

153-0-5.

Archives

Ottawa, May 19, 1923.

Reverend Sir,-

I beg to advise you that Mr. James C. Robertson of Sardis has been appointed Inspector of Construction for the new Coqualeetza Institute. For your information, I am sending you herewith a copy of the letter of instructions sent him.

Your obedient servant,

J. D. McLean
(J. D. MCLEAN)
Asst. Deputy and Secretary.

[Handwritten initials]
Encl. 1.

[Handwritten signature]
Reverend George H. Raley,
Principal, Coqualeetza Institute,
SARDIS - B. C.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-0-5.

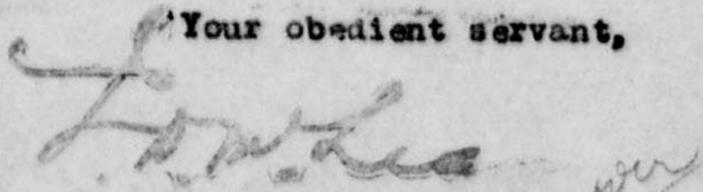
Ottawa, May 19, 1933.

Dear Sirs,-

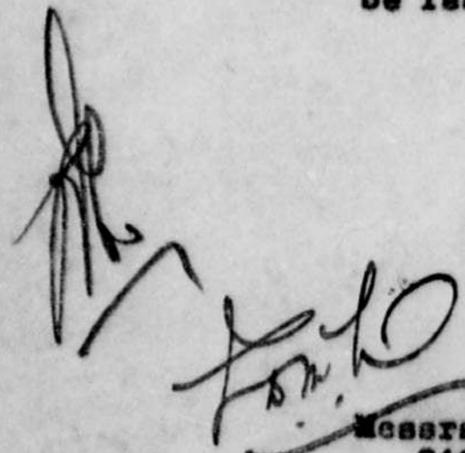
I beg to advise you that Mr. James C. Robertson of Sardis has been appointed Inspector of Construction for the completion of the Coqualeetza Institute.

Payment will be made on your contract in a similar manner as was done for the contract awarded you for the first unit. Certificates will be issued by Mr. Robertson.

Your obedient servant,



(J. D. MCLEAN)
Assistant Deputy and Secretary.



Messrs. Baynes and Horie,
846 Howe Street,
Vancouver - B. C.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-0-5.

Ottawa, May 19, 1923

Dear Sir,-

I beg to advise you that the Civil Service Commission has appointed Mr. James C. Robertson of Sardis, B. C., Inspector of Construction for the proposed new Coqualeetza Institute.

As you have retained the three copies of the plans and specifications sent you some time ago, I would ask you to please forward one of them to Mr. Robertson, at R. R. No. 1, Sardis - B. C.

Your obedient servant,

J. D. Moles
(J. D. MOLEAN)
ASST. DEPUTY AND SECRETARY.

W. E. Ditchburn
W. E. Ditchburn, Esq.,
Chief Inspector of Indian Agencies,
Victoria, B. C.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

Copy for file 153-0-5.

Ottawa, May 19, 1923.

Dear Sir,-

As advised by night lettergram of even date, you have been appointed Inspector of Construction at a salary of \$8.00 per day, for the new Coqualeetza Residential school at Sardis, B. C. The contract for this work has been awarded to Messrs. Baynes and Horie of Vancouver, B. C., at their tendered price of \$123,967.00.

It will be your duty to issue certificates to the contractors for payment on their contract up to 90% of the value of labour and material in the work. It will also be your duty to see that the plans and specifications are strictly adhered to, and the work carried out in full accord with them.

I would especially draw your attention to the Asphalt Mastic Flooring. This flooring must be laid as specified, and no substitutes of materials specified will be permitted. It has been reported that the floor laid last year in the kitchen is not up to the requirements of the specifications.

No additional work is to be authorized on this contract without first obtaining the authority from the Department. If any extra work is asked for by the Reverend Principal, in submitting his request to the Department, it should be accompanied by an estimate of the cost and your recommendation.

You will be expected to give full time to this work, and you should submit a fortnightly report covering in detail the amount of work performed, the quality of materials furnished, and the progress being made in the work.

I am sending you under separate cover Certificate Forms and Mr. Ditchburn who has three copies of the plans and specifications in his office, will be asked to forward a set to you for your use on the work.

