
1893-1969, predominant 1960-1969

4 m., 48 cm. of textual records. -- 12 photographs, 180 cartographic items.

The Board of Park Management and the Civic Recreation Committee operated as two separate entities in both the Town and City of Port Arthur until the mid 1960's. At that time it was felt that there was over-lapping and duplication of each other's roles. Because of this, the City applied for special legislation under By-Law 5328, to dissolve the Board of Park Management and to appoint a board or committee to be known as The Parks, Recreation and Community Centres Board, which Board was to be both a recreation committee within the meaning of The Department of Education Act and a Community Centres Board within the meaning of The Community Centres Act. This legislation, Bill PR9-1966 took effect on April 6, 1966. It appears that the Board was commonly known as the Parks and Recreation Committee. Also, in 1966, the City passed By-Law 5415, which established the Department of Parks and Recreation. The programme of the Department of Parks and Recreation was the responsibility of the Parks and Recreation Committee.

Under the above-mentioned By-law, it was established that the Department of Parks and Recreation was to be administered by an Officer known as the Commissioner of Parks and Recreation. The first Commissioner of the Department was Harold A. Brain, who had previously been the Secretary-Superintendent of the Board of Park Management.

The Department was responsible for all recreation facilities operated by the City, which included civic grounds, parks, playgrounds, playing fields, camp grounds, picnic grounds, rinks, beaches, swimming pools and community and recreation buildings. It was also responsible for all recreation activities and services established within the meaning of The Department of Education Act and the community centres established within the meaning of The Community Centres Act. All services related to shade or ornamental trees, their planting, maintenance and removal, on land owned by the City were also the responsibility of this Department.

The series contains records generated in the office of the Department and consists of files arranged alphabetically under the categories Administration, Arts, Boulevard Lake, Budget, Clubs, Crafts, Employment, Equipment, Events, Facilities, Finance, Golf Course, Media, Minutes, Parks, Playgrounds, Programs, Property, Recreation, Reports, Societies, Sports, Training, Yearbook and Youth.

The original filing scheme of these records was reconstructed during archival arrangement on the basis of file titles.

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A detailed file list is available.

Further accruals are not anticipated.

The photographs, maps, plans and blueprints which have been removed from the files have been replaced with a reference sheet which describes each item, and inventories of the photographs, maps, plans and blueprints are available on the reference shelf.

Other records and information relating to the Parks and Recreation Files may be found in Series 44, Board of Park Management Minutes, Series 47, Parks and Recreation Committee Minutes, Series 29, City Clerk's Files and Series 17, Council Minutes.