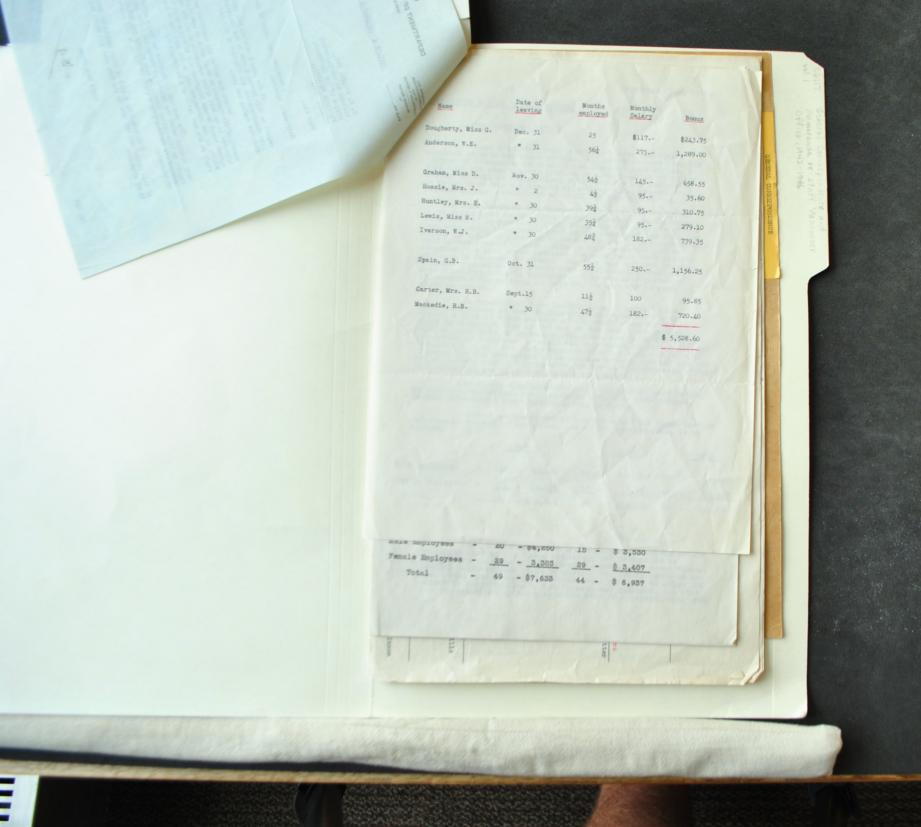
RECORD GROUP 117 VOLUME 1 FILE GENERAL
CORRESPONDENCE &
MEMORANDA RE STAFF,
VAN COWER OFFICE
1942-46

File No. J-65 December 11, 1946 MEMORANDUM TO: MR. A. H. MATHIEU FROM: MR. K. W. WRIGHT RE: Vancouver Office Retirement Bonus In accord with your instructions, I advised Mr. Shears, under date of September 5, 1946, that the practice of allowing one month's salary for every year of service or proportion thereof, was to be followed in Vancouver. The monthly statements lead me to believe that the allowance was not being made and a report was asked for on the 2nd instant. Mr. Shears' reply is attached. You will note several were employed for nearly 5 years. They did not leave of their own accord (Miss Graham excepted). They did not benefit by 10% increase. I am of opinion that bonus should be granted. Mr. Shears states that unless it is completely retroactive, a certain discrimination would arise. I would like to discuss this after you have had opportunity to consider. K.W. WRIGHT KWW/JF Attach. asia amployees - 20 - 34,250 15 - \$ 3,530 Female Employees - 29 - 3,383 29 - \$ 3,407 - 49 - \$7,633 44 - \$ 6,937 Total

