06/08/2016 10:01

STAFF

Anderson, Mr. Hugh	934 Nicola St.	MA 2396
Annala, Miss Thelma	3315 W. 31st Ave.	BA 6541-Y
Atherton, Miss Florine	3528 Point Grey Rd.	BA 9646-Y
Barlow, Mrs. Jole Holt	1528 Comox St.	PA 8469
Bennett, M. V.	1735 East 49th Ave.	FR 3269
Booth, Mrs. Stanley	Eastcot Rd., West Van.	WEST 917-L
Brown, Martin L.	2942 W. 28th Ave.	BA 6028-L
Cringan, Mrs. E.	#9, 3627 Oak St.	BA 2546-M
Dando, Thos. A	8676 Shaughnessy St.	No phone
Dean, A.	Georgia Hotel, Vancouver (Victoria Address: Unemployment Branch, Fisheries Dept.)	MA 1182
Dodson, Miss A.	1435 Park Drive	LA 0095-L
Durrant, Bill	3675 West 29th Ave.	BA 2175-M
Erskine, John	5951 Blenheim St.	KE 1902
Ferguson, Miss Mildred	1081 Nicola St.	PA 1107
Gawthrop, John T.	Vancouver Hotel, Vancouver. (Victoria Address: Dept of Labor, B. C. Govt.)	MA 3131
Goodman, Miss Elaine	1255 Nicola Street.	MA 3280
Gourlay,JB.	3934 West 37th Ave.	KE 3023-L
Grauer, Dr. F. W.	1311 W. 57th Ave..	KE 4019-L

MEDICAL DIRECTOR:

Dr. G. Lyall Hodgins, M.D.
Assistant - Dr. F. W. Grauer
Responsible for all medical supervision and inspection
" " liason officer deputized to welfare department
" " " " " " relief "
" " SANITARY INSPECTOR - Colon Lennox Arthur

HOUSING DEPARTMENT

L. Boultbee

LEGAL:

Charles Locke
Assistant - Arthur M. Harper

FIRE PROTECTION:

L. O. Hillier, Ma. 9131
Responsible for all premises operated by B.C. Security Commission

PRIORITIES:

J. Hammett, Pa. 9571

C. GRANT MacNEIL - Assistant to the Commission

Exemptions
Permits
Eurasians
Education of Japanese children
Responsible for all departments being properly staffed, including Head Office, Clearing Station, etc.
Employment
Complaints
General Liason officer to Commission

TRANSPORTATION COMMITTEE:

C. Cottrell - Chairman
- Members of Committee:
Carl Halterman
Walter J. Moody
Eric R. Morton
W. G. Murrin

06/08/2016 10:10

06/08/2016 10:11

LIST OF DEPARTMENT HEADS

Re: Memo from Mr. Morrison - Requisitions for Staff - dated April 4/42

Mr. MacNeil
Mr. Morrison
Mr. Rose
Mr. Campbell
Mrs. Booth
Mrs. Hammett
Col. Kemp
Mr. Woodward
Mr. Jenkins
Mr. Eastwood
Dr. Hodgins
Dr. Grauer
Mr. Harper
Mr. Simmons
Mr. Lister
Miss Hunter
Mr. Gawthrop
Mr. Gourley
Mr. Dean

MEMORANDUM

From the desk of Mr. Morrison

Date April 3rd, 1942.

To Mr. Lister Mr. Simmons, Mrs. Hammett.

Subject: RE STAFF.

This will confirm the following appointments at the salaries stated:-

1.

Miss V. Rendell.	Office Manager. Hastings Park Branch.	$ 135.00
Mr. J.K.Campbell.	Personnel Officer.	172.00
Miss J. Davies	Filing Clerk	85.00
Miss D.I. Hawkins.	Stenographer	90.00
Mr. J. Johanson.	Commissionaire.	112.00
Mrs. F.C.Stewart.	Switchboard - Part time.	45.00
Miss E.N.Stocken	Stenographer	100.00
Mr. C.O.P.Woodward.	Secretary to Mr.A.C.Taylor.	200.00
Colonel Kemp.	Asst. to Comm.A.C.Taylor.	200.00
W.A. Eastwood	Asst. to Comm. Shirras	300.00
Mr. W. Andrews.	Commissioners Representative at Lethbridge, Alta.	
Dr. W.P.Neufeld.	Doctor - Part time	150.00
Miss A.M.Lang	Stenographer-Medical Dept.	85.00
Mr. G. Stroyan	Asst. Accountant	175.00
Miss I.M.Greig.	Stenographer	100.00
Miss Beatrice Fetterly	Nurse.	100.00
Mrs. D.A.M.Dougherty	Nurse.	100.00

2. The following changes in pay have been authorized:-

Miss Alla Johnstone	from	$ 90.00	to	$ 100.00
Miss M. Ferguson	"	90.00	"	100.00
Mr. D. Simmons	"	200.00	"	250.00
Mr. Tom Moryson.	"	175.00	"	225.00
Mr. M.L.Brown	"	125.00	"	175.00
Miss M. Warnicker	"	90.00	"	100.00
Miss Joan M. Spence	"	90.00	"	100.00

Wm. Morrison.

JHB.

06/08/2016 10:11

BRITISH COLUMBIA SECURITY COMMISSION

RECEIVED
APR 9 1942
British Columbia Security Commission

April 7th, 1942.

