

P. C. 10472

Privy Council

Canada

AT THE GOVERNMENT HOUSE AT OTTAWA

THURSDAY, the 19th day of NOVEMBER, 1942.

PRESIDENT:

HIS EXCELLENCY

THE GOVERNOR GENERAL IN COUNCIL:

WHEREAS The Minister of Mines and Resources reports that it is advisable to amend the Soldier Settlement Act, 1919, Chapter 188 of the Revised Statutes of Canada, 1927, in accordance with the tenor of the recommendations contained in the fifth report made to the House of Commons on July 17th, 1942, by the Special Parliamentary Committee on Land Settlement of Veterans of the Present War;

THEREFORE, His Excellency the Governor General in Council, on the recommendation of the Minister of Mines and Resources, and under the authority of the War Measures Act, Chapter 206 of the Revised Statutes of Canada, 1927, and notwithstanding anything contained in the said Soldier Settlement Act, is pleased to order and doth hereby order as follows:

1. On or before December 31st, 1943, a settler as defined by Section 2 of the Soldier Settlement Act, 1919, whose agreement with the Soldier Settlement Board or the Director of Soldier Settlement has not been terminated, rescinded or assigned, may

(a) make application to the Director for an extension of the terms of his agreement with the Director, and the Director may at his discretion grant such settler an extension of terms not exceeding twenty years for the payment of his indebtedness as from the standard date in 1942;

(b) make application to the Director for a reduction of his indebtedness to the Director, and the Treasury Board may on the recommendation of the Director confirm or reduce such indebtedness, provided, however, that the recommendation made by the Director shall be based upon the amount which in his judgment constitutes the present and prospective productive value of the land; the effective date of reduction if any shall be the standard date in 1942.

2. In the case of any person indebted to the Director of Soldier Settlement who has not abandoned his land and whose agreement with the Soldier Settlement Board or the Director of Soldier Settlement has not been terminated, rescinded or assigned, and who at any time during the war declared by His Majesty on the tenth day of September, one thousand, nine hundred and thirty-nine against the

The Honourable
The Minister of Mines & Resources.

outlined above, but in submitting the application to the Director the grounds upon which the application for reduction is opposed will be set forth. It may well happen that the application for extension will lack merit for the reason that the existing contract has still twenty years to run, and in these cases District Superintendents should feel free to recommend the spreading of existing arrears over the remaining period of the contract.

5. When an application is received for debt reduction, but it is established that the settler concerned owes more than one year's taxes, it is first necessary to decide on the merits of the application. If it is found that the application merits a recommendation to Treasury Board the settler will be advised by the District Office that a recommendation to the Director will be made on his behalf just as soon as his taxes are reduced to a point where not more than one year's levy is outstanding, and, further, that the Director is prepared to apply all collections received subsequent to March 31st, 1943, to assist him along these lines (this period may vary in accordance with the type of farm, the extent of tax arrears, and the rate of annual taxation, but application of collection for this purpose will not be extended beyond a three year period). It is expected that the necessary improvement can be brought about in the great majority of cases in one year, many in two years, but there will probably be a limited number of extreme cases where three years may be required, having regard to farming hazards in certain areas.

6. Where the application for reduction in debt lacks merit, no attention need be paid to tax arrears other than whatever can be done indirectly by an extension of the agreement, but the settler will not be advised that his application for reduction in debt lacks merit until it has been reviewed at Head Office.

7. Where it is decided by the district office to recommend a submission to Treasury Board for reduction in debt, the original application will be forwarded to Head Office, together with Form S.S. 826, properly completed, supplemented by any additional material deemed necessary.

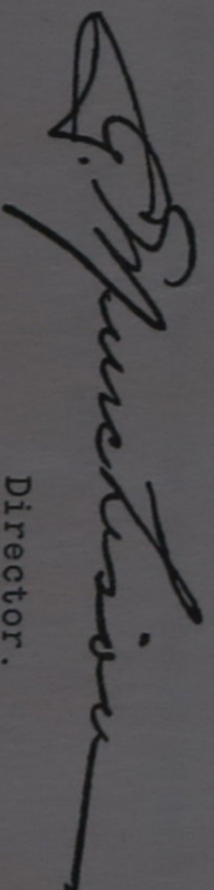
Upon receipt at Head Office the submission will be reviewed by an officer designated by the Director, and if approved a brief submission to Treasury Board will be prepared and sent forward.

