

A Guide to records of the President's Office at The Banff Centre 1970-1982



President David Leighton escorted Pierre and Margaret Trudeau to the premiere of George Ryga's play Sunrise on Sarah at The Banff Centre in 1972. [Photo #FP 2827A]

April 2005



THE BANFF CENTRE

Paul D. Fleck Library and Archives

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President's Office fonds . -- 1951-1984; predominant 1970- 1982. PR

8.4 m of textual records

Donald Cameron was the Director of the Banff School of Fine Arts from 1936-1969 (see note below). David Leighton was appointed by the University of Calgary to succeed him. He had been a professor of marketing at the University of Western Ontario, School of Business Administration. As the Banff School of Fine Arts was at that time under the control of the University of Calgary, the Director reported to the Vice-President (Academic) in the same manner as a dean. There was also an advisory committee of the University Board of Governors that was required to approve new programs or courses, faculty or senior staff appointments, capital expenditures and operating policies.

From their arrival in November 1970, David Leighton and his wife, Peggy, became immersed in all events and aspects of the school, becoming personally acquainted with every staff and faculty member, and many of the participants.

During the course of Leighton's tenure The Banff Centre changed in a number of significant ways. The ties to the University of Calgary were gradually loosened and The Banff Centre for Continuing Education became a fully independent post-secondary institution in 1978. As well, the overall focus of arts programming was shifted towards more advanced artists, and an audition/adjudication process introduced for most programs. Arts programs of several months duration were offered in the winter session, although the summer continued to be the busiest period for short term programs. The Summer Arts Festival was reinvented and intensively marketed through a Canada-wide marketing campaign.

A Cultural Resource Management program was introduced, as well as a short-lived School of the Environment, which offered the first Mountain Film Festival in 1976. The School of Management began to offer more advanced and specialized programs. Leighton was also involved in the establishment of the Banff Television Festival, which was initially affiliated with The Banff Centre.

During Donald Cameron's tenure, the school had been managed by the Director with only administrative assistance from a small core of permanent staff. David Leighton introduced a different management style, hiring more managers, delegating responsibility and establishing committees. He introduced new departments of communications/marketing, fundraising and personnel. The title of the CEO was changed from Director to President, by an amendment to The Banff Centre Act, in February, 1982.

The campus continued the growth that had begun in the 1960's, with the opening of an art studio/gallery building, the recreation centre, a new staff residence, a permanent library and the Max Bell building to serve the needs of management programs and conference groups. The artist colony was also planned and initiated during Leighton's tenure, and was named in his and his wife's honour upon his stepping down in 1982. He was succeeded in the position by Paul Fleck.

Fonds consists of records generated by the overall direction of The Banff Centre, in all of its aspects. It includes series of files on programs, planning and marketing the Summer Arts Festival, recruitment and liaison with faculty and personnel, liaison with external agencies including the Alberta government, annual budget and financial statements, correspondence relating to the Board of Governors and other governance issues, general planning documents, minutes of committees, files on the organization and general administration of The Banff Centre, and files of general correspondence.

The records of Donald Cameron, Director from 1936-1969, were donated to the University of Alberta Archives in the 1970's

Arts programs general. -- 1970-1983.

.05 m of textual records

Series consists of files relating to arts programming generally, not appropriate for other categories.

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|---|------------|
| [Proposed] BSFA Advisory Council - Arts Division . -- 1970. | PR01.01.01 |
| Ace Foundation . -- 1970-1973. | PR01.01.02 |
| Playwrighting in Canada (report sponsored by Canada Council) . -- 1971. | PR01.01.03 |
| Cultural Exchange (w.[with] Russia) . -- 1972. | PR01.01.04 |
| World University Games . -- 1980-1983. | PR01.01.05 |

Performing Arts division files. -- 1968-1981.

.2 m

Series consists of files relating to the overall management of the Performing Arts division and its programs, including music, drama, dance, opera and musical theatre programs. The division was created in 1972 as a management unit reporting to manager Neil Armstrong. Theatre files also relate to the management of the Theatre Complex, including staff, equipment, marketing, bookings and box office. The series of Summer Session files contains related records.

| | |
|---|------------|
| Theatre Division - [general] . -- 1970-1971. | PR01.02.01 |
| Theatre division . -- 1972-1974. | PR01.02.02 |
| Theatre [complex] . -- 1972-1978. | PR01.02.03 |
| 2 vols textual records | |
| Performing Arts 1973/74 - general . -- 1973-1974. | PR01.02.04 |
| Performing Arts - [general] . -- 1973-1979. | PR01.02.05 |
| 3 vols. textual records | |
| Performing Arts - general . -- 1976-1979. | PR01.02.06 |
| Performing Arts Foundation, George Crawford . -- 1967-1972. | PR01.02.07 |
| David Leighton took over this file. It is mainly correspondence with Donald Cameron | |
| Theatre - "Banff Panorama" - by composer Anne Demarest . -- 1971-1972. | PR01.02.08 |
| 1 vol. textual records. -- 3 photographs : b & w | |
| Suzuki Violin Festival, October '72 . -- 1972. | PR01.02.09 |
| The Story of Canada - Doug Hutton . -- 1972. | PR01.02.10 |
| National Youth Orchestra . -- 1972-1974. | PR01.02.11 |
| [Canadian] Festival of Youth Orchestras . -- 1972-1974. | PR01.02.12 |
| International Viola Congress 1977 . -- 1975-1976. | PR01.02.13 |
| Royal Winnipeg Ballet . -- 1976-1980. | PR01.02.14 |
| Theatre Openings - Eric Harvie . -- 1968. | PR01.02.15 |
| Winter Theatre 1971-72 . -- 1971-1972. | PR01.02.16 |
| Bow Valley Celebrity Series [Playbill series] . -- 1980-1981. | PR01.02.17 |

Stravinsky photograph exhibit Eric Harvie Theatre . -- 1982. PR01.02.18

Visual Arts division files

Visual Arts division files . -- 1971-1981. PR01.04
.22 m

Series consists of files relating to the overall management of the Visual Arts division and its programs, including painting, photography, weaving, ceramics, film-making, The Banff Centre's art collection and the Walter Phillips Gallery. The division was established as a management unit in 1972, under the direction of manager Ken Madsen. The series of Summer Session files contains related records.

Visual Arts 1973/74 [1973-1974] - [general] . -- [1972?]-1973. PR01.04.01
2 files

Visual Arts - [general] . -- 1974-1978. PR01.04.02

Visual Arts - faculty meetings . -- 1973-1978. PR01.04.03

Visual Arts (J.C.K. Madsen) - [general] . -- 1974-1977. PR01.04.04

Filming and Film courses . -- 1971. PR01.04.05

University of Alberta - research study . -- 1974-1975. PR01.04.06

File concerns a research study into demand for a professional school in arts associated with television, radio and film-making

Videodisc project - [Electronic & Film Media] . -- 1981. PR01.04.07

Visual Communications [photography] 1971-72 . -- 1971-1972. PR01.04.08

Photo lab and equipment . -- 1971-1974. PR01.04.09

Photography 1972-73 Winter course/annual report . -- 1972-1973. PR01.04.10

Studio building [Glyde Hall & Walter J. Phillips Gallery] - official opening . -- 1976. PR01.04.11

Banff Centre Art Collection . -- 1972. PR01.04.12

Alberta Art Foundation (Horst Schmid, Sept. 72) . -- 1972-1973. PR01.04.13

Alberta Art Foundation . -- 1974-1976. PR01.04.14

[A.Y.] Jackson sketches [donation to The Banff Centre] . -- 1973. PR01.04.15

Gallery [Walter Phillips] - [general] . -- 1976-1978. PR01.04.16
2 files

[Special exhibition project (photography)] . -- 1978. PR01.04.17

The Banff Purchase [exhibition book] . -- 1981-1982. PR01.04.18

Year-round programming files

Year-round programming files . -- 1972-1979. PR01.05

.18 m

Series consists of records relating to the planning and implementation of a new direction for the arts division, by offering winter programs and attracting more advanced artists. These changes were defined in the publication 'A Turning Point'. Although the full implementation did not take place until 1978, pilot projects were offered throughout the 1970s.

