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REPORT OF THE DEPARTMENT

OF

MILITIA AND DEFENCE

CANADA

FOR THE

FISCAL YEAR ENDING MARCH 31

1920

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OTTAWA
THOMAS MULVEY
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY

1921

REPORT OF THE DEPARTMENT
OF
MILITIA AND DEFENCE

*To His Excellency the Duke of Devonshire, K.G., P.C., G.C.M.G., G.C.V.O., etc., etc.,
Governor General and Commander in Chief of the Dominion of Canada.*

MAY IT PLEASE YOUR EXCELLENCY:

The undersigned has the honour to present to Your Excellency the report of the Department of Militia and Defence for the fiscal year ending March 31, 1920.

Respectfully submitted,

H. GUTHRIE,
Minister of Militia and Defence.

DEPARTMENT OF MILITIA AND DEFENCE, OTTAWA,
December 31, 1920



OTTAWA
THOMAS BRADY
PRINTED TO THE KING'S MOST EXCELLENT COMMAND

OTTAWA, December 28, 1920.

The Honourable the Minister,
Department of Militia and Defence,
Ottawa.

SIR,—I have the honour to submit for your consideration—to be laid on the Table of the House—this the Annual Report of the Department of Militia and Defence, for the fiscal year 1919-20.

This report covers the whole of the fiscal year in question in so far as the financial statements and the reports of the Superintendents of the two Dominion Arsenals, of the Commandant and of the Board of Visitors, Royal Military College, are concerned.

The balance of the report contains a summary of the work performed by the various branches of the department during the period November 1, 1919, to March 31, 1920; a summary of the work performed during the period November 1, 1918, to October 31, 1919, having already been published in Memorandum No. 6 respecting the work of the Department of Militia and Defence which was laid on the Table of the House at the last session of Parliament.

I have the honour to be, sir,

Your obedient servant,

EUG. Fiset, Major-General,
Deputy Minister.

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REPORT
OF THE
DEPARTMENT OF MILITIA AND DEFENCE, CANADA

For the Fiscal Year Ending March 31, 1920

REPORT OF THE INSPECTOR GENERAL AND MILITARY COUNSELLOR,
FOR THE PERIOD NOVEMBER 1, 1919, TO MARCH 31, 1920.

Military Policy

Since the presentation of Memorandum (No. 6) respecting the work of the Department of Militia and Defence from November 1, 1918, to October 31, 1919, there has been little change in the military policy of the department.

The Imperial Military Policy will no doubt be fully considered by Cabinet Ministers at the forthcoming Imperial Conference.

Defence

In the brief period under review no change of importance has been made in the general policy of defence. The General Staff is taking advantage of the lessons learnt during the Great War and is devoting its attention to the future organization of the Canadian Militia.

In the meanwhile the Permanent Active Militia is undergoing reorganization. The duties of the permanent corps, which it shares with the whole of the Active Militia, are the defence of the country and the support of the civil authorities. In addition to these duties there falls to the Permanent Force the duty of being the instructors of the Active Militia, of maintaining the standard of military knowledge, and of furnishing the permanent element in the garrisons of the defended ports—Halifax and Esquimalt; which element is necessary for their protection against sudden attack, as well as for preservation of the defence works.

The Naval and Military Committee

This committee (formerly known as the Interdepartmental Committee) has functioned throughout the war and has rendered, and continues to render, great assistance in regulating the work of the Naval Service and Militia Department with regard to questions affecting both departments, especially in matters connected with coast defence. The maintenance of close co-operation between the Naval Service, Militia Department and Air Board is most important and, therefore, during the coming year, it is hoped to establish a Defence Committee and to include thereon a member of the Naval Service, Militia Department, Air Board and the Commissioner of the Royal Canadian Mounted Police.

Military Intelligence

The Intelligence Section continues to exchange information with the Royal Canadian Mounted Police, the Naval Service, and other Departments of State. Communication has been maintained with the Overseas Dominions, the Military Intelligence Directorate of the War Office, the Naval and Military Attachés to the British Embassy at Washington, and the Intelligence Department of the United States Government.

The intelligence staffs in the various Military Districts are practically reduced to the pre-war basis, in accordance with the policy now governing the collecting and compiling of intelligence.

Training

During the period covered by this report, November 1, 1919, to March 31, 1920, the Canadian Militia was passing through a transition stage. The old non-permanent Militia units which had existed prior to the war had become more or less dormant, and required very complete reorganization.

A Reorganization Committee consisting of representatives of the Active Militia and Overseas Forces was therefore appointed. For the terms of reference, etc., see Report of the Adjutant General.

Under the existing conditions it was very difficult to carry out training, but nevertheless the following table indicates the units that carried out training:—

<i>Military District—</i>	<i>Unit</i>
1.	The Oxford Rifles; 2nd Machine Gun Brigade.
2.	2nd Regiment (Queen's Own Rifles of Canada); 10th Regiment (Royal Grenadiers); 13th Royal Regiment; 19th Lincoln Regiment; 38th Regiment (Dufferin Rifles of Canada); 91st Regiment (Canadian Highlanders); 109th Regiment; The Governor General's Body Guard; 9th Mississauga Horse; 110th Irish Regiment; 1st Machine Gun Brigade; 3rd Machine Gun Brigade.
3.	The Governor General's Foot Guards; The Kingston Regiment (The Princess of Wales Own); The Argyll Light Infantry; 4th Machine Gun Brigade.
4.	Les Carabiniers Mont Royal; 1st Motor Machine Gun Brigade.
5.	5th Machine Gun Brigade.
6.	The Nova Scotia Regiment.
7.	The St. John Fusiliers; 7th Machine Gun Brigade.
10.	The Cameron Highlanders of Canada; The Winnipeg Rifles; The Winnipeg Grenadiers; The Winnipeg Light Infantry; 10th Machine Gun Brigade.
11.	2nd Motor Machine Gun Brigade; 11th Machine Gun Brigade.
12.	Nil.
13.	The Calgary Regiment, 19th Alberta Dragoons, 13th Machine Gun Brigade.

The Permanent Force has been undergoing reorganization, and attention was concentrated on training the personnel of the various units, and to fit them to carry out their duties as instructors of the Active Militia.

Musketry

The work of the Musketry Branch has been principally in connection with the reorganization of the various rifle associations.

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Machine Guns

The Machine Gun Corps has been created, and both the permanent and non-permanent branches have made substantial progress.

Signals

The Signal Corps is as yet only partially organized, and requires considerable attention if it is to be developed to the necessary degree of efficiency.

Schools

No Royal or Provisional Schools of Instruction were held during this period.

Engineer Services

A complete statement of Engineer Services which were undertaken up to November 1, 1919, is included in Memorandum No. 6. During the remaining months of the fiscal year the usual repairs and maintenance services were carried on in addition to the correspondence, checking of progress and completion reports of the works started prior to November 1.

The work of restoring buildings used during the war was continued.

Repairs and alterations were carried out in the following drill halls, buildings, hospitals, etc.:—

Windsor, armoury; Guelph, armoury; Toronto, Dominion Orthopædic Hospital; Toronto, Rosedale Hospital; Toronto, St. Andrew's Military Hospital; Toronto, Base Hospital; Toronto, Long Branch Barracks; Burlington, Brant House Hospital; St. Catharines, Drill Hall; St. Catharines, Oak Hill Convalescent Hospital; Pembroke, armouries; Peterborough, armouries; Belleville, armouries; Montreal, Peel Street Barracks; Quebec, Military Hospital and Dental Building; Quebec, Dental Building; Quebec, Drill Hall; Halifax, Pine Hill Hospital; Halifax, Wellington Barracks; Woodstock, N.B., armoury.

The following buildings were restored upon return to their owners: Amherst, N.S., Nova Scotia Carriage Works building; Chatham, N.B., Exhibition buildings; Victoria, B.C., Irving House; Regina, Sask., Alexandra Schools.

Sale of Abandoned Buildings

Buildings erected for C.E.F. accommodation at various places in Canada were sold by public tender when no longer required for that or other military purposes.

Sale of Surplus Stores

Surplus engineer stores used in equipment of buildings for mobilization purposes were sold by public tender through the War Purchasing Commission.

Properties Acquired

Quebec, properties on Champlain street; Ottawa, burial plots Beechwood Cemetery, burial plots Notre Dame Cemetery; London, burial plot London Cemetery; Guelph, burial plot Guelph Cemetery; Kemptville, drill hall site; Low Point, Cape Breton, N.S., battery site; Summerside, P.E.I., rifle range, additional land; Wallace N.S., drill hall and site.

Leasing of Military Lands

Several parcels of land not required for military purposes were leased for short terms, and leases of other portions that had expired were either renewed or fresh tenders were invited and new leases entered into.

Surveys

General

Field work was practically completed by November 1, a small party remaining to complete some special work in Cape Breton, and some levelling in the Aston and Bécancours districts, Quebec, all work being continued as long as weather permitted.

During the period November 10 to December 18 the topographers, who had all been working in Nova Scotia and Cape Breton, returned to Ottawa as each completed the sheet he was engaged on, one man, however, remaining till January 31.

Instrumental Control

During the first two weeks of November a party of four was employed in Cape Breton securing information to aid in the topography of a densely wooded area. Work was stopped on November 12 on account of the weather. Levelling was carried out in Quebec near Aston until December 20.

During the winter the summer's work—existing as traverse and level notes—was reduced, compiled, adjusted and permanently indexed. The traverse notes of districts to be given to the topographers for the season 1920 were plotted—the Mira and Louisburg sheets, Cape Breton.

The permanent indexing of all control work has now been completed, and is in such state that anything relating to control in the completed sheets can be found without delay.

Topography

On November 1 work was being carried out in the Halifax, Sydney and St. Malachie, Quebec, districts. The St. Malachie sheet was completed. An attempt was made to complete the Uniacke sheet, but by the end of January the weather was too severe to continue; fifteen square miles were left for 1920.

The topographers, during the winter months, are employed generally in finishing their plane-table sheets and preparing for the work of the next season. The traverse control of the Mira and Louisburg, C.B., sheets were plotted, transferred to new plane-table sheets, the interiors to be filled in by the topographers in the field. Lists of levels and bench marks, etc., in the district are compiled.

Besides the two sheets prepared in Cape Breton the necessary preliminary work was finished for topographic work in the Yamaska, Aston, Three Rivers and Bécancours sheets, Quebec.

Amongst other work, the International Boundary along the St. Lawrence and Great Lakes was plotted on all map sheets affected, and will appear on all future reprints.

Draughting

The number of new 1-inch topographic sheets completed is less than usual, as two of the draughtsmen were constantly employed at the office of the Historical Section from October 22 to December 15, and a large amount of litho-draughting was involved in preparing the plates to print the twenty-six maps to illustrate Volume I of the War Narrative.

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The draughting of the Quebec, Orleans, Portneuf and Chaudiere 1-inch sheets was completed and the Sherbrooke, Coaticook, Sambro, Halifax and Chezzetcook 1-inch sheets are now being drawn.

The engraver was employed for about three months changing the International Boundary line on fifteen plates and is now engraving the plates for the Kingston $\frac{1}{2}$ -inch sheet.

Reproduction of Maps

The Chaudiere sheet of the 1-inch series and Sydney N.E. 2-inch to 1 mile are the only new topographic maps printed. Reprints were made of Beceil, Lacolle, Belle River and Memphremagog 1-inch sheets.

Fifteen hundred copies of twenty-six maps—some in five colours—were printed for Volume I, Canadian War Narrative, and one thousand copies of fourteen maps for the Corps Commander's Interim Report.

Copies of Dummy Artillery Range, Royal Military College diagrams for kit inspection and shelf, and three maps for examination purposes were printed for the Royal Military College, Kingston.

In addition to the above, three sets of lantern plates for lecture purposes were made, consisting of:—

- a. 155 lantern plates and 82 blue prints for the Royal Military College.
- b. 57 lantern plates for the Royal Military College.
- c. 51 plates for the Director of Military Training.

Total maps printed, 57,377, with 82 blue-prints and 213 lantern plates.

Issue of Maps

The total number of maps issued for all purposes was 17,490, as follows:—

Corps Commander's Report..	14,000
1-inch and $\frac{1}{2}$ -inch topographic.. (free)	1,814
1-inch and $\frac{1}{2}$ -inch topographic.. (sold)	1,238
Diagrams, etc..	438
Total..	<hr/> 17,490

The printing of the forty maps noted above for the War Narrative and for the Corps Commander's Interim Report by the Survey Division has resulted in a large saving for the Department. All printing plates are preserved; reprints can be obtained at small expense.

Historical Section*Receipts and Classification of Records*

During the summer of 1919 nine shipments of documents were received from England, consisting of 418 cases. The sorting and classification of these records has been proceeded with; 200 boxes and 400 parcels have been examined and classified. The original war diaries have been checked, placed in covers, and made easily accessible upon the shelves of the steel cabinets supplied for their reception. The following shipments of records from Military Districts in Canada were received, and have been checked and arranged in order:—

Military District No. 2..	1 case.
“ “ No. 3..	10 cases.
“ “ No. 13..	1 case.

