

MACDONALD COLLEGE

McGILL UNIVERSITY

RAILWAY STATIONS AND EXPRESS:
STE. ANNE DE BELLEVUE, QUE.

POST OFFICE:
MACDONALD COLLEGE, QUE., CANADA

WOMEN'S INSTITUTES
PROVINCE OF QUEBEC,
MACDONALD COLLEGE, P.Q.

February 9, 1933.

Sir Arthur Currie, G.C.M.G., K.C.B., LL.D.,
Principal,
McGill University,
MONTREAL, P.QUE.

Dear Sir Arthur,

The following is a memorandum
of the matters discussed during our conversation of
yesterday's date:-

Horticultural Department:

A supplemental appropriation of
\$500.00 for wages approved.

Bacteriological Department:

Alterations to Room 41, as per the
enclosed sketch, at an approximate
cost of \$253.00, approved.

Pasture Project (Quebec Government Grant)

Prof. Raymond's request that he
be authorised to consider that he
has had appropriated for this work
the sum of \$5595.00; in this
connection Mr. Henri Bois, Chief of
Division of Quebec Rural Economics,
has intimated to Prof. Raymond that
he was prepared to make a contribution
of \$2,000.00 or more towards the cost
of this work for the year ending
June 30, 1934.

I informed you that Mr. Bois had
previously granted \$2,500.00 on
account of the current year's budget
for this same project. I have his
letter confirming this but have not
yet received the money. You gave
your approval of the budget for the
project with the understanding that

Anything
to
be
done?

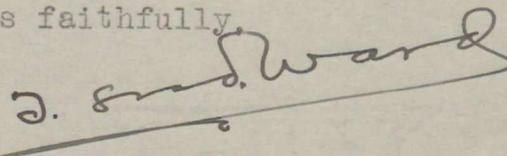
Pasture Project (continued)

whatever contribution Mr. Bois made would be deducted from the amount budgeted.

Poultry Department

I reported the discontinuance of the breeding and raising of small animals such as rabbits, guinea-pigs and cats for the McGill Medical School; evidently the results obtained from past experience show that this cannot be handled satisfactorily in conjunction with our Poultry Department.

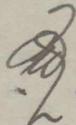
Yours faithfully,

A handwritten signature in cursive script, appearing to read "T. Fred. Ward", written over a horizontal line.

T. FRED. WARD,
Bursar.

TFW/VJ

Since writing the above, I received your message to the effect that our grant had been reduced. I have deferred notifying Prof. Raymond with regard to his budget for the Pasture Project until I receive full details of what the cut amounts to, and if it will affect the budget.

A small handwritten mark or signature, possibly initials, consisting of a stylized 'J' or 'I' with a flourish.

To the Principal

Lady Currie says they have a man coming to the door with them at very much less than Macdonald eggs.

Price of fresh extras today in the stores is 39 cents to 45 cents.

Macdonald cost 65 cents plus freight charges, she says

January 11, 1933

Mr. T. Fred Ward,
Bursar,
Macdonald College.

Dear Mr. Ward,

Yes

Lady Currie has just phoned me and asks me to tell you that she wishes the order for eggs discontinued. She spoke to me about this a week ago and I am very sorry to say I forgot to tell the Principal and she phoned this morning to say that the week's order had arrived. She will keep these but does not want any more.

Yours faithfully,

Secretary to the Principal

MACDONALD COLLEGE

SCHOOL FOR TEACHERS
OFFICE OF THE DEAN

RAILWAY STATIONS, EXPRESS AND TELEGRAPH OFFICES:
STE. ANNE DE BELLEVUE, QUE.

POST OFFICE:
MACDONALD COLLEGE, QUE., CANADA

Jan. 24, 1928.

Sir Arthur Currie,
Principal, McGill University,
Montreal, Que.

Dear Sir Arthur:

We attach herewith extracts of minutes of the Executive Committee dated December 19th, 1927, January 17th, 1928, and January 23rd, 1928.

As far as we can gather, Mr. Ward protests on three grounds:

1. That we have no jurisdiction in the purchase of supplies which we ourselves authorize and require our students to obtain.

