

McGILL UNIVERSITY  
MONTREAL.

SCHOOL OF COMMERCE,  
OFFICE OF THE DIRECTOR

January 22nd, 1924.

Sir A.W. Currie,  
Principal,  
McGill University.

Dear Mr. Principal,

On Saturday I saw Laureys,  
Director of the Commercial School, University of Montreal.  
He informed me that his University has permanently placed  
the "Export Trade" course on its Extension programme.  
He will, he says, only allow the Ottawa men to lecture on  
matters in which they have had real experience. A man,  
for instance, who has been in Japan will be allowed to  
talk about conditions in Japan, etc., etc., whereas lecturers  
like O'Meara and Cosgrave will be barred altogether.  
Laureys considers these men as useless and their lectures  
as drivel, and says that last year very few attended any  
lecture given by them after the first.

I have spoken to Dr. MacKay about  
this matter and he will probably confer with you about it.

Regarding the Accountancy question,  
I found Laureys favourable, and he is to submit my proposal  
to his Board.

Very truly yours,

*Robert M. Sugars*  
Director-Secretary.

RMS/B





Toronto, June 9, 1923.

Sir Arthur Currie,  
President,  
McGill University,  
Montreal, Quebec.

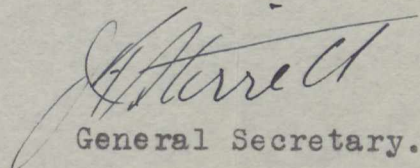
Dear Sir:-

It gives me great pleasure to inform you that at the last Executive Council Meeting, on the recommendation of the Commercial Intelligence Committee, a resolution was unanimously passed expressing the deep appreciation of the co-operation of McGill University in enabling the Short Course in Export Trade to be established.

The economics lectures in this course were particularly well done, and the voluntary and gratuitous services for this extra work performed by members of the Political Economy Staff are especially deserving of commendation.

Special mention is due to former Dean Laing and Professor Leacock for their active interest in obtaining outside lecturers to deal with some of the more specialized phases of Export Trade.

Yours faithfully,

  
General Secretary.

JTS/McC.



McGILL UNIVERSITY  
MONTREAL.

FACULTY OF ARTS.  
OFFICE OF THE DEAN.

March 19, 1923.

Sir Arthur Currie,  
Principal, McGill University.

Dear Sir Arthur,

re financial statement of extension course  
on Export Trade.

You will be interested in the enclosed letter from Mr. Burrell in regard to the finances of the course in Export Trade. There was a profit of \$290.19, which seems to me very satisfactory. The surplus would have been larger if we had not been obliged to bring Professor Mackintosh from Queen's to take Dr. Hemmeon's place. We had to pay Mackintosh's travelling and hotel expenses.

Sincerely yours,

*Gordon Laing*  
Dean

Encl.  
MDF/GJL



McGILL UNIVERSITY  
MONTREAL

SECRETARY AND BURSAR'S OFFICE

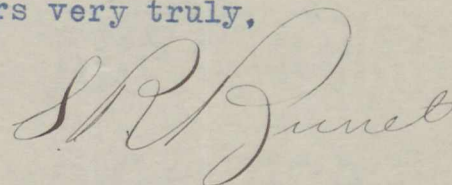
March 14th, 1923.

Dr. Gordon J. Laing,  
Arts Bldg.

Dear Dr. Laing:-

The only charges paid in connection with the Extension Lectures in Export Trade in addition to the account given you, was for stamps - \$8.46 and 500 envelopes \$4.80, a total of \$13.26. The total expenditure appears to be \$364.81. The amounts paid Mr. Sugars were included in the original account under head of "Janitor service, etc." The total receipts from fees for this course were \$655.00 so that there appears to be a surplus \$290.19.

Yours very truly,



Asst. Bursar.

SRB/L



TELEPHONE  
UPTOWN 4400.

F.W-T.

594 PINE AVENUE W.,  
MONTREAL.

Seventeenth  
February  
1923

My dear Mr. Principal,

I send you my thanks for the polite and much appreciated contents of your valued letter of 15th. The course in exports was an inspiration and I feel sure will be made permanent and that great benefits will accrue therefrom. My small contribution was made as a duty, which has become a pleasure through your and Dean Laing's courtesy.

Believe me,

Yours sincerely,

*William Laing*

General Sir Arthur Currie, K.C.B., G.C.M.G.,  
McGill University,  
Montreal.



February  
Sixteenth  
1923.

E. W. Beatty, Esq.,  
President, Canadian Pacific Railway,  
MONTREAL.

Dear Mr. Beatty:-

Let me thank you most warmly and sincerely for presiding at the discussion hour, Friday, February 9th, of the course on Export Trade which was given at McGill, and for the very interesting address which you made to the class on that occasion. I have talked with several of the class since and learn they were all delighted.

It means a good deal to the University when men like yourself shew such practical and helpful interest in our academic affairs.

I think you will be interested in the following extract from a letter I have just received from the Honourable Minister of Trade and Commerce:-

"May I take this opportunity to thank you for your ready co-operation, and for all the assistance which you and your staff have afforded us in our efforts to make the Extension Course a complete success. This furnishes one more proof of the progressive and broad spirit which actuates McGill University. I would ask you in this connection to express to Dean Laing, Professor Stephen Leacock, Professor R. M. Sugars, Professor Sandwell and Professor R. R. Thompson, my deep sense of obligation to them for their valuable help, without which it would have been very difficult for us to organize the course. I can well appreciate the extra work which the Extension Course



E. W. Beatty, Esq.

- 2 -

has imposed on these gentlemen. I would also like to thank Mr. E. W. Beatty, President of the Canadian Pacific Railway, Sir Frederick Williams-Taylor, Mr. Frank Jones, Sir Charles Gordon, Mr. Gausden, Mr. Dew, Mr. Wood, Mr. Cameron and Mr. J.L. MacCulloch."

Yours faithfully,

Principal.



February  
Fifteenth  
1923.

D. O. Wood, Esq.,  
General Foreign Freight Agent,  
230 St. James Street,  
Montreal.

Dear Mr. Wood:-

Let me thank you most warmly and sincerely for the part you played in making the Extension Course on Export Trade given at McGill University such a pronounced success. It means a good deal to the University when men like yourself shew such practical and helpful interest in our academic affairs.

I think you will be interested in the following extract from a letter which I have just received from the Honourable Minister of Trade and Commerce:-

"May I take this opportunity to thank you for your ready co-operation, and for all the assistance which you and your staff have afforded us in our efforts to make the Extension Course a complete success. This furnishes one more proof of the progressive and broad spirit which actuates McGill University. I would ask you in this connection to express to Dean Laing, Professor Stephen Leacock, Professor R. M. Sugars, Professor Sandwell and Professor R. R. Thompson, my deep sense of obligation to them for their valuable help, without which it would have been very difficult for us to organize the course. I can well appreciate the extra work which the Extension Course has imposed on these gentlemen. I would also like to thank Sir Frederick Williams-Taylor, Mr. E. W. Beatty, President of the Canadian Pacific Railway, Mr. Frank Jones, Sir Charles Gordon, Mr. Gausden, Mr. Dew, Mr. Wood, Mr. Cameron and Mr. J. L. MacCulloch".

Yours faithfully,

Principal.



February  
Fifteenth  
1923.

George C. Dew, Esq.,  
Windsor Station,  
Montreal.

Dear Mr. Dew:-

Let me thank you most warmly and sincerely for the part you played in making the Extension Course on Export Trade given at McGill University such a pronounced success.

It means a good deal to the University when men like yourself shew such practical and helpful interest in our academic affairs.

You will be interested in the following extract from a letter which I have just received from the Honourable Minister of Trade and Commerce:-

"May I take this opportunity to thank you for your ready co-operation, and for all the assistance which you and your staff have afforded us in our efforts to make the Extension Course a complete success. This furnishes one more proof of the progressive and broad spirit which actuates McGill University. I would ask you in this connection to express to Dean Laing, Professor Stephen Leacock, Professor R. M. Sugars, Professor Sandwell and Professor R.R. Thompson, my deep sense of obligation to them for their valuable help, without which it would have been very difficult for us to organize the Course. I can well appreciate the extra work which the Extension Course has imposed on these gentlemen. I would also like to thank Sir Frederick Williams-Taylor, Mr. E. W. Beatty, President of the Canadian Pacific Railway, Mr. Frank Jones, Sir Charles Gordon, Mr. Gausden, Mr. Dew, Mr. Wood, Mr. Cameron and Mr. J. L. MacCulloch."

Yours faithfully,

Principal.



February  
Fifteenth  
1923.

Professor W. A. Macintosh,  
Queen's University,  
Kingston, Ont.

Dear Professor Macintosh:-

I wish to thank you for  
the part you played in making the Extension Course  
on Export Trade such a pronounced success.

The repetition of your lectures  
entailed a great deal of extra work on your part,  
but the results were worth it.

With all good wishes, I am,

Yours faithfully,

Principal.



February  
Fifteenth  
1923.

Dear Dr. Leacock:-

I wish to thank you for the part you played in making the Extension Course on Export Trade such a pronounced success. The repetition of your lectures entailed a great deal of extra work on your part, but the results were worth it.

You will be interested in the following extract from a letter I have received from the Honourable Minister of Trade and Commerce:-

"May I take this opportunity to thank you for your ready co-operation, and for all the assistance which you and your staff have afforded us in our efforts to make the Extension course a complete success. This furnishes one more proof of the progressive and broad spirit which actuates McGill University. I would ask you in this connection to express to Dean Laing, Professor Stephen Leacock, Prof. R. M. Sugars, Professor Sandwell and Professor R. R. Thompson my deep sense of obligation to them for their valuable help, without which it would have been very difficult for us to organize the Course. I can well appreciate the extra work which the Extension course has imposed upon these gentlemen."

Yours faithfully,

Principal.

Dr. Stephen Leacock,  
Arts Building.



Mr. E.W. Beatty, Sir Charles Gordon, Mr. Frank Jones,  
Mr. C. E. Gausden

February  
Fifteenth  
1923.

Dear Sir Frederick:-

I think you will be interested in the following extract from a letter I have just received from the Honourable Minister of Trade and Commerce:-

"May I take this opportunity to thank you for your ready co-operation, and for all the assistance which you and your staff have afforded us in our efforts to make the Extension Course a complete success. This furnishes one more proof of the progressive and broad spirit which actuates McGill University. I would ask you in this connection to express to Dean Laing, Professor Stephen Leacock, Professor R. M. Sugars, Professor Sandwell and Professor R. R. Thompson, my deep sense of obligation to them for their valuable help, without which it would have been very difficult for us to organize the course. I can well appreciate the extra work which the Extension Course has imposed on these gentlemen. I would also like to thank Sir Frederick Williams-Taylor, Mr. E. W. Beatty, President of the Canadian Pacific Railway, Mr. Frank Jones, Sir Charles Gordon, Mr. Gausden, Mr. Dew, Mr. Wood, Mr. Cameron and Mr. J. L. MacCulloch."

With all good wishes, I am,

Yours faithfully,

Sir Frederick Williams-Taylor,  
Bank of Montreal,  
Montreal.



February  
Fourteenth  
1923.

Dear Mr. Robb:-

Let me acknowledge receipt of your letter of February 13th and to thank you for your kind expressions of appreciation of the part played by McGill in the Extension course in Export Trade recently held at this University.

We were all highly delighted with the attendance at this course and with the very great interest displayed. I shall have great pleasure in communicating your thanks to all who helped to make the course a success and I know they will be grateful.

Let me give you the assurance that any time we can co-operate with your Department we shall be most happy to do so.

Yours faithfully,

Hon. James Robb,  
Minister of Trade and Commerce,  
Ottawa.



DEPARTMENT OF



TRADE AND COMMERCE  
CANADA

OFFICE OF THE MINISTER

OTTAWA February 13, 1923.

