

# FINDING AID

## Administrative Records of the Conference of Manitoba and Northwestern Ontario Fonds

Series 509/3

Administration of Norway House Residential School

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United Church of Canada Archives

Winnipeg

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**500 Manitoba and Northwestern Ontario Conference fonds. -- 1917 - 2004; predominant 1954-1993. -- 43m of textual records and other material.**

The Conference of Manitoba came into existence in June of 1925 with the creation of The United Church of Canada through the union of the Methodist, Presbyterian, Congregational and Local Union Churches of Canada. The name was changed in 1980 to the Conference of Manitoba and Northwestern Ontario as a result of a successful petition to the General Council of the United Church by Cambrian Presbytery. The Conference encompasses the entire province of Manitoba and the area of Northwestern Ontario drained by the Rainy River and Winnipeg River systems as far east as Marathon, Ontario and south to the United States border.

The Conference has an administrative as well as a geographic meaning. The thirteen conferences within The United Church of Canada function as a governing body or court of the church. Very simply, they are composed of members of the Order of Ministry on the roll of Presbyteries within the geographical bounds of the Conference and lay persons under appointment to administrative or staff positions within the Conference by a court of the church or the United Church General Council. These are matched by an equal number of lay representatives elected from the Pastoral Charges within the Conference. Chairpersons of Conference Committees and the President of the Conference United Church Women are also members of Conference. In addition to the obligation to meet annually and to appoint a Conference Executive, the Conference was charged with appointing Standing and Special Committees to carry out the day to day work of the Conference. In 1925 these were Education and Students, Evangelism and Social Service, Foreign Missions, Home Missions, Pensions, Publications, Religious Education, Missionary and Maintenance Fund, Church Property, Settlement, Statistics, Historical and Obituaries.

With a few exceptions, the structure of Conference remained essentially the same until 1972 when a major realignment of the administrative structure of the United Church at the General Council (National) and Conference levels took place. In 1972, the Boards of Home Missions, Evangelism and Social Service and Christian Education had ceased to exist along with the staff positions associated with that work. New paid staff positions which made their first appearance around this time were Regional Director of Broadcasting in 1971 (lasting only until 1972), the positions of Conference Personnel and Conference Administrative Support in 1972 and the positions of Leadership Development and Program Resource in 1973. In 1975 and 1976, and again from 1989 to 1993, a staff position for Communications was added. In 1983, the Conference staff position of Christian Development and Outreach was created and, in 1986, an Evangelism and Social Action staff person as well as a full time Conference Archivist was hired.

The changes in National and Conference administrative structure, which resulted from a move towards more regional and local control of church programs, were reflected in the evolution of Conference Committees. The powerful Conference Home Missions Committee and its sub-committees, responsible for overseeing the mission initiatives of Conference and the administration of mission grants according to Board of Home Missions directives, had been replaced by the Administrative Support Committee (briefly called the Congregational Support Committee) by 1973. Another major reorganisation of the Conference committee structure took place in 1983 when a system for the division of the work of Conference committees among four Councils (Stewardship, Worship and Education, Ministry and Personnel, Evangelism and Social Action) was devised. Committee chairs reported to their respective Councils that in turn were represented on the Conference Executive.

Another major reorganisation of Conference Structure took place in 1993. At that time, the pressure of meeting current demands with dwindling resources resulted in a move to reduce the number of Presbyteries from eight to six. The work previously allocated among four Conference Councils was then divided between three Program Units (Education and Justice, Ministry and Personnel, and Stewardship and Mission). The number of Committees reporting to the Program Units, and through them to the Conference Executive was reduced. Salaried staff were also decreased and reorganised to include the positions of Executive Secretary, Education and Justice staff person, Stewardship and Mission staff

person, Personnel staff person and Conference Archivist. Further changes to the Conference Structure were made in 2005.

Many of the materials which make up this Conference fonds had been stored in the basement of the Conference administrative offices at 120 Maryland Street in Winnipeg in an ad hoc manner for varying lengths of time over a period of approximately forty years before coming into the Archives. Generally, the records of Conference executive, staff and committee chairs were transferred to the basement at the end of their term of office. Renovations to and rearrangement of the basement area resulted in the movement of the materials around the storage area on more than one occasion. It is probable that space constraints resulted in the unrecorded disposal of an undetermined number of documents and other materials throughout the storage period. Administrative records in storage at 120 Maryland were formally transferred to the Archives in 1989. The movement of the Conference administrative offices to a new address in the fall of 1996 precipitated an inventory and the relocation of those records in 1995 prior to the move. The balance of the fonds consists of record series that had been accessioned by the Archives at various periods prior to 1995. The provenance of records accessioned prior to 1976 is often obscure.