LIST OF STAFF

COMMISSIONERS OFFICE

Assistant to Commission	Mr. Grant MacNeil
Asst. to Comm. Mead	Mr. J.H. Jenkins
Asst. to Comm. Shirras	Mr. W.A. Eastwood
Asst. to Comm. Shirras	Colonel W.F. Kemp
Commissioners Representative at Winnipeg	Mr. C.E. Graham
Commissioners Representative at Lethbridge	Mr. Wm. Andrews
Lawyer	Mr. Arthur M. Harper
Secretary to Mr. Taylor	Mr. C.O.P.Woodward
Chairman's stenographer	Mrs. J.M. Mendels
Commissioners' stenographer	Miss Dorothy Rafuse
Stenographer (for Mr.Eastwood & Mr.Jenkins)	Miss I.M. Greig
Stenographer (to Mr.Harper)	Miss A. Johnstone

SECRETARY'S DEPARTMENT

Secretary	Mr. William Morrison
Assistant Secretary	Mr. J.A. Rose
Personnel Officer	Mr. J.K. Campbell
Welfare Advisor	Rev. W.H.H.Norman
Commissionaire	Mr. J. Johanson

GENERAL OFFICE

Chief Clerk	Mrs. A.B. Hammett
Assistant & Stenographer	Mrs. Joie Holt-Barlow
Stenographer	Miss Elaine Goodman
Stenographer	Mrs. Dulcie M. Jones
Stenographer	Miss Norah Stocken
Stenographer	Mrs. V. Hutton
Stenographer	Miss Catherine S. Saunders
Stenographer & Switchboard Operator	Miss Thelma Annala
Switchboard Operator	Miss Mary J. Stirton
" "	Mrs. Ruth W. Stuart
Gestetner Operator	Miss I. Parkyn
Filing Clerk	Miss Jessie Davies
Office Boy	Bill Durrant
Office Boy	Alan Keeler

INVESTIGATIONS & PERMITS

Investigator	Mrs. Cleo Booth
Interviewer & Stenographer	Mrs. Frances McCullough
" "	Miss Mary J. Woodsworth
Stenographer	Mrs. Ethel M. McGovern
Stenographer	Miss Violet NacInnis
Stenographer	Miss Dorothy I. Hawkins

06/08/2016 10:12

ACCOUNTANCY DEPARTMENT

Chief Accountant	Mr. D. Simmons
Accountant	Mr. M.H. Lister
Asst. Accountant	Mr. J.M. Robertson
Asst. Accountant	Mr. G. Stroyan
Senr. Clerk	Mr. J. Erskine
Statistician	Mrs. E. Cringan
Book-keeper	Miss M.B. Oats
Stenographer	Mrs. Evelyn McKinnon
Stenographer	Miss Mildred Ferguson
Stenographer	Miss A.M. Lang

06/08/2016 10:12

MR. MACNEIL.

HEAD OFFICE DEPARTMENTS.

The following are the various Departments which make up the Head Office, and the personnel responsible for the work of each Department:-

COMMISSIONERS DEPARTMENT:

(1) Assistant to Commission - Mr. Grant MacNeil

To record Minutes, to transmit orders on policy, To handle press and public relations. To co-ordinate general activities of the Commission with particular reference to staff arrangements, education and relief of Japanese. To assist the Chairman as directed.

(2) Assistant to Commission - Mr. Leonard Boultbee

Supervising construction and settlement, Interior housing projects.

(3) Assistant to Commissioner Mead - Mr. T.C.Caulkin

Assists Commissioner Mead with Interior Housing projects, and work of evacuation connected therewith. President of Boards of Enquiry.

(4) Assistant to Commissioner Mead - Mr. J.H.Jenkins.

Assists Commissioner Mead as directed. Helps with Interior Housing and Sugarbeet projects. Maintains liaison with Medical Department, R.C.M.P. and Japanese groups.

(5) Assistant to Commissioner Shirras - Mr.W.A.Eastwood

Supervising selection of Japanese for Sugarbeet

06/08/2016 10:13

projects, and directing work of evacuation connected therewith.

(6) Assistant to Mr. W.A.Eastwood - Col. W.F.Kemp

Assists in the selection of Japanese for Sugarbeet projects and work of evacuation connected therewith for the Mission area.

(7) Assistant to Mr. W.A.Eastwood - Mr. J.N.Lister

Assists in the selection of Japanese for Sugarbeet projects and work of evacuation connected therewith for the Steveston area.

(8) Commissioners' Representative at Winnipeg - Mr. C.E.Graham

Supervising Sugarbeet projects in Manitoba and representing B.C. Security Commission in all matters connected therewith.

(9) Commissioners' Representative at Lethbridge - Mr. Wm. Andrews

Supervising Sugarbeet projects in Alberta and representing B.C. Security Commission in all matters connected therewith.

(10) Lawyer - Mr. Arthur Harper

Responsible for all legal matters in connection with the work of the Commission.

(11) Secretary to Mr. Taylor - Mr. C.O.P. Woodward

06/08/2016 10:13

SECRETARY'S DEPARTMENT:

(1) Secretary - Mr. William Morrison

To supervise and coordinate general office administration and personnel connected therewith. Office management, filing system, employment and discipline of personnel; responsible for issuing of passes to Clearing Station, purchasing of supplies for Head Office, approving of accounts; Chairman of Welfare and Recreation Committees, assist Dr. Hodgins with problems of welfare, recreation and religion.

(2) Assistant Secretary - Mr. J. A. Rose

Assists Mr. Morrison with his duties, as directed, and handles special assignments through the Secretarial department.

(3) Personnel Officer - Mr. J. K. Campbell

Supervises employment of personnel under direction of Secretary. Attends to general correspondence and interviewing, in compliance with Civil Service Regulations.

(4) Welfare Adviser - Rev. W.H.Norman

Assists Mr. MacNeil with problems of welfare and education, as directed.

GENERAL OFFICE:

(1) Chief Clerk - Mrs. A. B. Hammett

Responsible for central filing system and

08/2016 10:13 06/90

handling of incoming mail. Supervises Genera
Office Staff.