Dear Sir Arthur Currie,-

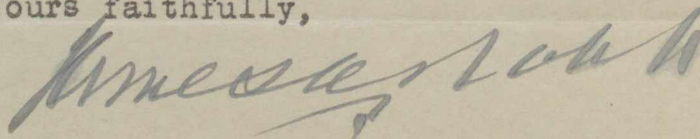
Since returning to Canada from my Australian trip, I have learned with a great deal of pleasure and interest the success which has attended the initiation of an Extension Course in Export Trade at your University on January 29th last. I understand from Mr. Poussette that the Extension Courses were undertaken as an experiment and without, at the time, any knowledge of the support which they would be likely to receive. That there were 125 registrations at McGill University is, in my judgment, ample evidence that the experiment was well justified, and that interest in export trade is rapidly increasing. The reports which we have received go to show that those who attended were highly pleased with the instruction given to them, and hopeful that the Extension Course in Export Trade may be made a regular part of the extension work of the University.

May I take this opportunity to thank you for your ready co-operation, and for all the assistance which you and your staff have afforded us in our efforts to make the Extension Course a complete success. This furnishes one more proof of the progressive and broad spirit which actuates McGill University. I would ask you in this connection to express to Dean Laing, Professor Stephen Leacock, Professor R.M. Sugars, Professor Sandwell and Professor R.R. Thompson, my deep sense of obligation to them for their valuable help, without which it would have been very difficult for us to organize the Course. I can well appreciate the extra work which the Extension Course has imposed upon these gentlemen. I would also



like to thank Sir Frederic Williams-Taylor, Mr. E.W. Beatty, President of the Canadian Pacific Railway, Mr. Frank Jones, Sir Charles Gordon, Mr. Gausden, Mr. Dew, Mr. Wood, Mr. Cameron and Mr. J.L. MacCulloch, but am informed by Mr. Poussette that all of these gentlemen, except the last two named, were accorded a vote of thanks on the conclusion of their addresses, and that either you or Dean Laing will have written to them.

Yours faithfully,

A handwritten signature in cursive script, appearing to read "James Ross". The signature is written in dark ink and is positioned to the right of the typed name "James Ross".

Lt.Gen. Sir Arthur W. Currie, G.C.M.G., K.C.B.,  
Principal,  
McGill University,  
MONTREAL.



February  
Eighth  
1923.

Frank Jones, Esq.,  
Canada Cement Company,  
Montreal.

Dear Mr. Jones:-

Let me thank you most warmly and sincerely for presiding at the discussion hour, Wednesday, January 31st, of the course on Export Trade which we are giving at McGill, and for the very interesting address which you made to the class on that occasion.

I have talked with several of the class since and learn they were all delighted. It means a good deal to the University when men like yourself show such practical and helpful interest in our academic affairs.

With all good wishes, I am,

Yours faithfully,

Also sent to:

Mr. C.E.Gausden  
Mr. T.B. Macaulay  
Sir Charles Gordon  
Sir Frederick Williams-Taylor Principal.



McGILL UNIVERSITY

MONTREAL.

FACULTY OF ARTS.

OFFICE OF THE DEAN.

February 7, 1923.

*Mr Dew C.P.R.  
Mr Wood East Freight Agent Can. National Ry.*

Sir Arthur Currie,  
Principal, McGill University.

Dear Sir Arthur,

I enclose a list of the members of the Extension Course on Export Trade. I thought you would be interested in seeing what firms were represented and from what parts of the country the students have come. You will notice that while most of them are from Montreal or its immediate neighbourhood, there are representatives from Ontario and the Maritime Provinces.

One of the features of the course that seems to have interested the class very much is that of having prominent Montrealers address them. We have had Sir Frederick Williams Taylor, <sup>Wed. 3/5<sup>th</sup> Jan</sup> Mr. Frank Jones of the Canada Cement Co., and <sup>Friday 2 Feb.</sup> Mr. C.E. Gausden of the British Empire Steel Co. This week Mr. T.B. Macaulay of the Sun Life Assurance Co. is going to speak and on Friday at 5 o'clock Mr. E.W. Beatty is to address the class on "Some Aspects of the Export Question". That will <sup>Wed</sup> be our last meeting. I may be able to get Sir Charles Gordon\* also but I have not made definite arrangements with him as yet.

Sincerely yours,

Encl.  
MDF/GJL

*Gordon Young*

\* Since writing the above he has insisted to come this afternoon.



McGill University

Extension Course in Export Trade

Students Registered

<u>Name</u>	<u>Address</u>	<u>Name of Company</u>
Allan, J. C.	56 Chesterville Ave.,	The British Metal Corp'n (Canada) Ltd.
Barr, S. S.	201 Inspector St.,	Ames Holden McCready Ltd.,
Beaubien, Pierre	Luxonia Apartments	Frontenac Breweries Ltd.,
Bédard, W. R.	Pembroke, Ont.	
Beharriell, G. R.	1225 Bernard Ave. W., Apt. #12	Canadian Consolidated Rubber
Belgrave, G. S.	386 A Fabre St.	Canadian Consolidated Rubber
Bienvenu, Paul	201 Bellechasse St.,	C. H. Catelli Co., Ltd.,
Brittle, Lionel Evans	201 Belgrave Ave.,	Canada Steamship Lines
Brown, Mr.	17 St. John St.,	A. C. Kidston & Co.,
Brown, C. C.	Danville, Que.	Spring Clothes Pin Co.,
Bullard, S. C.	10 Victoria Square	Dominion Textile Co.,
Burgess, A. P.		The Steel Co. of Canada
Cains, J. L.		Bank of Montreal (Head Office)
Cameron, G. R.		Ogilvie Flour Mills Co.,
Carter, Harry J.	585 St. Timothee St.,	
Chenevert, J. O.	Three Rivers, Que.	Wayagamack Pulp & Paper Co.
Chilvers, R. L.	49 Lincoln Ave.,	
Clark, F. W.	13 St. Sacrament St.,	
Callard, A. W.	275 Craig St. W.	Norton, Callard & Co.,
Crawford, H. N.	406 Burnside Place	
Croft, C. M.	Ottawa, Ont.	Commissioner of Commerce
Crossan, O. M.		The Steel Co. of Canada
Crouch, E. J.	1270 St. Patrick St.	Congoleum Co. of Canada
Derick, G. E.	21 Common St.	Blaiklock Bros. Ltd.,
Dodd, J. G.	10 Victoria Square	Dominion Textile Co. Ltd.,
Doherty, J. J.		Atlantic Sugar Refinery
Douglas, G. E.	564 St. James St.,	London, Ont.
Dwyer, H. Everett	630 Roslyn Ave.,	
Edward, J. W.	Canada Cement Bldg.,	British Empire Steel Co.,
Eddy, J. Charles	176 Lindsay St.,	Drummondville, Que.
Egar, E. A.	46 Girouard Ave.,	
Elliott, E. H.	811 University	
Farney, E. J.		Dominion Steel Co.,



<u>Name</u>	<u>Address</u>	<u>Name of Company</u>
Flanagan, F. J.	332 Edward Christopher	
Ford, J. B.	145 St. James St.,	Pacific White Lead Co.,
Freeman, John	121 Queen St.,	Lovell & Christmas Ltd.,
Fregeau, J. H.	611 Power Bldg.,	
Frith, Rowland	Box 1419, St. John, N.B.	
Gass, Ronald W.	414 Mackay St.,	
Gibbon, Charles	3522 Bickerdike St.,	
Gifford, P. F.	Board of Trade Bldg.	Wilson Paterson & Gifford, Ltd.
Gittus, S. E.		The Steel Company of Canada
Goodman, John	121 Queen St.,	Lovel & Christmas Ltd.,
Gould, H.	Secretary's Office	Board of Trade Bldg.,
Grant, Arthur W.	376 Parc Lafontaine	The Sardon Shoe Co.
Gravel, A.	48 St. Paul St., Quebec.	
Grenier, Alphonse	114 City Councillor St.,	
Grieve, Thos. W.	1 Common St.	Dairy & Cold Storage Branch Dept. of Agriculture.
Hamilton, R. J.	Three Rivers, Que.	Wayagamack Pulp & Paper Co.,
Hankin, Francis	201 Corestine Bldg.	
Hayes, A. E.	Victoriaville, Que.	Lavasseur & Fortier, Ltd.,
Herring, Reginald W.	219 Decarie Blvd.,	
Hessler, H.	570 D Fabre St.,	
<del>Worsman</del> , C. 3	195 Selby St.	
House, Melton	348 Sherbrooke St. W.,	
Hunter, Alfred C.	Pointe Claire, Que.	
Hutchison, A. W.	Canada Cement Bldg.,	British Empire Steel Co.,
Hutchison, L. A.	215 Metcalfe St.,	Canadian Consolidated Rubber
Hutchison, Ross R.	354 Mackay St.,	
Joubert, Paul E.	338 Notre Dame St. W.,	
Kelly, D. W.	28 Belgrave Ave.,	
LaFleur, Miss Milly	Haleyob Club, Ottawa, Ont.	
Lamont, Frederick D.	52 Walker Ave.,	
LaPierre, Thomas	Chesterville, Ont.	
Leduc, Col. L.	59 Nelson Ave.,	
Lee, E. G.	121 Shearer St.,	Norther Electric Co.,
Lefabre, Joseph Hubert	823 St. Denis St.	Quebec Federated Co-operatives,
LeGresley, A. J.	Board of Trade.	Wilson, Patterson & Gifford, Ltd.
Lighter, J.	655 Bloomfield Ave.,	
Loley, Frank Ernest	315 Beaver Hall Hill	
McCann, Francis J.	121 Shearer St.,	Norther Electric Co.,
Macdonald, Ian R.	158 Hutchison St.,	



<u>Name</u>	<u>Address</u>	<u>Name of Company</u>
McEachran, J. A.	858 Tupper Street	
McGowan, L.	121 Queen St.	Lovell & Christmas Ltd.,
McGruther, A. S.		The Steel Co. of Canada
McIntyre, Omer	26 Elmwood Ave.,	
McKay, M. J.	Canada Cement Bldg.,	British Empire Steel Cor.Ltd.
McKellar, C. C.	10 Victoria Square	Dominion Textile Co.,Ltd.,
Mackenzie, C. E.	Canada Cement Bldg.,	British Empire Steel Cor.Ltd.
McKernan, Mr.	17 St. John St.	A. G. Kidston Company
Maclaine, Hugh C.	20½ Richmond Square	
MacLean, Mr.	17 St. John St.	A. G. Kidston Company
McLelland, George A.	Lachine, Que.	Earl Grey School
<del>XXXXXXXXXXXXXXXXXXXX</del>	<del>XXXXXXXXXXXX</del>	
McLennan, Wm. S.		Brandram-Henderson Ltd.,
McMenamin, J. D.	40 Chateauguay St.,	
MacSporran, Mr.	17 St. John St.,	A. G. Kidston Company
Marshall, H. J.	2033 B Boyer St.,	
Maxwell, M. W.	4035 Dorchester St.W.	Forest Products Labs.
Mendelssohn, Nathan	111 Youville Square	
Miller, Harold A.	147 Booth St., Ottawa,Ont.	
Moore, Harold C.		Lake of the Woods Milling Co.
Moore, W. D.		Ogilvie Flour Mills Co.,
Murphy, J. K.	15 Royal Avenue	
Murray, H. A.		Dominion Steel Company
Needham, C. F.	8 May Ave., Verdun	
Nickel, G. H.	2644 Hutchison St.,	
Ogg, Robert	248 Ontario St. W.,	
Oliphant, J.	Canada Cement Bldg.,	British Empire Steel Cor.Ltd.,
Olmstead, W. J.	1320 Bernard Ave.,Apt. 2.	
O'Neill, T. Y.	McGill Building	The Miner Rubber Co.Ltd.,
Parker, F. T.	611 Transportation Bldg.,	
Perchard, H. L.	10 Victoria Square	Dominion Textile Co.Ltd.,
Porter, Guy G.	Perth, N. B.	
Prince, W. S.	Kentville, N. S.	United Fruit Company
Redmond, R. M.		Ames Holden McCready Ltd.,
Ritz, Charles	Board of Trade Bldg.,	Robin Hood Mills, Ltd.,
Robb, J. Stevenson	Board of Trade Bldg.,	Robin Hood Mills, Ltd.,
<i>Roy, Harold B.</i>	<i>Ottawa, Ont</i>	<i>Commissions &amp; Commerce</i>
Rutledge, M. J.	41 McGill College Ave.,	