Your obedient servant,

J. C. Robertson, Esq.,
R. R. 1,
SARDIS - B. C.

J. D. McLean
(J. D. McLean)
Asst. Deputy and Secretary,

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA



153-0-5
NIGHT LETTER

N.L. 2

Great North Western Telegraph Company of Canada

Exclusive connection with the

WESTERN UNION TELEGRAPH CO.

Z. A. LASH, PRESIDENT

Cable Service
to all the world

GEO. D. PERRY, GENERAL MANAGER

Receiver's No.

Time Filed

Check

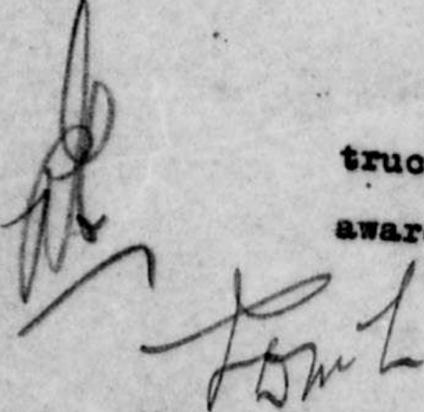
SEND the following NIGHT LETTER subject
to the terms printed on the back hereof,
which are hereby agreed to.

Ottawa, May 19, 1923.

James C. Robertson, Esq.,
R. R. No. 1,
Sardis, B. C.

You have been appointed Inspector of Construction for Coqualeetza School. STOP. Contract awarded to Baynes and Horie of Vancouver.

J. D. MCLEAN.


Chge. D.I.A.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

Ottawa, May 19, 1923.

Dear Sir,-

AS advised by night lettergram of even date, you have been appointed Inspector of Construction at a salary of \$6.00 per day, for the new Coqualeetza Residential school at Sardis, B. C. The contract for this work has been awarded to Messrs. Baynes and Horie of Vancouver, B. C., at their tendered price of \$123,967.00.

It will be your duty to issue certificates to the contractors for payment on their contract up to 90% of the value of labour and material in the work. It will also be your duty to see that the plans and specifications are strictly adhered to, and the work carried out in full accord with them.

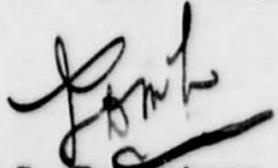
I would especially draw your attention to the Asphalt Mastic Flooring. This flooring must be laid as specified, and no substitutes of materials specified will be permitted. It has been reported that the floor laid last year in the kitchen is not up to the requirements of the specifications.

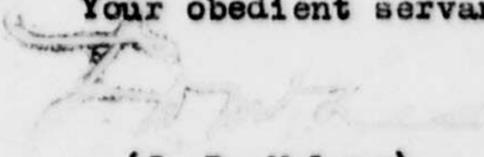
No additional work is to be authorized on this contract without first obtaining the authority from the Department. If any extra work is asked for by the Reverend Principal, in submitting his request to the Department, it should be accompanied by an estimate of the cost and your recommendation.

You will be expected to give full time to this work, and you should submit a fortnightly report covering in detail the amount of work performed, the quality of materials furnished, and the progress being made in the work.

I am sending you under separate cover Certificate Forms and Mr. Ditchburn who has three copies of the plans and specifications in his office, will be asked to forward a set to you for your use on the work.

Your obedient servant,


J. C. Robertson, Esq.,
R. R. 1,
SARDIS - B. C.


(J. D. McLean)
Asst. Deputy and Secretary,

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-0-5 X

May 21, 1923.

Dear Mr. Foran,-

Incl.

I beg to return herewith the rider which accompanied the temporary certificate in favour of Mr. James C. Robertson as Inspector of Construction at the Coqualeetza Indian industrial school at Sardis, B.C. From this you will see that Mr. Robertson assumed the duties of the position on May 21.

Yours very truly,


Deputy Superintendent General.

Wm. Foran, Esq.,
Secretary,
Civil Service Commission,
Ottawa.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-0-5 X

DO NOT WRITE ABOUT MORE THAN ONE SUBJECT IN THE SAME LETTER

C.S.C. FORM 21
150M-6-22.

