

# McGill University College of British Columbia fonds

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**\*\*\* Institutional records -- researcher access subject to review \*\*\***

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# Fonds Description

**McGill University College of British Columbia fonds.** - 1899-1929.

1.2 m of textual records.

## **Administrative History**

The failure of the first University Act of British Columbia in 1891 and a desire to provide post-secondary education for students within the province led to an affiliation between McGill University and Vancouver High School (later Vancouver College) in 1899. The high school curriculum was extended to include the first two years of Arts. In 1903, Victoria High School (later Victoria College) also began an affiliation with McGill University. Although reluctant to establish an indigenous higher education system, the B.C. Legislature passed an Act to Incorporate the Royal Institution for the Advancement of Learning which established McGill University College of British Columbia (MUCBC). The institution provided post-secondary education in the province from 1908 to 1915. During this period, plans to erect a new university on the Point Grey site were postponed. When the University of British Columbia opened on the Fairview campus in 1915, MUCBC was closed and many of its students and faculty transferred to the new University.

## **Scope and Content**

The fonds consists of correspondence, financial records, minute books, and enrollment books created during the establishment and development of McGill University College of British Columbia. The fonds is comprised of three series based on the office of origin: Vancouver College, The Royal Institution for the Advancement of Learning in British Columbia, and McGill University College of British Columbia.

## **Notes**

Fonds consists of institutional records – access requests must be reviewed by the University's FOIPOP Coordinator.

File list available.

The accession register number indicates that this material was received in 1974; however, there is no indication of where the files were located prior to their transfer to the University Archives. In addition, there are no original file folders from the creating agencies. The lack of information concerning the custodial history of the material and the fragmentation of the records makes it impossible to speculate on how the files were maintained in the originating offices: however, it is clear that the original order has been disturbed. Furthermore, the records described in this file list do not provide a complete

view of the activities of either the Royal Institution or McGill University College of B.C. The archival group does not hold any records relating to the Senate (of MUCBC), and there is a deficiency of documents in a large number of the existing files.

For additional information see "[Higher Education in British Columbia Before the Establishment of UBC](#)".

## Series Descriptions

**Vancouver College**, - 1899-1906.

3 cm of textual records.

Series consists of correspondence created by or for the Office of the Principal of Vancouver College.

**Royal Institution for the Advancement of Learning of British Columbia**. - 1906-1929.

42.5 cm of textual records.

Series consists of the following sub-series:

- B.1 Statutes, Minute Books (1906-1928)
- B.2 Office of the Secretary - Correspondence (1906-1919)
- B.3 Enrollment Abstract Book (1907-1915)
- B.4 Finances [Office of the Secretary] (1906-1915, 1925-1929)
- B.5 Leases (1911-1914)
- B.6 Fire Insurance Policies (1910-1915)
- B.7 Graduate Students association submissions (n.d.)

**McGill University College of British Columbia**, -- 1906-1915.

78 cm of textual records.

Series consists of the following sub-series:

- C.1 Office of the Principal - Correspondence (1908-1915)
- C.2 Finances [Office of the Principal] (1909-1912, 1910-1915)
- C.3 Newspaper Clippings (1906, 1907, 1910)
- C.4 Faculty Minute Book (1906-1915)
- C.5 Office of the Registrar - Correspondence (1906-1915)
- C.6 Enrollment Book (1906-1909)
- C.7 Finances [Office of the Registrar] (1907-1915)
- C.8 Miscellaneous Pamphlets (n.d.)

# File List

Box 1

A. Vancouver College

1-1/2 Correspondence created by or for the Office of the Principal of Vancouver College (1899-1906)  
Arranged in rough chronological order. Principal of Vancouver College's correspondence with the Principal and Registrar of McGill University regarding administrative matters such as course syllabi, examination results, etc. Also includes correspondence according Vancouver College the privileges of affiliation up to the second year in Arts. Handwritten and typescript. 2 files: 3 cm.

B. Royal Institution for the Advancement of Learning of British Columbia

B.1 Statutes, Minute Books (1906-1928)

1-3 No date. Booklet entitled "Statutes of the Royal Institution for the Advancement of Learning of British Columbia". Printed. 16 pp.

1-4 1906-1928. Minute book. Handwritten: hardbound.

1-5 1906-1916. Finance Committee Minute Book. Handwritten: hardbound.

1-6 1906-1917. Three documents found in the Royal Institution for the Advancement of Learning of British Columbia Minute Book. 3 items.

