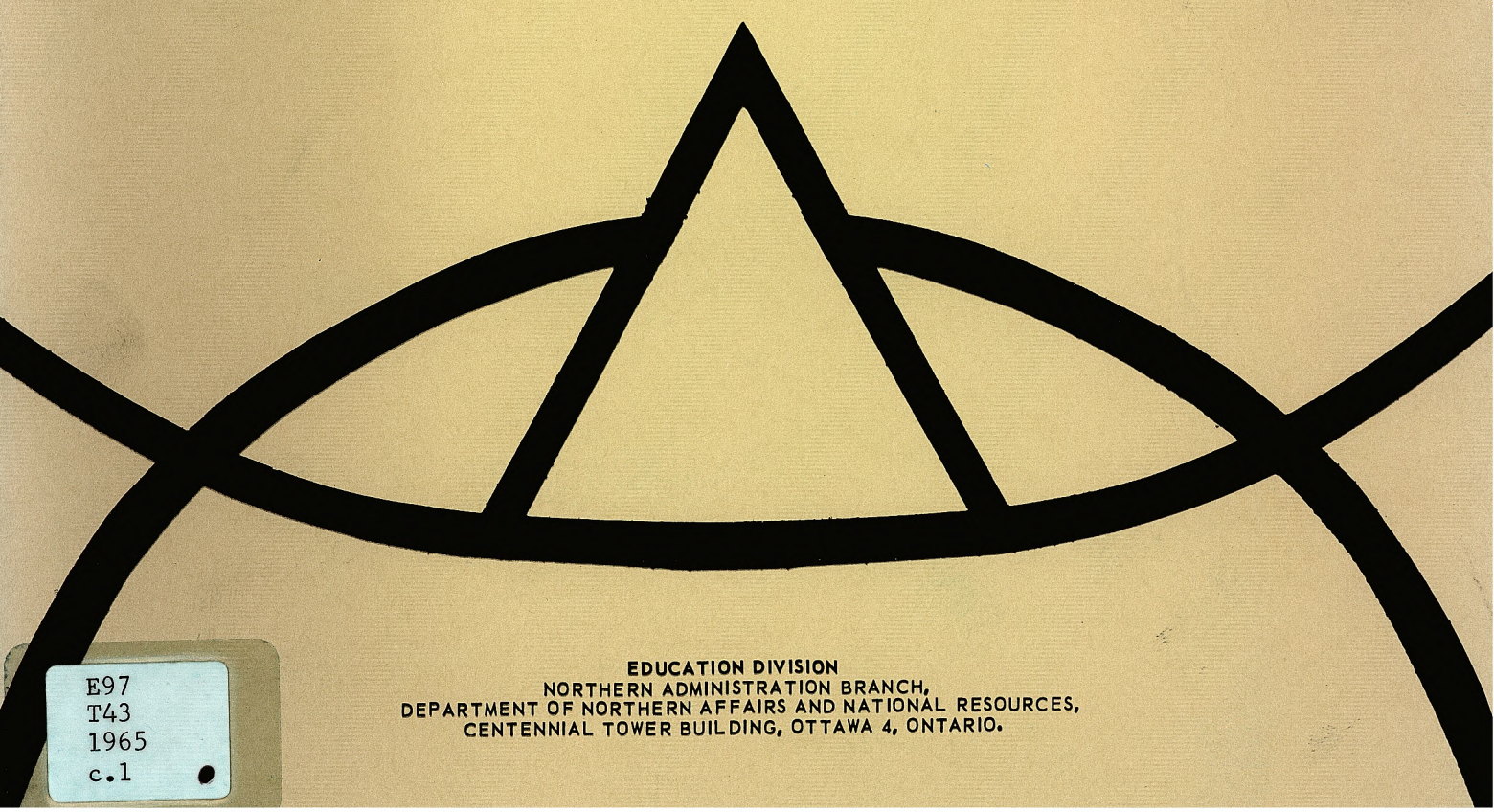




# TEACH IN CANADA'S NORTHLAND

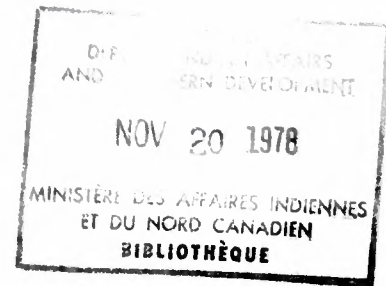
HANDBOOK FOR PROSPECTIVE TEACHERS



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EDUCATION DIVISION  
NORTHERN ADMINISTRATION BRANCH,  
DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES,  
CENTENNIAL TOWER BUILDING, OTTAWA 4, ONTARIO.

## FOREWORD



### TO THE TEACHER -

Because you have expressed an interest in teaching in Canada's Northland, we feel that you would like to know something of its people, the land itself, the government, the facilities available and the conditions under which teachers work. We have tried to anticipate your questions. We hope that this booklet will provide some of the answers.

In such a sparsely settled and vast land as northern Canada, conditions vary greatly from region to region and from community to community. There is, therefore, much to tell.

It is my hope that you will find in the following pages a story that provides both interest and inspiration.

B. Thorsteinsson,  
Chief, Education Division,  
Northern Administration Branch.

The graphics by Norman Hallendy and Betty Jean Drummond first appeared in *north*.

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## Chapter 1 - The Northland

In this booklet the "North" means the Northwest Territories which includes the Districts of Mackenzie, Franklin, and Keewatin. In a broader sense, when speaking of the school system we include also the Eskimos of northern Quebec because the schools there in which Eskimos are enrolled form part of the Northwest Territories school system. The Yukon Territory is not included for the purpose of this booklet as this Territory has its own school system. The Northwest Territories alone, where the majority of our schools are, covers 1,300,000 square miles, one third of the total area of Canada.