Indexing of War Diaries

An index of the documents contained in the original War Diaries is well under way. This index has been completed for the following formations: Canadian Corps Headquarters, Infantry Divisions, Infantry Brigades.

Preparation of Location Ledgers

A ledger showing the daily locations of all units of the Canadian Expeditionary Force in the field is in preparation. As far as possible this work is done from the triplicate copies of the War Diaries, but when these are missing reference has necessarily to be made to the original copies.

Research Work by Authorized Investigators

Authority has been granted from time to time for persons to search diaries and other documents for historical information. Copies of a considerable number of documents have been furnished to officers of the Permanent Force, desiring them as material for the preparation of lectures. Many inquiries for information by letter have been received, and, wherever practicable, this has been furnished; such inquiries necessarily entail a considerable amount of research. The volume of correspondence has steadily increased.

Compilation of Narratives

The compilation of narratives of the operations of the 1st Canadian Division in 1915, of the Canadian Corps during the last hundred days of the war, and of the operations of the Canadian Machine Gun Corps has been proceeded with and good progress was made. A monograph on demobilization and the typescript of a revised edition of the Canadian Manual of Scouting and Sniping has likewise been prepared in this section.

Publications

The second volume of a History of the Military and Naval Forces of Canada, covering the period of the war of the American Revolution from 1775-1778, containing 280 pages, has been published. The third volume of this work, of about equal size, covering the period from 1778-1784, is in the press and the galley proofs have been read. A fourth volume, dealing with the Military History of the Province of Nova Scotia from 1710-1784, has been completed and will be shortly ready for the printer. The first volume of Canadian War Records, covering the formation and operations of the 1st Canadian Division from August 4, 1914, to May 4, 1915, is also in the press and part of the galley proofs have been read. Maps to illustrate this volume were prepared and printed by the Division of Military Surveys.

A. W. CURRIE, *General*,

Inspector General and Military Counsellor.

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REPORT OF THE ADJUTANT GENERAL'S BRANCH DURING THE PERIOD NOVEMBER 1, 1919, to MARCH 31, 1920

A full detailed report of the operations of the Adjutant-General's Branch for the period November 1, 1918, to October 31, 1919, was submitted in "Statement 'B'" of Memorandum No. 6, Respecting the Work of the Department of Militia and Defence. The present report, therefore, covers the period November 1, 1919, to March 31, 1920.

Permanent Force

(a) Reconstitution

The reorganization of the Permanent Force was proceeded with as rapidly as possible. A considerable number of officers were retired from the service and appointments made from officers who had served with credit during the war from the 1,200 applications received. A number of non-commissioned officers of the Permanent Force who had been promoted during the war were selected and granted commissions.

(b) Recruiting

Recruiting for the Permanent Force during this period has been slow, owing to the general prosperity of the country and the high wages prevailing in civilian employment, on account of the large number of young men who had already served for a considerable period during the war and were not desirous of continuing in the service, and because the barrack accommodation in Canada is very unsuitable.

Recruiting was, however, materially assisted during this period by increasing the pay of the Permanent Force, bringing the same more nearly into line with civil rates of pay.

Canadian Expeditionary Force

(a) Demobilization

Practically the whole of the Overseas Forces had returned to Canada by the 31st March, 1920, with the exception of a small section remaining in London for the purpose of winding up the affairs of the Overseas Military Forces of Canada. Every effort was made to demobilize the remaining C.E.F. personnel in Canada; those remaining were employed in carrying out the following duties:—

(a) Auditing and winding up of affairs of overseas units and the detail in connection with the demobilization of personnel returning to Canada during this period.

(b) Personnel required for hospital and dental services.

The reductions effected in the Canadian Expeditionary Force in Canada during this period were as follows:—

Strength October 31, 1919.....	5,185
Strength March 31, 1920.....	2,466 ✓
Reduction.....	2,719

Of the 2,466 still on strength, 1,375 were employed on medical and dental services.

The number of troops returned to Canada between Armistice and the 31st March, 1920, was 15,300 officers, 257,990 other ranks; total, 273,290. The number struck off the strength of units in Canada during the above period was 2,711 officers, 71,703 other ranks; total, 74,419.

(b) Discharges

The discharges from the Canadian Expeditionary Force have been carried out without delay, practically no complaints having been received.

(c) Repatriation of Dependents of Soldiers from England to Canada

Every assistance has been given to the Department of Immigration and Colonization in carrying out the repatriation of all dependents as rapidly as accommodation could be secured.

(d) Transportation of Soldiers from Canada to England

Free transportation was obtained for a number of men who had applied for discharge in the British Isles, had a *bona fide* offer of employment, and had been returned to Canada for further medical treatment, or, in a few isolated cases, owing to error.

(e) Repatriation of Soldiers Discharged in England

Discharges in the British Isles were granted Canadian soldiers during the war and on demobilization only on proof being produced that there was serious illness in the soldier's family in England, that he had no dependents in Canada, and had a *bona fide* offer of employment in the British Isles and was not likely to become a public charge. Many of these men, later, found themselves out of employment and applied to be repatriated to Canada. This was carried out in co-operation with the Department of Immigration and Colonization.

(f) Regimental Funds Board and Chief Inspector of Accounts

On the 4th December, 1919, the post of Chief Inspector of Accounts was abolished and his duties amalgamated with those of the Regimental Funds Board, the staff being reduced from 9 to 3. This staff has been engaged in winding up all questions concerning canteens or other regimental funds arising in Canada; the final adjustment of all regimental funds of units from overseas demobilized in Canada; the audit and inspection of accounts and funds of regiments, hospitals, depots, and all other units and detachments of both permanent and non-permanent Active Militia, and units and detachments which since 1914 have been placed on active service; the issue of clearance certificates to officers commanding with respect to the final winding up of all units and funds connected therewith.

Final audit inspections have been made for all C.E.F. units in Canada with the exception of three medical units still operating. The staff has now been disbanded and the audit work will, in future, be continued by the Chief Accountant.

Non-permanent Active Militia

The Reorganization Committee (to which reference is made in the Report of the Inspector General and Military Counsellor) detailed under Canadian Expeditionary Force Routine Order 1913, dated April 23, 1919, has finished its work and forwarded its report.

This committee was assembled to consider and report how best to give effect to the proposal that, with a view to preserving their traditions and identity, the several units of the Canadian Expeditionary Force which served at the front, should be incorporated in the Canadian Militia; this without avoidable increase of establishment, without prejudice to the divisional system of organization, and with due regard to the services which at various times, both before and during the war, the Militia itself has rendered.

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Following upon the recommendations of this committee, the units of the Non-permanent Active Militia have been reorganized and General Orders have been published accordingly.

There have been added to the Non-permanent Active Militia two Motor Machine Gun Brigades, twelve Machine Gun Brigades and one Machine Gun Squadron.

The actual reorganization of the old units of the Active Militia and the organization of the new is proceeding as rapidly as possible, by the selection of Commanding Officers and the appointment of a new cadre of officers, preferably those with overseas service. Progress in this direction has been slow owing to the fact that the officers whom it is desired to retain in the service, namely those of the widest experience, are finding their time fully occupied in re-establishing themselves in civil life, and many are unable to give the necessary time and meet the inevitable expenditures which the Non-permanent Active Militia demands.

The recruiting of the rank and file has also been slow, as the majority of men with overseas service are not prepared at once to assume further obligations and make the necessary sacrifice of time for training, while men who have not served during the war are at present slow in coming forward.

The arrangements for the successful tour of His Royal Highness the Prince of Wales were completed during this period, in liaison with the Military Secretary of His Excellency the Governor General.

An investiture of Orders and a presentation of Medals by His Royal Highness took place at Government House on December 7, 1919.

Medical Services

The work of bringing to a finality the treatment of military patients and the corresponding demobilization of the Medical Services has been continued.

On the 1st November, 1919, there were still in operation some 27 Military Hospitals, comprising a bed capacity of 7,382 and employing a personnel of 302 Officers, 377 Nursing Sisters and 1,927 other ranks.

By the end of March, 1920, the number of hospitals had been reduced to 11 by the transfer of 8 hospitals to the Department of Soldiers' Civil Re-establishment and the complete closing out and disbanding of 8 others, making a reduction in personnel employed in hospitals of 187 Officers, 180 Nursing Sisters and 1,078 other ranks.

During this period small station hospitals for the treatment of the Permanent Force were organized and opened at Permanent Force Stations.

Personnel employed on administrative, transport and medical board duties were decreased by 152 Officers, 250 Other Ranks and 477 Civilians.

During the period under review a total of 12,298 cases were treated in hospital and 9,386 Medical Boards held and proceedings completed for the demobilization of the C.E.F. personnel.

The chief cause of admission to hospital during this period was Influenza, 13 per cent of the total admissions being due to this disease. The mortality among patients in hospital was low, there being but 85 deaths from all causes, pneumonia, as throughout the whole period of the late war, being the chief cause of death.

The preparation of the Pathological and Medical Museum material, representing the work of the Canadian Army Medical Corps during the war, for the Central War Museum, has been carried on at the Pathological Laboratory of McGill University, and extensive studies in medical research for war records has been carried on at Toronto University.

A goodly portion of this collection will be exhibited at the meeting of the American Surgeons at Montreal in October, 1920.

Surplus medical and surgical stores have been collected from all hospitals closed and have been disposed of by sale to civilian hospitals, individual medical practitioners

who have served during the war, and by transfer to the Department of Soldiers' Civil Re-establishment. The total equipment sold to date has amounted to \$17,574.36, and \$35,000 worth has been transferred to the Department of Soldiers' Civil Re-establishment. \$3,379.43 worth of by-products have been conserved in the hospitals in operation. The necessary medical and field equipment for the future training of the Active Militia is being assembled and stored at three points, Halifax for the Maritime Provinces, Central Medical Stores, Ottawa, for Central Canada, and Winnipeg for the West.

Technical Field Medical Equipment, sufficient for four Divisions is being obtained in accordance with arrangements made with the Imperial Government upon demobilization of the Canadian Corps.

The reorganization of the Non-permanent Medical Service as planned, provides a sufficient number of the different medical units to serve all the Militia. In all cases the overseas numbers of medical units were retained. The Overseas Medical Units identified with the different universities in Canada have all been located, so that the university connection and associations will be continued.

Dental Services

Every effort has been made to complete the work of furnishing dental treatment to demobilized members of the Canadian Expeditionary Force.

The following is a report of the work performed by the Canadian Army Dental Corps in Canada from November 1, 1919, to March 31, 1920:—

No. of fillings..	64,946
No. of treatments..	52,931
No. of prophylaxis..	8,778
No. of dentures, upper..	1,816
No. of dentures, lower..	1,008
No. of dentures, partial..	4,437

Total..	133,916
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Convalescent services (special cases, including gold crowns, bridges, gold fillings, etc.)—	
No. of operations..	14,914

The number struck off strength during this period was:

Officers..	205
Other ranks..	250
Total..	455

The number on strength on March 31, 1920, was:

Officers..	112
Other ranks..	164
Total..	276

It has been decided to demobilize immediately the Canadian Army Dental Service and to carry out the treatment of discharged personnel whose treatment has not been completed, by referring all applicants, after careful investigation, to civil dentists, preferably those who have had overseas service, payment for such service to be made in accordance with a scale of fees authorized by Privy Council.

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Chaplain Services

As the demobilization of troops and evacuation of hospitals has proceeded, a corresponding reduction in the Chaplain Services has been effected, and at this date has been reduced to 10.

The Director of Chaplain Services has assumed, in addition to his duties with the Militia Department, the administration of the Chaplain Services of the Department of Soldiers' Civil Re-establishment, thus enabling the services of the two departments to be co-ordinated, with a consequent reduction in strength.

The work carried on by this service has been of inestimable value, consisting of spiritual ministrations at the bedsides of the seriously ill and dying; divine service in hospital chapels and in the wards; the burial of the dead; visiting the homes of men in hospital and supervising the care of their dependents; visiting the homes of pensioners; presenting cases of need before Patriotic and other societies; rendering from the Chaplains' Service Funds immediate and temporary aid in cases of need; alleviating irritation by constantly explaining Government regulations *re* pensions, insurance, patriotic funds, re-establishment methods, etc.; conducting services with Permanent Force Units; assisting in organizing and controlling sports, recreations, libraries, concerts, lectures in hospital theatres and wards.

The Director has also been engaged in writing the official history of the Chaplain Services during the war.

All the Subordinate Staff has been demobilized.

Cadet Services

Seven hundred and eighty-five Cadet Corps, comprising 1,636 companies and 65,440 cadets, have been administered and trained during this period. Fifty-six Cadet Companies, with an enrolled strength of 2,240 cadets, were organized and 12 Cadet Companies have been disbanded. One thousand and sixty-nine cadets were appointed as cadet officers.

