

UNITED CHURCH (BURNABY) HOME FOR GIRLS

FINDING AID:

Inventory

I-36

Sue Baer

UNITED CHURCH (BURNABY) HOME FOR GIRLS

Historical Sketch

The Presbyterian Social Service Council was formed in 1912 to establish a Redemptive Home for unwed mothers. The Burnaby Home for Girls was the sixth redemptive house established by the Presbyterian Church in Canada. It opened its doors in October 1913 under the personal supervision of Deaconess Gordon in a building on Gladstone St. in Vancouver. The Social Services Board (later known as the Board of Control) was organized with Mr. W.H. Leckie as Chairman, in order to provide direction and management to the Home. The Presbyterian Women's Social Service Council established in 1912, played an important role in the Home's operation, as it was responsible for providing the furnishings and equipment for the Home, as well as soliciting donations from congregations in Vancouver and the surrounding vicinity.

The Home operated at Gladstone St. only until 1914, when it moved to 2831 Cambie St. The Home had two subsequent locations, in Burnaby, where it operated for most of its existence. The building on 1750 Sussex Ave., later renumbered to 7451, was officially opened in 1923. A new wing was added in 1955. In 1967, the Home moved to a new building at 7401 Sussex Ave. The Fair Haven Senior Citizens Home occupied a parcel of land adjacent to the Girls' Home at both Burnaby locations. The houses and property belonged to the Division of Mission in Canada.

After the Union in 1925, the Home operated under the authority and supervision of the Evangelism and Social Services Committee of the United Church. A local Board of Control, successors to the Presbyterian Social Services Board, administered the Home. Members of the Board were appointed by the Evangelism and Social Services Committee upon nomination by Vancouver and surrounding Presbyteries. The purpose of the Home was to provide an interdenominational social service primarily to unmarried mothers-to-be, offering shelter, medical care, and Christian fellowship. Throughout its existence, adequate funding was always a concern, and many other denominations helped to support the Home. As a result, the Anglican Church and Baptist Women's Missionary Society, which made regular financial contributions to the Home, were recognized by the Board, allowing their representatives to sit on the Board. Representatives from the United Church Women's Auxiliary, formerly the Women's Social Service Council, also sat on the Board, as well as a representative of the B.C. Conference Committee of Evangelism and Social Services. The Regional Officer of the Board of Evangelism and Social Services was automatically a member of the Board of Control. Rev. Robert S. Christie served as the Regional Officer from 1951 to 1970.

The Superintendent of the Home reported regularly to the Board. Support and guidance were given to many girls by a succession of devoted matrons, which included Miss Mary A. Matheson, Mrs. Mabel E. Lindsay, Miss Muriel Richardson, Mrs. Ina E. Sutherland, Mrs. Ethel Packham, and Mrs. Burwell.

A guaranteed limited income was provided through grants from the Board of Evangelism and Social Services, the Women's Missionary Society, the Women's Auxiliary, the Anglican Diocese of New Westminster, and the Women's Auxiliary of the Anglican Diocese. Grants from the Corporation of Burnaby and contributions from United and Baptist congregations provided additional funding. The Home relied heavily upon donations from individuals and community groups and solicited donations throughout its existence. The rural congregations regularly donated fruits, vegetables, meat and eggs.

The Board of Control established committees on Medical Care, Policy, Property, and Finance to more effectively administer the operation of the Home. Special committees were struck for certain projects, such as the Building Committee for the new Home on 7401 Sussex Ave. Upon recommendation from the Committee on the Future Use of the Old Home, the Burnaby Association for Retarded Children was permitted to lease the building.

Beginning in 1970, the Board of Control reported to the Metropolitan Council, which was the umbrella organization for Churches in the Lower Mainland. As a result of changing social conditions, enrollment in the Home seriously declined in the 1970's. The Research Group for the Home began investigating the feasibility of maintaining the Home upon a request by the Board of Control to Metro Council. The decision was made to close the Home on August 31, 1973. The Task Force to Investigate the Uses of the Former Burnaby Girls' Home (or the Burnaby Home Committee), was appointed in July 1973 by the Metro Council Board, with Rev. Gordon C. Howe as Secretary, and recommended that the Home be made available to the l'Arche Federation.

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Scope and Content Note

The inventory has been divided into seven main series. The Records of the Board of Control constitute the first and largest series. They consist mainly of minutes and correspondence. The minutes are most often of monthly and annual meetings, while committee minutes seem to be lacking. They appear to have been kept more regularly on major projects and the Finance Committee seems to be the most organized. The documents have generally been arranged chronologically, unless otherwise stated in the inventory. The rest of the series consists of files of the chairmen, the secretary and the Regional Officer of the Evangelism and Social Service Committee in his role as a member of the Board. The files respecting the Building Fund also contain committee minutes but are not complete. Unless the B.C. Conference Subcommittee on the Future Use of the Old Home did not meet very often, their minutes are also lacking.

