

S. J. McKee Archives



A.E. McKenzie fonds

<http://archives.brandonu.ca/en/permalink/descriptions4337>

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

Description Level: Series

Series Number: MG 5

GMD: textual records

Date Range: 1887-1989; prpredominantly 1887-1968

Physical Description: 31 cm

History /

Biographical:

See biographical sketch of A.E. McKenzie under RG 3 Series 2 (Office of the President/General Manager), sub-series 1 (A.E. McKenzie).

Custodial History:

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

Scope and Content:

The manuscript group contains records pertaining to A.E. McKenzie's personal life, such as personal correspondence and family documents. Records dealing with McKenzie's involvement with Brandon College, the Brandon Allied Arts Council and the Brandon Board of Trade are also included.

It has been divided into five sub-series, including: (1) Brandon College Inc.; (2) A.E. McKenzie Foundation; (3) Brandon Allied Arts Council; (4) Brandon Board of Trade; and (5) Miscellaneous.

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

Related Material: RG 1 Brandon College fonds in the McKee Archives contains additional information on A.E. McKenzie, particularly his involvement with Brandon College.

A photograph of A.E. McKenzie is located in oversized drawer #5 of the Brandon College photograph series.



AgEx administrative files

<http://archives.brandonu.ca/en/permalink/descriptions4377>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.4

GMD: textual records

Date Range: 1976, 1979-1982

Physical Description: 1.14 m

History /

Biographical:

The series was created by a member of the administrative staff attached to the Board of Directors of the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF3 for custodial history.

Scope and Content:

The series includes the administrative files from 1979, 1980, 1981, 1982. The files include Mailing Lists, Prize List Production, Catalogue Production, Advertising, Correspondence, various Animal Events, and several other topics.

Notes: Inventory of documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds
RG2SF3 AgEx



AgEx news releases

<http://archives.brandonu.ca/en/permalink/descriptions4379>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.6

GMD: textual records

Date Range: 1984-1990

Physical Description: 13 cm

History /

Biographical:

The series was created by a committee attached to the Board of Directors of the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF3 for custodial history.

Scope and Content:

The series includes the news releases regarding events and competitions of AgEx from 1983 to 1990. The series was more than likely attached to a larger group of administrative files, but before they were transferred to the archives they were removed from the original files, and a new series was created.

Notes: Inventory of documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds
RG2SF3 AgEx



AgEx original results

<http://archives.brandonu.ca/en/permalink/descriptions4380>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.7

GMD: textual records

Date Range: 1983, 1985

Physical Description: 6.5 cm

History /

Biographical:

The series was created by a member of the administrative staff attached to the Board of Directors of the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF3 for custodial history.

Scope and Content:

The series includes the original results from the 1983 and 1985 AgEx competitions.

Notes: Inventory of documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds
RG2SF3 AgEx



AgEx photographs

<http://archives.brandonu.ca/en/permalink/descriptions4381>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.9

GMD: graphic

Date Range: 1976-1989

Physical Description: 316 photographs and 3 prints

History /

Biographical:

Walt Browarny of Browarny Photography located in Calgary, Alberta created most of the photographs in this series. Other creators include Buddy Knox Entertainment Enterprises Limited, Arnaud, Manitoba and Frank Brandes Enterprises, Los Angeles, California. Leech Printing Limited of Brandon, Manitoba printed a few of these photos, likely as a service to the organizers of AgEx.

Custodial History:

Some of the AgEx graphics were stored with the Provincial Exhibition and Royal Manitoba Winter Fair photograph records at the MEA offices until these records were brought to the McKee Archives ca. 1986. Most of the pictures, however, were included in the textual records of the AgEx sous-fonds. Since ca. 1986, this sous-fonds has been transferred on a continuing basis to the McKee Archives. In July 1999, the AgEx photographs were separated from the sous-fonds' textual records and were placed in Series 9.

Scope and Content:

Series consists equally of colour and black and white pictures pertaining to AgEx. Roughly half of these pictures date from 1976; the other half date from 1986 and 1987. Four subject areas comprise the series: livestock, exhibits, entertainment, and dignitaries.

LIVESTOCK

Almost all of the AgEx photos are of prize-winning bull and female cattle. Breeds represented in the photos of 1976 are Angus, Charolais, Chianina, Hereford (Polled and Non-Polled), Holstein, Limousin, and Maine Anjou. Depicted in the photos of 1986 and 1987 are Angus, Aquitaine Blond, Charolais, Hereford (Polled and Non-Polled), Maine Anjou, Saler, Shorthorn, and Simmental.

Sheep are also featured in this series. Included are pictures both of sheep shows and sheep shearing.

EXHIBITS

At the 1976 AgEx were various commercial display booths. Depicted in this series are Kullberg's Furniture, Standard Steel Buildings, Cargill, Rug Doctor, and Linden Trailer Sales and Services Ltd.

ENTERTAINMENT

Entertainment graphics are advertisements for Buddy Knox, a singer who performed at the 1989 AgEx.

DIGNITARIES

Dignitaries depicted in this series are organizers of the fall fair. Also included is the 1976 Hereford Association Queen.