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| Year Round Arts School (memo: The Future of the Centre) January 18/73 . -- 1972-1973. | PR01.05.01 |
| Year Round programs - [general] . -- 1973-1978. 2 files | PR01.05.02 |
| Year round professional training - working draft . -- 1975. | PR01.05.03 |
| Year round program planning . -- 1978. 2 files | PR01.05.04 |
| A Turning Point [book & presentation to Alberta government] . -- 1978. 2 files | PR01.05.05 |
| University visits re: year-round programming . -- 1978-1979. | PR01.05.06 |
| Year-Round Programming from date of approval Nov. 11, 1978 . -- 1978-1979. 2 files | PR01.05.07 |
| [Arts programs - planning] . -- 1979. | PR01.05.08 |

Summer session files

Summer session files . -- 1970-1979. PR02
.66m

Series consists of files related to overall organization of the annual summer session of arts programs, including schedules, staff directories, hospitality, accommodation, faculty, marketing and promotion, scholarships and awards, and records on programs including ceramics, crafts, painting, photography, printmaking, weaving, film & television, ballet, brass, choral, orchestra, piano, percussion, strings, vocal, voice-opera, woodwinds; musical theatre, drama, theatre crafts, costume department; writing, French, and figure skating.

1970-1971

| | |
|---|------------|
| 1970 Summer School - general . -- 1970-1971. | PR02.01.01 |
| [1970-1971 Summer Session - general] . -- 1970-1971. | PR02.01.02 |
| Summer Session 1971 - general . -- 1970-1971. | PR02.01.03 |
| Summer session 1971 - [awards & scholarships] . -- 1971. | PR02.01.04 |
| Summer session 1971 - [programs] . -- 1970-1971. 4 files | PR02.01.05 |
| Figure Skating School . -- 1970-1971. | PR02.01.06 |
| French language [program] - general . -- 1970-1971. | PR02.01.07 |
| French [program] - general . -- 1970-1971. | PR02.01.08 |
| Dr. Malik - [courses] . -- 1971-1972. | PR02.01.09 |

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|---|------------|
| Summer session 1971 - [students] . -- 1971. | PR02.01.10 |
| Summer session 1971 - [faculty & staff] . -- 1970-1971. | PR02.01.11 |

1972

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|---|------------|
| 1972 Summer session - [general] . -- 1970-1973. | PR02.02.01 |
| Opportunities for Youth 1972 . -- 1972. | PR02.02.02 |
| 1972 Summer session - [awards, scholarships] . -- 1972. | PR02.02.03 |
| 1972 Summer session - [programs] . -- 1971-1972. | PR02.02.04 |
| 6 files | |
| <i>"Sunrise on Sarah, play by George Ryga"</i> | |
| Media 1972 (Vesak) [Espying] . -- 1971-1972. | PR02.02.05 |
| BSFA Music - Orchestra 1972 . -- 1971-1972. | PR02.02.06 |
| 1972 Summer session - [students] . -- 1970-1973. | PR02.02.07 |
| Drama [faculty] 1972 . -- 1970-1971. | PR02.02.08 |
| 1972 Summer session - [faculty & staff] . -- 1971-1973. | PR02.02.09 |

1973

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| Summer session 1973 - general . -- 1972-1973. | PR02.03.01 |
| 3 files | |
| <i>1 student handbook</i> | |
| Summer session 1973 - programs . -- 1972-1973. | PR02.03.02 |
| 3 files | |

1974

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| Summer session 1973-1974 - general . -- 1973-1974. | PR02.04.01 |
| 2 files | |
| Performing Arts 1973-1974 - summer courses . -- 1972-1974. | PR02.04.02 |
| Performing Arts 1973-1974 - summer courses - general . -- 1973-1974. | PR02.04.03 |
| Summer session students 1973-1974 . -- 1973-1974. | PR02.04.04 |
| 2 files | |
| <i>'Pearls of the Forest' student publication</i> | |

1975-1979

| | |
|---|------------|
| Summer session 1975-1979 - general . -- 1975-1979. | PR02.05.01 |
| University of Alberta [National] Award[s] 1975-1979 . -- 1975-1978. | PR02.05.02 |
| Scholarship night 1975-1979 . -- 1976-1978. | PR02.05.03 |
| Summer students 1975-1979 . -- 1975-1979. | PR02.05.04 |

Summer Festival of the Arts files

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| Summer Festival of the Arts files . -- 1971-1980. .16 m | PR03 |
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Series consists of files relating to the executive management and marketing of the annual summer arts festival. Student/faculty performances and presentations were an integral part of the summer session since the founding of the school in the 1930's. In 1971 a one-week festival was launched with several major productions and a Canada-wide marketing campaign. The Summer Showcase comprised concert and workshop performances throughout the summer. In 1973 the Festival was expanded to two weeks, and over the decade the format continued to evolve.

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|---|---------|
| [1971 Banff Festival of the Arts] . -- [1971] | PR03.01 |
| Banff Summer Concert Festival (Calgary Philharmonic) . -- 1971. | PR03.02 |
| Theatre - summer performances . -- 1971. | PR03.03 |
| 1972 Summer Showcase . -- 1972. | PR03.04 |
| Festival 1972 - general . -- 1971-1972. 2 files | PR03.05 |
| Festival 1972 - publicity - [general] . -- 1972. | PR03.06 |
| Flare Square 1972 - memos & general information - [Calgary Stampede] . -- 1972. | PR03.07 |
| Summer Showcase, 1973 . -- 1971-1973. | PR03.08 |
| Festival 1973 - [general] . -- 1972-1973. 2 files | PR03.09 |
| 1974 Banff Festival of the Arts - [general] . -- 1973-1974. 2 files | PR03.10 |
| Cantata Canada [Commonwealth games] . -- 1973-1978. | PR03.11 |
| Festival (T. Kouk) - [general] . -- 1974-1977. | PR03.12 |
| Festival - [general] . -- 1977-1980. 2 files | PR03.13 |
| Festival - [general] . -- 1979-1980. | PR03.14 |

