

RECORD GROUP 117

VOLUME 1

FILE 1
(PART 7)

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Vol. 1
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AHM/L

Ottawa, May 19th, 1948.

PERSONAL & CONFIDENTIAL

F. G. Shears, Esq.,
Director,
Office of the Custodian,
Royal Bank Building,
Vancouver, B. C.

Dear Mr. Shears:-

I am pleased to inform you that the Minister has finally approved an adjustment of salary for yourself, Mr. Good and Mrs. McArthur, such adjustment to be retroactive to October 1st, 1947.

It will be in order, therefore, for you to instruct Mr. Good to issue adjustment cheques immediately as follows:-

| | <u>Present</u> | <u>Adjusted</u> |
|---------------------|----------------|-----------------|
| F. G. Shears | \$5,400.00 | \$6,000.00 |
| B. Good | 4,380.00 | 4,800.00 |
| Mrs. A. G. McArthur | 4,200.00 | 4,500.00 |

I would also suggest that the income tax be immediately deducted from the adjusting cheques so that each of you will not be faced with a bulk amount to be paid at the end of the year, due to the fact that you are going to receive revenue in this year that really belongs to last year. This is a suggestion made by Dr. Coleman.

Yours sincerely,

A. H. MATHIEU
Assistant Deputy Custodian

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March 31, 1948

MEMORANDUM FOR MR. MATHIEU

RE: Vancouver Office

Advice has been received from the Vancouver Office in regard to the following staff changes:

Left

Miss Eleanore Mary Young - Typist - - March 11, 1948.

New Members

| Name | Last Employer | Date of Appointment | Duties | Salary |
|---|-----------------------------|---------------------|---------------------------------|----------------|
| NOBLE, Robert William (57 years) | Dept. of Labour | March 22/48 | Reviewing files for Jap. Claims | \$200.00 month |
| PARKER, Basil Mason (67 years) | Barclay's Bank, London | March 22/48 | Reviewing files for Jap. Claims | \$175.00 " |
| SCOBY, Mary Margaret, (Mrs.) (45 years) | Dept. of Labour | March 5/48 | Stenographer | \$130.00 " |
| WANSTALL, Margaret, H. L. (Mrs.) (31 years old) | Dept. of Veterans' Affairs | March 22/48 | Stenographer | \$120.00 " |
| LARSEN, Beth, Ingeborg (Miss) (26 years of age) | Canadian Industries Limited | Mar. 17/48 | Typist | \$115.00 " |

It would be appreciated if you would have these appointments approved by Dr. Coleman.

The present number of employees in the Vancouver Office totals 34.

Recommended for approval
KWW/JF

Approved
K. W. BRIGHT
31/3/48

CANADA
DEPARTMENT OF THE SECRETARY OF STATE
OFFICE OF THE CUSTODIAN

ADDRESS ALL
 COMMUNICATIONS
 TO THE
 CUSTODIAN'S OFFICE
 PLEASE REFER
 TO
 FILE NO.

