

# S. J. McKee Archives



## Special capital project #1: Park School

<http://archives.brandonu.ca/en/permalink/descriptions3562>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.6

File Number: 15

Accession Number: 8-2005

GMD: textual records

Date Range: 1976

Physical Description: 1 file

### Scope and Content:

File consists of a request for approval in principle for financial assistance for special capital project to the Universities Grants Commission, correspondence, and a cost estimate.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.6 Board Projects

Box 1



## Special capital projects #1: Roofing repairs

<http://archives.brandonu.ca/en/permalink/descriptions3565>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 2.6

File Number: 18

Accession Number: 8-2005

GMD: textual records

Date Range: 1977-1978

Physical Description: 1 file

### Scope and Content:

File consists of correspondence and requests for financial assistance from the Universities Grants Commission.

Storage Location: RG 6 Brandon University fonds

Series 2: Board of Governors

2.6 Board Projects

Box 1



## B miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions3741>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 161

GMD: textual records

Date Range: 1969-1970

Physical Description: 1 file

### Scope and Content:

File consists of correspondence and the Order of Service for use at the Baccalaureate Service of Brandon University (March 15, 1970).

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 5



## B miscellaneous

<http://archives.brandonu.ca/en/permalink/descriptions3853>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 269

GMD: textual records

Date Range: 1970

Physical Description: 1 file

### Scope and Content:

File consists of correspondence.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 7



## Central Mortgage and Housing Corporation (file 1)

<http://archives.brandonu.ca/en/permalink/descriptions3875>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 288

GMD: textual records

Date Range: 1969-1970

Physical Description: 1 file

Scope and Content:

File consists of correspondence, newsclippings, and reference materials on housing.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 7



## Harry B. Hawthorn

<http://archives.brandonu.ca/en/permalink/descriptions4097>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 6.5.1

File Number: 35

GMD: textual records

Date Range: October 1975

Physical Description: 1 file

Scope and Content:

File consists of a draft parchment and Hawthorn's citation.

Storage Location: RG 6 Brandon University fonds

Series 6: Senate Office

6.5 Convocation Services, Baccalaureates Services, Banquets



## Betty Margaret Gibson

<http://archives.brandonu.ca/en/permalink/descriptions4103>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 6.5.1

File Number: 41

GMD: textual records

Date Range: May 1977

Physical Description: 1 file

Scope and Content:

File consists of a draft parchment and Gibson's citation.

Storage Location: RG 6 Brandon University fonds

Series 6: Senate Office

6.5 Convocation Services, Baccalaureates Services, Banquets



## Brandon University Education Journal Association

<http://archives.brandonu.ca/en/permalink/descriptions4165>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 14.4

File Number: 33

GMD: textual records

Date Range: [n.d]

Physical Description: 1 file

Scope and Content:

File consists of the Brandon University Education Journal Association constitution.

Storage Location: RG 6 Brandon University fonds

Series 14: Brandon University Students Union

14.4 BUSU clubs

Box 1



## 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

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 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.



## McS 1 Board of directors

<http://archives.brandonu.ca/en/permalink/descriptions4310>

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

Description Level: Series

Series Number: McS 1

GMD: textual records

Date Range: 1900-1986

Physical Description: 1.87 m

History /

Biographical:

The A. E. McKenzie Seed Co. Ltd. has had a Board of Directors since its incorporation in 1906. The first Board consisted of A. E. McKenzie, S. A. Bedford, the director of the Experimental Farm, H. L. Patmore and W. A. McCracken. Following A.E. McKenzie's death, the government of Manitoba appointed the members of the Board under the arrangements made with the establishment of the A.E. McKenzie Foundation.

According to the general by-laws (c. 1960) of A. E. McKenzie Seed Co. Ltd., the Board of Directors annually, or more often if required, elected from among themselves a President, a Vice-President and a General Manager. They were also responsible for appointing an Assistant General Manager, and a Secretary and a Treasurer. If needed, they would also appoint an Assistant Secretary and an Assistant Treasurer. A majority vote of the Board was required for the election or appointment of the above officers. Those individuals elected or appointed to their offices by the Board could be removed at the pleasure of the Board. The Board also had the power to fix the salaries of all of the officers of the Company. By resolution, it could pass this responsibility to the General Manager.

Custodial History:

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

Scope and Content:

This series consists of Board minutes/meetings, management consultant reports, financial records, documents and miscellaneous records.

It has been divided into five sub-series, including: (1) Documents; (2) Minutes/Meetings; (3) Management Consultant Reports; (4) Miscellaneous; and (5) Financial Records.

Storage Location: RG 3 A.E. McKenzie Company fonds

McS 1 Board of Directors





## Larry B. Hallatt - Business Administration - Seafam

<http://archives.brandonu.ca/en/permalink/descriptions4778>

Part Of: RG 6 Brandon University fonds  
Creator: Brandon University Dean of Arts Office  
Description Level: File  
Series Number: 7.1.1  
File Number: 25  
Accession Number: 24-2000  
GMD: textual records  
Date Range: 1992-1993  
Physical Description: 1 file

### Scope and Content:

File consists of course evaluations, application and appointment documents, documents regarding research project - Manitoba Grow Bond, activities and teaching documents, and a copy of the Brandon University job posting.

