



NWT Archives

Yellowknife, Northwest Territories, Canada

**Canada. Northern Administration Branch Records
1940-1973**

AN INVENTORY

G-1979-003

100 Block

Prepared by

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Northwest Territories Archives
Prince of Wales Northern Heritage Centre
Government of the Northwest Territories
Yellowknife, N.W.T.
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Introduction

Canada. Northern Administration Branch [text]. - 1949-1973

This accession consists of 34 meters of material, primarily textual created from 1949 to 1973. The records were created by the Northern Administration Branch and its various predecessors as a result of the federal governments activities in administering the Northwest Territories.

A small number of photographs were located in the files during processing, however these images have been left in their original files and no attempt has been made to catalogue them.

Although temporary file lists had been created in the past, final arrangement and description was completed in 1993. This project was financed in part via the Canadian Council of Archives Backlog Reduction Program. The Project Archivists were Janice Brum and Lorna Dosso, supervised by the Senior Archivist, Ian Moir. During this processing, the collection was reduced from approximately 145 meters to its present 34 meters. The bulk of the records were purely administrative and were culled from the collection.

Access to the files can be made via this finding aid or with the assistance of index cards created by the Northern Administration Branch.

There are restrictions on the material covered under the Access to Information and Privacy Act.

Researchers are also referred to RG 85 Series D-1-A at the National Archives and N92-034 at the NWT Archives.

This accession (G79-003) was previously accessioned as 80/309 and GFNA.

Administrative History

From 1905 to 1967, the administration of the Northwest Territories has been the responsibility of several different federal departments. From 1922 to 1953, various versions of the Northwest Territories and Yukon Branch were administered by the Dept. of the Interior (1922-1936) and by the Dept. of Mines and Resources (1937-1953). During these years, this administration was run almost exclusively from Ottawa. In 1953, the branch concerned with the administration of the Northwest Territories, known at that time as the Northern Administration and Lands Branch, was transferred to the Dept. of Northern Affairs and National Resources. The Northern Administration and Lands Branch expanded rapidly in the 1950s and in 1959 was renamed the Northern Administration Branch. This coincided with a reorganization of the responsibilities handled by the Branch. The responsibility for northern affairs was divided into six divisions: 1) Territorial Division; 2) Education Division; 3) Industrial Division; 4) Welfare Division; 5) Resources Division and 6) Engineering Division. In conjunction with this reorganization, a program of decentralization of the field operations of the Northern Administration Branch was enhanced by the creation of two new regional offices. The Administrator of the Mackenzie was based in Fort Smith, while the Administrator of the Arctic, stationed in Ottawa, was responsible for the Districts of Keewatin and Franklin as well as Inuit affairs in arctic Quebec. In 1966, the Dept. of Northern Affairs and Natural Resources was supplanted by the Dept. of Indian Affairs and Northern Development. In 1967, Yellowknife was established as the capital of the Northwest Territories and the transfer of responsibilities from the Northern Administration Branch to the Government of the Northwest Territories began.

Custodial History

These files were transferred from Ottawa to Yellowknife in September 1967 under the authority of Public Archives of Canada Retention and Disposal Authority 71/024. They are not the complete record of the Northern Administration Branch, but rather consist of those files that the National Archives did not wish to keep. Until approximately 1969, the territorial government continued to use the same filing system. This group of records, therefore may constitute an amalgamation of Northern Administration Branch files and Government of the Northwest Territories files. It is unclear however where the lines of authority for certain programs or projects were drawn during the first few years following the establishment of the Government of the Northwest Territories. Consequently it is equally unclear what portion of these files were actually used by the new Government of the Northwest Territories. Moreover many of the files may have continued to be used by the Northern Administration Branch until certain projects were completed or authority for programs completely delivered to the new administration.

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Scope and Contents

This collection of records was transferred from Ottawa to Yellowknife in 1967 and includes administrative and operational files. These files incorporate: correspondence, reports, vital statistic information, financial data, minutes, and a wide variety of reference material kept by the department. The files were classified via a numerical block system. The block system consisted of primary, secondary and tertiary levels such that a composite file number (for example 311-105-93) would represent a progression from general subject matter to a specific subject and/or location. The primary number blocks consisted of:

100 - Administration

200 - Arctic and Eskimo Affairs

300 - Engineering Projects

400 - Game and Forest Protection

500 - Territorial Secretariat

600 - Education

700 - Lands Division; Public Lands

800 - Lands Division; Territorial Lands and Timber

900 - Resources

1000 - General (files on settlements, associations, companies, provinces, foreign countries, Inuit affairs, and resources)

20 - Individual Name Files

3 - Personnel and organizational files.