INVESTIGATIONS AND PERMITS:

(1) Investigator - Mrs. Cleo Booth

Supervises the work of this Department under direction of Mr. Grant MacNeil. Handles interviews, applications and permits for exemptions and individual welfare problems which come to the attention of the Head Office. Clears welfare problems with the social worker at the Clearing Station.

ACCOUNTING DEPARTMENT:

(1) Chief Accountant - Mr. D. Simmons

Responsible for financial records, petty cash, pay-roll, etc. for the Head Office, and all Branch Accounting Offices; and, as far as applicable, all store stocks, commissary, time-keeping, and other matters relating to the accounting; supervises Head Office Records and statistics concerning Japanese, in compliance with Treasury Office requirements.

(2) Accountant - Mr. N. H. Lister

In charge of Pay-Roll under direction of Mr. Simmons.

8/2016 10:13
06/0

B. C. Security Commission

INTERVIEW RECORD

Position applied for

Name:
Address:
Medical Category:
Remarks:
Experience

Age

Phone
M. or S.
Dependents

Technical Knowledge

Personal Qualifications

General

Restrictions

Available anywhere?

Minimum Salary acceptable

Rating: Classification Salary Specialty

Examiner:

Date:

(Progress - See over)

06/08/2016 10:14

Hammett, Mrs. Alice B.	3681 Marine Dr., West. Van Wadsley P.O.	WEST 698-M-1
Harper, Arthur, M.	3370 West 38th Ave.	KE 3418-Y
Hunter, Miss T. G.	4238 W. 11th. Ave.	AL 0872-R
Johnston, Miss A.	1075 Harwood St.	PA 8855
Jones, Mrs. D. M.	2875 Alder.	BA 8630
Knight, Mrs. Mary	1816 W. 10th. Ave.	BA 1999-R
Lister, Mr. H. M.	5589 Wycliffe Rd.	ALMA 0826-T
McCullough, Mrs. Frances	725 Jervis Street.	PA 3087
McKinnon, Mrs. Jack	3685 McKechnie Avenue, West Bay, West. Van.	WEST 208-R-2
MacInnis, Miss Violet	150 West 10th Avenue	FA 0547-R
McLeod, J. F.	1100 Burnaby St.	PA 4609
MacNeil, C. Grant	Ground Floor, Marine Bldg.	PA 7531
Mendels, Mrs. J. M.	1385 West 11th Avenue.	BA 8858-L
Morrison, Mr. W. A.	1726 West 7th Avenue.	BA 2945-R
Moryson, Mr. Tom	2755 West 1st Avenue.	BA 7249-R
Parkyn, Miss I.	1390 Clyde Ave. Hollyburn	WEST 935-L
Rafuse, Miss Dorothy	1040 West Georgia St.	PA 4476
Robertson, Mr. J. M.	1214 East 17th Avenue.	FA 5360-L
Rose, Jas. A.	1264 Nanton Ave.	BA 3882.
Simmons, Mr. D. W.	1968 Comox Street.	PA 2889.
Spence, Miss Joan	930 Chilco St.	PA 6594
Stevens, Mr. R. S.	St. Regis Hotel	PA 1135
Stirton, Miss Mary J.	Frontenac Apts. Suite Y	FA 4445-L
Sutherland, J. J.	2025 57th Ave. W.	No phone
Tabbutt, Jack	2125 38th. Ave. E.	No phone
Thomson, Eugenie	3836 Cambridge.	GL 0818-L
Victor, Miss Rose	Frontenac Apts.	FA 4445-L

06/08/2016 10:01

Please file

Grant MacNeil 1-L-2 157

April 15th, 1942.

EMPLOYMENT OF STAFF.

The following is the procedure we recommend for the employing of personnel:-

1. Candidates for positions make application to the Personnel Officer, who interviews them, receives their application and classifies their application under headings such as, Typists, Stenographers, Secretaries, Clerks, Book-Keepers, Accountants, etc.

2. Department Heads make requests for staff to the Secretary, for approval, the request is then passed on to the Personnel Officer. These requests for staff are to state the nature of the work, approximate salary recommended, date of commencement, type of person required, male or female, and approximate age.

3. The Personnel Officer shall select from his applications in accordance with the particulars of the requests, two or three applicants, who would, in his opinion be suitable for the particular position. The person requisitioning staff is to have the opportunity of interviewing the applicants selected to determine the one best suited for the particular position.

4. Applicants accepted are then graded as to position and salary, in accordance with the requirements of the Civil Service Commission. Grading of applicants to be done by Mr. J.K.Campbell in collaboration with Department Head requesting additional members.

5. For positions at the Clearing Station, the Department Head concerned must also secure the approval of the Administration Committee and the Officer in Charge at the Clearing Station to conform with the requlations set by the Clearing Station Administration.

6. The above procedure applies to all positions excepting those appointments which are made directly by the Commission, such as key positions, department heads, or special assignments, for which they wish to make their own selections.

Copy of interview record used by our Personnel Officer is attached. The regulation Civil Service Application Form is also used for those employed, or seriously considered for positions.

Wm. Morrison.

O.K. WM

JHB.

06/08/2016 10:14

169

BRITISH COLUMBIA SECURITY COMMISSION

LIST OF STAFF April 16, 1942.