March 3, 1947

STAFF POSITION OF THE VANCOUVER OFFICE

| NAME | SALARY | GRADE | OCCUPATION |
|---------------------|-----------|-----------|-------------------------------|
| Miss H. Allan | \$ 115.00 | 1280 | 26 Stenographer |
| Mrs. A. Cleaver | 115.00 | 1280 | 27 Stenographer |
| Miss J. Cousineau | 115.00 | 1280 | 28 Stenographer |
| Miss M. Davidson | 130.00 | 1410 | 17 Secretary |
| Miss C. Girard | 130.00 | 1410 | 18 Clerk, Chattels |
| Mrs. A. Hansen | 135.00 | 1620 | 19 Secretary |
| Mrs. P. Harrop | 165.00 | 1920 | 20 Secretary to Director |
| Mrs. E. Levesky | 130.00 | 1510 | 21 Secretary |
| Miss C. Mason | 130.00 | 1510 | 22 Supervisor, Filing |
| Miss F. Matheson | 200.00 | 2450 | 23 Supervisor, Protection |
| Mrs. A. G. McArthur | 350.00 | 4200 | 24 Supervisor, Administration |
| Miss L. McKinnon | 130.00 | 1510 | 25 Secretary |
| Miss M. Pollard | 130.00 | 1510 | 26 Secretary |
| Miss B. Reiser | 130.00 | 1510 | 27 Secretary |
| Mrs. M. Robertson | 140.00 | 1670 | 28 Secretary |
| Miss M. Schofield | 130.00 | 1510 | 29 Secretary |
| Miss E. Sheas | 105.00 | 1240 | 30 Bookkeeper |
| Miss A. Spratt | 125.00 | 1500 | 31 Secretary |
| Miss G. Yearwood | 105.00 | 1240 | 32 Filing Clerk |
| Mr. R. G. Bell | 260.00 | 3120 | 3 Administration |
| Mr. D. A. Cramer | 260.00 | 3120 | 4 Titles |
| Mr. E. R. Dusenbury | 260.00 | 3120 | 5 Administration |
| Mr. B. Good | 365.00 | 3120-4150 | 6 Comptroller |
| Mr. W. J. Johnston | 260.00 | 3120 | 7 Administration |
| Mr. Ian Macpherson | 275.00 | 3380 | 8 Titles |
| Mr. W. H. Nutter | 230.00 | 2740 | 9 Accountants |
| Mr. G. A. Peters | 275.00 | 3380 | 10 Administration |
| Mr. C. H. Reed | 300.00 | 3680 | 11 Cashier |
| Mr. F. G. Shears | 450.00 | 5400 | 12 Director |
| Mr. W. Wills | 200.00 | 2400 | 13 Chattels |

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October 12, 1946

MEMORANDUM

TO: MR. A. H. MATHIEU
 FROM: MR. K. W. WRIGHT
 RE: Vancouver Office

I return Mr. Shears' letter of the 7th instant in order that you may advise him as to the arrangements made for audit by the Vancouver Branch of the Price, Waterhouse Firm.

Mr. Shears suggests that only files pertaining to property handled by Messrs. P. S. Ross & Sons should be transferred to Ottawa. I think he should be informed that apart from these, all files of residents of Japan should come here, as many were not dealt with by Messrs. P.S. Ross & Sons, but were handled by the Enemy Section itself.

As to Internees, it would also appear advisable to transfer all files and ledger accounts which were not transferred to the Evacuee Section. Many were completed by the Enemy Section, and for this reason it was not necessary for the Evacuee Section to take part in the administration of such cases. These are matters which may be dealt with, however, by the representatives of this office when they visit Vancouver following completion of the audit. I do not feel that it is possible to iron out all details of transfer from here and had this in mind when writing my memo to you under date of September 15th, 1946.

When I was in Vancouver, arrangements were made to have Mr. Sheppard proceed with the formal winding-up of 30 or more Companies, and you will recall that I sent down the necessary formal orders, which were signed by Dr. Coleman and returned early in September. No reports on progress have as yet been received, but if these matters were attended to promptly, this work should be well under way now and, for the most part, completed by the time the audit takes place. This work should be speeded up in order that transfer of all enemy assets to Ottawa may be effected by the end of this year.

If there are any Ottawa cases in the Vancouver Office which may not come under the head of current matters, all such should be immediately reported to Ottawa and closed out by the Vancouver Office. These files and ledger accounts should also be sent to Ottawa, when the time arrives for transfer.

K. W. WRIGHT

KWW/JF
 Attach.

| | 1945 | | 1946 (Aug) | |
|------------------|------|---------|------------|---------|
| Male Employees | 20 | \$4,250 | 15 | \$3,530 |
| Female Employees | 29 | 3,383 | 29 | 3,407 |
| Total | 49 | \$7,633 | 44 | \$6,937 |

MR. MATHIEU

CANADA
DEPARTMENT OF THE SECRETARY OF STATE
Office of the Custodian

Vancouver, B.C.
June 26th, 1947

Mr. K. W. Wright,
Counsel to the Custodian,
Victoria Bldg., 7 O'Connor St.,
Ottawa, Ontario

Dear Mr. Wright:

In response to your request contained in your letter of 24th instant, as the 30th June is only a few days away I will, as soon as we take off our balance for that date, mail you a summary of the standing of Japanese accounts as at 30th June, following the details asked for in your letter.