W. FORAN,
SECRETARY

[Handwritten signature]

Civil Service Commission



Canada



IN YOUR REPLY PLEASE QUOTE

FILE NO. IA-IA1-218

Office of the Secretary,

Ottawa, June 12, 1923

584838

Dear sir,

In connection with the recent competition to fill the vacancy of Inspector of Construction, Edmonton Agency, (your file No. 153-0-5 X), I beg to inform you that the applications have not yet been forwarded to the Commission. Would you kindly submit these applications without delay in order that further action may be taken in this matter.

An early reply will be greatly appreciated.

Yours truly,

[Handwritten signature: C. Beaud]

Secretary.

Duncan G. Scott, Esq.,
Deputy Superintendent General
of Indian Affairs,
Ottawa.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-0-5-X



Letter No. 3-8-B.

Q.R.V.

Office of the New Westminster Indian Agency,

September 5th, 1923. ~~1922~~

Sir,

R

I enclose herewith Vouchers Nos. 710

amounting to \$ 162.00 in favour

of J.C. Robertson,
R. R. No. 1, Sardis, B.C.

for Services as Inspector of Construction on the
new School at Coqualeetza.

This expenditure was authorized by Departmental

Letter No. dated

Soh
RECOMMENDED FOR PAYMENT
Pay
ACCOUNTANT
19/23

Your obedient servant,

[Signature]
Indian Agent.
ACCOUNTANTS
BRANCH
1923

The Secretary,
Department of Indian Affairs,
Ottawa.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES ARCHIVES PUBLIQUES
CANADA



Ottawa, December 1, 1923.

Memorandum:

Mr. Orr.

You will note that the certificate issued in favour of Mr. J. C. Robertson as Inspector of Construction, Sardis school, expired on the 21st ultimo. Will it be necessary to retain Mr. Robertson's services and get an extension of this certificate.

H. O. D.

*Mr. Robertson's services will be required
to April 1st. 1924.*

[Signature]

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

CIVIL SERVICE COMMISSION OF CANADA
EXTENSION OF TEMPORARY CERTIFICATE

.....
Date of request for Extension.

The services of the temporary employee named below are required for an additional period and the authorization of the extension of employment is requested.

C.S.C. File No. **IA-1A2-570.**
Department **Indian Affairs.**
Branch **Indian Agencies** Place Employed **Indian School, Sardis B.C.**
City or Town Province
Name of Employee **James G. Robertson,**
Title of Position **Inspector of Construction**
Salary Rate **\$6.00 per day** Appropriation.....
For a period of **Five months** (By law extension periods must not exceed six months.)
With effect from **Nov. 21st, 1923.**

Particulars of necessity for continuance of temporary position :
Building not yet completed.

.....
(Signature of Deputy Head.)

NOTES AND INSTRUCTIONS:—

1. Departments in requesting extension of temporary certificates will in each case submit four copies of this form with the above particulars accurately filled in.
2. No letter need accompany these forms.
3. Only the original need be signed by the Deputy Head.
4. The particulars requested are to be found on the original certificate issued by the C. S. Commission.
5. Departments should when possible anticipate the need for extensions and request extensions at least Three weeks prior to expiration of current certificate.

(The space below is for the use of the Civil Service Commission only.)

This is to certify that the person named above possesses the requisite knowledge and ability, and is duly qualified as to age, health, character, and habits for temporary employment in accordance with the provisions of the Civil Service Act, 1918, as amended, and the extension of the period of employment as above specified is hereby authorized at the salary shown.

By Order of the Commission

Dated.....

.....
Secretary.

C.S.C. 112, 2024.—15-9-22.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-0-5X.

December 3rd, 1923.

Dear Sir:-

I am enclosing herewith a request for extension of the temporary certificate issued in favour of Mr. J.C. Robertson of Sardis, B.C., as Inspector of Work during the construction of the Coqualeetza Indian Industrial School at Sardis. His present certificate expired on the 21st ulto., and as it is not expected that the work will be finished for a little time yet, we desire that an extension be granted for a period of five months.

I enclose requisition herewith.

Yours very truly,

Duncan
Deputy Superintendent General.

H.S.
Del
Wm. Foran Esq.,
Secretary,
Civil Service Commission,
O t t a w a.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

CIVIL SERVICE COMMISSION OF CANADA
EXTENSION OF TEMPORARY CERTIFICATE

R

.....
Date of request for Extension.

The services of the temporary employee named below are required for an additional period and the authorization of the extension of employment is requested.

C.S.C. File No. **IA-IA2-370**.....

