

Ottawa,
July 16, 1948.

Dear Sir:

With reference to your letter of the 11th instant, the Department accepts the resignation of Mrs. Lilyan Wilson as teacher of the Coqualeetza Day School. It is understood that you will forward the nomination of a teacher to succeed her.

Yours truly,

Philip Phelan,
Chief, Training Division.

Major D.M. MacKey,
Indian Commissioner,
P.O. Box 70,
Vancouver, B.C.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

INDIAN COMMISSIONER
BRITISH COLUMBIA

IN YOUR REPLY REFER TO
NO 107-9-9181
ALSO TO DATE OF THIS LETTER



CANADA
DEPARTMENT
OF
MINES AND RESOURCES

153-29-1
INDIAN AFFAIRS
BRANCH

P.O. BOX 70
VANCOUVER, B.C. July 11, 1942.

Dear Sir:

I enclose herewith resignation of Mrs. Lilyan Wilson as teacher of the Coqualeetza Hospital, and as she has joined the woman's section of the R.C.A.F., I would recommend acceptance of same.

An effort is being made to nominate a new teacher for the position vacated by Mrs. Wilson.

Yours faithfully,

For D.M. MacKay,
Indian Commissioner for B.C.

:KT

Enc.

The Secretary,
Indian Affairs Branch,
OTTAWA, Ontario.



Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

1944 E 41 Ave.
Vancouver, B.C.
July, 3, 1942.

Major McKay.
Commissioner Indian Dept.
325 Granville St.
Vancouver, B.C.

Dear Sir;-

Please accept this my resignation as Teacher
of the Coqualeetza Hospital, Sardis B.C.

I have joined the Women Section of the R.C.A.F.
and will not be able to resume the duties as Teacher
by the first of August.

Thanking you for your kind co-operation in the
past I remain

Yours sincerely.

Lillian Wilson



Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

**COQUALEETZA INDIAN HOSPITAL
SARDIS, B.C.**

**GOVERNMENT OF CANADA
APPLICATION FOR LEAVE OF ABSENCE**

153-2951
Department of Mines & Technical Surveys
Indian Affairs Branch
REGISTERED

INSTRUCTIONS—To avoid deductions from their pay, employees are themselves responsible for seeing that all absences are properly authorized in accordance with the regulations. Incomplete or incorrect filling out of this form, or delay in making application for leave, is likely to cause deduction.

I HEREBY APPLY FOR LEAVE OF ABSENCE from June 1 to August 1 inclusive, to be charged to me as indicated below.

Mrs. L. Nelson Teacher June 1, 1942
Signature of employee Class title Date

No. of Working Days	STATUTORY LEAVE:
No. of Working Days	SICK LEAVE:— (State nature of illness.)
No. of Working Days	PERSONAL CERTIFICATE:— (To be signed when Physician's certificate is not required.) I CERTIFY ON MY HONOUR that I was ill and unable to perform the duties of my position during the entire period of absence for which leave is requested. Signature of employee
No. of Working Days	SPECIAL LEAVE:— (Including absence on account of an injury sustained in the performance of duty.) My reasons for desiring this leave are as follows:—
No. of Calendar Days <u>61</u>	LEAVE WITHOUT PAY:— My reasons for desiring this leave are as follows:— <u>Holidays</u>

Recommended - W.S. Barclay M.D. Med. Supt.

FOR USE OF THE DEPARTMENT

Name of Employee	Summary of all absences from Jan. 1st, 1924, to beginning of present absence.		
Position Reference No.	Class of leave	With pay	Without pay
Place of Work	Sick		
Department	Special		
Date of commencement of continuous employment	Statutory		(During Current Fiscal Year)

APPROVAL OF THE OFFICER IN CHARGE

I CERTIFY that to the best of my knowledge and belief, and on the basis of such inquiry and investigation as was practicable and necessary in the case, the statements in the above application are true and the application is approved with any modification stated and explained and I recommend that the applicant be allowed leave without pay for the period in question.†

† If leave is applied for because of an injury the officer in charge will give full details of how the injury occurred, whether the employee was on duty at the time, and whether it was due to carelessness.
M. D. Medical Superintendent June 25 1942
Signature of officer in charge Date