Storage Location: RG 6 Brandon University fonds  
Series VIII: Faculties and Schools  
7.1.1 Dean of Arts  
Box 2



## Canadian Union of Public Employees (Brandon, Manitoba) fonds

<http://archives.brandonu.ca/en/permalink/descriptions4826>

Part Of: RG 5 Western Manitoba Manuscript Collection

Description Level: Collection

Accession Number: 22-2003, 30-1999

GMD: textual records

Date Range: 1956-1890; predominant 1964-1980

Physical Description: 5.2 m

History /

Biographical:

The Canadian Union of Public Employees came into existence in September 1963, during a convention in Winnipeg when The National Union of Public Employees and the National Union of Public Service Employees merged. In 1964, the Manitoba Division of CUPE (now CUPE Manitoba) held its founding convention in The Pas. At that time, there were 12 affiliated local unions and a total membership of 1,300. The Canadian Union of Public Employees is Canada's largest union. Public service employees formed CUPE to protect their rights, to negotiate wages and working conditions, and to achieve dignity in the workplace.

Custodial History:

Fonds was in the possession of the Brandon CUPE Office until its donation to the S.J. McKee Archives in 1995.

Scope and Content:

Fonds contains general administrative files of the CUPE including agreements, newspaper clippings, correspondence, and convention records. In addition, fonds includes records for many CUPE locals in southwestern and north-central Manitoba. These include files for each local containing agreements, lists of officials, correspondence and financial records. An extensive body of records dating from 1956 exists for CUPE local #69. This local began its existence as the Brandon Civic Employees Federal Union formed in April 1919.

Notes: CAIN No. 202610

Subject Access: Canadian Union of Public Employees  
Brandon Civic Employees Federal Union Local 69  
collective bargaining  
public sector unions  
industrial relations

Storage Location: 2003 accessions

Storage Range: 2003 accessions



## Correspondence- Misc. B

<http://archives.brandonu.ca/en/permalink/descriptions5113>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 191

GMD: textual records

Date Range: Sept.1991- Mar. 1993

Physical Description: 1 file

Scope and Content:

File consists of correspondence between Lee Clark and constituents (surname beginning with the letter "B")

Notes: File was artificially created by Karyn Taylor, 2006

Storage Location: RG 6 Brandon University fonds  
MG 3 Brandon University Teaching and Administration  
1.14.1 W. Leland Clark - political career  
Box 7



## 92 B Misc.

<http://archives.brandonu.ca/en/permalink/descriptions5441>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 504

GMD: textual records

Date Range: 1992

Physical Description: 1 file

Scope and Content:

File consists of correspondence with people with surnames beginning with "B"

Storage Location: RG 6 Brandon University fonds  
MG 3 Brandon University Teaching and Administration  
1.14.1 W. Leland Clark - political career  
Box 21



## Correspondence A-B

<http://archives.brandonu.ca/en/permalink/descriptions5635>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 699

GMD: textual records

Date Range: 1983-1985

Physical Description: 1 file

Scope and Content:

File consists of correspondence from people with surname starting with "A" and "B"

Storage Location: RG 6 Brandon University fonds

MG 3 Brandon University Teaching and Administration

1.14.1 W. Leland Clark - political career

Box 26



## Rev. Can. Casework & Correspondence 91 1 of 2

<http://archives.brandonu.ca/en/permalink/descriptions5760>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 814

GMD: textual records

Date Range: 1991

Physical Description: 1 file

Scope and Content:

File consists of correspondence

Storage Location: RG 6 Brandon University fonds

MG 3 Brandon University Teaching and Administration

1.14.1 W. Leland Clark - political career

Box 32



## B Misc. Brandon 91

<http://archives.brandonu.ca/en/permalink/descriptions5766>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 820

GMD: textual records

Date Range: 1991

Physical Description: 1 file

Scope and Content:

File consists of correspondence with surname "B"

Storage Location: RG 6 Brandon University fonds

MG 3 Brandon University Teaching and Administration

1.14.1 W. Leland Clark - political career

Box 32



## Correspondence 1-5

<http://archives.brandonu.ca/en/permalink/descriptions5969>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 1023

GMD: textual records

Date Range: Mar.-May 1987

Physical Description: 1 file

Scope and Content:

File consists of correspondence organized by date it was written (ie. 1st-5th of a particular month)

Storage Location: RG 6 Brandon University fonds

MG 3 Brandon University Teaching and Administration

1.14.1 W. Leland Clark - political career

Box 41



## Correspondence 1-6

<http://archives.brandonu.ca/en/permalink/descriptions5977>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 1031

GMD: textual records

Date Range: Sept. 1985-Mar. 1986

Physical Description: 1 file

Scope and Content:

File consists of correspondence organized by date written (ie 1st-6th of a particular month)

Storage Location: RG 6 Brandon University fonds  
MG 3 Brandon University Teaching and Administration  
1.14.1 W. Leland Clark - political career  
Box 42



## Casework 1990 & Prior B Misc.

<http://archives.brandonu.ca/en/permalink/descriptions5997>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: MG 3 1.14.1

File Number: 1051

GMD: textual records

Date Range: 1990

Physical Description: 1 file

Scope and Content:

File consists of correspondence with surname starting with "B"

Storage Location: RG 6 Brandon University fonds  
MG 3 Brandon University Teaching and Administration  
1.14.1 W. Leland Clark - political career  
Box 43