Owing to the reduction in the cadet vote for the financial year 1919-20, on account of the heavy expenses of the war, only 13 physical training classes for the Grade "B" Physical Training Certificate were conducted.

Fifty-eight senior and 45 junior Canadian teams entered the competition for the Imperial Challenge Shield, and the necessary material has been distributed.

Six hundred thousand rounds of .22-inch ammunition has been expended during the period under review, in training cadet corps, and the periodic issues of service ammunition, which were cancelled during the war, were again authorized.

A quantity of small-sized unused drab serge clothing, consisting of jackets, trousers and puttees, not required for military purposes, has been issued to Cadet Corps to compensate them for the reduction in uniform grants throughout the war period.

Military Estates

During the first week of November, 1919, all records of the Overseas Estates Branch were received, consisting of:—

Files	21,000
Wills	220,000
Personal effects	30,000

The collection and distribution of military estates was, on the 9th March, 1920, transferred from the Judge Advocate General's Branch to that of the Director of Records, enabling thereby a very large economy in personnel to be effected.

Records

The work of the Directorate of Records continues to be very heavy, and during the period under review consisted of the following:—

- (a) The receipt and filing for reference of the Regimental Documents of C.E.F. personnel on demobilization.
- (b) The extraction and supply of information from documents on file in reply to inquiries from the Board of Pension Commissioners, the Department of Soldiers' Civil Re-establishment, the Soldiers' Settlement Board, other branches of the Department of Militia and Defence, General Officers Commanding Districts, and the general public.
- (c) The research work in connection with and the receipt and distribution of honours and awards of all kinds.
- (d) The registration of Canadian graves in every country and the supply of information to next of kin of deceased Canadian personnel.
- (e) The receipt and redirection of returned postal matter addressed to Canadian troops in England.
- (f) The supply of statistics obtained from documents.
- (g) The responsibility for the distribution of the military estates of deceased Canadian Expeditionary Force personnel.
- (h) The preparation of medical statistics covering the late war.

The section of Medical Services previously carrying out this work was transferred to this directorate, effective March 4, 1920.

The progress made in the work, as set forth above, was as follows:—

(a) Documents

Complete sets received and filed..	31,634
Total sets on file 31-3-20..	586,634
Miscellaneous documents filed..	1,333,710
Total researches and verifications of all kinds..	275,908

(b) Honours and Awards

The following honours and awards were despatched either direct to individuals or to Military Districts for distribution during this period:—

Medals and decorations..	3,088
1914-15 Stars..	39,371
King's Certificates on Discharge..	17,310
War Service Badges..	1,928
Memorial Crosses..	4,172
Canadian Medals..	69
Certificates for Mention in Despatches..	694

Total awards issued..	66,632
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(c) Graves and Casualties

	Period under review	Total recorded approx.
Engraved death certificates issued..	6,408	60,000
Graves recorded in Great Britain..	254	3,507
" " France and Belgium..	1,654	36,523
" " Canada..	305	3,289

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(d) *Redirection of Mail*

Total postal matter readdressed. 65,095

(e) *Correspondence and Inquiries*

Letters written.	157,767
Telegrams despatched	1,129
Cables despatched.	174

The total cost of operating the Directorate during the period November 1, 1919, to March 31, 1920, inclusive, was \$237,635.47, being a cost per diem per set of records kept of 0.26 cents.

During this period many thousands of dollars have been expended in pensions, gratuities and land settlement on the strength of information supplied at the cost shown above.

The Royal Military College

The Annual Reports of the Commandant, and of the Board of Visitors, Royal Military College, will be found in Appendices "E" and "F" respectively.

E. C. ASHTON,
Major-General,
Adjutant-General.

REPORT OF THE BRANCH OF THE QUARTERMASTER-GENERAL FOR THE PERIOD NOVEMBER 1, 1919, TO MARCH 31, 1920

Supplies and Transport

This Directorate includes all services in connection with the Army Service Corps, Veterinary and Postal Corps and is administered by the Director of Supplies and Transport. The services performed are as follows:—

- Feeding and housing of troops and horses.
- Rental of buildings (in conjunction with Public Works Department).
- Heating and lighting of buildings.
- Dieting of hospital patients.
- Transportation by land and sea (ocean, rail, and mechanical road transport).
- Horse transport and the provision of publicly-owned horses.
- Veterinary services.
- Postal services for all Military Forces of the Dominion.
- Telephone services.

During this period the return of troops to Canada from England was practically completed and the staffs at Headquarters and in the districts were reduced accordingly. Retrenchment in all services was carried out as far as possible.

Supplies for Troops and Horses

For the period covered by this report 600 contracts for various supplies were made by the Director of Contracts at the request of this Branch.

Three hundred and forty-one thousand eight hundred and fifty-five rations were issued to troops during the five months ending March 31, 1920.

These included alternative food supplies allowed under regulations, but did not include fuel, disinfectants, etc., or supplies issued to hospital patients and personnel.

Forage issued to horses during this period amounted to:—

Hay	751 tons, 350 pounds.
Oats	507 tons, 1,570 "
Straw	437 tons, 1,855 "

In connection with the rationing of troops, the Contracts Branch and the War Purchasing Commission have assisted in every way.

Dieting of Hospital Patients

Supplies for hospitals were procured by contract, with the exception of the smaller centres, where authority was granted to obtain supplies locally owing to the small quantities required. All accounts and service requisitions received for supplies purchased locally are checked and passed for payment by this branch.

Rental of Buildings

In consequence of the demobilization of the C.E.F. and the elimination of services in connection therewith, a large number of buildings were given up and rental values of approximately \$100,000 per annum saved.

Suitable accommodation for the reconstructed Permanent Force and the Active Militia was secured as far as possible where such was not already under our control.

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Lighting and Heating

The supply of heat and light to all buildings occupied by this department has entailed a large amount of work especially in securing the amount of coal required owing to shortage and the existing labour situation, etc., but in all cases the requirements have been met.

Transportation by Ocean and Rail

During the period covered by this report 2,561 all ranks of the C.E.F. and 2,587 repatriated Imperial troops and their dependents, returning to Canada, arrived at the ports of Montreal, Quebec, St. John, N.B. and Halifax; and the necessary arrangements were made with the railways for their conveyance to their destinations.

During this period accounts were submitted for payment covering the cost of transport of troops on the ocean for the year 1918 and for a certain number of sailings in 1916 and 1917, amounting to approximately \$20,000,000, and in addition, the current accounts for the return to Canada of troops.

This branch is responsible for the checking of all transport warrants and freight requisitions issued by this department throughout the Dominion.

Horse Transport and Provision of Public-owned Horses

At the commencement of this period there were on hand, in various parts of Canada, a total of 863 horses, of which number 173 have been sold, leaving a balance of 690 on hand.

Veterinary Services

This branch has been well maintained and is now practically on a peace footing.

Postal Services

A number of inquiries are still being made regarding lost registered mail, which are being attended to with a large measure of success, with the co-operation of the Officer Administering, Postal Corps.

Telephones

This service has been practically reduced to a peace basis and instructions have been issued that the greatest economy is to be observed in connection with the expenditure for telephones.

Equipment and Ordnance Services

As the work performed during the period November 1, 1919, to March 31, 1920, was mainly a continuation of what was in progress and included in the prior report little can be commented upon for the few months terminating the last financial year.

Dominion Arsenals

The reports of the Superintendents of the Dominion Arsenals at Quebec and Lindsay will be found in Appendices "C" and "D" respectively.

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Caretakers

It was decided in March that in future enlisted caretakers should be employed in place of civilians for the care and custody of equipment of Non-permanent Militia Units, and that a Caretaker's Section of the Royal Canadian Ordnance Corps should be organized.

H. BURSTALL,

Major-General

Quartermaster General.

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REPORT ON THE WORK OF THE BRANCH OF THE PAYMASTER GENERAL, FOR THE PERIOD NOVEMBER 1, 1919, TO MARCH 31, 1920.

General Remarks

The year following the Armistice, which was covered by the last report on the operations of this Branch saw the return to Canada from overseas of a very large proportion of our troops, and the carrying out of their final demobilization.

That report dealt in detail with the successful arrangements brought into effect to transfer the soldier's account from England to Canada, to make the necessary advances covering the period on board ship and during the train journey, and finally to pay the soldier the balance of his account and clothing allowance at the time of discharge, and to commence the payments of his War Service Gratuity.

The period covered by the following report for the five months from November 1, 1919, to March 31, 1920, saw little fundamental change in the arrangements made, but witnessed the gradual demobilization of the remaining troops, the contraction or winding up of various organizations which had been necessary to carry out the demobilization generally, and the necessary steps towards the organization of the reconstituted Active Militia, Permanent and Non-permanent:

By March 31, 1920, the total strength of C.E.F. and O.M.F. of C. had been reduced to approximately 703 Officers, and 2,190 Other Ranks.

These numbers were largely employed in winding up outstanding questions in connection with the War, so that the actual demobilization may be considered as having been completed on the latter date.

By that date also arrangements for the reorganization of the Royal Canadian Army Pay Corps were complete, and, although the appointments were not actually made until later, by the end of March the work in connection with the reconstituted Active Militia, Permanent and Non-permanent, and the outstanding work in connection with the C.E.F. and the O.M.F. of C. had been placed in charge of the Officers selected for the reconstituted R.C.A.P.C. and certain specially selected Officers of the C.E.F. or the O.M.F. of C. whose services it was necessary to retain for varying periods.

After the transfer of the bulk of the overseas forces to Canada, the Overseas Ministry was transferred from London to Ottawa, in October, 1919, and continued to function as a separate department for the purpose of bringing to a final conclusion the outstanding affairs of the Overseas Administration. The O.M.F. of C. Pay Section, Ottawa, worked in close co-operation with the Pay Department, C.E.F., with a view to ultimate amalgamation, and as circumstances permitted, various portions of their work were taken over by the latter organization.

The volume of the work did not permit the winding up of the Overseas Section, Ottawa, by March 31, and that Section continued to function as a separate organization beyond that date.

It might here be mentioned that one important feature of their work was the settlement with the War Office and other departments of the Imperial Government for maintenance of our forces overseas, and the financial adjustments under the many reciprocal arrangements which were necessary between the Ministry of the Overseas Military Forces of Canada and the Imperial Authorities.

At the time of the transfer of the Overseas Ministry to Canada the troops remaining in England were transferred to the strength of the C.E.F. with effect from October 1, 1919. These troops were largely made up of personnel of the Graves

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Detachment, in France, and personnel employed in England in the shipment of Ordnance and Air Force equipment, disposal of stores and various other outstanding matters, and included also personnel in hospital, soldiers serving terms of imprisonment, deserters, etc., and a small Pay Detachment continued to function in England to carry out the necessary work of this department.

Assistant Director of Pay Services (Administration)

Consequent upon the progress of demobilization generally, the strength of the C.A.P.C., C.E.F., officers and other ranks, was reduced to a minimum, and the work resulting from the administration of this Unit was correspondingly decreased.

Steps were taken for the selection of personnel who were thought suitable for the Permanent Pay Corps of the reconstituted Active Militia, which Corps was formed shortly after the end of the period now under review.

The work in connection with the Pay and Allowances for the Permanent Active Militia greatly increased as the force was being formed, necessitating various amendments to the then existing Pay Regulations, and consequent issue of instructions in that regard.

The preparation of new Militia forms to be used at Militia Headquarters and in the Military Districts, in anticipation of the reorganization of the Active Militia, Permanent and Non-permanent, was also undertaken by this Section.

Assistant Director of Pay Services (Mobilization)

This Section, during the period under review, continued to adjudicate upon questions pertaining to the Pay and Allowances of the C.E.F. and the Active Militia, Permanent and Non-permanent, and to pass claims for Transfer Allowance, Travelling Allowance, Deferred Pay and Clothing Allowance, for personnel of the Permanent Force.

Grants and claims for allowances to Units of the Active Militia were also considered and approved, where covered by existing regulations or special Orders in Council. Submissions were prepared for Militia Council regarding claims not covered by existing regulations and requiring special authority.

This work involved careful research of individual and general files, Routine and General Orders, Pay records and regulations, in order that a proper conclusion might be arrived at in each case, having at all times due regard to the safeguarding of Public Funds.

Assistant Director of Pay Services (Demobilization)

The demobilization of the C.E.F. reduced the work of this particular Section very rapidly.

Questions regarding the account of the soldier arising subsequent to demobilization were dealt with by the Director, S.A. & A.P.,—later designated as the Assistant Director of Pay Services (Demobilization)—the work of whose Section is dealt with in another paragraph.

Work of Conducting Pay Staff

The bulk of the troops having returned from Overseas prior to the 31st October, 1919, the work in connection with the Conducting Pay Staff was very materially lightened for the period November 1, 1919, to March 31, 1920.