The "tree line" divides the land roughly into two geographic regions: The Arctic and the sub-Arctic. South of this, trees can and do grow; north of it there are no trees. The western extremity of the tree line begins at the mouth of the Mackenzie River and proceeds in a generally south-easterly direction to a point on the west shore of the Hudson's Bay just north of Churchill, Manitoba. It then follows the shores of the Hudson's Bay southward, eastward and northward to Arctic Quebec, and across the Ungava Region to the Labrador coast.

Generally speaking, the summers provide the only climatic difference in the two regions. South of the tree line the average summer temperatures are in the low 60's, although for short periods of time, temperatures of 70's and 80's are not uncommon. North of the tree line temperatures are usually in the low 50's but, on occasion, are sometimes higher. In both regions the winters are long and cold but perhaps no colder than those often experienced in parts of southern Canada and in parts of the United States.

Winter clothing standards are generally somewhat different than those of southern Canada. Parkas replace the usual outerwear, and footwear is often of the native variety, although good quality galoshes or flight boots are quite adequate. Heavy sweaters are always a good investment for both adults and children.



## Chapter 2 - The People

The population of the Northwest Territories at the time of the 1961 census was 22,998. Of this number 7,949 were Eskimo, 5,284 were Indian and there were 9,765 others. Males outnumbered females 12,822 to 10,176. In addition, the population of Arctic Quebec which numbers approximately 3,200 is mainly Eskimo, with a relatively small number of Indians and others.

The Indian and Eskimo are believed to be of the same racial origin, but have physical and cultural differences which distinguish one group from the other. The Indian prefers the river valleys and lake area in the sub-Arctic, while in general the Eskimo inhabits the coastal regions north of the tree line.

The increase in population, the decline in the number of game animals, the uncertainty of fur prices and the impact of southern civilization have caused many of the indigenous people to forsake their traditional hunting and trapping pursuits. However, as education and training become more widespread, increasing numbers are finding employment as carpenters, mechanics, nurses aides and stenographers. It should be remembered that different groups are at various levels of social development, from the more primitive to the more sophisticated.

The aim of the Federal and Territorial Governments is to provide educational opportunities for northern residents equivalent to those opportunities enjoyed by fellow citizens in southern Canada, and in this way to equip them so that they compete successfully in the employment market and thus play a leading role in the development of the north. Much remains to be done.



### Chapter 3 - Government in the Northwest Territories

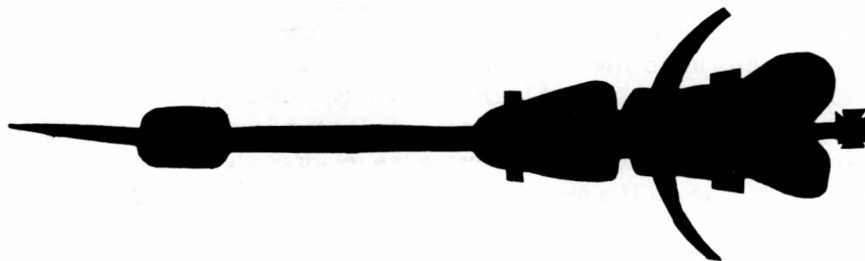
The pattern of government in the Northwest Territories is undergoing rapid and somewhat dramatic changes.

The Northwest Territories is not constituted as a province, but rather as a Territory and, therefore, the Federal Government does retain certain responsibilities. By Act of Parliament (1905) a legislative body known as the Council of the Northwest Territories was created and except in respect of natural resources, the Federal Government has delegated to it certain legislative powers roughly analogous to those enjoyed by a provincial legislature. At the present time, the Council consists of four members elected within the Territories, and five members appointed by the Federal Government. It has enacted a body of law, known as ordinances, including provision for the establishment of local municipalities and school districts. Two towns and three school districts have been incorporated pursuant to this legislation. These towns and school districts are organized and conduct their own affairs in much the same manner as do municipalities and school districts in southern Canada.

With minor exceptions, the Council of the Northwest Territories has not yet developed a civil service of its own so the Federal Civil Servant carries on the administration on behalf of the Council. The Commissioner of the Northwest Territories is the Chief Executive Officer. As Commissioner he presides over the Council. It is mainly the employees of the Federal Department of Northern Affairs and National Resources who provide Territorial Services, although in fields such as health or fire protection, specialists of other Federal Departments are called upon to serve. Of course, as elsewhere in Canada, functions which are normally a responsibility of the Federal Government are performed by the several Federal Departments concerned, e.g. Air Transport, Public Works, Postal Services. Similarly, as is done in the south, the Federal Government assumes direct responsibility for certain social services provided to Indians and Eskimos.

The Northwest Territories is represented in the House of Commons by one member.

By agreement between the Department of Northern Affairs and National Resources and the Government of the Northwest Territories, the Education Division of the Northern Administration Branch of the Department of Northern Affairs and National Resources operates the school system. The Federal Government, being the operating agency, finances the school operation, and receives from the Territorial Government the pupil cost for each of the pupils who are neither Indian nor Eskimo. Capital costs are shared on the basis of the number of pupils for whom each authority accepts responsibility.



## Chapter 4 - History of Northern Education

Prior to 1946, the only school facilities (other than a public school at Yellowknife) were provided by the churches. In 1947 the Federal Government opened its first school at Tuktoyaktuk. Between that date and 1955 a few government schools were opened at various centres but no over-all plan was developed. In 1955 the responsibility for the education of Indian children resident in the Northwest Territories was transferred from the Department of Citizenship and Immigration to the Department of Northern Affairs and National Resources. In the same year the Government embarked upon a six year program to make educational opportunities and facilities available to all children in the Mackenzie District and to some children in the eastern Arctic, including Eskimo children in Arctic Quebec.

The reader will observe that the whole system is relatively new and that the problems confronting the Federal Government and the Council of the Northwest Territories are tremendous. The problems associated with Curriculum development are cases in point. This in turn becomes further complicated when it is remembered that for the Indian and the Eskimo children English is a second language.