The fonds consists of textual and other materials generated by the Conference, the Conference Executive, Conference Staff Associates and Conference Committee members in the fulfilment of their mandate as outlined in *The Manual of The United Church of Canada* from 1925 to 1994. Throughout the life of the fonds, several Conference staff members have served in more than one church or community administration simultaneously while keeping unified files. This has resulted in materials from other administrative jurisdictions being interspersed among the fonds.

Fonds are composed of the following series: Conference Annual Meetings, 1925-1993; Conference Executive, 1925-2002; Conference Offices, 1958-1989; Committees, Task Forces and Working Groups Answering to the Executive and Sub-Executive, 1968-1993; Manitoba Conference Branch of The United Church Woman's Missionary Society, 1918-1962; Manitoba Conference Branch Woman's Missionary Society Archives Collection, [ca.1885-ca.1960]; Manitoba Conference Lay Association, [ca.1910]-1962; District Council AOTS, 1964-1977; Conference Committee on Christian Education, 1927-1992; Conference Home Missions Committee, 1926-1973; Superintendents of Home Missions, 1926-1973; records of the Administration of Norway House Residential School, 1954-1967; Conference Hospitals, 1923-1982; Home Missions Inter-Conference and Ecumenical Groups, 1956-1969; Conference Evangelism and Social Service Committee, 1933-1976; Conference Congregational Life and Work, 1952-1979; Church in Society Committee, 1976-1983; Evangelsim and Social Action Council, 1983-1993; Inter-Conference and Ecumenical Groups reporting to the Evangelsim and Social Action Council, 1972-1999; Conference Communications, 1964-1992; Worship and Education Council, 1981-1994; Worship and Education Council Women's Groups, 1982-1992; Education and Justice Unit, 1987 - 2004 (predominately 1993 - 1998); Committee on Education, Students and Church Vocations, 1975-1978; Conference Education Committee, 1972-1983; [Interim] Placement Committee, 1970-1972; Conference Settlement Committee, 1971-1980; Conference Staff Committee, 1966-1992; Ministry and Personnel Council, 1982-1993; Conference Personnel Officer, 1972-1993; Conference Personnel Records, 1957-1993; records of the Conference Finance Committee, 1964-1974; records of Conference Administrative Support, 1973-1983; records of Administrative Support Staff, 1972-1993; Conference Stewardship, 1967-1993; Church Camps, 1918-1975; Church Home for Girls, 1945-1976; Women's Union, 1926-1958; Manitoba Conference Woman's Association, 1946-1962; Conference United Church Women, 1963-2002; Fellowship of Professional Women, 1949-1980; Manitoba Canadian Girls in Training, 1918-1990; and the Manitoba Student Christian Movement, 1923-1981.

Title based on contents of fonds.

The fonds also includes ephemera, photographs, slides, audio tape recordings, video tape recordings and 50 sets of blueprints, plans and architects' drawings.

Original order of many of the series of the fonds was substantially obscured during the storage period and many materials were in an extremely disorganised state with no original order or access points apparent; where necessary, order based on administrative function has been reconstructed by the arranging archivist.

Some restrictions on access; see series descriptions.

Finding Aids consist of series descriptions and box lists; some sub-series and file level description available.

Further accruals are expected.

**509/3 Records of the Administration of Norway House Residential School. – 1954-1967. – 2m textual records and other material.**

The residential school at Norway House had its beginnings as a Methodist boarding school that was opened 13 December 1899 as a means of delivering education to boys and girls from the northern reserves whose parents still followed a nomadic way of life. It was opened in response to requests from people of the district who thought that the Brandon school was too far away. It is also believed to have functioned for a time as an orphanage. The original school was destroyed by fire in 1913 and a new building was constructed that accommodated 96 children. This structure was in turn destroyed by fire in 1946. From 1946 to 1954 there was no residential school in operation at Norway House. The third residential school in Norway House opened in 1954 with a capacity of 150 children aged 6 to 16 years. Like other residential schools of the period, the school program emphasised the teaching of practical skills and instruction in agricultural practises, such as grain production, gardening and animal husbandry occupied much of the school day until the late 1950s. Children came to Norway House from 'United Church' settlements at northern reserves such as God's Lake, Oxford House, Red Sucker Lake, Island Lake, Nelson House, and Cross Lake as well as Norway House.