The number of transports gradually taken off the service permitted the rapid reduction of the conducting staff. The Conducting staff pay offices at St. John and Quebec were combined and removed to Ottawa, where, after consolidating records, amalgamating files, etc., they were finally closed.

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The number of troops returning and expenditure for the period November 1, 1919, to March 31, 1920, is as follows:—

	Officers	Other Ranks	Total
November, 1919..	104	1,322	1,426
December, 1919..	104	477	581
January, 1920..	26	210	236
February, 1920..	13	112	125
March, 1920..	23	170	193
Total..	270	2,291	2,561

EXPENDITURE.

November, 1919..	\$297,721 40
December, 1919..	161,199 25
January, 1920..	83,121 77
February, 1920..	38,033 41
March, 1920..	28,790 92
Total..	\$608,866 75

Assistant Director of Pay Services (Accounts)

The accounting system in the district pay offices continued to be carried out as described in the previous report.

The work in connection with the payment of War Service Gratuity for personnel discharged prior to 11-11-18 was transferred to the Department of the Assistant Director of Pay Services (Demobilization), and carried out under his supervision.

From the 1st December, 1919, the Paymaster, Militia Headquarters, was made responsible for the payment, through a separate account, of all adjustments of pay and allowances in the accounts of soldiers demobilized, whose accounts had been closed in the districts, and ledger sheets transferred to Ottawa. All such disbursements were made on the authority of audited vouchers, certified correct by the Assistant Director of Pay Services (Demobilization).

During the period under review, from November 1, 1919, to March 31, 1920, the Paymaster, Militia Headquarters, made the following disbursements:—

	Cheques Issued	Amount
War Service Gratuity..	3,049	\$343,702 46
Pay and Allowances, Headquarters personnel..	10,772	893,140 84
Pay Adjustment Account..	1,011	90,448 08
Estates..	3,196	365,927 63
Payments made on behalf of Air Ministry	602	93,808 26

NOTE.—Disbursements under this latter heading were recovered from the Paymaster General, O.M.F. of C., who took same into his Reciprocal Service Account, for recovery from the Air Ministry.

Assistant Director of Pay Services (Demobilization)

Three main features characterized the work of the Pay Services, Demobilization Branch, in the period November 1, 1919, to March 31, 1920.

1. The extensive research work on inquiries received from demobilized soldiers on matters affecting their pay and allowances for periods during the entire war.
2. The increased operations on War Service Gratuity incident to Order in Council in December, 1919, extending the Canadian Gratuity to ex-members of His Majesty's Forces resident in Canada.
3. The assembling in the branch of the pay documents from the office of the Overseas Military Forces of Canada, London, England, and the commencement of shipment of files from the military districts throughout Canada.

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It is estimated that at March 31, 1920, of ledger sheets alone there were filed in the branch for reference 1,923,044 documents in 500,000 individual envelopes. The number of files received from the office of the Overseas Military Forces of Canada during the period November 1, 1919, to March 31, 1920, approximated 50,000.

Transportation Refunds

The former provisions governing refund of transportation to soldiers' dependents returning from overseas were extended under P. C. 2390 dated November 20, 1919. Hitherto only those returning subsequent to armistice were entitled to refund of transportation, and the new regulations included claims for transportation prior to armistice. This extension resulted in a volume of claims much greater than under the previous regulations, and to March 31, 1920, a total of 7,074 claims had been paid.

Pay Library

In the period November 1, 1919, to March 31, 1920, this section had charge of filing ledger sheets from the office of the Paymaster General, Overseas Military Forces of Canada; Separation Allowance and Assigned Pay sheets; and the sheets from the military districts throughout Canada.

A total of 1,923,044 sheets were filed to March 31, 1920, comprising 750,762 English sheets, 944,579 Separation Allowance and Assigned Pay sheets, and 227,703 District sheets.

During the period of one year ending March 31, 1920, the section filled 45,276 requisitions for ledger sheets for examination by other sections.

Post Office Section

By November, 1919, the mailing operations of the branch had reduced sufficiently to enable the General Post Office, Ottawa, to re-assume the responsibilities of routing and despatching, which the Post Office Section of the branch had carried on continuously during the period of heavy work for nearly two years.

The following figures show the work of the Mailing Section of the branch for the period under report:—

Letters despatched as ordinary mail.	67,745
Letters despatched as registered mail.	6,635
Cheques despatched as registered mail.	80,592
Form letters despatched as ordinary mail.	20,605
Total number of letters and cheques mailed.	125,577

War Service Gratuity Section

By Order in Council P.C. 2389, dated December 1, 1919, Canadian rate of War Service Gratuity was extended to ex-members of His Majesty's Forces who were bona fide domiciled and resident in Canada at the outbreak of war, and who returned to Canada after discharge and were again domiciled and resident therein. The payment of this gratuity was governed by the regulations governing the payment of War Service Gratuity to ex-members of the Naval or Land Forces of Canada, and from the amount of gratuity due at Canadian rates, gratuity payable by the Imperial Government was deducted.

A special subsection was organized to administer the payment of Imperial gratuity. Application Forms were despatched throughout the country, particularly through Imperial organizations, in order to facilitate submission of claims. The soldier's service as claimed on the application had to be verified through a special

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office organized in London, England, in touch with the various Record offices in England; and the amount of gratuity paid by the Imperial Government had to be confirmed. The forwarding of verification forms to England was carried out on schedule and from the first, a shipment of one or more schedules left Canada by every sailing to England.

Statistics of the work of this Section for the period November 1, 1919, to March 31, 1920, are as follows:—

Canadian War Service Gratuity—

Expenditure..	\$2,113,942 47
Number of files handled..	43,607
Number of adjustments..	11,700
Number of letters written..	41,904

Imperial Gratuity—

Expenditure..	\$1,113,972 32
Number of files handled..	17,112
Number of adjustments..	5,284
Number of letters written..	14,886

File Room Section

In the period under report, files from the office of the Paymaster General, O.M.F. of C., London, England, had been steadily shipped to this branch, and the shipment also of files in the military districts throughout Canada had commenced. It is estimated that at March 31, 1920, the File Room of the branch contained 984,000 files. The total number of overseas files received numbered approximately 215,000 at March 31, 1920, of which approximately 50,000 were shipped from London, England, after November 1, 1919.

The total number of letters received in the branch for the period November 1, 1919, to March 31, 1920, was 140,260, and the number of files despatched to the various sections of the branch for the same period was 295,568.

Separation Allowance and Assigned Pay Ledger Section

The ledger work on Separation Allowance and Assigned Pay had considerably diminished by November, 1919. For that month only 627 cheques were issued, an expenditure of \$69,899.56. By the 31st March, 1920, the expenditure on account of Separation Allowance and Assigned Pay dropped to \$29,397.94, and less than one hundred accounts remained in force, the greater part of the expenditure being adjustments for back periods.

Accounts Section

The Accounts Section issued cheques for War Service Gratuity and Separation Allowance on the authority of the Section investigating and making the award. All such cheques were written, financed, audited and mailed in the Accounts Section.

The following figures represent the work for the period 1st November, 1919, to the 31st March, 1920:—

Number of cheques mailed—

Canadian W.S.G..	15,312
Imperial W.S.G..	11,925
Total W.S.G. cheques mailed..	27,237
S.A. & A.P. cheques mailed..	3,353
Total number of all cheques mailed..	30,592
Letters traced..	135
Number of files passed through Section..	63,125

Royal Air Force Cadets

Upon the transfer of the Branch of the Paymaster General, O.M.F. of C., to Canada, in October, 1919, the work in connection with the adjustment of the accounts of Canadian Cadets undergoing training for the Royal Air Force was transferred to that Branch, which was responsible for the recovery of the amounts disbursed from the Air Ministry.

Non-effective Section

This Section, which dealt with all queries, complaints or questions regarding the Pay accounts of Officers or soldiers, submitted after their demobilization, was divided into two Sections on February 1, 1920; one to deal with the accounts of Officers and the other with accounts of soldiers. For the period under review the Non-effective Section will be dealt with under these headings:—

N.C.O. Section

This Section dealt with all inquiries received and adjustments to be made on account of Pay and Allowances, including Separation Allowance for "Other Ranks" for service during any period in the war. Upon demobilization in Canada many sought detailed information in respect of their accounts for short periods for which they had a special claim or had some doubt of their status with regard to pay and allowances. These inquiries, especially heavy immediately after demobilization, gradually reduced in volume after 1919. During the period November 1, 1919, to March 31, 1920, N.C.O. Section handled 51,027 files and dictated 41,360 letters.

Officers' Pay Section

The work carried out by the Officers' Section was similar to that carried out by the N.C.O. Section and from the time of its formation, February 1, 1920, to March 31, 1920, is as follows:—

Number of files dealt with	5,217
Number of letters written	3,563
Statements of Account rendered	612
Adjustments actually made in the Section in addition to those authorized in Districts	574
Claims for travelling allowance dealt with	1,275

At the time the Officers' Section was formed the corresponding Section in the Department of the Paymaster General, O.M.F. of C., was closed out, and any outstanding work transferred to the new Section.

Working Pay Section

Investigations and adjustment of Working Pay by this Branch commenced after demobilization, the work being transferred from the Overseas Pay Office to Ottawa to facilitate attention to inquiries and claims of the demobilized men.

Of 1,708 claims received for Working Pay in the period under report, 1,195 were approved, and 513 disallowed. In the same period the correspondence in connection with the work amounted to 5,835 letters.

Stores Audit

Stores Audit Inspection of ledger accounts in Military Districts Nos. 1, 2, 3, 4 and 5, were carried out during the period November 1, 1919 to March 31, 1920.

J. L. REGAN, Colonel,
Director of Pay Services, for Paymaster General.

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REPORT ON THE WORK OF THE DIRECTORATE OF THE CHIEF ACCOUNTANT FOR THE PERIOD NOVEMBER 1, 1919, TO MARCH 31, 1920.

The description of the work of this directorate for the period November 1, 1918 to October 31, 1919, as shown in "Memorandum No. 6, respecting the Work of the Department of Militia and Defence" applies in a general way to the succeeding five months up to the close of the fiscal year ending March 31, 1920.

Special Work

The special work described in Memorandum No. 6 had to a great extent been completed, except in relation to bonus payments, sale of surplus and condemned stores, redemption at par of moneys earned overseas by Canadian soldiers, and repatriation claims of soldiers' dependents.

The bonus payments were reduced owing to reduction of staff. Additional surplus stores were sold to the value of approximately \$1,500,000, the sales numbering about 500. A great many claims of Canadian soldiers for redemption of sterling, representing their earnings overseas, have been settled. This privilege was extended by Order in Council to benefit those Imperial soldiers who were domiciled and resident in Canada on August 4, 1914, and these payments are still being made in considerable number. Eventually the main bulk of these redemptions will be in connection with Imperial pensions.

Since Order in Council P.C. 179 was passed authorizing refund of passage money to soldiers' dependents returning from overseas, others have been passed, all of which affect an aggregate of about 17,000 persons. Up to March 31, 1920, payment of 5,470 claims had been made at a cost of slightly less than half a million dollars.

General Work

The general work of the department was still much above the normal of peace times during the period under review.

General Supply Account

There have been comparatively few purchases out of the general supply account owing to the large stock of stores and clothing on hand at the close of the war.

Railway Accounts

Demobilization was carried out much more rapidly than mobilization, with the result that heavier payments have been made since the Armistice than during any period before that date, and at the end of the fiscal year 1919-20, there still remained about two million dollars of outstanding accounts with the different railways on Demobilization account.

Steamship Accounts

The transport expenses on this account since November, 1919, amounted to many millions of dollars. The accounts of the individual steamship companies are in good condition, with fairly small outstandings.

Refunds and Claims

Applications for refund on unused tickets, and claims for loss and damage to shipments, are continually being submitted to the transportation companies, and settlements received in due course.

Civilian Salaries

A scheme has been adopted which has very much reduced the cost of preparing paylists and issuing pay and bonus cheques. With the preparation of all paylists in this Branch and use of the Addressograph and other mechanical appliances for writing cheques and keeping records, the whole cost per annum is now not more than \$5,000 for a payroll aggregating about \$1,750,000 annually.

Individual and Appropriation Ledger Accounts

Investigation has been made into the advisability of using mechanical posting machine for all ledger work, and this method will probably be adopted, saving expense.

Revenue and Refunds

Deposit receipts numbering 11,540, representing sums deposited to credit of Receiver General on account of sales of surplus militia stores, rents, discharges, etc., were received and taken into account during the period of five months from November 1, 1919 to March 31, 1920.

Financial Statements

The undermentioned Financial Statements, covering the whole of the fiscal year ending March 31, 1920, will be found in Appendix A.

1. Appropriation Accounts.
2. Militia and Defence Revenue.
3. Comparative Statement of Expenditure for the ten years 1910-11 to 1919-20.
4. Expenditure on account of Demobilization Appropriation to March 31, 1920.
5. Expenditure on account of War and Demobilization Appropriations, August, 1914, to March 31, 1920.