Upon receipt of Treasury Board approval the Superintendent of Securities will advise the Treasury Office of the particulars necessary for the adjustment of the account concerned. Treasury Office will thereupon prepare a statement, in quadruplicate, showing the details of the adjusted account, and pass the four copies to the Superintendent of Securities, who will place the original in the securities docket, mail a copy to the settler, and the remaining two copies to the district office. (One for district office file and one for the Field Supervisor concerned.)

In all cases where, after review at Head Office, an application for an extension of terms or reduction in debt is not approved notice to this effect will be sent to the District Superintendent who in turn will notify the settler. A copy of District Office letter will be sent to the Field Supervisor concerned and to Head Office.

Careful attention to the foregoing should avoid the necessity for a heavy volume of correspondence in connection with these operations.

A supply of the forms required is going forward to you under separate cover.



Director.

Ottawa, Ontario.

May 10th, 1944.

TO HIS EXCELLENCY
THE GOVERNOR GENERAL IN COUNCIL:

The undersigned refers to Order-in-Council P.C.10472 of November 19th, 1942, as amended by Order-in-Council P.C.2636 of June 7th, 1943, and to Order-in-Council P.C.2867 of April 29th, 1943, which make provision for the granting of concessions by way of debt reduction and otherwise to certain Soldier Settlers and to certain of the persons under contract to purchase lands pursuant to the British Family Settlement Agreements and reports that the Director of Soldier Settlement has received applications for concessions as aforesaid from the heirs, devisees, committees or personal representatives of certain persons now deceased or insane who if they had lived or remained of sound mind, as the case may be, would have been entitled to make such applications.

The Director of Soldier Settlement further reports that in the majority of such cases the widow or wife or children, as the case may be, of the deceased or insane debtor has undertaken to operate the farm and proposes to continue doing so provided the conditions governing the repayment of the debt are brought into accord with the productive capacity of the farm and the Director is of the opinion that such persons should be encouraged to continue operating the farm and he consequently, recommends that the right to apply for and receive the benefits for which provision has been made in the aforesaid Orders-in-Council be granted to the heirs, devisees, committees or personal representatives as the case may be, of the deceased or insane persons who if they had lived or remained of sound mind would have been entitled to apply for and receive such benefits and he further recommends that such rights be made retroactive to the dates of the aforesaid Orders-in-Council.

The undersigned concurs in the said recommendations and submits the same for approval.

Respectfully submitted,

Minister of Mines and Resources.

06/09/2016 12:33

SOLDIER SETTLEMENT AND VETERANS' LAND ACT
OFFICE OF THE DIRECTOR



CANADA

OTTAWA, May 10th, 1944.

Deputy Minister of Justice,

Ottawa.

Re: Order-in-Council P.C.10472,
of November 19th, 1942.
Order-in-Council P.C.2867,
of April 29th, 1943.

RECEIVED
MAY 11 1944

Since the commencement of debt adjustment work under the two above noted Orders-in-Council the Director has considered that persons in the following classes are eligible to make application for reductions in their respective debts.

1. The heirs, devisees or personal representatives of deceased settlers whose rights in the lands concerned have devolved upon them pursuant to Sub-section 2, Section 59 of the Soldier Settlement Act. In practice only duly appointed Administrators or Executors or their Assignees have been recognized as entitled to make application.
2. Public Officials duly authorized by law to administer estates in special circumstances as Administrators of the estates of the mentally incompetent and official guardians.
3. The persons or officials acting in a similar capacity as in (1) and (2) above but in respect of the estates of purchasers of land under the British Family Settlement Agreements.