Department **Indian Affairs**.....

Branch **Indian Agencies**..... Place Employed **Indian School, Sardis B.C.**.....
City or Town Province

Name of Employee **James C. Robertson**.....

Title of Position **Inspector of Construction**.....

Salary Rate **\$6.00 per day**..... Appropriation.....

For a period of **Five months**..... (By law extension periods must not exceed six months.)

With effect from **Nov. 21st. 1923**.....

Particulars of necessity for continuance of temporary position :

Building not yet completed.

Duncan Chitt

.....
(Signature of Deputy Head.)

NOTES AND INSTRUCTIONS :-

1. Departments in requesting extension of temporary certificates will in each case submit four copies of this form with the above particulars accurately filled in.
2. No letter need accompany these forms.
3. Only the original need be signed by the Deputy Head.
4. The particulars requested are to be found on the original certificate issued by the C. S. Commission.
5. Departments should when possible anticipate the need for extensions and request extensions at least Three weeks prior to expiration of current certificate.

(The space below is for the use of the Civil Service Commission only.)

This is to certify that the person named above possesses the requisite knowledge and ability, and is duly qualified as to age, health, character, and habits for temporary employment in accordance with the provisions of the Civil Service Act, 1918, as amended, and the extension of the period of employment as above specified is hereby authorized at the salary shown.

Prev. rates \$6 per day not exceeding 5 mos.

By Order of the Commission

Dated **15th Dec. 1923**.....

.....
Secretary.

C.S.C. 112, 20M.-15-8-22.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA



DEPARTMENT OF INDIAN AFFAIRS
CANADA

OFFICE OF THE
DEPUTY SUPERINTENDENT GENERAL
OTTAWA

153-0-5 X

May 9, 1924.

Mr. Orr,-

Incl.

You will note from the inclosed file that the certificate of Mr. J. C. Robertson as Inspector of Construction for the Coqualeetza Institute expired on the 21st ultimo. Kindly let me know if Mr. Robertson is still employed, if it will be necessary to continue his services for a further period, and, if so, how long.

Duncan Chilton
D. S. G. I. A.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA



DEPARTMENT OF INDIAN AFFAIRS
CANADA

153-0-5X

Ottawa, May 12, 1924.

MEMORANDUM: Mr. Scott.

With reference to your memorandum of the 9th instant regarding the employment of Mr. Robertson as Inspector of Construction on the Coqualeetza Institute, I beg to say that his services will be required for approximately two months more.

The building is nearing completion, and arrangements will be made in the near future for the demolishing of the old building.


ARCHITECT.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

CIVIL SERVICE COMMISSION OF CANADA
EXTENSION OF TEMPORARY CERTIFICATE

May 10, 1924 Extension

The services of the temporary employee named below are required for an additional period and the authorization of the extension of employment is requested.

C.S.C. File No. TA-122-370
Department Indian Affairs
Branch Indian Agencies Place Employed Indian School, Sarsis, B.C.
Name of Employee James C. Robertson
Title of Position Inspector of Construction
Salary Rate \$6.00 per day Appropriation School Vote for Indian Education
For a period of Three months (By law extension periods must not exceed six months.)
With effect from April 21, 1924.

Particulars of necessity for continuance of temporary position :

oed

(Signature of Deputy Head)

NOTES AND INSTRUCTIONS:—

1. Departments in requesting extension of temporary certificates will in each case submit four copies of this form with the above particulars accurately filled in.
2. No letter need accompany these forms.
3. Only the original need be signed by the Deputy Head.
4. The particulars requested are to be found on the original certificate issued by the C. S. Commission.
5. Departments should when possible anticipate the need for extensions and request extensions at least Three weeks prior to expiration of current certificate.

(The space below is for the use of the Civil Service Commission only.)

This is to certify that the person named above possesses the requisite knowledge and ability, and is duly qualified as to age, health, character, and habits for temporary employment in accordance with the provisions of the Civil Service Act, 1918, as amended, and the extension of the period of employment as above specified is hereby authorized at the salary shown.

By Order of the Commission

Dated.....

Secretary

C.S.C. 112.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-0-5 X

May 13, 1924.

Dear Mr. Foran,-

Incls.