R. P. BROWN,
Chief Accountant.

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REPORT ON THE WORK OF THE ASSISTANT DEPUTY MINISTER'S
BRANCH FOR THE PERIOD NOVEMBER 1, 1919, TO MARCH 31, 1920

REGISTRATION OFFICE

Papers relating to existing files recorded and distributed for action	Requisitions for files	Files examined recorded and replaced in filing drawers	New files opened for new subjects	Files passed from branches to branches and their passage recorded
188,789	164,642	316,586	24,636	107,398

OVERSEAS SECTION, CENTRAL REGISTRY

New jackets.....	114,779
New index cards.....	100,363
Files handled.....	319,811
Files put away.....	234,139
Files charged-out.....	3,390
Boxes opened.....	447

Printing, Stationery and Contingencies

Statistical statement showing work and expenditure by the Printing, Stationery and Contingencies Division, Department of Militia and Defence, from the beginning of war to March 31, 1920:

Detail of Work or Expenditure	1-8-14 to	1-1-15 to	1-1-16 to	1-1-17 to	1-1-18 to	1-11-18 to	1-11-19 to	P.C. of Inc.
	31-12-14	31-12-15	31-12-16	31-12-17	31-10-18	31-10-19	31-3-20	or Dec.
Printing requisitions issued	362	967	1,125	1,136	966	1,006	224	47% Dec.
Stationery requisitions issued	886	3,366	5,345	4,024	3,528	2,553	831	20% Dec.
Parcels sent by express or freight	4,835	18,771	28,535	14,941	13,751	10,201	1,062	60% Dec.
Weight of parcels sent (lbs.)	152,451	609,324	1,246,752	539,545	645,785	512,687	64	127.69% Dec.
Express and freight charges (\$)	4,305.16	18,958.84	34,793.77	18,564.96	17,889.85	15,239.17	2,206	95.65% Dec.
Transport requisitions issued	416	1,120	975	958	700	981	3	31.18% Dec.
Sales of Military Books	1,122	2,270	1,393	399	257	84	40	13% Inc.
Proceeds of sales (\$)	3,254.58	10,288.29	9,394.99	2,406.08	2,210.78	261.61	45	78.58% Dec.
Expenditure for printing (\$)	57,291.05	254,793.18	524,705.75	505,751.98	251,490.43	247,999.63	65,255	13.36% Dec.
Expenditure for stationery (\$)	49,945.81	179,330.10	342,341.08	351,191.62	342,861.85	299,044.52	49,803	39.60% Dec.

Statistical statement showing average work or expenditure per month by the Printing, Stationery and Contingencies Division, Department of Militia and Defence, from January 1, 1913, to March 31, 1920.

Detail of Work or Expenditure	1-1-13 to	1-8-14 to	1-1-15 to	1-1-16 to	1-1-17 to	1-1-18 to	1-11-18 to	1-11-19
	31-12-14	31-12-15	31-12-15	31-12-16	31-12-17	31-10-18	31-10-19	31-3-20
Printing requisitions issued	46	72	91	94	95	96	83	44
Stationery requisitions issued	92	177	280	445	335	353	212	168
Parcels sent by express or freight	440	967	1,573	2,378	1,245	1,375	850	332
Weight of parcels sent (lbs.)	30,490	103,896	203,896	103,896	44,628	64,578	42,723	12,825
Express and freight charges (\$)	861.03	2,899.49	2,899.49	2,899.49	1,547.08	1,788.98	1,269.93	441.39
Transport requisitions issued	47	83	93	81	80	76	81	66
Sales of Military Books	70	224	189	116	33	26	7	8
Proceeds of sales (\$)	173.50	650.92	857.36	781.35	200.51	221.07	21.80	9.15
Expenditure for printing (\$)	5,498.15	11,458.21	21,232.76	43,725.48	42,146.00	25,149.04	20,666.63	13,051.02
Expenditure for stationery (\$)	3,698.66	9,989.16	14,944.17	28,828.42	29,265.97	34,286.18	24,917.04	9,960.67

E. F. JARVIS,
Assistant Deputy Minister.

APPENDIX A

The following are statements for the fiscal year ending March 31, 1920, showing:—

1. Appropriation Accounts, 1919-20.
2. Militia and Defence Revenue.
3. Comparative Statement of Expenditure for the ten years 1910-11 to 1919-20.
4. Expenditure on account of Demobilization Appropriation to March 31, 1920.
5. Expenditure on account of War and Demobilization Appropriations, August, 1914, to March 31, 1920.

STATEMENT No. 1.—Appropriation Accounts, 1919-20

Appropriation	Amount of Grant	Expenditure	Grant unused	Grant exceeded	Remarks
	\$ cts.	\$ cts.	\$ cts.	\$ cts.	
Allowances, Active Militia.....	100,000 00	91,214 04	8,785 96		
Annual Drill.....	350,000 00	34,058 99	315,941 01		Only a few of the City Corps of Active Militia reorganized sufficiently to carry out the local drills for which provision was made.
Cadet Services.....	100,000 00	74,413 60	25,586 40		Supplementary vote of \$25,000 passed too late to be used.
Clothing and necessities.....	25,000 00	8,761 93	16,238 07		No appropriation.
Contingencies.....					Expenditure charged mainly to Demobilization Appropriation.
Customs Dues.....					No appropriation.
Departmental Library.....	1,000 00	974 10	25 90		No appropriation.
Dominion Arsenals.....					Some permanent works were postponed to permit of conversion of buildings due to demobilization.
Engineer Services and Works.....	475,000 00	319,486 23	155,513 77		A great many bands and some associations did not complete re-organization during the year.
Grants to associations and bands.....	80,000 00	27,328 00	52,672 00		Vacancies on the H. Q. and District Staffs were temporarily filled by C.E.F. officers who were paid from Demobilization Appropriation.
Headquarters and District Staffs.....	345,600 00	289,442 66	56,157 34		Some of the Drill Halls and Armouries were not used for the whole year.
Maintenance of military properties.....	175,000 00	120,962 32	54,037 68		No appropriation.
Ordnance Arms, Lands, etc.....					Owing to the difficulty in obtaining recruits the Permanent Force did not get organized to the strength estimated for.
Permanent Force.....	6,071,986 00	3,088,691 16	2,983,294 84		
Printing and stationery.....	70,000 00	52,390 65	17,609 35		
Royal Military College.....	220,000 00	219,160 38	839 62		
Salaries and wages.....	260,000 00	197,458 97	62,541 03		In many cases where armouries, etc., were not in use the full salaries of the caretakers were not paid.
Schools of Instruction.....					No appropriation.
Topographic surveys.....	40,000 00	40,522 36		522 36	
Transport and freight.....	25,000 00	24,853 88	146 12		
Training areas.....	35,000 00	5,040 70	29,959 30		Most of the expenditure for permanent training areas was postponed pending the re-organization of the Militia.
Warlike stores.....					No appropriation.

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<i>Special Votes</i>	20,000 00 500,000 00	12,188 41 4,093 48	7,811 59 495,906 52	
No. 433 Prince of Wales' visit..... No. 526 Battlefields Memorials.....				
No. 390 Gratuities..... No. 391 Civil Pensions.....	1,347 68 1,253 77	1,347 68 1,253 77		
Total Militia votes..... Demobilization appropriation.....	8,896,187 45	4,613,643 31 323,360,987 33	4,283,066 50	522 36
<i>Pay by Statute</i>				
Chief of General Staff..... Inspector General..... Adjutant General..... Quartermaster General..... Master General of Ordnance..... Casual Revenue..... Consolidated Revenue— Workmen's Compensation Act..... Civil Service Act..... Fines and forfeitures..... Royal Military College Revenue..... Special Account:—Regimental Funds.....		18,009 72 949 88 1,410 62 1,978 75 200 00 127 81 763 13		
<i>Properties Sold</i>		Balance of proceeds of sale brought forward from 1918-19	Balance of proceeds of sale to be carried forward to 1920-21	
Barracks, Toronto..... St. Helens Island, Montreal..... Fort Osborne Barracks Site, Winnipeg.....		144 15 19,783 10 62,947 27 82,874 52	Nil Nil Nil.	144 15 19,783 10 62,947 27 82,874 52

This service was not got under way in time to change the expenditure to the 1919-20 account; \$260,000 was re-voted for 1920-21.

STATEMENT No. 2.—Casual Revenue, 1919-20

Previous year's expenditure..		\$8,491 19
Sale of ammunition..		20 07
Stores and clothing on repayment..		977 75
Advertisements..		569 51
Books and maps..		451 97
Barrack damages..		469 76
Cast horses..		4,034 50
Conscience money..		2 50
Purchases of discharge..		6,443 93
Medals and ribbons..		18 82
Sales of military properties..		1,036 89
Non-fulfillment of contract..		342 83
Rents of military properties..		13,396 37
Bequest by soldiers..		20 45
Overhead charges Imperial Government..		45,413 93
“ “ French Government..		6,176 93
		<hr/>
		\$87,867 40
Militia revenue pensions..	\$47,979 08	
Royal Military College..	53,598 64	
		<hr/>
		\$189,445 12
Fines and forfeitures..	\$ 50 00	
Fines under M.S.A..	5,325 00	
		<hr/>
		\$194,820 12

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STATEMENT No. 3.—Comparative Statement of Expenditure for the ten years, 1910-11 to 1919-20

	1910-11	1911-12	1912-13	1913-14	1914-15	1915-16	1916-17	1917-18	1918-19	1919-20
Allowances for Drill Instruction, Care of Arms and Postage.....	104,446	83,867	85,474	101,904	66,513	68,643	45,573	70,794	51,283	91,214
Annual Drill.....	1,089,694	1,169,068	1,719,257	1,830,634	1,875,944	84,972	80,311	90,771	68,770	34,059
Cadet Corps.....	373,960	475,175	508,788	699,572	510,810	39,191	39,191			74,414
Clothing and Necessaries.....	34,979	39,920	47,674	49,957	36,557	31,670	23,214	16,344	5,338	8,762
Contingencies, including Guards of Honour, Escorts and Salutes.....	180,580	143,069	38,424	47,630	115,791	26,004	68,780	2,212		
Customs Dues.....	755	975	1,010	1,055	1,113	985	641	615	1,043	974
Departmental Library.....	280,034	236,790	325,863	358,315	265,262	299,678	29,924			
Dominion Arsenal.....	353,966	487,222	791,895	1,452,729	1,111,196	690,755	395,895	364,529	304,144	319,486
Engineer Services.....	65,000		12,000							
Grants towards construction of City Regimental Armouries.....										
Grants to Artillery and Rifle Associations and to Regimental Bands.....	54,985	56,270	64,315	79,506	73,605	47,878	7,981	10,258	2,549	27,328
Gratuities and Compassionate Allowances.....	3,970	2,551	2,170	4,300	15,190	1,500			1,002	3,326
Maintenance of Military Properties.....	79,961	80,937	88,925	107,214	209,231	175,053	164,166	173,344	101,352	120,962
Pay of Inspector-General and Military Members of Militia Council (Statutory).....	21,600	21,600	21,600	21,600	15,161	18,450	18,290	18,152	18,010	18,010
Pay of Headquarters Staff.....	59,580	66,178	78,617	74,002	72,050	74,956	84,766	93,998	103,154	127,844
Pay of Division and District Staffs.....	76,430	99,300	115,644	123,772	107,410	109,241	123,536	112,397	113,693	161,809
Permanent Force—Pay, Provisions and Supplies.....	1,845,386	1,946,636	2,200,183	2,198,453	2,114,493	2,116,245	2,396,183	2,297,228	1,947,304	3,088,691
Printing and Stationery.....	60,003	53,489	59,528	72,209	69,880	70,000	70,000	69,871	61,667	52,391
Royal Military College.....	127,036	134,949	131,241	149,039	153,987	135,685	147,576	162,293	201,885	219,160
Salaries and Wages of Civil Employees.....	153,018	155,645	160,700	197,843	243,986	232,797	205,801	232,913	210,066	197,459
Schools of Instruction, Pay of Active Militia attending.....	80,007	70,041	77,765	97,847	164,669	178,898	81,384	7,899		
Topographical Survey.....	26,260	24,714	35,055	39,059	35,038	23,440	31,274	31,082	40,522	
Transport and Freight.....	124,281	138,230	175,034	199,247	208,774	60,567	43,923	41,306	16,698	24,854
Warlike Stores.....	334,548	531,532	683,080	703,375	496,897		15,753			
Coronation Contingents.....		134,835								
Training Areas.....					234,592	233,085	224,623	68,838	4,643	5,041
Miscellaneous Small Votes.....	6,318	21,047	17,202	6,508				22,670	190,371	15,731
Expenditure under the six following sub-heads was charged to Capital Account up to 1909-10 inclusive, and to Revenue since then—										
Ordnance, Ammunition, Tents, Wagons, and Equipment generally excepting Clothing, Saddlery and Harness.....	370,469	649,276	572,486	967,804	593,167	4,084	57,504	6,058	9,752	1,278

STATEMENT No. 5.—Comparative Statement of Expenditure for the ten years, 1910-11 to 1919-20—Continued.