2. That such matters in dispute should not be brought before the Executive Committee.

3. That consequently discussions of matters of this sort should not appear in the minutes of the Executive Committee.

1. We, on the other hand, are firmly of the opinion that the principle laid down in the minutes is absolutely sound, namely, that when we authorize materials of any sort, the Bursar has no right to make variations in quality, price, which are a departure from what was originally authorized, without our knowledge and consent.

2. As this was a matter connected with two schools and the Bursar, we were of the opinion that such a dispute might conveniently be taken up, in accordance with your instructions, at an Executive Meeting especially when the principle involved is one which concerns the administration of any school or all schools of the College.

3. We desired to have this recorded in the minutes so that you yourself might see the nature of the disputed matter and render judgment, if necessary. Mr. Ward's protest, however, places us in the position where we must have your decision in order to be safeguarded and protected in future. Obviously, the matter cannot remain as it is.

The principle is much wider than the matter which brought this dispute to the front, but the present controversy is due to the fact that uniforms which are definitely authorized and approved for both schools were mentioned in a debate conducted by the students, one of whom made a statement apparently reflecting on the administration of the College by stating that uniform material was sold at 80¢ a yard but only cost the College 30¢ a yard. It was in this accidental and rather round-about way that one of us (Dean Laird) learned for the first time that six months previously the Bursar had made, on his own initiative, considerable changes in the nature and cost of our uniform material. Miss Philp, on the other hand, had been in communication with Mr. Ward with a view to trying the cheaper material as the Royal Victoria Hospital had already been doing so. It was only then that Miss Philp learned that Mr. Ward had already purchased a thousand yards on trial. We feel that it is humiliating to us as Heads of Schools that changes or decisions concerning our schools should be made without our knowledge and that we learn about it accidentally afterwards.

The student afterwards made a statement in explanation as publicly as he made the original statement but this inquiry revealed the fact previously unknown that the Bursar actually had purchased a thousand yards of cloth for uniforms at 30¢ whereas the previous material was Scottish material of a superior quality authorized for sale at 80¢ a yard.

The College will now be in possession of cloth at 80¢ and also of cloth at 30¢ and the matter of sale to students will be a difficult one in which we will undoubtedly be involved by way of criticism.

The Bursar, however, maintains that as he is the purchasing agent, we have no jurisdiction. We, on the other hand, insist that authorized supplies should not be changed greatly in nature or cost without our being previously consulted and with out consent

We also believe that the Executive Committee is the proper place for straightening out inter-departmental difficulties and therefore are at variance with Mr. Ward's contention that such a matter should not come before the Executive.

Lastly, we desire to have important principles of this sort recorded for future guidance.

We would like to have your written decision on this matter in order to have the essential part of it incorporated in the

same minutes of the Executive so as to clarify not only the principle which we believe to be essential to sound administration but also the question of what properly can be taken before the Executive Committee.

Yours faithfully,

B. M. Philp

Head, School of Household Science

Smickland

Dean, School for Teachers.

B.

Extract from minutes of a meeting of the Executive Committee of Macdonald College, held on 19th December, 1927, at which were present Dean Laird, Dean Barton, Miss Philp, Mr. Ward.

"(c) Re statement in student debate as to cost price to the college and selling price to the students of uniform material, it was reported that Mr. Howatt had made a public explanation at a meeting of the Macdonald College Literary and Debating Society, held on Friday, 16th instant, The Committee considered that this closed the incident.

At 11.00 A.M. Dean Barton withdrew from the meeting.

(Amendment inserted by instruction of the Committee - See page 93):-

There was a discussion emphasizing the point that the bursar should not buy without their knowledge and consent material differing greatly in cost, or in any other way, from what had been previously authorized."

.....
Extract from minutes of a meeting of the Executive Committee of Macdonald College, held on Monday, 16th January, 1928, at which were present Dean Laird, Dean Barton, Miss Philp, Mr. Ward.

"The minutes of the meeting of the 19th December, 1927, were read. Dean Laird and Miss Philp drew attention to an omission from the minutes that there had been a discussion emphasizing the point that the college bursar should not buy, without their knowledge and consent, material differing greatly in cost, or in any other way, from what had been previously authorized. Amended in this sense, the minutes were approved."

