

Provincial Paper Fonds

Original, 250 cm of textual records, 1912-1996

Scope and content:

The Provincial Paper fonds are a series of Contracts, newsletters, financial papers, legal documents, paper samples, operating procedures, payroll data, internal publications, correspondence, job descriptions, cost data, newspaper clippings, sales documents, architectural drawings index and photo's. 1912-1996 that record the history of Provincial Paper at its Port Arthur location. This collection is very detailed and contains a continuous sum of data from Provincial Paper's inception until 1996.

Series B 39/1/1-5: Newsletters, 29cm 1927-1986, (original and photocopy)

Several different newsletters published by both Provincial Paper and their employee's. These newsletters are arranged chronologically.

- 1) 1927, Eleven issues of "Provincial Papyrus" printed by Provincial Paper Ltd. intended for use by their employee's and family. All of the newsletters are contained within one binder, 3cm (original)
- 2) c. 1952; Three incomplete issues of "The Barker". This was a newsletter that was intended for Provincial Paper employee's and contained pictures of employee's, production statistics, articles and employee events. 13pgs (photocopy)
- 3) 1953-1967; Complete collection of "Abitibi" newsletters from 1953-1967. They are all bound within a series of six books. Contained within these newsletters is information on: events, obituaries, operating procedures, personalities, poetry, promotions, reports and several miscellaneous articles. 24cm (original)
- 4) 1982-1986; Fifteen issues of "Fine Paper People" newsletter. Published by the staff of Abitibi-Price Co. for their employee's. Contained within is information on: events, production, procedures and safety measures. Also contained within is one unprinted layout for Fine Paper People. 1cm (original)
- 5) 1983-1984; Three issues of the "Lakeheader" newsletter. This newsletter was published by Abitibi-Price Co. for their employee's. Information contained within includes: forestry issues, retirement notices and procedures. 9pgs (original)

B 39/2/1-5: Contracts and agreements, 118cm 1912-1982, (original)

Several contracts and agreements between Provincial Paper and various parties. These contracts are arranged chronologically.

- 1) 1912, 1917, 1944-1950; Various contracts between Provincial Paper (later became Abitibi Paper & Power Co.) and various individuals and both governmental and non-governmental organizations. A brief list of the contracts included within this collection would entail: lumber contracts, union agreements, by-laws and leases. Each contract has been numbered by Provincial Paper and corresponds to a ledger that records the nature of the contract, the parties involved and the date. This book is included within this group. 60cm
- 2) 1917-1951; One bound contracts book containing information on various contracts involving Provincial Paper. The contracts are divided into two

- categories within the book: raw materials and construction. 2cm
- 3) 1926-1982; Twenty-four contracts and permits involving Provincial Paper. Includes such contracts as: catering contracts, cutting permits and energy agreements. 4cm
 - 4) 1935-1936; Various contracts between Provincial Paper and various groups. Of particular note are the eight blue coloured lumber contracts which contain detailed maps of the area to be cut. 15cm
 - 5) 1968-1978; Correspondence, documents and maps relating to a land claim agreement/dispute between Provincial Paper, Canadian Pacific Railroad and the Port Arthur Shipbuilding Co. Included within these documents is a copy of the eventual agreement. 19pgs
- B 39/3/1-3:** Accounting and banking information, 3cm 1918-1956, (original)
All information is organized chronologically.
- 1) 1918-1920, 1949-1950; Banking information between Provincial Paper and the Bank of Montréal. Included within these documents are several substantial loan documents, correspondence regarding the repayment of these loans and a series of cancelled cheques. The banking information is overseen by office manager A. G. Scott. 2cm
 - 2) 1919; Loan documents and correspondence between Provincial Paper and the G. H. Mead Co. Also included within are two cheques. 2cm
 - 3) 1956; An internal audit conducted by Provincial Paper. 20pgs
- B 39/4/1-2:** Damage claim documents, 2cm 1948-1961, (original and photocopy)
Several legal documents regarding the collapse of the United Grain Growers grain elevator collapse in 1959 and the resulting damage to Provincial Paper's facilities. Arranged chronologically.
- 1) 1948-1952; Three maps that depict Provincial Papers holdings in Port Arthur. These maps were intended to be used in order to assess damage as a result of the grain elevator collapse. These maps include: one of Port Arthur- 1942, one of Provincial Paper- 1947 and one of Abitibi Paper & Power Co. – 1948. 3pgs (photocopy)
 - 2) 1959-1961; Records, legal notices and inter-organizational correspondence regarding the collapse of the grain elevator and the resulting damage to Provincial Papers. Included within these documents are damage estimates and pictures of the damage. 1cm, (original)
- B 39/5/1:** Paper samples, 3cm (original)
- 1) Seventeen paper sample booklets that demonstrated the various types of paper that can be produced by Provincial Paper. 3cm (original)
- B 39/6/1-4:** Regulations and company information, 3cm (original)
- 1) 1946-c1954; Regulations regarding safety, labour and conservation all contained within seven booklets. 3cm
 - 2) 1978; Company information entitled contained within an information packet entitled, "Partners in Growth" Information contained within includes: conservation initiatives, marketing information, product information and a brief history of Provincial Papers. 25pgs.
 - 3) 1957-1958; Employee records contained within one hardcovered folder entitled, "Earnings records". Contained within is information on: employee addresses, marital status, date of birth and gross earnings. This particular group is organized alphabetically. 4cm
 - 4) 1970-1981; Record of cheques issued all contained within one binder. Information contained within includes: cheque number, date issued and employee numbers. 3cm