	1910-11	1911-12	1912-13	1913-14	1914-15	1915-16	1916-17	1917-18	1918-19	1919-20
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Saddlery and Harness.....	103,753	6,713	942	103,732	146,066					
Consolidated Revenue, Workmen's Compensation Act										
Clothing—Reserve Stock and outfitting new suits.....	150,220	110,468	100,000	217,419	219,077				1,148	1,411
Ross Rifles, Spare parts, bayonets, scabbards, arm										
chests and inspection.....	585,190	419,937	552,073	640,613	478,543					
Dominion Arsenal, for reserve ammunition.....	162,773	183,703	341,208	51,237	29,216					
Lands and construction of new Rifle Ranges.....										
Total Ordnance, Equipment, Lands, etc.....	1,372,405	1,370,097	1,566,709	1,980,805	1,466,089					
Total Militia Expenditure.....	6,909,211	7,579,884	9,112,376	10,998,162	9,991,817	4,881,502	4,301,785	3,887,838	3,444,954	4,634,516
War Expenditure.....					53,176,614	160,433,416	298,291,031	316,669,785	377,120,138	323,360,987
Aid to Civil Power (Statutory and recoverable from										
Municipalities).....	13,678	716	78	187,857	68,800					
Toronto Barracks, Special Account.....	63,026	2,012	148,889	45	87,768	25				
Winnipeg Barracks, Special Account.....	123,000		137,053							
Point St Charles Armoury.....	17,500									
Montreal Barrack Site.....			180,000		217					
Transferred from Public Works Department.....		940	221,849		19,722					
Civil Government Salaries.....	130,732	137,251	146,718	157,137	168,545	172,534	173,798	183,448	189,578	202,459
Civil Government Contingencies.....	10,086	11,962	22,029	27,997	20,216	28,351	19,488	3,199	18,255	18,996
Total Civil Government.....	140,818	149,214	168,747	185,134	188,761	200,885	193,286	186,647	207,833	221,455
Revenue Received—										
Militia.....	44,259	59,829	51,359	36,641	64,831	192,300	90,164	18,228	35,955	87,867
Casual.....	1,390	1,806	2,691	1,790	1,625	41,318	11,949	2,072	3,795	53,599
Royal Military College.....	31,650	34,286	36,785	36,817	32,047	35,142	41,646	39,177	54,428	47,979
Pension Act, 1901.....	23,347	25,209	28,393	30,714	27,282	23,513	25,495	26,877	23,841	5,375
Fines and Forfeitures.....										
Total Revenues.....	100,646	121,130	119,228	103,962	125,785	292,273	169,254	86,354	118,019	194,820

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STATEMENT No. 4.—Demobilization Appropriation—Statement of Expenditure in Canada and Overseas for the year ended March 31, 1920.

Particulars	Expended in Canada	* Credits	—	Expended Overseas	Total Debits	Total * Credits
	\$	\$	\$	\$	\$	\$
Clothing (except boots).....	4,935,274 79				7,798,922 63	
Boots and repairs to boots.....	321,056 09				1,025,741 14	
Necessaries (kit bags and articles of kit).....	31,446 76				2,895,094 59	
Accountants.....		6,950 35				6,950 35
Binoculars, telescopes, prismatic compasses, etc.	1,357 28				1,357 28	
Saddlery and horse equipment.....	438 89				438 89	
Motor trucks, ambulances and other vehicles.....	442,748 68				442,748 68	
Ross Rifle Co. Expropriation.....		513,166 58				513,166 58
Dominion Rifle Factory.....	28,426 01				28,426 01	
Machine Guns and spare parts.....	5,066 19				5,066 19	
Stores (furniture, bedding, utensils,) etc.....		529,745 11				529,745 11
Totals.....	5,765,814 69	1,049,862,04		9,671,118 46	14,907,188 04	520,116 93
Net expenditure for Stores and Equipment.....	4,715,952 65			9,671,118 46	14,387,071 11	
Dominion Arsenal, Quebec.....		218,990 10				218,990 10
Dominion Arsenal—Supplies, Lindsay.....		82,045 00				82,045 00
Dominion Cartridge Co.—Ammunition.....				3,784,278 92	4,363,176 24	
Ammunition from other sources.....	578,897 32					
Totals.....	578,897 32	301,035 10		3,784,278 92	4,363,176 24	301,035 10
Net expenditure for Ammunition and Material.....	277,862 22			3,784,278 92	4,062,141 14	
Borden Camp and Long Branch—Land and Buildings	684,201 63				684,201 63	
Net expenditure for buildings and lands.....	684,201 63				684,201 63	
Pay and Allowances (includes Subsistence, Rations and Assigned Pay).....	33,775,871 04			33,957,517 61	67,733,388 65	
Maintenance of troops in France.....	43,800,000 00			373,899 13	44,173,899 13	
Separation Allowance.....	6,150,807 90			3,565,358 74	9,716,166 64	
War Service Gratuities.....	126,569,434 26			9,463,407 86	136,032,842 12	
Outfit Allowances.....	42,261 26			42,191 00	84,452 26	
Engineer Services and Works.....	956,445 93			527,098 92	1,483,544 85	
Purchase of remounts, expenses of purchaser, etc.		4,707,706 60		2,351,087 27		2,356,619 33
Drugs and Surgical Instruments.....	232,591 62			130,861 64	363,453 26	

STATEMENT No. 4.—Demobilization Appropriation—Statement of Expenditure in Canada and Overseas for the year ended March 31, 1920.—Continued

Particulars	Expended in Canada		*Credits		—	Expended Overseas		Total Debits		Total *Credits	
	\$	cts.	\$	cts.		\$	cts.	\$	cts.	\$	cts.
Travelling and Transport (Ocean).....	12,465	343 52						12,465	343 52		
Travelling and Transport (Land).....	14,525	966 10						20,145	971 88		
Forge and Stabling.....	200	641 94					5,620	005 73	248	694 10	
Pay, etc., of Censors.....	34	171 29					48	052 16	34	171 29	
Pay of Civil Employees.....	4,170	752 58					481	421 79	4,652	174 37	
Rent, Water, Fuel and Light.....	838	063 92					467	924 39	1,305	988 31	
Funeral Expenses.....	34	751 70						34	751 70		
Recruiting (Medical Examination, attestation and advertising).....	1,780	55						1,780	55		
Telegrams, Telephones (including rental), cablegrams and postage.....	514	662 13					135	440 24	650	102 37	
Printing and Stationery.....	301	737 34					342	302 14	644	039 48	
Customs Dues.....	43	482 44						43	482 44		
British Recruiting Mission, U.S.A.....	213	454 36						213	454 36		
British and Foreign Governments, Recoverable.....	674	666 98					4,198	772 03	4,873	439 01	
Special Remittances Recoverable.....	1,037	244 12			Overseas			1,037	000 79		
Conservancy and Contingencies.....	443	284 69			243 33		202	767 06	646	051 75	
Totals.....	247,027	415 67	4,707	706 60	243 33	61,908	107 71	306,584	192 78	2,356	619 33
Net expenditure for Miscellaneous payments.....	242	319,709 07					61,907	864 38	304,227	573 45	
Total for year.....	247,997	725 57					75	363,261 76	323,360	987 33	
Expended prior to 1st April, 1919.....	684	975,908 06					520	715,075 09	1,205	690,983 13	
Totals.....	932	973,633 63					596	078,336 85	1,529	051,970 48	

*This is a net statement and the amounts shown under "Debits" and "Credits" respectively denote the excess of the one over the other.

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STATEMENT No. 5.—War and Demobilization Expenditure, August, 1914, to March 31, 1920.

Month and Year	Canada		Overseas		Total	
	\$	cts.	\$	cts.	\$	cts.
April, 1919.....	25,714	538 16	9,167	815 54	34,882	353 70
May, 1919.....	32,769	373 32	8,656	493 96	41,425	867 28
June, 1919.....	28,215	718 20	7,112	120 39	35,327	838 59
July, 1919.....	29,760	135 36	6,956	140 21	36,716	275 57
August, 1919.....	21,829	092 62	5,222	206 15	27,051	298 77
September, 1919.....	16,176	814 73	3,421	243 78	19,598	058 51
October, 1919.....	11,994	895 09	12,900	141 77	24,895	036 86
November, 1919.....	13,377	016 75	1,321	428 82	14,698	445 57
December, 1919.....*	53,540	316 12	8,579	963 33	62,120	279 45
January, 1920.....	6,296	669 86	4,188	962 40	10,485	632 26
February, 1920.....	4,571	943 16	855	655 05	5,427	598 21
March, 1920.....	3,751	212 20	†6,981	090 36	10,732	302 56
Total, April, 1919, to March, 1920.....	247,997	725 57	75,363	261 76	323,360	987 33
Total, August, 1914, to March, 1919.....	684,975	908 06	520,715	075 09	1,205,690	983 15
Grand total to 31st March, 1920.....	932,973	633 63	596,078	336 85	1,529,051	970 48

*Includes \$43,800,000 for maintenance of troops in France.

†Includes various adjustments.

APPENDIX B

The following are statements for the fiscal year ending March 31, 1920, showing:—

1. Allowances paid to Active Militia in the various districts.
2. Showing Expenditure by Stations on account of Pay and Allowances of the Permanent Force.
3. Statement of Expenditure on account of Pay and Allowances of Officers and Warrant Officers of the Permanent Force.
4. Statement of Expenditure on account of Pay and Allowances of Officers and Warrant Officers of the Permanent Force with details of expenditure by Stations.
5. Statement of Expenditure on account of Pay and Allowances of N.C.O's and men of the Permanent Force.
6. Statement of Expenditure on account of Pay and Allowances of N.C.O's and men of the Permanent Force with details of expenditure by Stations.

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STATEMENT No. 1.—Statement of Allowances paid to Active Militia in the various Districts during the financial year 1919-20

District	Command pay and drill instruction	Care of arms	Postage	Efficiency grants C.O.T.C.	Refund for stores charged as deficient or returned	Gross amount	Less deductions and deficiencies	Net expenditure
	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.
Military District No. 1	10,309 20	165 00	1,405 75	3,196 82	15,076 77	2,942 53	12,134 24
" 2	17,974 17	7,182 70	2,620 50	11,125 26	38,902 63	11,724 28	27,178 35
" 3	10,872 90	209 25	74 44	10,656 59	1,232 46	9,424 13
" 4	10,531 23	736 73	727 00	840 55	12,835 49	1,646 18	11,189 31
" 5	6,275 60	20 00	697 75	7,015 85	104 40	6,911 45
" 6	8,818 87	190 00	1,262 50	309 70	10,581 07	148 35	10,432 72
" 7	2,195 15	555 00	196 25	2,946 40	160 65	2,785 75
" 8	3,359 40	145 00	223 50	261 50	3,989 40	3,989 40
" 9	2,830 20	240 00	3,170 20	43 55	3,126 65
" 10	1,691 40	229 50	139 68	2,060 58	435 94	1,625 04
" 11	1,449 73	1,411 28	313 12	200 55	3,374 68	957 68	2,417 00
Totals	75,907 85	10,405 71	8,125 12	16,170 98	110,609 66	19,395 62	91,214 04

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STATEMENT No. 2.—Showing expenditure by stations on account of pay and allowances of the permanent force for the year 1919-20

Stations.	Strength all ranks March 31, 1919	Strength all ranks March 31, 1920	Pay and Allowances, Officers and Warrant Officers	Pay and Allowances, N.C.O's and Men	Total Pay and Allowances
			\$ cts	\$ cts.	\$ cts.
London.....	50	338	35,917 79	89,477 04	125,394 83
Toronto.....	132	385	103,481 53	270,499 53	373,981 06
Kingston.....	124	497	86,833 50	207,608 00	294,441 50
Ottawa.....	428	348	110,538 86	331,537 85	442,076 71
Montreal.....	72	699	78,734 68	126,147 11	204,881 79
Quebec.....	227	237	72,768 01	127,754 60	200,522 61
Halifax.....	516	607	191,003 53	415,193 01	606,196 54
St. John, N.B.....	32	54	21,326 65	34,299 97	55,626 62
Winnipeg.....	57	165	26,723 65	66,784 09	93,507 74
Victoria.....	121	177	61,437 76	119,455 42	180,893 18
Regina.....	25	62	34,552 59	63,356 02	97,908 61
Calgary.....	55	143	38,563 98	99,521 94	138,085 92
Abroad.....		4	6,656 53		6,656 53
Miscellaneous.....				394 20	394 20
Totals.....	1,839	3,716	868,539 06	1,952,028 78	2,820,567 84

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STATEMENT No. 3.—Statement of Expenditure on account of Pay and Allowances of Officers and Warrant Officers of Permanent Force for year ending March 31, 1920