The decision of the Director to regard such persons and officials as eligible to make application for the benefits of these Orders-in-Council was based on the interpretation that has heretofore been placed on beneficial legislation in favour of Soldier Settlers by way of amendments to the Soldier Settlement Act.

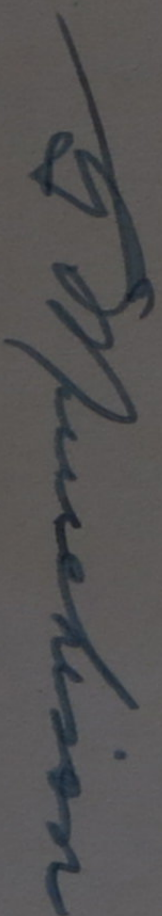
A number of persons in the classes mentioned above did in fact make application for debt reduction and such of those applications as were considered meritorious, were recommended to Treasury Board in accordance with the terms of the Orders. In due course Treasury Board approved reductions in debt in the majority of the cases so recommended.

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A question has now arisen as to whether persons in the above mentioned classes are eligible to benefit under the Orders and I would appreciate your opinion on this point. If such persons are ineligible, will you please advise whether the wording of the draft Order attached hereto would be suitable to bring these cases within the scope of the original Orders. If the suggested wording is not suitable would you please be good enough to suggest a suitable wording.

For your convenience, I am also attaching a copy of each of the original Orders-in-Council as well as a copy of Head Office Circular letter #475, dated January 25th, 1943, instructing District Superintendents in regard to the procedure to be followed. You will note that paragraph four on page one of this Circular refers to the subject matter of this submission.

Director.



Encls:

June 12th, 1944.

DWM/DH

MEMORANDUM FOR THE DEPUTY MINISTER OF JUSTICE:

J.R. 9283-44

By Order in Council P.C. 10472 of November 19th 1942 (on file) as amended by Order in Council P.C. 2636 of June 7th, 1943, provision was made for Soldier Settlers to apply for extensions of time or reductions in their indebtedness.

By Order in Council P.C. 2867 of April 29th, 1943, similar provision was made for purchasers under the British Family Settlement Agreements.

The Director of Soldier Settlement wishes to make provision for the making of applications for such extensions or reductions by the heirs, devisees or personal representatives of settlers or such purchasers. In this regard the power to extend an agreement was left wholly in the discretion of the Director, no principles being laid down. The reduction of indebtedness was to be to bring the indebtedness into line with the productive capacity of the land.

Approved
Attached is a draft ~~of~~ ^{or} recommendation to Council which has been approved ~~by~~ ^{by the} Director as meeting his requirements. An additional provision has been included *with this* to cover cases where the settler or purchaser dies after making application.

D.W.M.

06/09/2016 12:34

TO HIS EXCELLENCY

THE GOVERNOR GENERAL IN COUNCIL:

The undersigned has the honour to report:

That by Order in Council P.C. 10472 of November 19, 1942, as amended by Order in Council P.C. 2636 of June 7, 1943, and by Order in Council P.C. 2867 of April 29, 1943, provision was made for the granting of concessions, by way of debt reduction and otherwise, to certain Soldier Settlers and to certain of the persons under contract to purchase lands pursuant to the British Family Settlement Agreements;

That the Director of Soldier Settlement has received applications under the said Orders in Council for such concessions from the heirs, devisees and personal representatives of certain persons now deceased or mentally incompetent who if they had lived or had remained mentally competent would have been entitled to make such application;

That the Director of Soldier Settlement further reports that in the majority of such cases the widow or wife of children of the deceased or mentally incompetent person has undertaken to operate the farm and proposed to continue doing so if the conditions governing the repayment of debt are brought into accord with the productive capacity of the farm;

That the Director is of opinion that such persons should be encouraged to continue the operation of the farm and recommends that for such purpose the right to apply for and receive the benefits for which provision has been made in the said Orders in Council be extended to the said heirs, devisees or personal representatives;

That the undersigned concurs in the said recommendation.

