

1903-1969

2 m., 24 cm. of textual records

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By-Laws to appoint Clerks for the Town and City of Port Arthur were made as directed under the provisions of the Municipal Act, which also in part dictated the responsibilities of the position. Duties of the Clerk included secretary of council. As secretary of council, the clerk was responsible for keeping a record of any instruments executed by or in favour of the Municipality.

This series consists of files containing Agreements, and the correspondence relating to the transactions covered by the Agreements. The Agreements pertain to a variety of matters including encroachments, land sales, land purchases, operation of concessions on City owned lands, the Emergency Measures Organization, Thunder Bay Health Unit, water service, fixed assessments, employment, urban renewal, subdivisions and renovations and additions to City owned buildings.

The files are arranged alphabetically by the name of the party the Municipality had entered into the Agreement with. The majority of the Agreements are numbered and many of them have been approved by the passage of a particular by-law, the number of which has been stamped on the outside of the file, together with the Agreement Number and the date of the Agreement.

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.

Any plans, which have been removed from the files, have been replaced with a reference sheet, which describes each item. The items are available to researchers.