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1903-1969

24 m., 96 cm. of textual records. – 116 photographs, 521 cartographic items, plus additional cartographic items which have been retained in the files.

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The First Clerk for the Town of Fort William, established in 1892, was Edward Saunders Rutledge. Mr. A. McNaughton, the first City Clerk for the newly incorporated City of Fort William in 1907, also held the equivalent appointment for the Town. McNaughton's name appears in the capacity of Clerk under By-law 378 to appoint the Fort William Municipal officers of 1905, but he had held the position since March of 1900. In 1945, Donald M. Martin became City Clerk under By-law 3928 on March 27th, 1945 when Mr. McNaughton retired.

Donald M. Martin who had held the position of deputy clerk since 1939 after his appointment under By-law 3664 ran the City Clerks' office from April 1945 until September 1, 1964 when he passed away. In addition to acting as the Secretary for City Council, Mr. Martin served as secretary to the Fort William Police Commission and the Fort William Gardens Board of Directors.

By-law 85-1964, passed on September 22, formalized the appointment of Donald B. Morris as City Clerk. Morris held the position of City Clerk for Fort William until amalgamation.

By-laws to appoint City Clerks for Fort William were made as directed under the Municipal Act which also in part, dictated the responsibilities of the position. Duties included the preparation of Voter's Lists and organization of elections, acting as a division registrar under the Act Respecting The Register of Births, Marriages and Deaths (later the Vital Statistics Act) in addition to duties under the Registry Act, Marriage Act, Line Fences Act and others. In addition, the Clerk performed numerous duties for the benefit of the municipality and Council. These general duties included the maintenance of records for all resolutions, decisions and other proceedings of Council; the keeping of recorded votes as required; the maintenance of original by-laws and proceedings of Council as well as other duties assigned by the Council. (Canadian Municipal Manual, 1917)

Records in the Fort William City Clerk's Files reflect some of the above mentioned legislative requirements, however, this series largely reflects local issues, including correspondence relative to Council actions and the administration of the City through its various Boards. The earliest records of the Fort William City Clerk's Files consist of correspondence for the Town of Fort William in the early part of the 20th century. These records are alphabetically ordered and cover the period from 1903 to 1913. Latter records are subject-based files organized by a file code. The following titles are in no way exclusive or consistently applied over the span of years for the City Clerks files. They are included here to reflect the variety and scope of issues

addressed by the Clerk.

File headings include the following: Auditorium, Board of Education, Bridges, City Statistics, City Hall, Complaints, Court of Revision, Council, Court of Revision – Voters List, Elections, Fort William Gardens, General Correspondence, District Officer of Health, Health, Housing, Historical, Hydro-Electric Commission, Industry, Legislation, Local Improvements, Loch Lomond, Public Utilities, Railways, Rinks, Royal Visit, Streets, Street Railway, Tax, Tourists, Town Planning, Transit, Visitors, Vital Statistics, War and Zoning. A detailed file list is available.

In 1949 a report conducted by Stevenson and Kellogg identified the work performed in the Clerks department. In addition to duties already mentioned, the clerk oversaw City insurance matters, performed secretarial duties for Council and its committees (such as the Police Commission and Board of Health) issued marriage licenses, and was responsible for the internal coordination of work between departments as well as the coordination between departments and the committees of Council which managed the City. This last responsibility for the coordination between departments and Council was likely alleviated after the appointment of Sydney H. Blake as City Administrator in January of 1958, his duties being described in By-law 58-1961 to include the control and direction of department heads.

This series contains records relative to Council and the City Clerk's office. The First Box is strictly correspondence, alphabetically filed and dating from 1903 to 1913. Additional materials are arranged by file code and can be accessed through reviewing the file list.

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A detailed file list is available.

Further accruals are not anticipated.

Photographs, maps, plans and blueprints that have been removed from the files have been replaced by a reference sheet that describes each removed item. Inventories of these materials are available.

