

1921-1969

7 m., 36 cm. of textual records

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By-Laws to appoint Clerks and Treasurers for the City of Port Arthur were made as directed under the provisions of the Municipal Act, which also in part dictated the responsibilities of the positions. Duties of the Clerk included secretary of council. As secretary, the clerk was responsible for keeping a record of any instruments executed by or in favour of the Municipality. Duties of the Treasurer included receiving and keeping all monies belonging to the Corporation and paying out same as directed by Provincial laws, by-laws and resolutions of Council.

It is not clear as to whether these Deeds were kept in the Office of the City Clerk or the City Treasurer, as related correspondence is attached to some documents.

The Series consists of signed Deeds of Lands, which the City of Port Arthur had sold to various individuals, some of which have related correspondence attached.

The Deeds are arranged numerically by Deed number.

An alphabetical card index indicating the name of the grantee, the Deed number, date and a legal description of the property is included with this Series.

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A detailed list is available.

Further accruals are not anticipated.

See related Series 124, Port Arthur Agreements for Sale & Purchase.