Containing over three hundred images of purebred cattle, this series is valuable for historians of agriculture. By examining these photos, one can ascertain the characteristics of breeds found in western Canada. This series is also useful for historians of agricultural exhibitions. By studying the pictures of Brandon's AgEx, one can determine the nature of fall fairs in western Canada.

Notes:

Part of RG2SF3. Item-level descriptions of the graphics of RG2SF1 through RG2SF4 are located on a searchable database. This database is entitled "Brandon Photographs" and can be read using Microsoft Access. "Brandon Photographs" is located on a 3½ floppy disk entitled "Provincial Exhibition Association of Manitoba fonds Series 9" included in this finding aid. The description of each photograph on this database includes the following information: accession number, title, date, place, physical description, scope and content, notes, creator, and copyright. By searching the database, individual photographs can be located easily. Instructions on how to use the database are in the printed finding aid.

Storage Location:

RG 2 Provincial Exhibition of Manitoba Association fonds
RG2SF3 AgEx

Arrangement:

Graphics for RGSF1 through RG2SF4 are located in boxes. Graphics larger than 24 x 35 cm are located in the image mapcase, which is located in the reading room. The graphics are filed chronologically by accession number. The arrangement is as follows:

Provincial Exhibition of Manitoba Association fonds; RG2SF1-RG2SF4; Series 9
Boxes 1 through 15, as follows:

Box 1 EX0001 to EX0125
Box 2 EX0157 to EX0263
Box 3 EX0265 to EX0399
Box 4 EX0400 to EX0499
Box 5 EX0500 to EX0599
Box 6 EX0600 to EX0699
Box 7 EX0700 to EX0799
Box 8 EX0800 to EX0899
Box 9 EX0900 to EX0921
Box 10 EX1000 to EX1099
Box 11 EX1100 to EX1199
Box 12 EX1200 to EX1299
Box 13 EX1300 to EX1399
Box 14 EX1400 to EX1499
Box 15 EX1549 to EX1859



AgEx prize lists and programs

<http://archives.brandonu.ca/en/permalink/descriptions4378>

Part Of: RG 2 Provincial Exhibition of Manitoba Association fonds

Description Level: Series

Fonds Number: RG2SF3

Series Number: 3.5

GMD: textual records

Date Range: 1975-1992

Physical Description: 18.5 cm

History /

Biographical:

The Prize Lists and Programs were created by a committee attached to the Board of Directors for the Provincial Exhibition of Manitoba.

Custodial History:

See sous-fonds RG2SF3 for custodial history.

Scope and Content:

The series includes the prize lists and programs from 1975 to 1992, including various cattle shows, poultry shows, show guides, and prize lists.

Notes: Inventory of documents in the series is available in the printed finding aid.

Storage Location: RG 2 Provincial Exhibition of Manitoba Association fonds
RG2SF3 AgEx



ARCH 2: North Lauder locale

<http://archives.brandonu.ca/en/permalink/descriptions12079>

Part Of: RG 7 Beverley Nicholson fonds

Description Level: Series

Series Number: 2

Accession Number: 1-2010

GMD: multiple media

Date Range: 1997 to present

History /

Biographical:

ARCH 2: North Lauder Locale

The North Lauder locale has a long archaeological and geological history that is important for understanding the forces that shaped the region. Archaeological research in the locale shows that the area has been occupied by humans for at least the past 6,500 years. Environmental forces provided an area of diverse resources that attracted early peoples.

Environment of the Lauder Sandhills

The North Lauder locale is part of the greater Lauder Sandhills area. The glaciers that covered this region began to recede approximately 11,000 years ago leaving a large lake known as glacial Lake Hind. The Souris River, the Lauder Sandhills and the Oak Lake Aquifer are remnants of the environmental and geological forces that shaped the region.

The Lauder Sandhills region is characterized by a landscape of sand sheets and stabilized sand dunes interspersed with a variety of wetlands. This complex topographic and hydrological situation favoured the development of an island mosaic of mixed forest, wetland and meadow, surrounded by mixed grass prairie. The result was a large, isolated ecotone which provided a rich variety of subsistence resources for hunter-gatherers.

Research in the Lauder Sandhills

Archaeologists from Brandon University have been conducting research in the Lauder Sandhills since 1991. Research in the North Lauder locale has focused on the Atkinson site, a 6,500 year old hunter-gatherer site and Flintstone Hill.

The Atkinson site

The Atkinson site is one of the oldest excavated sites in Manitoba and has been Radiocarbon dated to 6,500 years before present. The Atkinson site is located on the bank of the Souris River and was discovered when a hearth (fire pit) was seen eroding out of the bank. Based on the date of the site and the kind of lithics (stone tools) present it is considered a Gowen occupation. The Atkinson site is evidence that bison hunters were active on the northern plains at a very early date. Similar sites have also been found on the High Plains in the U.S. and are referred to as the Mummy Cave Complex.

The Atkinson Site is of great importance as it is the first undisturbed site of this type to be excavated in Manitoba and extends the range of these sites south and east from the type-sites in central Saskatchewan.

