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How to Use the *Ontario Land Records Index* to find Kingston-Frontenac Information

INTRODUCTION

The *Ontario Land Records Index* covers the years from about 1780 -1920, and lists settlers who

- requested Crown land on which to homestead,
- were granted permission to lease or reside on a specific Crown land lot while completing their settlement duties,
- received the patent awarding private ownership of a specific Crown land lot, or
- leased or purchased land from the Canada Company or were Peter Robinson settlers.

STEP 1: How to Use the Microfiche

- the *Index* is on microfiche (4 x 6" squares of film)
- it is kept in the Special Collections Room
- it is in a black index-card box marked *Ontario Land Records Index*
- the shelfmark is SPECCOLL 971.371 OLRI
- you are welcome to take it to the microfilm machines and view it there
- please return the box to the Information Desk when you are done

The box contains two versions of the index:

- one index arranged alphabetically by settler's **surname**, and
- one index arranged alphabetically by **township** (Tip: if you know the name of the town but not the township, check the *Ontario Locator* website at www.geneofun.on.ca/ontariolocator/)

STEP 2: How to Interpret the Citations

1. Search every possible variation of a surname spelling (e.g., *Smith, Smyth, Smythe*). Keep in mind that
 - it may have been written down according to the way it sounded (e.g. *Tailor* instead of *Taylor*)
 - there may have been a clerical or typographical error.
2. If you find the person's name, write it down. You should copy the entire entry, because it may lead you to other records that contain even more information.
3. If the person was granted the right to settle on Crown land, it did not necessarily mean that he or she went on to own the property. For that information, see ***Where to Look Next*** (*below*).
4. Use the **tables** on the following pages to interpret the Index record.

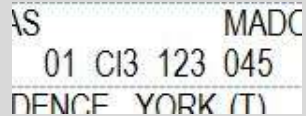
EXAMPLE

A typical index entry looks like this:

Sample 1:										
NAME OF LOCATEE	TOWNSHIP	LOT	CONC.	DATE ID.	ISSUE DATE	TRANS TYPE	TYPE FG	TYPE OF LEASE/SALER	ARCHIVAL Ser	REF Vol PG
BLUE DOUGLAS		MADOC	N1/2	12 5	1 18200304		FG			M
	01 C13	123 045								
RESIDENCE YORK (T)					3 18351225					

We can decode the citation this way, reading from left-to-right, line by line:

- a) **Douglas Blue** was granted the chance to settle in **Madoc Township**, on the **north half of lot 12** in the **5th concession**.
- b) Using the **DATE ID table** (*below*) we learn that **1** means he was issued a **Location ticket**—that is, he was authorized to occupy this parcel of land.
- c) Using the **ISSUE DATE table** (*below*) we see that this happened on **March 4, 1820**.
- d) Using the **TRANS TYPE table** (*below*) we learn that **FG** means **Free Grant**—that is, he was **given the right to occupy a parcel of Crown land**. It did not transfer the ownership of the land to him, but it did prove that he qualified for this privilege.
- e) Using the **TYPE OF FREE GRANT table** (*below*) we find that **M** means he qualified for the free grant based on his **Military/Militia Service** (likely for **War of 1812-1814** service) and if we can find the microfilmed fiat and warrant, we may learn his rank and regiment.
- f) The numbers on the next line tell us where to find that fiat and warrant:



detail from the example above

- 01 means **Record Group 1** (Crown Land Records)
- C13 means **Series C-1-3** (Fiats and Warrants)
- 123 means **Volume 123** (Register for Military Fiats)
- 045 means **Page 45** of that register

If you need more help decoding this part of the citation, turn to page 9.

To find out which reel of microfilm to order, use the tables on pages 9 - 13 (*below*).

To find out how to request the microfilms on interlibrary loan, turn to page 15.