COMMISSIONERS' OFFICE:

Assistant to Commission	Mr. Grant MacNeil
" " Commissioner Mead	Mr. J. H. Jenkins
" " " "	
in connection with New Canadian	Mr. A.H.L. Mellor
Assistant to Commission	Mr. D.M. Currie
Commissioners' Representative	
at Winnipeg	Mr. C.E. Graham
" Lethbridge	Mr. William Andrews
" Kenora	Mr. Graham Pipher
Solicitor	Mr. A.M. Harper
Secretary to Mr. Taylor	Mr. C. O. P. Woodward
Chairman's stenographer	Mrs. J. M. Mendels
Commissioners' Stenographer	Miss Dorothy Rafuse
Transport Officer	Mr. C. W. Fisher
Stenographer to Mr. MacNeil	Miss E. Goodman
" " Mr. Harper	Miss A. Johnstone

INTERIOR HOUSING PROJECTS:

In charge of construction	Mr. Leonard Boultbee
" " " evacuation	Mr. Thos. B. Caulkin
Timekeeper & clerk to Mr.Boultbee	Mr. A. R. MacKenzie

SUGAR BEET PROJECTS:

In charge of evacuation	Mr. W. A. Eastwood
Assistant to Mr. Eastwood	Col. W. F. Kemp
" " "	Mr. J. N. Lister
Stenographer	Miss I. M. Greig
" - Steveston	Mr. Thos. Dando
" "	Miss Lorraine Anderson
" - Mission	Mrs. Dulcie N. Jones
" "	Miss Alice Dudar

SECRETARY'S DEPARTMENT:

Secretary	Mr. William Morrison
Assistant Secretary	Mr. J. A. Rose
Personnel Officer	Mr. J. K. Campbell
Welfare Advisor	Rev. W. H. H. Norman
Commissionaire	Mr. J. Johannson
Stenographer	Mrs. C. S. Saunders

06/08/2016 10:15

06/08/2016 10:15

GENERAL OFFICE:

Chief Clerk	Mrs. A. B. Hammett
Assistant & Stenographer	Mrs. Joie Holt-Barlow
Stenographer	Mrs. V. Hutton
"	Miss A. E. Parsons
Stenographer & Switchboard Operator	Miss Thelma Annala
Switchboard Operator	Miss Mary J. Stirton
" "	Mrs. Ruth W. Stuart
Gestetner Operator	Miss I. Parkyn
Filing Clerk	Miss Jean Robertson
" "	Miss Jessie Davies
Office Boy	Bill Durrant

INVESTIGATIONS & PERMITS:

Investigator	Mrs. Cleo Booth
Interviewer & Stenographer	Mrs. Frances McCullough
"	Miss Mary J. Woodsworth
Stenographer	Mrs. Ethel M. McGovern
"	Miss Violet MacInnis
"	Miss Dorothy I. Hawkins

ACCOUNTANCY DEPARTMENT:

Chief Accountant	Mr. D. Simmons
Accountant	Mr. M.H. Lister
Assistant Accountant	Mr. J. M. Robertson
" "	Mr. G. Stroyan
Senior Clerk	Mr. J. Erskine
Statistician	Mrs. E. Cringan
Bookkeeper	Miss M. B. Oats
Stenographer	Mrs. Evelyn McKinnon
"	Miss Mildred Ferguson
"	Miss A. M. Lang
Typist & Clerk	Miss M. Elizabeth Davies

06/08/2016 10:15

Date April 24, 1942.

401.

MEMORANDUM

From the desk of Mr. E. W. Hawkins, Treasury Officer

To Mr. Grant McNeil, Secretary

Subject: Attendance Sheets

I am not satisfied with the attendance reports that are being forwarded to this office and would appear that some different procedure be followed in order to keep check on the attendance of all members of the staff at Hastings Park. Consequently I would suggest that an Attendance Sheet for each building be installed where all members of the staff, except those authorized not to sign, will report. This can be left to the discretion of Mr. Moryson, but I would point out that if those delinquent members of the staff do not receive pay for the full period, the reason will be that they have not signed the attendance sheet.

E W Hawkins
Treasury Officer.

EWH:MW

Action Taken

06/08/2016 10:16

MEMORANDUM

Date 25th April, 1942.

169

From the desk of Mr. Simmons

To Mr. MacNeil (copy for Mr. Hamilton) (Mrs. Hammett)

Subject:

Attached please find list briefly outlining the duties and past experience of members of the accounting staff, also list showing their present salaries.

In addition to the staff shown, we have starting on Monday morning, Miss Roxborough, as stenographer-bookkeeper. Her work will be to assist Mrs. Cringan on detail work and thereby enable the latter to give more of her time in assisting me.

Chief Accountant.

DWS:MF

06/08/2016 10:16

Chief Accountant - Mr. D. W. Simmons.

Mr. Simmons supervises all work of Accounting Department in Head Office. He issues instructions to and checks operation of any outside departments whose work pertains to accounting; acts as liaison with Treasury Department; sits in on conferences with other departmental heads or Commission when expenditures or accounting is involved.

Mr. Simmons' last position was Inspector for Processing Levy for British Columbia with The Canadian Wheat Board. He has had eleven years experience as a departmental head and has done considerable outside accounting work.

Statistician & Cost Accountant - Mrs. E. Cringan.

Mrs. Cringan has charge of records, keeps camp population ledger, and prepares all progress statements, etc.; prepares cost accounting statements; assists Mr. Simmons in handling detail.

Mrs. Cringan has a B. E. A. diploma for Higher Accounting and Secretarial Duties. She has had six years experience, including four years as Accountant in charge of a manufacturing office. Her work is most satisfactory.

Stenographer - Miss M. Ferguson.

Miss Ferguson takes all Mr. Simmons' dictation, has charge of his filing and attends to the answering of the telephone. In addition, she handles incidental typing and dictation for Mr. Lister and the typing of statements, etc. for Mrs. Cringan. Her work is most satisfactory.

06/08/2016 10:16

Assistant Accountant - Mr. J. M. Robertson.

Mr. Robertson is in charge of the upstairs office. He certifies vouchers in absence of Chief Accountant, has signing authority for Hastings Park Canteen; prepares vouchers for payment; supervises voucher entering, ledger work, equipment records, etc., and preparation of statements.

