the YECL, particularly between the 1930s and 1960s, from a small operation providing relatively few customers in Whitehorse with electricity to a company seeking other sources of power to supply increased demand. They document some of the business conducted by the Yukon Electrical Co. beginning in 1930 and that of the Yukon Hydro Co. beginning in 1950. The financial records in particular reflect the growth of and changes to the companies. For certain years, the YECL and Yukon Hydro records show: residential and business customers; electrical rates and consumption; how the companies accounted for their spending and revenues; their assets, reserves and liabilities; and suppliers, equipment, and personnel information. Additional information is found in the correspondence, which consists mostly of brief letters and memos between supply companies and YECL referring to ordering and paying for equipment. However, some correspondence gives details about the company and individuals working for it (e.g. W.L. Phelps in his capacity as a lawyer), about relations between the company and its customers, and about the role of the company in Whitehorse. The operations and financial records created after 1958 illustrate how some of the company's operations changed after being bought by Canadian Utilities. The fonds includes: records documenting the incorporation of YECL and other legal papers; corporate membership certificates; financial records such as ledgers, journals and vouchers; correspondence primarily between the YECL/Yukon Hydro with other businesses; detailed information about the generating power of the hydro and diesel plants; submissions from a wide range of interest groups, including YECL, to a National Energy Board inquiry on electrical rates in the 1980s; and aerial photographs in the Whitehorse area. The fonds is arranged in six series: Corporate Records, Accounting and Financial Records, Correspondence, Operations Records, National Energy Board Submissions, and Aerial Photographs.

Source of Supplied Title Note:

Title based on provenance of fonds.

Physical Description Note:

Includes: 129 aerial col. photographs and 2 col. photographs, 1 architectural plan and 1 map.

Arrangement:

The records were received in no discernable order. The archivist arranged them chronologically within series.

Restrictions:

Restrictions apply only to records containing personal information. Individuals may be able to view restricted files that pertain strictly to themselves.

Finding Aid:

Finding aid available.

General Note:

With the Yukon Electrical Co. Ltd. records, there was also a box of Whitehorse Rotary Club financial records. Because no relationship could be established between the Rotary Club files and the YECL, the Yukon Archives assigned the club's files a separate accession number.

Selection Note:

The Yukon Archives based its selection on several criteria. It determined the archival value of the records according to the quality of information about: corporate activity of the Yukon Electrical Co. Ltd. and Yukon Hydro Co. Ltd. (e.g. shareholders business, legal agreements); the business conducted (e.g. business with other companies, services to customers, electrical rates, power production); how money was accounted for; costs and profits; and personnel information (employees, wages and occupations). See series descriptions for details about the appraisal.

Accession Number(s):

93/98

LOCATION:

COR 1040-1085 (93/98): Textual records

COR O/S 20 - O/S 28 (93/98): Textual records

PHO 518 (93/98): Photographs

SERIES 1: CORPORATE RECORDS. — 1901-1906, 1951-1992

Part of:

Yukon Electrical Company Limited fonds.

Physical Description:

0.26 m of textual records. — 1 photograph : col. ; 20 x 25 cm.

Scope and Content:

The series consists of corporate and legal documents and various general records of the Yukon Electrical Co. Ltd. (YECL). It contains records documenting the incorporation of the YECL and its establishment in Whitehorse in 1901. They also document the incorporation of Yukon Hydro Co. The records include: legal and shareholder documents; and minutes of director's meetings 1902-1906. It also includes records created since the 1950s, such as a rate schedule for YECL in the 1960s, shareholder documents, business licences and corporate membership certificates from the 1970s to 1990s. The series is arranged in two sub-series: Corporate and Legal Documents; and Miscellaneous.

Source of Supplied Title Note:

Title based on the contents of the series.

Restrictions:

Restrictions apply only to records containing personal information. Individuals may be able to view restricted files that pertain strictly to themselves.

Selection Note:

All records with information about the shareholders and the incorporation of the companies was retained.

Subseries 1: CORPORATE AND LEGAL DOCUMENTS. — 1901, 1951-1975

Part of:

Corporate Records.

Physical Description:

.13 m of textual records.

Scope and Content:

The sub-series consists of early records documenting the establishment of the Yukon Electrical Company in 1901. It contains records documenting the incorporation of the YECL and its establishment in Whitehorse in 1901. They also document the incorporation of Yukon Hydro Co. The records include: legal and shareholder documents; and minutes of director's meetings 1902-1906. There are also legal documents created since the 1950s, including leases for property, shareholder information, and annual summaries of the Yukon Hydro Co. and YECL.