B.2 Office of the Secretary of the Royal Institution for the Advancement of Learning of British Columbia - Correspondence (1906-1919)

1-7 Arranged in rough chronological order:  
Secretary's correspondence regarding a number of issues to 3-16  
competition for the construction of a building at Point Grey (primarily found in files 3-1 through 3-16)  
solicitations for, or receipt of, monies for the building fund  
setting of meetings, such as the Finance Committee, and issuing notices for meetings

clearing of land at Point Grey  
lease agreement with Vancouver General Hospital for space  
correspondence with Registrar of McGill University regarding site visit  
Handwritten and typescript. 62 files: 27.5 cm.

### B.3 Enrollment Abstract Book

3-17 1907-1915. Presentation of attendance statistics in chart format. Includes statistics for 1st and 2nd year Arts and 1st and 2nd year Applied Science. Handwritten.

### B.4 Finances (Office of the Secretary)

3-18/37 1906-1915, 1925-1928.  
Files contain financial statements, auditor's reports, income and expenditure reports, some with annotations; file also includes invoices, bank books, building fund notations, and student fees. Handwritten and typescript. 20 files; 10 cm.; 3-26 petty cash book.

### B.5 Leases

3-38/39 1911-1914.  
Lease agreement between City of Vancouver (Van. General Hospital) and the Royal Institution for the Advancement of Learning of British Columbia; surrender of lease on lands at Point Grey. Typescript. 2 files; 2.5 cm.

### B.6 Fire Insurance Policies

3-40/41 1910-1915.  
Fire insurance policy, endorsements, letter of transmittal, receipt for payment. Printed. 2 files; 2.5 cm.

### B.7 Graduate Student association submissions

3-42 No dates. Three items. Typescript.

## C. McGill University College of British Columbia

### C.1 Office of the Principal of McGill University College of British Columbia - Correspondence (1908-1915)

4-1/7-8 1908-1915.

Arranged in rough chronological order:

Principal of McGill University College of British Columbia correspondence with or regarding:

- Dean of Applied Science, McGill University
- Registrar, McGill University
- various other officials at McGill University where each constitutes only one or two items
- students seeking entrance to McGill University College of British Columbia; references; exam results
- transition year, continuance of McGill University College of BC until UBC administration in place.

Handwritten and typescript. 58 files: 35 cm.

### C.2 Finances (Office of the Principal)

7-9/10 1909-1912, 1910-1915.

Files contain working papers [for Budget Estimates] and typed statements.

Handwritten and typescript. 2 files: 2.5 cm.

### C.3 Newspaper Clippings

7-11/14 1906, 1907, 1910, many not dated.

Includes Vancouver College Convocation exercises, pass lists, scholarship awards and an article tracing the early history of McGill University College of B.C. Printed. 4 files: 4 cm.

7-15 1929.

Envelope notation: copy of Halifax Herald, January 24, 1929, containing an account of the death of Professor D.W. Munn.



#### C.4 Faculty Minute Book

- 7-16/17 1906-1915.  
Handwritten entries for Faculty meetings: also four loose items. 3 cm.: 4 items.

#### C.5 Office of the Registrar - Correspondence.

- 7-18/8-19 1906-1915.  
Arranged in rough chronological order: Registrar of McGill University College of B.C.'s correspondence regarding:
- student inquiries about matriculation exams, supplemental exams, exam results
  - administrative issues handled through McGill University such as forwarding examinations, exam booklets, obtaining calendars, the admissibility of students, exam fees
  - ordering of equipment for physics lab
  - appointment of an instructor.
- Also includes two letterbooks although entries are extremely faint. 26 files: 18 cm.

#### C.6 Enrollment Book

- 9-1 1906-1909.  
Contains entries, by name, of students enrolled in each of the faculties of 1st and 2nd year Arts and Applied Science. Handwritten. 1.5 cm.

#### C.7 Finances (Office of the Registrar)

- 9-2 1907-1909.  
Cash Book with entries for petty cash, paycheques for instructors, fees collected from students; Expenses 1908-1909. Handwritten and typescript. 1.5 cm.
- 9-3 1908-1913.  
Fees Received Book listing students and fees. Handwritten. 1.75 cm.
- 9-4 1912-1913.  
Typed Receipt and Expenditure Reports, Estimates, and various working papers with annotations relating to financial matters: includes

correspondence from Faculty member requesting a Leave of Absence.  
Handwritten and typescript. 1 file: .75 cm.

- 9-5 1915-1915.  
Renewal of Lease agreement with Vancouver General Hospital: annotated  
summary of costs: quotation for making and supplying drapes: ordering of  
metal lockers. Typescript. 1 file: 1.5 cm.

#### C.8 Miscellaneous Pamphlets

- 9-6 No dates.  
Prospectus for Second School in Scotland: Syllabus for Council of Higher  
Education, Newfoundland: Rules and Regulations Under Board of Examiners  
of the Church of England. Printed. 3 items: 2.5 cm.