Beginning in the early 1960s, as more day schools were opened in these communities, children from other faiths, especially Anglican, were admitted to the Norway House Residential School. These children came from communities such as Split Lake, Shamattawa and the Hudson's Bay Line. By 1965, it was apparent that the need for residential schools like that at Norway House was ending as First Nations people settled in permanent communities and more day schools were built. By 1967, enrolment had fallen from 150 to 61 and it was decided that the Norway House Residential School would soon be closed. Complete responsibility for administration of the school was transferred to the federal government's Department of Indian Affairs.

Records include correspondence, reports, meeting notes, financial records, diaries, log books and other miscellaneous documents pertaining to the administration of Norway House residential school between 1954 and 1967. The majority of records described here were created by Bernard Lee, the last principal of the school, as part of his administrative duties between 1957 and 1967. Also included are miscellaneous documents created by previous school administrators. The records were delivered to the Conference Archives by Rev. Bernard Lee in 1979 prior to a move to take up a charge in Thunder Bay.

Title based on contents.

Items discarded at the time of the original accession in 1979 include income tax and pension records; invoices; records pertaining to Worker's Compensation; curling rink records; and 'one drum count'.

Access to material containing identifying information about individuals is restricted.

File level description; box lists available; a detailed list of student names that appear in these folders has been prepared.

See the series '509/2 Records of the Superintendents of Home Missions' for other records pertaining to Norway House Indian Residential School.

Accession: 1979-12; 1979-22.

Location: Box 509/3-1; Box 509/3-2.

**File Description**

1. Residential School Policy. – 1959-1966, predominant 1964-1966. – 1 folder.

This folder contains materials pertaining to the operating policies of church run residential schools. These include meeting minutes and other materials pertaining to the process to develop an operating agreement for Indian Residential Schools; Government of Canada Memoranda; and Indian Affairs Branch Circulars. Also found here are various reports such as: 'Proposed School Facilities for Norway House', 1966 and 'Report Re: Future Policy of the United Church in Relation to Day Schools, Residential Schools and Their Administration in Indian Communities-November, 1965'.

Title based on contents.

2. Notes on Policy and Organisation in Residential Type Schools: Three Approaches. – 1960. – folder.

This folder contains the report of a study of the operating procedures and programs in place for residential school students. A main component of the report is suggestions for improvements to residential programs.

Title taken from title page.

This report has been removed from its original binding.

3. Correspondence. – 1954-1962. – 1 folder.

Correspondence in this file generally concerns the school budget and finances, specifically the cost of power, although correspondence on other topics, including students, is also found here. Also found in this file are circulars from the Department of Citizenship to the Principals of Government Owned Indian Residential Schools. School Principals for whom correspondence is found here include: Rev. K. C. McLeod, 1954-1956; J. B. Dennys, 1956-1958; Bernard Lee, 1958-1966.

Title based on contents.

4. Correspondence. – 1963-1964. – 1 folder.

This file contains correspondence and other materials pertaining to a variety of topics having no discernible order or relationship. Included are minutes of a meeting between Government Agencies and Denominational Representatives to discuss the matter of students leaving or being forced to leave residential schools as well as other materials on the topic of school drop-outs; recommendations of the Committee to Study Indian Residential Schools and Residences, 1964; correspondence pertaining to school funding; correspondence pertaining to staff and staffing problems; and correspondence to pertaining to individual students including assessments of emotional and behavioural problems.

Title based on contents.

A list of students whose names appear in this folder has been compiled by the arranging archivist and may be found in the front of this folder.

**5. Correspondence\*.** – 1965. – 1 folder.

This file contains correspondence, circular letters and other materials on a variety of topics including the possible closure of Norway House School.

Title based on contents.

**6. Correspondence.** – 1966. – 1 folder.

This file contains correspondence and other materials on a variety of topics pertaining to the operation of Norway House School including: student travel; student transfers and other matters pertaining to student residential placement; staff recruitment; school finances and operating expenses; and the impending closure of Norway House Residential School.

Title based on contents.

A list of students whose names appear in this folder has been compiled by the arranging archivist and may be found in the front of this folder.

**7. Correspondence.** – 1967-1969. – 1 folder.

This file contains correspondence on various topics including: expenses pertaining to the closure of the school; travel letters; and a variety of matters pertaining to students.

Title based on contents.

A list of students whose names appear in this folder has been compiled by the arranging archivist and may be found in the front of this folder.