These broad blocks were subsequently divided into smaller units, secondary and tertiary levels referred to as series and sub series. For example the Game and Forest Block (400-499) subdivides into Series such as Game (400-410), and Warden Service (420). These Series then subdivide into Sub series such as Animal Species (401).

Not all of the records of this filing system were transferred to Yellowknife. None of the 700, 800 or 900 block files were forwarded to the NWT Archives. Moreover, at the time of transfer from Ottawa, it appears that other records from the file blocks that were brought to Yellowknife in 1967, were culled in Ottawa.

The following is a complete structure for the Block, Series and Sub series found in this collection.

BLOCK-SERIES-SUBSERIES STRUCTURE

100-199 Administration. - 1935-1970

1.1 metres (of textual material.)

200-299 Arctic and Eskimo Affairs. - 1947-1970

8.2 metres of textual material

200-209 Arctic

207 DEW Line Project. - 1966-1969

250-259, 270 Eskimo Affairs

250 [Eskimo Affairs] General
251 Eskimo Economy
252 Eskimo Health and Welfare
253 Eskimo Relief
255 Eskimo Handicraft
256 Tourism - N.W.T.
257 Industrial Development
270 Reindeer Project

300-399 Engineering Projects. - 1938-1970

3.4 metres of textual material

300-309 Engineering Projects

300 Engineering Projects General
301 Flood Control
303 Town Planning
304 Geographical Data
305 Maintenance & Repairs

310-319 Buildings - Construction & Maintenance

310 Buildings - Construction & Maintenance
General
311 Buildings in N.W.T. and Yukon
312 Contract Files for New Buildings

- 320-329 Allocation of Space
 - 320 Allocation of Space - Policy, Accommodation – General
 - 321 Various Settlements in N.W.T. & Y.T.

- 330-339 Public Utilities
 - 331 Water and Sewer Services
 - 332 Electric Power
 - 333 333 Sanitation

- 340-349 Communications
 - 340 Communications General
 - 343 Radio
 - 344 Postal

- 350-359 Transportation
 - 350 Transportation General & Policy
 - 351 Roads - Construction & Maintenance
 - 352 Airports
 - 354 Aids To Navigation

- 400-499 Game & Forest Protection. - 1934-1969
5.17 metres of textual material

- 430-439 Fishing
 - 430 Fishing - N.W.T. & Yukon

- 440-449 Forestry
 - 440 Forestry General
 - 441 Forest Fires

- 460-469 Settlement Fire Protection
 - 460 Settlement Fire Protection Policy and General - N.W.T.

- 470-479 Special Projects
 - 471 Buffalo Project

500-599 Territorial Secretariat. - 1924-1970

8.9 metres of textual material

- 500-510 Administration of the N.W.T. – Council
 - 500 Administration of the N.W.T. - Council
 - 501 Economic Development in Northern Canada

- 520-529 Municipal Administration - N.W.T. & Y.T.
 - 520 Municipal Administration - N.W.T. & Y.T.

- 530-539 Ordinances - N.W.T.
 - 530 Ordinances - N.W.T.
 - 531 531 Workmen's Compensation

- 540-549 Justice - Police Services
 - 540 Justice - Police Services

- 550-559 Health
 - 550 Health General
 - 552 Diseases - N.W.T. & Y.T.
 - 553 Hospitals & Nursing Stations General & Policy
 - 554 Files Re. Various Hospitals and Nursing Stations in N.W.T. & Yukon
 - 557 National Health Insurance
 - 559 Repatriation of Eskimos

- 560-569 Welfare & Social Services
 - 560 Welfare & Social Services General
 - 561 Relief to Indigents
 - 562 Community Centres - Recreation
 - 563 Public Libraries
 - 565 Old Age Assistance & Blind Persons Allowance
 - 569 Disabled Persons