CANADA DEPARTMENT OF THE SECRETARY OF STATE 506 Royal Bank Building, Vancouver, B.C. PRIVATE & CONFIDENTIAL 7th December, 1946. K. W. Wright, Esq., Gounsel to the Custodian, Office of the Custodian, Victoria Building, Ottawa, Ont. Dear Ken, I received your letter of the 2nd instant in regard to Retirement Bonuses. At the time I received your letter of September 5th in regard to this matter I came to the conclusion that taking everything into consideration the adoption of this policy should perhaps begin Unless the matter was completely retroactive a certain amount of discrimination would arise at some point or another. It appeared to me that after completion of all the changes which it was agreed would become progressively effective until the end of the year would, in the circumstances, be the best time to place the remaining staff on the new basis of a Retirement Bonus. The question of salaries has been a matter which has been very closely under the control of Ottawa and I feel that a decision in regard to this matter should be made at your end, and if any retroactive changes are decided upon I would of course be very pleased to make the I am attaching a list of those persons who would be affected if this matter was set back to the time when this matter was first brought Yours very truly, FGS/PMH mais multiployees - 20 - 94,200 ID - \$ 0,000 7emale Employees - <u>29</u> - <u>3,383</u> <u>29</u> - <u>\$ 3,407</u> - 49 - \$7,633 44 - \$ 6,937



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 cocasions 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 adoption of a plan which provides for more rapid distribution of plan which provides for more rapid distribution of funds of the plan which provides for more rapid distribution of the plan which provides for more rapid distribution of the contract of 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 1s members between now and the 1st will bring the number on the payroll down to 28.

Mr. Shears also pointed out in his letter, that since thereby effecting a considerable saving in rent.

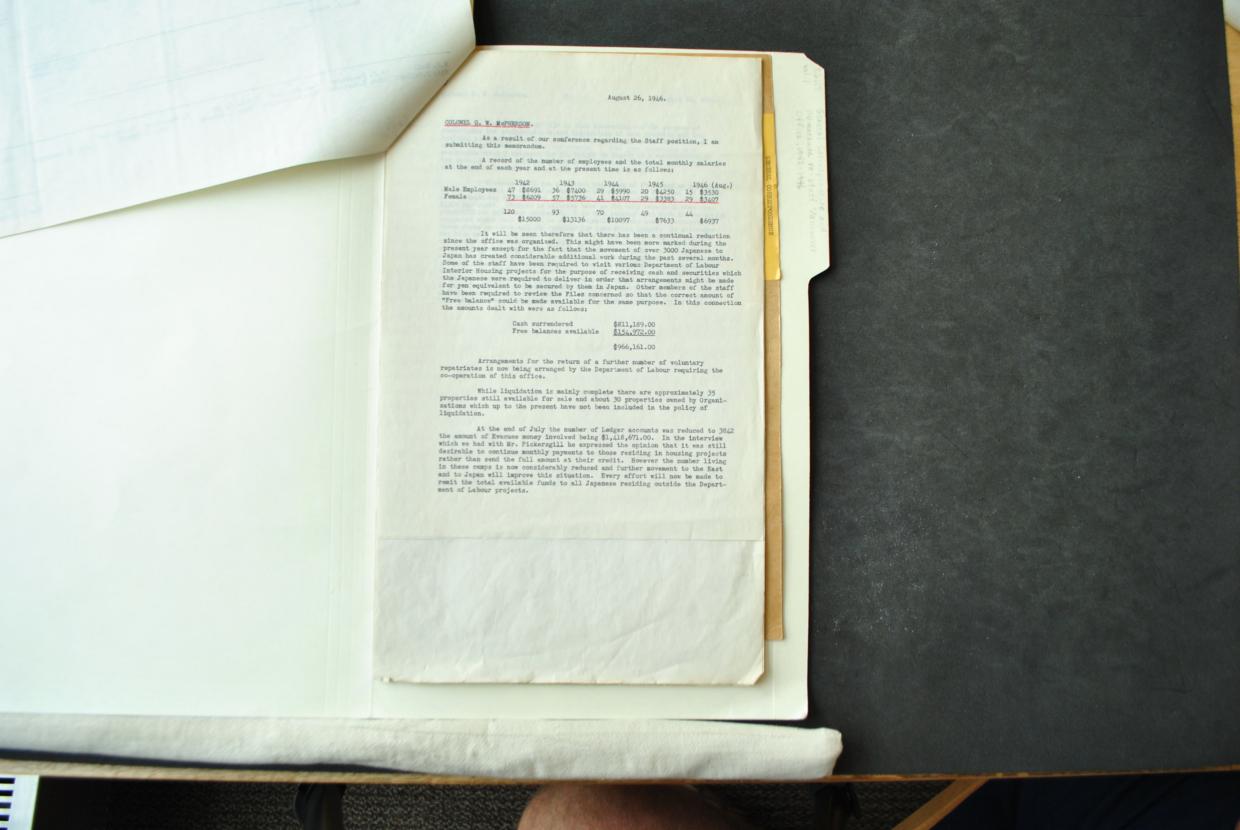
A record of the number of employees and the total monthly follows:

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

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clonel G. W. McPherson 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 (battels. 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 log should be made and that ine one or two cases some special consideration was required. While this would men 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.

HANCE	DATE	INITIAL SALARY		RESENT	OCCUPATION
Allan, H.	0ot/45	\$100		100	Stenographer
Carter, Mrs.	Oct/45	100		100	the state of the state of the
Cleaver, Mrs.	Feb/46	100		100	
Cousineau, I.	Feb/46	100		100	711100
Davidson, D.	Jan/45	89	\$106 July/45 \$115 Nov/45	115	Secretary
Dougherty, G.	Nov/4L	89	\$106 July/45 \$117 June/46	117	Asst. Cashier
Foy, J.	June/43	87.75	\$100 May/44 \$106 July/45 \$135 Sept,4	135.	Asst. Secretary
Girard, C.	Nov/42	80	\$87.75 May/43 \$100 Aug/45 \$115 Aug/	115	Clerk, Chattels
Graham, D.	May/42	75	\$105 May/43 \$129 Aug/44 \$135 July/	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 \$150July/	150	Secty. to Director
Hossie, Mrs.	June/46	95		95	Switchboard Op.
Huntley, Mrs.	Aug/43	52.65	\$64.35Nov/43 \$83 Mar/44 \$95 Nov/45	95	Filing Clerk
Levesky, Mrs.	Mar/42	75	\$87.75 June/43894 Aug/44 \$115 Nov/45	115	Secretary
Lowis, H.	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/	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.	Mov/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.	Ap1/42	75	890 Sept/42 \$100 Aug/44 \$115 Nov/45	115	Secretary
Spratt J.	Sept/42	80	\$94 Aug/44 \$106 Nov/45	106	Secretary
Tearwood, G.	June/44	83	\$89 July/45 \$95 Nov/45	95	Filing Clerk



West 431-Y N. W. 2960-R N. W. 389 PA 9000 MA 5695 AL 1351-Y AL 2090-Y BA 2028 BA 8020-Y MA 0898 BA 4238 BA 6585-L DE 0807-R West 375-M-1 West 1045-L-3 AL 1089-M ver North 1002-L West 464-R-3 KE 0246-R MA 3131 MA 8966 PA 5901 BA 7110-R PA 9431 North×950× AL 0956-L MA 9804 BA 9814-R