Mr. Robertson is 47 years old and was in training with the Air Corps at the end of the last war. He was with B. W. Greer & Son, Ltd., Vancouver for eighteen years as Accountant. He is thoroughly qualified for his position and is handling the work satisfactorily.

Clerk - Mr. A. W. Thornthwaite.

Mr. Thornthwaite enters vouchers payable and register of cheques; keeps equipment inventories; prepares statements.

Mr. Thornthwaite is 51 years old and was wounded during the last war. He has had many years experience as bookkeeper and independent accountant, and is handling his work satisfactorily.

Clerk, Stenographer - Mrs. M. Wilson (Employed April 22nd).

Mrs. Wilson keeps the stock cards, checks invoices, payrolls, etc., and does stenography and typing as required. She has had six years experience, having had full charge of the books in her last position.

Stenographer - Mrs. E. McKinnon.

Mrs. McKinnon has charge of the stationery supply, keeps records of same and assists Mr. Erskine in ordering; does filing and types Purchase Orders. She has a university training and nine years experience, and is handling her work satisfactorily.

06/08/2016 10:16

Assistant Accountant - Mr. G. Stroyan.

Mr. Stroyan is in charge of the preparation of Assigned Pay and Dependents' Allowances Paylists and of the Japanese Casual Payrolls. He will also handle the Relief Paylists when this work is started; handles records of our cars and trucks and other work as assigned.

Mr. Stroyan has had ten years accounting experience including five years as accountant in charge of his department. His work is entirely satisfactory.

Payroll Clerk - Mr. M. H. Lister.

Mr. Lister is in charge of the preparation of staff payroll and records of construction payrolls and unemployment insurance deductions.

Mr. Lister has had many years experience as a business executive and as Bank Manager.

Bookkeeper - Miss M. Oats.

Miss Oats is Assistant to Mr. Stroyan. She is most capable and is doing a man's work. The past year she was employed as Accountant and Assistant to the Manager of the Canadian War Services Fund.

Stenographer & Clerk - Miss A. M. Lang.

Miss Lang posts and makes extensions on Assigned Paylists; checks time dependents in our care from Clearing Station files; does stenography as required.

Miss Lang has had one and one-half years experience, including one year in the bank. She is very good on clerical work.

06/08/2016 10:16

Stenographer & Clerk - Mrs. G. Sherer. (Employed April 23rd)

Mrs. Sherer does stenography as required; handles typing and checking for Mr. Stroyan. She has had twelve years experience. Her work is clean and well set up.

Typist & Clerk - Miss M. E. Davies.

Miss Davies types the dependents' allowances pay-lists; assists in checking. She has had ten years experience, is an excellent typist, and handles the Japanese names without difficulty.

Purchasing Agent - Mr. J. Erskine

(Attached to Secretary's Department)

Mr. Erskine's desk is located in the Accounting Department and part of his time is given to Mr. Robertson in the checking of Purchase Orders from outside purchasing agents.

06/08/2016 10:18

MEMORANDUM

Date 5th June, 1942.

From the desk of Mr. Simmons

To Mr. MacNeil (Mrs. Hammett)

Subject:

This Department requests that it be provided with a Grade Four Male Clerk, to be used on liaison work with the Custodian's Department.

Under instructions from the Commission, we are now responsible to check all cases as to liability for hospitalization and medical accounts. This clerk can also be used to follow up individual relief problems and will make decisions on same. We find that this work is going to take up a great deal of time in connection with those established in the Interior Housing Scheme.

D. W. Simmons
Chief Accountant.

DWS:MF

169.

M E M O R A N D U M

From the Secretary

To the Staff.

1. Please leave all desks clear and tidy at closing time.

2. Please do not lock desks - all Commission material must be available for instant reference, through the filing system. Other provision can be made for personal belongings.

3. With the exception of the Commissioners personal secretaries, those dealing with files and correspondence should place unfinished work in a marked folder at closing time and return to Miss Parkyn or arrange to place in filing cabinet convenient for reference.

4. Under no circumstances must anyone have access to the files without first securing permission from Mr.MacNeil, Mr.Morrison, or the filing clerk.

5. Unless otherwise instructed one carbon copy should be made of all correspondence and memos.

6. The business of this office is confidential. Disclosure of confidential information to unauthorized persons will be followed by dismissal.

7. All members of the staff are asked to show every courtesy to the members of the public in contact with the office and to give no ground for complaint from the Japanese.

8. Please initial after your name when you have read this memo.

J. A. Rose.....
Miss A. Dodson.....
Miss M. Ferguson.....
Mrs. D.M. Jones.....
Miss Rose Victor.....
Mr.Wm.Durrant.....
Dr. F.W. Grauer.....
Mrs.F. Atherton.....
Mr. Arthur M. Harper.....
Mrs.J. McKinnon.....
Mr. J. Erskine.....

Mrs. E. Cringan.....
Mr. J.G.Gawthrop.....
Mr. M.L.Brown.....
Mr.H.Anderson.....
Mr. A.Dean.....
Mr.R.G.Stevens.....
Mr.J.J.Sutherland.....
G. F. McLeod.....
Mr.Jack Talbutt.....

06/08/2016 10:02

CHIEF EXECUTIVE
W.A. EASTWOOD (S-)

LEGAL
C.H. LOCKE, KC
COUNCIL (S-)
A.H. HARPER
ASSISTANT (S-)

MEDICAL
DR. LYALL HODGINS
HON. ADVISOR (S-)

ASSISTANT
F. DEBRISAY (S-)

ACCOUNTANTS
H. H. HAMILTON
HON. ADVISOR (S-)
D. SIMMONS
CHIEF ASSISTANT (S-)

EXECUTIVE ASSISTANTS

(S-)
OFFICE STAFF.
PURCHASING.
STATISTICIAN.

