

# S. J. McKee Archives



## 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 5: Brandon College Senate

<http://archives.brandonu.ca/en/permalink/descriptions4247>

Part Of: RG 1 Brandon College fonds  
Description Level: Series  
Series Number: 5

GMD: textual records

Date Range: 1900-1967

Physical Description: 60 cm

History /

Biographical:

The Brandon College Senate was created in 1900 under "An Act to Incorporate Brandon College." At the time, however, the Senate was not given a clear policy mandate. The Act stated: The Professors in said College, together with three members of the Board of Directors nominated by the said Board for that purpose, shall constitute the Senate, to whom shall be entrusted the reception, academical superintendence and discipline of the students and of all other persons within the said College.

Despite general authority over the discipline of students, measures to enforce discipline and the power to appoint or remove professors rested with the Baptist Convention. As a result, the Senate remained largely ineffective until 1910 when the Board re-defined their function as follows: The Senate be composed of the Council of the College together with three members appointed by the Board of Directors. That this body shall be responsible for all matters that concern the determination of the curriculum, the recommendations to the Board regarding appointments of instructors in subjects otherwise specifically assigned to individual members of the several faculties.

These new powers provided the Senate with a rational boundary of authority including some control over the curriculum, but its main function was still recommendations to the Board on matters concerning faculty. There are no known documents regarding the Brandon College Council, which existed from 1910 to 1915. Affiliation with McMaster was a contentious issue with faculty. Courses had to correspond with those in McMaster, effectively eliminating the Brandon College Senate from its authority over academic matters.

In 1915 the Senate was re-organized following the "Act to Amend An Act to Incorporate Brandon College." With this reorganization the Senate assumed a more direct role in the selection of faculty and tutors. As well, the Senate became a stronger advisory body of the faculty.

The Brandon College Senate remained relatively unchanged until 1939 when, under by-law 1, the Board defined the Senate functions as:

Power to regulate instructions and to determine the methods and limits of instructors.

To prepare a calendar of the College for publication.

To recommend to the Board the establishment or abolition of, or any changes in departments, chairs, lecture-ships, bursaries, scholarships and prizes, and generally have charge of all matters of an academic character, but shall not have any power to incur any expenditures or liabilities on behalf of the Corporation until specifically authorized by resolution of the Directors, nor shall their powers be construed as authority to engage teachers for the Corporation.

Along with these functions the Senate was also the body that possessed the binding authority to deal with all academic grievances.

The Senate under the new Charter and by-law 1, consisted of the President, Chairman of the Board, seven members from the faculty (including President and Registrar), and six members from the Alumni. The Registrar was to act as Secretary.

The Senate was changed once more in 1959. This change led to a more significant role in the administration of Brandon College.

#### Scope and Content:

These records consist mainly of minutes from various faculty council and executive meetings from 1900 to 1942 including Arts, Science and Theology faculties. Included as well are Minutes of the Ministerial Committee of the Baptist Union of Western Canada As well, there are University of Manitoba Senate Minutes dating from 1950 to 1958.

Storage Location: RG 1 Brandon College fonds  
Series 5: Brandon College Senate



## BC 7: Brandon College Alumni Association

<http://archives.brandonu.ca/en/permalink/descriptions4249>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 7

GMD: textual records

Date Range: 1912-1967

Physical Description: 13 cm

#### History /

#### Biographical:

The Brandon College Alumni Association was created in the spring of 1912. The Arts Class of 1912, the Theological graduates and also the Ad Eundem graduates met together with old graduates who were in the city. It was decided to form an Alumni Association of Brandon College open to all Arts and Theological graduates, past, present and future, as well as those admitted Ad Eundem. An executive was elected, Reverend J.C. Bowen of Winnipeg being appointed President, and J. Dempsey, Class of 1912, Secretary. The matter of drawing up a constitution was left to the executive.

A meeting was held by the executive on November 21, 1912 in order to discuss membership into the Association. A resolution was eventually passed that approved the basis set down the previous spring: All Arts, Theological and Ad Eundem graduates were to be admitted into the Association.

The Alumni Association was created by students in order for graduates and former students of Brandon College to maintain contact with the College and each other and to promote the College's interests.

The Alumni Association's activities included: publication of the quarterly Alumni News, mailed to all members and associate members; administration of the Alumni-contributed \$17 000 J.R.C. Evans (Memorial) Student Loan Fund, providing interest free loans to worthy students; representation on Brandon College Board of Directors; contributions to College expansion; organization of Association branches in major cities and of social events for Alumni members.

#### Scope and Content:

The records of the Alumni include newsletters, "Alumni News," and various other documents dealing with the association.

Storage Location: RG 1 Brandon College fonds  
Series 7: Brandon College Alumni Association



## BC 8: Brandon College Students Association

<http://archives.brandonu.ca/en/permalink/descriptions4250>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 8

GMD: textual records

Date Range: 1905-1967

Physical Description: approx. 65.5 cm

History /

Biographical:

The first organization involving the students of Brandon College was created in 1899 or 1900. It was entitled the Literary Society. This society was run by students and faculty to cultivate literary and musical gifts and to provide training in public speaking and in the transaction of business. In 1901, a College branch of the Y.W.C.A. was formed as well as a Students' Missionary organization. A College branch of the Y.M.C.A. followed in 1902. The Brandon College Athletic Association was created in 1904 to direct the affairs of the various athletic games.

The first idea of a Student Council-type organization began in 1906 with the creation of the Students' Committee. This committee was created in order to develop a worthy College spirit and to promote a worthy College life.

"A committee of five students shall be appointed annually early in the college session whose office it shall be to confer with the Resident Master on matters pertaining to residential life, and with the Faculty on matters pertaining to the general life of the College. This committee shall consist of five members, three resident and two non-resident. In matters relating to the residence the three resident students alone shall act. This committee shall represent the Student Body in any matters in which that body may wish to confer with the Faculty, or may of its own motion confer with the faculty on any subject thought to be of interest in promoting proper College life."

In 1909 the Debating Society was created for training in public speaking. A Publications Committee was created in 1910 to publish the new student magazine, The Quill. The Students' Committee became known as the Student Council in 1915. Also in 1915, a Committee on College Activities was formed. This consisted of the President, two faculty members and two students. It was appointed by arrangement of the College Council each year to regulate the various activities of College life. It became known as the Functions Committee in 1921.