The undersigned has, therefore, the honour to recommend that Your Excellency in Council, under and by virtue of the powers conferred by the War Measures Act, be pleased to order as follows:

1. Where any person who would have been entitled to make application to the Director of Soldier Settlement under Order in Council P.C. 10472 of November 19, 1942, as amended by Order in Council P.C. 2636 of June 7, 1943, or under Order in Council P.C. 2867 of April 29, 1943, has died or where a personal representative has been appointed to administer the affairs of any such person by reason of his mental incompetence, if application has been made to the Director by his heir, devisee or personal representative in the manner and within the time provided in the said Orders, the Director

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or the Treasury Board may take such action pursuant to the application as he or it might have taken if such person had not died or become mentally incompetent and as if the application had been made by such person.

2. Where any person who made application under the said Orders in Council has died or where a personal representative has been appointed to administer the affairs of any such person by reason of his mental incompetence and such application had not been finally disposed of at the time of his death or such appointment, the Director of the Treasury Board may, notwithstanding such death or appointment, take such action pursuant to the application as he or it might have taken if such person had not died or become mentally incompetent.

3. Where any action authorized to be taken under the said Order in Council has heretofore been taken by the Director or the Treasury Board pursuant to any application falling within the provisions of sections one and two of this Order, such action is hereby confirmed and given full force and effect as if taken pursuant to this Order.

4. "Personal representative" in this Order means the executor, administrator or other personal representative of a deceased person and any person appointed in the manner authorized by law to administer the affairs of a mentally incompetent person.

Respectfully submitted,

Minister of Mines and Resources.

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DWM/DH

June 12th,

To: The Director of Soldier Settlement.

J.R. 9285-44
Re: Order in Council P.C. 10472 of November
19, 1942, Order in Council P.C. 2867 of
April 29, 1943.

Referring to your letter of May 10th,
I enclose a draft recommendation to Council as
requested by you. This recommendation is in
proper form. I have no doubt that you will
satisfy yourself that it meets your requirements
as to substance.

Enc.

F. D. Varcoe

Deputy Minister.

Department of
JUN 13 1944

Where any person who would have been entitled
to make application to the Director of Soldier
Settlement under Order in Council P.C. 10472 of
November 19, 1942, as amended by Order in Council
P.C. 2867 of June 7, 1943, or under Order in Council
P.C. 2867 of April 29, 1943, has died or
where a personal representative has been appointed
to administer the affairs of any such person by
reason of his mental incompetence, if application
or personal representative in the manner and within
the time provided in the said Orders, the Director

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2. (Continued)

German Reich and subsequently against other powers, has been engaged on active service in a naval, military or air force of Canada, or of any of His Majesty's forces if at the time of his enlistment he was ordinarily domiciled or resident in Canada, and

- (a) has served in a theatre of actual war, as designated by the Governor in Council under the authority of the Pensions Act, or
- (b) has served only in those parts of Canada which are not designated by the Governor in Council as a theatre of actual war, provided that such service shall have been for a period of not less than twelve months, or
- (c) wherever he may have served is by reason of disability incurred as a result of such service in receipt of a pension and has been honourably discharged from such naval, military, air force or other of His Majesty's forces or has been permitted honourably to resign or retire therefrom,

the rate of interest to be charged in respect of any agreement between the Soldier Settlement Board or the Director of Soldier Settlement and any such person shall be three and one-half per centum per annum from and after the standard date in 1942 or the date of such enlistment, whichever is the later.

3. The Governor in Council may make regulations with respect to procedure and any other matters concerning which regulations may be deemed necessary for the purposes of the orders contained herein.

A. D. P. Heoney

Clerk of the Privy Council

COPY

P.C. 2867

AT THE GOVERNMENT HOUSE AT OTTAWA

THURSDAY, the 29th day of APRIL, 1945

PRESENT:

HIS EXCELLENCY

THE GOVERNOR GENERAL IN COUNCIL:

WHEREAS Order in Council P.C. 10472 dated November 19, 1942, provides for the adjustment of debts of settlers as defined by section 2 of the Soldier Settlement Act;