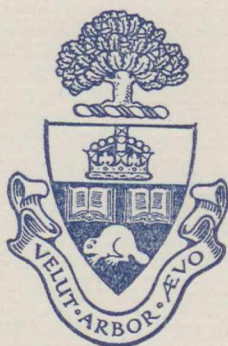
<u>Name</u>	<u>Address</u>	<u>Name of Company</u>
Sauvey, R. F.	185 St. Paul Street	
Savoie, Francis	511 St. Hubert St.,	
Scott, G. Erle	Apt. 8, 107 Chomey St.	Canadian Industrial Alcohol Co.
Scott, J. A.	910 Canada Cement Bldg.,	
Scott, R. Kenneth	119 Metcalfe Street,	
Simpson, J.		The Steel Co. of Canada
Slattery, T. Francis	63 Prospect St.,	
Smith, J. Thorold	201 Coristine Bldg.,	
Stephen, J. McL.	43 St. Sacrament St.	James Richardson & Sons, Ltd.
Stewart, A. G.	1105 Bernard Ave. W.,	
<del>Cancelled Stewart, Peter</del>	<del>Ottawa, Ont.</del>	<del>Commissioner of Commerce</del>
Stinson, E. L.	45 St. Alexander St.,	
Suydam, Major H.	Ottawa, Ont.	Commissioner of Commerce
Sydney, Frank C.	2 St. Antoine Street	
Therriault, J. N.	17 St. James St., Quebec.	The Clarke Trading Co.,
Toohy, W. A.	654 De l'Epee Ave.,	
Trench, Henry M.	26 Lorne Ave.,	
Troy, Patrick J.	580 Dorchester St. W.,	
Vanderlake, Clement A.	246 St. Antoine St., Lachine, Que.	
Vaz, Ernest T.	1045 St. Viateur St., Suite 15,	
Vyse, Clarke	26 Wellington St., Ottawa, Ont.	
Whynacht, R. M.	2036 Mance Street,	
Wiley, Robert J.	308 Sherbrooke St., E.,	
Williams, B. Monier	234 Mountain Street,	
Williams, F. W.	126 Coristine Bldg.,	
Wilson, E. W.	466 Wood Ave.,	
Wilson, J. K.	118 Durocher St.,	Barrett Co., Ltd.,
Worden, George	135 Girouard Ave.,	
Yates, W. F.	167 Hutchison Street,	



# University of Toronto

(The Provincial University of Ontario)

Department of  
University Extension



EXTENSION COURSE  
IN  
EXPORT TRADE  
JANUARY 15th to 27th, 1923

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*This Course is offered by the University of Toronto at the request of, and in co-operation with, the Department of Trade and Commerce of the Government of Canada and the Canadian Manufacturers' Association.*

*Applications, with registration fee of Five Dollars, should be sent on or before January 2nd, 1923, to W. J. Dunlop, Director, University Extension, University of Toronto, Toronto, Canada.*



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## Extension Course in Export Trade

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### PRESCRIPTION OF WORK

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#### *Principles of International Trade*

PROFESSOR R. M. MACIVER

Conditions determining the volume, diversity, and direction of a country's trade with others; the economic gain of international trade; the idea of the "favourable" and "unfavourable" balance; foreign exchange and the settlement of trade balances between countries; foreign trade as affected by internal and external price levels and wage rates; budgets and inflation, particularly in Europe, and their effect on international trade.

#### *Economic Geography*

DR. H. A. INNIS

Lectures on this subject will include a survey of the geographic background (climatic and geologic) of the development of modern trade. From thence will proceed a study of the growth of modern trade, its extent, character and direction, as related to the more important countries. Finally an attempt will be made to outline the probable trend of modern trade with especial relation to the Canadian situation.

#### *Transportation*

PROFESSOR W. T. JACKMAN

Railroad freight rates; railroad facilities in export trade; the ocean carriers and ocean highways; ocean freight services and rates; marine insurance.

#### *Trade Currents and Cycles*

PROFESSOR GILBERT E. JACKSON

Recent economic changes will be studied from the standpoint of the trader, and an attempt will be made to visualise in perspective the principal developments of the last half century. The following topics will be discussed in detail: the movement of wholesale prices; influence of modern war on commerce; inflation and indemnities in their commercial aspects; the direction of Canadian enterprise; the nature of trade fluctuations; some recent explanations of the trade cycle.

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The forenoon of each day, and the hour from 4 p.m. to 5 p.m. of each day except Saturday, will be devoted to lectures and discussions on the subjects mentioned on this page. Students will be encouraged to take part in the discussions.



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## Extension Course in Export Trade

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### SPECIAL TRADE TOPICS

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Discussions and demonstrations will be conducted by Lieut.-Col. L. M. Cosgrave, D.S.O., and R. S. O'Meara, B. Com., of the Commercial Intelligence Service, Department of Trade and Commerce, Ottawa, on the following special trade topics:

1. *Government Services and their Relation to Foreign Trade*
2. *Documentation*  
(Proper documentation; channels of information; quotations; responsibility under bills of lading; banks and their interest in documents apart from financing of shipments; common mistakes and difficulties encountered.)
3. *Packing for Export*
4. *Foreign Correspondence*
5. *Representation and Salesmanship Abroad*

In addition, arrangements have been made to have representatives of leading export industries and managers of foreign exchange departments of Canadian banks attend the afternoon sessions to give the students the benefit of their experience and to discuss the practical side of various questions.

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These discussions, demonstrations, and special addresses will occupy the time from 2 p.m. to 4 p.m. each day except Saturday.



# Extension Course in Export Trade

## GENERAL ARRANGEMENTS

1. All lectures will be given at the University of Toronto. Lecture-rooms will be announced in the time-table which will be mailed to each registered student one week before the opening day. The first lecture will commence promptly at 9 a.m., Monday, January 15th, and the course will close at noon on Saturday, January 27th.

2. The registration fee is \$5.00, and there are no other fees. The cost of the course will include railway fare, board and lodging, registration fee, and a small expenditure for notebooks. A list of suitable boarding houses may be obtained from the Extension Office, University of Toronto.

3. Applications, accompanied by registration fee, are to be sent to the Extension Office, University of Toronto, on or before January 2nd. After that date, applications will be accepted only if the number of registrations has not passed the maximum for which accommodation is available. The application form enclosed in this folder should be used.

4. The course is intended primarily for Export Managers and those engaged in export trade, but others interested will not be debarred from enrolment if their previous education and experience have been sufficient to enable them to profit by the instruction offered.

5. There are no specified entrance requirements, no examinations, no certificates.

6. A student who enrolls and finds later that he is unable for any reason to take the course may have his fee refunded by notifying the Director of University Extension, University of Toronto, not later than Wednesday, January 17th, 1923.

7. This course was arranged at the request of H. R. Poussette, Director, Commercial Intelligence Service, Department of Trade and Commerce, Ottawa, and the Committee on Arrangements consists of Mr. Poussette, Professor R. M. MacIver, Professor of Political Economy, University of Toronto; Alex. Marshall, Manager of the Commercial Intelligence Department of the Canadian Manufacturers' Association, and W. J. Dunlop, Director, University Extension, University of Toronto.

8. Students will be required to be in attendance continuously from 9 a.m. to 12 m. and from 2 p.m. to 5 p.m., except that there will be no lectures on Saturday afternoons.



# Application Form

## EXTENSION COURSE IN EXPORT TRADE

University of Toronto  
January 15th to 27th, 1923

To  
THE DIRECTOR,  
University Extension,  
University of Toronto,  
Toronto, Canada.

My name may be entered as a student in the Extension Course in Export Trade to be held at the University of Toronto, from January 15th to 27th, 1923. The registration fee (\$5.00) is enclosed. I understand that, should I be unable for any reason to take the course, I may have my fee refunded on notification to you not later than Wednesday, January 17th, 1923.

.....  
(Name)

.....  
(Address)

.....  
(Name of firm with which employed)

.....  
(Date)

.....  
(Position held with firm)

(Applications should be sent in not later than January 2nd,  
1923.)



*McGill University—Session 1922-23*



EXTENSION COURSE IN  
EXPORT TRADE

TO BE GIVEN BY  
MCGILL UNIVERSITY  
WITH THE CO-OPERATION OF  
THE DEPARTMENT OF TRADE AND COMMERCE  
AND  
THE CANADIAN MANUFACTURERS'  
ASSOCIATION

Montreal  
January 29—February 10  
1923



*Applications, accompanied by registration fee (\$5.00), should be sent to the Registrar's Office, McGill University, Montreal, on or before January 16, 1923. The application form enclosed in this pamphlet should be used.*



## GENERAL INFORMATION

This course, which was suggested by Mr. H. R. Poussette, Director of the Commercial Intelligence Service, Department of Trade and Commerce, Ottawa, is to be given by McGill University, with the co-operation of the Department and of the Canadian Manufacturers' Association. It is intended primarily for export managers, prospective export managers and all those engaged in export trade, but others interested are invited to enrol. It is an intensive course of two weeks' duration, and the instruction has the twofold purpose of introducing the hearers to the underlying principles of export trade and of making them familiar with the practical details of management. With these aims in view it has been divided into two sections: I. Lectures on the General Economics of Trade, given by professors of McGill University; and II. Demonstrations, discussions and addresses on Special Trade Topics, given by officers of the Department of Trade and Commerce or professors in the School of Commerce of McGill. The two types of instruction supplement one another, and brief though the period is, they are sufficiently comprehensive to cover all the important phases of the subject. They will put those attending the classes in touch with the latest developments in export trade in Canada, and will demonstrate the vast possibilities open to Canadian exporters in all parts of the world.

Both the University and the Department ask for the co-operation of manufacturers and exporters throughout the Dominion. It is only through their co-operation that the course can be made a success. Business men, by arranging for the attendance of as many of their managers, assistant managers and clerks as possible, will be doing what cannot fail to prove a service both to themselves and to the trade interests of Canada.



## I. GENERAL ECONOMICS OF TRADE

### (1) The Theory of Money

General theory of value: money, its origin and functions: metal money and its value: coinage: subsidiary money: paper money; laws governing its value: inflation: the paper money of to-day: international payments: the exchanges: the rise and fall of the exchanges: relation of the exchanges to inflation and to the local purchasing power of money.

#### LECTURE 1.—The Value of Metallic Money.

The general theory of value: its application to the value of standard metal money: relation of coinage to value: the so-called mint price of gold: silver as money: the old silver standard: bimetallism: subsidiary silver.

#### LECTURE 2.—Paper Money.

The origin and history of paper money: convertible and inconvertible paper money: value of convertible paper: the various methods of securing conversion: the Bank of England notes, Canadian and American dollars, etc., etc.: inconvertible paper: famous historical examples: the assignats, the greenbacks, etc., etc.: theory of the value of inconvertible paper money.

#### LECTURE 3.—The Foreign Exchanges and the Present Inflation of the World's Currency.

The fundamental theory of foreign exchange: international trade and international payments: the mint par of exchange: the cancellation of debts by bills of exchange: the rise and fall of the exchanges and their relation to the rate of interest: the war period and after: the abandonment of the gold standard: inflation: the exchanges and their relation to the world's trade and industry to-day.

3 lectures—Professor Stephen Leacock.

### (2) International Trade

**HISTORICAL:**—In ancient, mediaeval and modern times: The Mercantilists and their modern successors.

**THE THEORY OF INTERNATIONAL TRADE:**—Under what conditions such trade develops: differences in absolute and relative costs of production: merchandise and service: favourable and unfavourable balances: trade balances of different countries, particularly Canada.



Impediments to international trade: tariffs: protection and free trade: tariff policies before and since the war: effects of inflated currencies.

LECTURE 1.—History of international trade: mercantilism.

LECTURE 2.—Under what conditions international trade arises: differences in cost of production: the balance of trade.

LECTURE 3.—Protection and free trade: tariffs and tariff policies: effects of inflated currencies.

3 lectures—Professor J. C. Hemmeon.

### **(3) The Theory of Transportation**

Place and economic importance of transportation in the modern world: ocean, canal and rail transportation.

Theory of rates—passenger and freight: competition and monopoly: government ownership and government control: railway commissions.

LECTURE 1.—Economic importance of transportation: ocean, canal and railway transportation.