- g) His residence at time of application was the **Town of York** [the **(T)** means Town]
- h) Using the **DATE ID table** again, we learn that **3** means he received a **Patent**, which transferred the ownership of the land to him. This code **3** also tells us how to learn more about his patent:
- look him up by his surname in the *Index to Land Patents in Series* RG 53-56, which covers the dates 1826 – 1967, OR

- look him up by township in the *Index to Land Patents in Series* RG 53-55, which covers the dates 1793 – 1852
- to request a copy of the patent from the Ministry of Natural Resources, Lands and Natural Heritage Branch, Crown Land Registry, 300 Water Street, P.O. Box 7000, Peterborough, ON, K9J 8M5. Telephone 705-755-2106. Fax 705-755-2181.

i) Using the **ISSUE DATE table** again, we find that the patent was issued on **December 25, 1835**. It means that, by Christmas Day of 1835, he had fulfilled all of his settlement duties. For example, he had cleared a certain amount of land, built some kind of structure, etc.

SUMMARY

Douglas Blue, a resident of the **Town of York** (indicated by the **T**) at the time of his application, was granted the opportunity to settle in **Madoc Township** on the **north half of lot 12** in the **5th concession**. Permission was given by a **Free Grant** ("FG") because of his **Militia** service and was issued as a **Location Ticket** on **4 March 1820**. By **Christmas day 1835**, he had fulfilled his settlement duties. An Order-in-Council was issued, awarding the **Patent** that gave him private ownership of the property. This record appears in **Record Group 1** (Crown Land Records), **Series C-I-3** (Fiats and Warrants), **Vol. 123** (Register for Military Fiats), **Page 45**, which has been microfilmed on MS 693, Reel 138.

STEP 3: What to do Next

(a) Determine Which Microfilm to View

The index entry tells you where the original records can be found. To find out how to interpret this number, review section f) on page 2.

To find out how to request the microfilm reel, turn to page 15.

(b) Check the *Index to Land Patents*

If the person was granted the right to settle on Crown land, it did not necessarily mean that they went on to own the property.

To see if a settler eventually acquired ownership of the land, you should check the *Index to Land Patents*. It is available on microfilm, and you can request it on interlibrary loan.

- If you want to search by the ancestor's NAME, order the "Index to Land Patents by Surname, AO, RG 53-56." This microfilm covers the dates 1826 - 1967.
- To search by the TOWNSHIP, order the "Index to Land Patents by Township, AO, RG 53-55." This microfilm covers the dates 1793 - 1852.

To find out how to place an interlibrary loan request, turn to page 15.

(c) Check the *Abstract Indexes to Deeds*

After the Land Patent was issued, the property may have changed hands a number of times.

To find out about private land transactions, check the *Abstract Indexes to Deeds*.

- the *Abstract Indexes to Deeds* are not available by interlibrary loan.
- they can only be consulted in Toronto, in the Reading Room at the Archives of Ontario.
- they are arranged by township.

How to Interpret the *DATE ID* Column

Date Identity Code	
Code	Explanation
1	Location ticket -authorized a grantee to occupy a specific parcel of land.
2	Assignment -the locatee was not the first individual offered this parcel of land.
3	Patent -transfers ownership of a parcel of Crown land to a private individual or organization. To see whether an individual or organization acquired ownership of a parcel of land, check the Indexes to Land Patents in Series RG 53-55 (arranged by township, 1793-1852) and RG 53-56 (arranged by surname, 1826-1967). Copies of the patents must be obtained from the Ministry of Natural Resources, Lands and Natural Heritage Branch, Crown Land Registry, 300 Water Street, P.O. Box 7000, Peterborough, ON, K9J 8M5. Telephone 705-755-2106. Fax 705-755-2181.
4	Lease -involves the Canada Company, often converted into a Sale. The Crown also issued some leases.
5	Sale -involves the Canada Company (check for a preceding Lease).
6	Contract –an agreement to purchase land from the Canada Company.
7	Deed -a document transferring ownership of private property between individuals or organizations (found here with Canada Company entries).
8	Order-In-Council -a command by the Crown's representatives in Canada ordering a specific action, e.g. awarding an individual the right to reside on Crown land.