Management programs files

| | |
|--|------------|
| Management programs files. -- 1970-1980. .80m | PR04.01 |
| Series consists of files relating to the overall planning and direction of the Management programs division, including new initiatives such as the School of the Environment and the Cultural Resources Management Program (CRMP). In addition, David Leighton was on the faculty for several courses and used his network of business contacts to promote the programs. | |
| Business Management Studies [Banff School of Management] - [general] . -- 1970-1974. | PR04.01.01 |
| Management Studies (T. Mills) - [general] . -- 1973-1977. | PR04.01.02 |
| Management Programs - [general] . -- 1974-1977. | PR04.01.03 |
| [School of Management - general] . -- 1977-1978. | PR04.01.04 |
| [School of Management courses/seminars 1971] . -- 1971. | PR04.01.05 |
| Life Insurance Marketing, August 1972 - [School of Management courses/seminars 1972] . -- 1971-1972. | PR04.01.06 |
| [School of Management courses/seminars 1972] . -- 1971-1973. | PR04.01.07 |
| Consumer Goods Mkg. Program, October/November 1972 [School of Management courses/seminars] . -- 1972. | PR04.01.08 |
| [School of Management courses/seminars 1973] . -- 1972-1973. | PR04.01.09 |
| Directors' seminar - [School of Management] . -- 1973-1974. | PR04.01.10 |
| Health Care Administration Program 1974-1975 . -- 1973-1977. 2 files | PR04.01.11 |
| Meeting with Advisory Council for Senior Health Administrators - Friday March 21, 1975 . -- 1975. | PR04.01.12 |
| C.E.O. Forum - January 1978 . -- 1977-1978. | PR04.01.13 |
| International Marketing seminar, 1979 . -- 1977-1978. 2 files | PR04.01.14 |
| C.R.M.P. (G. Moore) [Cultural Resource Management Programs] - [general] . -- 1971-1976. 2 files | PR04.01.15 |
| CRMP - George Moore Corres. [correspondence] . -- 1975-1977. 2 files | PR04.01.16 |
| Cultural Resources Management [Programs] - [general] . -- 1972-1974. | PR04.01.17 |
| Cultural Resources Management Programs [CRMP] - general . -- 1973-1976. 2 files | PR04.01.18 |
| CRMP [Cultural Resources Management Programs] - [general] . -- 1976-1978. 2 files | PR04.01.19 |
| Cultural Resources Management Programs [CRMP] - courses . -- | PR04.01.20 |

1973-1976.

2 files

[Arts Administration conference] . -- 1971-1972. PR04.01.21

Museum & Art Gallery Management - C.R.M. 1979 [Culture Resources Management Programs] . -- 1978-1979. PR04.01.22

Marketing Strategt for Arts Mgrs. [Managers] 1979 . -- 1979. PR04.01.23

The Niagara Institute . -- 1979-1981. PR04.01.24

Environment Programs (J. Amatt) [School of the Environment] - [general] . -- 1974-1977. PR04.01.25

Environmental program [Banff School of the Environment] - [general] . -- 1976-1977. PR04.01.26

6 files

Environment Program - correspondence to Dec. 1978 . -- 1976-1978. PR04.01.27

4 files

School of the Environment - [general] . -- 1978-1979. PR04.01.28

6 files

Board of advisors - School of the Environment . -- 1979-1980. PR04.01.29

3 files

Anatomy of the Cdn. [Canadian] Rockies, Patton, Thorsell, Whyte, 1972 . -- 1971-1972. PR04.01.30

Wilderness Seminar for Executives, 1978 . -- 1978. PR04.01.31

Virgin Is. [Iland] seminar, 1981 . -- 1980. PR04.01.32

French program files

French program files . -- 1971-1978. PR04.02

.09m

Series consists of records generated from the general management of French language programs at The Banff Centre, including courses held in France. The Public Service of Canada contracted The Banff Centre to deliver training for several years. Series includes correspondence with the French embassy concerning art students from France.

Includes documents written in French.

BSFA Public Service Commission - preliminary negotiations - [French courses] . -- 1971. PR04.02.01

Public Service Commission - French courses 1971-72 . -- 1971-1972. PR04.02.02

French - summer bursary, Orleans program . -- 1972-1974. PR04.02.03

2 files

French 1973-1974 [Public Service Commission]. -1973-1974 PR04.02.04

French - [general] . -- 1974-1977. PR04.02.05

"Public Service Com., Secretary of State's bursary program, French Ecole Nationale d'Administration, French Program general, French Chalet Corporation, French Language Labs, Multicultural Centre, French Govt. programs"

| | |
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| Language Programs (G. Henderson) - summer language bursary, Public Service training program . -- 1974-1977. | PR04.02.06 |
| French programming - PSC/bursary . -- 1974-1978. 2 files | PR04.02.07 |

Prospective programs/courses

| | |
|--|------------|
| Prospective programs/courses . -- 1961-1979. .20m Series consists of files relating to proposed courses. | PR04.03 |
| Private Schools . -- 1961-1970. | PR04.03.01 |
| Prospective programs and courses . -- 1968-1977. 2 files | PR04.03.02 |
| BSFA Expansion - general . -- 1970-1971. | PR04.03.03 |
| Prospective courses - miscellaneous . -- 1971. | PR04.03.04 |
| Prospective courses - Art of Environment Education . -- 1970. | PR04.03.05 |
| Prospective courses - top management seminars . -- 1970. | PR04.03.06 |
| Prospective course - Consumer Research . -- 1971. | PR04.03.07 |
| Hotel School . -- 1971. | PR04.03.08 |
| Legal Education . -- 1971. | PR04.03.09 |
| Seminar in Public Relations &/or Advertising . -- 1971. | PR04.03.10 |
| Film course 1972 (Malik) [proposal] . -- 1971-1972. | PR04.03.11 |
| Hamerlynck Research . -- 1971-1972. 1 photograph : col. | PR04.03.12 |
| Cdn. [Canadian] Opera/Theatre training needs conference . -- 1972. | PR04.03.13 |
| Native education . -- 1971-1977. 1 photograph | PR04.03.14 |
| National Opera School proposal (B. Turgeon) . -- 1972. | PR04.03.15 |
| Film Institute proposals . -- 1976-1979. | PR04.03.16 |
| Young Filmmakers Seminar [Filmmakers Development] . -- 1978-1979. | PR04.03.17 |
| Battelle correspondence . -- 1976-1978. 4 files | PR04.03.18 |
| Battelle seminars . -- 1977-1979. 2 files | PR04.03.19 |
| C.A.P.A. [Consortium for Atlantic-Pacific Affairs, Battelle Seminars] . -- 1978-1979. | PR04.03.20 |
| FM Radio Station . -- 1979-1981. | PR04.03.21 |

Other course files

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|---|------------|
| Other course files . -- 1970-1981. .10m | PR04.04 |
| Series consists of files relating to the overall management of other programs including community classes and the Consortium for Atlantic-Pacific Affairs organized by Battelle Seminars. | |
| BSFA Film festival . -- 1970-1973. | PR04.04.01 |
| Banff/Canmore, Exshaw, Morley School Districts' programs, local school rentals . -- 1970-1973. | PR04.04.02 |
| School Districts . -- 1972-1979. | PR04.04.03 |
| Course for Elected Representative[s] (Don Harvie) . -- 1971. | PR04.04.04 |
| BSFA Banff Community Classes 1970-71 . -- 1971. | PR04.04.05 |
| BSFA Banff Community Classes 1971-2 [1972] . -- 1971. | PR04.04.06 |
| 1972/73 [1973] Community classes . -- 1972-1973. | PR04.04.07 |
| Community Classes . -- 1973-1978. | PR04.04.08 |
| Separate School Project (Calgary - December 1972) . -- 1973. | PR04.04.09 |
| Cinematography Seminar . -- 1975. | PR04.04.10 |
| Canadian Film Seminar - January 10-15, 1978 . -- 1977-1978. | PR04.04.11 |
| ACCESS Studio [FM radio station] [CKUA recordings] . -- 1977. | PR04.04.12 |

Faculty files

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|--|---------|
| Faculty files . -- 1971-1979. .18m | PR05 |
| Series consists of records relating to recruitment and liaison with faculty as well as general issues concerning policies, benefits and liaison with the Faculty Association. The President was frequently in correspondence with senior artists who served as summer faculty. | |
| Summer School faculty 73/74 - [general] . -- 1973-1974. | PR05.01 |
| Faculty - [general] . -- 1973-1978. | PR05.02 |
| Full-time faculty - [general] . -- 1974-1975. | PR05.03 |
| Faculty Association . -- 1974-1978. 3 files <i>draft copy of handbook</i> | PR05.04 |
| Pension Plan Faculty . -- 1974-1978. | PR05.05 |
| Faculty - [files by name] . -- 1971-1979. Harold Baldridge, Gwen Beamish, Lorand Fenyves, Claude Kenneson, Marie Therese Paquin, William Primrose, Henry Temianka, David Zafer, Stephen Temmer, Mary Snyder | PR05.06 |

Faculty - [files by name] . -- 1973-1981.