.....
Extract from minutes of a meeting of the Executive Committee of Macdonald College, held on 23rd January, 1928, at which were present Dean Laird, Dean Barton, Miss Philp, Mr. Ward.

"The minutes of the meeting of the 16th January, 1928, were read and approved, with the exception that Mr. Ward protested the amendment of the minutes of the 19th December, as ordered at the meeting of the 16th January and wished his protest to be entered in the minutes of this meeting."

.....

Copy sent to
Dean Barton,
Mr. Ward.

January 27th, 1928.

Miss B. M. Philp,
Head, School of Household Science,
Macdonald College.

Dean Sinclair Laird,
Dean, School for Teachers,
Macdonald College.

Dear Miss Philp:

Dear Dean Laird:

Your letter of January 24th regarding principles involved in what transpired at the meetings of the Executive Committee held on December 19th, 1927, and January 16th and 23rd, 1928, is a little difficult to answer.

Generally speaking, if the statement made by the student had been true, it would have been quite proper to discuss the matter at the meeting of the Executive Committee, because if the College had bought material at thirty cents a yard and sold it at eighty cents a yard there would have been a justifiable complaint, and the fairness of the College authorities challenged. One can see well that such a challenge, if substantiated, would affect adversely the reputation and esprit de corps of the College. But the statement was not true and after the student had made his correction, I think the matter should be allowed to drop as far as the Executive Committee

as such was concerned.

I think Mr. Ward acted hurriedly and unwisely in ordering a material which cost so much less a price than the one which the College advertises as purchasable at eighty cents a yard without consulting the Head of the School concerned. This consultation would be with the head of a department and not ^{with} a member of the Executive Committee. Dean Barton would be in no way concerned nor interested unless something took place similar to what the student outlined in his complaint in the debate referred to. I do not consider that the Executive Committee has any control over the manner in which the Purchasing Agent carries out that part of his duty. He should be, and I think is, a better purchasing agent than the Executive Committee as such or the Executive Committee as individuals. I am told that in the store there are more than 1100 different articles for sale. It would be wrong for me as Principal of McGill University to expect the Executive Committee to supervise the purchasing of these. Mr. Ward as Purchasing Agent represents McGill and not the Executive Committee of Macdonald College. If the Executive Committee, in carrying out its proper functions as such, ^{adversely} believes that Mr. Ward has done something which affects the discipline or administration of the College, it is perfectly proper for them to bring the matter up in Executive Committee and forward an appeal to me, if necessary. If he has done something which affects only a particular school I think the matter should be taken up as between Mr. Ward and the Head of that School, and an appeal brought to me if one is necessary. The student's statement being disproved and withdrawn by him, this particular matter affected only the Head of the School of Household Science and Mr. Ward as Purchasing Agent, because the material bought was only to be sold to students in the School of Household Science. I repeat that, in my opinion, Mr. Ward should have discussed the matter with Miss Philp before arranging for the purchase, and if contemplating similar action with respect to material for use of the students in the School for Teachers, should discuss it with Dean Laird before taking action.

I do not think it is a function of the Executive Committee to resolve itself into a

Finance Committee. The head of each school deals with its own budget and has a right at all times to discuss that budget with the Principal of the University, but the Executive Committee as such has no right nor power to discuss the general budget of Macdonald College.

I agree with you that authorized supplies should not be changed greatly in nature or cost without you being previously consulted, but I do not think your consent is the governing factor altogether. If you and the Purchasing Agent are unable to agree, either party can appeal to me. So far as the Executive Committee being the proper place for straightening out interdepartmental difficulties, that is so when all departments are concerned, but this is not a matter which concerns all departments.

In my opinion the amendment to the minutes of the meeting held on December 19th, 1927, and all reference to it at subsequent meetings, should be struck out. I think it is better to crystallize discussions into resolutions.

Let me conclude by saying that I know that this matter was not raised with the intention of giving embarrassment to any one concerned, and may I take this occasion of thanking you as members of the Executive Committee for the manner in which that body has dealt with matters brought before it.

Yours faithfully,

Principal.

MACDONALD COLLEGE

SCHOOL FOR TEACHERS
OFFICE OF THE DEAN

RAILWAY STATIONS, EXPRESS AND TELEGRAPH OFFICES:

STE. ANNE DE BELLEVUE, QUE.