APPROVAL OF THE DEPARTMENT

This application is approved with any modification shown below:—

For the Department _____ Date _____

Approval of Commission when required _____

Form C.S. 263-50M-8-39

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

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CANADA

INDIAN COMMISSIONER
BRANCH
COLUMBIA



153-29-1
INDIAN AFFAIRS
BRANCH

CANADA

DEPARTMENT
OF
MINES AND RESOURCES

IN YOUR REPLY REFER TO
NO **107-9-8751.**
ALSO TO DATE OF THIS LETTER



P.O. BOX 70
VANCOUVER, B.C. **June 11, 1942.**

Dear Sir:-

Your File 153-29-1.

I am in receipt of your letter of June 1st and note that action is being taken to have the salary of Miss Scarabelli for the months of April and May paid immediately.

With reference to the last paragraph of your letter you, no doubt, have received my letter of June 3rd, advising that Mrs. Wilson would not be on duty during June and July and, also my letter of June 4th, informing the Department of the action taken with respect to Miss Scarabelli who understands that she is not likely to be employed after the close of the current term on June 30th.

As Mrs. Wilson does not return to duty until August 1st there will be no teacher at the Hospital during the month of July.

There appears to be some difference of opinion as to the length of the school term that we should have at Coqualeetza, Mrs. Wilson favoring a ten months teaching year in keeping with the practice in Provincial schools and the existing arrangements in other T. B. Hospitals, while Dr. Barclay is inclined to favor a term of eleven months as this would ensure that one teacher would be available during June and July to supervise vocational work and give some assistance in keeping the younger patients occupied. I should like to suggest that this matter be allowed to stand over until Mrs. Wilson returns to duty in August and a second teacher replacing Miss Scarabelli appointed.

/M.
The Secretary,
Indian Affairs Branch,
Dept. Mines & Resources,
OTTAWA, ONT.

Yours faithfully,

D. M. MacKay,
Indian Commissioner for B.C.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

Miss Mary
Scarabelli

Ottawa,
June 9, 1942.

EX'D.
A

Dear Sir:

I have your letter of the 4th instant, enclosing copy of letter addressed to Miss Mary Scarabelli advising her that her employment as teacher at the Coqualeetza Hospital will terminate at the end of June. The Department was aware, from previous correspondence, that this girl did not possess any qualifications as a teacher and consequently your action in discontinuing her services at the end of June is approved.

You should immediately consult His Grace Archbishop Duke and have him nominate a qualified Catholic teacher to begin duties on September 1, 1942.

I am also in receipt of your letter of the 3rd instant, in which you advise that Mrs. Wilson will take her holidays during the months of June and July. No salary will be paid to her during those two months but payment of salary to Mrs. Wilson will be resumed from August 1 next.

Yours truly,

R.A. Hoey,
Supt. of Welfare & Training.

Major D.M. MacKay,
Indian Commissioner,
P.O. Box 70,
Vancouver, B.C.

R.A.H.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

Ottawa,
June 9, 1948.

Memorandum:

REPRESENTATIVE OF THE TREASURY

**Re: Coqualecton Indian Day School
No. 869**

In my memorandum of June 1 I advised you of the appointment of Miss Mary Searabelli as second teacher at the above-mentioned school.

She will give up duties at the end of the current month and no further payment of salary should be made to her after that date.

Q

Mrs. Lylyan Wilson, the other teacher at the above school, (see my memorandum of March 17, 1948) is taking her annual holidays during the months of June and July and consequently should not be paid for these two months. Unless further advised, payment of salary to Mrs. Wilson should be resumed from August 1, 1948.

Alphonse June 30/48

Philip Phelan,
Chief, Training Division.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

INDIAN COMMISSIONER
BRITISH COLUMBIA

IN YOUR REPLY REFER TO
NO 107-9-8654
ALSO TO DATE OF THIS LETTER

[Handwritten signature]



CANADA
DEPARTMENT
OF
MINES AND RESOURCES

INDIAN AFFAIRS
BRANCH



P.O. BOX 70
VANCOUVER, B.C. 4th June, 1942.