I am inclosing herewith a request for an extension of the temporary certificate issued in favour of Mr. J. C. Robertson, Sardis, B.C., as Inspector of the Work during the construction of the Coqualeetza Indian industrial school. His ~~present~~ ^{last} certificate expired on the 21st ultimo, and it is expected that his services will be required for, approximately, 3 months from that date.

Yours very truly,

Hvd
och
Wm. Foran, Esq.,
Secretary,
Civil Service Commission,
Ottawa.

John
Deputy Superintendent General.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

153-0-5 X

May 13, 1924.

Dear Mr. Foran,-

Incls.

I am inclosing herewith a request for an extension of the temporary certificate issued in favour of Mr. J. C. Robertson, Sardis, B.C., as Inspector of the Work during the construction of the Coqualeetza Indian industrial school. His ~~present~~ ^{last} certificate expired on the 21st ultimo, and it is expected that his services will be required for, approximately, 3 months from that date.

Yours very truly,

Hvd
och
Wm. Foran, Esq.,
Secretary,
Civil Service Commission,
Ottawa.

[Signature]
Deputy Superintendent General.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA



DEPARTMENT OF INDIAN AFFAIRS
CANADA

OFFICE OF THE
DEPUTY SUPERINTENDENT GENERAL
OTTAWA
May 20, 1924.

MEMORANDUM:-

R

MR. MAC INNES.

It will be necessary to obtain an Order ~~from~~ ^{of} His Excellency the Governor General in Council to get an extension of the temporary certificate of Mr. Robertson as Inspector of Construction at the Coqualeetza Institute.

Will you kindly take the necessary action to obtain an Order in Council for an extension of three months.

Fontenay
A. D. S. G. I. A.

10/1

Indian Affairs. (RC 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

152-0-5 X

Ottawa, May 26, 1924.

His Excellency

The Governor General in Council.

The undersigned begs to state that by a certificate of the Civil Service Commission authority was given for the employment of Mr. James C. Robertson as Inspector of Construction in connection with the erection of the Coqualeetza Institute, for five months from November 21st, 1923, with pay at the prevailing rate of \$6.00 per day; and, as his services will be necessary for at least another three months, the undersigned would recommend, pursuant to the requirements of Section 40 of the Civil Service Regulations of 10th December, 1923, that authority be given for the continuance of Mr. Robertson's employment in the capacity above mentioned for a further period of three months from the 21st April, 1924, with remuneration at the same rate, payable from the Vote for Indian Education, No. 279.

Superintendent General
of Indian Affairs.

*L. J. ...
M. ...*

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

P.C. 86/961

MINISTER'S OFFICE
JUN 11 1924
DEPT. OF INTERIOR



Certified copy of a Minute of a Meeting of the Treasury Board, approved by His Excellency the Governor General in Council, on the 10TH JUNE 1924

*1. R. V. ...
2. ...
and*

R

INDIAN AFFAIRS-

The Board, under the provisions of Section 40 of the Civil Service Regulations, 10th December, 1923, recommend that authority be given for the continuance of a temporary position of Inspector of Construction in connection with the erection of the Coqualeetza Institute, Department of Indian Affairs, for a further period of three months from the 21st April, 1924, with remuneration at the same rate, payable from the Vote for Indian Education No. 279.

E. J. ...
Clerk of the Privy Council.

Referred to ...

The Honourable
The Superintendent General of Indian Affairs.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

P.C. 86/961

153-0-57

MINISTER'S OFFICE
JUN 17 1924
DEPT. OF INTERIOR

Certified copy of a Minute of a Meeting of the Treasury Board, approved by His Excellency the Governor General in Council, on the 10TH JUNE 1924



W. O. Donohue
[Signature]

R

DEPT. OF INDIAN AFFAIRS
JUN 14 1924
RECORDED

INDIAN AFFAIRS--

The Board, under the provisions of Section 40 of the Civil Service Regulations, 10th December, 1923, recommend that authority be given for the continuance of a temporary position of Inspector of Construction in connection with the erection of the Coqualeetza Institute, Department of Indian Affairs, for a further period of three months from the 21st April, 1924, with remuneration at the same rate, payable from the Vote for Indian Education No. 279.

[Signature]
Clerk of the Privy Council.

Ag. Johnston

*Approved
[Signature]*

The Honourable
The Superintendent General of Indian Affairs.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES ARCHIVES PUBLIQUES
CANADA

153-0-5 X

June 13, 1924.

