

1954-1969

93 cm. of textual records

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By-Laws to appoint Treasurers for the 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. As set out in Port Arthur By-Law 1545, one of the duties of the Treasurer included the responsibility of keeping the payrolls of the Corporation's employees.

Maintained in the Treasurer's Office these records consist of three Employees Earnings registers which cover the dates 1954 to 1957. The information in these registers is arranged alphabetically by the employee's name in two of the registers and in the third is arranged alphabetically by the Engineers & Property Department, the Fire Department and the Board of Works. As well as the employee's name and department worked for, information also includes the employee's marital status, number of dependents, if any, pay rate, date of employment, reductions, pay period, deductions, net amount due and totals.

The Payroll Journals and Cheque Registers contain similar information, but appear to be arranged by department and also include the cheque number issued and, in some cases, the date passed by council, the resolution number and approvals.

Two of the individuals who held the Treasurer's position during the time period of these records were William V. McComber, until his retirement in 1966, who was then followed by John Edward Stockdale until the end of 1969.

These records are not available for the year 1965 or prior to the year 1954.

Some of the registers are in post binders and some are wrapped in brown paper.

RST

A detailed file list is available.

Further accruals are not anticipated.