Flintstone Hill

The geomorphology of the glacial Lake Hind Basin over the past 11,000 years is known primarily through the study of a cut bank along the Souris River. Flint Stone Hill contains the most complete stratigraphic record for the post-glacial period on the northern plains. The site has been extensively studied by geoarchaeologists, geologists and paleoenvironmentalists over many years and their findings have contributed to our understanding of the region.

The North Lauder locale Borden designations of Atkinson site DiMe-27 and Flintstone Hill site DiMe-26.

Borden System

Archaeological sites in Canada are identified by the Borden system, which is a uniform site designation system. The country is divided into grids based on latitude and longitude in blocks of 10 x 20 minutes. The first 4 letters indicate the block and the following numbers indicate the actual site. For example the area of the Lauder Sandhills in southwestern Manitoba is identified by the letters DM and the North Lauder locale within that area is DiMe. The Atkinson site is DiMe-27 and the Flintstone Hill site DiMe-26. As new sites are discovered they will be numbered sequentially.

Scope and Content:

The Series has been divided into two sub-series, including (1) Atkinson site DiMe-27 and Flintstone Hill site DiMe-26.

Name Access: North Lauder locale
Subject Access: Archaeology
Atkinson site DiMe-27

Arrangement:

Series is arranged by site and by year of field work.



ARCH 3: Lovstrom locale

<http://archives.brandonu.ca/en/permalink/descriptions12406>

Part Of: RG 7 Beverley Nicholson fonds
Description Level: Series
Series Number: 3
Accession Number: 1-2010
GMD: multiple media
Date Range: 1985 to 1991

History /

Biographical:

The Lovstrom locale first came to the attention of Dr. Nicholson through conversations with landowners Mr. and Mrs. Herb Lovstrom in 1985. Lovstrom is a multi-component archaeological locale located 25km south of Brandon overlooking the Souris River channel. The landowner's surface collection and the presence of bone and artifacts in a cultivated field indicated the presence of one or more sites.

Limited testing was conducted in 1985 and 1986, followed by major excavations in 1987, 1988 and 1991. Eight sites of block excavations with a total of 132 1m2 excavation units were completed. The locale area extends approximately 500m north from the edge of the Souris Valley escarpment and over 200m east from the Jock's Creek escarpment.

Physical and biological environment As has been noted above, the locale is bounded on the south by the Souris channel and on the west by the incised channel of Jock's Creek and a till plain extends to the north and the east. This plain is characterized by buff colored glacial till with numerous rocks embedded in the surface. Surrounding these rocky knolls are dark-soil hollows where the various cultural occupations are found. The depth of the topsoil layer suggests a long term grassland cover with the present oak forest likely developing in historic times due to the elimination of bison grazing and the controlling of prairie fires in late historic

times. A small cleared patch of farmland is found within the boundaries of the locale area. This area has provided a substantial surface collection of artifacts.

Present vegetation in the area is a mosaic of aspen/oak forest groves and mesic grass prairie that includes introduced species such as brome grass. In poorly drained areas, willow and red osier dogwood are present. The Lovstrom locale is found in a forested area dominated by oak with an under story of saskatoon, chokecherry, pin cherry, and hazelnut brush. Poison ivy is abundant as well as sarsaparilla.

The major faunal resources in Precontact times would have been bison, with elk and mule deer playing a minor role. Antelope may have been present also. Small animals included snowshoe hare, cottontails, porcupines and beaver. Canids, including wolf, coyote, fox and domesticated dog were present, as well as mustelids such as badger, mink, and weasel. Fragments from a fisher were also recovered in the excavations.

Summation.

The Lovstrom locale has eight sites. The sites were designated and excavated as Blocks A, B, C, D, E, F, G and H. Many of the sites are multi-occupations.

The Vickers materials are primarily confined to Blocks D, E, F, G and H. Vickers Focus materials overlie Blackduck/Duck Bay materials. Blackduck and Duck Bay materials are found in the lower levels of all excavation blocks and in most test units. The Vickers occupations at the Lovstrom locale, based upon ceramic wares and an overlapping of C14 dates, appear to have been contemporary with the Lowton type site to the east, near Belmont. A small protohistoric occupation was identified overlying part of Block D. Faunal remains are abundant with bison clearly dominating the assemblages. Lesser amounts of canid are present as well as small mammals including beaver, hare and mustelids. Small amounts of avian species are also present.

Publications

Nicholson, B.A.

2011 The Role of Pocket Gophers (*Thomomys talpoides*) in Restructuring Stratigraphic Relationships at the Lovstrom Site. *Canadian Journal of Archaeology* 35:323-331.

Nicholson, Bev, Scott Hamilton, Matthew Boyd and Sylvia Nicholson

2008 A Late Plains Woodland Adaptive Strategy in the Northern Parklands: the Vickers Focus Forager-Horticulturists. Invited Paper for Papers in Northeastern Plains Prehistory, eds.

Michael G. Michlovic and Dennis L. Toom, *North Dakota Journal of Archaeology* Vol. 8:19-34.

Nicholson, Bev and Scott Hamilton

2001 Cultural Continuity and Changing Subsistence Strategies During the Late Precontact Period in Southwestern Manitoba. *Canadian Journal of Archaeology* 25:53-73.