The following table indicates the growth in the last ten years and the percentage of children (ages 6 to 15 years) enrolled in the schools of the Northwest Territories as of March 31, 1963.

	1964-65
1. No. of Schools	64
2. No. of teachers	362
3. No. of pupils enrolled in Schools	6,907
4. Percentage of school-age population in school (N.W.T.)	83.33%

At its January 1963 session, the Northwest Territories Council approved a scheme of financial assistance to enable students from the Northwest Territories to attend university. Outright grants to all students who qualify for university entrance will be made to cover the cost of education (tuition fees, books, etc.) and cost of transportation from the student's home to and from the university centre each year. Loans will be made available as required to cover the cost of board and lodging for the student while he is attending university, such loans to be free of interest until graduation or the date on which the student leaves university. Thereafter unpaid balance of loans will be subject to interest at the rate of 4% per annum during the first three years and 6% per annum for all subsequent years. In order to encourage the return of students for employment in the Territories, loans may be forgiven if a period of three years' service in the north (after graduation) is completed.



## Chapter 5 – The Northern Teacher

Upon appointment teachers are required to have at least one year of teacher education and at the minimum, a valid first class teaching certificate. Preference is usually given to applicants with several years' teaching experience and as a rule inexperienced persons are not engaged. Every effort is made to obtain teachers with self reliance, imagination and resourcefulness who are interested in making a career of northern teaching.

Subject to holiday provisions referred to elsewhere in this booklet, northern teachers are on duty 12 months of the year and the annual salary scales relate to 12 months of employment.

Northern teachers are expected to play a leading role in community activities and may be required to participate in adult education programs, in addition to their regular teaching duties.



# Chapter 6 - Salary, Benefits and Deductions

## SALARY SCHEDULE FOR COMMUNITY TEACHERS DEPARTMENT OF NORTHERN AFFAIRS AND NATIONAL RESOURCES (12 MONTH BASIS)

10

E X P E R I E N C E s	Jr.Matric.	Sr.Matric.	Sr.Matric.	Sr.Matric	Sr.Matric	Sr.Matric	Sr.Matric
P 1	+ 1 year	+ 1 year	+ 2 years	+ 3 years	+ 4 years	+ 5 years	+ 6 years
E n	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher	Teacher
R	Education	Education	Education	Education	Education	Education	Education
I y							
E e							
N a							
C r							
E s							

<u>Levels</u>	<u>Sub-Level</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
0	3840	4440	4800	5280	6480	6960	7440
1	4080	4680	5070	5550	6780	7260	7740
2	4320	4920	5340	5820	7080	7560	8040
3	4560	5160	5610	6090	7380	7860	8340
4	4800	5400	5880	6360	7680	8160	8640
5	5040	5640	6150	6630	7980	8460	8940
6	5280	5880	6420	6900	8280	8760	9240
7		6120	6690	7170	8580	9060	9540
8		6360	6960	7440	8880	9360	9840
9		6600	7230	7710	9180	9660	10140
10		6840	7500	7980	9480	9960	10440
11				8250	9780	10260	10740
12					10080	10560	11040
13					10380	10860	11340
14						11160	11640

"Teacher Education" means teacher training after the junior or senior matriculation level, followed by university training towards a degree.

### Bonuses, Supervisory and Administrative Allowances

#### PRINCIPALS

Administrative Allowance \$200

Supervisory Allowance \$100 for each teacher supervised, to a maximum of 12 teachers, and \$75 for each additional teacher, to a maximum of 20 teachers.

Industrial Arts, Commercial or Home Economics when taught \$300 provided the certificate held is acceptable to the Department.

#### ASSISTANT PRINCIPALS

Administrative Allowance \$100

Supervisory Allowance \$50 for each teacher supervised in that portion of the school for which he has a responsibility, to a maximum of 20 teachers.

Industrial Arts, Commercial or Home Economics when taught \$300 provided the certificate held is acceptable to the Department.

#### TEACHERS

Administrative Allowance \$200, for those in charge of one-room schools only

Industrial Arts, Commercial or Home Economics when taught \$300 provided the certificate held is acceptable to the Department.

#### ISOLATION ALLOWANCE

In addition to the above, each teacher employed in the north is paid an allowance in accordance with the Isolated Posts Regulations which are reviewed and revised from time to time as the Government deems necessary. These Regulations apply to all employees of the Federal Government in the north. Allowances at present range from \$528 to \$1,200 per annum for single employees, and from \$1,140 to \$2,100 per annum for married employees whose wives accompany them north. The rate of allowance is determined by the location of the settlement to which the employee is posted.

#### SALARY PAYMENTS

Teachers are paid by the month, by cheque. As banking facilities are not available at many settlements, teachers may arrange to have their salary cheques deposited to their bank accounts in southern Canada. While appointments are for a school year or longer, it should be noted that teachers are paid on a monthly basis.

#### DEDUCTIONS FROM SALARY

The following are typical deductions made from the monthly salaries of teachers.

- (1) The Crown-Owned Housing Regulations govern the charges to be levied for basic rent, services and furniture.
  - a. *Rent* – Accommodation is provided at reasonable rental rates which in no case may exceed 20% of an employee's salary. In some cases rents payable are less than 20%.
  - b. *Furniture* – a monthly charge of \$5.00 is made for furniture.
  - c. *Services* – including fuel for heating, electric power, water, garbage removal, etc. are charged for monthly at a rate of 5% of the employee's salary but in no case shall an employee pay at a rate in excess of \$21.00 per month.

(2) SUPERANNUATION – 6½% of monthly salary (5% for female employees).

(3) INCOME TAX – According to prevailing scale.

