

1907-1951

32 cm. of textual records

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By-Laws to appoint Clerks 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.

It appears that the Leases were kept in the Office of the City Clerk, as related correspondence is attached to some documents.

The series consists of Leases and some Agreements between the City/Local Boards and various individuals and companies, some of which have related correspondence attached.

The Leases are arranged chronologically. Some of the Leases are numbered, but there is no index available.

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A detailed list is available.

Further accruals are not anticipated.