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1884-1969, predominant 1950-1969

17 m., 60 cm. of textual records. -- 71 photographs, 799 cartographic items, plus additional cartographic items which have been retained in the files.

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Under By-Law 1545, dated December 30, 1918, the duties of Officials were set out. The duties of the City Clerk included secretary of council, returning officer, voters list preparation, local improvements, preparation of juror's list, registrar of vital statistics, supplies control, responsibility for fuel controller records, isolation hospital, tax roll and office. (the By-Law may be consulted for more detailed information)

The records were in the custody of a number of Clerks commencing with William Howard Langworthy who was appointed Clerk and Treasurer of the Town of Port Arthur on May 12, 1884, under By-Law 1. Mr. Langworthy was also appointed Clerk of the Police Office on January 25, 1886, under By-Law 88. On January 26, 1891, under By-Law 275 he was again appointed Clerk and the By-Law also stated that his salary as Clerk also included his salary as Secretary of the Local Board of Health.

On February 10, 1897, under By-Law 481, James McTeigue was appointed Clerk and the By-Law also stated that his salary as Clerk also included his salary as Secretary of the Local Board of Health. On February 7, 1898, under By-Law 502, Mr. McTeigue was appointed Clerk and Treasurer. On January 18, 1907, under By-Law 898, Mr. McTeigue's salary as Clerk and Treasurer and Secretary of the Local Board of Health, also included his salary as Secretary Treasurer of the Electric Railway and Light Commission. Under By-Law 52, dated January 15, 1908, his title as Secretary Treasurer of the Electric Railway and Light Commission was changed to Secretary of the Electric Railway and Light Commission.

In 1908, under By-Law 113, dated April 13th, the Office of the Clerk and Treasurer was separated and William Gurney was appointed Treasurer. Mr. McTeigue continued as Clerk, Secretary of the Local Board of Health and Secretary of the Electric Railway and Light Commission. Under By-Law 500, dated January 9, 1911, the title Electric Railway and Light Commission was changed to Utilities Commission. Under By-Law 734, dated January 11, 1912, Mr. McTeigue was appointed Clerk and Secretary of the Local Board of Health.

Under By-Law 837, dated July 30, 1912, T. F. Milne was appointed Clerk. Under the By-Law, his salary as Clerk, also included his salary as Secretary of the Local Board of Health, Secretary of the Board of Park Commissioners and Secretary of the Board of Police Commissioners. Under By-Law 960, dated January 13, 1913, Mr. Milne was again appointed Clerk, with his salary also including his services as Secretary of the Local Board of Health. No other duties were mentioned in this By-Law. Under By-Law 1142, dated January 19, 1914, Mr. Milne was again appointed Clerk. No other duties were mentioned in this By-Law.

On March 20, 1922, under By-Law 1684, Mr. Milne was appointed Clerk and Deputy Treasurer.

Due to the death of T.F. Milne , Arthur H. Evans was appointed temporary Clerk and Deputy Treasurer of the City of Port Arthur under By-Law 2085, dated January 29, 1934. Under By-Law 2100, Arthur H. Evans was appointed the permanent Clerk and Treasurer.

On September 11, 1939 under By-Law 2348, pursuant to the provisions of the Revised Statutes of Ontario, 1937, Chapter 266, Section 234, Sub-section 2 and Section 238, William V. McComber was appointed Deputy City Clerk and Deputy City Treasurer during the absence of the then Clerk and Treasurer, Arthur H. Evans who was serving in His Majesty's Forces.

On December 11, 1939, under By-Law 2371, William V. McComber was appointed permanent Clerk and Treasurer during the indefinite absence of Arthur H. Evans, subject to the said Arthur H. Evans being able to return to his position upon his return, which provision is covered under By-Law 2349, dated September 25, 1939. On December 27, 1946 under By-Law 2711, Arthur H. Evans was re-appointed as Clerk and Treasurer pursuant to The Reinstatement and Civil Employment Act 1946 and to By-Law 2349.

On July 28, 1947 under By-Law 2758, Arthur H. Evans was appointed Clerk and William V. McComber was appointed Treasurer and Deputy Clerk.

On July 25, 1955 under By-Law 3771, Lillian Dennis was appointed Deputy Clerk, the aforesaid Arthur Henry Evans retained his position as Clerk at this time, under By-Law 3770 also dated July 25, 1955. On May 27, 1963 under By-Law 4945 it was necessary to appoint an Acting Clerk, and Lillian Dennis was appointed. Frank Morphet was appointed Deputy Clerk under By-Law 4946, dated May 26, 1963. On November 12, 1963 under By-Law 5014, Lillian Dennis was appointed Clerk of the City of Port Arthur.

The series contains records generated in the office of the City Clerk and consists of files arranged alphabetically under the categories Education, Election, Employees, Finance, Government, Government Housing, Government Licenses/Licensing, Government Police, Government Vital Statistics, Health, Health Hospitals, Legal, Miscellaneous, Planning, Property, Property Zoning, Real Estate Transactions, Recreation, Social, Trade, Trade Elevators, Trade Railway/Railways, Traffic & Safety, Utilities, Utilities Telephone/Telephones, Utilities Water, Works & Construction, Works & Construction Streets, Works & Construction Traffic & Safety, Works & Construction Traffic, Fire & Safety and Works & Construction Water.

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

A detailed file list is available.

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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.

Series 127 are the Indexes to the Clerk's Files. The indexes are very precise and informative, but, unfortunately, a number of the files listed in them are no longer in existence and, the Index pertaining to files alphabetically listed from J – O is missing.