AIR MAIL

Dear Sir:

Your File 153-29-1

I beg to enclose herewith a copy of a letter addressed to Miss Mary Scarabelli advising her that her temporary employment as Teacher at the Coqualeetza Hospital will terminate with the close of the academic year on June 30th next, and that no assurance could be given that she would be reengaged by the Department for the coming school year.

You will probably recall that I intimated in my letter of May 15th that it was intended to recommend the release of this Teacher at the close of the current school term.

Miss Scarabelli's work has not been satisfactory. She lacks both the training and experience required for our work at Coqualeetza which is, of course, of a special character, and does not appear to possess the tactful approach necessary to successfully instruct Indian children and especially those in ill health.

I regret that I am unable for the reasons stated to recommend the employment of Miss Scarabelli beyond the end of the current term on June 30th. I trust that the action taken in advising Miss Scarabelli as I have done meets with the Department's approval.

Yours faithfully,

[Handwritten signature: D.M. MacKay]
D.M. MacKay,
Indian Commissioner for B.C.

/KT
Enc.

The Secretary,
Indian Affairs Branch,
OTTAWA, Ontario.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

107-9-8653

COPY

4th June, 1942.

Dear Miss Scarabelli:

As you know, the current school year will close at the Hospital on the 30th of this month and your temporary employment as Teacher with the Department will terminate on that date.

The Department is, of course, very anxious to secure certificated Teachers for the work at the Hospital and in our Indian Schools, and in view of this policy no assurance can at this time be given that you will be reengaged for the coming term as Teacher at Coqualeetza.

Yours faithfully,

/KT

D.M. MacKay,
Indian Commissioner for B.C.

Miss Mary Scarabelli,
Coqualeetza Indian Hospital,
Sardis, B.C.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

INDIAN COMMISSIONER
BRITISH COLUMBIA



CANADA

DEPARTMENT
OF
MINES AND RESOURCES

153-29-1
INDIAN AFFAIRS
BRANCH

IN YOUR REPLY REFER TO
NO 107-9-8639
ALSO TO DATE OF THIS LETTER



P.O. BOX 70
VANCOUVER, B.C. 3rd June, 1942.

AIR MAIL

Dear Sir: Your File 51-153-1

I have to refer to your letter of February 24, 1942, approving the appointment of Mrs. Lylyn Wilson as one of the Teachers at the Coqualeetza Indian Hospital and to advise that Mrs. Wilson will not be on duty during the months of June and July and should, therefore, not be paid salary for this period. Mrs. Wilson explained that the circumstances were such, that it would be much better for her to take her holidays now than later. She also explained that she felt by the time she returned to duty on August 1st, the stationery requisitioned for some time ago and which had not arrived would no doubt be available, and, moreover, that conditions generally for the instruction of the children might be better then than at present.

The whole matter was discussed with Dr. Barclay at the Hospital on Monday evening last, and it was agreed that under the circumstances the proposals suggested by Mrs. Wilson were in the best interests of all concerned. I would, therefore, recommend that these arrangements be approved.

Mrs. Wilson is regarded as a highly capable Teacher, has taken a deep interest in her work, co-operates wholeheartedly with the Hospital Staff, and is very well liked by the Indian children.

The Department's decision by air mail will be appreciated.

Yours faithfully,

D.M. MacKay,
Indian Commissioner for B.C.

/KT

The Secretary,
Indian Affairs Branch,
OTTAWA, Ontario.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

Ottawa,
August 27, 1942.

AIR MAIL

Dear Major MacKay:

Re: Teachers' salaries, Coqualeetza Hospital

I have for acknowledgment your letter of the 25th instant, in which you seek additional information in respect to the salaries to be paid by the Department at the Coqualeetza Hospital.

In this connection may I refer you to your air mail letter of July 15, 1942, and Mr. Phelan's reply thereto dated July 18. In the last paragraph of Mr. Phelan's communication he stated -- "In securing a teacher to succeed Miss Scarabelli, you may offer the same salary. It is understood that the hospital will supply meals and laundry work free".

Mr. Phelan is now overseas and when Miss Cole's appointment was under consideration I was influenced by the fact that we had already decided to pay \$85.00 a month to the non-Catholic teacher at the hospital and that it would be very unwise to pay salary less than this to the Catholic teacher. The correspondence on file suggests, however, that the non-Catholic teacher is particularly well qualified and that Miss Cole has had little, if any, professional training. If, in your judgment, it would be advisable to pay Miss Cole \$75.00 rather than \$85.00 a month, I would be glad to abide by your recommendation. These, as you know, are very delicate matters and matters that require us to exercise the utmost care in dealing with them from time to time.