The second series consists of reports from the Superintendent to the Board. Earlier years are not as complete as the later years and there are several gaps in the records.

The financial records series contains a gap in the financial statements for the years 1962 to 1970. Earlier financial data may occasionally be found in the minutes of a meeting as the records then were kept in books and not separate files.

The Records of the Women's Auxiliary supplement the records of the Board of Control, as their work was instrumental to the functioning of the Home.

The fifth series on the records of Metro Council, Burnaby Home Task Force deal directly with the ultimate disposal of the Home just prior to and after its closing. They are extremely well organized which can be attributed to the Secretary of the Task Force, Gordon C. Howes, who appeared to be mainly responsible for their organization. The records on the Fair Haven Personnel Problem are an anomaly and can only be attributed to the Task Force's consideration of granting Fair Haven the use of the Home.

The Historical Records make up the sixth series and contain a conglomeration of ephemera. Newspaper clippings and pamphlets promoting the Home and soliciting funds form the most interesting documents. The donations register was obviously a display item, as it is intricately designed and lettered.

The photographs constitute the last series, many of which are duplicates of the same photo. The portrait of Mary Matheson has dates of her employment with the Home on the back which are incorrect. She served as the Superintendent from 1920 to 1938.

There are two files of miscellaneous records which were not contained in any files originally. They could possibly be used to fill in some gaps in existing files, but that decision was not made at the time of writing the inventory.

Descriptions of file contents have been given when it was felt that clarification was needed. Therefore, the subseries descriptions provide a general overview of the major contents and further information can be found in the file listing.

DATE RANGE 1913-1974
TOTAL EXTENT 97.3 cm.

NUMBER OF BOXES 3
LOCATION OF BOXES Bay 41/48/
Shelves 5 & 6
2 & 3

UNITED CHURCH (BURNABY) HOME FOR GIRLS

Box/File No.	Series Title and Description	Date
RECORDS OF THE BOARD OF CONTROL, 41 cm.		
1/1- 1/8	<p><u>Minutes</u> Includes minutes, agendas of regular monthly meetings, executive meetings, annual meetings and some committee meetings of the Board of Control. Files 1-5 are hand-written minute books which also contain financial information. Licences from 1967 and 1973 included.</p>	1913-73
1/9- 1/11	<p><u>General Correspondence</u> Primarily correspondence between members of the Board of Control, the Executive, staff at the Home and the Board of Evangelism and Social Services. B.C. Conference and Women's Auxiliary also included to lesser extent. Some reports and circulars. Four photographs of the Home (probable date 1967) at 7401 Sussex Ave. taken from different angles have been transferred to the Photo Collection. Original copy of 1967 constitution and by-laws.</p>	1946, 1950-52, 1957-72
1/12- 1/15	<p><u>Files of John Lloyd Sanders, Chairman, Board of Control</u> Primarily correspondence that was either generated by Sanders or carbon copied to his attention, regarding meetings, personnel matters at the Home, and contact with agencies associated with the Home. Copies of policy statements, job analysis for staff and directors and very few statistics on the occupants of the Home constitute a small portion of the papers. A data sheet respecting the Home on 7451 Sussex Ave. includes information on the physical structure of the Home, as well as a listing of Board members, terms of reference for the administering body, insurance coverage.</p>	1966-71
1/16- 1/20	<p><u>Files of J. Gordon Pinkerton, Chairman, Board of Control</u> Consists mainly of correspondence in three divisions: 1) correspondence to Presbyteries and members regarding the closing of the Home, 2) correspondence with Metro Council, Provincial Government Departments, Dr. Rae, Division of Mission in Canada, 3) general correspondence relating to the operation of the Home. Minutes of the Research Group for Girls, reports by Social Worker and from Birthright, and reports and proposals relating to the future use of the Home.</p>	1971-73