**8. National Association of Principals and Administrators of Indian Residences.** – 1964-1967. – 1 folder.

This file contains minutes and other materials pertaining to the National Association of Principals and Administrators of Indian Residences including workshop and conference materials.

Title based on contents.

**9. Child Care correspondence.** – 1965-1967. – 1 folder.

This file contains correspondence between Bernard Lee and various child care agencies such as Dr. Barnardo's on the topic of the institutional care of children.

Title based on contents.

File contains 3 black and white photographs of child care institutions in Europe and Britain.

**10.** Child Care reference and correspondence. – 1966. – 1 folder.

This file contains correspondence between Rev. Jean Bonnard of St. Mark's Anglican Mission at Norway House and various correspondents along with other materials pertaining to institutional childcare in Europe.

Title based on contents.

Correspondence and other materials are in French.

**11.** Child Care reference. – 1964-1967. – 1 folder.

This file contains various articles, pamphlets and other materials on aspects of child care, especially as it pertained to institutionalised and special needs children.

Title based on contents.

**12.** Bibliography of Indian Educational Materials. – ca.1945 – 1 folder.

This file contains an extensive 30 page bibliography of materials pertaining to the education of First Nations students. There is, however, no indication who created the bibliography or for whom the bibliography was created.

Title based on contents.

**13.** Teach in Manitoba Indian Schools: A handbook for prospective teachers in Indian Schools/Education Division, Indian Affairs Branch, Department of Citizenship and Immigration. – ca.1960-. – 1 folder.

The handbook contains detailed descriptions of the Manitoba communities in which Indian Affairs Branch operated day and residential schools as well as information about the schools themselves. In addition there is a section on general information of interest to prospective teachers dealing with topics such as salary, travel expenses and cost of living in remote communities.

Title taken from title page.

Includes a map showing the location of schools in Manitoba and seventeen photographic illustrations.

Pages have been removed from their original acco-press binding.

**14.** Indian Residential School Study Prepared for Department of Indian Affairs and Northern Development/ Project Director: George Caldwell, M.S.W. / [published by] The Canadian Welfare Council. – 1967. – 1 volume.

Title taken from title page.



**15.** Department of Northern Affairs Press Releases. – 1966. – 1 folder.

This folder contains two press releases from the Department of Northern Affairs and National Resources concerning a reserve building program and the appointment of a new education supervisor.

Title based on contents.

**16.** Records and reports. – 1963-1966. – 1 folder.

This file contains records and reports pertaining to individual students. These include: applications to attend Norway House School; applications for transfer; formal evaluations and anecdotal reports; consents for medical treatment; correspondence and testimonials.

Title based on contents.

A list of students whose names appear in this folder has been compiled by the arranging archivist and may be found in the front of this folder.

**17.** School Enrolment. – 1958-1967. – 1 folder.

This folder contains correspondence and other materials pertaining to the enrolment at Norway House Residential School. Items include: travel lists; enrolment summaries (lists of students); and transfer forms.

Title based on contents.

**18.** Student lists. – 1966-1967. – 1 folder.

This file contains various student lists showing the Norway House students grouped by year of birth, grade, sports teams, home communities and family groups among others.

Title based on contents.

**19.** Family Allowance correspondence. – 1960-1967. –1 folder.

This folder contains correspondence and other materials pertaining to the assignment of family allowance benefits for students attending Indian Residential Schools. This includes information pertaining to the residential arrangements of school pupils and school enrolment.

Title based on contents.

**20.** Diary. – 1963-1964. – 1 volume.

This folder contains a diary that belonged to Brain Rowden, a supervisor and house-master at Norway House School. The diary serves as a house-master's log and entries mainly concern house-master's duties in matters such as sports activities and residence inspections.

Title taken from title page.

**21. Boy's Dormitory Logbook. – 1966. – 1 folder.**

This file contains pages removed from a bound volume which have been used for daily log entries by a number of people between January and March, 1966.

Title based on contents.

**22. Budgets and Audits. – 1958-1966. – 1 folder.**

This file contains audit reports, financial summaries and other materials pertaining to the financial operation of Norway House School.

Title based on contents.

**23. Cash Receipts and Expenditures Indian Residential Schools: Form I. A. 4-51. – 1965-1966. - 1 volume.**

This folder contains a ledger detailing Norway House expenditures and receipts on a month by month basis.

Title taken from title page.

**24. Statements of Receipts and Disbursements. – 1964-1967. – 1 folder.**

This file contains carbon copies of monthly statements of receipts and disbursements (Federal Government Form IA-4-125 and IA-147) sent from Norway House Residential School to the Department of Indian Affairs and Northern Development.