- (4) DEATH BENEFIT - 40¢ a month for each \$1,000 of salary. The maximum monthly deduction is \$2.00 since the maximum payment in the event of death is \$5,000.
- (5) THE GROUP SURGICAL-MEDICAL INSURANCE PLAN - varies from \$1.35 to \$5.82 depending upon number of dependents.
- (6) RATIONS - Where supplied, \$35 per month for adults and \$17.50 per month for each child under 10 years of age. These rates are subject to review and adjustment by the Treasury Board from time to time. (Rations are only supplied in centres where commercial supply is unduly limited.) In communities where rations are supplied, the Department will furnish, free of charge, to each employee and his family fresh fruits, vegetables and meats in an amount not exceeding \$25 per person per year.

NOTE: A statement of salary and deductions may be obtained on request from the District Personnel Office.

### LEAVE BENEFITS

Leave of absence falls into nine main categories:

Vacation (Holiday) Leave	Leave Without Pay
Sick Leave	Injury While on Duty Leave
Special Leave	Retiring Leave
Furlough Leave	Education Leave
	Military Leave

HOLIDAY TRANSPORTATION COSTS - are paid in part by the Department *once a year* to and from the point of departure, which is normally the nearest city in southern Canada on trans-continental air routes (e.g. Edmonton, Winnipeg, Montreal). A single employee pays the first \$50.00 of costs while a married employee pays the first \$85.00 of the total costs for himself and dependents. (Such costs will not be paid in the same year as removal expenses.)

SICK LEAVE - All teachers in the north accumulate sick leave at the rate of one and one-quarter days for each completed month of service after the date of reporting for duty. If they are absent for more than three consecutive days on sick leave, or have used seven days' casual sick leave during the course of a fiscal year, the application for such sick leave must be accompanied by a medical certificate on a prescribed form. Transportation costs may be paid by the Department if *emergency* medical or dental treatment is necessary and it is not possible to obtain treatment locally. A doctor's (or nurse's) certificate must be obtained to certify that this medical treatment is required at a point other than the teacher's place of duty.

SPECIAL LEAVE - With pay may be granted to specified maxima, for certain designated causes such as marriage (five days), illness in the family, death in the family, quarantine, etc., to teachers who have the necessary special leave credit. For this purpose special leave credit accumulates at the rate of one half day for each completed month of continuous service, up to a maximum of twenty-five days. No employee may, at any time, have more than twenty-five days' special leave to his credit.

SPECIAL LEAVE WITH PAY - may be granted only on the production of a written application from the employee, setting forth in detail the reason why he considers such leave should be allowed and supported by such evidence as may be required. In all cases of illness in the family in excess of one day, a medical certificate must be furnished. No such leave is normally granted during the first six months of service.

LEAVE WITHOUT PAY – May be granted under appropriate circumstances provided the interest of the service is served or when it is necessary as an extension of sick leave.

All other types of leave are granted in accordance with the Civil Service Regulations.

#### STATUTORY HOLIDAYS

The following are authorized as Statutory Holidays:

1. New Year's Day
2. Good Friday
3. Easter Monday
4. Victoria Day
5. Dominion Day
6. Labour Day
7. Thanksgiving Day (when proclaimed)
8. Remembrance Day
9. Christmas Day
10. Civic Holiday: On a day observed as an annual civic holiday in the locality where employed.
11. Any other day specifically designated by the Federal Cabinet.

#### TERRITORIAL HOSPITAL INSURANCE PLAN FOR THE NORTHWEST TERRITORIES

Three (3) months' residence in the Northwest Territories is required before an employee is eligible. Persons from provinces with an insurance plan are normally covered for three months. However, if you are in doubt, it would be wise to check on this. As there is *no premium to pay*, there are no papers to be completed unless you require hospitalization. While in hospital a rate of \$1.50 per day is charged for standard ward care and all services normally provided by a hospital to patients. If you require hospitalization while outside the Northwest Territories you should obtain an itemized statement and receipt which must be forwarded to the Territorial Hospital Insurance Services Plan office for payment or reimbursement within ninety (90) days of admission to hospital. For a list of hospitals and nursing stations please refer to Appendix III, page 22.

#### QUEBEC HOSPITAL INSURANCE PLAN

After three months' residence in the Province of Quebec, employees are automatically covered, at no charge, for basic (standard ward) hospital benefits. Persons wishing additional coverage (private or semi-private accommodation) may apply to the Province of Quebec Blue Cross Association, 1200 St. Alexandre St., Montreal, P.Q.

#### GROUP SURGICAL-MEDICAL INSURANCE PLAN

Teachers (and their families) may elect to become members of the Group Surgical-Medical Insurance Plan for employees in the Public Service of Canada. This Plan undertakes to reimburse you, in accordance with a set schedule of rates, for costs of hospitalization, surgical and medical expenses incurred. Completion of a standard application form is required, and if the employee is accepted, monthly premiums will be deducted from his salary.

An optional feature of the plan provides for the payment of room and board up to \$4.00 per day over and above the amount paid by a provincial hospital scheme or by that provided under the Territorial Hospital Insurance Services.

The schedule of premiums is as follows:-

	<u>Single</u>	<u>Applicant with One Dependent</u>	<u>Applicant with more Than One Dependent</u>
<u>PLAN I</u>			
Basic Medical Surgical			
Benefits (without hospital coverage)	\$1.35	\$3.65	\$4.35

	<u>Single</u>	<u>Applicant with One Dependent</u>	<u>Applicant with more Than One Dependent</u>
<u>PLAN II</u>			
Basic Medical Surgical			
Benefits, (with hospital benefits of \$4.00 per day)	\$1.75	\$4.70	\$5.82

#### SUPERANNUATION

All teachers employed become eligible for pension after five years or more of service and upon reaching the age of 60. Income Tax exempt deductions are made from their salaries for superannuation purposes.

Male employees pay 6½% of their salary, and female employees pay 5% with the Government matching the employee's contributions. The maximum period for which employees can contribute is thirty-five years. Employees may, if they wish, elect to pay contributions to cover certain types of other pensionable employment prior to joining the Public Service in order to increase the amounts of their pensions. The District Personnel Office can advise on which types of previous employment are pensionable under the Public Superannuation Act.