How to Interpret the *ISSUE DATE* Column

Code	Issue Date
The date is formatted by Year-Month-Day (For example: 18370515 means 1837 May 15th.)	
c	<i>circa or in approximately</i>
ND	no date listed is listed for the issuing of the land patent

How to Interpret the *TRANS TYPE* Column

Transaction Type	
Code	Explanation
FG	Free Grant -awards grantee the right to occupy a parcel of Crown land. Does not transfer ownership but proves the person qualified for this privilege for the reason given under the Type Of Free Grant (Table 4). Check Upper Canada Land Petitions at the National Archives of Canada (Ottawa, Ontario) for additional documentation.
L	Lease –involves the Canada Company, often converted into a Sale. Some Crown Leases were also issued.
S	Sale –involves either the Canada Company, resulting in the issuing of a deed or the Crown, resulting in the issuing of a patent. For information on the subsequent ownership of the property, see the Abstract Indexes to Deeds catalogued in the “Land, Municipal and Church Records Microfilm” section of the Main Reading Room card catalogue.
A	Assignment -locatee was not the first grantee offered a specific parcel of land.

How to Interpret the *TYPE FG* Column

After 1826, Free Grants were limited to United Empire Loyalist or Military/Militia claimants. All other immigrants and settlers had to purchase or pay the administrative fees to the Crown for their land.

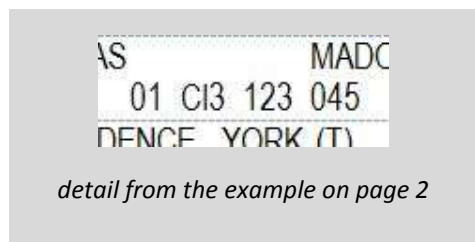
Type of Free Grant	
Code	Explanation
OR	Old Regulations: no administrative fees were demanded.
NR	New Regulations: no administrative fees were demanded.
FF	Full Fees: all administrative costs paid by locatee.
UE	United Empire Loyalist: a settler resident in Upper Canada before 28 July 1789
DUE	Daughter of a United Empire Loyalist: check for a related UE listing giving the parent(s).
SUE	Son of a United Empire Loyalist: check for a related UE listing giving the parent(s).
LB	Land Board: certificates issued in the original four Districts of Upper Canada 1789-1794.
COMM	Heir and Devisee Commissions: a federal (1797-1804) and provincial (1805-1911) board appointed to hear disputed claims for land titles.
M	Military/ Militia Service: especially for War of 1812-1814 service. The microfilmed fiat and warrant will give the petitioner's rank and regiment.
MC	Military Claimant: a disbanded or pensioned soldier of the British Army.
ME	Military Emigrant: Perth and Richmond Settlement locatees of Lanark County, originally administered by Quarter Master General's Dept. of British Army during 1815-1822.
SE	Scotch Emigrants: grants offered in 1815 to sons of Military Emigrants (ME).
PR	Peter Robinson Immigrant: settlers in Peterborough region 1823-1826.
AA	Gratuitous: grant to a settler who was (a) judged destitute by a government board and/or (b) had all their administrative fees waived.
1819	Regulations of 5 January 1819: no fees to be collected until the grantees had performed their settlement duties, and only when the patent was issued.
1820	Regulations of 1 January 1820
1825	Regulations of 21 November 1825
V	Veteran: offered after 1901 for service during Fenian Raids (1860s) or South African Campaign (1899-1902).

How to Interpret the *TYPE of LEASE/SALE* Column

Type of Lease/Sale	
Code	Explanation
CL	Clergy Reserve
CR	Crown Reserve
SCH	School Reserve
I	Indian Land

Which Microfilm Should You Order?

