

1884-1969

The individual records in this series would all have been generated by City of Port Arthur employees. Each record could be a series in its own right, but all have been placed together under one series entitled Port Arthur Miscellaneous Records.

The first item is a hand written bound volume entitled Board of Control Minutes. Found in the 1898 City of Port Arthur Council Minutes, the Board of Control at that time was composed of five members of council, the Mayor, the controllers of the various city departments and one other councillor, who was appointed Chair. These minutes begin with a Special Meeting on July 11, 1913, followed by the 17th meeting dated August 4, 1913. The Board of Control dealt with a variety of matters, including receiving reports of various committees, such as the Board of Works, Finance, Fire Water & Light, Utilities, Licence, Police & Relief and Street Railway. At general and special meetings a variety of topics were discussed, including housing, roads, railway matters and the sewage disposal plant. The last meeting date in this volume is July 31, 1916. No other minutes appear to exist and further accruals are not expected.

The second item is a post binder consisting of typed minutes of the Court of Revision. Members of the Court of Revision were appointed by City Council. They dealt with matters and made decisions relating to property assessment appeals, tax write offs, local improvement charges and school support changes for members of the public and industry. The results of each application or item are recorded in these minutes. Meetings in this volume begin January 8, 1936 and end November 25, 1969. No other minutes appear to exist for the Court of Revision and no further accruals are expected.

The third item is a post binder entitled Health Records. A Board of Health and a Medical Officer of Health were appointed by council, usually on a yearly basis. This record contains weekly statistics regarding the number of cases of a variety of diseases, including chicken pox, small pox, scarlet fever, diphtheria, measles, whooping cough, as well as others. Also included are statistics relating to accidents, suicides and drownings. Presumably, this information would have been recorded by someone working for the Board of Health or the Medical Officer of Health. The statistics commence with the first week of January, 1914 and end July 31, 1954. No further accruals are expected.

The fourth item is a post binder entitled Insurance Register which contains details of insurance policies taken out by the City of Port Arthur. The binder is divided into categories which include One Year Schedule, Three Year Schedule, Automobiles, Surety, Parks, Sundry, Curling Club and New General Hospital. Information includes the policy number, name of insurance company, local agent, property insured, amount of policy, premium, expiration date and various details or remarks. Dates in this binder appear to be from about 1960 to 1971. No

further accruals are expected.

The fifth item is a post binder entitled Land Register. The first section of this binder is an alphabetical listing of properties owned by the City of Port Arthur. Included in this first section is a brief legal description of each property and a sheet/page number. The second section contains the corresponding sheets/pages referred to in the first section. On each sheet, a more detailed description of the property is recorded, along with the date purchased, who the property was purchased from, the price, and any related by-law associated with the purchase. Some of the sheets also have plans of the property attached. The dates in this binder appear to be from 1884 to 1920. No further accruals are expected.

The sixth item is a bound volume entitled Land Sales Agreement Ledger. Recorded in this volume is a record of purchases of property from the City of Port Arthur. Arranged by Agreement Number, details include the date, the name and address of the purchaser, the amount, terms of purchase, payments, the deed number and issuing date, when paid in full or marked cancelled for non payment. The dates in this volume are from 1921 to 1929. No further accruals are expected.

The seventh item is a four ring binder containing the traffic by-law for the City of Port Arthur as well as amendments to same. Also included is a copy of the Annual Report of the Parking Authority for the year 1963. No further accruals are expected.

The eighth item in this series is a four ring binder entitled Port Arthur Union Agreements. This binder contains a copy of By-Law 3460 which relates to appointments with regard to hiring, a media release dated May 13, 1968 regarding ratifications of contracts with CUPE Local 58 and the Port Arthur Municipal Employee Association Local 529, an Agreement between CUPE and the City of Port Arthur running from January 1, 1968 to February 28, 1970, a notice to various officials of the City of Port Arthur, Department Heads & members of the CUPE negotiating team attaching a copy of the CUPE Seniority List effective January 1, 1968, a copy of By-Law 5664 regarding the execution of an Agreement between the City of Port Arthur and Local 496 International Association of Firefighters, together with a copy of the Agreement, as well as a copy of an Agreement between the City of Port Arthur, the Parking Authority and the Port Arthur Municipal Employees Association running from January 1, 1968 to December 31, 1969. No further accruals are expected.

The ninth item is a post binder containing minutes of the Port Arthur Civilian Band Committee. At the first meeting dated June 6, 1952, it was decided the band would be known as the Port Arthur City Band. Various items were discussed at meetings, including the purchase of instruments and other items, when and where practices would be held, playing schedules and the passing of accounts. The bandmaster's yearly reports to the Committee are also included with these minutes. The last meeting in this binder is dated December 28, 1964.

No other minutes appear to exist and further accruals are not expected.

The tenth item is an acco fastened booklet entitled Downtown Urban Renewal Scheme Application for Assistance. Included in this booklet, is an introduction, background material, information regarding blighting factors and phase 1 of the renewal plan. No further accruals are expected.

The eleventh and last item in this series is a bound volume entitled Port Arthur Journal. Debits and Credits regarding various accounts, including payroll, sewer construction, waterworks construction, snow cleaning, telephone maintenance, taxes, salaries, railway, as well as others are recorded in this journal. The first entry is dated January 31, 1910 and the last entry is December 31, 1913. No further accruals are expected.

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