The 1920-1921 College Calendar is the first calendar that mentions the Brandon College Students Association. It states under the heading of Student Organizations that:

"The Literary and Debating Societies, the Athletic Association, the Y.M.C.A. and the Y.W.C.A. are integral parts of the Brandon College Students' Association, and are managed by committees appointed by the Association."

1921 saw the formation of the Students' Christian Movement which replaced the Y.M.C.A. and the Y.W.C.A. Under the Students' Christian Movement group, students held weekly devotional and educational services, and conducted Bible and mission study classes.

The 1936-1937 College Calendar shows that a change took place that year in the student council. Instead of just five students of the College being elected to the Council, there are now two separate councils. The calendar states that:

"The students of the men's and of the women's residences appoint annually a representative

The students of the men's and of the women's residences appointed annually a representative committee of five, whose function it is to consider the interests of College life from the point of view of the residence body, conferring with the Faculty when necessary."

Although these groups of five were known as the student council, there was a Student Executive of the Brandon College Students Association that was a separate entity. It consisted of the Senior Stick, the Lady Stick (since 1923), the heads of various boards, and the class presidents. This governing student body continued until 1966 when it underwent an extensive reorganization. During that year, the positions of Senior and Lady Sticks were abolished so that the elected student president could be a man or a woman. This president would be assisted by elected 'sticks' from each faculty of Arts, Science, Education and Music. This form of government continued until 1967, when Brandon College became Brandon University.

#### Scope and Content:

The Student Association files cover a wide variety of topics and consist mainly of minutes from various student groups and clubs on the Brandon College campus. The records are a first hand look at how student governments were run during the Brandon College era.

Series has been divided into twenty four sub-series, including: (1) Lady Stick's Notes; (2) Memorial Gymnasium Book; (3) Minutes (Literary Board); (4) Expansion Fund Committee; (5) Athletic Board Finance; (6) Finance Board; (7) Main Executive Committee; (8) Functions Committee; (9) Athletic Association/Athletic Board; (10) Contemporary Club; (11) Social Science Club; (12) BCSA Records; (13) Co-Ed Association; (14) English Club; (15) Sports Awards; (16) Record of Social Events; (17) Brandon College Ministerial Association; (18) Ledgers; (19) Freshie Week Committee; (20) Arts Banquet Committee; (21) French Club; (22) Intervarsity Night Report; (23) Publications Committee; and (24) Student Missionary Band.

Storage Location: RG 1 Brandon College fonds

Series 8: Brandon College Students Association

Related Material: RG 6 (Brandon University fonds), series 14 (BUSU - Brandon University Students Union).



## BC 10: Brandon College Ministerial Committee

<http://archives.brandonu.ca/en/permalink/descriptions4277>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 10

GMD: textual records

Date Range: 1908-1937

Physical Description: 2 cm

History /

Biographical:

The Ministerial Committee was created with the purpose of discovering prospective students for the Baptist ministry. To become recognized as a student in Theology, a student had to be examined by the Ministerial Committee. The committee looked at the student's intellectual, moral and spiritual fitness for the work of the ministry. He was then graded on his chances at entering the ministry. The committee could tell him that he was not suitable for ministerial work, or they could put him on the "encouraged" list. After repeated meetings with the Committee, a student could be voted as "accepted" as a prospective Baptist ministerial student.

Scope and Content:

These records consist of a book from the Ministerial Committee. It contains the records of prospective theological students, including comments on their spirituality, morality and intellect. It records which students were rejected, encouraged and accepted into the program. Some notable students interviewed in this collection are: J.R.C. Evans, John Hart, Charles Stone, H. Friend, J. Church, and Tommy Douglas.

Name Access: J.R.C. Evans

John Hart

Charles Stone

H. Friend

J. Church

Tommy Douglas

Storage Location: RG 1 Brandon College fonds

Series 10: Brandon College Ministerial Committee



## BC 11: Brandon College military training programs

<http://archives.brandonu.ca/en/permalink/descriptions4278>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 11

GMD: textual records

Date Range: 1915-1960

Physical Description: 45 cm



In 1914 World War I broke out in Europe. As soon as Britain became involved in the war, Canada, as part of the British Empire, was involved. As soon as Canada became involved in the war, Brandon College became involved. In keeping with the patriotism of the time, Brandon College organized a Canadian Officers Training Corps in 1915. It was soon a common sight to see students drilling several times a week in every type of weather. Often the women of the college would offer food and drink after the more grueling experiences. In 1916, a Brandon College platoon was organized under J.R.C. Evans. When he was declared medically unfit to go overseas, the command went to Lieutenant William Carey McKee. Carey was the son of S.J. McKee. He had graduated from Brandon College in 1914, and secured his M.A. in 1915. The Brandon College platoon joined up with the Western Universities Battalion, the 196th. The men went overseas in 1916, most remained there until after the war. Sadly, their admired leader, Carey McKee, was killed on August 26th, 1918 at Arras, just months before the end of the war.

Over thirty other Brandon College men failed to return home from the war. Remaining students immediately began planning for a memorial gymnasium to honour their fallen friends. They eventually raised over \$20 000 towards the gym, but the money was given as a gift to the administration during the late 1920's and early 1930's when the College was in dire need of money. Although the Students' Memorial Gymnasium Fund went on for several years, due to lack of money and rising building costs, the memorial gymnasium was never built.

The C.O.T.C. remained on the campus, but it was not as integral a part of daily routine until the late 1930s. Once again, hostilities broke out in Europe. This time, however, Canada did not automatically become involved in the war when Britain did. In an attempt to show the world its independence, Canada waited five days before officially declaring war. By 1940, the C.O.T.C. was in full swing again. As well, part of Brandon College was given to the Royal Canadian Air Force for use as classrooms and accommodations.

After the cessation of World War II, the C.O.T.C. remained on campus. The S.J. McKee Archives has records of the organization up until 1960. The 1951 Brandon College Calendar describes the University of Manitoba contingent of the C.O.T.C., so at some point the two organizations were amalgamated. The 1954 Brandon College Calendar describes the R.C.A.F. (Reserve) University of Manitoba Squadron that students can apply for. Finally, the 1957 Brandon College Calendar contains a description on the Regular Officers Training Plan, which students could apply for. All of these programs were still in effect when the College was granted its University Charter in 1967.