On leaving the Public Service prior to reaching retirement age teachers may withdraw the contributions they have made to the fund. Those who have had *at least five years' service* may, if they wish, leave their contributions in the fund, and on attaining the age of 60 years, or if they become disabled or incapacitated before reaching the age of 60 they will receive superannuation benefits.

On retirement superannuation payments for those who qualify are arrived at by taking 2% of the average salary for the last or best six years of service and multiplying by the number of years service up to and including thirty-five.

#### HOUSING

In all northern centres accommodation is available from the Department at a *basic* rental ranging from \$45.00 per month for a bachelor unit to \$90.00 per month for a three bedroom dwelling. In some centres where single accommodation is at a premium, larger housing units are utilized on a shared accommodation basis, each single occupant paying a portion of the total rental charge. For an additional rental charge of \$5.00 per month (or in the case of shared accommodation a portion of this amount) houses are equipped with basic furnishings suitable for comfortable living. Included are such items as a range, refrigerator, washing machine and vacuum cleaner. A monthly charge is also made for light, heat, power, etc. which in no case may exceed \$21.00 per month. Dishes and cooking utensils are supplied but radios, record players, sewing machines and bedding are not. In some of the larger centres community deep freeze and refrigeration units have been constructed.

Employees in the Northwest Territories living in Crown-owned housing supplied with heat produced from fuel oil pay a special fuel oil tax. The proceeds of this tax help to finance the Territorial Hospital Insurance Services plan.

At present the rates of tax are:

Married Quarters:	\$4.00 per family
Single Quarters:	\$4.00 per employee per detached unit
	\$1.00 per employee per room

The *Federal Government* does not carry insurance on Crown-owned property, nor *does it accept any responsibility for losses by fire of property or goods owned by its employees*. Insurance covering household effects, if desired, should be arranged by each individual on his own.

#### TRAVEL AND REMOVAL

Transportation costs and removal of a reasonable amount of household effects are provided at government expense for the employee and his family from point of recruitment to the place of employment, and return on fulfillment of the employment agreement.



## Chapter 7 - Conditions of Employment

Appointments to the teaching staff are made subject to the following conditions:

- (1) All appointments are made subject to medical clearance of the employee and any dependents by the Department of National Health and Welfare.
- (2) The applicant must furnish acceptable proof that he has the qualifications stated in his original application for employment.
- (3) After appointment assignments are made to a specific position, and where possible the wishes of the appointee are of paramount importance. Subsequent assignments or transfers are governed by the following general policy:
  - (a) Where in a community a principal or teacher is in practice the chief representative of the Department, a transfer of such principal or teacher to another suitable location within the Northwest Territories or Arctic Quebec will normally be arranged within a five year period. This will not be looked upon as an automatic transfer, but will be considered as a normal expectation.
  - (b) After two years of service in one school a teacher may apply for transfer, and when deemed desirable such transfer may be made.
  - (c) In the case of a teacher not covered in (a) and (b) above, the five-year rule applies as a general policy, but deviation from it will be made in a case where it is deemed to be in the best interests of the teacher, the school and the community to do so.
  - (d) In the case of a principal not covered in (a) above, a transfer will be initiated and effected only when and where the best interests of the school and the community are deemed to be better served by it.

Transfers are normally made at the close of the school year.

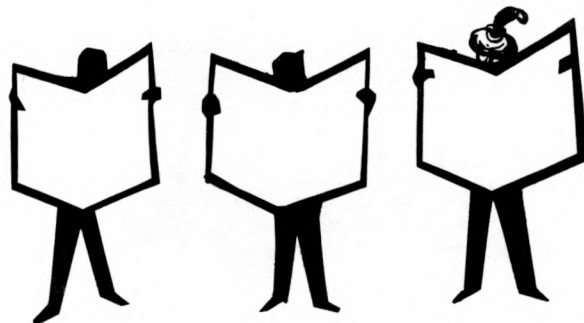
- (4) All community teachers are subject to Civil Service Regulations in so far as leave is concerned, with the following exceptions:
  - (a) They may be granted annual leave during the first six months of employment.
  - (b) They may be granted six weeks educational leave with pay once during each three year period of service.



## Chapter 8 - How to Apply for a Position

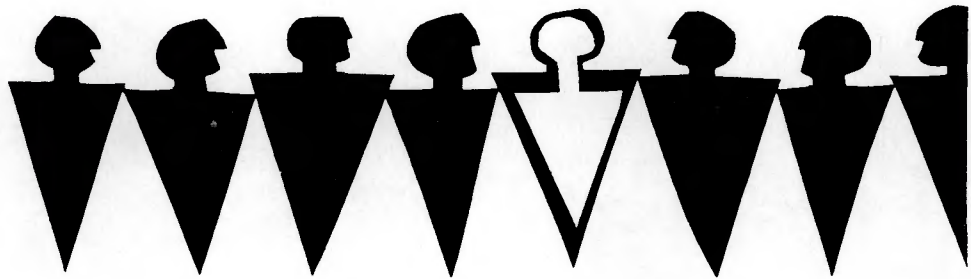
Two copies of the application form should be completed and returned immediately to the Chief, Education Division, Northern Administration Branch, Department of Northern Affairs and National Resources, Room 920-E, 400 Laurier Avenue West, Ottawa, Ontario, Canada. The name and *full* address of previous school superintendents should be shown on the application forms. Applicants if they wish may attach copies of inspection reports.

Upon receipt in the Education Division of the completed applications, references are checked, and arrangements are made to interview suitable applicants. Interviews are held in the larger Canadian cities during late March and early April. Applicants chosen for interviews are usually notified in early March of the dates and locations where interviews are being held. The Department does not assume responsibility for any expenses incurred by applicants in connection with interviews. At the interview the applicant has an opportunity to inquire further about positions which are available, to ask about living conditions, and to show how he (or she) is particularly qualified for a position in the north.



