WESTERN ARCHIVES  
AFC 77  
THE CHILDREN'S AID SOCIETY OF LONDON AND MIDDLESEX FONDS  

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Dates

Extent
80 cm of textual records
21 volumes of textual records
2 albums of graphic material (148 photographs)
54 photographs
1 architectural drawing

Administrative History – Children’s Aid Society
The organization of the Children's Aid Society of London was precipitated by the Children's Protection Act of Ontario, which took effect on July 1, 1893. By February 2, 1894 the Society was incorporated under its first constitution, which was formally recognized by the province on March 20 of that year.

A partnership between the Middlesex County Society and the London Society was formally forged on March 21, 1922 with the formation of The Children's Aid Society of the City of London, Ontario and the County of Middlesex. In November 1933 a new constitution was adopted and the society was reincorporated on February 8, 1934.

A similar organization, the Family Service Bureau, was founded in 1938. On January 1, 1968 these organizations united as the Family and Children's Services of London and Middlesex. In 1991, the name reverted back to the Children's Aid Society of London and Middlesex in an attempt to clarify its function in the community.

The mandate of the Children's Aid Society has remained consistent throughout its history. According to its original constitution, the organization’s primary purpose is to protect children from cruelty and neglect by providing suitable homes for neglected and orphaned children and securing the enforcement of laws related to dependent children and juvenile offenders. In general, the Society serves as an advocate for the rights of children who have been orphaned, abandoned or neglected. The activities of the Children's Aid Society of London and Middlesex are governed by a Board of Directors. Originally working on a committee structure, the professionalization of social work led to a departmental structure based on the specialization of services. By 1958, six divisions existed within the organization: the executive; accounting and clerical; protection; child care; unmarried parents; and adoption. Today, the Children’s Aid Society of London and Middlesex continues to assist troubled children and families.
Administrative History – London Civil Liberties / Community Service Association
Primarily designed to assist local welfare/relief recipients, the London Civil Liberties Association was a group of community religious and secular leaders from organizations throughout London and Middlesex County. Focussing on the root causes of social ills, the association lobbied all levels of government for increased attention for, and spending on, social programs. Members also intervened directly in specific cases.

The London Civil Liberties Association changed its name to the Community Service Association in October, 1937. Information about the date of the association’s founding or disbanding, as well as its ties to the Children’s Aid Society, is unknown.

Administrative History – Crouch Neighbourhood Resource Centre
The Crouch Neighbourhood Resource Centre was founded in 1970. The centre’s staff was composed of several professionals, led by a Children’s Aid Society caseworker, whose mission it was to offer social services to neighbourhood residents in London’s Hamilton Road area. Health-care workers, a librarian, and educational staff provided short-term help, crisis intervention, and other support services.

Today, the Crouch Neighbourhood Resource Centre is a thriving multi-service organization, providing assistance with things like child care and parenting, job search strategies, basic needs assistance, and community recreational activities.

Administrative History – Family Service Bureau
The London Family Service Bureau was established in 1937 with the assistance of some of the Children’s Aid Society directors. Its mandate was to provide social work services and general assistance for children and families. In addition to family and individual counselling, budget counselling, financial aid, and liaison work with other agencies became the core services provided.

The Family Service Bureau worked closely with the local Children’s Aid Society, frequently referring clients between the organizations. In 1939, one member of the Family Service Bureau board of directors was jointly appointed to the board of directors for the Children’s Aid Society.

The Family Service Bureau was dissolved and amalgamated with the Children’s Aid Society in 1968, forming the new Family and Children’s Services Centre of London and Middlesex. Later, in 1993, the Family and Children’s Service Centre returned to using the name Children’s Aid Society.

Scope and Content
This fonds contains the administrative records of the Children’s Aid Society of London and Middlesex, some of its predecessor organizations, and several affiliated organizations. Annual reports, minutes of meetings, inspector’s reports, photographs, and other documents are included.
Arrangement
The fonds is arranged into the following series and sub-series:

Series 1: Constitution and legal agreements
Series 2: Annual reports
    Sub-series 2.1: Children’s Aid Society annual reports
    Sub-series 2.2: Family Service Bureau annual reports
Series 3: Inspector’s documents
Series 4: Fundraising and bequest documents
Series 5: Client operations documents
Series 6: Minute books
    Sub-series 6.1: Children’s Aid Society Board of Directors minute books
    Sub-series 6.2: Children’s Aid Society Executive Committee minute books
    Sub-series 6.3: London Civil Liberties Association and Community Service Association minute books
    Sub-series 6.4: Crouch Neighbourhood Resource Centre minute book
    Sub-series 6.5: Family Service Bureau minute books
Series 7: Building records
Series 8: Affiliate organizations correspondence and other documents
Series 9: Research papers
Series 10: Photographs
Series 11: Newspaper clippings
Series 12: Family Service Bureau documents

Finding Aids
File and item lists are available.

