

1884-1969

3 m., 32 cm. of textual records (29 v.)

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Minutes for Port Arthur Council meetings begin on May 12, 1884, after the municipality was incorporated as a Town under authority of Ontario Statute (Chap. 57, 47 Vic.).

In 1907, the Town of Port Arthur was elevated to city status under the authority of Ontario Statute (Chap. 83, 7 Edw. VII). Under this Act, the current Mayor and Council were to continue in office, the City was to remain part of Thunder Bay for judicial purposes and all Town By-Laws were to remain in force.

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 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.

Various By-Laws and Amendments were passed establishing the procedures and rules of order of council meetings. In 1892, By-Law 342 was passed. As well as establishing various procedures and rules of order, this By-Law also established the annual appointment of five standing committees, which included Finance, Works, Fire, Water and Light, License, Police and Relief and the Street Railway Standing Committee. Two other major procedural by-laws include By-Law 2240 passed in 1938 and By-Law 4581 passed in 1960.

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.

Minutes for the first meeting of each year generally document council appointments to various standing committees and affiliated boards as well as the appointing of various officers of the Corporation.

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

This series consists of meeting minutes for the Municipal Council for the Town and City of Port Arthur.

Handwritten, Typescript.

Microfilm copies of the Minutes are available.

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Indexes (Series 18) provide access to the various issues discussed at council meetings. Indexes are available for the period May 12, 1884 – May 3, 1886 and 1894 – 1969.

Further accruals are not anticipated.