PR05.07

Ralph Aldrich, Iain Baxter, Andrew Downie, John Graham, Luigi Zaninelli, Alexander Gray, Harry Houdeshell, Luke Lindoe, Miroslav Malik, Dorothy Sinclair, Norbert Vesak, Vera Volkova, Leonard White, Madame Zolotova, Neil Freeman, Robert Brunelle

Aaron Copland . -- 1975-1979.

PR05.08

BSAM files

BSAM files . -- 1967-1981.

PR06.01

.10m

Series consists of files relating to the Banff School of Advanced Management, a separate organization which ran 6-week long management courses at The Banff Centre. The President of the Banff Centre became a member of the board of BSAM. The records document the liaison and contractual arrangements between The Banff Centre and BSAM.

BSAM [Banff School of Advanced Management] - general . -- 1970-1973.

PR06.01.01

BSAM [Banff School of Advanced Management] - [general] . -- [1967-1970], 1972-1975.

PR06.01.02

1967-1970 records are photocopies

Banff School of Advanced Management [BSAM] - [general] . -- 1972-1975.

PR06.01.03

B.S.A.M [Banff School of Advanced Management] - general, [marketing 1972] . -- 1972-1979.

PR06.01.04

BSAM [Banff School of Advanced] Management] - [general] . -- 1975-1978.

PR06.01.05

Banff School of Management [BSAM] - [general] . -- 1977-1979.

PR06.01.06

B.S.A.M [Banff School of Advanced Management] - [general] . -- 1979-1980.

PR06.01.07

B.S.A.M [Banff School of Advanced Management] - [general] . -- 1980-1981.

PR06.01.08

Other external agency files

Other external agency files . -- 1970-1981.

PR06.02

.35m

Series consists of files documenting the liaison between The Banff Centre and other organizations.

Liaison with other institutions . -- 1971-1974.

PR06.02.01

Associations . -- 1974-1980.

PR06.02.02

Banff Crisis Centre . -- 1970-1971.

PR06.02.03

Banff School District - elementary school 1971 . -- 1970-1972.

PR06.02.04

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| Public Service Commission [PSC Joint Venture courses] . -- 1970-1976. 5 files | PR06.02.05 |
| Royal Academy of Dancing [correspondence] . -- 1971. | PR06.02.06 |
| S.[Southern] Alberta Opera Assn. [Association] - Alex Gray, artistic director . -- 1972. | PR06.02.07 |
| Cdn. [Canadian] Broadcasting Corp. [Corporation] - correspondence . -- 1972-1979. | PR06.02.08 |
| C.A.U.C.E. . -- 1973-1977. | PR06.02.09 |
| Canadian Association of Youth Orchestras - [general] . -- 1973-1977. | PR06.02.10 |
| Calgary - [organizations] . -- 1974 -1980. | PR06.02.11 |
| Alberta Ballet . -- 1975-1980. 2 files | PR06.02.12 |
| Banff International Festival of Films for Television [New Western Film & Television Foundation] . -- 1976-1979. 3 files | PR06.02.13 |
| Banff International Festival of Films for Television [New Western Film & Television Foundation] . -- 1979-1981. 2 files | PR06.02.14 |
| Film Festival 1980 [Banff International Festival of Films for Television] . -- 1980. | PR06.02.15 |
| G. Clarke - Mont Ste. Marie P.Q. [Quebec] . -- 1977-1979. | PR06.02.16 |
| Canadian Business Leadership Conf. [Conference], 1979 . -- 1978-1979. | PR06.02.18 |
| Mount Royal College convocation . -- 1979. | PR06.02.19 |
| ACCESS / Athabasca . -- 1979-1980. | PR06.02.20 |
| Institute for Learned Societies (Dr. Kamal) . -- 1981. | PR06.02.21 |

General administration files

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| General administration files . -- 1951, 1965-1978. .18 Series consists of files relating to the general administration of The Banff Centre and including records related to organization, security, general policies, legal issues, planning, publicity, computing and telecommunications, housing and travel. Includes the minutes of the weekly senior staff meeting | PR07.01 |
| The Banff Centre [Administration - general] . -- 1951, 1965-1973. 4 files <i>1951 programme for dedication ceremonies</i> | PR07.01.01 |
| BSFA Administration - [general] . -- 1971. | PR07.01.02 |
| Banff Centre - [administration] general . -- 1972-1977. 2 files | PR07.01.03 |

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| Administration (D. Becker) - [general] . -- 1973-1977. | PR07.01.04 |
| [Administration general] - miscellaneous . -- 1975-1977. | PR07.01.05 |
| Legal Matters . -- 1966. | PR07.01.06 |
| Organization [organizational charts] - 1972-1973 1972-1973 | PR07.01.07 |
| Administrative organizational charts . -- 1973-1976. | PR07.01.08 |
| Front Office . -- 1972-1973. | PR07.01.09 |
| Front Office (F. Jaggi) - correspondence . -- 1974-1977. | PR07.01.10 |
| Memos to senior and support staff . -- 1972-1973. | PR07.01.11 |
| Memos to senior staff, staff memos . -- 1975-1978. | PR07.01.12 |
| Insurance program - Reed Shaw Osler . -- 1973. | PR07.01.13 |
| Records [management] . -- 1973. | PR07.01.14 |
| Friday morning meetings . -- 1973. | PR07.01.15 |
| [Friday morning staff meetings, memos to staff] . -- 1974. <i>later minutes are in Finance & Services fonds FA</i> | PR07.01.16 |
| Registrar (J.C.K. Madsen) . -- 1974-1977. | PR07.01.17 |
| Management retreat, Aug 16/17, 1978 . -- 1978. | PR07.01.18 |

Human resources and personnel files

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|---|------------|
| Human resources and personnel files . -- 1969-1982. .18m Series consists of files relating to personnel policies, position descriptions, benefits, salaries and the staff association. Also includes files on some faculty and staff. | PR07.02 |
| Personnel - general . -- 1972-1975. | PR07.02.01 |
| Personnel - general . -- 1973-1978. 2 files | PR07.02.02 |
| Personnel general . -- 1978-1980. | PR07.02.03 |
| Personnel - general . -- 1979-1982. | PR07.02.04 |
| Appointment of the new Director of BSFA [Banff School of Fine Arts] . -- 1969-1970. | PR07.02.05 |
| Director's terms of reference . -- 1971. | PR07.02.06 |
| Staff Appointments . -- 1969-1971. | PR07.02.07 |
| Staff Uniforms . -- 1970-1971. | PR07.02.08 |
| Personnel Policies . -- 1971-1972. | PR07.02.09 |
| Position descriptions . -- [1971-1972?], 1975-1976. | PR07.02.10 |