AND WHEREAS His Majesty's Government for the United Kingdom has indicated that it would be pleased to see similar concessions made available to settlers established in Canada under the 3000 British Family Settlement Agreement and under the New Brunswick 500 British Family Settlement Agreement and to that end is prepared to share the cost of such concessions on an equitable basis;

AND WHEREAS the Acting Minister of Mines and Resources is of the opinion that it would be in the public interest to adopt the suggestion of His Majesty's Government for the United Kingdom;

NOW, THEREFORE, His Excellency the Governor General in Council, on the recommendation of the Acting Minister of Mines and Resources, and under and by virtue of the War Measures Act, Chapter 206 of the Revised Statutes of Canada, 1927, is pleased to order and doth hereby order as follows:-

On or before December 31, 1945, a person who is under contract to purchase land from the Soldier Settlement Board or the Director of Soldier Settlement pursuant to the terms of the 3000 British Family Settlement Agreement or the New Brunswick 500 British Family Settlement Agreement and whose contract has not been terminated, rescinded, cancelled or assigned, may

- (a) make application to the Director for an extension of the terms of his agreement, and the Director may at his discretion grant such person an extension of terms not exceeding twenty years for the payment of his indebtedness as from the standard date in 1942;

The Honourable
The Minister of Mines and Resources.

(b)/

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(b) make application to the Director for a reduction of his indebtedness to the Director, and the Treasury Board may on the recommendation of the Director reduce such indebtedness, provided, however, that the recommendation made by the Director shall be based upon the amount which in his judgment constitutes the present and prospective productive value of the land. The effective date of reduction if any shall be the standard date in 1942 and the loss occasioned by the reduction if any shall be allocated to and borne by His Majesty's Government for the United Kingdom and for Canada respectively, in the ratio authorized in paragraph numbered two of Treasury Board Minute T 192897 B dated April 9th, 1940.

Sgd. A.D.P. Heeney
Clerk of the Privy Council

SOLDIER SETTLEMENT - APPLICATION UNDER P.C. 10472

District.....

Age..... Loan No.....

Land Description.....

Acreage.....

Type of Farming.....

Acreage cultivated.....

Is settler resident on farm?.....

If not state why.....

Has settler sufficient stock and equipment to operate?.....

YES OR NO

Other remarks:-.....

District Office valuation of farm \$.....	Present debt \$.....
Settler's valuation of farm \$.....	Annual instalment \$.....
Annual taxes \$.....	Total arrears \$.....
Total taxes owing \$.....	Present contract matures.....
	YEAR.....

Settler's application: (A) Extension of..... years from standard date 1942.

(B) Reduction to \$..... from standard date 1942.

Settler's reasons:.....

District Office recommendation.....

Interest rate applicable.....%. New annual instalment would be (approx.) \$.....

Date..... District Superintendent.....

Head Office Decision (A).....

H.O. Recommendation (B).....

REVIEWER

Director's comments (B).....

Date.....

Director.....

Treasury Board Order No.....

dated.....

Soldier Settlement of Canada

Application for (a) Extension of Terms of Agreement (b) Reduction of Debt
Under Order-in-Council No. 10472 dated November 19, 1942.

IMPORTANT Before deciding to submit an application for (a) extension of terms of agreement,
or (b) reduction of your debt, it is important that you read carefully the terms of the Order-
in-Council and the comments for your guidance set forth in the accompanying letter.

To: District Superintendent,
Soldier Settlement of Canada,

.....

Place.....

Date.....

Loan No.....

Land Description.....

(a) Application for extension of Terms of Agreement with Director of Soldier Settlement.

I hereby apply for extension of the terms of my agreement with the Director of
Soldier Settlement.

My present debt to the Director is approximately\$.....

My annual instalment under present agreement is\$.....

My arrears total approximately\$.....

My contract expires (Fill in year of expiry)Yr.....

I apply for an extension ofyears in my present contract dating from
October 1, 1942, for the following reasons:

.....
SIGNATURE OF SETTLER

(b) Application for reduction of Debt owing Director of Soldier Settlement.

I hereby apply for a reduction of my debt owing the Director of Soldier Settlement.

My present debt to the Director is approximately\$.....