Source of Supplied Title Note:

Title based on contents of the sub-series.

Restrictions:

There are no donor-imposed restrictions on this material. General copyright or legal or institutional restrictions may apply.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1041	1	[Original Charter giving "The Yukon Electrical Company" Letters Patent]	[1901?]
COR 1041	2	[Memorandum to Yukon Electrical Co. Ltd. from Public Works Department]	1901
COR 1041	3	[Yukon Electrical letters patent]	1901
COR 1041	4	Public Notice re application for Letters Patent	1901
COR 1041	4	General Receipt for Incorporation	1901
COR 1041	4	Petition for Incorporation [to] Commissioner of Yukon Territory	1901
COR 1041	4	Incorporation of Yukon Electrical under "Companies Ordinance"	1901
COR 1041	4	Letter of Application to build Yukon Hydro [Department of Mines and Resources]	1949
COR 1041	4	Articles of Incorporation re Yukon Hydro	1949
COR 1041	4	Certificate of Incorporation of Yukon Hydro Company, Limited	1950
COR 1041	5	Transfer of share No. 60 to J.K. Macrae [from] Arthur G. Smith	1902
COR 1041	5	Certificate for 10 Shares of North Star Athletic Association, Ltd. [from] Yukon Electrical Company	
COR 1041	5	Transfer of 15 Shares from Frederick Burns to Arthur Gordon Smith	1904
COR 1041	5	Transfer of 14 Shares to Arthur Gordon Smith from John Boyd	1904
COR 1041	5	Transfer of 1 Share to Willard Leroy Phelps from John Boyd	1904
COR 1041	5	Transfer of 19 Shares to Arthur Gordon Smith from J. Wiley	1904
COR 1041	5	Transfer of share No. 59 to Archibald Wood from Arthur G. Smith	1906
COR 1041	5	Certification that Arthur Gordon Smith holds 76 shares [No. 2 to 58 and 61 to 79]	1907
COR 1041	5	Transfer of 1 share to Verna Adelaide Smith from Arthur Gordon Smith	1909
COR 1041	5	Transfer of 29 Shares to Verna Adelaide Smith from Arthur Gordon Smith [No. 49 to 58 and 61 to 79]	1912
COR 1041	5	Transfer of 1 Share to Arthur G. Smith from Willard Phelps	1912
COR 1041	5	Transfer of share No. 59 to Arthur G. Smith from Archibald Wood	1912
COR 1041	5	Transfer of share No. 59 to Robert E. Brett from Arthur G. Smith	1920
COR 1041	5	Transfer of Share No. 2 to Arthur G. Smith from Fred W. Gray	1921
COR 1041	5	Transfer of Share No. 2 to Fred W. Gray from Arthur Gordon Smith	1921

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1041	5	Letter to W.L. Phelps from Arthur Smith re: Company Stock	1921
COR 1041	5	Letter to A.G. Smith re shares	1921
COR 1041	5	Agreement between Arthur G. Smith and W.L. Phelps re: Selling shares	1922
COR 1041	5	Transfer of Share No. 48 to W.C. French from Arthur G. Smith	1922
COR 1041	5	Letter to W. L. Phelps from Arthur G. Smith re: shares	1929
COR 1041	5	Transfer of Share No. 60 to Gray from J.K. Macrae	1929
COR 1041	5	Transfer of 47 shares to W.L. Phelps and 1 share to Dorothy L. Phelps from Arthur G. Smith	1929
COR 1041	5	Transfer of 5 1/3 shares to W.L. Phelps and 24 2/3 shares to F.W. Gray from Verna A. Smith	1929
COR 1041	5	Transfer of Share No. 59 to Hana L. Phelps from Robert E. Brett	1929
COR 1041	6	By-Laws of The Yukon Electrical Company Limited	1902
COR 1041	7	Minutes of First Annual General Meeting and Directors Meeting	1902
COR 1041	7	Notice of Annual General Meeting	1906
COR 1041	7	Proxies re company meetings	1906
COR 1041	7	Minutes of Directors Meeting	1906
COR 1041	7	Notice of general meeting	1914
COR 1041	7	Resolutions	1921
COR 1041	7	Letter to A.G. Smith re Notices for special general meeting December 1 from W.L. Phelps re; Transfer Share No. 59 to Fred W. Gray	1921
COR 1041	7	Minutes of Annual Meeting of Shareholders [Booklet containing minutes from December 31, 1949 to December 19, 1953]	1949
COR 1041	8	Meter Rates re ;Whitehorse Masonic Lodge	1904
COR 1041	8	Agreements for pumping service for fire protection and street lighting. Letter dated June 3, 1946 sending from Dept. Mines and Resources to John Phelps	1935
COR 1041	8	Bill of Sale for Pipeline - Forbes, Sweet, Kirkwood and W.J. Phelps	1948
COR 1041	8	Map showing Plat of Ground for Power Plant -Yukon Electrical	1949
COR 1041	8	Receipt for \$5.00 Meter Deposit -A.E. Daws	1949
COR 1041	8	Agreement re Supply of Electric Energy at Tourist's Service Garage from Minister of National Defence	1949
COR 1041	8	Agreement re Supply of Electric Energy at Army Power Plant, Whitehorse YT from Minister of National Defence	1949
COR 1041	8	Bill of Sale re Pipeline - W.L. Phelps and Hana L. Phelps	1950