- 1/21 Files of Rev. William J. Selder, Secretary, 1951-54
Board of Control
Primarily donation letters and replies, lists of officers for 1950-52, report to the Standing Committee of Evangelism and Social Services, B.C. Conference (1952), and minutes of the Committee on Relations. Not arranged.
- 1/22- Files Respecting the Building Fund 1960-61,
2/4 Records related to the facility and construction 1965-69
of the building located on 7401 Sussex Ave. Included are correspondence, minutes of Building Committee meetings, reports, financial records, and architectural drawings.
- 2/5- Files of Rev. Robert Soutar Christie, member, 1956-70
Board of Control
Correspondence and proposals for the use of the Old Building, tax statements and grants, insurance, and wills.
- 2/10 B.C. Conference Sub-Committee on the Future Use 1965, 1967-
of the Old Burnaby Girls' Home 68
Minutes of meetings and correspondence between B.C. Conference Sub-Executive Committee and the Sub-Committee members.
- REPORTS, 5.5 cm.
- 2/11- Reports from the Superintendent to the Board 1916-19,
2/13 Monthly and annual reports including statistics on 1928, 1936,
the number of girls in the Home, the nature of 1940-41, 1943
their cases, activities in the Home relating 54, 1956-72
to their care. Mentions donations received and maintenance concerns. Occasional Chaplain's reports are included.
- FINANCIAL RECORDS, 15.0 cm.
- 2/14- Financial Statements of the Home 1944-73
2/18 Semi-monthly/monthly and annual statements of receipts and disbursements, figures on the reserve account, donations in kind, proposed budgets. Not all years have complete semi-monthly/monthly statements. Ledger books used for 1944-54, 1955-61 and August 1971 -September 1973.
- 2/19 Files of Dr. Thomas Mayrs Badger, Chairman, 1961-70
Finance Committee
Includes copies of reports and correspondence regarding grants and donations. Salaries of Home's employees.

- 2/20 Files of George Frederick Schroeder, Treasurer 1963-73
Minutes of Finance Committee meetings, correspondence regarding grants and donations with the Board of Evangelism and Social Services.
- 2/21 Inventory for the Home 1960-73
A list of items purchased for the Home, including their prices (in book form)
- 2/22 Payroll Record 1968-71
Monthly tables of salaries, income tax and pension deductions of staff. Members are named (in book form)
- RECORDS OF THE WOMEN'S AUXILIARY, 18.5 cm.
- 2/23 Annual Reports 1929-31, 1965-66, 1968-69
Financial statements are included with the older annual reports. Includes correspondence in 1929 directly related to the Women's Social Service Council membership and letters of resignation.
- 2/24-3/3 Minutes of Meetings 1912-30, 1948?, 1966-73
Minutes from 1912-1930 are contained in three separate books. Monthly minutes, except for July and August when the Women's Auxiliary did not meet. Includes a brief historical sketch of the U.C. Women's Social Service Council (1948?). No minutes for that year.
- 3/4 Correspondence 1925-31
General correspondence mainly with respect to donations, acknowledging receipt, circulars, letters from various Church congregations throughout the Lower Mainland notifying the Council of their representatives.
- 3/5-3/8 Financial Records 1956-71
Financial statements, monthly Treasurer reports to the Council, annual Treasurer reports to the Board, file of A. Olive Munro acting as Treasurer which includes correspondence with the bank, donations, procedures manual for handling accounts (dated Jan 12/60)
- RECORDS OF METROPOLITAN COUNCIL, 13.8 cm.
BURNABY HOME TASK FORCE
- 3/9-3/17 Burnaby Home Committee, Primary Material 1968, 1970, 1973-74
Minutes, correspondence with agencies proposing use for Home, reports to Metro Council from the Committee. Records are primarily concerned with Home at 7401 Sussex, however, the old Home at 7451 Sussex must also be disposed of and is considered here.

3/18- Burnaby Home Committee, Secondary Material 1971, 1973
3/29 Primarily reports from various agencies applying for use of the Home, correspondence with them and letters of support.

3/30 Fair Haven Personnel Problem 1973?
Letters of complaint and hand-written notes by Gordon C. Howf (?) about one staff member. These probably had something to do with Fair Haven's proposal for using the Home, indirectly.

HISTORICAL RECORDS, 1.0 cm.

3/31 Newspaper Clippings and Pamphlets 1941, 1955-73
Includes autographed copy of the Dedication service programme for new Home, information for new employees, resume of philosophy of operation of the Home, Guest Book 1955, historical sketch of Home and Women's Auxiliary, correspondence respecting incorporation as a society and the original constitution.

Donations Register 1965- 68
A separate binder in its own case. Not contained in the archives box.

PHOTOGRAPHS

There are 25 photographs of the Home, plus one portrait of Mary Matheson, which have been transferred to the Photograph File in the Archives.

MISCELLANEOUS FILES, 2.5 cm.

3/32- Two piles of papers that were not contained in any 1945-49
3/33 files originally. Contains correspondence, financial statements, and reports, which could possibly be used to fill in existing files.