LECTURE 2.—Rates—passenger and freight: theory of rates.

LECTURE 3.—Competition and monopoly: government ownership and control: commissions.

3 lectures—Professor J. C. Hemmeon.

### **(4) Economic and Commercial Geography**

The significant factors in economic geography and their physical, political and racial bases: principles governing the geographic location of the extractive industries, of the secondary industries, of transportation routes, of transaction and distribution centres: the main trade routes of the world, their origin and their present traffic: relative importance of railways and waterways in different parts of the world: economic geography of the North American continent.

LECTURE 1.—Nature and subject-matter of economic geography: geography of the extractive industries, governed by soil, climate, transportation, population, human characteristics, political institutions.



LECTURE 2.—Geography of transportation routes, governed by physical conformation, economic and political institutions, situation of markets: nature of transportation routes: geography of secondary (manufacturing) industries and distribution and transaction centres.

LECTURE 3.—Main trade routes of the world, their origins and present traffic, Eurasia, Atlantic, Pacific: trade routes caused by differences of productive and consumptive habits.

LECTURE 4.—North America different in economic geography from any other continent: greater importance of railways and reasons therefor: natural and artificial trade routes and trade barriers: effects of rapid movements of population in past 100 years: comparisons with less advanced "new" countries—South America, Africa, Australia.

LECTURE 5.—Economic geography of Canada in detail: relation of population to (1) natural resources, (2) capital investment in transportation and other industries: reasons for agricultural specialization: function of mining industries in "new" territory.

LECTURE 6.—External economic relations of Canada: markets, existing trade routes and possible future ones: the economic bases of Canadian export trade.

6 lectures—Professor B. K. Sandwell.

## II. SPECIAL TRADE TOPICS

Addresses will be delivered and discussions and demonstrations conducted by Lt.-Col. L. M. Cosgrave, D.S.O., and Mr. R. S. O'Meara, B.Com., of the Commercial Intelligence Service, Ottawa, on the following subjects:

### (1) **Government Services and their Relation to Foreign Trade**

Organization and functions of the Commercial Intelligence Service; services rendered by Canadian Trade Commissioners abroad; co-operation between the Commercial Intelligence Service and other departments at Ottawa; foreign government organizations for the expansion of export trade.

4 periods.



**(2) Documentation**

Proper documentation; channels of information; quotations, responsibility, under bills of lading; banks and their interest in documents apart from financing of shipments; common mistakes and difficulties encountered.

5 periods.

**(3) Packing for Export**

The importance of packing in modern export trade; the economy of careful packing; transportation difficulties encountered in foreign countries; packing requirements in the Far East, in tropical countries and countries with primitive unloading facilities; pilferage; marking; comments by trade commissioners *re* their market requirement.

5 periods.

**(4) Foreign Correspondence**

General remarks on foreign correspondence; the opening letter; requirements of trade commissioners in foreign correspondence; the "personal element" in letters going abroad; handling of correspondence by the export department; translations; postal regulations; follow-up letters; the sales letter; replying to inquiries.

2 periods.

**(5) Representation and Salesmanship Abroad**

Necessity of representation in foreign countries; various methods of representation abroad; preliminary steps in establishing connections overseas; suggested methods of representation for the smaller firm; advertising abroad; types of representatives for different export markets; the psychology of selling in foreign countries.

4 periods.

Under arrangements made by McGill University, the following lectures on special trade topics will also be given:

**(6) Marine Insurance**

The development of Marine Insurance. Definitions of Contract; implied warranties; form and duration of contract. Insurable interest; open and valued policies. Perils insured against; total loss; particular average. Sundry claims; warranties; representations. Salvage. Liberty of underwriters.

3 periods—Mr. J. L. McCulloch.



**(7) Financing Foreign Trade**

Types of commercial paper and documents in use in Canada; clean, documentary, sight and time bills. Part played by Canadian banks in financing business and industry. Methods of financing foreign trade; commercial credits—confirmed and unconfirmed; trust receipts; revolving credits; legal aspect. The money market.

3 periods—Mr. H. M. Cameron.

**(8) Costing for Exporting.**

Ex-warehouse cost; factory cost; selling expenses; administrative and general expenses. C.I.F. prices; ex-factory expenses, F.A.S., F.O.R., F.O.B., C.I.F.; building up a C.I.F. quotation.

2 periods—Professor R. R. Thompson.

**ARRANGEMENTS**

1. The lectures and demonstrations will be given in Strathcona Hall (McGill University), 348 Sherbrooke St. W., Montreal. The time-table will be mailed to each registered student one week before the opening day. The first lecture will commence promptly at 9 A.M. Monday, January 29th, and the course will close at noon on Saturday, February 10th.

2. The registration fee is \$5.00. A list of suitable boarding-houses may be obtained from Strathcona Hall, 348 Sherbrooke Street W., Montreal.

3. There are no specified entrance requirements, no examinations, no certificates.

4. The Committee on Arrangements consists of H. R. Poussette, Director, Commercial Intelligence Service, Department of Trade and Commerce, Ottawa; Gordon Laing, Dean of the Faculty of Arts, McGill University, Montreal; R. M. Sugars, Director of the School of Commerce, McGill University; Stephen Leacock, Professor of Political Economy, McGill University; and Alexander Marshall, B.A., Manager of Commercial Intelligence Department, Canadian Manufacturers' Association.

5. Lectures will be given from 9 A.M. to 12 M., and discussions and demonstrations will be conducted from 2 P.M. to 4 P.M., except on Saturday afternoon.

6. The hour 4-5 each day, except Saturday, will be devoted to questions, which will be answered by some one prominent in export trade.



# EXTENSION COURSE IN EXPORT TRADE

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## APPLICATION FORM

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EXTENSION COURSE IN EXPORT TRADE

McGILL UNIVERSITY

January 29th to February 10th, 1923

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To  
The Registrar,  
McGill University,  
Montreal, Canada.

My name may be entered as a student in the Extension Course in Export Trade to be held at McGill University from January 29th to February 10th, 1923. The registration fee (\$5.00) is enclosed.

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(Name)

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(Address)

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(Name of firm with which employed)

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(Position held with firm)

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(Date)

(Applications should be sent in not later than January 16th, 1923.)



44

December  
Fourteenth  
1922.

A. Harold Grier, Esq.,  
Dominion Glass Company Limited,  
285 Beaver Hall Hill,  
Montreal.

Dear Mr. Grier:-

Thank you very much for your  
letter of December 13th re course on Export  
Trade.

I greatly appreciate your  
interest and am forwarding your letter to  
Dean Laing, who will communicate with you later.

Yours faithfully,

Principal.



Extension Course  
in  
Export Trade  
to be given by  
McGill University  
with the co-operation of  
The Department of Trade  
and Commerce of the Govern-  
ment of Canada  
and  
The Canadian Manufacturers' Association  
in Montreal  
January 29 - February 10, 1923.

I - General Economics of Trade

1. The Theory of Money.

General theory of value: money, its origin and functions: metal money and its value: coinage: subsidiary money: paper money laws governing its value: inflation: the paper money of today: international payments: the exchanges: the rise and fall of the exchanges: relation of the exchanges to inflation and to the local purchasing power of money.

3 lectures - Prof. S. Leacock

2. International Trade.

Historical:- In ancient, mediaeval and modern times: the Mercantilists and their modern successors.

The Theory of International Trade:- Under what conditions such trade develops: differences in absolute and relative costs of production: merchandise and service: favourable and unfavourable balances: trade balances of different countries, particularly Canada.

Impediments to international trade: tariffs: ~~protection~~ protection and free trade: tariff policies before and since the war: effects of inflated currencies.

3 lectures - Prof. J.C. Hemmeon

3. The Theory of Transportation.

Place and economic importance of transportation in the modern world: ocean, canal and rail transportation.

Theory of rates - passenger and freight: competition and monopoly: government ownership and government control: railway commissioms.

3 lectures - Prof. J.C. Hemmeon

4. Economic and Commercial Geography.

The significant factors in economic geography and their physical, political and racial bases: principles governing the geographic location of the extractive industries, of the secondary industries, of transportation routes, of transaction and distribution centres: the main trade routes of the world, their origin and their present traffic: relative importance of railways and waterways in different parts of the world: economic geography of the North American continent.

6 lectures - Prof. B.K. Sandwell

II - Special Trade Topics

1. Government Services and their Relation to Foreign Trade.

4 Addresses - Lt.-Col. L.M. Osgrave, D.S.O.  
and R.S.O'Meara, B.Com.



2. Documentation. 5 addresses - Mr. R. S. O'Meara, B.Com.
3. Packing for Export. 5 addresses - Lt.-Col. L. M. Cosgrave, D.S.O.
4. Foreign Correspondence. 2 addresses - Mr. R. S. O'Meara, B.Com.
5. Representation and Salesmanship Abroad. 4 addresses - Lt.-Col. L. M. Cosgrave, D.S.O.
6. Marine Insurance. 3 addresses - Mr. J. L. McCulloch.
7. Financing Foreign Trade. 3 addresses - Mr. H. M. Cameron.
8. Costing for Exporting. 2 addresses - Prof. R. R. Thompson.



44

UNIVERSITY EXTENSION COURSE

ON

EXPORT MANAGEMENT

A course of about 40 lectures to be given early in 1923, partly by the University and partly by the Department of Trade and Commerce, Ottawa. These lectures are primarily intended to instruct and assist exporters or would-be exporters in the best ways of establishing themselves securely in foreign markets, and will cover such important aspects of commerce as:

1. Study of foreign products and foreign markets.
2. Sources of commercial information.
3. Transportation systems and Customs regulations.
4. Preparation of goods for foreign markets, including methods of packing.
5. Choice of agents and representatives.
6. Foreign Exchange and the financing of shipments.
7. General considerations bearing on important phases of international trade.
8. Foreign Correspondence.

Interesting slides and films will be provided by the Department of Trade and Commerce to illustrate the course.

Further details will be published early in January 1923 before the course begins.

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December  
Eleventh  
1922.

Ross H. McMaster, Esq.,  
Vice-President, Steel Co. of Canada,  
Montreal.

Dear Mr. McMaster:-

I wish to thank you very much for your letter of last week commenting on the Extension Course in Export Trade.

I shall pass it along to those who are dealing more directly with this course and I am sure they will take advantage of the suggestions you outline. This year's course is largely in the nature of an experiment and I have no doubt that at its conclusion we shall have thought of many things which, if embodied, would mean an improvement. The thing is to think of as many of these things before the course starts as possible.

I know the Committee has derived much of practical value and certainly encouragement from the meeting we had last week. I think in connection with our Commerce Course at McGill we could be well served by an Advisory Committee of business men and it is my intention to create such a committee, but of this I shall write you further later on.

Yours faithfully,

Principal.



EXTENSION COURSE  
in  
EXPORT TRADE  
to be given by  
McGILL UNIVERSITY  
with the cooperation of  
THE DEPARTMENT OF TRADE  
AND COMMERCE OF THE  
GOVERNMENT OF CANADA  
and  
THE CANADIAN MANUFACTURERS'  
ASSOCIATION  
in  
Montreal  
January 29 - February 10  
1923

*Ernest Gordon - not enough practical instruction  
lectures on trade topics - by practical men - (Walsh  
Hankins)  
suggested another time & year be more acceptable  
suggestion that some lectures be featured for benefit of senior business  
men  
Taylor Print the lectures.*



## General Information.

It is at the suggestion of Mr. H.R. Poussette, Director of the Commercial Intelligence Service, Department of Trade and Commerce, Ottawa, that McGill University with the cooperation of the Department and of the Canadian Manufacturers' Association is offering this course. It is intended primarily for export managers, prospective export managers and all those engaged in export trade, but others interested are invited to enrol. It is an intensive course of two weeks duration, and the lectures have the two-fold purpose of introducing the hearers to the underlying principles of export trade and of making them familiar with the practical details of management. With these aims in view they have been divided into two groups: I, Lectures on the General Economics of Trade, given by professors of McGill University, and II, Lectures on Special Trade Topics, given by members of the Department of Trade and Commerce or professors in the School of Commerce of McGill. The two types of lectures supplement one another, and brief though the period of instruction is, they are sufficiently comprehensive to cover all the important phases of the subject. They will put those attending the classes in touch with the latest developments in export trade in Canada and will demonstrate the vast possibilities open to Canadian exporters in all parts of the world.