- 570-579 Territorial Secretariat Misc.
571 Labour
572 Historic Sites
- 590-599 Liquor, N.W.T.
590 Liquor - N.W.T. General & Policy
593 Licences (Incl. Hotels)
594 Permits
- 600-699 Education. - 1947-1970
8 meters of textual material
- 600-609 Education - General
600 Education General & Policy
601 Indian Education
602 Provincial Schools & Education Systems
603 Eskimo Education
604 Correspondence Courses
605 Handicapped Children
608 Inspections and Visits
609 Staff - Misc.
- 610-619 Teachers
610 Teachers - General
611 Staff Instructions
613 Personnel - Assignment & Transfers
- 620-629 Curriculum
620 Curriculum - General
- 630-639 Schools Administration
630 Schools Administration
633 Statistics Re. Education
- 640-649 School Supplies & Equipment
640 School Supplies & Equipment - General
- 660-669 Professional and Other Organizations
660 Professional and Other Organizations - General
662 Boy Scouts and Girl Guides Associations
663 Canadian Junior Red Cross

- 666 Junior Rifle Club - National Rifle Association
- 667 Northwest Territories Teachers' Association

- 670-679 Recreation and Welfare (Schools)
 - 670 Recreation & Welfare (Schools) - General
 - 674 Community Information

- 680-689 Vocational Training
 - 680 Vocational Training - General

- 690-699 Adult Education
 - 690 Adult Education - General

1000-1099 General. - 1963-1970

54 cm. of textual material

- 1000-1009 General
 - 1000 Settlements and General Area Files - General
 - 1001 Civil Defence
 - 1002 Associations, Institutes
 - 1003 Federal Govt. Departments & Agencies
 - 1004 Companies, Corporations
 - 1009 Secret & Confidential Files

- 1010-1019 Miscellaneous Subjects
 - 1010 Miscellaneous Subjects - General
 - 1012 Eskimo Affairs

20 Series: Individual Name Files. - 1926-1957

8 cm. of textual material

[Cooperative Development]. - 1961-1969

8 cm. of textual material

The file descriptions in this finding aid consist of the file title, inclusive dates, and description of file contents, original file number, central registry number, and the NWT Archives box-file number. i.e.

Title. - Dates

Description

Original file # (Central Registry #) [Box-file #]

Monthly Reports - Inuvik Region. - 1968

Includes reports from Tuktoyaktuk, Fort Good Hope, Fort McPherson,
Arctic Red River, Aklavik, Fort Franklin, and Fort Norman.

T-103-3/125 vol. 1 (Central Registry #82-160-000) [2-1]

[100-199] Administration. - 1935-1970

1.1 metres of textual material

The 100 block consists of 1.1 metres of files pertaining to the general administration of the Northern Administration Branch of the federal government. Included in the files are minutes of staff meetings and conferences, records relating to the relationship between Federal and Territorial governments including financial agreements and transfer of responsibilities, organizational charts, personnel information including policies and directives, band membership returns, and correspondence relating to these subjects. Some of these files also contain photographs. This block consists of files 1-1 to 9-2.

Branch Policy Directive. - 1959-1967

T-101-5 vol. 1 (Central Registry # 14-045-650) [1-1]

Departmental Annual Reports. - 1967-1968

103-1 vol. 1 [1-2]

Departmental Annual Report (N. A. Branch). - 1968-1969

Includes monthly reports on communities.

T-103-1 vol. 1 [1-3]

Departmental Annual Report (N. A. Branch). - 1968-1969

T-103-1 vol. 2 [1-4]

District Quarterly Reports - Mackenzie & Arctic Districts. - 1966-1968

T-103-2 vol. 1 [1-5]

District Quarterly Reports - Mackenzie & Arctic Districts. - 1966-1968

T-103-2 vol. 2 [1-6]

District Quarterly Reports - Mackenzie & Arctic Districts. - 1969

Includes monthly reports.

T-103-2 vol. 3 [1-7]

Statistical Reporting - Organization & Procedure. - 1967-1969

Includes monthly reports and statistical reports.

T-103-3 vol. 1 [1-8]

Monthly Reports - Inuvik Region. - 1968

Includes reports from Tuktoyaktuk, Fort Good Hope, Fort McPherson, Arctic Red River, Aklavik, Fort Franklin, and Fort Norman.