Yours truly,

Major D.M. MacKay,
Indian Commissioner,
P.O. Box 70,
Vancouver, B.C.

R.A. Hoey,
Supt. of Welfare & Training.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

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CANADA

INDIAN COMMISSIONER
BRITISH COLUMBIA

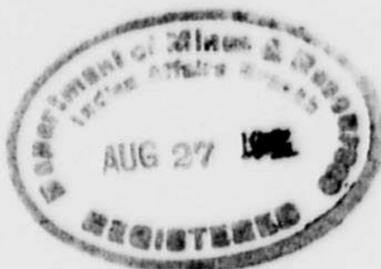


CANADA

DEPARTMENT
OF
MINES AND RESOURCES

153-29-1
INDIAN AFFAIRS
BRANCH

IN YOUR REPLY REFER TO
NO. 107-9-9903
ALSO TO DATE OF THIS LETTER



P.O. BOX 70
VANCOUVER, B.C. August 25, 1942.

AIR MAIL

Dear Sir:

I have received your letter of August 20th advising this office of the appointment of Miss Jessie Xavier Cole to the position of teacher at the Coqualeetza Indian Hospital. It is noted that Miss Cole is to receive a salary of \$85.00 per month.

If Miss Cole is to be employed under the same arrangements as were made in the case of Mrs. Wilson and Miss Scarabelli, see your letters of February 24th and March 10th in this respect, as recommended in my letter of August 17th, I take it that her salary will be \$75.00 and not \$85.00 per month. Please let me have definite information on this point.

Yours faithfully,

D.M. MacKay,
Indian Commissioner for B.C.

/KT

The Secretary,
Indian Affairs Branch,
OTTAWA, Ontario.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

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CANADA

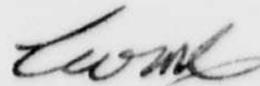
Ottawa, August 25, 1942.

REGISTERED

Dear Sir:-

I am enclosing herewith Dominion of Canada
cheque No.12830, for \$10.38, in your favour, being refund
of Retirement Fund account.

Yours truly,



L.W. McCutcheon
Chief Treasury Officer.

Mrs. Lilyan Wikson,
Care W.S. Barclay, Esq., M.D.,
Medical Superintendent,
Coqualeetza Indian Hospital,
SARDIS, B.C.

glb /B

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

153-29-1

Ottawa,
August 20, 1942.

E. D.
A.

Dear Sir:

I have for acknowledgment your air mail letter of the 17th instant and also copy of a letter, nominating Miss Jessie Xavier Cole for the position of teacher at the Coqualeetza Hospital, received by you from Archbishop Duke.

This nomination is acceptable to the Department and approved. This teacher will be allowed salary at the rate of \$85.00 a teaching month, plus bonus. It is understood that she will begin duties on September 1, 1942. Miss Cole should complete the usual forms and forward them as soon as convenient to this office.

Yours truly,

R.A. Hoey,
Supt. of Welfare & Training.

Major D.M. Mackay,
Indian Commissioner,
P.O. Box 70,
Vancouver, B.C.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

Ottawa,
August 20, 1942.

Memorandum:

REPRESENTATIVE OF THE TREASURY

Re: Coqualeetza Indian Day School
No. 869

In memorandum of June 9, 1942, you were advised of the resignation of Miss Mary Scarabelli. To succeed her the Department has appointed Miss Jessie Xavier Cole, at a salary of \$85.00 a teaching month, plus bonus, effective September 1, 1942. The academic year at this school is for 10 months. Consequently, unless further advised, Miss Cole should be paid monthly until June 30, 1943.

I enclose copy of letter of appointment and other documents will be forwarded to you when received.

R.A. Hoey,
Supt. of Welfare & Training.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

INDIAN COMMISSIONER
BRITISH COLUMBIA



INDIAN AFFAIRS
BRANCH

153-29-1

IN YOUR REPLY REFER TO
NO 107-9-9795
ALSO TO DATE OF THIS LETTER

DEPARTMENT
OF
MINES AND RESOURCES

P.O. BOX 70
VANCOUVER, B.C. August 17, 1942.