Both the University and the Department ask for the cooperation of the manufacturers and (of the country) exporters.<sup>tr.</sup> It is only through their cooperation that the course can be made a success. By arranging for the attendance of as many of their managers, assistant managers and clerks as possible, they will be doing what cannot fail to prove a service both to themselves and to the trade interests of Canada.

### I.

#### GENERAL ECONOMICS OF TRADE

##### 1. The Theory of Money

General theory of value: money, its origin and functions: metal money and its value: coinage: subsidiary money: paper money laws governing its value: inflation: the paper money of today: international payments: the exchanges: the rise and fall of the exchanges: relation of the exchanges to inflation and to the local purchasing power of money.

##### Lecture 1.- The Value of Metallic Money.

The general theory of value: its application to the value of standard metal money: relation of coinage to value: the so-called mint price of gold: silver as money: the old silver standard: bimetallism: subsidiary silver.



## Lecture 2.- Paper Money.

The origin and history of paper money: convertible and inconvertible paper money: value of convertible paper: the various methods of securing conversion: the Bank of England notes, Canadian and American dollars etc. etc.: inconvertible paper: famous historical examples: the assignats, the greenbacks etc. etc.: theory of the value of inconvertible paper money.

## Lecture 3.- The Foreign Exchanges and the Present Inflation of the World's Currency.

The fundamental theory of foreign exchange: international trade and international payments: the mint par of exchange: the cancellation of debts by bills of exchange: the rise and fall of the exchanges and their relation to the rate of interest: the war period and after: the abandonment of the gold standard: inflation: the exchanges and their relation to the world's trade and industry today.

3 lectures - Professor Leacock.

2. International Trade

Historical:- In ancient, mediaeval and modern times: The Mercantilists and their modern successors.

The Theory of International Trade:- Under what conditions such trade develops: differences in absolute and relative costs of production: merchandise and service: favorable and unfavorable balances: trade balances of different countries, particularly Canada.

Impediments to international trade: tariffs: protection and free trade: tariff policies before and since the war: effects of inflated currencies.

Lecture 1.- History of international trade: mercantilism.

Lecture 2.- ~~Protection and free trade~~ Under what conditions international trade arises: differences in cost of production: the balance of trade.

Lecture 3.- Protection and free trade: tariffs and tariff policies: effects of inflated currencies.

3 lectures - Professor Hemmeon.

3. The Theory of Transportation

Place and economic importance of transportation in the modern world: ocean, canal and rail transportation.

Theory of rates - passenger and freight: competition and monopoly: government ownership and government control: railway commissions.

Lecture 1.- Economic importance of transportation: ocean, canal and railway transportation.



Lecture 2.- Rates - passenger and freight: theory of rates.

Lecture 3.- Competition and monopoly: government ownership and control: commissions.

3 lectures - Professor Hemmeon.

#### 4. Economic and Commercial Geography

The significant factors in economic geography and their physical, political and racial bases: principles governing the geographic location of the extractive industries, of the secondary industries, of transportation routes, of transaction and distribution centres: the main trade routes of the world, their origin and their present traffic: relative importance of railways and waterways in different parts of the world: economic geography of the North American continent.

Lecture 1.- Nature and subject-matter of economic geography: geography of the extractive industries, governed by soil, climate, transportation, population, human characteristics, political institutions.

Lecture 2.- Geography of transportation routes, governed by physical conformation, economic and political institutions, situation of markets: nature of transportation routes: geography of secondary (manufacturing) industries and distribution and transaction centres.

Lecture 3.- Main trade routes of the world, their origins and present traffic, Eurasia, Atlantic, Pacific: trade routes caused by differences of productive and consumptive habits.

Lecture 4.- North America different in economic geography from any other continent: greater importance of railways and reasons therefor: natural and artificial trade routes and trade barriers: effects of rapid movements of population in past 100 years: comparisons with less advanced "new" countries - South America, Africa, Australia.

Lecture 5.- Economic geography of Canada in detail: relation of population to (1) natural resources, (2) capital investment in transportation and other industries: reasons for agricultural specialization: function of mining industries in "new" territory.

Lecture 6.- External economic relations of Canada: markets, existing trade routes and possible future ones: the economic bases of Canadian export trade.

6 lectures - Professor Sandwell.



## II.

SPECIAL TRADE TOPICS1. Government Services and their Relation to Foreign Trade

Organization and functions of the Commercial Intelligence Service: facilities offered to exporters through headquarters of the Service at Ottawa: facilities offered to exporters through Trade Commissioners in foreign countries: Government publications: cooperation between the Commercial Intelligence Service and the various Government Departments at Ottawa: what other Governments are doing to extend the export trade of their countries.

## Lecture 1.- Commercial Intelligence Service in Canada.

Organization of Commercial Intelligence Service: development since inception: facilities offered to exporters: secretarial division: editorial division: foreign tariffs division - trade enquiries - special work undertaken by department - training of Junior Trade Commissioners: cooperation of the Service with associations such as the Canadian Manufacturers' Association, Boards of Trade etc.: establishment of contact with manufacturing concerns: tours of Trade Commissioners.

## Lecture 2.- Commercial Intelligence Service Abroad.

Facilities offered to exporters through Canadian Government Trade Commissioners in foreign countries: functions, and duties and status of the Trade Commissioners: types of reports supplied by Canadian Trade Commissioners relative to conditions in their country: cooperation between the Canadian manufacturer and the Trade Commissioner overseas.

## Lecture 3.- Cooperation between the Commercial Intelligence Service and other Departments at Ottawa.

Activities of the Department of Trade and Commerce: Exhibits and Publicity Bureau: Bureau of Statistics: cooperation with the Natural Resources Intelligence Branch: cooperation with the Department of Agriculture, with the Department of Marine and Fisheries, with the Department of Health, with the Department of Customs: Government publications.

## Lecture 4.- What other Governments are doing to Extend the Export Trade of their Countries.

Great Britain, the Department of Overseas Trade: the United States, the Bureau of Foreign and Domestic Commerce; Germany, the system of combining for business purposes, including export trade, known as the Kartel method: information secured by Canadian Trade Commissioners through contact with such foreign organizations: general remarks on foreign government services and assistance rendered to foreign manufacturers.

4 lectures - Lieut.-Col. L.M. Cosgrave,  
D.S.O.

Mr. R.S.O'Meara, B.Com.



## 2. Documentation

Proper documentation as an element in successful export business: preparation, ~~an~~ nature and functions of various documents: facilities at disposal of exporter in preparation of documents - the inland agent - the shipper and the steamship companies: quotations: export entries: responsibility under bills of lading - Consular invoices - Banks and their interest in documents apart from financing of shipment - results of care and accuracy in preparation of documents - results of ignorance or carelessness in preparation of documents - common mistakes and difficulties encountered.

Lecture 1.- Documentation as a factor in successful export business - scope of lectures - price quotations: f.o.b. quotations: f.a.s. quotations: c.i.f. quotations.

Lecture 2.- Shipment at the inland point: railroad bills of lading: through bills of lading: responsibility of inland agent in accepting freight for export: export declarations: ocean bills of lading: the marine insurance policy.

Lecture 3.- Commercial invoices: Consular invoices: certificate of origin and other documents called for under special customs rulings in certain countries: invoices and combined certificates adopted Imperial Customs Conference in 1921.

Lecture 4.- Banks and their interest in documents apart from the actual financing of shipment: cooperation between shipper and bank: common mistakes encountered by banks: facilities at disposal of exporter in preparation of documents: the foreign freight forwarder.

Lecture 5.- Results of care in preparation of documents: examples of results of accuracy, care in preparation of documents: examples of results of carelessness or ignorance in preparation of documents: remedies suggested.

5 lectures - Mr. R.S.O'Meara, B.Com.

## 3. Packing for Export

The economy of careful packing: transportation requirements for export containers: difficulties encountered in packing for various countries: the Hazard Machine and other tests for package strength: marking of packages: prevention of pilferage: information available through Trade Commissioners on special packing requirements abroad: results of bad packing: results of good packing.

Lecture 1.- Packing as a factor in the marketing of goods abroad: the economy of careful packing: carriers' impressions of careless packing: direct or indirect penalties as a result thereof: the importers' viewpoint relative to special packing: programme of succeeding lectures and demonstrations.



Lecture 2.- Improvement in method of packing throughout world: comments by British, American and foreign authorities on proper packing: suggestions regarding packing for inland and tropical countries and countries with primitive unloading facilities.

Lecture 3.- Transportation requirements in sizes and types of packages for various commodities: methods of transportation in various countries: examples of bad and careless packing encountered by Trade Commissioners abroad: government assistance in foreign countries to aid the manufacturer in perfecting his packing: the Hazard Machine and other packing tests: comments on personal observations of the packing methods in New York and Montreal ports.

Lecture 4.- Clear, concise and accurate marking of packages: official requirements regarding marking: examples of bad marking: penalties for misleading statements on packages regarding countries of origin, materials etc.: use of trade terms in marking: use of dual language.

Lecture 5.- Prevention of pilferage: statistics of annual losses in Canada and the United States due to bad packing and pilferage: some conclusions from the "Perfect Package Month", November 1921: assistance rendered by Commercial Intelligence Service in producing better packages: facilities offered by Trade Commissioners abroad in connection with overseas packing: summary of important points in foregoing lectures.

5 lectures - Lieut.-Col.L.M.Cosgrave,D.S.O.

#### 4. Foreign Correspondence

Points of particular importance in foreign correspondence: the "personal element" in foreign correspondence: opening of negotiations by correspondence with foreign importer: quotations: follow-up letters: handling of correspondence in export department: postal rules and regulations.

Lecture 1.- General remarks on foreign correspondence: "personal element" in foreign correspondence: the sales letter: replying to an enquiry.

Lecture 2.- Letters addressed to Trade Commissioners: what they should contain: quotations: discounts: handling of correspondence by Export Department: importance of attention to details - translations - postal regulations.

NOTE.- This lecture will be supplemented by discussion and examination of actual copies of correspondence furnishing examples of good letters and of poor letters written to foreign firms.

2 lectures - Mr.R.S.O'Meara,B.Com.



## 5. Representation and Salesmanship Abroad

Importance of representation in foreign countries: preliminary steps in establishing foreign connections: information required prior to seeking new markets: selection of representatives: various types of representation abroad: advantages and disadvantages of various types: advertising in foreign countries: allotment of responsibility: methods of payment in various countries.

Lecture 1.- Necessity of representation in foreign countries: preliminary steps in establishing permanent trade connections abroad: assistance rendered by Trade Commissioners to intending exporters: comments on foreign representation by Canadian Trade Commissioners with respect to their territories.

Lecture 2.- Various methods of representation abroad: special instruction to prospective ~~exporter~~ exporters in supplying information to Trade Commissioners: agencies in foreign countries: the necessity of supplying complete data in opening negotiations: requirements of the foreign importer.

Lecture 3. Methods of representation in the Far East and British Dominions: Indent and Commission houses: their functions, responsibility and scope: suggested method of foreign representation for small exporters: assistance which can be rendered by a Trade Commissioner to representatives of combined industries.

Lecture 4.- Concluding remarks on representation: types of representatives from the personal standpoint: methods of advertising in foreign countries: advantages and disadvantages of advertising in various foreign countries: suggested allotment of advertising abroad: summary of important points in preceding lectures.

4 lectures - Lieut.-Col. L.M. Cosgrave,  
D.S.O.

## 6. Marine Insurance

The contract: its form and duration: insurable interest: the perils insured against: total loss: sundry clauses, warrants, representations; salvage: liability of underwriters.

Lecture 1.- (a) The Nature of the Contract.

The development of marine insurance: definitions of the contract: formal and statutory requirements: implied warranties.

(b) Form and Duration of the Contract.

Course of business in forming the contract: various policy forms: general principles of interpretation: - commencement, duration and termination of the risk: deviation, delay and change of voyage discussed.

(c) Insurable Interest.

Insurable interest in goods, ship, freight, commissions,



profits, advances, loans, disbursements etc.: assignment of interest: insurable values: open and valued policies.

Lecture 2.- (a) The Perils Insured Against.