Dear Mr. Foran,-

With further reference to my letter of May 13, last, requesting that you issue an extension of the temporary certificate in favour of Mr. J. C. Robertson as Inspector of Construction at the Coqualeetza Indian industrial school, at Sardis, B.C., I beg to inclose herewith Incl. copy of Order in Council P.C. 86-961, giving authority for the continuance of the position for a period of three months.

Yours very truly,

Duncan
Deputy Superintendent General.

WFO
WFO
Wm. Foran, Esq.,
Secretary,
Civil Service Commission,
Ottawa.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

CIVIL SERVICE COMMISSION OF CANADA
EXTENSION OF TEMPORARY CERTIFICATE

MAC.

May 14, 1924

Date of request for Extension.

The services of the temporary employee named below are required for an additional period and the authorization of the extension of employment is requested.

R

C.S.C. File No. IA-IA2-370

Department Indian Affairs

Branch Indian Agencies Place Employed Indian School, Sardis, B.C.
City or Town Province

Name of Employee James C. Robertson

Title of Position Inspector of Construction

Salary Rate \$6.00 per day Appropriation Vote for Indian Education

For a period of Three months (By law extension periods must not exceed six months.)

With effect from April 21, 1924.

Particulars of necessity for continuance of temporary position :

W. Macleod

(Signature of Deputy Head.)

NOTES AND INSTRUCTIONS :-

1. Departments in requesting extension of temporary certificates will in each case submit four copies of this form with the above particulars accurately filled in.
2. No letter need accompany these forms.
3. Only the original need be signed by the Deputy Head.
4. The particulars requested are to be found on the original certificate issued by the C. S. Commission.
5. Departments should when possible anticipate the need for extensions and request extensions at least Three weeks prior to expiration of current certificate.

(The space below is for the use of the Civil Service Commission only.)

This is to certify that the person named above possesses the requisite knowledge and ability, and is duly qualified as to age, health, character, and habits for temporary employment in accordance with the provisions of the Civil Service Act, 1918, as amended, and the extension of the period of employment as above specified is hereby authorized at the salary shown.

Prev. Rates \$6.00 per day, not exc. three mos.

By Order of the Commission

Dated June 24, 1924.

W. Macleod
Secretary

C.S.C. 112.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA



DEPARTMENT OF INDIAN AFFAIRS
CANADA

Ottawa, July 10, 1924.

Memorandum;

HOD
Miss O'Donohoe..

The contract is being awarded for the demolishing of the old Coqualeetza Institute, Sardis, B.C. and it will be necessary to retain the services of Mr. Robertson for two months, which is the time required to demolish the building.

Henry Lee
ARCHITECT.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

PUBLIC ARCHIVES

ARCHIVES PUBLIQUES

CANADA

152-0-5 X
(Department's No.)

July 11, 1924. (Date)

GOVERNMENT OF CANADA

REQUISITION FOR TEMPORARY APPOINTMENT

TO THE CIVIL SERVICE COMMISSION:

You are hereby notified that, because of a temporary pressure of work in this department, the employment of extra assistance is necessary. You are requested to authorize the employment of some person to fill the temporary position described below:

DESCRIPTION OF POSITION:

Title of position... Inspector of Construction
Department... Indian Affairs Branch... Indian Agencies Division... IA2
Place of work... Coqualeetza Indian Industrial Institute Salary rate... \$6.00 per day Appropriation... Vote for Indian Education
Date appointee should report for duty... July 21/24. Probable length of employment... 2 months.
Officer to whom appointee should report... G. H. Raley, Esq., Principal, Coqualeetza Indian Institute

SPECIAL QUALIFICATION REQUIREMENTS FOR POSITION:

THE APPOINTEE SHOULD POSSESS THE FOLLOWING SPECIAL QUALIFICATIONS AS TO:
Education... as per classification
Experience or technical proficiency... do.
Place of residence... Sex... Man
Other qualifications...

EXPLANATION OF NEED FOR ASSISTANCE:

Reason extra assistance is needed... To superintend the demolition of the old school building.
If the position has been previously occupied, give the preceding occupant's name, salary rate and date of leaving.