AIR MAIL

Dear Sir:

I beg to forward herewith a letter from His Excellency Archbishop Duke nominating Miss Jessie Xavier Cole for the existing vacancy for a Catholic teacher at the Coqualeetza Indian Hospital, together with certain references submitted by Miss Cole.

Miss Cole is not a certificated teacher but her qualifications and experience are such that it is considered she would be suitable for the work at Coqualeetza.

I would, therefore, recommend the appointment of Miss Cole for the eleven months term, commencing September 1st, under the same arrangements as Mrs. Wilson and Miss Scarabelli who were employed at this institution, re your file 153-29-1.

Yours faithfully,

D.M. MacKay,
Indian Commissioner for B.C.

/KT
Encls.

The Secretary,
Indian Affairs Branch,
OTTAWA, Ontario.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA



Archdiocese of Vancouver

Archbishop's Office

646 Richards St.
Vancouver, B.C.

August 14, 1942

Major D.M. MacKay
Indian Commissioner for B.C.
P.O. Box 70
Vancouver, B. C.

Dear Major MacKay:

Many thanks for your kind letter of August 13th regarding the vacancy at the Coqualeetza Indian Hospital.

I am glad to nominate Miss Jessie Xavier Cole to this appointment.

Trusting this meets with your wishes, I beg to remain,

Devotedly yours in Christ,

W. M. Duke
Most Rev. W. M. Duke
Archbishop of Vancouver



WMD:E

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

PROVINCIAL NORMAL SCHOOL

VANCOUVER B.C.

February 9th, 1942.

Miss Jessie M. Cole,
Canadian Bank of Commerce,
Main and Pender Sts.,
Vancouver, B.C.

Dear Miss Cole:

I am sorry that there seems to have been some misunderstanding concerning the return of your references. My impression was that I should communicate with Victoria and that you would get in touch with me to learn the Education Department's decision.

I have received a letter from the Superintendent of Education which states that you might enter this Normal School immediately with your present qualifications and that, on the completion of this session in June, you will be granted a temporary certificate. You would, however, have to secure our regular admission requirements of Senior Matriculation before receiving a permanent certificate.

If this still interests you please let me know at your earliest convenience. In the meantime I return your references.

Yours very truly,

Signed A.R. Lord

Principal.

ARL/R

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

C O P Y

CONVENT OF THE SACRED HEART
AVENUE JOFFRE

S H A N G H A I

June 8th, 1941.

This is to certify that Miss Jessie Cole has taught in our Junior Classes for the past two years, and has shown great aptitude for the management and teaching of little children, knowing how to win their affection, interest them, and urge them on towards success in their games and studies.

Miss Cole has also used to advantage her training in Business and Physical Education and was most helpful in school activities.

We regret that circumstances have caused her to suspend her teaching for the present, and hope that this may be resumed in the future.

SIGNED: C. Nourry R.S.C.J.

Superior.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

C O P Y

A. EMODI
Manufacturers Representative

SHANGHAI June 30, 1939.
(CHINA)

TO WHOM IT MAY CONCERN

This is to certify that Miss Jessie Cole worked in my office as secretary during the period April 1st, 1938 to June 30, 1939.

She is a very good steno-typist, knows also filing and other general office work.

Miss Cole is an excellent worker, very reliable, exact in performing her duties and I can recommend her very warmly to everybody who needs her services.

SIGNED A. EMODI

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

SCJM

C O P Y

CONVENT OF THE SACRED HEART
3851 West 29th Avenue,

VANCOUVER B.C.

September 16th, 1941.

Dear Sir:

This is to certify that Miss Jessie Cole was a student at our School in Shanghai and won the highest symbol given in all our Schools for strong character, sense of responsibility, and fidelity to duty.

SIGNATURE C. Murphy R.S.C.J.

Principal.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

3853 Triumph Street,
Vancouver B.C.,

August 27th, 1942.

Major D.M. MacKay,
Indian Commissioner for "B.C."