POST OFFICE:

MACDONALD COLLEGE, QUE., CANADA.

Feb. 1, 1928.

Sir Arthur Currie,
Principal, McGill University,
Montreal, Que.

Dear Sir Arthur:

We beg to acknowledge receipt of your letter of January 27th, 1928, and to express our appreciation of the last paragraph which is the correct interpretation of our attitude.

Your letter clarifies the respective jurisdiction of (a) the Executive Committee, (b) the individual Heads of Schools, and (c) the Bursar.

There has been no dispute either about (a) the budget of individual schools or (b) the general budget of the College. The original cause of this dispute only concerned two Schools, but the principle involved concerned all three Schools; hence the discussion at the Executive meeting.

The conflict at present arises solely in the case of materials which are sold to students in the College Book Shop, on our authority, for teaching and other purposes and which we authorize and require our students to purchase for work in our schools. We respectfully submit that in all such cases we are the governing factor.

It seems to us that either we failed in our letter to make clear our position in this matter under dispute or we misinterpreted your letter especially paragraph 2 on page 3 beginning "I agree altogether", and so we respectfully ask for the privilege of a joint interview with you on the occasion of your next visit to Macdonald College.

Yours faithfully,

B. N. Philp

Head, School of Household
Science.

Finclair Land

Dean, School for Teachers.

B.

February 1st, 1928.

T. Fred Ward, Esq.,
Bursar, Macdonald College, Que.

Dear Mr. Ward:-

You will remember the application which Dean Laird made for the Dickson house. I have since notified him that we are keeping the house for the new Professor of Plant Pathology, who comes, I believe, on July 1st next.

Dean Laird has now applied for the Tawse house on behalf of Mr. Irvine and I would like to see it so awarded.

I hope to get out to the College next Monday.

Yours faithfully,

Principal.

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BURSAR'S OFFICE

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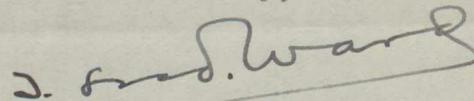
October 22, 1927.

Sir Arthur W. Currie, LL.D., GCMG., KCB.,
Principal and Vice-Chancellor,
McGill University,
Montreal, Que.

Dear Sir Arthur:

In sending to you the notice for a meeting of the Consultative Committee, I have attached for your information, a copy of the headmaster's report, which will be presented at the meeting.

Yours faithfully,



Bursar.

TFW/MP
Encl.

MACDONALD COLLEGE

BURSAR'S OFFICE

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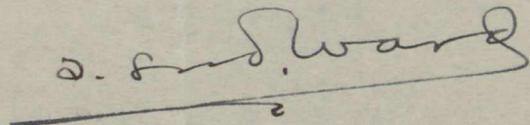
October 28, 1927.

Sir Arthur W. Currie, LL.D., GCMG., KCB.,
Principal and Vice-Chancellor,
McGill University,
Montreal, Que.

Dear Sir Arthur:

I enclose herewith a copy of a resolution
passed at a meeting of the Consultative Committee of
Macdonald High School. held in the Main Building, at 8 o'clock
on Wednesday evening last.

Yours faithfully,



Secretary.

TFW/MP
Encl.

C O P Y

"The Consultative Committee of the Macdonald High School having noted with concern the facts presented in the report of the Headmaster of the Macdonald High School, indicating the increasing inadequacy of the existing school building, to meet the present and future demands for accommodation, respectfully suggest that the time has arrived for some definite action to be taken by the authorities of McGill University towards providing more adequate accommodation for school purposes."

MACDONALD COLLEGE

RAILWAY STATIONS, EXPRESS AND TELEGRAPH OFFICES:
STE. ANNE DE BELLEVUE, QUE.

BURSAR'S OFFICE

POST OFFICE:
MACDONALD COLLEGE, QUE., CANADA

March 16th, 1927.

Sir Arthur W. Currie,
Principal and Vice-Chancellor,
McGill University,
MONTREAL.