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1041	9	[Misc. Insurance Policies, Lease Agreements]	1951-1975

Subseries 2: MISCELLANEOUS. — 1952-1992

Part of:

Corporate Records.

Physical Description:

.13 m of textual records. — 1 photograph : col. ; 20 x 25. — 1 plan.

Scope and Content:

The sub-series consists of records documenting activities of the Yukon Electrical Company as a corporate entity and includes miscellaneous corporate records. For example, business licences, corporate membership certificates and a photograph of a YECL-sponsored sport team are found in this series. Miscellaneous items include rate schedules, a licence for the development of water power in Porter Creek, specifications for the Yukon Electrical Company office building, and an advertising schedule for YECL.

Source of Supplied Title Note:

Title based on contents of the sub-series.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1042	1	[Development of Water Power at a Site on Porter Creek; Major Power Plan for Yukon River Waters in the Canadian Northwest]	1952, 1957
COR 1042	2	Rate Schedules [Canadian Utilities Limited, the Yukon Electrical Company Limited, McMurray Light and Power Company Limited]	1960
COR 1042	3	[Specifications for Yukon Electrical Office Building]	1967
COR 1042	4	1968 Advertising Schedule for the Yukon Electrical Company Limited	1968
COR 1042	5	[Corporate Membership Certificates]	1976-1986
COR 1042	6	[Business Licenses]	1979-1992
PHO 563	#131	[Soccer Team photograph]	1988
COR 1042	8	[Corporate Membership Certificate of the Tourism Industry Association of the Yukon (TIA)]	1989
COR 1042	7	[Corporate Membership Certificate of the Yukon Prospectors' Association]	1989

SERIES 2: ACCOUNTING AND FINANCIAL RECORDS. — 1930-1973

Part of:

Yukon Electrical Company Limited fonds.

Physical Description:

8.73 m of textual records.

Scope and Content:

The series consists of financial records of the Yukon Electrical Company Ltd. and Yukon Hydro Co. Ltd. The records include: general ledgers and synoptic journals, which summarize the financial activity of the companies; accounts receivable records, which include collection books (customer accounts) and provide information about the types and costs of services provided by Yukon Electrical Co. Ltd.; accounts payable records, which provide information about the businesses from which the companies purchased supplies or services; cash and debit vouchers; payroll journals and other personnel information giving some detail about the companies' employees, their jobs and wages; and other information to give an overview of Yukon Electrical's and Yukon Hydro's finances and how they accounted for it. The series is arranged in seven sub-series: General Ledgers; Synoptic Journals; Accounts Receivable; Accounts Payable; Payroll; Trial Balances; and Vouchers.

Source of Supplied Title Note:

Title based on the contents of the series.

Restrictions:

Restrictions apply only to records containing personal information. Individuals may be able to view restricted files that pertain strictly to themselves.

Selection Note:

Accounting and financial records were selected if they demonstrate how the YECL/Yukon Hydro accounted for their revenue and expenditures and/or summarize detailed information (e.g. all general ledgers, synoptic journals, payroll journals, customer account books, and accounts payable and receivable ledgers were retained). Payroll information in a variety of forms was retained in order to have as complete a record as possible of YECL and Yukon Hydro employees.