DETAILS OF EXPENDITURE BY CORPS

Corps	Pay		Allowances							Dependents' allowance	Other	Total allowances	Total pay and allowances	Credit to public and refunds	Net expenditure	
	Ordinary	Abroad	Lodging	Ration	Fuel		Light	Servant								Messing
					\$	cts.		\$	cts.							
Royal Canadian Dragoons.....	34,707 52		2,873 00	2,295 50	100 50	27 50	60 75	2,881 50	4,995 00	22 37	13,256 12	48,053 64	11,828 54	36,425 10		
Loyal Strathcona & Horse R.C.....	18,913 15		8,864 90	2,114 50	19 66	6 66	15 50	729 00	2,695 00	25 07	6,470 29	25,383 44	1,212 05	24,171 39		
Royal Canadian Horse Artillery.....	39,165 82		4,145 30	3,918 00	367 40	80 19	108 00	3,095 00	6,224 00	149 23	18,085 12	57,250 94	5,543 04	51,707 90		
Royal Canadian Grenadier Artillery.....	80,332 05		9,381 35	7,412 00	1,286 95	415 44	480 25	3,111 50	9,126 00	339 18	31,552 67	111,944 72	8,452 73	103,791 99		
Canadian Machine Gun Brigade.....	5,129 35		224 00	337 00				361 00	600 00		1,522 60	6,652 15	10 00	6,642 15		
Royal Canadian Engineers.....	71,571 40		8,238 25	7,154 70	909 83	198 53	343 50	3,663 00	12,432 00	477 88	33,417 40	104,988 89	7,123 44	97,865 45		
Royal Canadian Regiment.....	52,877 27		4,927 95	4,828 50	32 08	9 17		3,399 00	10,115 00	6,512 61	29,824 31	82,701 58	5,948 18	76,753 40		
Princess Patricia Canadian Light Infantry.....	20,140 21		1,548 65	1,361 40				1,192 50	2,412 64	96 50	6,611 69	20,751 90	3,067 68	23,684 22		
The Royal Canadian Army Service Corps.....	45,770 18		6,212 40	4,673 50	687 12	218 19	511 50	2,602 50	5,949 00	970 15	21,824 36	67,504 54	2,047 34	65,547 20		
The Royal Canadian Army Medical Corps.....	27,694 24		3,500 80	3,101 00				1,997 00	3,900 00		12,498 80	40,103 04	1,701 87	38,491 17		
Royal Canadian Army Veterinary Corps.....	4,960 69		556 80	504 00	26 86	9 00	23 00	182 50	1,220 00	9 99	2,562 15	7,522 84	68 51	7,454 33		
The Royal Canadian Ordnance Corps.....	103,587 94		12,301 98	10,120 30	2,328 55	631 75	1,940 25	2,304 50	11,448 00	1,885 22	42,960 55	153,205 02	7,722 68	145,482 34		
Canadian Army Pay Corps.....	52,995 81		7,276 15	6,239 00	644 45	198 34	536 00	4,202 50	7,100 00	283 78	26,570 22	79,566 03	2,936 03	76,630 00		
Corps of Military Staff Clerks.....	45,490 34		5,018 50	5,450 00	345 81	92 22		1,445 00	8,123 00	82 85	20,557 38	65,977 72	1,831 40	64,146 32		
Instructional Cadre.....	20,912 23		3,010 00	3,811 50	274 04	90 19		395 50	4,278 00	113 68	11,577 41	32,489 64	4,048 98	28,440 66		
School of Musketry.....	7,952 71		1,105 15	886 90	144 38	38 18	145 50		1,154 00		3,869 61	11,822 32	33 53	11,788 79		
Miscellaneous.....	9,680 79		427 85	169 00	88 48	27 00	69 25	30 50	120 00		932 08	10,612 87	1,096 22	9,516 65		
Totals.....	641,961 90	6,656 53	71,643 63	64,376 80	7,256 11	2,042 36	4,231 50	31,592 50	91,981 64	10,968 31	284,092 85	932,711 28	64,172 22	868,539 06		

STATEMENT No. 4.—Statement of Expenditure on account of Pay and Allowances of Officers and Warrant Officers of Permanent Force for year ending March 31, 1920

DETAILS OF EXPENDITURE AT EACH STATION

Stations	Pay		Allowances					Dependents' allowance	Other	Total pay and allowances		Credit to public and refunds	Net expenditure	
	Ordinary	Abroad	Lodging	Ration	Fuel	Light	Servant			Messing	\$			cts.
London, Ont.	25,570 03		3,111 60	3,276 00	122 37	28 08	69 00	1,804 00	4,841 64	616 75	13,869 44	39,439 47	3,521 68	35,917 79
Toronto, Ont.	85,422 78		9,332 05	7,396 50	623 58	181 86	465 25	5,348 50	12,471 00	814 19	36,632 93	122,055 71	18,574 18	103,481 53
Kingston, Ont.	65,034 70		6,871 70	6,267 50	599 01	137 96	167 25	4,437 00	10,605 00	186 32	29,271 74	94,306 44	7,472 94	86,833 50
Ottawa, Ont.	84,227 68		7,167 45	6,417 50	522 63	151 51	175 75	3,156 50	10,704 00	226 07	28,521 41	112,749 09	2,210 23	110,538 86
Montreal, Que.	58,072 62		5,699 85	4,297 30	595 05	181 83	514 75	1,970 00	6,218 00	6,814 54	26,291 32	84,363 94	5,629 26	78,734 68
Quebec, Que.	51,804 48		6,312 95	6,143 00	1,083 28	369 43	648 75	1,391 00	5,883 00	371 29	22,202 70	74,007 18	1,239 17	72,768 01
Halifax, N.S.	144,245 78		17,203 03	14,915 50	1,296 50	439 91	796 00	6,744 50	20,731 00	1,196 61	63,323 05	207,568 83	16,565 30	191,003 53
St. John, N.B.	14,805 69		2,140 90	1,729 00	287 34	92 06	313 00	656 50	2,044 00	137 94	7,400 74	22,206 43	879 78	21,326 65
Winnipeg, Man.	18,569 83		2,938 50	2,730 00	588 20	121 46	299 00	494 50	2,788 00	58 26	9,715 92	28,285 75	1,562 10	26,723 65
Victoria, B.C.	44,542 75		4,625 60	4,271 00	494 81	152 22	320 75	1,937 00	8,271 00	276 56	20,368 94	64,911 69	3,473 93	61,437 76
Regina, Sask.	21,113 54		3,913 40	3,982 00	685 32	117 80	269 50	2,522 50	3,017 00	205 25	14,712 77	35,826 31	1,273 72	34,552 59
Calgary, Alta.	28,552 02		2,328 60	3,251 50	358 02	68 24	192 50	1,110 50	4,408 00	64 53	11,781 89	40,333 91	1,769 93	38,563 98
England														
India														
Australia														
Abroad	6,656 53											6,656 53		6,656 53
Total	641,961 90	6,656 53	71,643 63	64,376 80	7,256 11	2,042 36	4,231 50	31,592 50	91,981 64	10,968 31	284,002 85	932,711 28	64,172 22	868,539 06

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STATEMENT No. 5.—Statement of Expenditure on account of Pay and Allowances of N.C.O.'s and Men of the Permanent Force for year ending March 31, 1920

DETAILS OF EXPENDITURE BY CORPS

Corps	Pay						Total Allowances	Total Pay and Allowances	Deduct Charges Credited to Public	Net Expenditure		
	Regimental Pay		Engineers and Corp. Pay		Extra Duty Pay							
	\$	cts.	\$	cts.	\$	cts.						
Royal Canadian Dragoons.....	112,980	75	2,709	50	8,914	03	124,604	28	20,876	91	131,764	10
Lord Strathcona's Horse R.C.....	83,745	99	157	65	239	60	84,143	24	13,760	88	88,932	94
Royal Canadian Horse Artillery.....	100,855	09			44	60	101,082	53	10,552	26	140,385	32
Royal Canadian Garrison Artillery.....	164,106	14	5,569	34	328	95	171,089	53	15,770	70	230,458	41
Canadian Machine Gun Bde.....	3,794	58			3,784	58	3,784	58			3,913	62
Royal Canadian Engineers.....	143,941	16	3,051	54	42	50	164,393	60	18,575	91	210,774	38
Royal Canadian Regiment.....	166,651	52	5,886	74	172	50	174,770	02	23,461	67	183,164	28
Royal Canadian Regiment Instr. Cadre.....	18,117	63	103	62	85	70	19,856	15	1,033	99	36,904	85
Princess Patricia Canadian Light Infantry.....	80,307	35					80,307	35	3,413	96	89,415	84
Royal Canadian Army Service Corps.....	93,057	74	212	73	16,745	00	110,520	29	12,340	72	176,035	08
Royal Canadian Army Medical Corps.....	11,084	05					11,193	98	18,166	37	17,627	71
Royal Canadian Army Veterinary Corps.....	5,313	04					5,313	04	8,384	85	8,141	40
Royal Canadian Ordnance Corps.....	208,655	26	1,894	58	1,730	30	214,729	73	395,836	55	374,405	30
Corps of Military Staff Clerks.....	90,159	17			118	60	90,463	69	21,431	25	137,863	81
Corps of Military Staff Clerks, Sec. B.....	26,716	79			253	30	28,074	02	4,468	00	56,784	85
Canadian Army Pay Corps.....	34,400	90	30	63	818	75	41,814	65	1,424	12	63,581	93
Musketry Staff.....	1,062	05					1,062	05			1,530	56
*Contributions Pension Fund N.C.O.'s and Men on Loan.....	394	20					394	20			394	20
	1,345,333	41	19,616	33	19,458	35	1,427,596	92	152,409	35	1,952,028	78

*Contributions by the Dominion Government towards Pension Fund of N.C.O.'s and Men of the Regular Army on loan in Canada.

STATEMENT No. 6.—Statement of Expenditure on account of Pay and Allowances of N.C.O.'s and Men of the Permanent Force for year ending March 31, 1920

DETAILS OF EXPENDITURE AT EACH STATION

Stations	Total Pay	Allowances.								Total Pay and Allowances	Less charges credited to Public	Net Expenditure
		Lodging	Rations	Fuel	Light	Medical	Dependents' Allowance	Clothing	Total Allowances			
	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.	\$ cts.
London, Ont.	72,176 88	4,902 90	8,100 00	212 55	60 55	56 35	11,313 32	53 29	24,698 96	96,875 84	7,398 80	89,477 04
Toronto, Ont.	220,142 89	14,451 25	21,975 50	185 44	80 21	100 85	33,460 25	405 41	70,658 41	290,801 30	20,301 77	270,499 53
Kingston, Ont.	146,458 25	13,161 90	22,594 50	159 98	45 79	26 40	36,696 00	72,684 57	219,142 82	11,534 82	207,608 00
Ottawa, Ont.	181,835 13	33,373 40	54,558 00	1,270 90	346 65	230 45	70,098 00	159,877 40	341,712 53	10,174 68	331,537 85
Montreal, Que.	110,128 25	4,942 00	7,738 50	314 50	88 05	893 05	10,678 00	211 34	24,865 44	134,993 69	8,846 58	126,147 11
Quebec, Que.	74,393 77	11,610 30	18,791 50	315 96	89 91	315 76	25,098 96	535 29	56,757 08	131,151 45	3,396 85	127,754 60
Halifax, N.S.	344,287 53	23,951 85	31,705 00	717 13	207 52	270 33	70,606 00	1,046 42	128,504 25	472,791 78	57,598 77	415,193 01
St. John, N.B.	20,402 92	3,377 05	5,466 00	117 43	45 27	24 60	5,980 00	15,010 35	35,413 27	1,113 30	34,299 97
Winnipeg, Man.	49,038 10	4,965 25	7,876 00	192 05	49 00	19 96	10,531 00	23,633 26	72,671 36	5,887 27	66,784 09
Victoria, B.C.	79,825 61	9,632 25	16,283 00	260 81	90 48	432 49	24,214 00	909 46	51,822 49	131,648 10	12,192 68	119,455 42
Regina, Sask.	44,040 74	5,485 50	8,565 50	76 08	22 80	24 73	7,479 00	501 40	22,155 61	66,196 35	2,840 33	63,356 02
Calgary, Alta.	84,472 65	4,661 30	7,979 50	257 47	65 28	191 88	12,583 00	434 36	26,172 79	110,645 44	11,123 50	99,521 94
(1) Contributions Pension Fund N.C.O.'s and Men on Loan	394 20	394 20	394 20
Total	1,427,596 92	134,514 95	211,632 50	4,080 90	1,191 51	2,586 85	318,737 53	4,086 97	676,841 21	2,104,438 13	152,409 35	1,952,028 78

(1) Contributions by the Dominion Government towards Pension Fund of N.C.O.'s and Men of the Regular Army on loan in Canada.