Nicholson, Bev

1996 Plains Woodland Influx and the Blackduck Exodus in South-Western Manitoba During the Late Precontact Period. *Manitoba Archaeological Journal* 6(1):69-85.

Nicholson, Bev and Mary Malainey

1991 Report on the 1991 Field School Excavations at the Lovstrom Site (DjLx-1), Southwestern Manitoba. *Manitoba Archaeological Journal* 1(2): 51-93.

Nicholson, Bev and Jane Gibson

1990-91 Lovstrom Site Field Report, 1987 Excavations. *Saskatchewan Archaeology* 11&12:46-68.

Nicholson, Bev and Ian Kuijt

1990 Field Report and Interpretations of the 1988 Archaeological Excavations at the Lovstrom Site (DjLx-1) in Southwestern Manitoba. *North Dakota Journal of Archaeology* 4:166-205.

Nicholson, Bev
1990 Ceramic Affiliations and the Case for Incipient Horticulture in Southwestern Manitoba.
Canadian Journal of Archaeology 14:33-60.

Nicholson, Bev
1986 The Lovstrom Site: Culture Contact in Prehistory. Manitoba Archaeological Quarterly
10(1):35-71.

Scope and Content:

The Series has been divided into nine sub-series, including (1) Survey (2) Block A; (3) Block B
(4) Block C; (5) Block D; (6) Block E; (7) Block F; (8) Block G; (9) Block H

Name Access: Lovstrom locale

Subject Access: Archaeology
Lovstrom locale

Arrangement:

Series is arranged by site/block and by year of field work.



ARCH 4: Makotchi-Ded Dontipi locale

<http://archives.brandonu.ca/en/permalink/descriptions10215>

Part Of: RG 7 Beverley Nicholson fonds

Description Level: Series

Series Number: 4

Accession Number: 1-2010

GMD: multiple media

Date Range: 1992 to 2002

History /

Biographical:

Introduction

Information on archaeological materials in this locale first came to the attention of Dr. Nicholson through Doug Jackson, a local artifact collector from Souris. Doug had observed archaeological materials that included bone, ceramics and lithic material that had been exposed by municipal road building activity, northwest of Lauder Manitoba

Environment

The Makotchi-Ded Dontipi locale is located among stabilized sand dunes in the Lauder Sandhills in Southwestern Manitoba, northwest of the village of Lauder. The area is a mosaic of medium grass prairie and copses of aspen poplar and aspen-oak, together with intermittent sedge grass marshes and small ponds. These wetlands are bordered with balsam poplar, water birch, willows and red osier dogwood.

The well-drained upland forest also contains saskatoon, chokecherry, wild current, hazelnut bushes and occasional wild plums. Lowland areas have nannyberries and high-bush cranberry. Wild strawberries grow in lightly shaded areas along trail margins and in open patches in aspen forest.

History of Excavations

The Makotchi-Ded Dontipi locale is a virtual "island" of forest and marshlands in a vast expanse of mixed grass prairie. This archaeologically and environmentally rich area was given the Dakota name Makotchi-Ded Dontipi, meaning "the place where we live".

Summation

Prior to European settlement, the area was a rich environment for hunter-gatherer people. Archaeological investigations from 1992 to 2002 have revealed numerous sites within the locale. Some of these sites have been extensively excavated while others have been identified or tested.

Seven sites that have been identified in this locale range in age from the historic through protohistoric periods and extend into the middle precontact period. The major sites are the initial Middle Missouri Duthie site, the late precontact Jackson, Bradshaw sites and the protohistoric Twin Fawns, Schuddemat and Hollow B sites. The multi-component Vera site includes historic Métis, late precontact Vickers Focus, and middle precontact Besant, Pelican Lake, McKean Complex and Oxbow occupations. Over 230 units were excavated as well as numerous test pits and several extensive surveys.

Scope and Content:

Scope and Content

The Series has been divided into seven sub-series, including (1) Duthie site (2) Jackson site (3) Twin Fawns site (4) Vera site (5) Schuddemat site (6) Bradshaw site (7) Hollow B site.

Name Access: Makotchi-Ded Dontipi locale

Subject Access: Archaeology

Arrangement:

Series is arranged by site and by year of field work.



BAPC 1: Rural images

<http://archives.brandonu.ca/en/permalink/descriptions10084>

Part Of: RG 12 Brandon and Area Photograph Collection

Description Level: Series

Series Number: 1

GMD: graphic

History /

Biographical:

Series is artificially created.

Scope and Content:

Photographs in this series fall under the general heading of rural images of Brandon and surrounding area.

Storage Location: Brandon and Area photograph collection photograph drawer (regular and oversize)



BAPC 2: Urban images

<http://archives.brandonu.ca/en/permalink/descriptions10085>

Part Of: RG 12 Brandon and Area Photograph Collection

Description Level: Series

Series Number: 2

GMD: graphic

History /

Biographical:

Series is artificially created.

Scope and Content:

Photographs in this series fall under the general heading of urban images of the City of Brandon. They include parades, buildings, businesses, natural phenomena such as fires and floods, special events and cityscapes.