Subseries 1: GENERAL LEDGERS. — 1930-1959

Part of:

Accounting and Financial Records.

Physical Description:

3 bound volumes. — 2 m of textual records.

Scope and Content:

The sub-series consists of four general ledgers produced by Yukon Electrical Company and one general ledger produced by the Yukon Hydro Co. Entries in general ledgers are usually arranged under different headings according to a company's needs. Most of the entries in Yukon Electrical and Yukon Hydro's general ledgers are arranged under headings in an alphabetical/number system. For example, headings include: profit and loss, power house, plant, line construction, advertising, donations and gifts,

maintenance, lights, payroll, profit/loss, etc. The entries may consist of a brief description and most refer to a "VO" number, which is the corresponding voucher number. Two ledgers (one for each company) have tabs for fixed assets and reserves, current assets, current liabilities and equity, etc.

Source of Supplied Title Note:

Title based on contents of the sub-series.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1040	1	Yukon Electrical Co. Limited [General Ledger]	1930-1943
COR 1043	1	[Yukon Electrical Co. Ltd. General Ledger]	1944-1951
COR 1043	2	Yukon Electrical Co. Ltd. [General Ledger]	1948-1958
COR 1044	1	Yukon Electrical Co. Ltd. [General Ledger]	1958
COR 1045	1	[Yukon Hydro Co. General Ledger]	1958-1959

Subseries 2: SYNOPTIC JOURNALS. — 1946-1959

Part of:

Accounting and Financial Records.

Physical Description:

.53 m of textual records.

Scope and Content:

The sub-series consists of three Yukon Electrical Company synoptic ledgers. A synoptic journal is usually the daily recording of all items, or transactions. Each item is listed under an account name, and specific details about the entries may be included. YECL's synoptic journals include account names such as payroll, insurance, advertising, diesel oil, wiring and insurance. Headings of columns on the pages include: ledger, bank, revenue, cash, sundry expenses and payroll. Most entries are monthly and refer to voucher numbers.

Source of Supplied Title Note:

Title based on contents of the sub-series.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR O/S 20	1	[Yukon Electrical Co. Ltd. Synoptic Journal]	1946-1949
COR O/S 20	2	Yukon Electrical Co. Ltd. Synoptic [Journal]	1950-1956
COR O/S 20	3	[Yukon Electrical Co. Ltd. Synoptic Journal]	1957-1959

Subseries 3: ACCOUNTS RECEIVABLE. — 1943-1968

Part of:

Accounting and Financial Records.

Physical Description:

3.97 m of textual records.

Scope and Content:

The sub-series consists of accounts receivable books, cash books and related records. Accounts receivable records document the amount owed by customers or what creditors bought on an account from the company. Customer account information includes meter numbers and readings, streets and names of businesses and individuals, amounts owing, etc. These records include information about customer accounts in Whitehorse and in rural areas of the Yukon. Headings of columns in most of the accounts receivable records are: light, wiring, water, and the total. Some accounts receivable information is found in the accounts payable series.

Source of Supplied Title Note:

Title based on contents of the sub-series.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR O/S 21	1	Cash Book Yukon Elec. Co. Ltd.	1938-1947
COR 1043	3	[Yukon Electrical Co. Ltd. Accounts - meter readings]	1941-1943
COR 1043	4	Collection Book Yukon Elec. Co. Ltd. [Accounts Receivable Ledger]	1943
COR 1043	5	[Yukon Electrical Co. Ltd.] Collection Books [Accounts Receivable Ledger] [2 books]	1943-1946
COR O/S 21	2	Accounts Receivable [Ledger]	1947
COR 1047	1	[Yukon Electrical Co. Ltd. Accounts Receivable]	1948-1950
COR O/S 22	1	Commercial [Accounts Receivable Ledger]	1954-1958
COR O/S 23	1	31-114 [Accounts Receivable Ledger]	1954-1959
COR O/S 24	1	A-30 [Accounts Receivable Ledger]	1956-1959
COR O/S 25	1	120-R.H. [Accounts Receivable Ledger]	1957-1959
COR O/S 26	1	Yukon Electrical Co. Ltd. [Accounts Receivable Ledger]	1957-1959
COR O/S 21	3	Company Customers on D.P.W. Lines	1960-1968

Subseries 4: ACCOUNTS PAYABLE. — 1960-1973**Part of:**

Accounting and Financial Records.