- B 39/8/1-2:** Working files for internal publications, 2cm 1952-1991 (original and photocopy) Arranged chronologically.
- 1) 1952-1993; Various documents gathered for the purposes of composing a history of Provincial Papers as requested by historical archives coordinator John Walas in March 1989. Included within these documents are: correspondences, newspaper clippings, newsletters and a brief history of Provincial Papers written in 1993. 27pgs (original and photocopy)
 - 2) 1963, 1989-1991; Working file for the publication of a 1991 issue of "Fine Paper People". Included within this file are: reports, pictures of employee's at their retirement parties, newspaper clippings and newsletters. 1cm (original and photocopy)
- B 39/9/1-3:** Financial records and correspondence, 4cm 1949-1950, (original)
These documents demonstrate the relationship between A.G. Poundsford and A.G. Scott. They also document the financial difficulties that Poundsford faced during his retirement at his farm, "Blendwood". Arranged chronologically.
- 1) 1949-1950; Financial records for A.G. Poundsford as overseen by A.G. Scott. Included within these documents are: receipts, overdue notices, tax notices and invoices for "Blendwood." 1cm
 - 2) 1949-1950; Personal correspondence between A.G. Scott and A.G. Poundsford. Issues discussed include: the handling of Poundsfords accounts, weather, health and other personal subjects. These correspondence took place after Poundsford's retirement to Blendwood and while Scott was handling his finances. 1cm
 - 3) 1949-1950; Bank statements, adding machine tape and cancelled cheques regarding a trust account held by Scott for Provincial Papers. Also included within are two blank medical diagnosis cards with policies. 1cm
- B 39/10/1-2:** Operating procedures, 6cm 1946-1953, (original)
- 1) 1946-1950; One binder containing a series of standard operating procedures for Provincial Paper. There are three mills that are specifically mentioned within: Port Arthur, Georgetown and Mille Roches. Issues addressed include: human resources, salary and staffing. 3cm
 - 2) 1950-1953; Administrative instructions for Provincial Papers. Issues addressed include: company organization, division symbols and colours, aviation insurance and automobile allowances. 3cm
- B 39/11/1:** Cost data, 6cm 1917-1935, (original)
Arranged alphabetically
- 1) 1917-1935; One binder entitled, "Cost Data- Port Arthur Pulp and Paper Co. Ltd." Contained within are quotes on mill costs. 6cm
- B 39/12/1:** Job descriptions, 1cm 1954, (original)
- 1) 1954; Job descriptions for employee's of the Port Arthur division of Provincial Papers. Each position is categorized within ten groups that include: operating, service, engineering, control, employment, stores, time office, accounting, billing and stenographic. Also contained within is limited information on employee promotions. 1cm
- B 39/13/1:** Newspaper clippings, 1cm 1958, (original and photocopy)
Arranged chronologically.
- 1) 1958; Newspaper clippings that mention either Abitibi Paper and Power Co. or a forestry issue. These articles were originally published by: Daily Times Journal, Financial Post and The Chronicle. 1cm
- B 39/14/1-4:** Sales documents, 4cm 1989, 1992-1993, (original)
These documents relate to the purposed purchase of Abitibi Paper and Power Co.

by the upper management and employee's of the company in 1992. Arranged chronologically.