My arrears total approximately\$.....

My valuation of Soldier Settlement property is\$.....

I apply for a reduction of my debt to the Director to \$.....payable over
a period ofyears, from October 1, 1942. My reasons for requesting this reduction are:

.....
SIGNATURE OF SETTLER

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Soldier Settlement of Canada

FILE NUMBER

Place

Date

Dear Sir:-

Quoted below is an extract from Order-in-Council P.C. 10472 of November 19th, 1942, which may be of interest to you:

"1. On or before December 31st, 1943, a settler as defined by Section 2 of the Soldier Settlement Act, 1919, whose agreement with the Soldier Settlement Board or the Director of Soldier Settlement has not been terminated, rescinded or assigned, may

(a) make application to the Director for an extension of the terms of his agreement with the Director, and the Director may at his discretion grant such settler an extension of terms not exceeding twenty years for the payment of his indebtedness as from the standard date in 1942;

(b) make application to the Director for a reduction of his indebtedness to the Director, and the Treasury Board may on the recommendation of the Director confirm or reduce such indebtedness, provided, however, that the recommendation made by the Director shall be based upon the amount which in his judgment constitutes the present and prospective productive value of the land; the effective date of reduction if any shall be the standard date in 1942"

The following comments are intended for your guidance in deciding whether you should submit an application under either subsection (a) or (b) of the Order-in-Council quoted above.

The purpose of subsection (a) of the Order is to arrange for extensions of agreements which mature at comparatively early dates - such as the years 1945 to 1948, inclusive - and where because of circumstances more or less beyond the settlers' control, arrears have accumulated to an extent where it is doubtful if they can be overtaken before the agreements mature.

Generally speaking, revenues from agriculture are good at the present time, and it is not the intention to grant extensions of agreements irrespective of existing ability to pay. The Department expects that payments will be made to the best of ability in reduction of the amount called for on October 1st, 1942, including arrears. Several thousands of settlers have already made payment on 1942 account, and many have made pre-payments.

If you decide to make application for an extension of your agreement you should give careful consideration to the period over which an extension will serve your best interests. To assist in calculations, it is pointed out that the annual instalment per hundred dollars of loan for a ten year period is \$12.95; for twelve years, \$11.28; for fifteen years, \$9.63; and for twenty years, \$8.02.

The statement of account sent to you prior to October 1st, 1942, less payments already made thereon or which you can pay in the reasonably near future, will give you an approximation of the indebtedness on which you seek extended terms. The first instalment on extended agreements will become due on October 1st, 1943.

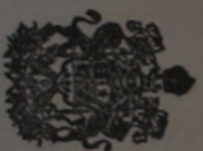
The purpose of subsection (b) of the Order is to meet in a fair and considerate way the circumstances confronting a settler where due to causes more or less beyond his control his present indebtedness to the Director exceeds the present and prospective productive value of his farm. Having regard to extensive reductions made in the accounts of many soldier settlers during recent years the number of cases where debt exceeds value is relatively small and the Director and the Treasury Board of Canada rely on the good sense and intelligence of settlers to avoid the submission of frivolous applications. It is not the intention of the Director to recommend reductions of indebtedness irrespective of existing ability to make payment in reduction of accounts which were in arrears or payable on October 1st, 1942. Here again, there are many settlers who have made payments on these accounts, and it is not intended that they be placed in a position inferior to those who have not.

All applications for extension of terms or reduction of indebtedness must be filed on or before December 31st, 1943, but it will greatly facilitate matters if applications are received prior to April 30th next.

The attached form in duplicate is for your convenience. One copy should be kept by you.

Yours very truly,

District Superintendent.



OFFICE OF
THE DIRECTOR OF SOLDIER SETTLEMENT
OTTAWA, CANADA

January 25th, 1943.

GENERAL LETTER OF
INSTRUCTIONS TO ALL
DISTRICT SUPERINTENDENTS

H.O. CIRCULAR LETTER NO. 475.

Order in Council 10472

This circular letter confirms the understandings reached in conference with District Superintendents in Ottawa, January 19th, and sets out the details of operating procedure.

