

# S. J. McKee Archives



## Board of directors - documents

<http://archives.brandonu.ca/en/permalink/descriptions4311>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.1

GMD: textual records

Date Range: 1904-1971

Physical Description: 24.5 cm

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This sub-series is comprised of various documents, agreements and contracts generated by A. E. McKenzie Seed Co. Ltd. Among the documents are by-laws, letters of patents, land deeds, leases, transfers of property, grants of probate, trademark documents, certificates of title, incorporation documents, bills of sale, assets and liabilities, licenses to do business, loan documents, tax statements/certificates, insurance documents, memorandums, declarations, estate documents, releases, settlements, mortgages, and bill 87.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 1 Board of Directors



## Board of Governors' committees

<http://archives.brandonu.ca/en/permalink/descriptions3181>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.5

GMD: textual records

Date Range: 1967-1987

Physical Description: 12 cm

### Scope and Content:

Sub-series consists of records for various committees of the Board of Governors, which were established to expedite matters in certain areas of the Board's jurisdiction. Some committees have a more or less permanent status while others were created to deal with specific questions or mandates. The sub-series has been divided into six sub sub series, including: (1) Nominating Committee; (2) Finance Committee; (3) Presidential Selection Committee; (4) Membership Committee; (5) Fundraising-Liaison Committee; and (6) Athletic Directorate.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.5 Board of Governors' committees

### Arrangement:

At present (July 2007) all Board Committee files are in one box. As more records are received, the individual committees will be placed into their own boxes.



## General Board of Governors agendas, minutes and packages

<http://archives.brandonu.ca/en/permalink/descriptions74>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.3

GMD: textual records

Date Range: 1967-1991

Physical Description: 1.16 m

### History /

### Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

### Scope and Content:

Sub-series consists of records related to Brandon University Board of Governors' general meetings. The sub-series has been divided into five sub sub series, including: (1) Agendas; (2) Minutes; (3) Packages; (4) Motion sheets; and (5) Index of motions.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.3 Board agendas, minutes and packages



## MPE B 2 Documents

<http://archives.brandonu.ca/en/permalink/descriptions9106>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Sub-series

Series Number: MPE B.2

GMD: textual records

Date Range: 1924-1998

Physical Description: 33 cm

History /

Biographical:

See fonds level description of RG 4 for history/bio of MPE

Scope and Content:

This artificially created sub-series contains a variety of legal and official documents related to the operation of the Manitoba Wheat Pool and MPE. Records include the following:

1. Agreements, General By-laws, and Contracts 1924-1972
2. General By-laws
3. Incorporations and Dissolutions
4. Operating Agreements, Agreements for Sale 1940-67
5. MPE Complete Legislation
6. Miscellaneous Documents
7. Elevator Policy, Agreements, Incorporation Certificates / Indebtedness
8. Quantitative Appraisal of Wheat Pool Building (left in original binding)
9. 9th Victory Loan Souvenir: A Portfolio of Reproductions of the Documents of Surrender
- 10a. Federal Agreement 1972 p.1-126
- 10b. Federal Agreement 1972
- 11a. Terminal Expansion 1961 – 1963
- 11b. Terminal Expansion 1961 – 1963
12. By-Laws and Constitutions
13. MPE & Connaught Laboratories Agreements 1964-66
14. MPE & Connaught Laboratories Agreements 1964-66
15. "Pool Pac" Trade Mark 1964, 1971, 1979
16. Patent #501894 Dust Control Apparatus 1954
17. MPE Agreement w/ Daniel Augustus Kane (General Superintendent appointment) 1928, 1933
18. Manitoba Co-operative Wheat Producers Ltd. Agreement w/ Richard M. Mahoney (Manager) 1924, 1925, 1928
19. MPE Acts
20. MPE Acts
21. Party & Supplementary Agreements 1931-1936
- 22a. Historical Documents of the Manitoba Wheat Pool 1924 - 1927
- 22b. Historical Documents of the Manitoba Wheat Pool 1927 - 1930
- 23a. Miscellaneous Documents 1925 -1996
- 23b. Miscellaneous Documents 1979 -1998
24. Association Documents 1940 - 1966
25. Deed of Trust and Mortgage August 2 1928
26. Wheat and Coarse Grains Overpayments 1929-1930