Immediate Source of Acquisition
Deposited by the Children’s Aid Society of London and Middlesex in August, 1994.

Restrictions on Access
Access to certain records is restricted. Requests for access must be made by submitting a Research Access Request.
Series 1  Constitution and Legal Documents

Dates
1894, 1913-1952, 1967

Extent
12 cm of textual records

Scope and Content
This series contains the constitution of the Children’s Aid Society, along with various revisions, legal documents, and correspondence pertaining to the Society's incorporation. An agreement between the Children’s Aid Society and the Family Service Bureau is also included.

File List

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<tr>
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<td>AFC 77-1-2</td>
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<td>1933-1934</td>
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<td>Middlesex County organization</td>
<td>1913-1952</td>
<td>AFC 77-1-5</td>
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<td>Provincial acts</td>
<td>1913-1935</td>
<td>AFC 77-1-6</td>
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<td>Family Service Bureau agreement with C.A.S.</td>
<td>1967</td>
<td>AFC 77-1-7</td>
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</table>
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SERIES DESCRIPTIONS and FILE LISTS

Series 2    Annual Reports

Dates

Extent
30 cm of textual records
2 folders of textual records

Scope and Content
This series contains annual reports, released by the Board of Directors, of the Children’s Aid Society and the Family Service Bureau. Reports from committees and financial statements are included.

Arrangement
This series is arranged into the following sub-series:
Sub-series 1: Children’s Aid Society annual reports
Sub-series 2: Family Service Bureau annual reports
Sub-series 2.1 Children’s Aid Society Annual Reports

Dates

Extent
30 cm of textual records

Scope and Content
This series contains annual reports, released by the Board of Directors. Reports from committees and financial statements are included.

Availability of other formats
Annual reports, 1894 – 1977, are also available on microfilm (reels M712-713).

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<td>1980-1987, 1990</td>
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Sub-series 2.2  Family Service Bureau Annual Reports

Dates
1938-1964, 1966

Extent
2 folders of textual records

Scope and Content
This series contains annual reports of London’s Family Service Bureau. Reports from committees and financial statements are included.

File List

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<td>AFC 77-5-1</td>
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<td>1950-1964, 1966</td>
<td>AFC 77-5-2</td>
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Series 3   Inspectors’ Documents

Dates
1895-1897, 1914-1927

Extent
5 cm of textual records

Scope and Content
This series contains documents generated by, or relating to, the Children’s Aid Society inspector. Case reports, regulations regarding the appointment of inspectors, and a biographical sketch of Joseph Sanders, the Children’s Aid Society of London’s first inspector, are included. Inspector’s notes detail home visit summaries and recommendations.

Restrictions on Access
Access to records in this series is restricted. Request for access must be made by submitting a Research Access Request.

File List

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<td>1895-1896</td>
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<td>Inspectors’ reports</td>
<td>1897</td>
<td>AFC 77-6-2</td>
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<tr>
<td>Appointment of inspectors</td>
<td>1914-1927</td>
<td>AFC 77-6-3</td>
</tr>
<tr>
<td>Joseph Sanders, first superintendent &amp; inspector</td>
<td>1915-1923</td>
<td>AFC 77-6-4</td>
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</table>
Series 4  Fundraising and Bequest Documents

Dates
1916-1941

Extent
2 folders of textual records

Scope and Content
This series contains documents relating to the funding of the Children’s Aid Society. Documents detailing a large bequest, as well as general fundraising information are included.

File List

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<th>Title</th>
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<td>1916-1926</td>
<td>AFC 77-1-27</td>
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<tr>
<td>Albert MacGarvey estate</td>
<td>1925-1941</td>
<td>AFC 77-1-28</td>
</tr>
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</table>
Series 5  Client Operations Documents

Dates
1900-1943

Extent
10 cm of textual records

Scope and Content
This series contains documents relating to specific circumstances and groups of people with which the Children’s Aid Society came into contact. Government documents and in-house regulations are included.

Restrictions on Access
Access to records in this series is restricted. Request for access must be made by submitting a Research Access Request.