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Box/File No.	File Title and Description	Date
<u>RECORDS OF THE BOARD OF CONTROL</u>		
MINUTES		
1/1	Control Committee Minute Book of the Presbyterian Social Service Home	1913-19
1/2	Presbyterian Social Service Home - United Church Board of Control Minute Book	1919- 29
1/3	Board of Control Minutes	1930-39
1/4	Board of Control Minutes	1939-45
1/5	Board of Control Minutes	1946-52
1/6	Board of Control Minutes	1952-58
1/7	Board of Control Minutes	1959-65
1/8	Board of Control Minutes	1966-73
GENERAL CORRESPONDENCE		
1/9	Correspondence	1946, 1950-52 1957-63
1/10	Correspondence	1964-69
1/11	Correspondence	1970-72
FILES OF JOHN LLOYD SANDERS		
1/12	Statistics	1967-70
1/13	Statement of Policy and Job Analysis	1968-71
1/14	Correspondence	1968-70
1/15	Data Sheets	1966-67
FILES OF J. GORDON PINKERTON		
1/16	Minutes of the Research Group for Girls	1971-73
1/17	Reports and Correspondence Notices of closing of Home to Presbyteries, members, reports by Social Worker, Birthright, lists of members of the Board, closing resolutions. Not arranged.	1968-73

- 1/18 Task Force on the Burnaby Home 1973
Correspondence, reports and proposals relating
to the future use of the Home.
Not arranged.
- 1/19 Correspondence: Metro Council, Dr. Rae, 1971-73
Provincial Government, etc.
Correspondence with these agencies regarding
the closing of the Home and financial grants.
Not arranged.
- 1/20 General Correspondence 1972-73
Correspondence relating to operating the Home.
- 1/21 Files of Rev. William J. Selder, Secretary, Board 1952-54
of Control

FILES RESPECTING THE BUILDING FUND

- 1/22 Files of Ivan F. Ronalds, Chairman, Building 1961-68
Committee
Correspondence, work orders, change orders, progress
reports. Correspondence dated 1961-65 is related to
investigating architectural firms after tender bids.

Files of T. Gordon Reed, Secretary, Building Committee
- 1/23 Minutes of the Building Committee Meetings 1965-68
Primarily minutes. Includes some correspondence
between the Committee and the Board of Control
regarding the contractor, list of Building Committee
members, architect interview questionnaire form.
- 1/24 Working Papers 1961, 1965-67
Reports from Board of Control respecting business
discussed at meetings concerning the Building Fund,
replies to Board, correspondence respecting architects
and completed architect interview questionnaires,
Brief to Government of B.C. Regarding Proposed New
Accommodation for UCHG (1966), reports by engineers.
- 1/25 Files of Dr. Thomas Mayrs Badger, Chairman, Finance 1960-61,
Committee 1965-69
Mostly correspondence with the Provincial Secretary
and the Board of Evangelism and Social Services.
Occasional progress reports from the Building
Committee. Correspondence dated 1960-61 relates to
the other Church buildings the architects under review
had designed.

- 2/1 Files of Rev. G. Struthers, Secretary, Board of Control 1961, 1966-67
Includes Report on United Church Home for Girls (1966), requirements for new Home, correspondence, motion of Board of Evangelism and Social Services enabling the subcommittee to start action on building a new structure.
- 2/2 Files of George Frederick Schroeder, Treasurer, Board of Control 1966-69
Financial statements, invoices, receipts, estimated building project costs, correspondence related to the construction, summaries of changes to the Home, occupancy certificate.
Not arranged.
- 2/3 Reports 1966
Three reports prepared by Subcommittees of the Building Committee on the property, building requirements, and planning requirements. Two engineer's reports on specifications for labour and materials, and electrical, mechanical, and plumbing services.
- 2/4 Architectural Drawings 1961, 1966
Location drawing, building design, floor plan for Victor Home for Unwed Mothers, Toronto (dated 1961)
- FILES OF REV. ROBERT SOUTAR CHRISTIE
- 2/5 General Correspondence 1957-67, 1970
Primarily discussing the subject of hiring a social worker with the Board of Evangelism and Social Services, the Superintendent of Child Welfare and the Department of Social Welfare. Notices to the congregation of the work at the Home, soliciting donations at Thanksgiving
- 2/6 Burnaby Association for Retarded Children 1968-70
Correspondence, the Indenture, the Bill of Sale for the contents of the old Home, proposals from various organizations for use of the Old Home.
- 2/7 Tax Statements and Grants 1968-70
- 2/8 Insurance for the Home 1968
- 2/9 Wills and Bequests 1956, 1959, 1963, 1968-69
- 2/10 B.C. Conference Sub-Committee on the Future Use of the Old Burnaby Girls' Home 1965, 1967-68