## Chapter 9 - How Appointments are Made

Successful candidates are usually informed by telegram, and should respond immediately by telegram, collect. After sending this telegram, no further action need be taken by the new teacher until he or she receives a packet of documents from the District Office. This packet contains such items as a Physical Examination Record to be completed by a physician, information on transportation expenses allowed, and amounts of household effects which may be shipped.



## Chapter 10 – School District Schools in the Northwest Territories and Schools in the Yukon Territory

There are three school district schools in the Northwest Territories, as follows:

1. *Yellowknife Public School, Yellowknife, N.W.T.* This is a 21 teacher school, where Grades I to IX are taught. Applications for positions in this school should be addressed to the Secretary-Treasurer, Yellowknife School District No. 1, Yellowknife, N.W.T.
2. *St. Patrick's School, Yellowknife, N.W.T.* This is a 13 teacher school, where Grades I to XII are taught. Applications for teaching positions in this school should be addressed to the Chairman, Roman Catholic Separate School District No. 2, Yellowknife, N.W.T.
3. *St. Paul's School, Hay River, N.W.T.* This is a 7 teacher school, where Grades I to XII are taught. Applications should be addressed to: The Chairman, Roman Catholic Separate School District No. 3, Hay River, N.W.T.

Persons interested in teaching in the Yukon Territory, should write to Mr. Harry Thompson, Superintendent of Schools, Whitehorse, Yukon Territory.

NOTE: Appointment and tenure information contained in this booklet *does not* refer to school district schools in the Northwest Territories, or to schools in the Yukon Territory because they hire their own teachers.



## **Chapter 11 – Other Northern Employment Opportunities**

The Education Division of the Northern Administration Branch is responsible for the hiring of teachers. Such teachers become members of the Public Service. All other positions are filled through the Civil Service Commission.



APPENDIX I

**LIVING AND EMPLOYMENT CONDITIONS IN THE NORTHWEST  
TERRITORIES AND ARCTIC QUEBEC**

This statement has been prepared in the hope that it will clarify the position of northern teachers and convey a fair impression of some of the physical problems which northern employment can entail. It is not designed to give a balanced picture of teaching in the north, but to present in advance some of the situations which have previously taken newcomers by surprise or caused misunderstanding.

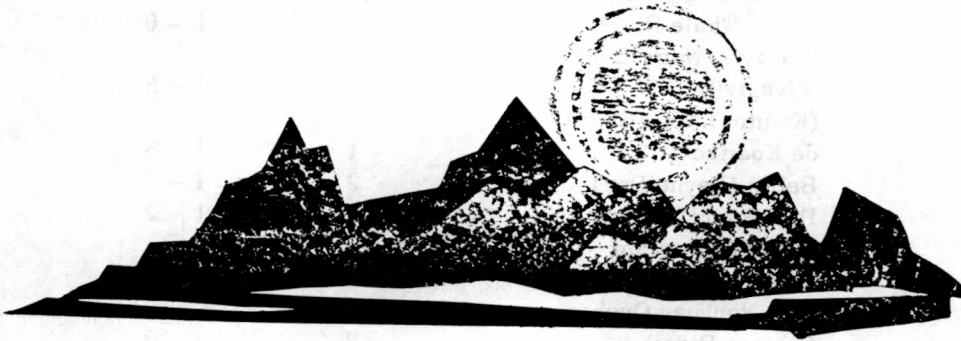
- I. Temperatures have gone as low as 65 degrees below zero. While this is unusual, there are many parts of the north in which temperatures as low as -40 degrees may be recorded daily for some weeks. During long winters, the daylight hours are short; in the summer they are, of course, correspondingly long. Almost the whole north is underlain by permafrost which sometimes damages buildings and creates serious maintenance problems in plumbing facilities, water-supply and heating.
- II. Accommodation in most places is modern, but limited in size. External factors beyond anyone's control sometimes require the transfer of an employee from one house to another, or oblige the assignment of a house not in accordance with an employee's wishes. Nevertheless, every effort is made within the limitations set by local conditions to provide housing on the most equitable basis.
- III. Minor repairs both in the school and in houses are often a considerable problem. Unlike the south, most northern communities have no commercial repair facilities. There is a technical staff to look after such matters, but frequent major emergencies in the large areas they cover must result in placing minor repairs on a low priority.
- IV. Transportation is a complex operation requiring handling by many different commercial agencies and many modes of travel along the route. The chances are therefore higher in the north than anywhere else in Canada that school equipment or supplies or rations may fail to arrive, through some weak link in the chain or through an accident. These failures on occasion cause inconvenience both in working and in living. Transportation failures are not allowed to create situations in which the personal health and well-being of residents are seriously jeopardized. If a major disaster occurs, as for example a bad fire, air transportation is used so that residents can carry on. Mails are uncertain and infrequent in some settlements, particularly those which are cut off during breakup and freezeup.
- V. Small children cannot be allowed to wander through some settlements because of the possible dangers of mauling by sleigh dogs. Black flies and mosquitoes are a problem at certain seasons.
- VI. Medical, dental and nursing facilities are not available in every settlement. Thorough eye and dental examinations, and any necessary dental work should be carried out prior to departing for the north. (The Department does not pay for these two services.) By doing this, you may save yourself considerable expense and inconvenience later on as dental and eye examinations are not available at many settlements.
- VII. Teachers are on duty twelve months each year, and pay-scales have been approved by the Government on that basis. Teachers are therefore expected to be on duty, or available for duty, at all times of the year when they are not on authorized leave or travel on duty. In addition to classroom duties, teachers may be required to take part in community activities such as adult education, community recreation, etc.