#### Scope and Content:

The first member of Brandon College to join up was a professor, Philippe Louys. He happened to be visiting his father in France when hostilities broke out. He joined the French Army, and was almost immediately taken prisoner. For several years he tried to escape, finally being successful on his fourth try. Louys immediately began retraining in the French Army, but as soon as he was ready to fight again, the war ended. Philippe Louys' story is not uncommon in the history of Brandon College. The professors and students felt it was their duty to join the ranks and fight along with the rest of the British Empire. Most of them left the halls of the College, and many never returned.

The records consist mainly of correspondence having to do with the Canadian Officers Training Corps. There are also letters referring to Brandon College students who served in the World Wars. As well, there are lists of Unit Orders and Syllabii for the instructors of the C.O.T.C. There are also files regarding the War Maintenance Fund from 1918 and 1919. These records are a good source of material for studying how Brandon College viewed the outbreak of hostilities in Europe, and how the College responded to the crisis. Also, they show how attitudes changed about war and the college's role in it from the period of 1915 to 1960. The Presidents' files also have information on the role the military played at Brandon College. Finally, the series contains attestation and application for military training forms (1941-1943).

Storage Location:      RG 1 Brandon College fonds  
                                 Series 11: Brandon College Military Training Programs



## BC 12: Brandon College publications

<http://archives.brandonu.ca/en/permalink/descriptions4279>

Part Of:                      RG 1 Brandon College fonds  
Description Level:        Series  
Series Number:            12  
GMD:                        textual records  
Date Range:                1910-1967  
Physical Description:    6 cm (excluding The Quill, The Sickle, Student Handbooks and The Spectrum)

## History /

### Biographical:

See sub-series descriptions for History/Bio information on:

#### The Quill

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.3 (The Quill))

#### The Sickle

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.1 (The Sickle))

#### Student Handbooks

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.2 (Student Handbooks))

#### Brandon College Bulletin

(RG 1 Brandon College fonds, series 12 (Brandon College publications), 12.4)

#### Brandon Reflections

(RG 1 Brandon College fonds, series 12 (Brandon College publications), 12.5)

#### The Spectrum

(RG 6 Brandon University fonds, series 14 (BUSU), sub-series 14.5 (publications), 14.5.1.3 (The Spectrum))

### Scope and Content:

Series consists of magazines, newspapers, yearbooks, bulletins and directories published by Brandon College. It has been divided into seven sub-series, including: (1) The Quill; (2) The Sickle; (3) Brandon College Student Handbook; (4) Brandon College Bulletin; (5) Brandon Reflections; (6) Miscellaneous Brandon College publications; (7) The Brandon College Gazette; and (8) The Spectrum.

### Notes:

Although many of the records in this series are part of RG 1 Brandon College fonds, it was decided administratively, because of the continuity with Brandon University and the ongoing character of the records, to locate the Quill, the Sickle (and the Spectrum) and the Student Handbooks within RG 6 Brandon University fonds as part of series 14 (BUSU), sub series 14.5 (BUSU publications).

### Storage Location:

RG 6 Brandon University fonds  
Series 14: BUSU  
14.5 BUSU publications

RG 1 Brandon College fonds  
Series 12: Brandon College publications

### Related Material:

RG 6 (Brandon University fonds), series 14 (BUSU), sub series (BUSU publications).

### Arrangement:

Due to the relocation of the Quill, the Sickle, the Student Handbooks and the Spectrum within RG 6 Brandon University fonds, sub-series' 12.1, 12.2, 12.3 and 12.8 do not exist within the arrangement of RG 1 Brandon College fonds.



## BC 13: Brandon College ledger and minute books

<http://archives.brandonu.ca/en/permalink/descriptions4283>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 13

GMD: textual records

Date Range: 1899-1967

Physical Description: 1.89 m

History /

Biographical:

These files were created from 1899-1967. They include almost all of the financial records from this time. Before the creation of the Bursar position in 1910, the files were probably created by Dr. McDiarmid and Dr. McKee. After 1910, it is assumed that it was primarily the Bursar's responsibility to update the ledgers. As well, various committees were involved in the creation of these ledgers, such as the Refund Committee and the Library Committee.

Scope and Content:

Many of the Ledgers in this collection contain clear information about how Brandon College raised and spent its money. There are General Accounts Ledgers that give an overall view of the College's finances, as well as Financial Reports from 1910 through to 1969. There are several ledgers entitled Cash Receipts and Disbursements and Petty Cash.

Some interesting files from a researcher's point of view are the Student Accounts Ledgers. Dating from 1899, these ledgers contain information regarding each student that attended Brandon College. The ledgers record the tuition, board and other students expenses, how it was paid and who it was for. There are also Book Accounts. These two books describe the books students had to buy for their classes. There is a book of room deposits, as well as a list of students by their hometown and denomination.

The Miscellaneous file is probably the most interesting one in the collection. There is a ledger created by Sadie Northam in 1898. The book contains expenses from what was possibly the Dining Room, as the purchases are mainly large amounts of groceries. The collection also includes the minute book from the Refunds Committee from 1914 to 1923. This committee heard appeals from students who desired some or all of their money back from the College. A very intriguing article in the miscellaneous file is that of the COTC Day Sheets. This ledger runs from March through April of an unknown year, although it most likely was 1915 or 1916. It has a list of students that were in the COTC and has columns for each day that they had drill practice. They COTC drilled twice a day, and the Day Sheets mark if the student was present for drill, and if he was not, what his reason for being absent was. It also contains a list of duties for the duty officer, as well as some memorandums.

There are two books in this series that record the Staff salaries from 1918 to 1921 and 1926 to 1928. There is also a ledger from the Brandon College Institute, Session 08. There is no date on this ledger, and it is not quite certain what the Institute was, as there is no other mention of it. Although the collection has been divided under various headings, it must be noted that there is considerable overlap, especially between the General Accounts, Cash Receipts and Disbursements, and the Student Accounts Ledgers.

The series has been divided into six sub-series, including: (1) General accounts ledgers; (2) Financial reports; (3) Cash receipts and disbursements ledgers; (4) Petty cash ledgers; (5) Student accounts ledgers; and (6) Miscellaneous ledgers and minute books.