The figures given in the last paragraph of your letter do not quite cover the situation, so I am listing below the figures which correctly show the May disbursements:-

| | Evacuees | Ex-Internees |
|-----------------------------|---------------|--------------|
| Balance @ 30th, April, 1947 | \$ 820,984.69 | \$ 23,807.71 |
| Add Receipts 1-31 May, 1947 | 29,280.11 | 1,135.28 |
| Balance @ 31st May, 1947 | 850,264.80 | 24,943.09 |
| Disbursed during May | 777,752.73 | 22,249.44 |
| | 72,512.07 | 2,693.65 |

or a total May disbursement of \$75,205.72.

You will readily understand that although the Ex-Internees are now treated as Evacuees we still carry the accounts in our Number 2 Account until such time as we have closed out all those which can readily be closed- this for ease in reference at any later date, as it avoids a great deal of bookkeeping work which would have to be carried on to no advantage.

I can assure you that every effort is being made to disburse the funds as rapidly as possible and that this will continue without any let-up.

During May we issued on these accounts a total of 590 cheques of which one cheque covered 87 individual accounts for free balances paid to the Treasury Department on account of repatriates.

| | | |
|------------------|--------------|---------------|
| | 1945 | 1946 (Aug) |
| Male Employees | 20 - \$4,250 | 15 - \$ 3,530 |
| Female Employees | 29 - 3,383 | 29 - 3,407 |
| Total | 49 - \$7,633 | 44 - \$ 6,937 |

-2-

In addition to the figures you ask for I will endeavour to give you some additional information:- Approximately 90 cheques have so far been refused, sent back to us, and re-deposited to credit of the individual accounts; these show up in the total balance at approximately \$2,000.00. Certain accounts are being paid out in monthly payments only, at the request of the Department of Labour, Japanese Division. I have not the figures available at present but will endeavour to give you a figure to cover these two items after 30th June.

I remain,

"B. GOOD"

| | 1945 | 1946 (Aug) |
|------------------|--------------|---------------|
| Male Employees | 20 - \$4,250 | 15 - \$ 3,530 |
| Female Employees | 29 - 3,383 | 29 - \$ 3,407 |
| Total | 49 - \$7,633 | 44 - \$ 6,937 |

AHM/M

PERSONAL &
CONFIDENTIAL

Victoria Building, 7 O'Connor St.,
Ottawa, Ontario, October 2nd, 1946.

Dear Mr. Shears,

On his return to Ottawa Mr. Wright reported fully the action taken by both of you relative to the reduction of expenses through curtailment of staff and overhead. This has the approval of both Dr. Coleman and myself and I am taking the necessary action to have our official Auditors, Messrs. Price, Waterhouse & Co., of Montreal, audit the books and records of the enemy section of the Vancouver Office preparatory to moving all the assets and records to be centralized at the Ottawa Office.

As soon as I have concluded arrangements with the Auditors I will inform you so that you may make the necessary arrangements to expedite and facilitate their work. I do not know, of course, how long it will take to audit the enemy section records but I do hope that it will be finished in time for you to carry out the proposed reduction at the end of this year.

I also wish to refer to your letter of September 7th and note that a certain number of changes have already been arranged for and the parties concerned advised.

I note also your memorandum to Col. McPherson, which has been placed before Dr. Coleman, wherein you recommend an increase of 10% for those members of the staff who will remain after the adjustment. Mr. Wright also refers to this in his memo to me and I am pleased to inform you that your recommendation has been approved by Dr. Coleman, to become effective as of September 1, 1946. In your own personal case Dr. Coleman has approved an increase of \$50.00 per month.

I have no doubt you will do the necessary to adjust the salaries on the new scale.

Yours sincerely,

F. C. Shears, Esq.,
Director,
Office of Custodian,
506 Royal Bank Building,
Vancouver, B.C.

A. H. MATHIEU
Assistant Deputy Custodian.

120 - \$14,900 93 - \$13,136 70 - \$10,097

1945

| | | | | | | | |
|------------------|---|----|---|---------|----|---|----------|
| Male Employees | - | 20 | - | \$4,250 | 15 | - | \$ 3,530 |
| Female Employees | - | 29 | - | 3,383 | 29 | - | \$ 3,407 |
| Total | - | 49 | - | \$7,633 | 44 | - | \$ 6,937 |

1946 (Aug)

September 15th, 1946.