File List

<table>
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<tr>
<th>Title</th>
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<td>Adoption procedures</td>
<td>1900-1937</td>
<td>AFC 77-6-5</td>
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<tr>
<td>Maternity boarding houses</td>
<td>1910-1920</td>
<td>AFC 77-6-6</td>
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<tr>
<td>Children of unmarried parents</td>
<td>1921-1943</td>
<td>AFC 77-6-7</td>
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<td>Children with special problems</td>
<td>1913, 1929</td>
<td>AFC 77-6-8</td>
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<td>Soldiers’ Aid Commission</td>
<td>1920-1925</td>
<td>AFC 77-6-9</td>
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</table>
Series 6 Minute Books

Dates

Extent
17 volumes of textual records
4 folders of textual records

Scope and Content
This series contains meeting minutes of branches of the Children’s Aid Society and of organizations with which it was affiliated. C.A.S. Board of Directors and Executive Committee minutes, and minutes of the London Civil Liberties Association, the Community Service Association, and the Crouch Neighbourhood Resource Centre are included.

Arrangement
This series is arranged into the following sub-series:
Sub-series 1: Children’s Aid Society Board of Directors minute books
Sub-series 2: Children’s Aid Society Executive Committee minute books
Sub-series 3: London Civil Liberties Association and Community Service Association minute books
Sub-series 4: Crouch Neighbourhood Resource Centre minute book
Sub-series 5: Family Service Bureau minute books
Subseries 6.1  Children’s Aid Society Board of Directors Minute Books

Dates
1896-1957, 1974-1987

Extent
11 volumes of textual records

Scope and Content
This series contains minutes of meetings of the Children’s Aid Society Board of Directors. Reports of committees and financial records from regular, annual, and special meetings are included.

Restrictions on Access
Access to records in this series is restricted. Request for access must be made by submitting a Research Access Request.

Item List

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<td>Board of Directors minutes [vol.]</td>
<td>1905-1911</td>
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<td>Board of Directors minutes [vol.]</td>
<td>1912-1919</td>
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<td>1919-1929</td>
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<td>1929-1940</td>
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<td>1941-1950</td>
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<td>Board of Directors minutes [vol.]</td>
<td>1951-1957</td>
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<td>Board minutes [vol.]</td>
<td>1974-1979</td>
<td>AFC 77-3</td>
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<td>1980-1982</td>
<td>AFC 77-3</td>
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<td>Board of Director’s minutes [vol.]</td>
<td>1983-1986</td>
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<tr>
<td>Minutes Board of Directors [vol.]</td>
<td>1987</td>
<td>AFC 77-3</td>
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</table>
Subseries 6.2  Children’s Aid Society Executive Committee Minute Books

Dates
1972-1985

Extent
3 volumes of textual records

Scope and Content
This series contains the minutes of meetings of the Children’s Aid Society Executive Committee. Executive operating budget matters are discussed.

Item List

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<td>1972-1978</td>
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<td>Executive Committee minutes [vol.]</td>
<td>1979-1984</td>
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<td>Minutes of the Executive Committee [vol.]</td>
<td>1985</td>
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Subseries 6.3  London Civil Liberties Association and Community Service Association Minute Books

Dates
1936-1938

Extent
2 volumes of textual records

Scope and Content
This series contains the minutes of meetings of the London Civil Liberties Association and the Community Service Association. General discussion of welfare laws and their application, as well as discussion of specific local cases are included.

Restrictions on Access
Access to records in this series is restricted. Request for access must be made by submitting a Research Access Request.

Item List

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<td>1936-1937</td>
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THE CHILDREN'S AID SOCIETY OF LONDON AND MIDDLESEX FONDS
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Subseries 6.4  Crouch Neighbourhood Resource Centre Minute Book

Dates
1970-1979

Extent
1 volume of textual records

Scope and Content
This series contains the minutes of meetings of the Crouch Neighbourhood Resource Centre. Minutes of “C.N.R.C. Team” meetings, as well as a small amount of correspondence, are included.

Restrictions on Access
Access to records in this series is restricted. Request for access must be made by submitting a Research Access Request.

Item List

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<td>1970-1979</td>
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Sub-series 6.5  Family Service Bureau Minute Books

Dates
1937-1967

Extent
4 volumes of textual records

Scope and Content
This series contains the minutes of regular and special board meetings.

Item List

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<td>1937-1947</td>
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<td>Minutes of board meetings [vol.]</td>
<td>1948-1953</td>
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<td>1954-1963</td>
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<td>Minutes of board meetings [vol.]</td>
<td>1964-1967</td>
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SERIES DESCRIPTIONS and FILE LISTS

Series 7   Building Records

Dates
1896-1924, 1946-1961

Extent
15 cm of textual records
1 architectural drawing: blueprint

Scope and Content
This series contains documents relating to the Children’s Aid Society’s properties as well as affiliated shelters. Correspondence, newspaper clippings, and a blueprint detailing renovation plans are included.