As discussed on page 2, each citation from the *Ontario Land Records Index* includes a code that shows where the information was obtained. The example can be interpreted this way:



- 01 means **Record Group 1** (Crown Land Records)
 - CC means **Canada Company records**
 - PR means **Peter Robinson settlers**
- C13 means **Series C-1-3** (Fiats and Warrants)
- 123 means **Volume 123** (Register for Military Fiats)
- 045 means **Page 45** of that register

Use the tables below to find out which microfilm reel to view. (In the example above, the records would be found on **Microfilm 639, Reel #138.**)

You can order the microfilm on interlibrary loan and view it on the microfilm readers at KFPL Central Branch, 130 Johnson Street, Kingston. Other places to view the microfilm include:

- Archives of Ontario in Toronto
- Family History Centre in Glenburnie
- for contact information, turn to page 14.

To find out how to place an interlibrary loan request at KFPL, turn to page 15.

RG 1 CROWN LAND RECORDS

01 AIV (Schedules and Land Rolls)

Volume Number	Microfilm Reel
Vol. 1	MS 400 reel 6
Vol. 2	MS 400 reel 6
Vol. 8	MS 400 reel 7
Vol. 9	MS 400 reel 7
Vol. 11	MS 400 reel 7
Vol. 55	MS 400 reel 13

01 CI3 (Fiats and Warrants)

Volume Number	Microfilm Reel
13	MS 693 Reel 20
14	MS 693 Reel 20
15	MS 693 Reel 21
17	MS 693 Reel 22
18	MS 693 Reel 22
32	MS 693 Reel 46
33	MS 693 Reel 46
34	MS 693 Reel 46
35	MS 693 Reel 46
54	MS 693 Reel 69
80	MS 693 Reel 105
81	MS 693 Reel 105
82	MS 693 Reel 105
83	MS 693 Reel 106
84	MS 693 Reel 106
85	MS 693 Reel 106
90	MS 693 Reel 114
91	MS 693 Reel 114
92	MS 693 Reel 114
96	MS 693 Reel 119
97	MS 693 Reel 119
101-108	MS 693 Reel 120
123	MS 693 Reel 138
124	MS 693 Reel 139
125	MS 693 Reel 139
132	MS 693 Reel 140
133	MS 693 Reel 140
134	MS 693 Reel 141
138	(Nos. 1-599) MS 693 Reel 140 (Nos. 600-1093) MS 693 Reel 145
146	MS 693 Reel 151
149	MS 693 Reel 153
150	MS 693 Reel 154
152	MS 693 Reel 155
154	MS 693 Reel 156

01 CI4 (Locations)

Volume Number	Microfilm Reel
1	MS 693 Reel 156
2	MS 693 Reel 157
3	MS 693 Reel 157
4	MS 693 Reel 157
6	MS 693 Reel 158
9	MS 693 Reel 158
11	MS 693 Reel 158
20	MS 693 Reel 159
23	MS 693 Reel 159

01 CI5 (Assignments)

Volume Number	Microfilm Reel
1	MS 693 Reel 163
2	MS 693 Reel 164
3	MS 693 Reel 164
4	MS 693 Reel 165
5	MS 693 Reel 165
6	MS 693 Reel 166
14	MS 693 Reel 177

01 CII2 (Leases: Fiats)

Volume Number	Microfilm Reel
3	MS 693 Reel 184
7	MS 693 Reel 187

01 CIII3 (Sales of Clergy Reserves)

Volume Number	Microfilm Reel
1	MS 693 Reel 190
2	(pp. 1-396) MS 693 Reel 190 (pp. 397-end) MS 693 Reel 191
3	MS 693 Reel 191

01 CIII4 (Sales of Crown Lands)

Volume Number	Microfilm Reel
10	MS 693 Reel 194
11	MS 693 Reel 194

CIII6 (Sales of School Lands)

Volume Number	Microfilm Reel
1	MS 693 Reel 199

CIII7 (Sales of Indian Lands)

Volume Number	Microfilm Reel
3	MS 693 Reel 200
7	MS 693 Reel 200

CVIII8 (Fenian and South African volunteer land grants)

Volume Number	Microfilm Reel
1	MS ??
2	MS ??
3	MS ??
4	MS ??
5	MS ??
6	MS ??
7	MS ??
8	MS ??
9	MS ??
10	MS ??