TRAVELLING BOOKKEEPERS
M.L. BROWN
SUPERVISOR (S-)

A.H.L. MELLOR (S-)
GENERAL CORRESPONDENCE
LABOUR DEPARTMENT
CORRESPONDENCE
PRESS.

C.G. MACNEIL (S-)
TYRRWHITT - ASSIST (S-)
WELFARE
EDUCATION
CIVIL SERVICE LIAISON
TREASURY LIAISON

(S-)
INTERIOR HOUSING
SELF-SUPPORTING GROUPS
BEET PROJECTS
ALBERTA
MANITOBA
ONTARIO

COL. C.H. HILL
HON. ADVISOR (S-)
E.C.P. SALT - ASSIST (S-)
R.C.M.P. LIAISON OFFICER
CHARGE HARTLEY PARK
FILES - R.C.M.P.
ROAD CAMP SUPERVISION

J.H. JENKINS (S-)
PRIVATE ENTERPRISES
SELF-SUPPORTING SCHEMES
CHANGES OF LOCATION - INFO. TO R.C.M.P.

TRAVELLING SUPERVISOR
FOR
SELF-SUPPORTING GROUPS
BRIDGE RIVER
MINTO
LILLOOET
MCGILLIVARY

ROAD CAMPS - LIAISON OFFICER

TRAVELLING SUPERVISOR

LOCATION	TOWN MANAGER (S-)	BOOKKEEPER (S-)
GREENWOOD	T. MORYSON	-
KASLO	W.T. BANNON	-
SLOCAN	WM. HARTLEY	-
SANDON	J.N. LISTER	-
NICOLA	-	-

TRANSPORTATION SUPT
FISHER (S-)

TRAVELLING SUPERVISOR
ALBERTA
MGR.
MANITOBA
MGR.

06/08/2016 10:20

06/08/2016 10:21

COPY FOR B.C.SECURITY COMMISSION

Date 18th June, 1942

MEMORANDUM

From the desk of Superintendent E.C.P.Salt

To Heads of Departments

Subject: STAFF

The staff employed at Hastings Park has now reached a total of 671 persons. Will the head of each branch kindly go into his staff requirements as fully as possible with the idea of reducing this number.

E.C.P.Salt, Superintendent.

RECEIVED
JUN 19 1942
British Columbia
Security Commission

MEMORANDUM

Date July 1st, 1942

From the desk of Mr. Brown

To Mr. R.K. Moore. Civil Service Commission.

Subject: RE STAFF.

701

file

This will advise you that the following changes have taken place in the staff of the B. C. SECURITY COMMISSION.

ADDITIONS TO STAFF.

Mrs. M.A.Partridge.	Nurse.	Application & Statement of Duties.
Mr. D.B.Campbell.	Accountant.	Application & Statement of Duties.
Miss J.M. McMillan.	Student Dietitian.	Application & Statement of Duties.
Miss G. Sears.	Waitress	Statement of Duties.
Mr. G.F. Arab.	Interpreter.	Statement of Duties.
Miss E. McGillevray.	Nurse.	Statement of Duties.
Marian L. Rendell	Matron	Statement of Duties.
Mrs. I. Salt.	Nurse	Statement of Duties.
Miss. D. Gomery.	Stenographer.	Statement of Duties.
Miss B. McPherson.	Nurse.	" " "
Gwladys E.Houghland.	Stenographer	" " "
James Irvine	Night Watchman.	" " "
G.L. Reynolds.	Matron Slocan City.	" " "
Mr.R.Wm.Franklin	Asst.Supervisor.	" " "
Mrs. M. Scoby.	Stenographer	" " " App.filed at your
Miss J. Fetterley	"	Application filed at your office. Office.

RESIGNATIONS.

H. Anderson.	Resigned May 31st, 1942.
H. Bedingham	" May 31st, 1942.
Mrs. E. Buckley.	" May 15th, 1942
Comeau F.	" May 31st,1942.
Miss L. Culpeper	" June 30th, 1942.
Miss G. Dean.	" June 30th, 1942.
Doiron B.	" May 31st,1942.
Dodd H.S.	" May 31st, 1942.
Fildes Miss J.	" June 6th, 1942.
Howard R.	Resigned.
Kemp Col. W.F.	Terminated employment July 15th.
Miss A.M. Lang	Resigned June 6th, 1942.
Lindenfeld P.	Resigned June 4th, 1942.
N.A. Lind (Mrs)	Resigned June 23rd, 1942.
Mobley V.	" May 31st, 1942.
Miss L.O'Connor	Terminated employment 19th June, 1942.(Temp)
Miss I. Parkyn	Resigned June 30th, 1942
Miss K. Parke	Resigned in May.
Miss V. Rendell	Resigned May 31st, 1942.
Mrs. J. Ramsay.	Resigned June 25th, 1942.
Mrs. G.I.Sherer.	Resigned June 11th, 1942.
Miss E. Thomson	Resigned May 31st, 1942.

06/08/2016 10:22

06/08/2016 10:22

103

10

Confidential Report submitted
to Mr. Eastwood by J.A. Tyrwhitt.

July 6th, 1942

Following your request the following observations were made by the writer during his trip through the Interior.

.....

KASLO

Mr. Lougheed, Acting Supervisor, is a hard working and industrious individual. He is well thought of by the local people but in the writer's opinion did not seem to carry the necessary weight with them. He appears to be liked by the Japanese. He was asked if he contacted the local authorities on a business basis but, outside of casual talks with members of the civic committee, did not appear to do so. In fairness to Mr. Lougheed, the strength of his position is affected by Mr. L. Boultbee having his headquarters in Kaslo. The local authorities, due to Mr. Boultbee's senior position, naturally refer to him in preference to the Supervisor. In time Mr. Lougheed may be quite capable of handling the job, but the impression gained by the writer is that he is excellent in the capacity of an Assistant Supervisor.