Restrictions on Access
Access to certain records in this series is restricted. Request for access must be made by submitting a Research Access Request.

File List

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<th>Title</th>
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<td>1896-1898</td>
<td>AFC 77-4-1</td>
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<td>C.A.S. shelters [restricted]</td>
<td>1901, 1915</td>
<td>AFC 77-6-13</td>
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<tr>
<td>Thomas Alway Hall Home [clippings]</td>
<td>1905</td>
<td>AFC 77-4-3</td>
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<tr>
<td>Day nursery</td>
<td>1913</td>
<td>AFC 77-4-4</td>
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<td>Renovations to shelter [includes blueprint]</td>
<td>1917</td>
<td>AFC 77-4-5</td>
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<td>Thomas Alway Hall Home fire [clippings]</td>
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<td>Thomas Alway Hall Home rebuilding</td>
<td>1923-1924</td>
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<td>May Court house, demolition of T.A.H. Home</td>
<td>1959-1961</td>
<td>AFC 77-4-8</td>
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<tr>
<td>New office building 164 Albert Street</td>
<td>1946-1947</td>
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Series 8  Affiliated Organizations’ Correspondence and Other Documents

Dates
1908-1933, 1960

Extent
6 cm of textual records

Scope and Content
This series contains correspondence and publications from various organizations with which the Children’s Aid Society was involved. Association, committee, and conference documents are included.

File List

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<td>1908-1933</td>
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<td>1912-1925, 1960</td>
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<td>Social Service Council of Canada Committee on the Family</td>
<td>1921-1922</td>
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<tr>
<td>Child welfare conference</td>
<td>1921-1922</td>
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</table>
Series 9  Research Papers

Dates

Extent
3 folders of textual records

Scope and Content
This series contains research reports either about the Children’s Aid Society or for the Children’s Aid Society. An historical account of the C.A.S.’s role in the community, as well as reports on legislation and community needs are included.

File List

<table>
<thead>
<tr>
<th>Title</th>
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<tbody>
<tr>
<td>Historical review of the Children’s Aid Society of London and Middlesex by M. Koshilka</td>
<td>[1959?]</td>
<td>AFC 77-4-17</td>
</tr>
<tr>
<td>Needs and resources project by United Community Services of London</td>
<td>1963</td>
<td>AFC 77-4-18</td>
</tr>
<tr>
<td>Recent material on acts and services for children</td>
<td>1980-1986</td>
<td>AFC 77-4-19</td>
</tr>
</tbody>
</table>
Series 10  Photographs

Dates
1897-1929

Extent
2 albums of graphic material (148 photographs)
54 photographs

Scope and Content
This series contains photographs of children who had come under the care of the Children’s Aid Society.

Restrictions on Access
Access to records in this series is restricted. Request for access must be made by submitting a Research Access Request.

File and Item List

<table>
<thead>
<tr>
<th>Title</th>
<th>Dates</th>
<th>Box/File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photograph album – numbered 1-78 [vol.]</td>
<td>1897</td>
<td>AFC 77-6-14</td>
</tr>
<tr>
<td>Photograph album – numbered 79-178 [vol.]</td>
<td>[ca. 1900]</td>
<td>AFC 77-6-15</td>
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<tr>
<td>Single photographs</td>
<td>1897-1928</td>
<td>AFC 77-6-16</td>
</tr>
<tr>
<td>Single photographs</td>
<td>1902-1929</td>
<td>AFC 77-6-17</td>
</tr>
</tbody>
</table>
Series 11  Newspaper Clippings

Dates
1893-1974

Extent
2 folders of textual records

Scope and Content
This series contains newspaper clippings, primarily from the London Free Press, relating to the work of the Children’s Aid Society in the community. News items on the elections of executive are included.

File List

<table>
<thead>
<tr>
<th>Title</th>
<th>Dates</th>
<th>Box/File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspaper clippings</td>
<td>1893-1929</td>
<td>AFC 77-4-24</td>
</tr>
<tr>
<td>Newspaper clippings</td>
<td>1930-1974</td>
<td>AFC 77-4-25</td>
</tr>
</tbody>
</table>
Series 12  Family Service Bureau Documents

Dates
1964-1967

Extent
1 folder of textual records

Scope and Content
This series contains miscellaneous administrative documents of the Family Service Bureau.

File List

<table>
<thead>
<tr>
<th>Title</th>
<th>Dates</th>
<th>Box/File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous documents</td>
<td>1964-1967</td>
<td>AFC 77-5-3</td>
</tr>
</tbody>
</table>