MEMORANDUM FOR MR. A. H. MATHIEU

Re: Vancouver Office

Since returning from Vancouver I have dealt with numerous reports and other matters, all of which have been the subject of discussion on several occasions in your office. I feel that you have a clear picture of the situation which now exists, as well as the problems with which we are confronted in order to attain our present objective, viz., reduction of expense through curtailment of staff and general overhead.

The staff of the Vancouver office is now comprised of 44 persons and in my letter to Dr. Coleman, from Vancouver, under date of August 14th, 1946, being the day of my departure from that city, I suggested that in the course of the next few months it would be possible to reduce the staff to approximately half of the present number. This is to be accomplished by adoption of a plan which provides for more rapid distribution of funds to Japanese evacuees. The plan was outlined in the attached memo which Mr. Shears read to the entire staff the last afternoon I was in Vancouver. This was also presented and received the approval of both Dr. Coleman and yourself, since my return.

In accord with your instructions, I wrote to Mr. Shears under date of the 5th instant, and requested him to forward a list of those members of the staff whose services might be dispensed with by the end of the year. Mr. Shears replied under date of September 7th, 1946, and indicated that the matter of reduction of staff was also taken up during Colonel McPherson's visit, and that recommendation had been put forward allowing for the retirement of 18 members between now and the 1st day of January next. I agree with the recommendation made. This will bring the number on the payroll down to 28.

Mr. Shears also pointed out in his letter, that since my visit, three offices known as Suite 509, have been vacated, thereby effecting a considerable saving in rent.

A record of the number of employees and the total monthly salaries at the end of each year, and at the present time, is as follows:

| | 1942 | 1943 | 1944 |
|------------------|----------------|---------------|---------------|
| Male Employees | 47 - \$8,691 | 36 - \$7,400 | 29 - \$5,990 |
| Female Employees | 73 - \$6,209 | 57 - 5,736 | 41 - 4,107 |
| Total | 120 - \$14,900 | 93 - \$13,136 | 70 - \$10,097 |
| | 1945 | 1946 (Aug) | |
| Male Employees | 20 - \$4,250 | 15 - \$3,530 | |
| Female Employees | 29 - 3,383 | 29 - 3,407 | |
| Total | 49 - \$7,633 | 44 - \$6,937 | |

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Reference has been made in earlier communications which I addressed to you, that the movement of over 3,000 Japanese to Japan created a great deal of additional work for our Vancouver office during the past year. This necessitated the retention of the present staff during 1946.

Proposed reductions are based on the transfer of about 1800 files, together with accounts to the Ottawa office and I submit that the time is now opportune to deal with this matter. We are all agreed that centralization of enemy assets in the Ottawa office is desirable and I therefore recommend that transfer be effected within the next few months. The accounts of the Enemy Section in Vancouver have not, however, been audited and it is my considered opinion that an audit should be conducted prior to transfer. May I point out that Messrs. P. S. Ross & Sons were appointed controllers of practically all the Japanese enemy companies in British Columbia and it might therefore be desirable to engage some other firm to audit the books. If you agree that an audit should be made I suggest that instructions be issued to the appointed firm to proceed with the work with the least possible delay.

Following the audit it would appear necessary to have two representatives from this office visit Vancouver in order to complete arrangements for transfer. I therefore recommend that if time does not permit your personal attendance, our Comptroller should be present in order to gain first hand knowledge of the existing records from members of the accountants staff in the Vancouver office.

During my inspection visits in January and August last, I was impressed with the need for more frequent visitations, and in this Mr. Shears concurred.

Colonel McPherson in a memo addressed to the Minister under date of December 23rd, 1942, recommended in part, as follows:

"That the Vancouver office be left to operate as an entity for the present and that close liaison between Ottawa and that office exist.

That it is highly desirable that somebody from Ottawa visit Vancouver at least every two months to review the situation with the Acting Director."

Due to the fact that the volume of work in Vancouver has decreased since the above report was made, I do not think it necessary to send a representative from here every two months, but someone should spend at least two weeks there every three or four months in order to assist Mr. Shears. The mopping up process reveals unexpected problems and I have reason for suggesting that he very much prefers to discuss these, rather than depend on correspondence at such long a range.

