

# Royal Edward Hotel fonds

1928-1977

142 cm of textual records

## *Administrative History*

Fort William Hotels Limited were the owners of the Royal Edward Hotel, located on the corner of May St. and George St. in Fort William. The company commenced business in February of 1928 and the hotel was in operation from then until the mid 1970s.

## *Scope and Content*

A collection of papers, documents, records, certificates, minute books, inventories, wills, notes, menus and blueprints from the Royal Edward Hotel.

**Series B7/1/1-6.** - Incorporation Papers/Documents. - 6 cm. - 1928-1972

- 1) Certificate of entitlement to commence business dated 23 Feb. 1928. Supplementary Letters Patent and copies dated 25 June 1928; 29 Nov. 1948 and 16 Nov. 1949; and the Prospectus of Fort William Hotels Limited, 13 Feb. 1928.
- 2) Abstract of Title for land owned by Fort William Hotels Limited. Dated Apr. 1928.
- 3) Listing sheets for initial shareholders in Fort William Hotels Limited dated Apr.-May 1928.
- 4) Statements of Return of Affairs as of 31 Dec. for 1928, 1929 and 1930.
- 5) Indentures and Renewal Statements between Fort William Hotels Limited and the Great West Life Assurance Company. Dated 1929, 1931, 1935 and 1936.
- 6) Miscellaneous correspondences between Fort William Hotels Limited and lawyers, surveyors, the contractor, and the insurance company regarding hotel business.

**Series B 7/2/1-8.** - Stock certificates and related records. - 34 cm. - 1928-1968

- 1) Lists of shareholders in Fort William Hotels Limited for the years 1943, 1946, 1949, 1950-1952, 1958(2), 1959(2), 1960, 1962-1963, and 1968.
- 2) Allotment lists for shareholders and paid up balance list of shareholders plate(?), 1936.
- 3) Stock certificates for Fort William Hotels Limited, par value and preferred stock.
- 4) Applications for stock in Fort William Hotels Limited, dated Feb.-Mar. 1928.
- 5) Minutes of Directors meeting held 18 Apr. 1928; regarding allotment of shares; orders of Ontario Supreme Court regarding shareholders rights, etc., 1948.
- 6) Four blank dividend cheques from Fort William hotels Limited, numbers 4793 to 4796.
- 7) Stock ledger 1928-1949, detailing stock purchases, sales and holdings. 1000 pages.
- 8) Stock ledger 1947-1979, detailing stock purchases, sales and holdings. 500 pages.

**Series B 7/3/1-2.** - Minute books. - 17 cm. - 1928-1963

Two volumes of transcripts of the minutes of meetings of Fort William Hotels Limited. Volume 1, 16 Jan. 1928 to 16 Dec. 1949. Volume 2, 2 Feb. 1950 to 10 July 1963.

**Series B 7/4/1-43.** - Financial records. - 44 cm. - 1940-1941, 1955-1977

- 1) Bound volume recording the cash disbursement of the Royal Edward Hotel for operating expenses from Jan. 1961 to Dec. 1969.
- 2) Bound volume recording the cash disbursements of the Royal Edward Hotel for operating expenses from Aug. 1955 to Dec. 1962.
- 3) Bound volume recording the hotel's revenues (room rent, lounges, news stand, etc.), from Aug. 1960 to Dec. 1971.
- 4) Bound volume recording the Daily Cash Report of the hotel from 1 Jan. 1958 to 6 Apr. 1958.
- 5-20) Financial statements for Fort William Hotels Limited (Royal Edward Hotel), 9 pamphlets for the years 1945-1947, 1954, 1956-1958, 1961-1977 (some years are missing), and 7 bound statements for the years 1968-1974.
- 21-39) 19 balance sheets and related statements for Royal Edward Hotel for the years 1955-1967.
- 40) Minutes of audit committee meetings, 1972.

- 41) Statements of Operation, Jan. 1940, 1941 (2 copies), and Feb. 1941 (2 copies).
- 42) Bound volume recording the daily sales of the Dominion Room Lounge for 1976-1977.
- 43) Operating ledger 1948-1957 documenting liabilities, maintenance, accounts payable, rentals, supplies and general expenses. 7 cm.

**Series B 7/5/1-8.** - Inventory Lists. - 6 cm. - 1946-1949

1-8) 2 inventory lists on long paper for 31 Dec. 31, 1946 and 1947; 6 notebooks of inventory lists for 31 Dec. 1947; 31 Mar. 1948; 30 Sept. 1948; 31 Dec. 1948; 31 Mar. 1949; and 30 June 1949.

**Series B 7/6/1-5.** - Employee Records. - 9 cm. - 1942-44, 1975-1978

- 1) Bound volume recording hours worked and wages owed to hotel employees from Nov. 1942 - Apr. 1944.
- 2) Bound volume recording hours worked by employees in the Dominion Room Lounge from Sept. 1975-Nov. 1976?.
- 3) Two volumes of computer printouts of employee records for the years 1977-1978. Includes date hired, current wage, address of hotel employees, etc. Prepared by Toronto Dominion Bank Payroll Computer Service.
- 4) Bound volume of "The Toronto Dominion Payroll Computer Service Operating Manual". No date.
- 5) Booklet titled "Fort William Hotels Limited: Retirement Plan". No date.

**Series B 7/7/1-8.** - Wills. - 17 cm. - No dates

Two file boxes containing 8 file folders of the wills of deceased shareholders in Fort William Hotels Limited. Copies of the shareholders' wills had to be kept in the hotel's files so that the share could be transferred. Files are arranged in alphabetical order.

**Series B 7/8/1-8.** - Miscellaneous. - 9 cm. - 1928-1968

- 1) Six editions of the "Fort William Puck" newsletter, published to arouse interest in the campaign to secure funds to establish Fort William Hotels Limited, dated 1928.
- 2a+b) Two labour agreements between Fort William Hotels Limited and Camp Culinary, Restaurant Employees and Service Workers Local 891. 2a is dated 1953 and 2b is dated 1958.
- 3) Notice of Meeting of Fort William Hotels Limited, 15 Nov. 1948.
- 4a+b) Breakfast menu for coffee shop(2 copies), luncheon menu for coffee shop, 26 Mar. 1968.
- 5) Eight paper place mats advertising Royal Edward Hotel, ca. 1970s.
- 6a+b) 62 Royal Edward Hotel letterheads, 92 Royal Edward Hotel envelopes.
- 7) Royal Edward Hotel file folder.
- 8) One book of unused Royal Edward Hotel gift certificates.

**Series B 7/9/1-2.** - Blueprints. - 8 fol. - No date

Two copies of the architectural blueprints for the main rooms of the Royal Edward Hotel. Included is a detailed plan of the first floor of the hotel showing the Dining Room, Coffee Shop, Lounge, Front desk, etc. Also included are separate plans for the Balmoral and Norman rooms, and a key is provided. Filed under Documentary Artifact-Blueprint, nos. 985.45.1a-d; 985.45.2a-d.

*Notes*

Formerly catalogued into the museum collection, 984.94.1-5, 985.45.1a-d, and 985.45.2a-d.