

1892-1969

2 m., 40 cm. of textual records (53 v.)

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Minutes for Fort William Council meetings begin on August 18, 1892, after the municipality was incorporated as a Town under authority of an Ontario Statute (Chap 70, Vict. 55) which received assent on April 14th, 1892. The nine-member council consisted of a mayor and two councilors for each of the four wards.

Under the Municipal Act, a Council serves as the custodian of powers and property of the Municipality and must act in the public interest. As a legislative body, Council retains the right to enact, repeal and amend by-laws within the municipal territory it serves. As an administrative body, Council may manage or appoint sub-committees in order to manage areas within the Municipal Corporation. As a result, Council Minutes reflect various issues regarding civic administration and finance, public property and services, the development and growth of the community as well as any requirement for municipal laws.

On April 20th, 1907, an Act to incorporate the City of Fort William received assent in the Provincial legislature. All existing by-laws for the Town were to remain in effect, all properties were to become assets of the new City, and councilors were to retain their seats until the next election.

Under By-law 709 (1909) the procedures and rules of order were established for the City Council. In addition to providing various rules of conduct, the procedural by-law indicated the nature and order of business addressed at Council meetings. Accordingly, minutes reflect the receipt of original communications, the handling and referral of petitions to special committees as appropriate, the presentation of special delegations, the receipt and discussion of special committee reports, the introduction and consideration of By-laws and the passing of motions. This procedural By-law also listed the special standing committees of the Council and their respective duties. The following committees were identified: Finance; Works; Public Utilities; Fire, Water and Light Committee; License Police and Relief Committee; and the Property Committee. Amendments to this procedural By-law were made under By-laws 3685, 4731, 5-1958, and 124-1964.

Minutes for the first meeting of each year generally document council appointments to various standing committees, and affiliated boards and may also include the Mayor's Inaugural Address which may assist in determining the issues and objectives for the year.

The maintenance of records of the proceedings of Council was the responsibility of the Municipal Clerk. Minutes for the City of Fort William conclude with the formal amalgamation with the City of Port Arthur in 1970.

This series consists of meeting minutes for the Municipal Council for the Town and City of Fort William. Comprehensive indexes compiled by staff at the City Clerk's office provide access to the various issues discussed at council meetings.

Handwritten, Typescript.

Microfilms are available for the period of 1892 to 1969.

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Indexes are available for the period 1901-1969.