If the audit could be completed late this fall, a visit of inspection at that time would, therefore, serve a two fold purpose.

Mr. Shears in his report to Colonel McPherson refers to salary changes for those remaining, and recommends an approximate increase of 10%, except in one or two cases where special consideration might be given. Mr. Shears spoke to me about this when I was in Vancouver and I promised to bring the matter to the attention of Dr. Coleman and yourself, but time has not permitted my doing so other than in a general way. The

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Salary list received from Mr. Shears a few days ago discloses initial salaries, increases and present salaries. I consider the suggestion of a 10% increase very reasonable in the light of advanced living costs and the salaries paid, as shown on the attached list. My understanding is that such increases would only apply to those who are to be retained. In my opinion an exception should be made in regard to Mr. Shears personally and that a higher award should be granted. Mr. Shears work speaks for itself and I consider it most fortunate that the Department has Mr. Shears to watch over the western organization with its multitude of contentious and at times vexatious problems.

Summarizing curtailment of expense plans may I point out that reductions to conform to the attached chart will bring the monthly payroll down to \$5,016.00, on existing scale of pay. Mr. Shears estimates a saving of roughly \$1,900.00. In addition rent charges will be less and next month's returns from the Vancouver office will furnish figures as to the exact amount. Provided a 10% increase is granted to the members of the staff who remain, we will still effect a monthly saving of \$1,400.00 plus the difference in rental outlay.

KWW/MEEM

Approved
K. W. Wright
Sept. 1/46 - in view of
found 8/26 d/c. Shear increase 8/26 d/c.

27/9/46

I recommend an immediate audit of the current section in Vancouver by our own auditors Mrs. Waters, etc. preparatory to moving to and centralizing in Ottawa office.

28/9/46

Approved
28/9/46
d/c.

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August 26, 1946.

COLONEL G. W. McPHERSON.

As a result of our conference regarding the Staff position, I am submitting this memorandum.

A record of the number of employees and the total monthly salaries at the end of each year and at the present time is as follows:

| | | | | | |
|----------------|-----------|-----------|-----------|-----------|------------|
| | 1942 | 1943 | 1944 | 1945 | 1946(Aug.) |
| Male Employees | 47 \$8691 | 36 \$7400 | 29 \$5990 | 20 \$4250 | 15 \$3530 |
| Female | 73 \$6209 | 57 \$5736 | 41 \$4107 | 29 \$3383 | 29 \$3407 |
| | 120 | 93 | 70 | 49 | 44 |
| | \$15000 | \$13136 | \$10097 | \$7633 | \$6937 |

It will be seen therefore that there has been a continual reduction since the office was organized. This might have been more marked during the present year except for the fact that the movement of over 3000 Japanese to Japan has created considerable additional work during the past several months. Some of the staff have been required to visit various Department of Labour Interior Housing projects for the purpose of receiving cash and securities which the Japanese were required to deliver in order that arrangements might be made for yen equivalent to be secured by them in Japan. Other members of the staff have been required to review the Files concerned so that the correct amount of "Free balance" could be made available for the same purpose. In this connection the amounts dealt with were as follows:

| | |
|-------------------------|---------------------|
| Cash surrendered | \$811,189.00 |
| Free balances available | <u>\$154,972.00</u> |
| | \$966,161.00 |

Arrangements for the return of a further number of voluntary repatriates is now being arranged by the Department of Labour requiring the co-operation of this office.

While liquidation is mainly complete there are approximately 35 properties still available for sale and about 30 properties owned by Organizations which up to the present have not been included in the policy of liquidation.

At the end of July the number of Ledger accounts was reduced to 3842 the amount of Evacuee money involved being \$1,418,671.00. In the interview which we had with Mr. Pickersgill he expressed the opinion that it was still desirable to continue monthly payments to those residing in housing projects rather than send the full amount at their credit. However the number living in these camps is now considerably reduced and further movement to the East and to Japan will improve this situation. Every effort will now be made to remit the total available funds to all Japanese residing outside the Department of Labour projects.

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Colonel G.W. McPherson

2.

August 26, 1946.