Physical Description:

2 bound volumes.

Scope and Content:

The sub-series consists of two accounts payable volumes for Yukon Electrical and Yukon Hydro companies. One of the volumes is divided into Accounts Receivable and Accounts Payable. Accounts payable records provide information about how much a company owes suppliers, etc.

Source of Supplied Title Note:

Title based on contents of the sub-series.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1046	1	Yukon Electrical Company Limited Accounts Payable Ledger	1960-1968
COR 1045	2	Accts. Rec. Jobbing - Misc. Accts. Pay. [Yukon Electrical Co. Ltd. and Yukon Hydro Accounts Payable Ledger]	1971-1973

Subseries 5: PAYROLL. — 1946-1973

Part of:

Accounting and Financial Records.

Physical Description:

1.44 m of textual records.

Scope and Content:

The sub-series consists of personnel records, including payroll journals, daily labour reports, and income and income tax information for the Yukon Electrical, Yukon Hydro and employees. The records provide detailed information about employees, their wages and jobs, and income tax deductions. Some information is highly personal, such as marital status and number of dependents.

Source of Supplied Title Note:

Title based on contents of the sub-series.

Selection Note:

The archivist selected daily labour reports (timesheets) as samples of this type of reporting and to provide some payroll information for the selected years, particularly years for which there are no payroll journals (e.g. there are no YECL payroll journals for 1961-1963). Records not selected provided minimal or duplicated information.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1047	2	Yukon Electric [Payroll]	1946-1958
COR 1047	3	Yukon Hydro Co. Ltd. Payroll Sheets, Prepaid Income Tax, Profit & Loss, Assets & Liabilities	1950-1958
COR 1048	1	[Payroll Journals]	1950-1959
COR 1049	1	[Yukon Electrical Co. Ltd.] Payroll Journals	1952, 1953
COR 1049	2	Bank Reconciliation Advice to Payroll	1959-1961
COR O/S 27	1	[Yukon Hydro Payroll Journals]	1959-1973

COR 1049	3	Yukon Electrical Co. Ltd. Daily Labour Reports	1960
COR 1050	1	Employees Expense Accounts, Income Tax Ded., T-D1 slips, T-4 Slips, Yukon Electrical, Yukon Hydro, Bank Reconciliations; Truck Expense; Counter Sales Slips	1960-1961
COR 1050	2	Daily Labour Reports	1961
COR 1051	1	[Yukon Electrical Co. Ltd. Expense Accounts, Journal Entry]	1962
COR 1051	2	Daily Labour Reports	1962
COR 1052	1	Daily Labour Reports [YECL and Yukon Hydro]	1963
COR O/S 27	1	[Yukon Electrical Co. Limited Payroll Journals]	1964-1969
COR 1053	1	Daily Labour Reports	1968

Subseries 6: TRIAL BALANCES. — 1949-1959

Part of:

Accounting and Financial Records.

Physical Description:

.13 m of textual records.

Scope and Content:

The sub-series consists of two files with monthly bank balances and bank statement reconciliation for Yukon Electrical Company and Yukon Hydro. The records supplement the information found in other financial records and may provide additional details about the finances of both companies.

Source of Supplied Title Note:

Title based on contents of the sub-series.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1054	1	Month-end Balance Yukon Hydro Co. Yukon Electrical Co. Trial Balances and Bank Reconciliation	1949-1959
COR 1054	2	Trial Balances Yukon Electrical	1950

Subseries 7: VOUCHERS. — 1933-1958

Part of:

Accounting and Financial Records.

Physical Description:

1.17 m of textual records.

Scope and Content:

The sub-series consists of selected files of Yukon Electrical and Yukon Hydro vouchers. These files contain invoices from local Whitehorse and Yukon businesses and from businesses outside of the Yukon. Some files have other types of information, such as a Whitehorse property tax notice issued to the YECL in 1957-1958, payroll information, a document indicating the price per hour to use a bulldozer, and another showing the assets of the two companies. The records illustrate the types of equipment and supplies required by YECL and Yukon Hydro, and the companies with which they did business.

Source of Supplied Title Note:

Title based on contents of the sub-series.