The writer would like to suggest that the headquarters of Mr. L. Boultbee and his staff be situated away from any of the Interior towns taken over, either in New Denver or Nelson, or any point considered suitable.

In regard to Miss Moscrop, there is definitely a lack of policy and her position needs to be clarified. Miss Moscrop supplied the writer with a very comprehensive report at the expense of much time and trouble. She appears to have a splendid grasp of her work, besides being very capable and intelligent.

SANDON

Mr. J. Lister was very busy getting Sandon ready and has had many difficulties to cope with. He was endeavoring to settle the first group shipped to Sandon and get them fairly comfortable besides preparing for the next group of 240 enroute. From casual conversation the writer gathered the impression that Lister did not have the freedom of action necessary. The carpenters employed by Mr. Boultbee were going

ahead with their work and apparently Lister had no authority to make suggestions or to make changes, which in his mind as Supervisor would be of advantage.

The head carpenter (white) has been the cause of a great deal of trouble and friction. Lister, having no jurisdiction over him, was placed in a very awkward position.

In the writer's opinion the outlook in Sandon is rather dismal and he would suggest the following for your consideration:

1. That Sandon from a housing viewpoint be abandoned and further extension of preparing buildings, etc. be stopped.

2. That the present population of approximately 500 remain there until they could be moved to the Slocan area.

Counter Proposals

1. Sandon be adopted as a road camp filled with men whose families are in the vicinity. They could work on the adjacent roads and get permission from time to time to visit their families.

2. If the above is not feasible, place complete family units in Sandon as an offset to the many disadvantages, but do not extend the population to the point originally intended.

SLOCAN

Mr. W. Hartley has done a splendid job and appears to have complete authority regarding construction work, etc. His previous construction experience is of tremendous value. He gets along well with the local people and the Japanese seem to like him. He certainly is rough with them, though fair. He appears to have every fit male Japanese doing something. A welfare group, I think, would be of great help to him and smooth over some of the finer problems.

.....

In view of the large development of the Slocan valley, the writer suggests that a building be constructed

06/08/2016 10:22

at some central point to house a competent staff who would look after the inside administrative details. A first class office manager, responsible to Mr. Hartley, with staff could look after all detail work for Slocan and Slocan valley. It is questionable whether Hartley appreciates the inside detail work necessary with such an operation, also whether he will have the time to look after such details. He does not get along with Mr. Young but I understand this has been rectified.

GREENWOOD

Mr. T. Moryson appears to have control of the situation. From all reports his office records and management under Mr. Sutherland appear to be in better condition than any. If any criticism is in order the writer would say that perhaps Moryson is slightly hesitant in spending money on improvements and changes where necessary. It was also apparent that the position of Mr. MacBrayne and Mr. Moryson left something to be desired. The recent change eliminates this matter.

.....

SUMMARY

The general picture could be summarized as follows:

1. A definite lack of policy.
2. Too many issuing instructions and giving orders.

Suggest

1. All policies clearly outlined.
2. Correlate all operations to eliminate duplication and overlapping.
3. Instructions and orders to be only issued through the properly authorized departmental heads.

Jas. T. Smith

06/08/2016 10:22

06/08/2016 10:23

Date 7th July, 1942.

MEMORANDUM

From the desk of Mr. Walker

To Mr. Brown (copy for Mr. Eastwood & Mr. Simmons) (Mr. Barnett)

Subject:

The Accounting Department finds it necessary to keep ledger cards for each Japanese, whether a wage earner, or a wife, or dependent, who is in receipt of earnings or maintenance. These cards will also bear the necessary information for Unemployment Insurance and taxes.

The keeping of these records will call for an increase in staff of two girls temporarily, and one permanent position. Will you please be good enough to obtain two temporary girls, the better of whom will occupy the permanent position after you have been successful in establishing it.

Comptroller.

MHW:MF

August 25, 1942.

Deputy Provincial Secretary,
Parliament Buildings,
V I C T O R I A, B. C.

Dear Sir:-

In April of this year you were kind enough to appoint M. L. Brown, of this Commission, a Commissioner for taking Oaths, and in this connection I would refer you to your letter of April 30th addressed to Mr. Brown enclosing his Commission.

As you no doubt are aware, there are several communities in the Interior of B. C. to which Japanese have been evacuated, and a representative of this Commission, known as a Supervisor, has been placed in each town in which any great number of Japanese have been settled. In most of these towns there are at least one thousand persons, and it is anticipated at the Fourteen Mile Ranch, near Hope, B. C. there will be perhaps thirty-five hundred persons when total evacuation has been completed.

The occasion often arises when it is necessary to have an affidavit or declaration made concerning such matters as lost cheques, declarations re identity, etc., and we would be pleased to know if the Provincial Government would appoint these supervisors as temporary Commissioners for taking oaths. We would suggest that the man so appointed be empowered to take affidavits or affirmations for use in British Columbia so long as they remain in the employ of this Commission as Town Supervisors.

The following are the names of the present supervisors of the Interior Towns, with the exception of Slocan City, whom we would be pleased to have appointed as Commissioners, if they meet with the approval of your Department.

Henry Percival Lougheed,
Supervisor,
Kaslo, B. C.

Thomas Arthur Moryson,
Supervisor,
Greenwood, B. C.

Frank G. Skinner,
Supervisor,
Sandon, B. C.

(over)

08/2016 10:24

06/08/2016 10:24

Harold C. Emery,
Supervisor,
Hope, B. C. 14 Mile Ranch.

Chester Fullerton Swain,
Supervisor,
New Denver, B. C.

Thanking you in anticipation, we remain

Yours very truly,

BRITISH COLUMBIA SECURITY COMMISSION,

A. M. Harper,
Legal Department.

/AJ

06/08/2016 10:03

MEMORANDUM

Date 13th March, 1942.