A review of every file is also proceeding for the purpose of summarising the administration and liquidation of each property and the handling and disposition of chattels. The amount of detail involved can only be appreciated by actual experience. I drew your attention to a memorandum which I prepared for Mr. Wright in regard to a modification in the detailed review concerning Chattels. If this is adopted it is expected that progress in closing Files will proceed more rapidly.

I discussed with you a further reduction of Staff and am prepared to recommend that by the end of the year the services of four men and ten or eleven women may be dispensed with. This would make a reduction of about \$1900 per month. Changes in salaries have so far only been made when responsibilities have been increased. I do feel however that with the reduction suggested above that it will be very desirable to make some adjustment with those whose services will be required for some while longer. No allowance has been made for the definite increase in the cost of living in Vancouver and present salaries are not as high as many of our former staff are now receiving in other employment. Even for those remaining the employment is still on a temporary basis and we concluded that an approximate increase of 10% should be made and that in one or two cases some special consideration was required. While this would mean an adjustment of five or six hundred dollars a month, taken in conjunction with the reduction in staff, an overall saving of twelve or thirteen hundred dollars per month would be made. In addition to this some curtailment in office space will be made as soon as this is possible thereby effecting a further reduction in overhead expenses.

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Staff position by December 31st, 1946.

F.C. SHEARS - Mrs. Harrop
Director

SECRET
Miss D. Graham

State Files & Associations
Mrs. McArthur - Miss A. Spratt

ACCOUNTING DEPARTMENT

B. Good

Cashier

C.H. Reed

Ledgers

W.G. Butler

Stenoographer
Miss B. Reiser

Filing Room

Miss G. Mason
Miss C. Yarnwood

Settlement Board

Mrs. J. Hoessle

Administration & Review of Real Property & Chemical Files

R.G. Ball B.R. Dusenbury W.J. Johnston G.A. Peters I. Macpherson D.A. Cramer Mrs. E. Robertson
Miss P. Pollard Miss D. Davidson Miss H. Schofield Mrs. E. Lowesky Miss J. Spratt

Miss F. Matheson

W. Hills

Miss C. Ufford

Miss L. McKinnon

| | DATE CAME | INITIAL SALARY | INCREASES | | PRESENT SALARY | OCCUPATION | |
|-----------------|--------------|-------------------|-----------------|---------------|-------------------|-------------------|---------------------|
| H. | Oct/45 | \$100 | | | \$100 | Stenographer | |
| arter, Mrs. | Oct/45 | 100 | | | 100 | " | |
| Cleaver, Mrs. | Feb/46 | 100 | | | 100 | " | |
| Cousineau, I. | Feb/46 | 100 | | | 100 | " | |
| Davidson, D. | Jan/45 | 89 | \$106 July/45 | \$115 Nov/45 | 115 | Secretary | |
| Dougherty, G. | Nov/44 | 89 | \$106 July/45 | \$117 June/46 | 117 | Asst. Cashier | |
| Foy, J. | June/43 | 87.75 | \$100 May/44 | \$106 July/45 | \$135 Sept/45 | 135. | Asst. Secretary |
| Girard, C. | Nov/42 | 80 | \$87.75 May/43 | \$100 Aug/45 | \$115 Aug/45 | 115 | Clerk, Chattels |
| Graham, D. | May/42 | 75 | \$105 May/43 | \$129 Aug/44 | \$135 July/45 | 135 | Ex. Secretary |
| Hamilton, Mrs. | Mar/45 | 89 | \$95 July/45 | \$106 June/46 | 106 | Bookkeeper | |
| Harrop, Mrs. | April/42 | 75 | \$115 Dec/42 | \$129 Mar/44 | \$150 July/45 | 150 | Secty. to Director |
| Hossie, Mrs. | June/46 | 95 | | | 95 | Switchboard Op. | |
| Huntley, Mrs. | Aug/43 | 52.65 | \$64.35 Nov/43 | \$83 Mar/44 | \$95 Nov/45 | 95 | Filing Clerk |
| Levesky, Mrs. | Mar/42 | 75 | \$87.75 June/43 | \$94 Aug/44 | \$115 Nov/45 | 115 | Secretary |
| Lewis, M. | Nov/43 | 52.65 | \$65 May/44 | \$89 Apl/45 | \$95 Nov/45 | 95 | Stenographer |
| Mason, G. | July/42 | 80 | \$89 Mar/44 | \$100 July/45 | \$117 Sept/45 | 117 | Supervisor Filing |
| Matheson, F. | Dec/42 | 112 | \$117 May/43 | \$150 Oct/45 | 150 | Asst. Protection | |
| Mathieson, M. | Feb/46 | 100 | | | 100 | Stenographer | |
| McArthur, Mrs. | Mar/42 | 130 | \$200 Aug/42 | \$300 Oct/43 | \$325 June/45 | 325 | Sup. Administration |
| McKinnon, L. | Jan/45 | 89 | \$100 July/45 | \$106 Nov/45 | 106 | Stenographer | |
| Pollard, P. | Mar/42 | 75 | \$87.75 May/43 | \$94 Aug/44 | \$115 Nov/45 | 115 | Secretary |
| Reiser, B. | June/42 | 75 | \$90 Sept/42 | \$94 Mar/44 | \$115 Nov/45 | 115 | Stenographer |
| Roberts, J. | Mar/46 | 65 | | | 65 | Office girl, Mail | |
| Robertson, Mrs. | Nov/43 | 87.75 | \$94 Aug/44 | \$115 Nov/45 | 115 | Secretary | |
| Shaw, E. | Nov/42 | 52 | \$83 Mar/44 | \$89 June/45 | \$95 Nov/45 | 95 | Bookkeeper |
| Schoffield, H. | July/43 | 87.75 | \$106 July/45 | \$115 Nov/45 | 115 | Secretary | |
| Spratt, A. | Apl/42 | 75 | \$90 Sept/42 | \$100 Aug/44 | \$115 Nov/45 | 115 | Secretary |
| Spratt J. | Sept/42 | 80 | \$94 Aug/44 | \$106 Nov/45 | 106 | Secretary | |
| Yearwood, G. | June/44 | 83 | \$89 July/45 | \$95 Nov/45 | 95 | Filing Clerk | |