Notes: Description by Jillian Sutherland (2009, 2010)

Name Access: F.W. Ransom  
R.M Mahoney  
C.H. Burnell  
W.J. Parker  
P.F. Bredt  
D.A. Kane  
Manitoba Pool Elevators  
Manitoba Wheat Pool  
Central Office

Subject Access: Victory Loan  
By-laws  
Letters Patent  
Overpayment

Storage Location: RG 4 Manitoba Pool Elevator fonds  
Series B: Central Office records



## Board projects

<http://archives.brandonu.ca/en/permalink/descriptions3344>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.6

Accession Number: 8-2005

GMD: multiple media

Date Range: 1967-1972

### Scope and Content:

Sub sub series consists of documents relating to various Board projects including the Evans Lecture Theatre, the Library Building, a sanitary trunk sewer, electrical and telephone distribution service and the steam plant extension. There are also files on the Brandon University Chancellor and long range planning consultants. The sub sub series includes correspondence, minutes, blue prints, reports, financial information, statistics, recommendations and other records.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.6 Board Projects



## Finance board

<http://archives.brandonu.ca/en/permalink/descriptions4256>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.6

GMD: textual records

Date Range: 1943-1967

Physical Description: 2.5 cm

Scope and Content:

These include the minutes of Finance Board meetings.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



## Athletic board finance

<http://archives.brandonu.ca/en/permalink/descriptions4255>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.5

GMD: textual records

Date Range: 1935-1951

Physical Description: 2 cm

Scope and Content:

These records are a financial statement for the Athletic Board. It includes all expenditures and credits for the years included.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association



## Board of directors - miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions4314>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.4

GMD: textual records

Date Range: 1974

Physical Description: 0.1 cm

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This sub-series consists of one folder containing thank you letters to Prof. George F. MacDowell, Professor of Economics at Brandon University, and a long-time member of the McKenzie Seeds Board for his service to the company.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 1 Board of Directors

Related Material: RG 6 (Brandon University fonds), MG 3 (Brandon University Teaching and Administration), MG 3 1.12 (George MacDowell fonds).



## Brandon Board of Trade

<http://archives.brandonu.ca/en/permalink/descriptions4342>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: MG 5 1.4

GMD: textual records

Date Range: 1910-1911

Physical Description: 0.3 cm

History /

Biographical:

The Brandon Board of Trade was founded in 1883 to promote business activity and economic expansion in Brandon. Aside from these records, no other records of the Board of Trade are known to exist.

Custodial History:

See fonds level description of custodial history of A.E. McKenzie Seed Co. Ltd.

Scope and Content:

Sub-series includes the intervention of the Board in the 1910 municipal election in Brandon and a listing of the standing committee for 1911. The sub-series also includes a letter to Mr. Blanchard from A.E. McKenzie and a financial statement for the Brandon Commercial Bureau.

Storage Location: RG 3 A.E. McKenzie Seed Co. Ltd. fonds  
MG 5 A.E. McKenzie fonds



## Board Executive Committee

<http://archives.brandonu.ca/en/permalink/descriptions75>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: 2.2

Accession Number: 6-2005, 13-2000

GMD: multiple media

Date Range: 1973-1990

Physical Description: 14 cm

History /

Biographical:

The Executive Committee is a standing committee of the Brandon University Board of Governors that meets regularly two weeks prior to the regular Board meeting. Its membership consists of: Chair of the Board of Governors; Vice-Chair of the Board of Governors; President of the University; Secretary of the Board of Governors; Treasurer of the Board of Governors; Student Representative from the Board of Governors; and Senate Representative from the Board of Governors. The Vice-President (Academic and Research) and the Vice-President (Administration and Finance) act as resource persons. Elections for the Executive Committee take place at the Board of Governors' August meeting each year.