The following forms relating to the carrying out of the terms of the Order in Council are attached:

S.S. 822A for West and 822B for East - Letter to settler to be mailed prior to March 31st, 1943, at discretion of District Superintendent;

S.S. 823A for West and 823B for East - Settler's application form to be sent in duplicate along with the above letter;

S.S. 824 - Memorandum for District Office file recording the mailing of letter and of application form to settler.

S.S. 826 - Analysis of applications and recommendations by District Superintendent to be sent to Director, copy to be placed on District Office file.

The letter and application form should be directed by ordinary mail to all soldier settlers and to returned soldier civilian purchasers (whether they be resident on their farms or non-resident) who are settlers as defined by Section 2 of the Soldier Settlement Act and whose agreements have not been terminated, rescinded or assigned.

In the case of estates of deceased settlers where grant of probate or letters of administration have not been obtained, no application forms should be sent, but a special letter should be written to the beneficiary or beneficiaries explaining the terms of the Order in Council and pointing out that in order to establish eligibility, grant of probate or letters of administration, as the case may be, must be obtained. This special letter should furthermore advise that all applications for extensions of terms of agreement or reduction in indebtedness must be filed in District Office on or before December 31st, 1943.

General Approach.

1. Notwithstanding the generally satisfactory standing of a great majority of soldier settlers agreements at the present time, there are cases which are actual or potential failures so far as the observance of their agreements with the Director is concerned. This situation is part and parcel of the general problems of post-war adjustment.

2. In the Prairie Provinces the aggregate of unpaid taxes owing by soldier settlers is substantial. Reduction in contract indebtedness without reference to the tax arrears in individual cases is unsound procedure.

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3. This Order in Council is not intended to be operated as attempted "cure all" in cases where there is the minimum history and minimum expectancy of the observance of a purchase contract. There are other means of dealing with such cases.

Guiding Principles.

1. For two important reasons it is not intended to make appraisals for the purpose of this Order in Council:
(a) We already have a great deal of information on file on which to base sound opinions as to value. (There may be occasional exceptions to this rule.)
(b) We lack appraisal staff for any general programme field appraisals in addition to other commitments at the present time.
2. All collections, apart from special advances, made from the standard date 1942, to March 31st, 1943, both inclusive, will be applied in reduction of reduced indebtedness.
3. Commencing April 1st, 1943, collections will be credited to replacement accounts to assist in improving the security position of the Director from the standpoint of unpaid taxes in those cases where the application for reduction in indebtedness appears to be meritorious. In extreme cases this procedure may continue for a maximum of three years unless otherwise decided in the meantime.
4. No recommendations will be submitted to Treasury Board for reductions involving amounts less than \$200.

Operational Procedure.

1. All applications received at the District Office for extension of terms or reduction in debt, or both, will be recorded in a register suitable for this purpose, with headings showing name; loan number; debt on standard date 1942; arrears at time of application; tax arrears; year of expiration of existing contract; extension of terms applied for; reduction in debt applied for.
2. An application for extension of terms only will be reviewed by the District Superintendent or by an officer designated by him, and if it is decided that the application should be approved as submitted, a recommendation to such effect will be made to the Director, accompanied by the original application. If it is believed that there should be some revision of the term applied for, an appropriate letter will be sent to the settler stating the particulars. Upon receipt of reply, recommendation will be made to the Director accompanied by the original application and copy of the correspondence.
3. Upon receipt at Head Office the application and recommendation will be reviewed by an officer designated by the Director, and if approved will be initialed and passed to the Treasury Officer for adjustment of the loan account. The application will then be initialed by the Treasury Officer and passed to the Superintendent of Securities for docketing and for appropriate advice to the settler concerned. Two copies of such advice will be sent to the district office - one copy for the district office file and one for the Field Supervisor. Applications for extension of terms should be dealt with generously.
4. When an application is received for both extension of terms and reduction in debt, consideration will first be given to the application for reduction in debt. If it is decided that the application for reduction lacks merit, the application for extension will be dealt with as

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