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| Personnel - position descriptions, staff & faculty categories . -- 1975-1978. 2 files | PR07.02.11 |
| [High school] Student Employment . -- 1972. | PR07.02.12 |
| Faculty fees [& senior staff salaries] . -- 1973-1975. | PR07.02.13 |
| Personnel - staff benefits . -- 1973-1978. | PR07.02.14 |
| B.C.S.S.A. [BCSSA Banff Centre Support Staff Association] - general . -- 1974-1980. 2 files | PR07.02.15 |
| Senior staff gift fund . -- 1975. | PR07.02.16 |
| [Personnel - union] . -- 1976-1978. | PR07.02.17 |
| Hay Associates study . -- 1978-1979. 2 files | PR07.02.18 |
| Jasper-Banff Relay Race . -- 1982. | PR07.02.19 |
| Banff Centre - old personnel files [by name] . -- 1969-1978. 2 files Allan H. Anderson, Marey Carr, John Croft, George Moore, Harry Underhill | PR07.02.20 |
| [Personnel files A-W] . -- 1970-1973. Mike Berry, Romeo Biondi, Signe Gundersen, Rod Hayward (French Faculty), Lilianne Johnson, Rudy Losser, Robert Lefroy, Alastair MacDonald, Betty [Elizabeth] Poaps, Nic Roggeman, Mrs. Hildegaard Sperling, Mr. Vladimir Svetlovsky, Lynne Thornton, Tony Urquhart, Colin Williams | PR07.02.21 |
| Elizabeth Motherwell . -- 1970-1971. | PR07.02.22 |
| Senator Donald Cameron . -- 1970-1973. 1 vol. textual records. -- 6 photographs : b&w | PR07.02.23 |
| Senator Donald Cameron . -- 1974-1981. 2 files | PR07.02.24 |
| Mullen, P. [Patricia] . -- 1972. | PR07.02.25 |
| Brookes-Avey, R.W. . -- 1972-1974. | PR07.02.26 |
| George Ryga and Muskego brothers affair . -- 1973-1974. | PR07.02.27 |
| The late Will [William] Townsend . -- 1973-1974. | PR07.02.28 |
| Boris Roubakine . -- 1974-1975. | PR07.02.29 |

Financial department files

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|---|------------|
| Financial department files . -- 1972-1980. .19m Series consists of files relating to the organization of the financial system at The Banff Centre, including the financial services department, procedures, reporting and accounting systems. | PR07.03 |
| Financing of The Banff Centre . -- 1972. | PR07.03.01 |

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| [Financial Services - general] . -- 1972-1979. 3 files | PR07.03.02 |
| Financial Services - Mr. Allan Anderson - [general] . -- 1973-1975. 2 files | PR07.03.03 |
| Financial Services - Mr. Jack Thompson - [general] . -- 1975-1976. | PR07.03.04 |
| BSFA School Insurance . -- 1971. | PR07.03.05 |
| Miscellaneous expenses . -- 1972-1973. | PR07.03.06 |
| Financial Services systems analysis [Roozen, Bailie reports, other proposals] . -- 1972-1973. | PR07.03.07 |
| Roozen-Bailie report / consultants re [regarding] Finance - [accounting & financial reporting] . -- 1972-1973. | PR07.03.08 |
| Roozen, Bailie & Co. Accounting Consultants . -- 1972-1973. | PR07.03.09 |
| General accounting information . -- 1972-1975. | PR07.03.10 |
| Accounts payable . -- 1972-1975. | PR07.03.11 |
| Accounts receivable . -- 1973-1977. | PR07.03.12 |
| Miscellaneous travel claims . -- 1974. | PR07.03.13 |
| Anti-Inflation program . -- 1974-1976. | PR07.03.14 |
| Donations . -- 1974-1980. | PR07.03.15 |
| Financial procedures . -- 1979. | PR07.03.16 |

Budget files

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| Budget files . -- 1957-1981. .32m Series consists of files relating to the development of annual operating and capital budgets and the annual grants from the provincial government. | PR07.04 |
| Old budgets & financial statements . -- [1957-1971] | PR07.04.01 |
| Budget 1968-69 . -- [1969] | PR07.04.02 |
| Budgets & accounts . -- 1970. | PR07.04.03 |
| Capital budget 5 year plan . -- 1970. | PR07.04.04 |
| Capital budget 1970-71 . -- 1970. | PR07.04.05 |
| Capital budget 1971-72 . -- 1970-1972. | PR07.04.06 |
| Finances - [capital grant 1971-1972] . -- 1971. | PR07.04.07 |
| Capital budget and budget procedures 1972-73 [1972-1973] . -- 1970-1973. | PR07.04.08 |
| Capital Budget 1973-1974 . -- 1972-1974. | PR07.04.09 |
| Capital budget 1973-78 [1973-1978] . -- 1973. | PR07.04.10 |
| Capital Budget 1974/75 [1974-1975] . -- 1973-1975. | PR07.04.11 |

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| Capital Budget 1975/76 . -- 1974-1976. 2 files | PR07.04.12 |
| Capital budget 1976-77 [1976-1977] . -- 1975-1977. | PR07.04.13 |
| Capital budget 1977/78 [1977-1978] . -- 1976-1977. | PR07.04.14 |
| Capital Budget 1978/79 . -- 1977-1979. | PR07.04.15 |
| Capital budget & grant, 1980/81, 1981/82 . -- 1978-1980. | PR07.04.16 |
| Operating budget 1970-71 . -- 1970-1971. | PR07.04.17 |
| Operating statements 1970-1971 . -- 1971. | PR07.04.18 |
| Operating statements 1971-1972 . -- 1970. | PR07.04.19 |
| Operating budget 1971-72 . -- 1970-1972. | PR07.04.20 |
| Operating budgets 1972-1973 . -- 1969-1972. | PR07.04.21 |
| [Operating budget 1972-73] . -- 1972. | PR07.04.22 |
| Operating budget 1973/74 [1973/1974] . -- 1972-1974. | PR07.04.23 |
| Three-year operating budget 1974/75-1976/77 [1974/1975-1976/1977] . -- 1972-1974. | PR07.04.24 |
| Operating budget 1974/75 [1974/1974] . -- 1973-1975. | PR07.04.25 |
| Operating budget 1975/76 . -- 1974-1976. | PR07.04.26 |
| Operating budget 1976/77 [1976/1977] . -- 1975-1977. | PR07.04.27 |
| Operating budget 1977/78 [1977-1978] . -- 1976-1977. 2 files | PR07.04.28 |
| Operating budget 1978/79 . -- 1977-1979. | PR07.04.29 |
| 1979/80 Operating budget & grant . -- 1978-1980. | PR07.04.30 |
| 1980/81 Operating budget & grant . -- 1979-1980. | PR07.04.31 |
| Operating projections, 1980/81 . -- 1979-1981. | PR07.04.32 |
| 1981/82 Operating budget . -- 1980-1981. | PR07.04.33 |

Communications and marketing files

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| Communications and marketing files . -- 1971-1982. .11m Series consists of records relating to the establishment of a communications and marketing program and special projects including the film 'Growing.' Prior to establishment of the Communications department, work was handled by consultants and advertising firms. During this period, the Communications department had responsibility for printing and audio-visual services. | PR07.05 |
| Communications Division - [general] . -- 1971-1973. | PR07.05.01 |
| Communications (B. Wark) - [general] . -- 1972-1976. | PR07.05.02 |
| [Communications] - [general] . -- 1973-1978. | PR07.05.03 |