Specific responsibilities of the Executive Committee include: setting the agenda for each regular and special meeting of the Board of Governors; reviewing relevant matters coming before the Board of Governors; acting as a consultative body to the President of the University; dealing with matters delegated by the Board of Governors; referring items to appropriate standing committees of the Board of Governors; acting with the full authority of the Board in situations requiring immediate action prior to the next regular meeting of the Board. The Executive Committee also reviews and recommends policies governing university finance and long-range planning. The Executive of the Board reports to the Board of Governors.

Scope and Content:

Sub-series consists of records created by the Executive of the Brandon University Board of Governors. It has been divided into three sub sub series: (1) Board Executive Minutes; (2) Board Executive Correspondence; and (3) Board Executive Agendas.

Notes: History/Bio information taken from Board of Governors By-law No. 11 - Committees of the Board of Governors, Section III - Executive Committee (revised November 23, 2006).

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.2 Board Executive



## Labyrinth of Peace information board

<http://archives.brandonu.ca/en/permalink/descriptions7961>

Part Of: RG 6 Brandon University fonds

Description Level: Sub-series

Series Number: MG 3 1.18

Item Number: 32-2007.6

GMD: graphic

Date Range: 2002

Physical Description: 4" x 6" (colour)

History /

Biographical:

Photograph was taken by Christy Henry on August 10, 2002 following the grand opening of the Labyrinth of Peace. The Labyrinth is situated in the Assiniboine River Corridor near the Discovery Centre in Brandon, Manitoba.

Custodial History:

See series level of the Christy Henry fonds for Custodial History.

Scope and Content:

Photograph shows the information board for the Labyrinth of Peace.

Storage Location: RG 5 photograph storage drawer  
32-2007

Related Material: Additional information on the history of the Labyrinth of Peace project can be found in RG 6 (Brandon University fonds) 7.1.6 (Department of Religion) File 1.



## Athletic Association/Athletic board

<http://archives.brandonu.ca/en/permalink/descriptions4259>

Part Of: RG 1 Brandon College fonds

Description Level: Sub-series

Series Number: 8.9

GMD: textual records

Date Range: 1919-1933, 1947-1958

Physical Description: 7 cm

Scope and Content:

These are the minutes from the meetings of the Athletic Association and the Athletic Board.

Storage Location: RG 1 Brandon College fonds  
Series 8: Brandon College Students Association





## Board of directors - minutes/meetings

<http://archives.brandonu.ca/en/permalink/descriptions4312>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.2

GMD: textual records

Date Range: 1958-1981

Physical Description: 1.8 cm

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This sub-series includes minutes of the Board of Directors of McKenzie Seeds, extracts from minutes of the Board of Directors, information on shareholders of the company, notices of Board meetings, suggested meeting agendas, the President's annual report for 1967, and memos regarding Board meetings/business.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 1 Board of Directors

Related Material: Additional minutes for the meetings of the Board of Directors of McKenzie Seeds, dating from the mid 1930's, are held in the Provincial Archives of Manitoba.

Minute excerpts for the Board of Directors are located in the Document sub-series in the file titled By-Laws for 1940-1985.



## Board of directors - financial records

<http://archives.brandonu.ca/en/permalink/descriptions4315>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.5

GMD: textual records

Date Range: 1900-1986

Physical Description: 1.56 m

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

#### Scope and Content:

This sub-series includes financial statements of various kinds for McKenzie Seeds and combined financial statements for McKenzie Seeds and its subsidiaries, particularly McFayden Seeds. Chartered Accountants used for this purpose include: Marwick, Mitchell & Co., Webb, Read, Hegan, Callingham & Co./Webb, Read & Co., George A. Touche & Co., Oscar Hudson & Co., Morden, Sprague & Co./Laird, Sprague & Co., Edwards, Morgan, Halliday & Co., Welch, Hinton and Welch, McDonald, Currie & Co./Cooper Brothers & Co., Meyers Dickens Norris Penny & Co./Meyers, Norris, Penny & Co. and the Comptroller-General for the Province of Manitoba.