Storage Location: RG 1 Brandon College fonds

Series 13: Brandon College Ledger and Minute books



## BC 14: Brandon College expansion fund

<http://archives.brandonu.ca/en/permalink/descriptions4290>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 14

GMD: textual records

Date Range: 1959-1969

Physical Description: 63 cm

History /

Biographical:

The Brandon College Expansion Fund was created by the Board of Directors in the late 1950s in order to raise money for Brandon College. This money would help with the much needed expansion of Brandon College. The school's physical facilities had become inadequate for the number of students enrolled and the variety of courses offered. The Expansion Fund, with the initial goal of raising one million dollars, would enable Brandon College to provide students with adequate space to learn. The Fund was very successful, as the 1960s were defined by the sound of construction at Brandon College. In 1960, a new Arts and Library Building and Lecture Theatre were built. A Men's Residence and Dining Hall arrived soon after. A Gymnasium was built, as well as a Women's Residence and Music Building. By the time that Brandon College received its university charter an Education Building was just being completed.

Scope and Content:

The Expansion Fund records contain information regarding the Fund raising campaign during the late 1950s and early 1960s. There are Daily Reports, Situation Reports, and Purchase Orders. As well, there are mailing lists, canvasser lists and division lists. The records contain several Canvasser's Kits, as well as a booklet entitled "Brandon College Looks Ahead". There are various reports from 1958 and 1959. The files include Corporate Donor cards, Alumni Addresses, Reference cards, Eastern Canada business contacts, lists of former students, and obituaries of alumni. There are official receipts, newsletters and some correspondence. There is also correspondence dealing with the fundraising campaign for a Centennial Auditorium.

Storage Location: RG 1 Brandon College fonds

Series 14: Brandon College Expansion Fund

Related Material: RG 6 (Brandon University fonds), series 11 (Brandon University Foundation).



## BC 15: Brandon College library

<http://archives.brandonu.ca/en/permalink/descriptions4291>

Part Of: RG 1 Brandon College fonds

Description Level: Series

Series Number: 15

GMD: textual records

Date Range: 1912-1967

Physical Description: 33 cm

History /

Biographical:

From the very beginning, Brandon College has maintained library services for its students. A professor was put in charge of the library, although in the beginning it was little more than an empty shelf in a cabinet. As it grew, there became more of a need for an administrative body. A Library Committee was created in order to keep the library running smoothly. With the construction of the A.E. McKenzie Building in 1960 came a permanent resting place for the Brandon College Library.

Scope and Content:

The records include a 3 cm book of Library of Congress Card Orders of Recent Publications from 1957 to 1960. As well, there are applications for employment, minutes from the Library Committee and Sub Committees. There is also correspondence from the Director of Library Services and accession records.

Series has been divided into three sub-series, including: (1) Minutes; (2) Director of Library Services; and (3) Library Accession Records.

Storage Location: RG 1 Brandon College fonds  
Series 15: Brandon College Library

Related Material: RG 6 (Brandon University fonds), series 8 (Brandon University Library Services).



## BU 2: Brandon University Board of Governors

<http://archives.brandonu.ca/en/permalink/descriptions72>

Part Of: RG 6 Brandon University fonds  
Description Level: Series  
Series Number: 2  
GMD: multiple media  
Date Range: 1939-1991; predominant 1967-1987  
Physical Description: 3.65 m

### History /

### Biographical:

The Board of Governors of Brandon University is a body established by the Brandon University Act (1998), a statute of the Province of Manitoba. The Act vests in the Board the authority for governing Brandon University. The members of the Board of Governors, as trustees, hold the University in trust for the people of the Province of Manitoba. Responsibilities for maintaining this trust include: selection of a president, monitoring his/her performance, providing guidance to the University via its policies, and often delegating authority to the administration.

The Board of Governors is a collective representing the entire community (both internal and external of the University). As a collective, the Board of Governors is responsible for ensuring the financial stability of the institution and for seeing that the overall plans of the institution are consistent with the institution's philosophy, goals, and financial resources.

### Scope and Content:

Fonds consists of records generated and collected by the Brandon University Board of Governors in the course of performing its functions. The fonds is divided into six sub-series, including: (1) Documents; (2) Board Executive; (3) General Board agendas, minutes and packages; (4) Correspondence and subject files; (5) Board of Governors' committees; and (6) Board projects.

Notes: The information in the History/Bio field was taken from the Brandon University webpage (<http://www.brandonu.ca/Administration/Governors/>) on December 2, 2005.

Access Restriction: All files in the series are restricted. Researchers are required to contact the Executive Secretary to the Board of Governors to obtain written permission to access the records. Contact: 204-727-9714  
[board@brandonu.ca](mailto:board@brandonu.ca)

Storage Location: RG 6 Brandon University fonds



## BU 6: Brandon University Senate

<http://archives.brandonu.ca/en/permalink/descriptions145>

Part Of: RG 6 Brandon University fonds  
Description Level: Series  
Series Number: 6  
GMD: textual records  
Physical Description: 10.48 m

In accordance with "The Brandon University Act (1998)" the Brandon University Senate consists of the following members: (a) the chancellor of the university; (b) the president of the university; (c) the vice-presidents of the university; (d) the deputy minister of the department whose minister is responsible for The Council on Post-Secondary Education Act, or his or her designate; (e) the deans of each faculty and school in the university; (f) the director of the Educational Technology Unit or, if there is none, the person exercising comparable functions (g) the chair of the Bachelor of General Studies degree program or, if there is none, the person exercising comparable functions; (h) the University Librarian or, if there is none, the person exercising comparable functions; (i) the Dean of Students or, if there is none, the person exercising comparable functions; (j) one member of the board appointed by the board; (k) one representative from each faculty or school who has been on the staff of the university for at least two years, elected by and from the staff of that faculty or school; (l) six professors or associate professors of the university, elected by the professors, associate professors, assistant professors and lecturers; (m) two assistant professors or lecturers of the university who have been on the staff of the university for at least two years, elected by the professors, associate professors, assistant professors, and lecturers; (n) one member of the rank of professional associate of the university elected by the members of that rank; (o) eight students elected or appointed as follows: (i) one appointed by the executive of the Brandon University Students' Union who is a member of that executive. (ii) one elected from each faculty or school of the university, (iii) the remainder elected from the student body of the university at large.

Elected and appointed members of the senate, other than student members, are to hold office for two years, beginning on July 1 of the year in which they are elected or appointed. Student members of the senate are to hold office for one year, beginning on the first day of July of the year in which they are elected. Ex officio members are to hold office until they cease to hold the position that qualify them for membership. An elected or appointed member of the senate is eligible for re-election or re-appointment, but the senate may set a maximum number of consecutive terms of office that any member may hold.