Perils enumerated in the policy: sue and labour and waiver clauses: discussion of the meaning of "proximate cause".

(b) Total Loss.

Actual and constructive total loss: abandonment: valuation clause: the principle of subrogation.

(c) Particular Average.

The "F.P.A." clause - particular average on ship, freight, cargo: ascertainment and adjustment of claims.

Lecture 3.- (a) Sundry Clauses, Warranties, Representations.

Sundry clauses in general use: running down clause: limitation of liability: continuation clauses: express warranties, representations, concealment.

(b) General Average.

Sacrifices, jettisons, expenditures, general principles: port of refuge expenses: salvage, relation of general average to marine insurance: liability of underwriters in respect of general average.

3 lectures - Mr. J.L. McCulloch.

7. Financing Foreign Trade

Types of commercial paper and documents in use in Canada: the part played by Canadian banks in financing business and industry: methods of financing foreign trade: documents used in financing foreign trade: foreign exchange.

Lecture 1.- Kinds of Bills of Exchange.

Clean, documentary, sight and time bills: usance bills: bankers vs. commercial bills: discount rate determination: currency and time element in drafts: interest, stamp and collection charges: rebates: D.A. and E.P. bills.

Lecture 2.- Actual Transactions in Financing Shipments.

Examples: Why not always in Canadian dollars? Drafts for collections - instructions: commercial credits - confirmed and unconfirmed credits: currency in which established: trust receipts: revolving credits: legal aspect.

Lecture 3.- The Money Market.

Trade and bankers acceptances: usages in the United States and Great Britain: statistics: foreign exchange as applied to the money market: arbitrage - futures.

3 lectures - Mr. H.M. Cameron.



8. Costing for Exporting.

Ex-Warehouse Cost:- To show how the cost of merchandise is built up before it is ready for delivery from the manufacturer's warehouse.

C.I.F. Prices:- To show how to build up a C.I.F. quotation.

Lecture 1.- Factory Cost and Total ex-Warehouse Cost.

Direct material, labour and expense: indirect material, labour and expense: factory overhead: selling expenses: administrative and general expenses.

Lecture 2.- C.I.F. Prices.

The purchaser's point of view, ex-factory, F.A.S., F.O.R., F.O.B., C.I.F.: building up a C.I.F. quotation: alternative routes.

2 lectures - Professor Thompson.

Arrangements.

1. The lectures will be given in the ~~Young Men's Christian Association Building, Drummond Street, Montreal.~~ *Strathcona Hall (McGill University) 248 Sherbrooke St. W. Montreal* The time-table will be mailed to each registered student one week before the opening day. The first lecture will commence promptly at 9 A.M. Monday, January 29th, and the course will close at noon on Saturday, February 10th.

2. The registration fee is \$5.00, and there are no other fees. The cost of the course will include railway fare, board and lodging and a small expenditure for note-books. A list of suitable boarding-houses may be obtained from Strathcona Hall, Sherbrooke Street and McGill College Avenue, Montreal.

3. Applications, accompanied by registration fee, should be sent to the Registrar's Office, McGill University, Montreal, on or before January 16th. The application form enclosed in this folder should be used.

4. There are no specified entrance requirements, no examinations, no certificates.

5. The Committee on Arrangements consists of H.R. Poussette, Department of Trade and Commerce, Ottawa; Gordon Laing, Dean of the Faculty of Arts, McGill University, Montreal; R.M. Sugars, Director of the School of Commerce, McGill University; Stephen Leacock, Professor of Political Economy, McGill University; and Alexander Marshall, B.A., Manager of the Commercial Intelligence Department, Canadian Manufacturers' Association.

6. Lectures will be given from 9 A.M. to 12 M., and from 2 P.M. to 4 P.M., except that there will be no lectures on Saturday afternoon.



7. The hour 4-5 each day, except Saturday, will be devoted to questions and informal discussion. The discussion will be opened and the questions answered by some one prominent in export trade.



44

August  
9th,  
1922.

Commercial Intelligence Service,  
Department of Trade and Commerce,  
Ottawa, Ont.

Attention of Mr. O'Meara.

Dear Sir:-

The memorandum dealing with the course for Export Managers which you left with me was forwarded to Mr. Sugars who has returned it with certain comments. I have asked him to correspond with you direct, believing that only confusion would arise if negotiations were carried on through me.

I find that no confusion exists in Mr. Sugars' mind as to the character and purpose of the course suggested. Like myself, he is disappointed that you and Mr. Cosgrave, graduates of McGill, should have permitted it to be arranged that Toronto University should have the credit of being chosen to give the first course.

Yours very truly,

Principal.



44  
August  
9th,  
1922.

Professor Robert M. Sugars,  
c/o M. Godefroi Page,  
St. Sauveur des Monts,  
Terrebonne Co., Que.

Dear Professor Sugars:-

I have both your letters of August 4th. I am returning them to you and would ask you to take up this matter direct with Mr. Poussette or the Department of Commercial Intelligence.

I think the correspondence had better be direct from them to you. Confusion is bound to arise if it is passed back and forth through me.

I fully agree with you that I think the Department should have put this course on at McGill first, and I very frankly said so to Mr. O'Meara. I told him that I was very disappointed that he, a former graduate of our School of Commerce, and Colonel Cosgrave, a former student at McGill, should permit Toronto to have the honour of introducing such a course. I don't think that can be helped now, and I think it is necessary to come to some general agreement as to the extent of the course as soon as possible.

No doubt Toronto wants to insert something in their calendar of extension courses, and we would like to do likewise.

Yours very truly,

Principal.



44

August  
Second  
1922.

Professor R. M. Sugars,  
c/o Madame Godfroy Paye,  
St. Sauveur des Monts,  
Co. Terrebonne, Que.

Dear Mr. Sugars:

I am enclosing herewith memorandum dealing with a suggested Course for Export Managers. Mr. O'Meara, of the Department of Trade and Commerce and a former student of the University, called upon me this morning with reference to this matter. This Course is not to be confused with a Course for undergraduate students - this is an Extension Course which the students would be encouraged to attend.

Will you please read through this memorandum, offering any comments which seem necessary. I assume that the announcement for this Course would appear in the bulletin for Extension Courses.

Regarding the last paragraph on page 2, do you consider that the Course outlined there should be given by either of the men whose names are mentioned? Before we announce that any individual will give a Course, we should take the matter up with him and secure his consent.

I hope you are enjoying your holiday, and with all good wishes, I am,

Ever yours faithfully,

Principal.

Enc.





44  
CANADIAN PACIFIC R'Y. CO.'S TELEGRAPH  
TELEGRAM

FORM T. D. 2

CABLE CONNECTIONS TO ALL PARTS OF THE WORLD

J. McMILLAN, Manager Telegraphs, Montreal.

Sent No.

Sent By

Rec'd By

Time Sent

Time Filed

Check

Send the following Message, subject to the terms printed on the back hereof which are hereby agreed to:

Secretary

Aug 13 1922

Commercial Intelligence Service  
Dept Trade & Commerce  
Ottawa Ont

Sir Arthur Currie will see you tomorrow  
11:30 and discuss matters may  
be unnecessary to see Engars  
at present -

W.C. Gull

Collect



W. J. CAMP, Assistant Manager, Montreal, Que.  
D. H. BOWEN, Supt., Sudbury, Ont.  
C. L. LEIGHTY, Supt., Toronto, Ont.  
W. D. NEIL, Supt., Montreal, Que.  
A. C. FRASER, Supt., St. John, N.B.

W. MARSHALL, Assistant Manager, Winnipeg, Man.  
R. N. YOUNG, Supt., Vancouver, B.C.  
D. L. HOWARD, Supt., Calgary, Alta.  
D. COONS, Supt., Moose Jaw, Sask.  
E. M. PAYNE, Supt., Winnipeg, Man.

APPROVED BY THE BOARD OF RAILWAY COMMISSIONERS FOR CANADA UNDER ORDER 162.  
DATED MARCH 30, 1916.

It is agreed between the sender of the message on the face of this form and this Company, that said Company shall not be liable for damages arising from failure to transmit or deliver, or for any error in the transmission or delivery of any unrepeatable telegram, whether happening from negligence of its servants or otherwise, or for delays from interruptions in the working of its lines, for errors in cypher or obscure messages, or for errors from illegible writing, beyond the amount received for sending the same.

To guard against errors, the Company will repeat back any telegram for an extra payment of one-half the regular rate, and in that case the Company shall be liable for damages, suffered by the sender to an extent not exceeding \$200., due to the negligence of the Company in the transmission or delivery of the telegram.

Correctness in the transmission of messages can be insured by contract in writing, stating agreed amount of risk, and payment of premium thereon at the following rates, in addition to the usual charge for repeated messages, viz: one per cent. for any distance not exceeding 1,000 miles, and two per cent. for any greater distance.

This Company shall not be liable for the act or omission of any other Company, but will endeavor to forward the telegram by any other Telegraph Company necessary to reaching its destination, but only as the agent of the sender and without liability therefor. The Company shall not be responsible for messages until the same are presented and accepted at one of its transmitting offices; if a message is sent to such office by one of the Company's messengers he acts for that purpose as the sender's agent; if by telephone the person receiving the message acts therein as agent of the sender, being authorized to assent to these conditions for the sender. This Company shall not be liable in any case for damages, unless the same be claimed, in writing, within sixty days after receipt of the telegram for transmission.

No employee of the Company shall vary the foregoing.

#### DAY LETTERS.

This Company will receive DAY LETTERS, to be transmitted at rates lower than its standard telegram rates, as follows: one and one-half times the ten-word Day message rate shall be charged for the transmission of fifty (50) words or less, and one-fifth of the initial rate for such fifty words shall be charged for each additional ten (10) words or less.

DAY LETTERS may be forwarded by the Telegraph Company as a deferred service and the transmission and delivery of such DAY LETTERS are, in all respects, subordinate to the priority of transmission and delivery of full-rate messages.

DAY LETTERS shall be written in plain English, or in French. Code language is not permitted.

DAY LETTERS may be delivered by the Telegraph Company by telephoning the same to the addresses, and such deliveries shall be a complete discharge of the obligation of the Telegraph Company to deliver.

DAY LETTERS are received subject to the express understanding and agreement that the Company does not undertake that a DAY LETTER shall be delivered on the day of its date absolutely and at all events; but that the Company's obligation in this respect is subject to the condition that there shall remain sufficient time for the transmission and delivery of such DAY LETTER on the day of its date during regular office hours, subject to the priority of the transmission of full-rate messages under the conditions named above.



*Insurance Courses*

August 26th, 1924.

W. J. Brown, Esq.,  
Mutual Life Assurance Co.,  
211 McGill Street,  
Montreal.

Dear Mr. Brown:-

With reference to the enclosed letter I am, on the suggestion of Mr. G. H. Harris, sending you a number of circulars which we thought you would be willing to transmit to the members of your Association.

We expect to have the certificates for the last course ready for distribution at an early date and if you will let me know when your first meeting will take place will try to send them to you for distribution then.

Yours faithfully,

Wilfrid Bovey.



August 28th, 1924.

G. H. Harris, Esq.,  
Sun Life Assurance Company,  
Montreal.

Dear Mr. Harris:-

I am sending you herewith copy  
of a letter forwarded to Mr. W. J. Brown.

Two hundred and fifty copies of  
the circular and letter have also been sent him.

Yours faithfully,

Wilfrid Bovey.



T. W. Lawson,  
Solicitor  
Cables- Walnos, Toronto  
A.B.C. 5th Edition.

Telephone Adelaide 3935.

~~412-418 James Building,~~  
302 ~~405~~ Bay Street,

Toronto

February 4, 1924.

Lieut. Col. Wilfred Bovey,  
McGill University,  
MONTREAL, Que.

Dear Wilfred:-

Please excuse me for not having answered before your letter of the 15th January with reference to the Trade Export. <sup>Account</sup> I intended to attend to this matter at once, but unfortunately the letter was mislaid and I have only this morning came across it.

I have ascertained from Professor Jackson of the Department of Economics that the Registration in this course, which lasted two weeks and has just been completed, was 54.

Tell Quentin that I am having some difficulty in arranging the new mortgage but hope to have something definite within the next day or so.