- VIII. Severe weather conditions and travelling routine sometimes cause low attendance and make the teaching problems much more difficult than in the southern schools. With most of the pupils in grades 1 to 6, the emphasis must be placed on elementary education in most schools.
- IX. Normal transportation of teachers and families throughout the north is by plane.
- X. On appointment assignments, whenever possible, are made to a specific position. The allocation of grades is the responsibility under the general supervision of the superintendent of schools, of the principal of the school who must use his own discretion in assigning teachers to any particular grade having due regard to each teacher's qualifications, experience, interests, and the educational welfare of his school.
- XI. Transfers of teachers from an assigned school to another settlement may become necessary on short notice for reasons beyond human control, such as illness or death.
- XII. All teachers are members of the Northern Administration Branch of the Department of Northern Affairs and National Resources. They are expected to have some general knowledge of policies and programs for northern development, particularly as they relate to the future prospects of pupils within their charge. Teachers are expected to keep themselves informed by reading such publications as "north", "Northern Notes" and "The Intelligent Stranger's Guide to Northern Life".
- XIII. Teachers are expected to work in close collaboration with all parts of the Branch, to offer advice and support to their colleagues and to take advantage of assistance that can be offered to teachers in their problems of working or living.
- XIV. Each teacher is responsible to his principal. Each principal reports to the Regional Superintendent through the Regional Headquarters of the Administration. Regional Administrators are responsible to the District Administrators for Branch activity within the area and, therefore, should be kept informed of the educational program. Principals have ready access to their immediate professional superiors on professional matters. It is the joint responsibility of the principal and the superintendent concerned to see that the appropriate administrator is fully and promptly informed of educational matters having significance to northern administration. The communication system employed in northern administration is quite different from that employed in school systems in southern Canada. Teachers will understand that an educational operation in a federal administrative framework will differ somewhat from that to which they have been accustomed. In southern educational settings relationships between functionaries are well established and well understood. The terms "communication" and "co-operation" are more commonly used than such terms as "direction" and "chains of command". In northern school administration, however, teachers are members of the Public Service of Canada and consequently the system of communication - which may at times appear somewhat rigid - becomes somewhat more formal and precise.
- XV. The line of communication for those in the teaching profession is through the school to the Regional Superintendent of Schools through its Regional Headquarters, to the District Superintendent of Schools through the District Headquarters, to the Director of the Branch. At every level, the appropriate administrative authority is advised by senior professionals; in practice, professional matters are considered by members of the same profession. For example, the Director of the Branch has available to him the advice of the Chief of the Education Division, and the Director conveys such educational information to the District Superintendent of Schools through the District Administrator. The District Administrator, on the other hand, is in charge of Regional and

Area Administrators, who facilitate the delivery of information on educational matters to the professional in education. These channels of communication are used, not only to ensure that the administration is fully informed of educational matters, but to see that all the resources of the Branch are fully mobilized in support of the educational program.

XVI. In small communities the principal of the school will take up with the Area Administrator matters relating to working and living conditions, so that to the maximum extent such problems can be solved locally. Professional matters and subjects beyond local competence will be dealt with through Regional Headquarters, either as a referral to the appropriate professional by the Regional Administrator or by the Regional Administrator himself, depending upon the nature of the subject matter.

XVII. Teachers wishing to write for publication on their northern work or experience are encouraged to do so, but will abide by the terms of Branch Policy Directive No. 5 which provides the simple machinery for the clearance of such material.



APPENDIX II

LIST OF SCHOOLS

For administrative purposes, the school system is divided into two districts: the Arctic Education District, with headquarters at Ottawa, and the Mackenzie Education District, with Headquarters at Fort Smith, N.W.T. The following is a list of schools in each district, showing the number of teachers at each school, grades taught, and enrolment as of March 31, 1965.

Arctic Education District

REGION	SETTLEMENT	NO. OF TEACHERS	GRADES TAUGHT	ENROLMENT
Baffin Island	Arctic Bay	1	1 - 4	24
	Broughton Island	2	1 - 4	43
	Cape Dorset	4	1 - 6	70
	Clyde River	2	1 - 3	52
	Frobisher Bay	19	1 - 11	272
	Grise Fiord	1	1 - 4	30
	Igloolik	3	1 - 4	60
	Lake Harbour	1	1 - 6	11
	Padloping	1	1 - 3	20
	Pangnirtung	4	1 - 3	71
	Pond Inlet	3	1 - 4	55
	Resolute Bay	1	1 - 4	30
Arctic Quebec	Belcher Islands	1	1 - 3	15
	Fort Chimo	8	1 - 8	146
	Poste-de-la-Baleine (Great Whale River)	9	1 - 6	199
	(Ivujivik) Notre-Dame d'Ivujivik	1	1 - 5	29
	(Koartac) Notre-Dame de Koartac	1	1 - 3	16
	Bellin (Payne Bay)	2	1 - 4	47
	Port Burwell	1	1 - 2	21
	Inoucdjouac (Port Harrison)	3	1 - 6	70
	Port Nouveau Quebec (George River)	2	1 - 3	42
	Povungnituk	5	1 - 6	123
	Sagloue (Sugluk)	3	1 - 9	90
	Maricourt (Wakeham Bay)	2	1 - 4	44
Keewatin	Baker Lake	5	1 - 6	106
	Chesterfield Inlet	4	1 - 6	112
	Churchill Pre- Vocational	9	VT (Au)	105
	Coral Harbour	3	1 - 5	46
	Eskimo Point	4	1 - 5	90
	Rankin Inlet	6	1 - 6	81
	Whale Cove	2	1 - 8	38