The president of the university shall be the chair of the senate. If the president of the university is absent or unable to act as chair, the vice-president (academic and research) or, in his or her absence, an academic dean appointed by the president, shall be the chair at meetings of the senate. The registrar of the university or, if there is none, the person exercising comparable functions shall be the secretary of the senate.

The senate shall meet at least four times a year and may meet more often if its rules so provide. The secretary of the senate shall call special meetings at the request of the chair or at the written request of at least four members of the senate.

The senate is responsible for the academic policy of the university. The senate may (a) establish rules and procedures for the conduct of its proceedings, including fixing a quorum; (b) elect the chancellor of the university; (c) appoint any standing and other committees that it considers necessary; (d) consider and determine all courses of student, including requirements for admission, examination and graduation; (e) recommend to the board the establishment of additional faculties, school, departments, chairs and courses of instruction; (f) determine the degrees, honorary degrees, diplomas and certificates of proficiency to be granted by the university, and the persons to whom they are to be granted; (g) award scholarships, medals and prizes; (h) make rules and regulations respecting the academic conduct and activities of students; (i) consider and make recommendations to the board about any other matters that the senate considers appropriate for achieving the objects and purposes of the university.



Scope and Content:

Series has been divided into six sub-series, including: (1) Senate minutes; (2) Committees of Senate; (3) General Faculty Council; (4) Ad Hoc Committees of Senate; (5) Convocation services, Baccalaureate services, Banquets; and (6) Brandon College/University calendars.

Notes: Information in the History/Bio field was taken from "The Brandon University Act (1998)" at [http://www.brandonu.ca/administration/governors/documents/BU\\_Act.pdf](http://www.brandonu.ca/administration/governors/documents/BU_Act.pdf) (December 2005).

Storage Location: RG 6 Brandon University fonds



## BU 8: Brandon University library services

<http://archives.brandonu.ca/en/permalink/descriptions169>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 8

GMD: multiple media

Physical Description: 5.14 m textual records; approximately 20 photographs (Millwood display)

Scope and Content:

Series has been divided into three sub-series, including: (1) Director of Library Services; (2) S.J. McKee Archives; (3) Film Services.

Notes: Series needs to be processed.

Storage Location: RG 6 Brandon University fonds



## BU 11: Brandon University Foundation

<http://archives.brandonu.ca/en/permalink/descriptions182>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 11

GMD: textual records

Physical Description: 12 cm

History /

Biographical:

The Brandon University Foundation was incorporated by an act of the Legislature in 1981, with the express purpose of promoting education in the Brandon area. The Foundation is limited to 21 Directors. There Foundation also has a Liaison Committee, formed as a communications link between the Board of Governors and the Foundation, composed of three members from each group.

Scope and Content:

Series consists of the following files: preliminary investigation; Annual Giving Committee; BUFund (establishment) Committee; general; Student Assistant Fund; Student Christmas Fund; Blair Fraser Memorial Fund; Friends of Brandon College Inc. (USA); and Brandon University Association (1967-72).

Notes: History/Bio information taken from Campus News - September/October 1986.

Storage Location: RG 6 Brandon University fonds



## BU 14: Brandon University Students Association (BUSU)

<http://archives.brandonu.ca/en/permalink/descriptions190>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 14

GMD: textual records

Date Range: 1907-2006

Physical Description: 2.37 m (not including The Quill)

## History /

### Biographical:

The Brandon University Student's Union (BUSU), Local 37 of the Canadian Federation of Students, was incorporated in 1969 as the students' organization of Brandon University. Its predecessor was the Brandon College Students' Association, which was established in 1899. BUSU is a not-for-profit society that serves to represent the students of Brandon University; all regular full and part-time students at Brandon University are members of the Students' Union.

BUSU has several broad functions: they are a service provider that offers programs and support services to students throughout the year; they act as lobbyists on behalf of the student body at the local, provincial and federal levels, working with the other member locals of the Canadian Federation of Students, Canada's national and provincial student movement; they represent the student body within the important, decision-making bodies at BU, such as the Board of Governors and Senate; and they provide funding for student clubs and organizations. BUSU is bound legally to the Brandon University Students' Union Constitution and Bylaws and the Universities Act of Manitoba.

BUSU draws on collected student fees to operate. Its administrative structure consists of a board of directors consisting of 11 voting members. Students elect representatives to relay their issues and concerns to the University community, the community at large, and all levels of government. A democratically elected council, made up of members from various constituencies on campus, oversees the work of the Students' Union. The council includes four executive officers (the President and three Vice Presidents – Academic, Finance, and Student Activities), numerous commissioners, and one liaison. The work of the Students' Union is also powered by the efforts and dedication of countless campus and community volunteers and staff. BUSU also has a voting student representative on the Board of Governors and Senate.

BUSU holds annual and semi-annual general meetings, full council meetings, and council committee meetings throughout the year. All meetings are broadly advertised to the membership and are open to students. As BUSU members, students have full speaking rights at any meeting of the Union, as well as voting rights at general meetings.

### Custodial History:

The records in accession 25-2003 were stored by the Brandon University Students' Union until they were donated to the McKee Archives.

### Scope and Content:

Series consists of records of Executive meetings, correspondence and financial records of the Brandon University Students' Union, as well as club records and copies of "The Sickle," "The Quill," and Student Handbooks. It has been divided into five sub-series, including: (1) BUSU Executive and Council; (3) Correspondence; (4) Clubs; and (5) Publications.

### Notes:

BUSU is a separately incorporated organization from Brandon University's Board of Governors, but for administrative purposes it has been incorporated into RG 6 Brandon University fonds. Administrative information in the History/Bio field was taken from the BUSU website at <http://www.busu.ca/aboutus.asp> (December 2005).

### Name Access:

BUSU

Brandon College Students' Association

### Subject Access:

Student government

student affairs

### Accruals:

Further accruals are expected.

### Storage Location:

RG 6 Brandon University fonds

### Related Material:

Records related to the Brandon College Students' Association are located in RG 1 Brandon College fonds.

Arrangement:

Sub-series 2 has been set aside should it be needed.



## BU 15: Brandon University Faculty Association (BUFA)

<http://archives.brandonu.ca/en/permalink/descriptions4048>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 15

Accession Number: 25-2003 (files 1-105)

GMD: textual records

Date Range: 1957-1995

Physical Description: 1.25 m

History /

Biographical:

BUFA was formed in 1957 as an academic organization with its primary aim the entrenchment and protection of academic freedom.