REPORTS

2/11	Monthly Reports of the Superintendent	1916-19
2/12	Monthly Reports of the Superintendent	1948, 1952-54, 1958-67, 1969, 1970
2/13	Annual Reports of the Superintendent and Chaplain	1928, 1936, 1940-41, 1943- 54, 1956-72

FINANCIAL RECORDS

2/14	Statement of Receipts and Expenditures	1944-54
2/15	Statement of Receipts and Expenditures	1955-61
2/16	Statement of Receipts and Expenditures	Aug. 71-Sept 73
2/17	Semi-monthly and Annual Financial Statements	1950-55, 1958- 66
2/18	Semi-monthly and Annual Financial Statements	1967-73
2/19	Files of Dr. Thomas Mayrs Badger	1961-70
2/20	Files of Geroge Frederick Schroeder	1963-73
2/21	Inventory for the Home	1960-73
2/22	Payroll Record	1968-71

RECORDS OF THE WOMEN'S AUXILIARY

2/23	Annual Reports	1929-31
2/24	Minutes of the Presbyterian Women's Social Service Council	1912-15
3/1	Minute Book of the Presbyterian Women's Social Service Council	1915-23
3/2	Minute Book of the Presbyterian Women's Social Service Council (Later United Church)	1923-30
3/3	Minutes of the Women's Auxiliary	1948, 1966-73
3/4	Correspondence	1925-31
3/5	Financial Statements (book)	1956-66
3/6	Financial Statements (book)	1967-73
3/7	Monthly and Annual Treasurer's Reports	1965-71
3/8	Files of Mrs. A. Olive Munro, Treasurer, Women's Auxiliary	1960, 1965-67

RECORDS OF METROPOLITAN COUNCIL

- 3/9 Minutes of the Burnaby Home Committee 1973
Minutes of meetings, correspondence from
Chairman of Metro Council, Jon L.
Jessiman to the Task Force, list of members
of the Task Force
- 3/10 Correspondence - reactions to proposals 1973
Includes letters supporting and objecting to
proposals by the various organizations for using
the Home.
- 3/11 Correspondence - Fair Haven Proposal 1973
Communication with Metro Council, Fred Joyce,
Chairman, Fair Haven and Vancouver-South
Presbytery
- 3/12 Correspondence - Day Break Proposal 1973
- 3/13 Correspondence - United Church Division of 1973
Mission in Canada
- 3/14 Burnaby Home Committee - Reports to Council 1973
Includes the Report and Recommendations to
Metropolitan Council from the Burnaby Home
Committee (Nov. 22, 1973), circulars written
by Metro Council approving Committee's
recommendation, first report of Committee
- 3/15 Records Regarding Disposal of Home at 1968, 1970,
7451 Sussex 1973
Correspondence with Burnaby Association for
Retarded Children regarding their lease and
condition of the property
- 3/16 Records Regarding Disposal of Home at 1973
7401 Sussex Ave.
Short inventory of furnishing, legal description of
property
- 3/17 General Correspondence 1973
Includes terms of interim management from
date of closing the Home to disposal date,
correspondence about conferences and retreats
at the Home, closing out the Homes' accounts,
and some late donations.
- 3/18 Correspondence Supporting Use for Personal 1973
Care

3/19	Miscellaneous Items Circular letter on closing the Home produced by Metro Council, correspondence offering support and donations, minutes of Nov. 2, 1971 meeting regarding Intermediate Care of the Home	1971, 1973
3/20	Correspondence with Applying Groups Except Daybreak and Fair Haven	1973
3/21	Correspondence Supporting Use by Young Offenders, Drug Rehabilitation	1973
3/22	Correspondence - Suggestions and Support of Suggestions Prior to August 1, 1973	1973
3/23	Correspondence Supporting Use for Coastal Young People	1973
3/24	Correspondence Supporting Use for Retired Church Workers	1973
3/25	Correspondence Supporting Use for Conference/Retreat Centre and/or Offices	1973
3/26	Correspondence Supporting Use for Mentally Handicapped	1973
3/27	Proposals from Mental Health Organizations and the Tiebout Society	1973
3/28	Architectural Plans for a Proposed Personal Care Home	1973
3/29	Records Relating to a proposal by the Elizabeth Fry Society of B.C.	1973
3/30	Fair Haven Personnel Problem	1973?
HISTORICAL RECORDS		
3/31	Newspaper Clippings and Pamphlets	1941, 1955-73
MISCELLANEOUS FILES		
3/32	Records from 1945-47	
3/33	Records from 1946, 1948-49	