This sub-series also includes a number of purchase offers made to A.E. McKenzie Seed Co. Ltd as well as proposed plans to sell the company. Offers were received from United Grain Growers, Maple Leaf Mills, McKenzie Seeds Staff, Manitoba, Saskatchewan and Alberta Wheat Pools, and the Ferry Morse Seed Co.

Twelve ledgers, including branch order, mail order and cash registers, general ledgers, current ledgers, payroll sheets and branch daily cash reports, are also part of the sub-series. Other miscellaneous financial records and statements include information on McKenzie Seeds' proposal to the Manitoba Government for re-financing in the early to mid 1980's.

Notes:	<p>Additional dates for the records in the financial sub-series are as follows:</p> <ol style="list-style-type: none"><li>1. Prepared Financial Statements: 1907-1918, 1920-1923, 1926-1938, and 1942-1979.</li><li>2. Purchase Offers: U.G.G. (1959, 1966), Wheat Pools (1961), McKenzie Staff (1963), Maple Leaf Mills (c. 1965), Ferry Morse Seed Co. (c. 1969-1970).</li></ol>
Storage Location:	<p>The extent of the ledgers in sub-series McS 1 1.5 (Financial Records) separate from the other financial records in the sub-series is 95.9 cm. The financial records without the ledgers measure 60 cm.</p>
Storage Location:	<p>RG 3 A.E. McKenzie Company fonds McS 1 Board of Directors</p>
Related Material:	<p>Financial statements and records for the individual companies acquired by McKenzie Seeds are located in Series III.</p> <p>Information regarding the sale of McKenzie Seeds is located in Series II (Office of the President/GM), sub-series I (A.E. McKenzie), in the file entitled A.E. correspondence with W.A. Johnson. Some of these records are connected to the purchase offers received by McKenzie Seeds.</p>



## Board correspondence and subject files

<http://archives.brandonu.ca/en/permalink/descriptions76>

Part Of: RG 6 Brandon University fonds  
Description Level: Sub-series  
Series Number: 2.4  
Accession Number: 1-2004, 6-2005, 7-2005, 8-2005  
GMD: multiple media  
Date Range: 1963-1991  
Physical Description: 2 m

### History /

### Biographical:

For administrative history see RG 6 (Brandon University fonds), series 2 (Board of Governors).

### Scope and Content:

Sub-series consists of correspondence and various other documents, including: financial information, legal documents, agendas, reference materials, minutes, blueprints, drawings, reports, briefs, recommendations, proposals and newsclippings.

Storage Location: RG 6 Brandon University fonds  
Series 2: Board of Governors  
2.4 Correspondence and subject files



## Board of directors - management consultant reports

<http://archives.brandonu.ca/en/permalink/descriptions4313>

Part Of: RG 3 A.E. McKenzie Company fonds

Description Level: Sub-series

Series Number: McS 1 1.3

GMD: textual records

Date Range: 1965-1970

Physical Description: 4.5 cm

Custodial History:

See fonds level description of custodial history of A. E. McKenzie Seed Co. Ltd.

Scope and Content:

This sub-series includes reports from three management consultants: Harbridge House, Urwick, Currie & Partners Ltd., and Thorne Stevenson & Kellogg. As well, the sub-series contains correspondence between the President and Comptroller of A.E. McKenzie Seed Co. Ltd. and Harbridge House regarding the implementation of a management training program and plans to combat the weak field seed market. The Urwick, Currie reports deal with improvement in company operations and improvements in packet seed processing. The Thorne Stevenson & Kellogg report is entitled 'Implementing a Strategic Planning Process.' Each of the reports completed for the company deal with improving the business operations of McKenzie Seeds.

Harbridge House – this record is a management-training program designed to address a weak field seed market.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 1 Board of Directors