In subsequent years, BUFA became more involved in promoting the economic, social and general interests of its members. This process culminated in 1971 when BUFA obtained voluntary recognition as bargaining agent for its members from the University. The relationships between the Faculty and the university were governed by the "Faculty-Administration Brief" (the precursor to the present Collective Agreement).

A dispute arose between BUFA and the University in 1976, when BUFA requested that Instructional Associates be included in the bargaining unit and that the University deduct union dues. The University rejected BUFA's request. BUFA applied to the Manitoba Labour Board for resolution of the dispute. A Board hearing was held in Brandon on May 31, 1977.

At this hearing the Labour Board determined that, since the University had rejected BUFA's contention that it was a union, it would first have to answer the question: Is BUFA a union? In a decision dated June 16, 1977, the Board ruled "that BUFA is not a union; that following therefrom the faculty administration brief is not a collective agreement."

Following this ruling, BUFA launched a certification drive in September 1977. Application for certification was filed with the Labour Board October 17, 1977. In anticipation of a favorable certification ruling, Dennis Olson and Gerald Neufeld collected existing collective agreements from other universities across Canada. They attempted to incorporate the best features from the old Faculty-Administration Brief and these other agreements into the first draft of the proposed collective agreement.

Certification was confirmed January 1978. The bargaining unit defined in the Certificate included: all full-time and part-time members of the academic, instructional and related staff at Brandon University including laboratory instructors, cartographers, counsellors, professional librarians, continuing education specialists and all other staff directly related to the teaching process. It also included sessional instructors.

Since certification in 1978, BUFA has attempted to function as a principled and effective union. These efforts have included: establishing links with other unions and progressive organizations in the community; participating in the Manitoba Organization of Faculty Associations; vigorously pursuing member and union grievances through to arbitration;

advancing the rights and interests of members at the bargaining table; and promoting and protecting academic freedom.

The most recent chapter in BUFA's history was a successful strike in 1998, which started November 9th and ended at midnight November 11th.

The general objectives of BUFA are the advancement of higher education through the protection of the freedom that is necessary to it, and the improvement of the standards of the profession of University teaching. Its members include all full and part-time instructional staff of Brandon University and professional librarians.

Officers of BUFA include the: President, Past President, Vice-President, Secretary and Treasurer. Elected by the General Body at the annual meeting in March. Associate members are not eligible to serve as officers.

Executive - officers and four members elected by the General Body to represent the Faculties of Arts, Science, Education and Music. Four elected at annual meeting. Acts as liaison between BUFA and the University Administration. May appoint committees chosen from the General Body to carry on routine affairs and to act in areas of special interest as directed by the General Body or by the Executive. The Standing Committee of BUFA is the Salary and Faculty-Administration Relations Committee - its duties are to represent the interests of BUFA in negotiating the salary schedule and other benefits and the Faculty-Administration Brief with the Board of Governors or its representatives. The Vice-President of BUFA is to be the Chairman.

Scope and Content:

Series contains minutes, collective agreements, reports, recommendations, correspondence, memos, newsletters, reference materials and various other documents.

Notes: BUFA is a separate corporate entity, but for administration purposes it has been incorporated into RG 6 Brandon University funds. History/Bio information taken from BUFA promotional materials (File 37) and provided by Bruce Forrest (BUFA Executive) with the return of the signed donation form. Files 106-116 were extracted from the BUFA records and are in the possession of Ms. Eileen McFadden.

Storage Location: RG 6 Brandon University funds



## BU 16: Brandon College/University artifacts

<http://archives.brandonu.ca/en/permalink/descriptions4905>

Part Of: RG 6 Brandon University fonds

Description Level: Series

Series Number: 16

GMD: multiple media

Date Range: c. 1897-1999

### Scope and Content:

Series has been divided into three sub-series, including: (1) Artifacts - flags and banners; (2) Artifacts - apparel; and (3) Artifacts - other.

Subject Access: class flags

artifacts

artefacts

pennants

plaques

banners

Storage Location: RG 6 Brandon University fonds

### Arrangement:

This is an artificially created series.



## Joseph H. Hughes collection - Hughes & Co. business correspondence

<http://archives.brandonu.ca/en/permalink/descriptions8975>

Part Of: RG 5 Western Manitoba Manuscript Collection

Description Level: Series

Series Number: 3-1997.3

Accession Number: 21-2008, 6-2009

GMD: textual records

Date Range: 1882-1920

### History /

### Biographical:

See collection level description of the Joseph H. Hughes collection for biographical information.

### Custodial History:

See collection level description of the Joseph H. Hughes collection for custodial history.

### Scope and Content:

Accession 1-2008 (32 cm textual records and 1 map; 1906-1916; predominant 1909-1915). As mayor, city Alderman and prominent city businessman, J.H. Hughes came into possession of many city government, civic, and business records during the first decade and a half of the twentieth century.

The accession consists of city records, information on contemporary city utility services and companies including tenders for the construction of the Brandon street railway, documents concerning grain elevators, lumber production, newspaper clippings, as well as personal and

city correspondence - including a proposal from the Canadian Northern Railway to construct the Prince Edward Hotel.

Accession 6-2009 (2.26 m textual records; 1882-1920). Records in the accession deal with the business affairs of Hughes & Company. Accession also contains records related to the personal affairs of J.H. Hughes.

Records from 1882-1889; predominant 1882 include: business correspondence. Much of the correspondence is between Hughes and his business associates T.T. Atkinson and Mr. Kennedy at Rat Portage in Ontario. Mr. Bambridge, who ran the Souris Yard is also mentioned frequently. There is also correspondence related to the Reid Farm, Hughes' first commercial farming venture. Various documents are concerned with J.H. Ashtown Hardware, the Manitoba Government Immigration and Intelligence Office, Butler Paper & Co., Canadian Pacific Rail, Boston and Maine Rail, Keewatin Mills, Charmichael Clothing, The Hudson's Bay Company and the City of Brandon

Records from 1889-1893 include: financial records including debts owed to or by J.H. Hughes & Company; correspondence between the company and partners and employees regarding the running of the lumber company in Brandon, Souris, Rat Portage and Rainy River (shipping of goods, camp supplies, maintenance of mills, ordering of goods, trade with other lumber companies); legal records pertaining to litigation regarding debts; correspondence with the Department of the Interior, the Department of Crown Lands, and the Department of Indian Affairs; correspondence regarding real estate in Brandon and land sales in the various regions of the lumber and grain company's operation; correspondence between J.H. Hughes and his brothers A.J. Hughes, Charles B. Hughes, his cousin J.R. Hughes and his father J.C. Hughes regarding both business and personal matters. Also includes telegraphs, postcards, magazine subscriptions, and Masonic brochures.