Selection Note:

The archivist selected voucher files for years when no financial ledgers exist - e.g. for Yukon Hydro in the 1950s. Other voucher files retained have specific information that may not be found elsewhere. For example, the vouchers file for 1933 contains information on the YECL's gross income; vouchers from 1935-1937 reflect the period when a new plant was established and identify the equipment and supplies used; and vouchers from 1939 provide information on salaries. Some vouchers were kept because they identify a wide range of local businesses (e.g. in the 1950s). Vouchers from 1957 include property tax information and the price that YECL paid for electricity. All vouchers were kept for 1958, as this was the year that the Whitehorse dam was built and is the last year for which there are vouchers.

<u>location</u>	<u>file#</u>	<u>orig file#</u>	<u>title</u>	<u>date</u>
COR 1055	1	35	Vouchers Yukon Electrical Co. Ltd.	1933
COR 1055	2		Yukon Electrical Co. Ltd. new plant Journal Vouchers	1935-1937
COR 1056	1		Yukon Electrical Co. Ltd. Vouchers	1939
COR 1058	1		Vouchers YECL #1890-2031	1939
COR 1056	2		Yukon Hydro Co. Vouchers	1950
COR 1056	3		Yukon Hydro Vouchers	1951
COR 1056	4		Yukon Hydro Co. [Vouchers]	1952
COR 1056	5		Yukon Hydro Co. Vouchers	1953
COR 1057	1		[Yukon Hydro Co. Ltd. Vouchers]	1954
COR 1057	2		Yukon Hydro Co. Vouchers	1955
COR 1057	3		Yukon Electrical Co. Ltd. Vouchers	1955
COR 1058	2		Yukon Hydro Co. Vouchers	1956
COR 1059	1		Yukon Hydro Co. Vouchers	1957
COR 1058	3		Yukon Electrical Co. Ltd. Vouchers	1957
COR 1059	2		Vouchers Yukon Hydro Co. Ltd.	1957-1958
COR 1060	1		Yukon Hydro Co. Vouchers	1958
COR 1061	1		Y.E.C. Vouchers	1958

<u>location</u>	<u>file#</u>	<u>orig file#</u>	<u>title</u>	<u>date</u>
COR 1061	2		[Yukon Electrical Co. Vouchers]	1958
COR 1062	1		Yukon Electrical Co. Ltd. Vouchers	1958
COR 1062	2		Yukon Electrical Co. Vouchers	1958
COR 1063	1		Yukon Electrical Co. Ltd. Vouchers	1958

SERIES 3: CORRESPONDENCE. — 1936-1958

Part of:

Yukon Electrical Company Limited fonds.

Physical Description:

1.82 m of textual records.

Scope and Content:

The series consists primarily of memos and letters that provide information about the Yukon Electrical Company's and Yukon Hydro's day-to-day operations and role in the community. While most of the correspondence consists of brief letters about equipment and shipment orders from non-Yukon companies, some of the correspondence refers to other issues. Subjects include building a hydro system to serve Whitehorse and YECL's needs, installing electrical equipment at the Choooutla Indian School in Carcross, YECL having provided free electricity and helping local organizations, YECL's corporate insurance policy (as well as insurance policies for individuals, probably in W.L. Phelps capacity as a lawyer in Whitehorse), outstanding customer bills, and workers' compensation for employees.

Source of Supplied Title Note:

Title based on the contents of the series.

Arrangement:

The original chronological order was maintained.

Restrictions:

Restrictions apply only to records containing personal information. Individuals may be able to view restricted files that pertain strictly to themselves.

Selection Note:

All letter files were retained.

<u>location</u>	<u>file#</u>	<u>orig file#</u>	<u>title</u>	<u>date</u>
COR 1064	1	4	Letters A - G	1936 -1938
COR 1064	2	5	Letters	1939
COR 1065	1	6	Letters	1940
COR 1065	2	7	Letters	1941
COR 1065	3		Letters Yukon Electrical Co. Ltd. "M to Z"	1942 -1946
COR 1066	1		Letters	1945
COR 1066	2		Letters A - L	1946
COR 1066	3		Yukon Elect. Letters "A to M"	1947
COR 1067	1		Letters "Mc to Z"	1947
COR 1067	2	3	Letters	1947 -1948
COR 1068	1		Letters A to L Yukon Electrical Co.	1948
COR 1068	2		Letters Misc to Vivian [Yukon Electrical Co.]	1948

Inventory to the records of the Yukon Electrical Company Ltd.