Dear Sir:

With reference to your letter No.107-9-9902 dated August 25th, 1942, I regret to inform you that owing to circumstances beyond my control I will be unable to take up my duties as teacher at the Coqualeetza Indian Hospital.

I am very sorry to have caused such an inconvenience and can only assure you that it is with much reluctance that I am giving up this position at Coqualeetza.

Trusting that you will be able to find someone to take my position soon, I beg to remain,

Respectfully yours,

Jessie Mary Xavier-Cole

Jessie Mary Xavier-Cole.

P.S. Would you be so kind as to return
Mr. Lord's letter?

J.M.X.C.



Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA



Archdiocese of Vancouver
Archbishop's Office

545 Richards St.
Vancouver, B. C.

August 29, 1942

Major D.M. MacKay
Indian Commissioner for B.C.
P.O. Box 70
Vancouver, B. C.

Dear Major MacKay:

I had an interview last evening with Miss Virginia Louisa Surges, 1066 East 54th Ave., Vancouver, who has confirmed her desire to occupy the position at the Coqualeetza Indian Hospital.

I therefore nominate her for the position.

With kind regards, I beg to remain,

Very sincerely yours,

Most Rev. W. M. Duke

Most Rev. W. M. Duke
Archbishop of Vancouver



*Phone
FR 5202*

WMD:E

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-29-1

(To be returned to Indian Affairs Branch
when original letter signed).

Ottawa, September 3, 1942.

Dear Sir:-

This is to advise you that the services of
Miss Mary Scarebelli, teacher, Coqualeetza Indian Day
School, ceased effective July 1, 1942. Would you kindly
let me have a cheque in her favour for the amount at her
credit in the Retirement Fund?

Yours truly,

W. JACKSON

for Deputy Minister.

Received

The Deputy Minister,
Department of Finance,
OTTAWA.

Sent 5/9/42 - 9.8.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

153-89-1

The Director

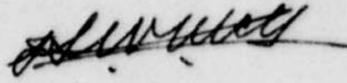
Ottawa, September 3, 1942.

EAD

Dear Sir:-

This is to advise you that the services of Miss Mary Scaramelli, teacher, Coqualcton Indian Day School, ceased effective July 1, 1942. Would you kindly let me have a cheque in her favour for the amount at her credit in the Retirement Fund?

Yours truly,



Deputy Minister.

The Deputy Minister,
Department of Finance,
OTTAWA.

Miss Scaramelli
Home

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-89-1



Handwritten:
Miss Mackay
Miss Bell

Ottawa,
September 2, 1942.

AIR MAIL

Dear Sir:

I desire to acknowledge receipt of your letter of the 31st ultimo, in which you intimate that Miss Jessie Cole is unable to accept the appointment of teacher at the Coqualeetza Hospital.

The nomination of Miss Virginia Louisa Surgess by Archbishop Duke is acceptable to the Department and approved. Miss Surgess will be allowed salary at the rate of \$80.00 per teaching month, plus cost-of-living bonus, etc. You should have her complete the necessary forms and forward them to the Department.

Yours truly,

R.A. Hoey,
Supt. of Welfare & Training.

Handwritten initials: DM

Major D.M. MacKay,
Indian Commissioner,
P.O. Box 70,
Vancouver, B.C.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

Ottawa,
September 2, 1942.

Memorandum:

REPRESENTATIVE OF THE TREASURY

Re: Coqualeetza Indian Day School
No. 869

In my memorandum of the 20th ultimo I advised you of the appointment of Miss Jessie Xavier Cole as teacher at this school. We have been advised that Miss Cole is unable to accept the appointment and no payment of salary should be made to her. For this position we have approved the appointment of Miss Virginia Louisa Surgess, at a salary of \$80.00 a teaching month, plus bonus, effective September 1, 1942. The academic year at this school is for 10 months. Consequently, unless further advised, Miss Surgess should be paid monthly until June 30, 1943.

I enclose copy of letter of appointment and other documents will be forwarded to you when received.

R.A. Hoey,
Supt. of Welfare & Training.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

PUBLIC ARCHIVES

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CANADA

INDIAN COMMISSIONER
BRITISH COLUMBIA



CANADA

DEPARTMENT
OF
MINES AND RESOURCES

153-29-1

INDIAN AFFAIRS
BRANCH

IN YOUR REPLY REFER TO
NO **107-9-9975**
ALSO TO DATE OF THIS LETTER

P. O. BOX 70
VANCOUVER, B.C.

August 31, 1942.