Records from 1893-1895 include: business correspondence between Hughes & Atkinson Co. and lumber suppliers in Ontario and the midwestern United States. The records deal with the activities of the company, including payment of accounts, ordering and shipping of lumber and lumber related goods.

Records from 1897-1901 include: business letters, postcards, telegrams and memorandum of the Hughes and Long Lumber Company.

Records from 1907, 1913-1915; predominant 1914 include: business correspondence, product information and legal correspondence generated and/or received during business activities. There are also a series of miscellaneous files containing material related to Brandon municipal politics.

Records from 1915 include: business and personal correspondence to Hughes & Company pertaining to the J.H. Hughes Lumber Co. and farming ventures in Saskatchewan.

Records from 1911-1920; predominant 1919 include: business receipts and correspondence of Hughes & Company under the management of Willard C. Hughes, as well as family correspondence that is both personal and business-related. Business activities are largely related to the company's rental property in Brandon and farms in south eastern Saskatchewan, including Storybooks, ASK. It also includes some correspondence related to the Brandon Board of Trade and Civics (Willard Hughes was Chairman of the Power Committee). Records also include correspondence urging the province to construct an electrical transmission line to Brandon from Winnipeg, the possibility of a detachment of the Royal North West Mounted Police re-locating to Brandon, the operation of the Soldiers Re-Settlement Board, and the vacating of the Winter Fair building, which had been used to house interned World War I prisoners starting in the spring of 1915. References to the Winnipeg General Strike of 1919 and the Teamsters Strike in Brandon of 1919 also occur in the correspondence.

Notes: Accession 21-2008 was processed and described as part of a Historiography class assignment in September and October 2008. The fonds was broken down into smaller components (1-3 boxes of records) spanning a few years and each student was assigned all the records in a particular time frame. Description by Christy Henry, Tom Mitchell, Andrew Dagley, Jill Sutherland, Laurel Neustaedter, Kylie Staslia, Tim Banman, Christine Shumay, Aimee Brown and Erica Smith.

Finding Aid: Inventory for Accession 1-2008.

Storage Location: 2008 accessions



## McS 4 Seed Marketing Co.

<http://archives.brandonu.ca/en/permalink/descriptions4331>

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

Description Level: Series

Series Number: McS 4

GMD: textual records

Date Range: 1933-1965

Physical Description: 7 cm



The Seed Marketing Company Ltd. was located at P. O. Drawer 1885, Winnipeg, Manitoba, and, later, at 382 Maryland Street, Winnipeg. Created by the A. E. McKenzie Co. Ltd., this company was incorporated under Dominion Charter by Federal Letters Patent, dated March 18, 1930. As well, the company was registered only in Manitoba under the provisions of the Manitoba Companies Act.

A. E. McKenzie made the application for the charter under the name A. E. McKenzie Co. Ltd. and, from 1933, the Board of Directors was made up of employees of A. E. McKenzie Co. Ltd. Although the authorized capital stock of the company was 500 no par value shares, only 50 of these were issued and allotted at a price of \$10 per share.

According to a letter written by A. E. McKenzie to the Acting Director, Department of the Secretary of State, Companies Division, Ottawa, Ontario, the company was created with a specific purpose in mind. During the years 1930-1933, A. E. McKenzie Co. Ltd. accumulated a large quantity of oats for seeding purposes, at a time when crops were generally poor due to extended drought. These seeds, as well as wheat, barley and flax were supplied to farmers on a signed order in the name of Seed Marketing Co. Ltd. Parties, either individuals or municipalities, took a "Seed Grain Mortgage" from the Seed Marketing Co. as a method of payment. This enabled the farmers, who had little or no money, to plant crops. Presumably following harvest the mortgage was paid off.

On the whole the idea of supplying distressed farmers with seed through a Seed Grain Mortgage was fairly successful. In addition to selling the seed directly to the farmers, seed was also sold to rural municipalities, from whom payments were assured. The municipalities, in turn, assumed responsibility for payment from the farmers to whom they had supplied the seed purchased from the Seed Marketing Company.

The original Board of Directors was as follows: A. B. Downing, J. L. Lowes, F. B. Roberts, F. C. Thompson, and J.A. Young. Each received 1 share each in the company. H. J. Morden, a former member of the Corporation, held the other 45 shares from Winnipeg.

From 1933-1936, J. A. Young was President of the company. Following his death in 1936, the position was given to A. B. Downing, who acted as President of the Seed Marketing Company until illness forced him to step down in 1959. In 1960, J. L. Lowes became President, and the following members of A. E. McKenzie Co. Ltd. became Directors: R. R. West, Miss E. A. Yeo and J. R. McPhail.

The Seed Marketing Company had been kept alive under its original charter in case A. E. McKenzie Co. Ltd. might have cause to use it for some other purpose. Eventually, the company was considered in default by the federal government for neglecting to fill Annual Returns for the year 1962. At that time, the company was informed that it was no longer considered a subsisting corporation, and, as such, was no longer entitled to the sole use of its corporate name. That same year, A.E. McKenzie Co. Ltd. relinquished interest in the Seed Marketing Company Ltd., and the remaining Directors resigned their positions.

The name "Seed Marketing Co. Ltd." was also used by A. E. McKenzie Co. Ltd. on two other occasions. Around 1948, the name was used in Ontario under authority of an Extra Provincial License from the Province of Ontario, especially in labeling cartons of a Lawn Grass mixture to meet price competition in Quebec, the Maritimes and Towers Discount Department Stores.

Prior to 1948 the name was used to in the purchase of Forage Crop Seeds in northern Manitoba, Saskatchewan and Alberta.