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| Publicity - public relations . -- 1972-1974. 2 files | PR07.05.04 |
| The Banff Centre - tours & xeroxing . -- 1974. | PR07.05.05 |
| Communications (B. Wark) - Banff Centre [promotional] film 'Growing'] . -- 1974-1977. | PR07.05.06 |
| Communications (B. Wark) - Photo archives . -- 1975. | PR07.05.07 |
| Calgary Stampede . -- 1980. | PR07.05.08 |
| Copying or editing of films . -- 1980. | PR07.05.09 |
| Candidate search - Manager, Communications and Marketing . -- 1982. | PR07.05.10 |

The Banff Centre general files

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| The Banff Centre general files . -- 1959-1984. .23m Series consists of files relating to The Banff Centre as a whole, including the lease with Parks Canada and the 50th anniversary of The Banff Centre. | PR08.01 |
| The Banff Centre - [general] . -- 1972-1973. | PR08.01.01 |
| Leases [National Park] . -- 1959-[197-?] 2 files | PR08.01.02 |
| [Banff] Provisional Administration Board [P.A.B.] - [Parks Canada, lease] . -- 1974-1976. 3 files | PR08.01.03 |
| Banff Provisional Administration Board [P.A.C.] - Task Force reports . -- 1976. | PR08.01.04 |
| Banff Centre lease [with Parks Canada] - negotiations . -- 1976-1979. 3 files | PR08.01.05 |
| BSFA History of the School - (Parks - Nicol) . -- 1971. | PR08.01.06 |
| National Parks - Brief to Hearings on Master Plan - Calgary - April 1971 . -- 1971. | PR08.01.07 |
| Organization for Economic Cooperative Development [O.E.C.D; OECD] - [education review] . -- 1974-[1975] | PR08.01.08 |
| Heads of post secondary institutions . -- 1976-1977. | PR08.01.09 |
| 50th anniversary . -- 1980-1984. 4 vol. textual records. -- 6 photographs : b&w | PR08.01.10 |

The Banff Centre Council and Board of Governors files

The Banff Centre Council and Board of Governors files . -- 1970-1978. PR08.02
.13m

Series consists of files relating to membership, terms of reference, correspondence with and meetings of the Banff Centre Council (1971-1978), sometimes known as the Banff School Council, and its successor, the Board of Governors (1978-).

A full set of minutes are in the BOG fonds.

Banff Centre Council - general, correspondence . -- 1970-1976. PR08.02.01

Banff [Centre] Council [Banff School Council] [BOG, Board of Governors] - [general] . -- 1970-1978. PR08.02.02
4 files

Banff School Council [Banff Centre Council] - [general] . -- 1972-1975. PR08.02.03

Banff Centre Council - material presented to Council . -- 1974-1978. PR08.02.04

Executive Committee members - Banff Centre Council . -- 1975-1976. PR08.02.05

Planning files

Planning files . -- 1970-1978. PR08.03
.15m

Series consists of records relating to planning issues, including 5 year business plans, campus and organizational plans. Other planning files are found in the series Year-round programming files and Campus development files.

Planning - 5 year 1971-76 [1976] . -- 1970. PR08.03.01

Planning - individual staff plans leading to 5 year plan 1971-76 [1976] . -- 1970. PR08.03.02

Five year plan 1972-77 [1977] - preliminary reports and draft . -- 1970-1972. PR08.03.03
2 files

Planning - 5 year plan 1972-77 [1977] - original & copies . -- 1971. PR08.03.04
5 architectural drawings

Planning - 5 year 1972-77 [1977] - memos & correspondence . -- 1972-1973. PR08.03.05

History of school and future role . -- 1971-1973. PR08.03.06

Planning - long range . -- 1971-1975. PR08.03.07

Financing - financial analysis . -- 1972-1973. PR08.03.08

Planning - general . -- 1972-1978. PR08.03.09

Year round and long range planning, 1977 . -- 1972-1978. PR08.03.10
3 files

Universities Coordinating Council files

Universities Coordinating Council files . -- 1977-1983. PR08.04
.03m

Series consists of correspondence with the Alberta Universities Coordinating Council relating to policies and credit transfers.

Credit Courses . -- 1970-1971. PR08.04.01

Universities Coordinating Council - correspondence . -- 1977-1979. PR08.04.02

Universities Coordinating Council . -- 1979-1980. PR08.04.03

Universities Coordinating Council - correspondence . -- 1982-1983. PR08.04.04

University of Calgary files

University of Calgary files . -- 1969-1980. PR09
.18m

From 1966 to 1978 the University of Calgary was the legal trustee for The Banff Centre. It took over this role from the University of Alberta, because of its closer proximity. In 1978 the Centre became fully independent.

The series consists of records relating to primarily to administrative issues arising from the relationship with the university.

University of Calgary - [general] . -- 1970-1972. PR09.01

University of Calgary - [general] . -- 1970-1976. PR09.02
2 files

University of Calgary - [general] . -- 1972-1980. PR09.03
2 files

University of Calgary - [general] . -- 1973-1974. PR09.04

The University of Calgary - benefit plan & handbook for faculty . -- 1969-1972. PR09.05

BSFA External sources of financial assistance . -- 1970. PR09.06

University of Calgary - finance . -- 1973-1976. PR09.07
2 files

The Banff Centre for Continuing Education and its Future Relationship with the University of Calgary . -- April 1978. PR09.08

Government of Alberta files

Government of Alberta files . -- 1966-1980. PR10.01
.67m

The series consists of records relating to issues involving the provincial government and its agencies, including the Alberta Universities Commission.

Government of Alberta - [general] . -- 1968-1973. PR10.01.01
4 files

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| Government of Alberta - [general] . -- 1969-1974. 5 files | PR10.01.02 |
| Government of Alberta - [general] . -- 1972-1977. | PR10.01.03 |
| Government of Alberta - [general] . -- 1972-1978. 4 files | PR10.01.04 |
| Government of Alberta - The Trustee Act, Financial Administration Act . -- 1970-1975. | PR10.01.05 |
| The Universities Commission . -- 1966, 1972-1973. 2 files | PR10.01.06 |
| Correspondence - Univ. [Universities] Commission - Chalet I . -- 1971-1972. | PR10.01.07 |
| Alberta Universities Commission . -- 1972-1973. | PR10.01.08 |
| Department of Culture Youth and Recreation . -- 1971-1973. | PR10.01.09 |
| Matching grants [Government of Alberta] . -- 1967. | PR10.01.10 |
| Roby Kidd Report - Banff School . -- 1969. | PR10.01.11 |
| Fine and Performing Arts Study Committee [Downey Report] . -- 1972-1975. 4 files | PR10.01.12 |
| Downey report . -- 1974-1975. | PR10.01.13 |
| Worth report . -- 1972-1975. | PR10.01.14 |
| Minister of Advanced Education in Alberta . -- 1972-1979. 4 files | PR10.01.15 |
| Alberta Advanced Education - visit . -- 1973-1974. 1 vol. textual records. -- 9 photographs : col. | PR10.01.16 |
| Alberta Advanced Education and Manpower - general . -- 1973-1980. 2 files | PR10.01.17 |
| Alberta Adv. Ed. & Manpower [Advanced Education and Manpower] - Special student services . -- 1974-1978. | PR10.01.18 |
| Alberta Advanced Education and Manpower - program services . -- 1976-1980. | PR10.01.19 |
| Continuing Education in Alberta . -- 1973. | PR10.01.20 |
| Alberta Culture . -- 1973-1980. 2 files | PR10.01.21 |
| Student Finance Board . -- 1975. | PR10.01.22 |
| Cabinet presentation - June 1978 . -- 1978. | PR10.01.23 |
| State of the Province Address - October 11, 1978 . -- 1978. | PR10.01.24 |
| Ministers' Advisory Committee on U [Universtiy] Affairs . -- 1978-1979. | PR10.01.25 |
| Visit of Ministers & Deputy Ministers . -- 1978-1979. | PR10.01.26 |