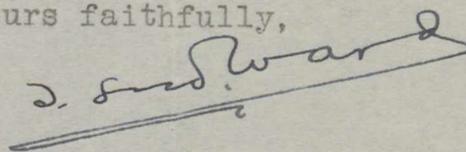
Dear Sir Arthur:

I regret to report the occurrence of a small fire in the residence of Dr. McCarthy, Professor of Organic Chemistry. His house is situated on Maple Avenue, and is known as No. 1 on the insurance plan.

The cause of the fire has not been determined. The loss is fully covered by insurance, and has been adjusted.

Your Mr. W. D. Lawrence came out and gave his assistance in arriving at a settlement. The insurance adjustor allowed a total of \$4,354.00, which amount I consider adequate to enable us to repair and replace the loss sustained.

Yours faithfully,



BURSAR

MACDONALD COLLEGE

RAILWAY STATIONS, EXPRESS AND TELEGRAPH OFFICES:
STE. ANNE DE BELLEVUE, QUE.

BURSAR'S OFFICE

POST OFFICE:
MACDONALD COLLEGE, QUE., CANADA

March 21st, 1927.

Sir Arthur W. Currie,
Principal and Vice Chancellor,
McGill University,
MONTREAL.

Dear Sir Arthur:

Replying to your letter of the 17th instant, in reference to accomodation for Dr. J. B. McCarthy and family, I wish to report that it just so happens that we have one of the East cottages vacant now until the first of May next. This I offered to the McCarthy family while their house is undergoing repairs. They have accepted the offer and are moving in tomorrow. Since the fire, I have accomodated Dr. and Mrs. McCarthy in the guest room of the mens' residence; the two children are staying with friends.

With regard to the house that was damaged by fire, the interior lining of the house, doors and door frames were badly burnt, but the main construction is hardly affected. I am having the new windows put in at once to keep the weather out, and as we need accomodation for the McCarthys, I should like to proceed with the work of reconstruction, which will cost in round figures, \$3,600.00. As already intimated to you, we have had the fire loss adjusted for a sum of \$4,354.00.

As the McCarthys will be required to vacate the cottage they are about to occupy, by the first of May, it will be necessary to have their house ready for that date; I shall therefore, be obliged if you will let me have your authority to proceed with the work. There is no need of any change in the layout of the house. Possibly on your next visit you would like to look over the premises?

Yours faithfully,

J. S. Ward

BURSAR

March 17th, 1927.

T. Fred Ward, Esq.,
Bursar,
Macdonald College, Que.

Dear Mr. Ward:-

Let me acknowledge receipt of your letter of March 16th with reference to the fire in the residence of Dr. McCarthy.

You might let me know how you are disposing of Dr. McCarthy and his family at the present time, and what are your suggestions as to replacing the cottage, if replacement is necessary. I shall be away from the office until Monday morning, therefore it is unlikely that I shall be at Macdonald College on Monday.

Yours faithfully,

Principal.

Signed in the absence of
the Principal by
M. Chesley
Secretary.

March 9th, 1927.

T. Fred Ward, Esq.,
Bursar, Macdonald College,
Ste. Anne de Bellevue, Que.

Dear Mr. Ward:-

With reference to your letter of the 7th of March re the piano for the Teachers' residence, I authorize you to pay \$100.00 towards the purchase of the new piano on the terms outlined.

I shall have this confirmed at the next meeting of the Finance Committee.

Yours faithfully,

Principal.

February 16th, 1927.

T. Fred Ward, Esq.,
Bursar, Macdonald College,
Ste. Anne de Bellevue, Que.

Dear Mr. Ward:-

I am attaching herewith a letter from the Rev. Donald MacLeod from which you will understand the application which is now being made to us.

Will you please give the matter consideration and I shall take it up further with you when I go out next Monday. I shall be out there on the early train - 8.15 C.N.R. - because I must catch the 11.30 back to town.

Yours faithfully,

Principal.

P.S. Please return Mr. MacLeod's letter.

February 16th, 1927.

Rev. Donald MacLeod,
215 Coronation Building,
121 Bishop Street,
Montreal.

My dear Reverend MacLeod:-

Let me acknowledge receipt
of your letter of yesterday with reference to certain
accommodation at Macdonald College next July.

I will take it up with the
authorities out there and let you have an answer as
soon as possible.

Yours faithfully,

Principal.