**Mackenzie Education District**

REGION	SETTLEMENT	NO. OF TEACHERS	GRADES TAUGHT	ENROLMENT
Fort Smith	Fort Liard	1	1 - 6	11
	Fort Providence	3	1 - 6	63
	Fort Resolution	6	1 - 8	150
	Fort Simpson	19	1 - 10	299
	Fort Smith	36	1 - 12	667
	Hay River	15	1 - 11	298
	Jean Marie River	1	1 - 6	16
	Nahanni Butte	1	1 - 6	21
	Pine Point	2	1 - 8	31
	Tungsten	1	1 - 7	23
	Wrigley	1	1 - 5	20
Inuvik	Aklavik	7	1 - 8	139
	Fort Franklin	4	1 - 8	89
	Fort Good Hope	1	1 - 6	19
	Fort McPherson	8	1 - 8	170
	Fort Norman	2	1 - 6	38
	Inuvik	47	1 - 12	889
	Norman Wells	2	1 - 8	24
	Reindeer Range Station	1	1 - 6	16
Yellowknife	Tuktoyaktuk	5	1 - 8	120
	Cambridge Bay	3	1 - 6	73
	Coppermine	3	1 - 6	60
	Discovery Yellowknife	1	1 - 9	14
	Gjoa Haven	2	1 - 5	30
	Lac La Martre	1	1 - 5	27
	Pelly Bay	1	1 - 4	18
	Rae	4	1 - 8	136
	Snowdrift	1	1 - 4	33
	Spence Bay	2	1 - 5	38
	Yellowknife	24	10 - 12	244

APPENDIX III

**MEDICAL SERVICES**  
**NORTHERN CANADA**

Indian and Northern Health Services, Department of National Health and Welfare, maintains the following facilities in the Northwest Territories and Arctic Quebec:

**Hospitals** (Doctors and Registered Nurses in attendance)

Inuvik, N.W.T.  
Frobisher Bay, N.W.T.

**Clinics** (Visited by staffs of local hospitals)

Frobisher Bay, N.W.T.  
Pangnirtung, N.W.T.  
Fort Simpson, N.W.T.  
Fort Smith, N.W.T.  
Inuvik, N.W.T.  
Rae, N.W.T.

**Nursing Stations** (One or two Registered Nurses on staff)

Fort Chimo, P.Q.  
Fort George, P.Q.  
Port Harrison, P.Q.  
Povungnetuk, P.Q.  
Rupert House, P.Q.  
Sugluk, P.Q.  
Cape Dorset, N.W.T.  
Foxe, N.W.T.  
Baker Lake, N.W.T.  
Coral Harbour, N.W.T.  
Eskimo Point, N.W.T.  
Aklavik, N.W.T.  
Cambridge Bay, N.W.T.  
Coppermine, N.W.T.  
Fort Good Hope, N.W.T.  
Fort Liard, N.W.T.  
Fort McPherson, N.W.T.  
Fort Norman, N.W.T.  
Spence Bay, N.W.T.  
Tuktoyaktuk, N.W.T.

**Health Centres** (Visited by staffs of local hospitals)

Fort Resolution, N.W.T.  
Yellowknife, N.W.T.

**Health Stations** (Locally employed person acts as drug dispenser. These stations are visited by field nurses from 4 to 12 times each year)

Payne Bay, P.Q.  
 Wakeham Bay, P.Q.  
 Belcher Island, N.W.T.  
 Notre-Dame d'Ivugivic (Ivuyivik) P.Q.  
 Sugluk, P.Q.  
 Arctic Bay, N.W.T.  
 Padloping, N.W.T.  
 Pond Inlet, N.W.T.  
 Fort Franklin, N.W.T.  
 Gjoa Haven, N.W.T.  
 Perry River, N.W.T.  
 Sachs Harbour, N.W.T.

Medical facilities are also operated by various organizations at the following settlements:

Settlements	Facilities	Operated by
Chesterfield Inlet, N.W.T.	Hospital*	R.C. Church
Fort Providence, N.W.T.	Dispensary	R.C. Church
Rae, N.W.T.	Hospital	R.C. Church
Fort Resolution, N.W.T.	Hospital	R.C. Church
Fort Simpson, N.W.T.	Hospital	R.C. Church
Fort Smith, N.W.T.	Hospital	R.C. Church
Hay River, N.W.T.	Hospital	Pentecostal Mission
Hay River, N.W.T.	Nursing Station	Anglican Church
Norman Wells, N.W.T.	Hospital	Imperial Oil
Pangnirtung, N.W.T.	Hospital*	Anglican Church
Yellowknife, N.W.T.	Hospital	Municipal

\* For the present there are no doctors at these locations.



APPENDIX IV

A BIBLIOGRAPHY OF NORTHERN CANADA

For more detailed information on the north, you may wish to read some of the following books which are available at most public libraries.

**Arctic Regions**

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| Berton, Pierre.                          | "The Mysterious North" McClelland & Stewart, 1956. |
| Farrar, F.S.                             | "Arctic Assignment" Macmillan of Canada, 1959.     |
| Freuchen, Peter, and<br>Salmonsén, Finn. | "Arctic Year" Putnam, 1958.                        |
| Stefannson, Vilhjalmur                   | "The Friendly Arctic" Macmillan, New York, 1943.   |
| Wilson, Clifford.                        | "Northern Exposures" Nelson, 1953.                 |

**Eskimos**

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|-------------------------|--|
| Birket-Smith, Kaj       | "The Eskimos" 2nd ed., Methuen, 1959.  |
| Jenness, Diamond        | "People of the Twilight" University of Chicago<br>Press (originally published in 1928) |
| Stefannson, Vilhjalmur. | "My Life with the Eskimo" New York,<br>Macmillan, 1928.                                |

**Indians**

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|------------------|--|
| Jenness, Diamond | "Indians of Canada" Queen's Printer, 1955. |
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**Miscellaneous**

- |                   |   |
|-------------------|---|
| Berton, Pierre    | "The Golden Trail" Macmillan of Canada, 1955.   |
| Hearne, Samuel.   | "Coppermine Journey" Selected from his journals by<br>Farley Mowat. Little, Brown, 1958.        |
| Hinds, Margery.   | "School-House in the Arctic" Bles, 1958.  |
| Mowat, Farley.    | "The Desperate People" Little, Brown, 1959.   |
| Wilson, Clifford. | "Adventures from the Bay: the Story of the Hudson's<br>Bay Company". Macmillan of Canada, 1962. |

