



Civic Records

Research Guide: 201

Most Recent Update: February 2019

Getting started

The City of Ottawa Archives are the custodians of permanent and historical corporate records on behalf of the City of Ottawa, including those of the former municipalities with which it amalgamated in 2001. The Archives manages these records in compliance with federal, provincial and municipal legislation, and archival practices.

Examples of records available for consultation include historical tax assessments, Council Minutes and By-laws, department records, agreements, maps, and photographs.

The City Archives provides access to civic records primarily through the Reference Room located at the Central Branch. All inquiries, without exception, must be submitted through Reference Services in order to coordinate staff and resources. Records subject to access to information legislation may require an application through the City's Access to Information and Privacy (ATIP) process.

Please note that the City of Ottawa Archives does not provide interpretation of records in our custody. Researchers are advised to contact Service Ottawa to speak with subject matter experts concerning civic records, including By-laws.

Resources

Some of the most commonly accessed civic records at the City of Ottawa Archives are:

- Minutes of Council and By-laws, including the City of Ottawa and all former municipalities at the time of amalgamation in 2001.
 - Cumberland
 - Gloucester
 - Goulbourn Township
 - Kanata
 - Nepean
 - Osgoode Township

- Ottawa
- Rideau Township
- RMOC / Regional Municipality of Ottawa-Carleton
- Rockcliffe Park Village
- Vanier
- West Carleton Township
- Reports and studies of various, municipalities, departments, housing, transportation, including those that are part of the [Corporate Resource Library](#)
- Photographic material and map and plans
- Tax Assessments Rolls (1857-)
- Tax Collectors Rolls (1853 -)
- Agreements and Deeds (1870 -)
- Minutes of Standing Committees of Council and advisory committees

For records of this kind pertaining to the former Rideau Township and its predecessors, North Gower and Marlborough Township, please see the City of Ottawa Archives Research Guide No. 211.

Additional services

We do not provide research services, however, our reference staff are willing to assist. Researchers may telephone, write by mail or email, or visit the City of Ottawa Archives in-person. Please note there may be a delay in accessing certain materials; it is recommended that you contact Reference Services well before the date of your intended visit.

Contact us

Central Branch

Tel: 613-580-2857

Fax: 613-580-2614

Email: archives@ottawa.ca

Address: City of Ottawa Archives, 100 Tallwood Drive, Ottawa, ON K2G 4R7

Hours:

Tuesday to Friday: 9 am to 4 pm

Saturday: 10 am to 5 pm

Website

For information about the Archives' holdings, as well as access to research guides and other customer service materials available through the City of Ottawa Archives, please access our website: ottawa.ca/archives.