> Steveston 225 BA 116-R West 147-Y-1 KE 3664-L AL 2090-Y FA 4206-R

	STAFF MEMBERS
Alexander, R. P.	2307 Bellevue, WestVancouver
Anderson, W. A.	41311th St., New Westminster
Asquith, G. L.	4015th Street, New West.
Beattie, C. R.	217 Ritz Apts. Hotel
Bell, R. G.	606 Sylvia Court, Vancouver
Bell, W. G.	4675 West 6th Avenue
Coffey, H. R.	3823 West 11th Avenue
Cramer, D. A.	No. 43, 1507 West 12th Avenue
Davidson, D. A.	2636 West 11th Avenue
Douet, P.	1709 Haro Street
Dusenbury, B. R.	4412 Alexandra Street
Edmonds, W. F.	2415 West 14th Avenue
Gibson, S. M.	3880 Rumble Street
Good, B.	Picadilly North, Caulfield
Green, H. F.	Caulfield P.O. Cypress Park
Horton, J. W.	4384 West 12th Avenue
Iverson, W. J.	532 E. 16th Ave., North Vancouv
McAlister, A.	"Craigard", Caulfield
McArthur, Mrs. A. G.	1810 West 35th Avenue
McPherson, G. W.	No. 379 Hotel Vancouver
McPherson, Ian	2015 Haro Street
Mackedie, R. B.	2003 Haro Street
Milsom, G. D.	1075 Wolfe Avenue
Moryson, Jack	851 Bidwell, Ste. 22
WableyxkxxFx	Gapikano, Becces
Peers, G. F.	4409 West 9th Avenue
Read, Edgar T.	Tudor Manor
Reed, C. H.	1335 West 15th Avenue
Richardson, R. D.	4480 West 6th Avenue
Robinson, C. C.	Steveston, B. C.
Russell, P. H.	1226 West 13th Avenue
Shears, F. G.	
Smith, D. A.	2918 Marine Dr. West Vancouver
	5875 Elm Street, Vancouver
pain, G B.	3823 West 11th Avenue
Tre, W. S.	2740 Yukon Street

Demoranda re-staff Vand Office, 1942-1946



-	Arab, Mary	6426 Kerr Street	November 26, 1942.		
	Bonnycastle, Pegg	y 2031 West 45th Avenue	DE 0316-L	M	
	Bridson, Evelyn	3792 Lanark Street	KE 2351-L		
1	Broadbent, Olive	1436 Burnaby Street	FA 6224-Y		
1	Brooke, Mary	1545 West 13th Avenue	MA 1867		
	Burns, Jean	3649 West 19th Avenue	BA 2714	GI	
	Burraston, Emily	1572 Kings Ave., West Vancouver	AL 2993-L	GENERAL	
	Byrom, Emily	No. 5, 804 East 15th Avenue	West 943-L		
	Campbell, Mary	3410 West 41st Avenue		CORRESPONDENCE	
	Carroll, Florence	No. 6, 961 Howe Street	KE 1906-L	POND	
	Corker, Kay	2497 Cornwall Street	MA 0102	ENCE	
	Curtis, Faith	1391 West 1642 .	BA 7710-M		
	Dickinson, Margaret	3616 West 5th Avenue	KE 2975-M		
	Dixon, Catherine	3050 Oak Street	BA 5901		
	Docharty, Velma	2466 West 9th Avenue	KE 2702-Y	1	
	Donaghy, Nell	1349 Haro Street	BA 8059-L		
	Ephgrave, Nancy	175 E. Broadway	MA 9407		
	Fierheller, Isobel	- Da oddway			
	Foreman, Margaret	3192 West 36th Avenue	KE 2532		
	Forsyth, Lorna	3883 West 10th Avenue	AL 1940-L		
	Fox, Gertrude	Ste. 24, 1540 West 15th Avenue	BA 3390-L		
	Girard, Charlotte	4387 West 13th Avenue	AL 1441-L		
		1504 Bewicke Avenue, North Vancouve	r North 1127-I		
	Hale, Janet	Jobs Blenheim Street .	RA 8151 T		
		1466 Kings Ave., West Vancouver	West 904-R		
	Harrop, Phyllis	2806 King Edward Avenue	BA 9714-R		
	Hart, Bernice	2095 Beach Avenue	MA 5873		
	Hayes, Lilian	1656 Burnaby Street	- N 9079	1	
	Hodgson, Patricia	954-20th St., West Vancouver	West Off		
	Hopkins, Grace	1906 West 44th Avenue	West 865-R	100	
	Hunter, Pat	6608 East Boulevard	KE 2670-Y		
	Hyrn, Olga	2444 East 5th Avenue	KE 1631		
	Le Suer, Margaret	2528 Waterloo Street	HA 1273-R		
1	Lewis, Bertha	1301 Davie Street	BA 6889-R		
1		2455 West 5th Avenue	MA 5684	98	
I		2171 West 44th Avenue	BA 6407-R		
		ALTE West 44th Avenue	KE 0704-R		
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