Storage Location: Brandon and Area photograph collection photograph drawer (regular and oversize)



BAPC 3: Transportation

<http://archives.brandonu.ca/en/permalink/descriptions10086>

Part Of: RG 12 Brandon and Area Photograph Collection

Description Level: Series

Series Number: 3

GMD: graphic

History /

Biographical:

Series is artificially created.

Scope and Content:

Photographs in this series depict various modes of transportation including trains and airplanes.

Storage Location: Brandon and Area photograph collection photograph drawer (regular and oversize)



BAPC 4: Education

<http://archives.brandonu.ca/en/permalink/descriptions10087>

Part Of: RG 12 Brandon and Area Photograph Collection

Description Level: Series

Series Number: 4

GMD: graphic

History /

Biographical:

Series is artificially created.

Scope and Content:

Photographs in this series relate to education in the Brandon area, including the Brandon Normal School, Brandon Collegiate Institute (BCI), and science fairs.

Storage Location: Brandon and Area photograph collection photograph drawer (regular and oversize)



BAPC 5: Portraits

<http://archives.brandonu.ca/en/permalink/descriptions10088>

Part Of: RG 12 Brandon and Area Photograph Collection

Description Level: Series

Series Number: 5

GMD: graphic

Scope and Content:

Series consists of photographic portraits of various individuals from Brandon and the surrounding area.

Storage Location: Brandon and Area photograph collection photograph drawer (regular and oversize)



BAPC 6: Associations

<http://archives.brandonu.ca/en/permalink/descriptions10089>

Part Of: RG 12 Brandon and Area Photograph Collection

Description Level: Series

Series Number: 6

GMD: graphic

Scope and Content:

Photographs in this series depict Brandon and area associations and organizations.

Storage Location: Brandon and Area photograph collection photograph drawer (regular and oversize)



BAPC 7: Athletics

<http://archives.brandonu.ca/en/permalink/descriptions10090>

Part Of: RG 12 Brandon and Area Photograph Collection

Description Level: Series

Series Number: 7

GMD: graphic

Scope and Content:

Photographs in this series depict athletic events and teams from Brandon and surrounding area.

Storage Location: Brandon and Area photograph collection photograph drawer (regular and oversize)

BC 1: Brandon College Board of Directors

<http://archives.brandonu.ca/en/permalink/descriptions4237>



Part Of: RG 1 Brandon College fonds
Description Level: Series
Series Number: 1
GMD: textual records
Date Range: 1899-1967
Physical Description: 78.5 cm

History /

Biographical:

The "Act to Incorporate Brandon College" was assented to on June 1, 1900 and specified that the Board of Directors would consist of 21 members. The Board was to control all financial matters of the College, though all decisions had to meet the approval of the Baptist Convention.

The first officers of the Board were a Chairman, a Treasurer and a Secretary. The minutes also refer to a "President," separate from the Principal, but does not define the President's duties. The Principal was a member ex-officio of the Board. The first duty of the Board was to create an executive consisting of all Brandon members of the Board. The main function of the executive was the operation of the College and transaction of all business arising between Board meetings.

In pursuit of a separate university charter, the Board reorganized its affairs in 1910, appointing an investment committee, a Bursar and a Registrar. The Principal was renamed "President," and was appointed Chairman of the Executive. The university charter was denied, leading the Board to seek affiliation with McMaster University. The Board of Directors during this time was forced to take a more active role in directing college affairs. In November 1910, the Board moved: ...that the officers of the Board be authorized to make such application for such amendments to the Charter as seem necessary and advisable.

This decision led the Board to draw up the Act to Amend An Act to Incorporate Brandon College which, by 1915, granted the Board authority over all College affairs, following the stated direction of the Baptist Convention.

On May 5, 1916 a nominating committee was struck to name the persons and mandate of all new committees.

During the existence of the Board prior to 1967 the following committees were created:

EXECUTIVE COMMITTEE

In 1918, the Board defined the functions of the Executive Committee as:

The Board of Brandon College shall at its organization meeting each year appoint from among its members an Executive of not less than seven in number. The Executive shall be responsible to the Board and shall exercise all the powers usually incidental to an Executive other than those delegated to the Finance Committee and Endowment Fund Committee, which two Committees shall also be responsible to the Board direct.

FINANCE COMMITTEE, 1918-1926

The Finance Committee was to consist of no fewer than seven members which:

...shall be responsible to the Board and shall under the Board have the general oversight and control of the financial policy of the College insofar as the raising of funds is concerned. The Finance Committee shall not have the power to make any expenditures except such as it may deem necessary to incur in connection with its efforts in raising funds. The Finance Committee

shall report to the Board of the College at each meeting of the Board and for the purpose of keeping the Executive in close touch with its activities and of enabling the two committees to work in closest cooperation shall transmit to the Executive a copy of the minutes of each of its meetings to be read at the regular meetings of the Executive and shall give account of the progress made by the Finance Committee and generally of its plans for the future. Members of the Finance Committee shall not all necessarily be members of the Board.