Signed... (Signature of Deputy Head)

NOTES AND INSTRUCTIONS:

- 1. File this requisition with the Civil Service Commission as soon as the need for extra assistance is recognized. Prepare two copies; forward one and retain one awaiting "Certificate of Appointment." No letter of transmittal need accompany this requisition. If more space is required for describing the work, for stating the special qualifications, or for any other purpose, attach an extra sheet of paper.
- 2. "When the position to be filled is a new one, that is, one not previously occupied, this form must be accompanied by Form C. S. 100 (Requisition for classification of new position)."
- 3. File a separate requisition with the Civil Service Commission for each vacancy in a temporary position. For permanent or seasonal places use the special requisition forms provided.
- 4. Give the position the classification title. If the position is a new one give it a tentative title which, as nearly as may be, is brief and descriptive of the work to be done.
- 5. The Civil Service Act, 1918:
23. (1) When from a temporary pressure of work, extra assistance is required, the Commission may, on the written report of the deputy head that such extra assistance is required, authorize the employment of such number of temporary officers, clerks, or employees as are required to carry on the work. 1906, S. 94, amended.
(3) Temporary employment in the civil service shall only be authorized for such time, not exceeding six months, as the Commission deems necessary, and the period for which the employment is authorized shall be mentioned in the certificate of qualification issued by the Commission. One or more extensions of such period of employment may be granted by the Commission but each such extension shall be limited to a period not exceeding six months.

THIS SPACE RESERVED FOR THE USE OF THE CIVIL SERVICE COMMISSION

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

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CANADA

153-0-5 X

July 11, 1924.

Dear Mr. Foran,-

I beg to advise you that we have called for tenders for demolishing the old Coqualeetza Indian industrial institute, at Sardis, B.C. It is expected that the demolishing of the building will take about two months, and, if possible, we would like to retain the services of Mr. J. C. Robertson, who was appointed, after competition, as Inspector of the new Coqualeetza Institute building during its erection, to oversee the taking down of the old building. I am inclosing herewith a temporary requisition, and would ask that you give favourable consideration to the employment of Mr. Robertson.

Incl.

The temporary engagement of Mr. Robertson, as above requested, would not mean a continuance of his present employment, as the demolition of the old building is being carried on under a new contract.

Yours very truly,

Duncan Chitt
Deputy Superintendent General.

W.F.
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Wm. Foran, Esq.,
Secretary,
Civil Service Commission,
Ottawa.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

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CIVIL SERVICE COMMISSION OF CANADA

NOTIFICATION TO DEPARTMENT
(FOR TEMPORARY EMPLOYMENT ONLY)

R

AT/TH IA-IA2-370

Date..... July 16th, 1924.

Name..... James C. Robertson. 12158-2

Address..... R.R. #1, Sardis, B.C.

Department..... Indian Affairs. Department's Requisition Number 152-C-51

Branch..... Indian Agencies.

Title of Position..... Inspector of Construction. Coqualeetza Indian Industrial

Salary rate..... \$6. per day. Prevailing rates. Appropriation..... Vote for Indian Education.

For a period not exceeding..... 2 months.

Duties—As specified in the official definition, and such other related work as may be required.

THIS IS TO CERTIFY that the person named above possesses the requisite knowledge and ability, and is duly qualified as to age, health, character, and habits for temporary employment in accordance with the provisions of Section 23 of the Civil Service Act, 1918, as amended, and in response to your requisition is hereby assigned to the position named above at the salary shown, and has been directed to report as follows:

Place to report..... Coqualeetza Indian Institute, Sardis, B.C.

Person to whom to report..... Mr. G.H. Haley, Principal.

Date to report..... July 21st, 1924.

By Order of the Commission,



Secretary

Form C.S. 63A.—5000—4-24

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

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CANADA

Architect
Architect
Architect
153-0-5 X

July 21, 1924.

Dear Mr. Foran,-

I beg to return herewith the rider which
Incl. accompanied the certificate in favour of Mr. James C.
Robertson as Inspector of Construction, to oversee the de-
molishing of the old Coqualeetza Indian industrial school,
from which you will note that he assumed the duties of the
position today.

Yours very truly,

Duncan Chitt

Deputy Superintendent General.

For
For

Wm. Foran, Esq.,
Secretary,
Civil Service Commission,
Ottawa.

DEPT. OF INDIAN AFFAIRS
JUL 22 1924
JUL 23 1924
ARCHITECT
ARCHITECT.

Indian Affairs. (RG 10, Volume 6423, file 869-5, part 3)

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