

1961-1969

18 cm. of textual records (4 volumes)

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While this series of records start in 1961, mention of the Board of Works is made in the Council Minutes for the Town of Port Arthur in 1884. In the Council Minutes for the City of Port Arthur, on February 25, 1907, the Board of Works is constituted as one of the Standing Committees of Council. In 1937, under By-Law 2240, this Committee was responsible for reporting to Council on all matters under its control, which included the construction, maintenance, and improvement of highways and bridges which fell under the jurisdiction of Council. It was also responsible for examining all accounts connected with the performance of any works or the purchase of any materials or goods under its supervision. Under By-Law 4581, in 1960, it appears that the Committee was called the Public Works Committee.

The records in this series consist of four post binders.

The first binder, which commences in 1961 and ends in 1966 is a work order journal which appears to record financial information relating to work carried on by the Board of Works in relation to private sewer and water connections. Some of the information recorded includes labour, overhead on labour, stock, overhead on stock, city equipment, rented equipment, and account/work order number.

The second binder, which commences in 1963 and ends in 1969 records payments and charges for individual house sewer and water connections. The entries for each connection are kept together under a work order number along with the owner's name and address.

The third binder, which includes entries from 1961 to 1969 but with the majority of entries being from 1966 to 1969, is an operating ledger. This ledger appears to record payments and charges for labour and material in relation to work performed by the Board of Works for various individuals, companies and other City departments. The entries for each individual are recorded by date and are kept separately by a number and the individuals' name.

The last binder, which includes entries from 1967 to 1969, is a cash receipts journal which records payments received by the Board of Works. The information is arranged by date and includes the name of the individual making the payment, a cash sheet number, the amount received, a work order number and the account number the payment is applied to.

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Further accruals are not anticipated.