- T-103-3/125 vol. 1 (Central Registry #82-160-000) [2-1]
- Fort Smith Region - Monthly Reports. - 1968-1969
T-103-4/100 vol. 1 [2-2]
- Monthly Reports - Hay River. - 1969
103-4/109 vol. 1 [2-3]
- Monthly Reports - Fort Simpson. - 1968-1969
103-4/111 vol. 1 [2-4]
- Monthly Reports - Cambridge Bay. - 1969
103-4/150 vol. 1 [2-5]
- Monthly Reports - Coppermine. - 1969
103-4/145 vol. 1 [2-6]
- Monthly Reports - Pelly Bay. - 1969
103-4/190 vol. 1 [2-7]
- Meetings & Conferences - General. - 1965-1969
Includes minutes of D.I.A.N.D. staff meetings Fort Smith District,
Departmental Joint Council meetings, and Dept. of Public Works
meetings.
108-1 vol. 1 [2-8]
- Meetings & Conferences Attended by N.W.T. Officials - General File (Incl.
Invitations & Reports). - 1968
108-1 vol. 1 (Central Registry # 82-163-000) [2-9]
- Meetings & Conferences Attended by N.W.T. Officials - General File. - 1969
108-1 vol. 2 [2-10]
- Meetings - Northern Eng. - 1961-1968
108-1-2 [2-11]
- Northern Roads Administration Group - Minutes. - 1966-1968
T-108-1-4 [2-12]
- Economic Development Reports. - 1966-1968
Includes photographs.
108-2-4 vol. 2 [2-13]

- Meetings - Inuvik Region. - 1968-1969
Minutes of D.I.A.N.D. staff meetings.
T-108-3-2 (Central Registry # 82-170-000) [3-1]
- Staff Meetings, Territorial Government- 1964-1968
Primarily minutes of D.I.A.N.D. meetings.
108-3-6 [3-2]
- Staff Meetings Fort Smith District Office. - 1967-1969
T-108-6 vol. 1 [3-3]
- Meetings & Conferences - Engineering Division (Northern). - 1967-1968
T-108-11 [3-4]
- Staff Meetings (I.A & N.D.) Yellowknife. - 1967-1969
T-108-13 vol. 1 [3-5]
- Staff Meetings - Inuvik. - 1968
T-108-14 vol. 1 [3-6]
- 19th Alaskan Science Conference. - 1968
Includes papers presented.
T-108-15 vol. 1 [3-7]
- Financial Agreements between Federal & N.W.T. Gov'ts. (Incl. Tax Rental Agreement). - 1966-1967
T-129-1 vol. 1 (Central Registry # 50-110-000) [3-8]
- Financial Agreement between Federal & N.W.T. Gov'ts (Incl. Tax Rental Agreement). - 1968
T-129-1 vol. 2 [3-9]
- Interdepartmental Committee on Federal-Territorial Financial Arrangements. - 1966
T-129-4 vol. 1 (Central Registry # 50-110-000)
[4-1]
- Personnel. - 1967-1969
Includes organizational chart and a directory of Teachers for

1968-1969.
150-1 vol. 2 [4-2]

Organization Resources Division - Tourism Offices. - 1967-1968
Includes information on the transfer of government to the N.W.T.
T-151-1-4 vol. 1 (Central Registry # 61-000-000) [4-3]

Organization Office of the Commissioner of N.W.T. - 1966-1970
Includes terms of reference for various departments, as well as
goals, objectives, and organizational charts.
T-151-1-8 (Central Registry #10-070-000) [4-4]

Organization - Office of the Commissioner of the N.W.T. - 1966-1968
T-151-1-8 vol. 1 [4-5]

Task Force - 1968 - Organization. - 1968
T-151-1-8-1 vol. 1 [4-6]

Welfare - Transfer of Responsibilities to Territorial Government. - 1968
Includes organizational chart.
T-151-1-10 vol.1 (Central Registry # 40-100-3000) [4-7]

Canada Pension - Social Insurance Numbers. - 1968
Primarily regarding social insurance numbers for Inuit.
T-154-18 vol. 1 [4-8]

Educational Leave. - 1964-1968
Includes policy directive and correspondence.
156-19 vol. 1 [4-9]