ENDOWMENT FUND COMMITTEE, 1918-1926

The Endowment Fund Committee was created by the following resolution:

The Board of Brandon College shall at its Organization Meeting each year appoint an Endowment Fund Committee which shall under the Board manage the Endowment Fund and direct the re-investment of its principal. The Endowment Fund Committee shall consist of not less than three members who shall not all necessarily be members of the Board.

The creation of the latter two committees was significant because it was the first time that Brandon citizens, not necessarily Baptists, were brought into the administration.

HOUSE AND GROUNDS COMMITTEE, 1923-1926

NEW INSTRUCTORS COMMITTEE, 1923-1936

ADVERTISING COMMITTEE, 1923-1936

BUSINESS ADMINISTRATION AND ENDOWMENT COMMITTEE, 1926-1936

TEACHERS COMMITTEE, 1929-1936

GENERAL PUBLICITY COMMITTEE, 1930-1936

By 1936, however, all Committees were abandoned as Brandon College struggled for its financial survival. After the Baptist Convention withdrew all of its support in 1938, a Provisional Board was established through the Brandon Board of Trade to negotiate with the government for the transfer of Brandon College to the Government of Manitoba. The provisional board succeeded in gathering the needed support for government intervention, and resurrected the College under "An Act to Incorporate Brandon College Incorporated."

The new Board of Directors was appointed October 11, 1939 during a general shareholders meeting. The officers of the Board were a Chairman, a Secretary and a Treasurer. There were also six new standing committees appointed, with mandates listed under clause 16 of by-law 1:

FINANCE COMMITTEE, 1939-1967

... whose duty it shall be to oversee the finances of the Corporation and make recommendations to the Board as to investments of Monies received for endowment or scholarship purposes, and to prepare and submit the annual budget.

PROPERTY COMMITTEE, 1939-1967

... who shall have general supervision of the real and personal property of the Corporation.

ENROLLMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain a student body for the College, to co-operate with the President and Faculty for such purpose and report to the Board as may be required from time

to time.

FACULTY COMMITTEE, 1939-1967

... whose duty shall be to make preliminary arrangements for the engagement of teachers and who shall make recommendations to the Board for consideration in the engagement of such teachers.

MEMBERSHIP COMMITTEE, 1939-1967

... whose duty shall be to maintain the membership of the Corporation and see that proper records of the same are maintained.

ENDOWMENT COMMITTEE, 1939-1967

... whose duty shall be to obtain endowments for the future operation of the College and to obtain gifts for scholarship purposes.

In 1942 the Public Relations and Progress Committee was established and a Public Relations Officer was hired. A Consultant Committee was appointed in 1948 with the sole purpose of overseeing the transfer of McKenzie Seeds to the provincial government for financial support through the McKenzie Foundation.

Scope and Content:

Series consists mainly of minutes of meetings and correspondence between various Board members and the College. It is a very detailed and descriptive compilation of the decision-making processes at a higher education institution. There are copies of minutes from the Executive Committee in amongst the general Board Minutes. Series also contains a copy of an appraisal of Brandon College Inc. by the General Appraisal Company Ltd. (Vancouver) completed in 1957.

Storage Location: RG 1 Brandon College fonds
 Series 1: Board of Directors

Arrangement:

Series has been divided into one sub-series: (1) Minutes of General Board Meetings.



BC 2: Office of the principal/president

<http://archives.brandonu.ca/en/permalink/descriptions4238>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 2

GMD: textual records

Date Range: 1899-1967

Physical Description: 13 m

History /

Biographical:

The Office of the President of Brandon College was established in 1899 under the title of Principal. The Principal was the head of the Academic Department and the Administrative body. In 1910, the position of Principal was changed to the position of President. There is no documented reason given for this change, but it was consistent with other universities and colleges at the time. When the institution was first organized in 1899, the role of the Principal was quite varied. It was the Principal who acted as both Registrar and Bursar, in addition to his duties as head of administration. The Principal also acted as a professor. It was the Principal who kept the college in contact with the Baptist Union. The Principal also acted as the liaison between the Board of Directors and the Senate, being an ex-officio member of both. In 1910, the roles of Registrar and Bursar were no longer the responsibility of the President. In the 1920's the President became increasingly involved with fundraising and traveled extensively in search of financial support.

In 1938, following the "Act to Incorporate Brandon College Incorporated," the Board of Directors, under by-law #1, assigned the President with "the internal management of the business of the Corporation insofar as it relates to the students, teaching and office staff shall be under the direct supervision of the President, subject to the order of the Board." In 1965 the President's Office was created, consisting of the President, Executive Assistant to the President (later Deputy to the President), and Secretary to the President who was also the Public Relations Assistant. From 1899 until 1967 the Office of the President was administered by six different men.

Scope and Content:

Series consists of records generated and collected by various presidents. The series has been divided into six sub-series, including: (1) Dr. Archibald P. McDiarmid; (2) Dr. Howard Primrose Whidden; (3) Dr. Franklin W. Sweet; (4) Dr. David Bovington; (5) Dr. John Robert Charles Evans; and (6) Dr. John E. Robbins.