<u>location</u>	<u>file#</u>	<u>orig file#</u>	<u>title</u>	<u>date</u>
COR 1067	3		[Correspondence - W.L. Phelps]	1948
COR 1068	3		Yukon Hydro Letters	1948-1950
COR 1069	1		Yukon Electrical Co. Letters A to L	1949
COR 1069	2		Letters "M to Z"	1949-1950
COR 1070	1		Misc. Letters & Debit Vouchers	1949-1958
COR 1071	1		Correspondence - W. L. Phelps	1950
COR 1071	2		Letters "A to I"	1950
COR 1072	1		Letters & Invoices Yukon Electrical Co. Ltd.	1950-1951
COR 1072	2		[Letters: Ceperley, Rounsefell & Co.]	1951
COR 1073	1		Yukon Hydro Letters E - Z	1951-1956
COR 1074	1		Yukon Electrical Co. Letters H - Z	1951-1957
COR 1076	1		Letters Can. Fairbanks-Morse [Canadian Fairbanks-Morse Co.] Can. West [Canadian Westinghouse Co. Ltd.]	1952-1954
COR 1075	1		Letters N- W	1952-1954
COR 1075	2		Yukon Electrical Co. Ltd. Letters Can Westinghouse Supply Co. to F	1952-1954
COR 1076	2		Yukon Hydro Letters A - D	1952-1956
COR 1077	1		Letters A-H	1952-1957
COR 1079	1		Letters & Invoices A - Canadian	1955-1956
COR 1078	1		Letters & Invoices Hughes Owenes [Owens,] Northern Electric	1955-1956
COR 1079	2		Letters & Invoices Neon to Vivian	1955-1956
COR 1079	3		Letters Local Accounts Payable	1958
COR 1079	4		Telex Msgs [Messages]	1971-1972

SERIES 4: OPERATIONS RECORDS. — 1961-1976

Part of:

Yukon Electrical Company Limited fonds.

Physical Description:

1.18 m of textual records.

Scope and Content:

The series consists of records reflecting the operational activities of the Yukon Electrical Company. The records show how the company accounted for its stock and inventory, provide examples of the fleet of motor vehicles and the use and replacement of these vehicles, and provide hydro and diesel plant statistics and reports. The series is arranged in three sub-series: Stock and Inventory; Monthly Motor Records; and Hydro and Diesel Plant Reports and Statistics.

Source of Supplied Title Note:

Title based on the contents of the series.

Restrictions:

Restrictions apply only to records containing personal information. Individuals may be able to view restricted files that pertain strictly to themselves.

Selection Note:

See sub-series descriptions for details on the selection of Operations Records.

Subseries 1: STOCK AND INVENTORY. — 1967-1976

Part of:

Operations Records.

Physical Description:

.79 m of textual records.

Scope and Content:

The sub-series consists of two files and one bound volume illustrating the types of inventory control used by the Yukon Electrical Company. The files contain stock slips (forms showing the quantity, item, price, amount and distribution) for two years. The binder contains cards identifying items such as lube oil and insulators. These cards show another level of accounting and how stock is itemized.

Source of Supplied Title Note:

Title based on contents of the sub-series.

Selection Note:

The archivist selected two years of stock slips (1967 and 1973) as samples of the forms and to allow for some comparison.

<u>location</u>	<u>file#</u>	<u>orig file#</u>	<u>title</u>	<u>date</u>
COR 1080	1	#3751-4257	Stock Slips	1967
COR O/S 28	1		Fuel Records [Inventory control]	1968-1976
COR 1080	2		Stock Slips	1973

Subseries 2: MONTHLY MOTOR RECORDS. — 1963-1969

Part of:

Operations Records.

Physical Description:

.13 m of textual records.

Scope and Content:

The sub-series consists of samples of the Yukon Electrical Company's monthly motor records. The forms indicate the vehicle, type of service, name of driver, speedometer readings, gas, mileage, operating costs, etc.

Source of Supplied Title Note:

Title based on contents of the sub-series.

Selection Note:

The archivist selected a single month from three files. The months selected document a relatively complete range of vehicles. The selection also provides a point of comparison for winter and summer activities.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1081	1	Monthly Motor Records	1963-1964
COR 1081	2	Y.E. Monthly Motor Records	1968
COR 1081	3	Monthly Motor Records	1969

Subseries 3: HYDRO AND DIESEL PLANT REPORTS AND STATISTICS. — 1961-1985

Part of:

Operations Records.

Physical Description:

.26 m of textual records.