Speech by Dr. Cass. - 1969
160-5-6 vol. 1 (Central Registry # 13-008-017)
[4-10]

Northern Notes. - 1966-1968
Includes issues of 'Northern Notes' a D.I.A.N.D. staff bulletin.
T-160-6-4 vol. 1 (Central Registry # 13-114-000) [4-11]

Press Clippings - Re: N.W.T. - 1968-1969
Includes lyrics to North of Sixty.
T-160-8-2 vol. 1 [4-12]

- Exhibits - Exhibitions - General. - 1966
Information on the N.W.T. float for the 1966 Grey Cup parade.
T-160-12 vol. 1 (Central Registry # 13-008-012) [4-13]
- Census - N.W.T. (Incl. Eskimo Population. - 1966-1968
T-164-1 (Central Registry # 85-084-051) [5-1]
- Vital Statistics, N.W.T. - 1935-1942
Information primarily on northern Quebec.
164-11 vol. 2 [5-2]
- Registrar of V. S. - N.W.T. (Includes Appointments and Fees Paid). - 1966-1968
T-164-11 vol. 1 [5-3]
- Registrar of V. S. - N.W.T. (Incl. Appointments and Fees Paid). - 1968
Includes Cemetery Returns for Frobisher Bay and Burial Permits.
T-164-11 vol. 2A [5-4]
- Registration of Births (Incl. Requests for Certificates). - 1954-1968
T-164-21 vol. 1 [5-5]
- Birth Certificate Medal. - 1965-1967
T-164-21-1 (Central Registry # 13-016-000)
[5-6]
- Birth Certificate Medal. - 1968
Includes a list of children born in the N.W.T. in 1967.
T-164-21-1 (Central Registry # 13-016-000)
[5-7]
- Cemetery Returns & Burial Permits. - 1954-1967
T-164-22 vol. 1 [5-8]
- Cemetery Returns & Burial Permits. - 1967-1968
T-164-22 vol. 2 [5-9]
- Cemetery Returns and Burial Permits N.W.T. - 1968
T-164-22 vol. 3 [6-1]

Registration of Deaths - N.W.T. (Incl. Requests For Certificates). - 1963-1968
164-23 vol. 9 [6-2]

Registration of Marriages - N.W.T. (Incl. Requests For Certificates). - 1963-1968

Includes Declarations of Parties Intending To Marry, and
Certificates of Publication of Banns.

164-24 vol. 4 [6-3]

Correspondence Re: Change of Names (By Deed Poll for Registrar of Vital
Statistics) N.W.T. - 1953-1968

164-25 vol. 1 [6-4]

Band Membership Returns - Fort Norman Band. - 1948-1970

191-23-27-2 [6-5]

Band Membership Returns - Fort McPherson Band. - 1948-1970

191-23-27-3 [6-6]

Band Membership Returns - Fort Good Hope Band. - 1948-1970

191-23-27-4 [7-1]

Band Membership Returns - Arctic Red River Band. - 1950-1970

191-23-27-5 [7-2]

Band Membership Returns - Fort Franklin Band. - 1956-1970

191-23-27-6 [7-3]

Band Membership Returns - Aklavik Band. - 1964-1970

191-23-27-7 [7-4]

Band Membership Returns - Fort Wrigley Band. - 1954-1970

191-23-27-8 [7-5]

Band Membership Returns - Fort Simpson Band. - 1951-1970

191-23-27-9 [7-6]

Band Membership Returns - Fort Liard. - 1954-1970

191-23-27-10 [8-1]

Band Membership Returns - Fitz/Smith Band. - 1958-1970

191-23-27-11 (140) [8-2]

Band Membership Returns - Fort Providence Band. - 1956-1970

191-23-27-12 (140) [8-3]

Band Membership Returns - Hay River Band. - 1956-1970

191-23-27-13 (140) [8-4]

Band Membership Returns - Resolution Band. - 1956-1970

191-23-27-14 (140) [8-5]

Band Membership Returns - Yellowknife Band - YK Agency. - 1956-1970

191-23-27-15 [8-6]

Band Membership Returns - Snowdrift Band. - 1957-1970

191-23-27-16 [9-1]

Band Membership Returns - Dog Rib Rae Band - YK Agency. - 1956-1970

191-23-27-17 [9-2]

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