Storage Location: RG 1 Brandon College fonds
Series 2: Office of the Principal/President



BC 3: Office of the bursar

<http://archives.brandonu.ca/en/permalink/descriptions4245>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 3

GMD: textual records

Date Range: 1910-1967

Physical Description: 2.03 m

History /

Biographical:

The Office of the Bursar was created in 1910. As head of financial affairs, a Bursar was more compatible to the administrative framework of other universities in Canada. The initial duties of the Bursar were the collection of all fees, control of funds and disbursements, donations, purchasing, supervision of grounds, and progressive measures in the investment of funds and the enlargement of finances. By 1913, the Bursar was also in charge of the book department, boarding, grounds and gardens, buildings and heating plant.

By 1924, the Bursar had become so involved in the management of College affairs that the Board established a committee to examine the functions of the President and the Bursar "with a view to readjustment for efficiency." The committee presented its report later that year, clearly defining nine functions of the Bursar. These functions were the keeping of books, banking, general handling of student fees and accounts, general handling of all trade accounts, handling of maintenance and extension movement pledge cards and receipts, general responsibility for the purchase of all supplies, supervision of fireman and janitor, supervision of buildings and grounds and the submission of a monthly report to the Secretary of the Executive. In 1929, the Bursar took on the role of Secretary to the Executive.

At several times during the history of Brandon College the Bursar and the Registrar were combined into one job.

BRANDON COLLEGE BURSARS:

R.J. KENNEDY (1910 - 1911)

No biographical information yet.

S.J. MCKEE (1911-1913, 1914-1915, 1919-1920)

Information about S.J. McKee can be found under the heading MG 1 Brandon College Teaching and Learning.

C.W. JACKSON (1913 - 1914)

No biographical information yet.

JOHN HARRIS MCKEE (1915 - 1918)

J.H. McKee was S.J. McKee's son. He was born in Ingersoll, Ontario. He moved to Rapid City in 1881 with his family. In 1890 he moved to Brandon where his father opened McKee's Academy. Harris attended Brandon College, graduating in 1914. When the war broke out he was not medically able to participate. He then took a position as Brandon College Bursar. In 1918, Harris resigned from his job to take up farming. He had several bouts of bad luck: drought, grasshoppers, frost, and other farming catastrophes, and was not too successful, having a list of 50 creditors at one point.

GEORGE H. ROSS (1918 - 1919)

Little is known so far about George Ross. He was a teacher before coming to Brandon College. He taught in Chatham, Ontario for a while, as well as at the Rider Moore College of Business in Trenton, NJ. From 1914-1919 Ross was also the Director of the Business Department at Brandon College.

S. EVERTON (1920 - 1923)

No biographical information yet.

E. SCOTT EATON (1923 - 1931)

E. Scott Eaton was born in Auburn. He graduated from Acadia University in 1903 and the Maritime Business College in 1904. Eaton then taught at the Maritime Business College and the Charlottetown Business College. For a time he was head of the Business Department at Alberta College. Eaton was the owner/manager of the Success Business College in Vancouver before coming to Brandon College. He occupied this position from 1923 until 1931. In 1931 he became purchasing agent and the superintendent of buildings and grounds at Acadia University. He became an accountant at H.T. Warne Ltd. in Digby, NS in 1940. Around 1953, Eaton became the Town Clerk of Digby. Eaton died at the age of 80 around 1962.

M.S. DONOVAN (1931 - 1936, 1939 - 1948)

No biographical information yet.

N. KEITH MCKINNON (1936 - 1939)

Keith McKinnon was born in Weyburn, Saskatchewan. After working in Weyburn he attended Brandon College, specializing in Political Economy. He was very active in all aspects of students affairs and was elected Senior Stick in his final year. He was appointed to the position of Registrar following his graduation from Brandon College.

D.R. MACKAY (1948 - Brandon University)

Information about D.R. MacKay can be found under the Office of the Registrar.

Scope and Content:

The Bursar series revolves around the finances of the school. There are invoices from general accounts, letters from businesses, and receipts for payments. There are also numerous student accounts, wage lists and letters regarding teachers' salaries. The Bursar did a lot of the correspondence regarding mortgages, estates, property, and other legal matters. The series is mainly correspondence to and from the Bursar regarding accounts, overdue accounts, pleas for financial support and numerous other matters. As well, there are financial statements, fundraising lists, and subscription lists. The series is not broken down by Bursar, but instead is grouped together chronologically.

Storage Location: RG 1 Brandon College fonds
 Series 3: Office of the Bursar

Arrangement:

Series has been divided into seven sub-series, including: (1) R.J. Kennedy; (2) S.J. McKee; (3) C.W. Jackson; (4) John Harris McKee; (5) George H. Ross; (6) S. Everton; and (7) E. Scott Eaton.



BC 4: Office of the registrar

<http://archives.brandonu.ca/en/permalink/descriptions4246>

Part Of: RG 1 Brandon College fonds
Description Level: Series
Series Number: 4

GMD: textual records

Date Range: 1910-1967

Physical Description: 2.22 m

History /

Biographical:

The Office of the Registrar was created in 1910. The person in the Registrar's position was in charge of many aspects of administration. The Registrar was to be drawn from the united departments of Arts and Theology and had four main functions:

1. To have charge (in conference with the President) of all correspondence with prospective students and with previously registered students of the College, in respect to courses of study.
2. To receive students from the Heads of the several Faculties, these Heads of Faculties having indicated by card the department and to register the student and furnish him with a card to the Bursar of the College indicating the fees called for by the course or courses of study, for which the student is registered.
3. To record the class standings of students from the reports furnished by the instructors.
4. To furnish the President with certified copies of such reports as are called for by the terms of affiliation with McMaster, or as he may otherwise require.