Title based on contents.

**25. Equipment inventories. – 1967. – 1 folder.**

This file contains inventories of equipment belonging to the Norway House Residence and correspondence pertaining to the disposal of Residence property.

Title based on contents.

**26. Receipts. – 1955-1959. – 1 folder.**

This file includes miscellaneous receipts for items such as hydro and air transport.

Title based on contents.

**27. Invoices. – 1967. – 1 folder.**

This file contains various invoices for expenses incurred as a result of the closure of Norway House Residential School. A large proportion of invoices are shipping invoices. Also found here is an 'agency pay list' for 1967.

Title based on contents.

**28. Financial instructions. – 1958-1962. – 1 folder.**

This folder contains operating manuals compiled by the Indian Affairs Branch of the Department of Citizenship and Immigration pertaining to the financial operation of residential schools including 'Operation of Government Owned Indian Residential Schools on a Controlled Cost Basis', 1958.

Title based on contents.

**29. Miscellaneous reports. – ca.1958-1965. – 1 folder.**

This folder contains correspondence and other materials pertaining to pay scales and salaries. Lists of school staff may also be found here.

Title based on contents.

**30. Payroll Summary. – 1966. – 1 folder.**

This file contains a complete payroll summary for 1966 for what appears to be all Norway House School staff. Information noted includes band numbers, social insurance numbers and all payroll deductions.

Title taken from documents.

**31. Monthly payroll ledger. – 1966-1967. – 1 folder.**

Ledger entries show payroll deductions for all school, staff on a month to month basis.

Title based on contents.

**32. Payroll Summary. – 1967. – 1 folder.**

This file contains a complete payroll summary for January to June, 1967 for what appears to be all Norway House School staff. Information noted includes band numbers, social insurance numbers and all payroll deductions.

Title taken from documents.

**Box Lists**

**Box 509/3-1**

**Records of the Administration of Norway House Residential School**

- Residential School policy. – 1959-1966, predominant 1964-1966. – 1 folder.
- Notes on Policy and Organization in Residential Type Schools: Three Approaches. – 1960.  
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▪ folder.
- Correspondence. – 1954-1962. – 1 folder.
- Correspondence. – 1963-1964. – 1 folder.
- Correspondence. – 1965. – 1 folder.
- Correspondence. – 1966. – 1 folder.
- Correspondence. – 1967-1969. – 1 folder.
- National Association of Principals and Administrators of Indian Residences. – 1964-1967. –  
1  
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- Child Care correspondence. – 1965-1967. – 1 folder.
- Child Care reference and correspondence. – 1966. – 1 folder.
- Child Care reference. – 1964-1967. – 1 folder.
- Bibliography of Indian educational materials. – ca.1945 – 1 folder.
- Teach in Manitoba Indian Schools: A handbook for prospective teachers in Indian  
schools/Education Division, Indian Affairs Branch, Department of Citizenship and  
Immigration. – ca.1960-. – 1 folder.
- Indian Residential School Study Prepared for Department of Indian Affairs and Northern  
Development/ Project Director: George Caldwell, M.S.W. / [published by] The Canadian  
Welfare Council. – 1967. – 1 volume.
- Department of Northern Affairs press releases. – 1966. – 1 folder.
- Records and reports. – 1963-1966. – 1 folder.
- School enrollment. – 1958-1967. – 1 folder.
- Student lists. – 1966-1967. – 1 folder.
- Family Allowance correspondence. – 1960-1967. – 1 folder.
- Diary. – 1963-1964. – 1 volume.
- Boy's Dormitory Log Book. – 1966. – 1 folder.

**Box 509/3-2**

**Records of the Administration of Norway House Residential School**

- Budgets and audits. – 1958-1966. – 1 folder.
- Cash Receipts and Expenditures Indian Residential Schools: Form I. A. 4-51. – 1965-1966.  
- 1 volume.
- Statements of Receipts and Disbursements. – 1964-1967. – 1 folder.
- Equipment inventories. – 1967. – 1 folder.
- Receipts. – 1955-1959. – 1 folder.
- Invoices. – 1967. – 1 folder.
- Financial instructions. – 1958-1962. – 1 folder.
- Miscellaneous reports. – ca.1958-1965. – 1 folder.
- Payroll Summary. – 1966. – 1 folder.
- Monthly payroll ledger. – 1966-1967. – 1 folder.
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