The Fort William Electric Railway line was originally constructed and operated by the Port Arthur Street Railway. Under an award by the Ontario Municipal and Railway Board in 1908, the Railway was placed under a joint commission that was required to run the railway until December 1913. At the end of this term, each Municipality ran its own railway. During the period covered by these annual reports, the management of the Fort William Street Railway was directed by the Utilities Committee, which was a Committee of Council (for minutes of this Committee see series 69).

This series contains annual reports to both the Minister of Railways and Canals of the Dominion of Canada and the Ontario Railway and Municipal Board regarding the management and operation of the Fort William Electric Railway.

Reports to the Minister of Railways and Canals (Later known as the Board of Transport Commissioners) consist of completed forms that include the following details:

- the number of rail lines and the total miles for each line;
- details regarding funding (through bonds and or debentures);
- an accounting of assets and liabilities;
- a list of current construction and equipment;
- various statements of income, operating expenses and balance sheets;
- lists and details of current agreements;
- information regarding the number of employees;
- statistical details on mileage and use of the Railway, as well as a summary of accidents.

Reports were formally signed and submitted by the Utilities Committee Chairman, the Mayor and the Treasurer.

Similarly, annual reports to the Ontario Railway and Municipal Board include details of incorporation, a list of relevant legislation, and various statistical, and financial particulars as well as an accounting of equipment, number of crossings, summary of accidents, and details regarding the corporate organization of the Electric Railway.

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See also Fort William Street Railway Committee Minutes (Series 7) and Public Utilities Committee Minutes (Series 69).

Further accruals are not anticipated