With love to all the family, I remain

Yours truly,

T. W. Lawson

TW.S



SUN LIFE ASSURANCE COMPANY OF CANADA

CHIEF OFFICE: MONTREAL

MONTREAL December 26, 1923.

*ack*

Sir Arthur Currie, G.C.M.G., K.C.B.,  
Principal and Vice-Chancellor,  
McGill University,  
Montreal, P.Q.

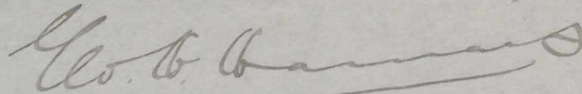
Dear Sir Arthur,

On Thursday and Friday of last week I visited Toronto and presented the particulars of the projected course in Life Insurance Theory and Salesmanship to representative members of the Life Insurance Officers' Association of Canada, and the Toronto Division of the Life Underwriters' Association. Both of these bodies unanimously passed resolutions endorsing the movement, and thanking McGill University for giving effect to it.

I was asked to convey this expression of their feeling to you, and am much gratified in being able to do so.

I am, dear Sir Arthur,

Your obedient servant,



Supervisor of Field Service.

GHH/MTV.



(INCORPORATED 1911)

# The Life Underwriters Association

OF THE PROVINCE OF QUEBEC

**PRESIDENT**

THOS. J. PARKES  
SUN LIFE OF CANADA  
SHERBROOKE

**HON. TREASURER**

A. B. HAYCOCK  
CANADA LIFE  
MONTREAL

**HON. SECRETARY**

JONH R. SIMMS  
NORTH AMERICAN  
SHERBROOKE

**PRESIDENT'S OFFICE**

SUN LIFE BUILDING

**SHERBROOKE, QUE.**

4TH.

4th. January 1924

Sir Arthur W. Currie, G.C.M.G., K.C.B.  
McGill University  
Montreal

My dear Sir Arthur:-

Accept my best thanks for your favour of the second instant to hand today only. I have not yet called a meeting of the Provincial Association and as I expect to be in Montreal shortly am waiting till that date is fixed before doing so. As to whether they will continue me in office I cannot tell but as I have some important legislation to put through the House this Session and as they think I have done such good work in that connection and am "au fait" with the whole matter it has been intimated to me that they may wish to keep my nose at the grindstone for some little time longer, at least till the close of the Session. For my own comfort I wish to be relieved of the office which has entailed quite a serious amount of work and thought. In the meantime I will, if you please keep my position on the Committee and when the election has taken place will have the honour of advising you of the wishes of the Association.

Will you permit me to add a word expressing my profound appreciation of the good-will and alacrity with which both you and the Professors took up the humble suggestion I made and to say that I am glad to have been the instrument of aiding both the Underwriters and McGill, another case of the mouse and the lion. Appreciating your courtesy and with kind



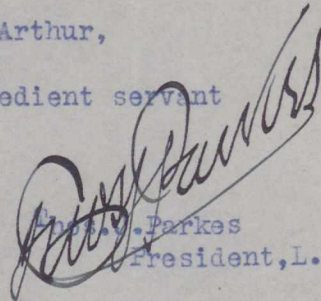
Sir.A.W.C. (cont'd) 4/1/24 (2)

kind regards and the best wishes of the Season

I have the honour to remain,

My dear Sir Arthur,

Your obedient servant



Arthur W. Parkes  
President, L.U.A.P.Q.



*Sent to Prof. Sugars*

January 18th, 1924.

L. W. O'Donnell, Esq.,  
The Dominion Life Assurance Co.,  
Drummond Building,  
Montreal.

Dear Mr. O'Donnell:-

I beg to acknowledge and to thank you for your letter of January 14th giving me the names of the representatives of the Life Underwriters' Association who would act on the Committee in connection with the course in Life Insurance Theory and Salesmanship to be given at this University.

Yours faithfully,

Principal.



*Sent to Prof Sugars*

January 16th, 1924.

Thos. J. Parkes, Esq.,  
Sun Life Assurance Company,  
Sherbrooke, Que.

Dear Mr. Parkes:-

I am much obliged for your letter of the 16th of January and am very glad to hear that you will continue on the Committee during the present course.

I also wish to thank you for sending me a copy of your poem. I am very pleased to have it.

Yours faithfully,

Principal.



January 14th, 1924.

A. B. Wood, Esq.,  
Vice-President, Sun Life Assurance Company,  
Montreal.

Dear Mr. Wood:-

I am very much obliged for your letter of the 12th instant and appreciate the interest which you are taking in the question of this Insurance Course.

I am very glad that you feel you will be able to assist us on the Committee if the course is made a permanent part of the School of Commerce and shall be very grateful for any advice you are kind enough to give us.

Perhaps the matter of selecting a representative for the Life Officers' Association can stand over for the present, as there will not be a meeting of Corporation until February.

Yours faithfully,

Principal.



SUN LIFE ASSURANCE COMPANY OF CANADA

CHIEF OFFICE: MONTREAL

MONTREAL January 12, 1924.

Sir Arthur Currie, G.C.M.G., K.C.B.,  
Principal and vice-Chancellor,  
McGill University,  
Montreal.

Dear Sir Arthur,

Re Life Insurance Theory and Salesmanship.

I have deferred replying to your letter of the 3rd instant in reference to the course in Life Insurance theory and salesmanship in order that I might have the opportunity of talking the matter over with Mr. Tory and Mr. Harris.

We discussed the question yesterday afternoon and we are all of the opinion that the suggestion which you have made is one which will probably work satisfactorily. The attitude of our Company is that we desire to support an undertaking of this kind to the utmost and to assist in every way possible to establish it upon a working basis. We realize that the hearty co-operation of all of the life insurance companies and allied associations is necessary in order that the best results may be obtained and we wish to avoid any possible criticism that might be made on the ground that the Sun Life representation is too large. In a city like Montreal where we are the only large company with its Head Office located here, it is hard to avoid this because of the

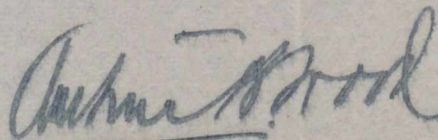


Sir Arthur Currie, G.C.M.G., K.C.B.

limited number of persons from whom to make a selection. I feel, however, that the arrangement which you propose is one which would likely be favourably regarded. Mr. Tory and Mr. Harris, as you have mentioned, will probably be of more assistance than any others who might be chosen for the purpose and I am sure they will be glad to comply with your request should you decide to put this plan into operation. I will, of course, be pleased to act should you wish me to do so.

As regards the Life Officers' Association, I do not know whether it would be better that a representative residing in Montreal should be appointed or one of the prominent members of the Association in Toronto. From the standpoint of keeping the Life Officers' Association interested, the latter course might be preferable, as the representative appointed would be an official of one of the Toronto companies. The objection, of course, to selecting a man residing in Toronto is the difficulty of having him present at the meetings. However, it might be good policy to have an outside man on the Committee. I do not know whether it is your intention at present to take the matter up with the President of the Life Officers' Association but if I can be of any service to you in bringing about such representation as you may prefer, please let me know.

Very truly yours,



Vice-President and Actuary.



January 2nd, 1924.

E. S. Taylor, Esq.,  
President, Montreal Division,  
Life Underwriters' Assoc. of Canada,  
C/o. Sun Life Assurance Co.,  
Montreal.

Dear Mr. Taylor:-

The work of the Committee charged with making arrangements for the course in Life Insurance Theory and Salesmanship has now practically been completed, but there may be certain other matters for discussion during the present session. I understand that yourself and Mr. J.A.Parkes complete your term in your present offices and I would be glad, therefore, if your Association would give me the names of its new officers - President and Secretary - in order that we may include them in the Committee.

When the Committee was formed Mr. A. J. Meiklejohn was placed upon it at the suggestion of one of your members as an additional representative for your Association, and if this is satisfactory to your Association I would be glad if you would let me have a confirmation.

Let me take this opportunity of thanking you on behalf of the Committee for the assistance which you have given until now and of saying that I hope you will, in any case, continue your interest in the course.

Yours faithfully,

Principal



January 3rd, 1924.

A. B. Wood, Esq.,  
Sun Life Assurance Company,  
Montreal.

Dear Mr. Wood:-

In connection with the course in Life Insurance Theory and Salesmanship organized during this session it seems to me that next year, if Corporation decides that the course become a regular part of the School of Commerce curriculum, representatives from the Insurance Companies and Life Underwriters' Association should be placed on the Committee of that School rather than considered a separate committee. In this connection I would explain that the Committee of the School of Commerce is a regular University Committee, but that a certain number of representatives of business interests are added, so that we may have the benefit of their advice.

With this in mind, I would like to suggest that, if the course is finally taken into Commerce, yourself, Mr. Tory, Mr. Harris, one representative to be named by the Life Underwriters' Association, and one representative to be named by the Life Officers' Association should come on this Committee and should constitute a sub-committee when matters concerning the Insurance course were brought up.

It may seem that the representation given to the Sun Life is rather too large, but the special interest which you have taken and your financial backing has to be considered. As regards Mr. Tory and Mr. Harris, I think that their experience will be more valuable than that of any one else who is available. I might explain that



A. B. Wood, Esq.,

- 2 -

this committee would not be dealing with the Course now operating, but with that for next year.

I shall be glad to hear what you think of this proposal.

Yours faithfully,

Principal.



January 2nd, 1924.

T. J. Parkes, Esq.,  
Sun Life Assurance Company,  
Sherbrooke, Que.

Dear Mr. Parkes:-

In forming the Committee to consider the course in Life Insurance Theory and Salesmanship your name was added partly by reason of your original interest in the plan and partly as being President of the Life Underwriters' Association for the Province of Quebec. I understand that the new officers for this Association are now being appointed and I would be very much obliged, therefore, if you would let me know whether you will continue to serve, or whether your new President will replace you on the Committee.

There is, of course, nothing more to be done in connection with the course and it does not seem probable that there will be more than one meeting of the Committee.

Let me take this opportunity of thanking you on behalf of the Committee for the assistance you have given until now and of saying that I hope you will, in any case, continue your interest in the course.

Yours faithfully,



SUN LIFE ASSURANCE COMPANY OF CANADA

CHIEF OFFICE: MONTREAL

MONTREAL December 26, 1923.

Col. Wilfrid Bovey,  
McGill University,  
Montreal,  
P. Q.

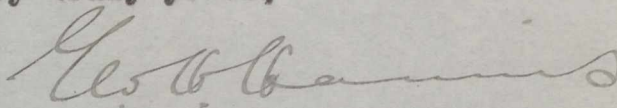
Dear Col. Bovey,

I thank you very much for sending to me the letter addressed to Sir Arthur Currie by Mr. L'Esperance together with copy of your reply. I return Mr. L'Esperance's letter herewith.

I showed the correspondence to Mr. Wood and he agrees with me that your letter precisely represents the Committee's conception of the course. Apparently Mr. L'Esperance's letter was based on the apprehension that the lectures would be held at times which would involve sacrifice of business time on the part of the students, whereas it was a distinct and unanimous belief on the part of the Committee that the value of the course would be substantially improved by requiring some sacrifice of time on the part of those attending.

I feel sure that your correspondent will see and appreciate the force of the views you have expressed.

Very truly yours,



Supervisor of Field Service.

GHH/MW.



# The Imperial Life Assurance Company

of Canada

HEAD OFFICE, TORONTO

E. J. L'ESPERANCE.

MANAGER FOR MONTREAL

PRESIDENT \$250,000 CLUB

1922-1923

189 ST. JAMES STREET

Montreal, Que.

December  
Eighteenth,  
1923.

Sir Arthur Currie, G.C.M.G., K.C.B.,  
Principal and Vice-Chancellor,  
McGill College, Montreal.

Dear Sir Arthur:-

I was just thinking of the talk we had on the sidewalk coming from the Windsor Hotel after the Life Underwriters' lunch to-day.

I cannot help but feel, Sir Arthur, that it is going to be a mistake in having the session from four to six P.M., three afternoons a week. I am really pessimistic about the number of fellows who will continue this course under these conditions.

You see, Life Underwriters, particularly the men who are going to take this course, are fellows who need to work hard for a living. It means that they practically give up three afternoons a week in order to take this course, which means eighteen days.