Scope and Content:

The sub-series consists of hydro power production statistics, and hydro and diesel plant operating reports. There are statistics for rural communities (Teslin, Haines Junction, Carcross and Watson Lake), and there is information on the amount of hydro purchased from the Northern Canada Power Commission.

Source of Supplied Title Note:

Title based on contents of the sub-series.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1082	1	Community Monthly Plant Operating Report	1961-1985
COR 1082	2	Power Production Statistics	1962
COR 1082	3	Diesel Plant Statistics & Reports	1963
COR 1082	4	Plant Statistics & Reports	1964
COR 1082	5	Diesel Plant Statistics	1965
COR 1083	1	Diesel Plant Statistics	1966

SERIES 5: NATIONAL ENERGY BOARD SUBMISSIONS. — 1984-1985

Part of:

Yukon Electrical Company Limited fonds.

Physical Description:

0.39 m of textual records.

Scope and Content:

The series consists of responses from and submissions to the National Energy Board, and it includes responses from the Northern Canada Power Commission concerning electrical energy rates. A number of groups, companies and governments made submissions to the NEB, including the Yukon Electrical Company. The records provide information about electrical rates at the time, the proposed changes by NCPC, and the position of governments and some private industry and organizations.

Source of Supplied Title Note:

Title based on the contents of the series.

Selection Note:

All records concerning the National Energy Board and the NCPC were retained.

<u>location</u>	<u>file#</u>	<u>title</u>	<u>date</u>
COR 1083	2	National Energy Board Information Request #1	1984
COR 1083	3	NCPC's Response to Yukon Electrical Co. Ltd. Information Request #1	1984
COR 1083	4	NCPC's Response to Cominco Ltd.	1984
COR 1083	5	Information Requests re: NEB Submission (Order No. EHR-1-84) NCPC's Submission Addendum #1 December, 1984; NCPC Revised Rate Schedules 1983/84 Yukon Territory Rate Zone, Exhibit #A-5	1984-1985
COR 1084	1	[National Energy Board (NEB) Submissions (Order EHR-1-84): N.W.T. Assoc. Of Municipalities, City of Whse, Individuals, City of Dawson, Whse Chamber of Commerce, Cominco Ltd. And Pine Point Mines Ltd., Cyprus Anvil Mining Corp., Govt. Of NWT, Yukon Govt.,	1984-1985
COR 1085	1	NEB Info Responses - Govt. Of Yukon; City of Yellowknife; NCPC; Cyprus Anvil Mining Corp.; BC Hydro; Cominco; Govt. Of NWT; Yukon Electrical Co. Ltd.	1985
COR 1084	2	NCPC's Response to National Energy Board Information Request #2	1985

SERIES 6: AERIAL PHOTOGRAPHS. — 1978

Part of:

Yukon Electrical Company Limited fonds.

Physical Description:

131 photographs : col. — 1 map.

Scope and Content:

The series consists of aerial photographs taken along flight lines in the Whitehorse area. Areas photographed include the airport and both sides of the river near the downtown core. There is also a map of the City of Whitehorse with the electrical grid outlined on it. Also included is a photograph of the Yukon Electrical Company building on the corner of 1st Ave. and Elliot St. in Whitehorse.

Source of Supplied Title Note:

Title based on the contents of the series.

<u>location</u>	<u>file#</u>	<u>orig file#</u>	<u>title</u>	<u>date</u>
PHO 563	1	A37661, #1-#18	Aerial Photos - coloured	1978
PHO 563	2	A37661, #58-#69	Aerial Photos – coloured	1978
PHO 563	3	A37661, #81-#100	Aerial Photos – coloured	1978
PHO 563	4	A37661, #120-#128	Aerial Photos - coloured	1978
PHO 563	5	A37661, #129-#131	Aerial Photos – coloured	1978
PHO 563	6	A37662, #1-#30	Aerial Photos – coloured	1978
PHO 563	7	A37662, #31-#53	Aerial Photos – coloured	1978
PHO 563	8	A37662, #54-#63	Aerial Photos – coloured	1978
PHO 563	9	A37662, #144-#147	Aerial Photos – coloured	1978
PHO 563	#130		Yukon Electrical Building	2001
PHO 563	#131		Soccer Team photo	1988
PHO 563	#132	[Map of the City of Whitehorse with electrical grid outlined and 4 white envelopes (one for each panel) with enlarged black and white aerial photos showing city streets]		[197-?]

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