- 1) 1989; Monthly report for the purposes of background information on the profits of Abitibi. Contained within this report are: operation statistics, production capacities and budgets for the month of December. 48pgs.
- 2) 1992; Offering memorandum prepared by First Boston Co. for Abitibi-Price Inc. The purpose of this document was to compile vital statistics for the Abitibi-Price mill to be used by a potential buyer. Included within this report is information on: earnings, projected earnings, statements as well as an executive summary from First Boston on the potential for Abitibi-Price Inc. 32pgs.
- 3) 1993; "Provincial Papers Business Plan" prepared by Crosbie & Company Inc. for the employee's of Abitibi-Price Inc. and their potential purchase of the Port Arthur mill. Contained within is information on past earnings and operating costs. 10pgs
- 4) 1993; "Provincial Papers Employee Buyout – Confidential Business Plan" prepared by Crosbie & Company Inc. for the employee's of Abitibi and their new company "Newco". This report was intended to provide Abitibi-Price Inc with a comprehensive business plan for future ownership. 2cm

B 39/15/1: Drawings index's, 1cm 1948-1985, (original)

- 1) 1948-1985; Various index's for architectural and engineering prints that were commissioned by Provincial Papers and the Port Arthur Shipbuilding Co. (drawings not included) these documents remain in their original order. 1cm

B 39/16/1-9: Miscellaneous documents, 2cm, 1922-1996, (original and photocopy)

Arranged chronologically

- 1) 1922-1963; "Pulp Stone Record Cards" that records the date, invoice number, size and location of pulp stones used at the Port Arthur division of Provincial Paper. 10pgs (original)
- 2) 1956; Minute logs from the fourth annual meeting of the, "Provincial Paper Mill P.A. Employee's Credit Union Ltd." information contained within these minutes includes reports from various inter-organizational committees. 10pgs (original)
- 3) 1991; "Provincial Papers Marketing Presentation Notes". This meeting was called in order to review the product lineups and new products. 17pgs (original)
- 4) 1991; Information packet regarding an interoffice contest for Provincial Paper sales employee's. Included within this packet is information on the administration of the contest as well as a list of prizes available to employee's who succeed. 15pgs. (original)
- 5) 1993; "A History of Provincial Papers". This document briefly describes the history of the Port Arthur division of Provincial Papers and includes a time line on their development. 17pgs (original)
- 6) 1996; Promotional information pack entitled, "Provincial Papers – Making Paper". This information pack was designed for the purposes of a guided tour throughout the Abitibi mill. Within these documents are several diagrams of the plant and its equipment, information on the paper making process and a brief history of Provincial Papers. 17pgs (original)
- 7) Diagram of a "Wickes Vertical Boiler with Ash Hopper – Type E stoker", 1pg (photocopy)
- 8) One blank envelope with the Provincial Papers insignia on it. Also on the envelope is the mailing address for the Provincial Papers office in Thunder

Bay. 1pg (original)

9) Filing index for records that were stored at Provincial Papers. 1pg (original)

B 39/17/1: Architectural and engineering prints, 51pgs 1917-1929 (original)

1) 1917-1929; Architectural and engineering blueprints for Provincial Paper and the Port Arthur Shipbuilding Co. Types of prints include: structural, landscaping, water supply, electrical and mechanical. 51pgs

Biographical Sketch:

Provincial Papers opened in Port Arthur in 1916. However, lumber contracts commissioned by Provincial Paper within the Thunder Bay area date back to 1912 indicating that they were active earlier than 1916. Provincial Paper got off to a rocky start. In fact, had it not been for extensive loans from the Bank of Montréal during the early phases of its development, the mill would not have survived. During the 1920's and early 1930's Provincial Papers continuously expands until 1938 when, due to widespread financial difficulties in Canada it goes into receivership until 1946. Despite its finances, Provincial Papers continues to grow and eventually corners the very desirable coated paper market. Continually modernizing, Provincial Papers refines its paper producing process and by 1990 has a state of the art refining technique. In 1993 the employee's of Provincial Paper; under the consolidated name of "Newco", buy the mill from Provincial Paper. In 1996 the mill received ISO certification.

Additional Information:

Associated material see: 2006.17.1 (located within the maps section of the Thunder Bay Museum), 2006.17.2-2006.17.241