I hope that I have no justification for feeling pessimistic about the time in which the lectures will be given, but such is my impression at the time.

I leave it to you for your consider-



The Imperial Life Assurance Co.  
of Canada

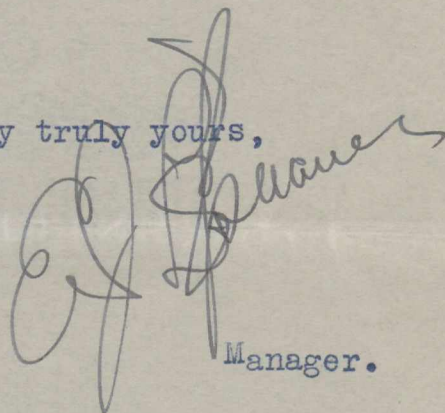
Sir Arthur Currie..... (2)

ation, believing that it is well worth while to change the time, say, for instance, from five to six-thirty at night.

With kindest personal regards,

I am,

Very truly yours,



Manager.

N.B. You see, Sir Arthur, that a Life Insurance Salesman's time is worth money between the hours of ten-thirty in the morning and twelve-thirty, and from two until five. That is the time in which he makes his money. After that, the time is comparatively cheap.



December 20th, 1923.

E. J. L'Esperance, Esq.,  
189 St. James Street,  
Montreal.

Dear Mr. L'Esperance:-

Sir Arthur spoke to me about your letter of December 18th and the conversation regarding it.

I should like to point out that the hours were not adopted except after very considerable thought by the Committee, which included a number of practical Life Insurance men, and it was only after a number of different suggestions had been discussed that the four to six o'clock period was determined upon. It has been found very difficult as it is to reduce the course to a period of ninety hours, and the general feeling of the Committee was that it would be necessary to increase rather than to diminish this in the future. At any rate it appeared to be quite impossible to devise a well-balanced course covering any less time. To reduce the course to  $1\frac{1}{2}$  hours per day would be to practically destroy its value.

As regards the problem of taking the necessary time which must be confronted by the Agent engaged upon the course, I should like to say at once that there was no question of treating this as an Extension course. It is a University course and will probably become a regular part of the curriculum next year, and the Agent who desires to take it must regard his time in exactly the same way as an undergraduate regards the years he spends at College.



E. J. L'Esperance, Esq., - 2 -

There is no question but that the course represents a departure, but this is precisely what every insurance man who has spoken of it seems to think its greatest advantage, and if it is not regarded as a period of education for which a sacrifice must be made, it is never going to do what your colleagues said they hoped of it. The question as to the most convenient hours will, however, be put to the class when it assembles. It may be that they might like to change to the five to seven period, or perhaps 4.30 to 6.30.

We very much appreciate your interest in this course and hope you will not think that, although it does not seem possible in this case to agree with your suggestion, they, and the points which they cover, have not been carefully considered. Many thanks for your letter.

Yours faithfully,



December 20th, 1923.

G. H. Harris, Esq.,  
Sun Life Assurance Company,  
Montreal.

Dear Mr. Harris:-

I send you herewith a letter  
from Mr. L'Esperance, which please return, also  
copy of my reply.

Yours faithfully,

Wilfrid Bovey.



# McGill University

Montreal, December 7th 1923

Sir,

I am directed to inform you that a meeting of the

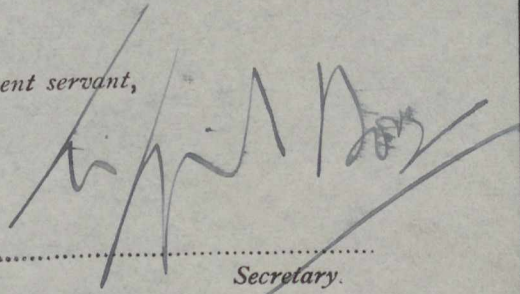
INSURANCE COURSE COMMITTEE

will be held on Tuesday

the 11th December at 4.30 o'clock, at

the Principal's Office.

Your obedient servant,



Secretary.



Meiklejohn Confederation Life.  
Principal Leacock Sugars Harkness Thomson  
Messrs <sup>JC Tully</sup> Wood <sup>HWK</sup> Hale <sup>CH Harris</sup> ~~taylor~~ ~~parkes~~ ~~E.K.~~ Sun Life  
ES Taylor J.C. Parkes ~~Harris~~ T.J. Parkes <sup>Life Ins</sup> Underwriters (all % Sun Life)  
WH Clark Kennedy Standard Life. ^

~~H. J. Parkes~~ M

36 lectures.

4 Tuesday

T.J. Parkes Harris Meiklejohn ✓  
Harkness Mon 5  
Leacock Sugars Bovey.



SUB-COMMITTEE TO CONSIDER SPECIAL COURSE ON LIFE ASSURANCE  
SALESMANSHIP

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This Committee was a sub-Committee of a special Committee consisting of delegates from various Life Insurance Companies, and of members of the University staff.

Minutes of a meeting of the Sub-Committee held on October 22nd, 1923, at 5 p.m. :-

Present:     Chairman     Prof.R.M.Sugars     Messrs.T.J.Parkes  
                          Dr.S.Leacock                     A.J.Meikeljohn  
                          Col.Bovey                         G.H.Harris  
                          Prof.Thompson

An outline of the projected course as prepared by Mr.Harris was submitted to the meeting.

It was represented that this Course could not for this Session be made to form an integral part in the Commerce curriculum, inasmuch as all Commerce students had already selected their subjects.

It was finally recommended that the Course should consist of two units of three hours each, to be given from January to May, 1924.

These two units would consist of :

- (a) General Principles of Life Insurance
- (b) Life Insurance Salesmanship

It was recommended that \$15.00 an hour be paid to the lecturers taking part in this Course and that a fee of \$25.00 be charged to students.

It was proposed by Professor Sugars and seconded by Prof.R.R.Thompson that Mr.G.H.Harris be asked to fill in the details of the second part of the program, that is, the course on Life Insurance Salesmanship.

It was proposed by Dr.Leacock and seconded by Mr.Parkes that the details of the course No.1, that is, General Principles of Life Insurance, be left to Professor Sugars and Professor Thompson.

WESTMINSTER BOND



October 19th, 1923.

G. H. Harris, Esq.,  
Sun Life Assurance Company of Canada,  
Montreal.

Dear Mr. Harris:-

I wish to thank you very much for your very exhaustive letter which you have sent us covering the proposed schedule of letters for the life insurance course.

We certainly highly appreciate the assistance of anyone who has had your wide experience in educational matters, and especially with those concerned with life insurance.

I am sending one copy of your letter to Professor Sugars and feel sure that it will enable us to arrive at a satisfactory conclusion at our next meeting.

Yours faithfully,

Wilfrid Bovey.



SUN LIFE ASSURANCE COMPANY OF CANADA

CHIEF OFFICE: MONTREAL

MONTREAL

October 5, 1923.

Lieut. Colonel Wilfred Bovey,  
McGill University,  
Montreal,  
P. Q.

Dear Colonel Bovey,

This evening in discussing with Mr. Wood the arrangement for our meeting, he found on referring to his appointment book, that his out-of-town engagements extended over the whole of next week, and that he also had appointments for Monday afternoon, October 15th, and Tuesday afternoon, October 16th. He regrets that he had temporarily overlooked these arrangements.

He expresses his willingness for the meeting to go on as arranged without his presence, but I told him I felt you would specially desire him to be there. He said that five o'clock on Wednesday, Thursday or Friday of the week commencing October 15th would suit him, or that alternatively, he would attend a meeting any evening. He would, however, prefer the afternoon appointment, if this can be reconciled with Sir Arthur Currie's arrangements.

I shall be glad if you could arrange accordingly.

Very truly yours,

GEO. H. HARRIS,

Supervisor of Field Service.

Per

*M. W.*

GHH/MW

Dictated but not read.

*Sorry, 2 l - 2  
17 2 l - 2  
12, 6 - 2  
Tom 7 2 Wood*



October 8th, 1923.

Hon. James C. Tory,  
General Manager, of Agencies,  
Sun Life Assurance Co.,  
Montreal.

Dear Mr. Tory:-

At the request of the Life Underwriters' Association of Canada, Quebec Provincial Division, the Commerce Committee of this University is meeting a representative committee of that Association to discuss the possibility of instituting a course in Insurance as a part of the Commerce Course at McGill.

I should very much appreciate your advice in this matter and would be pleased if you could make it convenient to be present at this meeting, which is called for 5p.m., Monday, the 15th of October, in my office at the University.

Yours faithfully,

Principal.

T.B. Macaulay, Esq., Sun Life  
A. B. Wood, Esq., " "  
Lt.-Col. W.H. Clark-Kennedy, Standard Life.



October 8th, 1923.

A. J. Meiklejohn, Esq.,  
Confederation Life Assurance Company,  
120 St. James Street,  
Montreal.

Dear Mr. Meiklejohn:-

With reference to our conversation on the 4th instant regarding the institution of an insurance course at McGill University the meeting agreed upon to discuss the matter will be held at the Principal's Office, on Monday, the 15th instant at 5 p.m.

Yours faithfully,

Wilfrid Bovey.

T.J. Parkes, Esq., Chairman Que. Div. Life Underwriters  
J.C. Parkes, Esq. Secretary " " " "  
Sun Life Assurance Co.  
G.H. Harris, Esq., Sun Life.



SUN LIFE ASSURANCE COMPANY OF CANADA

OFFICE OF THE  
GENERAL MANAGER  
OF  
AGENCIES

MONTREAL, 12th October, 1923.

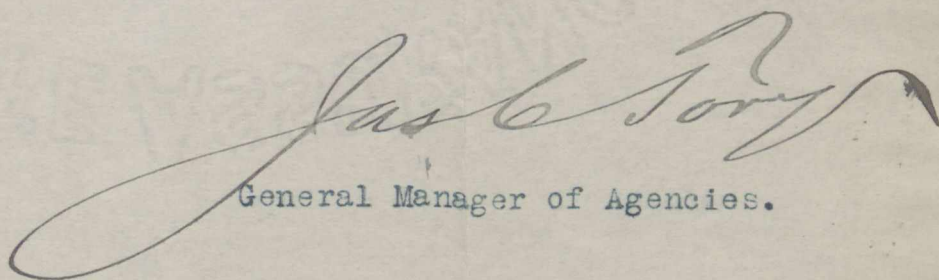
Sir Arthur W. Currie, G.C.M.G., K.C.B.,  
Principal and Vice-Chancellor,  
McGill University,  
MONTREAL.

My dear Sir Arthur,

I have your favour of 8th inst.,  
and shall be pleased to attend the Meeting on  
Monday 15th inst., in connection with the proposed  
Insurance Course at McGill.

I am, dear Sir,

Yours faithfully,



Jas C Perry

General Manager of Agencies.

JCT/MF.



# The Standard Life Assurance Company

204-5-6 McGill Building,

Telephone Main 679

Montreal,

11th October, 1923.

General Sir Arthur W. Currie, G. C. M. G., K. C. B.,  
The Principal and Vice-Chancellor,  
McGill University,  
MONTREAL.

Dear General Currie:-

I have to acknowledge your favour of the 8th inst. and may state that I shall be very pleased to attend the Meeting in your Office at 5 p. m. on Monday as desired.

Yours very truly,

*W. Clark Kennedy*



SUN LIFE ASSURANCE COMPANY OF CANADA

T. B. MACAULAY  
PRESIDENT AND MANAGING DIRECTOR

44.

MONTREAL  
October  
eleventh  
1923.

Sir Arthur W. Currie, G.C.M.G.,  
Principal and Vice-Chancellor  
McGill University,  
CITY.

Dear Sir :-

Your letter of October 8th to Mr. Macaulay, regarding a meeting of your Commerce Committee, and representatives of the Life Underwriters' Association of Canada, for the purpose of discussing a proposed course in insurance, has been received.

Mr. Macaulay is away from the city, and is not expected to return until the end of the week. He is interested in the proposal, and will I am sure either make arrangements to attend the meeting, or will send representatives from this Company to act in his behalf.

Sincerely yours,

*A. W. C. Tal*

Secretary.

HWKH/W.