Government of Canada files

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| Government of Canada files. -- 1972-1980. .06m The series consists of records relating to issues involving the federal government and its agencies, in particular the Canada Council. | PR10.02 |
| Canada Council - correspondence 1973-1974 . -- 1972-1976. | PR10.02.01 |
| Canada Council - [general] . -- 1976. | PR10.02.02 |
| Canada Council visit October 27, 1976 . -- 1976. | PR10.02.03 |
| Canada Council recommendation re National Music School . -- 1976-1980. 2 files | PR10.02.04 |
| Fed. Govt. MPs [Federal Government] . -- 1979. | PR10.02.05 |

Campus Development files

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|---|------------|
| Campus Development files . -- 1952-1983. .52m The series consists of records relating to planning and overseeing of capital projects, including major renovations. | PR11.01 |
| Erikson Massey Architects/ Campus development plan for BSFA . -- 1971-1972. | PR11.01.01 |
| Campus development planning . -- 1971-1979. | PR11.01.02 |
| Campus planning . -- 1977-1981. | PR11.01.03 |
| Buildings & Grounds - [capital projects - general] . -- 1970-1974. | PR11.01.04 |
| Capital projects (S. Jones) . -- 1970-1977. | PR11.01.05 |
| Buildings & Grounds - [capital projects - general] . -- 1971-1974. | PR11.01.06 |
| History of Donald Cameron Hall - (construction etc.) . -- 1952-1963. 1 vol. textual records. -- 1 architectural drawing | PR11.01.07 |
| Buildings and Grounds - Donald Cameron Hall . -- 1976-1977. | PR11.01.08 |
| Staff housing, staff houses . -- 1965-1976. 3 vol. textual records. -- 4 architectural drawings. -- 4 photographs : b&w <i>appraisal report for staff houses with 4 photographs</i> | PR11.01.09 |
| Staff housing . -- 1976-1978. | PR11.01.10 |
| Single Staff Residence [Becker Residence] . -- 1979-1982. 2 vol. textual records. -- 2 booklets of architectural drawings | PR11.01.11 |
| Becker Residence [renovations], B&G . -- 1981. | PR11.01.12 |
| Buildings [renovations, reconstruction, leases] . -- 1970-1972. | PR11.01.13 |
| BSFA Director's house . -- 1970-1973. | PR11.01.14 |
| Campus Activities building . -- 1970-1980. | PR11.01.15 |

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| 1 vol. textual records. -- 1 architectural drawing | |
| [Robert Borden, Bumper Foundation, Campus Activities Building, Sally Borden] . -- 1980-1983. | PR11.01.16 |
| Campus Activities Building [Sally Borden] - general . -- 1982-1983. 4 files | PR11.01.17 |
| [Buildings] Original Chalet I . -- 1971-1972. 7 architectural drawings | PR11.01.18 |
| Correspondence - general - Chalet I . -- 1971-1972. | PR11.01.19 |
| [Buildings - Skywood Residence] . -- [1971] 1 vol. textual records. -- 2 architectural drawings | PR11.01.20 |
| Skywood residence . -- 1971-1973. | PR11.01.21 |
| Studio Building [Glyde Hall] . -- 1971-1976. 4 vol. textual records. -- 10 architectural drawings. -- 2 booklets with architectural drawings | PR11.01.22 |
| B&G - Glyde Hall [studio building] - general . -- [1974]-1977. | PR11.01.23 |
| Contract with Bayker Construction - [residence] . -- 1972. | PR11.01.24 |
| Services Building - Phase II . -- 1974-1977. | PR11.01.25 |
| Office Space . -- 1975-1977. | PR11.01.26 |
| Office Space . -- 1976-1979. | PR11.01.27 |
| Max Bell Building . -- 1977-1980. 2 vol. textual records. -- 4 photographs : col. -- 1 booklet of architectural drawings | PR11.01.28 |
| [Reading Room, DCH Donald Cameron Hall] . -- 1979. | PR11.01.29 |
| Lloyd Hall, B&G . -- 1979-1981. 2 vol. textual records. -- 7 photographs : b&w | PR11.01.30 |
| Studio Building [Crich Hall replacement] . -- 1980-1981. | PR11.01.31 |

Buildings and Grounds files

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| Buildings and Grounds files . -- 1970-1982. .18m The series consists of records relating to the Buildings and Grounds (later Physical Facilities) department. Topics include maintenance, capital projects, staff housing, leases, purchasing, shipping and receiving functions. | PR11.02 |
| Buildings & Grounds - [general] . -- 1970-1974. | PR11.02.01 |
| Buildings & Grounds (H. Underhill) - [general] . -- [1970?]-1977. | PR11.02.02 |
| [Buildings & Grounds] - general . -- 1979-1980. 1 vol. textual records. -- 2 architectural drawings | PR11.02.03 |
| B&G [Buildings & Grounds] - general . -- 1979-1981. 1 vol. textual records. -- 2 architectural drawings | PR11.02.04 |

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| Telephones - [Buildings & Grounds] . -- 1972. | PR11.02.05 |
| Buildings and Grounds - telephones . -- 1973-1977. | PR11.02.06 |
| Building and Grounds - staff housing . -- 1973-1977. | PR11.02.07 |
| B&G [Buildings & Grounds] - Douglas Fir Chalets . -- 1977-1980. 2 files | PR11.02.08 |
| International Holdings - The Pines proposal . -- 1978-1979. 2 files | PR11.02.09 |
| Parking . -- 1975-1977. | PR11.02.10 |
| B&G [Buildings & Grounds] - Atco Trailers . -- 1975, 1980-1981. | PR11.02.11 |
| B&G [Buildings & Grounds] - furnishings . -- 1977, 1981. | PR11.02.12 |
| Crich Hall [fire] . -- 1979-1982. 2 files | PR11.02.13 |
| Interior designer . -- 1981. | PR11.02.14 |

Campus services files

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| Campus services files . -- 1970-1981. .06m The series consists of records relating to central services including the library, audio-visual services, printing and office supplies. | PR11.03 |
| Library - University of Calgary - brief (Dr. Walker) . -- 1970-1971. | PR11.03.01 |
| [Library] . -- 1971-1973. | PR11.03.02 |
| Library - general . -- 1972-1973. | PR11.03.03 |
| BSFA Audio - visual . -- 1970-1972. | PR11.03.04 |
| [Audio Visual Services] . -- 1975-1977. | PR11.03.05 |
| Banff Centre departments - [printing, stores, purchasing, art supply store] . -- 1972-1975. | PR11.03.06 |
| Student Services - Frank Olrich - [general] . -- 1974-1977. | PR11.03.07 |
| Accommodation / room & board rates . -- 1978-1980. | PR11.03.08 |
| Daycare centre proposal, B.C.S.S.A. [Banff Centre Support Staff Association] . -- 1981. | PR11.03.09 |