Custodial History:

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

Scope and Content:

This series includes minutes from meetings of the Board of Directors and shareholders of the company. It also includes correspondence between McKenzie, Lowes, Wm. Johnson, the Department of the Secretary of State, W.E. Chiswell - Comptroller for McKenzie Seeds, Robert Steen and various other individuals dealing with the incorporation of the company, its charter and letters of patent. Some of the records deal with the failure of the company to file annual returns for the years 1963 and 1964. The series also contains financial records including annual summaries/reports, corporation income tax returns, and return of information and particulars under the Manitoba Companies Act.

Also included within the series is a book (27.5 x 38 x 3 cm) containing the letters of patent incorporating the Seed Marketing Co., the general by-laws of the company, and minutes from meetings of its Board of Directors.

Storage Location: RG 3 A.E. McKenzie Company fonds  
McS 4 Seed Marketing Co.

Related Material: Information regarding the Seed Marketing Co. is located in Series 2 (Office of the President/GM), sub-series 2 (J. Lasby Lowes), Historical Topics file 23 of the A.E. McKenzie Seed Co. Ltd. fonds.



## McS 5 A.E. McKenzie Seed Co. Ltd. photographs

<http://archives.brandonu.ca/en/permalink/descriptions4332>

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

Creator:

Known creators of the records include:

PHOTOGRAPHERS AND PHOTO SERVICES:

Alan R. Mundie  
Britain Photo  
Davidson & Gowen - Brandon, Manitoba  
Davidson Studio - Brandon, Manitoba  
Dean Photo Service - Grand Junction, Colorado  
Frank Gowen - Brandon, Manitoba  
Gibson Photos - Saskatoon, Saskatchewan  
H.H. Allen - Brandon, Manitoba  
Hi-Art Artists Illustration Boards  
Irene Cullen  
J.H. MacDonald-Partners Ltd.  
Jerrett's Photo-Art Studio/Jerrett's Photo Service - Brandon, Manitoba  
Josiph Airey  
Lorne Burkell - Calgary, Alberta  
O.K.W.D.W.  
R.M. Coleman - Brandon, Manitoba  
Sandy Black - Brandon, Manitoba  
Seattle Filmworks  
Smith Carter Partners, Architects, Engineers, Planners  
Sun Roska Photo  
The Topley Studio - Ottawa, Ontario  
W.B. & I.  
Winsor & Newton's Illustration Boards

PRINTING SERVICES:

Crawford Drug Store - Brandon, Manitoba  
Eastman Photographic Materials Ltd. - Winnipeg, Manitoba  
Leech Printing Ltd. - Brandon, Manitoba

Description Level: Series  
Series Number: McS 4  
GMD: graphic  
Date Range: 1906-1996  
Physical Description: 497 photographs  
2 negatives  
1 slide

History /

Biographical:

Customers and employees of A.E. McKenzie Seed Co. Ltd. donated some of the records in this series. Others were taken for insurance purposes, while some of the records involve McKenzie subsidiaries. Some of the records may have been taken as advertisements or for promotional reasons. Most of the records were generated by the company itself and deal exclusively with McKenzie Seeds and its business operations or the seed industry.

Custodial History:

Photographs in sub-series 5.14, 5.15, 5.16 were donated to McKenzie Seeds by Irene Cullen, Josiph Airey, and Alan R. Mundie respectively.

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

#### Scope and Content:

Series consists primarily of black and white photographs pertaining to A.E. McKenzie Seed Co. Ltd and the seed industry. Included are photographs of the McKenzie Building, plant and field workers and equipment, executives, particular events at McKenzie Seeds and product photographs. A complete list of categories can be found below.

The series is arranged as follows:

- 5.1 McKenzie Seed Co. Ltd. Executives
- 5.2 Construction at McKenzie Seed Co. Brandon (two files)
- 5.3 Exterior Photographs of the A. E. McKenzie Co. Building
- 5.4 McKenzie Seed Co. Plant Operations and Workers (two files)
- 5.5 McKenzie Seed Co. Equipment and Plant - Head Office 1983
- 5.6 McKenzie Seed Co. Field Operations and Workers
- 5.7 McKenzie Seed Co. Strike 1944
- 5.8 Fires at McKenzie Seed Co. 1910, 1945, 1972
- 5.9 McKenzie Seed Co. Centennial Exhibition 1996
- 5.10 Miscellaneous McKenzie Seed Co. Photographs
- 5.11 People Connected to McKenzie Seed Co.
- 5.12 Princess Anne's Visit to McKenzie Seed Co. 1982
- 5.13 Onion Set Production Book
- 5.14 Irene Cullen Photographs - McKenzie Seeds Employee Photos
- 5.15 Josiph Airey Photographs - McKenzie Product Photos
- 5.16 Alan R. Mundie Seed Production Photographs
- 5.17 Steele Robertson/Steele Briggs Seeds Photographs
- 5.18 Seed Packet Display Units Photographs
- 5.19 Product Photographs
- 5.20 Parade Photographs
  
- \*5.21 Oversized Photographs
  - 5.21.1 Drawer #1: Executive Photographs
  - 5.21.2 Drawer #2: Office and Equipment/Plant Photographs
  - 5.21.3 Drawer #3: Miscellaneous Oversized Photographs
  - 5.21.4 Drawer #4: Artifacts

Notes:                      \* The term "drawer" in the Scope and Content Filed for sub-series 5.21, refers to the oversized map drawers in the McKee Archives reading room.

Errol Black's article on the strike at McKenzie Seeds (sub-series 5.7) titled "25c an hour; 48 hours a week; more toilets; less cats: the labour struggles of the "girls" at the A.E. McKenzie Company in Brandon," was published in Prairie Forum, spring 1992 vol 17 no 1 pp. 33-59.

Finding Aid:              An inventory is available for the artifacts, as well as each of the photograph sub-series.

Storage Location:      RG 3 A.E. McKenzie Company fonds  
                                    McS 5 Photographs

Related Material: MG 1 (A.E. McKenzie Fonds), sub-series 1 (Brandon College Inc.) of the A.E. McKenzie Seed Co. Ltd. fonds contains photographs relating to the History of Brandon College Inc. booklet.

Series 1 (Board of Directors), sub-series 5 (Financial), of the A.E. McKenzie Seed Co. Ltd. fonds contains some photographs in the file entitled Steele Briggs Spring Campaign for Edmonton. The pictures are part of a sales booklet.

Steele Briggs related photographs are located in the scrapbook in Series 3 (Acquisitions), sub-series 2 (Steele Briggs) of the A.E. McKenzie Seed Co. Ltd. fonds.