Along with these specific functions the Registrar was an officer of the Board of Directors, the Executive, an ex-officio member of the Senate and College Council. The Registrar also acted as the liaison between Brandon College and McMaster University. Following the "Act to Incorporate Brandon College Incorporated" in 1939, the Registrar became Secretary of the Senate and liaison between Brandon College and the University of Manitoba. From the period 1910 to 1967 there was no less than ten Registrars, many of them also taking on the task of Bursar.

BRANDON COLLEGE REGISTRARS:

S.J. MCKEE (1910-1920)

Information on S.J. McKee can be found under the heading MG 1 Brandon College Teaching and Learning.

S. EVERTON (1920-1923)

No biographical information yet.

L.S. JOHNSTON (1923-1924)

No biographical information yet.

CYRIL F. RICHARDS (1924-1935)

Cyril Fuller Richards was born in Dunedin, New Zealand. He came to America in 1905, taking his college preparatory work at the academy of Linfield College, McMinnville, Oregon. Richards spent seven years at Linfield College, four as he earned his B.Sc. and three as an instructor in biology. During that time he also became a naturalized American citizen and married Alice Louise Wood. Together they had one child, Margaret Ruth, who died in 1943.

After leaving Linfield College, Richards obtained his Bachelor of Divinity degree from Colgate-Rochester Divinity School. In 1924, he joined the faculty of Brandon College as Registrar and Professor of Psychology and Philosophy. Richards left the Registrar position in 1935 to take

Professor of Psychology and Philosophy. Richards left his Registrar position in 1935 to take over as College Dean. During his years at Brandon College, he also received his M.A. from the University of Manitoba (1935).

In 1937, Richards accepted the position of Dean of Men at Denison University in Granville, Ohio. Richards held this position until 1945, having been appointed Dean of the College there the preceding year. In 1950-1951, he served as acting President of Denison, becoming Vice-President following the appointment of the new president. Richards received an honorary doctor of humane letters degree from Linfield College in 1947.

Cyril Fuller Richards died in September 1954 at the age of 59 in Granville, Ohio.

M.S. DONOVAN (1935-1936)

No biographical information yet.

N. KEITH MCKINNON (1936-1938)

Information can be found under the heading Office of the Bursar.

H. STEWART PERDUE (1938-1948)

Information on Dr. Perdue can be found under the heading Office of the College Dean.

D.R. MACKAY (1948-1962)

D.R. MacKay was born in Weyburn, Saskatchewan. He graduated from Brandon College in 1939. MacKay served in the Canadian Army in Canada and Overseas from 1940 to 1947. He was appointed Registrar/Bursar in 1948. MacKay also served as Comptroller, Public Relations Officer, Director of Development and Secretary to the Board of Governors. He remained as Bursar until after Brandon College became Brandon University. He received the Alumni Award in 1974, and the Distinguished Service Award in 1981. MacKay retired in 1984, then served on the Brandon University Foundation Board of Directors. He died on April 1, 1990.

NORMA E. WALMSLEY (1962-1964)

Dr. Walmsley served in the Royal Canadian Air Force Women's Division in World War II. At the time she became Registrar she was an Associate Professor of Political Science. In 1964, Walmsley resigned as Registrar to accept a position on the Research Branch of the Royal Commission on Bilingualism and Biculturalism.

L.F. PELTZ (1965-Brandon University)

No biographical information yet.

Scope and Content:

This series is primarily correspondence between the Registrar of Brandon College and various other people. The letters deal with students, examinations, curriculum, scholarships, and tuition. The Registrar was the liaison between McMaster University and the University of Manitoba when dealing with subject matter during the time that Brandon College was affiliated with these schools. There is a great deal of correspondence between the Brandon College Registrars and the Registrars from these schools. The series also includes correspondence to students from the Registrar regarding room and board at the College. Student and class standings are also included in this collection. Most of the student records are arranged alphabetically by year.

Notes: History/Bio information on C.F. Richards taken from a Brandon Sun article (September 8, 1954).

Storage Location: RG 1 Brandon College fonds
Series 4: Office of the Registrar

Related Material: See RG 6, sub series 4.2 (Office of the Vice-President (Administration & Finance), RG 6, series 10 (Office of Development) and MG 3 1.9 Don MacKay for additional records related to D.R. MacKay.

Arrangement:

Series has been divided into eleven sub-series, including: (1) S.J. McKee; (2) S. Everton; (3) L.S. Johnston; (4) Cyril F. Richards; (5) M.S. Donovan; (6) N. Keith McKinnon; (7) H. Stewart Perdue; (8) D.R. MacKay; (9) Norma E. Walmsley; (10) L.F. Peltz; and (11) Registration cards.