701

From the desk of Mr. Lister,

To The Assistant Secretary.

Subject: Oath of Allegiance.

It will be necessary for each member of our staff to sign a form taking the Oath of Allegiance to H.M. The King, before a Commissioner or other duly authorised officer.

It would greatly facilitate matters here if someone on the staff of this office could be appointed a Commissioner for taking Oaths.

06/08/2016 10:03

MEMORANDUM

Date March 16th, 1942.

701

From the desk of The Secretary

To The Chairman

Subject: Mrs. Hammett.

On the recommendation of Mr. Gawthorp steps have been taken to employ two night watchmen to be on duty within the premises of the Commission from 8 p.m. to 8 a.m. This was approved by Commissioners Mead & Shirras, and Colonel Hill agreed to secure for this purpose men considered satisfactory by the R.C.M.P. unless otherwise instructed.

They will be placed on our staff at the rate paid by the R.C.M.P. to other guards on duty in the Hastings Park Manning Depot. In addition, steps have been taken to place a woman on duty in the womens building during the hours from 8 p.m. to 8 a.m.

These individuals will deal with fire hazards and other contingencies.

It is further suggested that steps should be taken to instruct members of the staff on the grounds as to action necessary in the event of an air raid alert.

C. G. MacNeil.

8/2016 10:04

MEMORANDUM

Date 20th March 1942

From the desk of The Secretary

To Mr. J.G. Gawthrop

Subject:

The Commission instructs that in future all appointments to the staff of this Commission can be made only on the authority of the Commission.

Grant MacNeil.

06/08/2016 10:05

Date 20th March 1942

Date March 23, 1942.

MEMORANDUM

From the desk of Officer in Charge, Hastings Park

To The Chairman, B.C. Security Commission,

Subject: Time-Keeper for Japanese Help.

701

Attention Captain J.H. Jenkins.

As it is the intention to use Japanese help wherever possible, I request that a time-keeper be appointed as soon as possible to record the time for Japanese staff.

At the present time we have approximately 30 Japanese employees steadily engaged on kitchen, commissary and clerical duties. The contractors have commenced manufacturing 5000 bed frames and it is proposed that Japanese help be engaged in spotting these bed frames in the various dormitory buildings, under the supervision of an Engineer N.C.O., and upwards of an additional 50 men may be required to rush this work through.

A time-keeper should be appointed, in order that their time may be accurately recorded.

approved

J. T. GAWTHROP,
Officer in Charge.

30 copies

169

MEMO TO: ALL ~~HEADS OF BRANCHES~~ Dep. Heads.
BRITISH COLUMBIA SECURITY COMMISSION

There is an apparent lack of coordination between the different branches of this Commission and particularly at the Clearing Station at Hastings Park. For the purpose of more efficiency and coordination of all departments concerned this Commission has appointed Superintendent E. C. P. Salt as coordinating officer, direct representative of this Commission.

Superintendent Salt will pay special attention to the process of evacuation and any matters in which an opinion is desired between the representatives of the respective organizations interested in the evacuation, will be referred to him for decision on behalf of the Commission. Any problems of major importance will, of course, be passed on by this Commission as heretofore.

The complete cooperation of all Department Heads and their assistants is requested and necessary providing this Commission is to function as it should.

Austin C. Taylor
Chairman, B. C. Security Commission

COPIES TO:

29

Wm. A. Morrison
J. A. Rose
Mrs. C. Booth
Mrs. A. B. Hammett ✓
Grant MacNeil
Colonel Kemp
C.O.P. Woodward
Mr J. H. Jenkins
Dr. Lyall Hodgins
Dr. F. W. Grauer
Dr. W. P. Neufeld
Arthur M. Harper
E. W. Hawkins
D. Simmons
M. H. Lister
J. M. Robertson
Mrs. E. Cringan
Col. Hill
J. McVety
T. Morysòn
E. L. Boultbee
Nurses, Hastings Park
Gawthrop
A. Dean
Miss Lee
J.W. McPherson
Comm. Mead
Comm. Shirras
Alex Eastwood

06/08/2016 10:10

March 30/42

FOLLOWING ARE THE DUTIES ASSIGNED TO THE
RESPECTIVE PERSONS ASSOCIATED WITH THE
B. C. SECURITY COMMISSION

701

COMMISSIONER JOHN SHIRRAS: Responsible for liason officer deputized to B. C. Police

Sugar Beet Industry, Manitoba and Alberta, including selection of farmers and camp supervision.

COMMISSIONER F. J. MEAD: Responsible for liason officer deputized to R.C.M.P.
" " " " " " "
Barracks.

Railroad camps, British Columbia and Ontario
Internment
Enforcement of orders of B. C. Security Commission
Placement of small selective groups to isolated areas; i.e. farming, logging, etc.

H. HAMILTON
D. SIMMONS
Responsible for Office Management and Accounting - All Departments, B. C. Security Commission regardless of location, in cooperation with officer from Treasury Department

Responsible for liason officer deputized to Custodian's Department

CLEARING STATION:

Management - J. T. Gawthrop
Assistant - T. Moryson
Responsible for all Japanese entering Clearing Station and until they are evacuated.
" " liason with Department of Labor staff.
" " liason with R.C.M.P.
" " maintenance of buildings and grounds
" to assist in coordinating stores, equipment and commissary.
" for permits out and passes into Hastings Park in conjunction with R.C.M.P.
" " liason with Custodian's Department branch at Hastings Park.
" " all statistical records of all Japanese in clearing station with regard to the registration and clearance from camp and liason with accounting department in this connection.

A. Dean - Commissary and Stores

Responsible as purchasing agent liason with management and accounting department.
Responsible for feeding at Clearing Station;
" " food on railways for men going to camps;
" " Slocan area (?)

08/2016 10:10