CC (Canada Company, Registers of Contacts)

Volume Number	Microfilm Reel
19	MS 729 Reel 1
20	MS 729 Reel 1
21	MS 729 Reel 1
23	MS 729 Reel 2
24	MS 729 Reel 2
25	MS 729 Reel 2
26	MS 729 Reels 2 and 3
27	MS 729 Reel 3
28	MS 729 Reel 3
29	MS 729 Reel 3
30	MS 729 Reels 3 and 4
31	MS 729 Reel 4
32	MS 729 Reels 4 and 5
33	MS 729 Reel 5
34	MS 729 Reels 5 and 6
35	MS 729 Reel 6
36	MS 729 Reels 6 and 7
37	MS 729 Reel 7
38	MS 729 Reel 7
39	MS 729 Reel 7
40	MS 729 Reel 8
41	MS 729 Reel 8

PR (Peter Robinson Papers)

Series Number	Microfilm Reel
4 (Location Tickets Issued to Settlers)	MS 12 Reel 2
5 (Emigrants Located in Twps. of Ramsay, Pakenham and Huntley)	MS 12 Reel 2
6 (Schedule of Location of 1823 Emigrants)	MS 12 Reel 2

Note: Additional records about the *Peter Robinson Settlers* are available at the Archives of Ontario. See the listings on their website at <<http://tinyurl.com/amghlfm>>.

Sources

This document has been abridged and adapted for KFPL patrons from:

Research Guide 205, "Using the Ontario Land Records Index ca. 1780-ca. 1920," Archives of Ontario website <http://www.archives.gov.on.ca/en/tracing/the_records.aspx> accessed 14 February 2013.

"Understanding the Archival Reference Code in the Ontario Land Record Index: How to Find the Reel of Microfilm You Need," Archives of Ontario website <http://www.archives.gov.on.ca/en/access/documents/understanding_the_ontario_land_records_index.pdf> accessed 20 February 2013. Opens as a 6-page *pdf* document.

Archives of Ontario
134 Ian Macdonald Boulevard
Toronto, Ontario, Canada
M7A 2C5
<http://www.archives.gov.on.ca/>
1-800-668-9933 Toll-Free Number (Ontario only)
416-327-1600
reference@ontario.ca

Kingston Frontenac Public Library
130 Johnson Street
Kingston, Ontario K7L 1X8
www.kfpl.ca
613-549-8888

Family History Centre
2245 Battersea Road
Glenburnie, Ontario
Phone: (613) 544-8489

How to Place an Interlibrary Loan Request at KFPL

Members of Kingston Frontenac Public Library are welcome to order books and microfilms through our interlibrary loan service.

You may have a maximum of three inter-library loan requests in process at a given time.

There is no charge for this service, but there is sometimes a small charge for postage.

- the postal charge is usually no more than three or four dollars.
- we'll discuss it with you before placing your order.
- the money is payable when you pick up the microfilm. Cash only, please.

Items usually arrive within 4 to 6 weeks and the loan period is usually about three weeks.

Interlibrary loan items may not be renewed.

Microfilm reels must be used in-library at our Central branch.

- We'll keep them on the hold shelf for you (near the Information Desk.)
- You're welcome to use them as many times as you like during the loan period.

To place a request, please call or visit your local KFPL branch, or contact us through the *Ask a Librarian* link on our website at www.kfpl.ca

When you make your request, you'll be asked for the following information:

- your **name**
- the **barcode number** from your KFPL library card
- your **phone number**
- your **email address** (optional)
- **title of the microfilm** (e.g. Crown Land Records, Fiats and Warrants, Register for Military Fiats)
- **date(s)** use the *Issue Date* from your citation—see *section c* on page 2, above
- **reel #** *example:* MS 693 Reel 138-- see page 9, above
- **microfilm source** Archives of Ontario, Research Guide 205
- **microfilm description** *example:* RG1 CI3 123

Tip: If you are not a KFPL member, check with your local library. They probably offer a similar service!