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| Name | Date came | Initial Salary | Salary changes | | | | Present Salary | Title | |
|----------------|--------------|-------------------|--------------------|------------------|---------------------|------------------|-------------------|-------|----------------|
| | | | Date | Amount | Date | Amount | | | |
| Anderson W.E. | Apl.'42 | \$150 | Oct.'42 | \$200 | May '43 | \$250 | Sep.'45 | \$275 | Administrative |
| Bell R.G. | July '42 | \$200 | Apl.'43 | \$207 | June '43 | \$215 | June '45 | \$232 | -do- |
| Cramer D.A. | Sep.'42 | \$160 | Aug.'43 | \$207 | | | June '45 | \$232 | Titles |
| Dusenbury B.R. | Oct.'42 | \$175 | Aug.'43 | \$182 | June '45 | \$207 | Oct '45 | \$232 | Administration |
| Good B. | Aug.'42 | \$300 | | | | | | | |
| Iverson W.J. | Nov.'42 | \$150 | May '43 | \$158 | | | June '45 | \$325 | Comptroller |
| Johnston W.J. | May '43 | \$158 | Jul.'43 | \$182 | | | Mar '44 | \$182 | Chattels |
| Mackedie R.B. | Oct.'42 | \$175 | Apl.'43 | \$182 | | | June '45 | \$232 | Administrative |
| McPherson Ian | Apl.'42 | \$200 | | | | | Apl.'42 | \$182 | Chattels |
| Nutter W.G. | Nov.'44 | \$182 | | | | | July '42 | \$250 | Titles |
| Peters G.A. | May '43 | \$207 | Aug.'44 | \$232 | | | June '45 | \$207 | Accounting |
| Reed C.H. | June '42 | \$175 | Sep '42 | \$225 | March '43 | \$232 | Dec.'45 | \$250 | Administration |
| Spain G.B. | Mar '42 | \$150 | | | | | May '45 | \$275 | Cashier |
| Wills W. | Dec.'42 | \$135 | May '43 | \$148 | | | May '42 | \$250 | Chattels |
| Shears F.G. | Apl.'42 | \$300 | Sep '42 | \$350 | | | Jan '44 | \$182 | -do |
| | | | | | | | Dec.'42 | \$400 | Director. |