Food services files

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| Food services files . -- 1972-1981. 0.6m The series consists of records relating to the operation of food and beverage services at The Banff Centre. | PR12.01 |
| Food Services (P. Cutting) - [general] . -- 1972-1977. | PR12.01.01 |

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| Food Services - general . -- 1972-1979. | PR12.01.02 |
| Contract Canadian Food Services Management - Keith Little . -- 1972-1973. 2 files | PR12.01.03 |
| Faculty Club [Food & beverage services] - [general] . -- 1973-1977. | PR12.01.04 |
| Banff Centre Faculty Club . -- 1974. | PR12.01.05 |
| [Faculty Club operations] [Food & beverage services] . -- 1981. | PR12.01.06 |

Conference services files

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| Conference services files . -- 1970-1978. .16 m The series consists of records relating to the overall administration of the conference division, including correspondence on some conferences held at The Banff Centre. | PR12.02 |
| Conferences 1972 - [general] . -- 1972. | PR12.02.01 |
| Conference division - [general] . -- 1972-1974. 2 files | PR12.02.02 |
| Conference Division (I. Von Neudegg) - [general] . -- 1972-1977. 2 files | PR12.02.03 |
| Conference - [general] . -- 1975-1978. 2 files | PR12.02.04 |
| International Union for the Conservation of Nature - [proposed 1972] . -- 1968-1970. 1 file | PR12.02.05 |
| Conference Revenue Forecast - 1971-1972 . -- 1971-1972. 1 file | PR12.02.06 |
| Occupancies in Room Days 1965-1972 . -- 1971-[1972] 1 file | PR12.02.07 |
| Conference rates 1972 (comparative tables) . -- 1972. 1 file | PR12.02.08 |
| Thank-you Letters from conference participants - 1972 . -- 1972. 1 file | PR12.02.09 |
| BSFA World Cup February 1972 . -- 1972. 1 file | PR12.02.10 |
| Conference Marketing . -- 1972-1973. 1 file | PR12.02.11 |
| Y P O [Young Presidents' Organization] Conference . -- 1977. 2 files | PR12.02.12 |

Fundraising files

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| Fundraising files. -- 1970-1980 0.18m The series consists of records relating to bequests, donations and grants, primarily for scholarship trust funds. | PR13 |
| Fundraising - [General] . -- 1972-1979. 1 file | PR13.01.01 |
| BSFA French Chalet [Corporation] . -- 1970. | PR13.01.02 |
| Donner [Canadian] Foundation . -- 1970-1973. 1 file | PR13.01.03 |
| Du Maurier Council for the Performing Arts . -- 1973-1974. 1 file | PR13.01.04 |
| Samuel & Saidye Bronfman Family Foundation . -- 1974-1976. 1 file | PR13.01.05 |
| Devonian Foundation . -- 1974-1979. 2 files | PR13.01.06 |
| Muttart Foundation . -- 1980. 1 file | PR13.01.07 |
| Scholarship trust fund, bequests, donations . -- 1971-1974. 2 files | PR13.02.01 |
| Scholarship trust fund - [general] . -- 1974-1977. 1 file | PR13.02.02 |
| Scholarship trust fund - [general] . -- 1975-1978. 1 file | PR13.02.03 |
| Scholarship Summaries . -- 1974-1978. 1 file | PR13.02.04 |
| Scholarship Trust Funds - Fundraising . -- 1976-1978. 1 file | PR13.02.05 |
| William Townsend Memorial Scholarship Trust fFnd . -- 1973-1974. 1 file | PR13.02.06 |
| Boris Roubakine Trust Fund . -- 1974-1976. 1 file | PR13.02.07 |

Committee files

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| Committee files. -- 1973-1982 0.08m The series consists of records generated by the president relating to committees of The Banff Centre. | PR14 |
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Policy & Planning Committee

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| Policy [& planning] Committee . -- 1978. 1 file | PR14.01.01 |
| Policy and Planning Committee - memos . -- 1979-1982. 2 files <i>see FA finance and administration files for minutes</i> | PR14.01.02 |
| Policy & Planning Committee - Strategy for the 80's . -- 1982. 1 file | PR14.01.03 |
| Policy & Planning Committee (Productively Measures) . -- 1982-1984. 1 file | PR14.01.04 |

Management Committee & Management Review Committee

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| Management Committee [& Management Review Committee] - correspondence . -- 1974-1977. 1 file | PR14.02.01 |
| Management Review Committee . -- 1977-1979. 1 file <i>see FA finance and administration files for minutes</i> | PR14.02.02 |

Other Committees

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| Staff Committee . -- 1973-1974. 1 file | PR14.03.01 |
| Promotions Committee . -- 1976-1977. 1 file | PR14.03.02 |
| Safety Committee - [minutes of meetings] . -- 1976-1978. 1 file | PR14.03.03 |
| Salaries & promotion committee . -- 1978. 1 file | PR14.03.04 |
| 19th Legislature, number 18 . -- 1979. 1 file | PR14.03.05 |

Correspondence files

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| Correspondence files. -- 1966-1982 0.5m The series consists of correspondence of President David Leighton, including both general files and alphabetical files by name of correspondent. | PR15 |
| Correspondence [general] . -- 1966-1971. 1 volume textual records. -- 1 photograph | PR15.01 |
| Banff School - correspondence . -- 1969-1971. 1 file | PR15.02 |
| Correspondence D.S.R. Leighton -Personal Correspondence . -- | PR15.03 |

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| 1969-1982. 1 file | |
| J.A. Barnhill - [correspondence] . -- 1971-1972. 1 file | PR15.04 |
| Correspondence - U. S. Consul . -- 1973, 1976. 1 file | PR15.05 |
| Correspondence A-Z . -- 1971-1978. 29 files | PR15.06 |
| Correspondence A-Z . -- 1976-1982. 20 files | PR15.07 |

Miscellaneous files

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| Miscellaneous files. -- 1970-1982. 0.15m The series consists of records on various subjects, not appropriate for filing in other series. | PR16 |
| Donald Cameron Exemplar if Canadian Education [paper by Edward Oke] . -- 1970. 1 file | PR16.01 |
| No Small Plans [Donald Cameron biography] [drafts] . -- [1970-1971]? 2 files | PR16.02 |
| No Small Plans [Donald Cameron biography] [general] . -- 1971-1974. 1 file text and 1 B & W photograph | PR16.03 |
| BSFA Accommodation (Complimentary) . -- 1971-1972. 1 file | PR16.04 |
| Christmas [card list, memos, etc.] . -- 1971-1972. 1 file | PR16.05 |
| BSFA Harvie portrait . -- 1971-1974. 1 file | PR16.06 |
| Educational Institutions, Colleges, Universities, etc . -- 1971-1977. 2 files | PR16.07 |
| Educational Institutions, Colleges, Universities, Camps . -- 1976-1980. 1 file | PR16.08 |
| National Parks - Brief on Lake Louise - D.S.R. Leighton March 1972 . -- 1972. 1 file | PR16.09 |
| Special events & guests . -- 1972. 1 file | PR16.10 |
| Corbett Chalet - [opening ceremonies] . -- 1973. 1 file | PR16.11 |

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| Naming of chalets [Building Naming Ceremonies] . -- 1975-1976. 1 file | PR16.12 |
| Queen's University . -- 1980. 1 file | PR16.13 |
| Subscriptions . -- 1980-1981. 1 file | PR16.14 |
| Nature Conservancy of Canada . -- 1981. 1 file | PR16.15 |
| The Banff Pavilion . -- 1982. 1 file | PR16.16 |