AIR MAIL



Dear Sir:

I would refer to your letter of the 27th instant, file 153-29-1, regarding appointment of Miss Jessie Cole as teacher at Coqualeetza Indian Hospital at Sardis, and to enclose her letter of the 27th instant informing me that she will be unable to take the appointment. However, I enclose herewith nomination of His Excellency Archbishop Duke of Miss Virginia Louisa Surgess who appears to be well qualified for the position and I would recommend her appointment at \$80.00 per month plus laundry and two meals per day.

It would be appreciated if you would kindly advise me by air mail if you approve of the nomination.

Yours faithfully,

D.M. MacKay,
Indian Commissioner for B.C.

:KT

Enc.

The Secretary,
Indian Affairs Branch,
OTTAWA, Ontario.

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

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DECLARATION OF HEAD OF HOUSEHOLD FOR PURPOSE OF COST OF LIVING BONUS, (AUGUST) 1941

This declaration must be completed in triplicate by full time employees claiming "Head of Household" status if compensation is less than \$108.00 per month, and all married women in the Service in receipt of a salary of less than \$2,100.00, and filed with the Department. One copy to be retained by the Department and two copies forwarded to the Chief Treasury Officer serving the Department.

"Head of Household" means a married man or woman, a single or divorced person, widow or widower, who maintains a self-contained domestic establishment and who actually supports therein a person *wholly* dependent upon him and connected with him by marriage, blood relationship or adoption.

- (i) "Self-contained domestic establishment" means a dwelling house, apartment or other similar place of residence containing at least one bedroom, in which residence the employee as a general rule sleeps and has his meals prepared and served.
- (ii) A person connected with the employee by marriage means the wife or husband, parents, uncle, aunt, nephew, niece, grandparents and great-grandparents of employee's wife or husband, step-children, brothers-in-law and sisters-in-law.
- (iii) A person connected with the employee by blood relationship means parents, foster parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brother or sister, uncle or aunt, nephew or niece.
- (iv) Connection with the employee by adoption shall include adoption in fact as well as legal adoption.

Name in full..... *Virginia Louisa Surges*
 Address..... *Knight Road, Sardis, B.C.*
 Department..... *Mines and Resources*
 Branch..... *Indian Affairs*
 Total Compensation — Salary..... *\$ 825* Allowances..... *3 meals & laundry*
 Single, married, widow, widower, divorced or separated..... *Single*
 If married, is wife or husband employed.....
 If so, state her or his full name.....
 Employer's name in full.....
 If divorced or separated, are you receiving any allowance.....
 If so, state total amount of allowance.....
 Do you maintain a self-contained domestic establishment as above defined, at the above address..... *yes*
 If so, state the name, address and relationship of the persons supported therein and *wholly* dependent upon you.

Name	Address	Relationship
<i>none</i>		

I HEREBY CERTIFY that the information given herein is true and correct in every respect as of 1st August, 1941, or effective from *7th* day of *September* 194*2* (if appointed)

Further, I undertake that so soon as the facts given are changed by altered marital status, dependency or employment of wife (or husband) which would cause a change in the benefits to be received by me because of this declaration, I will immediately notify the Comptroller of the Treasury by filing an amended declaration.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at..... *Vancouver, B.C.*
this..... *1st* day of *September* 194*2*.

James Co
Ex-officio Justice of the Peace

Virginia Surges
Signature of Employee

OR BY

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

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155-89-1

(To be returned to Indian Affairs Branch
when original letter signed).

file

Ottawa, September 20, 1943.

The Deputy Minister,
Department of Finance,
Ottawa.

This is to advise you that the services of Miss V. Surges,
teacher, Coqualeetza Indian School, ceased effective May 10, 1943.
Would you kindly let me have a cheque in her favour for the amount
at her credit in the Retirement Fund? No overpayment of any kind
to this employee is outstanding.

Sent 22/9/43 - J.S.

C. W. JACKSON

for Deputy Minister.

*J.S.
Handled*

Indian Affairs. (RG 10, Volume 6422, file 869-1, part 4)

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