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APPENDIX C

REPORT OF THE SUPERINTENDENT, DOMINION ARSENAL, QUEBEC,
FOR THE YEAR ENDING MARCH 31, 1920

EMPLOYEES

The average number of employees throughout the year was 404

FINANCIAL STATEMENTS

1. Appropriation and Expenditure.
2. Details of Expenditure.
3. Assets and Liabilities.
4. Capital Account.
5. Indirect Expenditure.
6. Production Statement.

APPROPRIATION AND EXPENDITURE ACCOUNT, 1919-20

Letters of credit, 1919-20..	\$606,000 00	
Less balance lapsed, 31-3-20..	982 61	
		\$ 605,017 69
Direct payments made by Headquarters..		121,288 06
Reimbursement by United States Government for ammunition manufactured..		833,333 41
Reimbursement by New Zealand Government for ammunition manufactured..		2,000 00
Net expenditure..	\$708,032 67	
Gratuity paid to employees on release from service, P.C./46/3139..	8,140 82	
One-quarter allowance paid to employees (chargeable against Vote No. 340)..	695 00	
Cost of Living Bonus (chargeable against Vote No. 534)	8,492 56	
Gratuity paid to Mrs. Cecile Lafferty on death of Col. F. D. Lafferty..	926 32	
Expenditure on account of United States contract.. . .	833,333 41	
Expenditure on account of New Zealand contract . . .	1,200 07	
Amount overcredited by H.Q. on account of New Zealand Government..	799 93	
Cash balance deposited to credit of Receiver General, March 31, 1920..	18 38	
	\$1,561,639 16	\$1,561,639 16

11 GEORGE V, A. 1921

DETAIL OF EXPENDITURE FOR THE YEAR 1919-20

Wages	\$339,635 55
Salaries	42,470 02
Material	243,636 88
Travelling expenses	1,302 56
Freight	1,470 84
Equipment	1,627 15
Printing and stationery	1,519 93
Electricity and gas	10,583 94
Office furniture and fixtures	339 89
Cartage and cabs	714 05
Belting	682 83
New machinery	50,332 00
Telegrams, telephones and postage	670 60
Customs dues	3,791 19
Gauges	7,500 00
War gratuities	8,140 82
Allowances	695 00
War bonuses	500 00
Gratuity to Mrs. Cecile Lafferty on death of Col. F. D. Lafferty	926 32
Cost of Lying Bonus	8,492 56
Miscellaneous	1,282 04
	<u>\$726,287 37</u>

STATEMENT OF ASSETS AND LIABILITIES, MARCH 31, 1920

	Liabilities	Assets
Buildings		\$ 221,266 87
Belting		1,975 38
Equipment, General		22,883 99
Gauges		7,500 00
Machinery		222,109 43
Office furniture, fixtures, etc.		2,069 11
Tools, loose		264 44
Material		201,173 25
Accounts payable \$	2,053 06	—
Accounts receivable		7,181 91
Suspense account		123 21
Semi-manufactures (work in course of completion)		325,998 56
Department of Militia and Defence	1,010,493 09	—
	<u>\$1,012,546 15</u>	<u>\$1,012,546 15</u>

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DOMINION ARSENAL, QUEBEC

CAPITAL ACCOUNT, 1919-20, BUILDINGS, MACHINERY, ETC.

To Balance Account—
For Net Capital, April 1, 1919—

	\$	cts.
Buildings.....	219,809	49
Machinery.....	201,368	98
Belting.....	2,322	54
Equipment, General.....	23,839	07
Office Furniture, Fixtures, etc.....	1,809	58
Tools, Loose.....	323	48
	<u>449,473</u>	<u>14</u>

To Accrue in 1919-20—

On Buildings.....	8,044	28
Machinery.....	64,233	97
Office Furniture, Fixtures, etc.....	553	91
Gauges.....	7,500	00
Belting.....	745	76
Equipment, General.....	5,788	79
	<u>86,666</u>	<u>71</u>

536,139 85

By Indirect Expenditure Account:—
For Depreciation in 1919-20—

Buildings.....	6,586	90
Machinery.....	19,733	52
Belting.....	1,092	92
Equipment, General.....	6,743	87
Office Furniture, Fixtures, etc.....	94	38
Tools, Loose.....	59	04
	<u>34,310</u>	<u>63</u>

By Machinery sold to American Government.....

23,760 00

By Balance Account:—

For Net Capital on Mar. 31, 1920—

Buildings.....	221,266	87
Machinery.....	1,975	38
Belting.....	22,883	99
Equipment, General.....	7,500	00
Gauges.....	222,109	43
Machinery.....	2,069	11
Office Furniture, Fixtures, etc.....	264	44
Tools, Loose.....	<u>536,139</u>	<u>85</u>

11 GEORGE V, A. 1921

DOMINION ARSENAL, QUEBEC

STATEMENT OF INDIRECT EXPENDITURE, 1919-20

Salaries..		\$ 40,470 02	
Wages..		32,655 48	
Material..		10,241 73	
Travelling expenses..		889 98	
Freight..		169 60	
Printing and stationery..		1,320 81	
Electricity and gas..		254 29	
Cartage and cabs..		698 00	
Telegrams, telephone and postage..		455 98	
Miscellaneous..		1,000 99	
Customs dues..		2 10	
Repairs to Heating System and Electric Light Wires—			
Wages..	\$3,728 42		
Material, etc..	321 68		
			4,050 10
From Capital Account—			
3 per cent depreciation on buildings..	\$6,586 90		
10 " " " machinery..	19,733 52		
20 " " " tools..	59 04		
50 " " " belting..	1,092 92		
30 " " " (equipment plus \$12.44 not chargeable to indirect expenditure account)	6,731 43		
5 per cent depreciation on office furniture, fixtures, etc.	94 38		
			34,298 19
		\$126,507 27	
Less amount taken in relief of indirect expenditure..		1,242 15	
			\$125,265 12

NOTE.—This amount, together with indirect expenditure of each factory, has been distributed as a general percentage on direct labour, in each factory, as shown below:—

Workshop..	51.4 per cent.
Cartridge factory..	58.5 "
Rolling mill..	58.2 "
Shell factory..	125.9 "
Carpenter shop..	48.9 "
Tool room..	92.3 "
Laboratory..	105.4 "
Examining room..	75.6 "
18-pr. plant..	82.4 "

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PRODUCTION STATEMENT, 1919-20.—ABSTRACT OF COST OF WORK PERFORMED

	Quantity	Rate	Per	Amount
				\$ cts.
Badges, Employees, Dominion Arsenal.....	417	\$.30	Each	125 10
Boxes, Ammunition, S.A., 1,000 rounds, .303 in chargers No. 1.....	7,375	3.1346	"	23,117 68
Boxes, Ammunition, Q.F., 18-pr. Mk. III-a New, Wood (without tin lining).....	744	6.347	"	4,722 17
Boxes, Ammunition, Q.F., Cartridge 18-pr. Blank (with tin lining).....	49	5.283	"	258 86
Boxes, Ammunition, .22" calibre.....	156	1.18	"	184 08
Cartridges, S.A. Ball, .303", Cordite, Mk. VII.....	5,216,450	54.82266	1,000	285,976 52
Cartridges, .22", Long Rifle.....	2,505,300	6.544116	1,000	16,395 27
Cartridges, Q.F., 18-pr. Blank.....	1,120	6.788596	Each	7,603 22
Cartridges, Q.F., 18-pr. Blank (a).....	892	2.451596	"	2,186 83
Cartridges, Q.F., 18-pr. Shrapnel, Mk. I Plugged, Cor- dite.....	4,589	13.880807	"	63,699 02
Cartridges, Q.F., 18-pr. Shrapnel, Mk. I Plugged, Cor- dite (b).....	1,047	9.543807	"	9,992 37
Cartridges, Q.F., 3-pr. Cordite M.D. Practice, Mk. XII (c).....	2,150	4.570585	"	9,826 76
Charges, Cartridge, Q.F., 12-pr. 12-cwt.....	3,000	.920036	"	2,760 11
Chests, Rifle.....	4,235	6.102356	"	25,843 48
Chargers, .303" Cartridges, Mk. III.....	1,156,798	15.2978	1,000	17,696 46
Clips, Cartridge, Q.F., 18-pr.....	2,668	.346	Each	923 13
Cups, Cartridge, Q.F., 12-pr. Blank, 12 and 18 cwt.....	2,000	2.187	100	43 74
Exhibits of Gun and S.A. Ammunition for I M B.....	(sets) 3			3,267 28
Igniters, Mk. II, Cartridge Q.F., 12-pr. 12-cwt.....	3,000	.18992	Each	569 76
Miscellaneous Services for Chief Inspector of Arms and Ammunition.....				963 96
Plugs, Armoury, Mk. V.....	41,000	.25	Each	10,250 00
Planks, Moving Guns, Whole, 10' x 17", Fir.....	40	15.44	"	609 60
Primers, 18-pr. Q.F. No. 1, Mk. V.....	6,252	1.247283	"	7,798 01
Primers, Q.F. No. 1, Mk. II.....	23	1.370283	"	31 51
Primers, Percussion, Q.F. 3-pr., Mk. II.....	4,000	1.637963	"	6,551 85
Racks, Rifle, Short M.L.E. (each to hold 100 Rifles).....	200	10.9039	"	2,180 78
Rollers, Ground, 3' x 6" dia.....	12	3.7158	"	44 59
Skids, 3' x 6" x 5".....	15	1.7394	"	26 09
Scotches, Small.....	60	.6025	"	36 15
Shot, Proof, 4.5" Q.F. Howitzer Cartridge (No delivery, Order cancelled H.Q. 466-24-3-D. dated 10-7-19).....				744 62
Stencils, for Ordnance Stores.....	3			15 90
Wads, Felt, Mk. III, Cartridge Q.F. 12-pr. 12-cwt.....	1,600	.14571	Each	233 13
Wedges, Oak, 18 inches.....	12	5.89	"	70 68
<i>Repairs</i>				
Boxes, Ammunition, S.A., 1,000 rds. .303" in Chargers, No. 1.....	544	.8781	Each	532 09
Boxes, Ammunition, Q.F. 18-pr. Mk. I (wood, tin lined) Boxes, Ammunition, Q.F. 18-pr. Mk. II (without tin lining).....	315	3.21108	"	1,011 49
	700	1.7316	"	1,212 12
Boxes, Ammunition, Q.F. 12-pr. 12-cwt.....	59	4.6668	"	275 34
Boxes, Ammunition, Q.F. 4.7", I to IV, Guns.....	391	5.86123	"	2,291 75
Boxes, Ammunition, Q.F. 3-pr.....	134	5.736	"	768 62
Cases, 12-pr. 12-cwt. (cleaned, rectified and lacquered).....	1,127	.92	"	1,036 84
Cases, 4.7" (cleaned, rectified and lacquered).....	3,710	.73	"	2,708 30
Clips, Cartridge, Q.F. 18-pr.....	4,980	.03249	"	161 80
Clips, Cartridge, Q.F. 3-pr.....	2,150	.02394	"	51 49
Miscellaneous for Ordnance Stores, M.D. No. 5.....				6,811 39
				521,609 94

(a) Repaired Cases used in this instance.

(b) " " " " " "

(c) " " " " " "

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DISTRIBUTION OF EXPENDITURE, 1919-20

Dominion Arsenal, Lindsay—

Salaries and wages..	\$174,357 14	
Freight, transport and travelling expenses.. . . .	8,260 87	
Equipment and tools..	1,159 31	
Office supplies, telegraph, telegrams and postage..	767 05	
Power and light..	10,128 75	
Belting..	526 72	
Machinery..	1,412 38	
Water supply..	4,459 93	
Copper, lead, antimony, glazed board, brass, bronze, aluminum, etc..	15,993 94	
Fuel..	19,990 22	
Steel, iron and castings..	4,751 92	
Oils, paints, waste, emery wheels, hardware.. . . .	3,775 69	
Lumber..	750 43	
Factory supplies..	1,294 37	
Acids, gas and chemical supplies..	778 87	
Stencils and trays from Quebec..	920 36	
Miscellaneous..	802 83	
Duty on metals..	2,512 65	
Gratuities on discharge..	5,585 93	
		\$258,229 36
Bonus Vote 340..	\$ 708 50	
" " 534..	3,855 42	
		4,563 92
Repayment on sale of scrap..		187 00
Engineer Services—		
Wages..	\$13,629 93	
Material..	2,988 10	
		16,618 03
Chief Inspector of Arms and Ammunition—		
Wages..	\$12,135 34	
Supplies..	717 77	
		12,853 11
		\$292,451 42

STATEMENT OF ASSETS AND LIABILITIES, MARCH 31, 1920

	Assets	Liabilities
Land..	\$ 39,943 97	
Buildings..	765,622 85	
Machinery..	433,910 77	
Equipment..	62,587 02	
Shafting and pulleys..	29,097 89	
Belting..	187 96	
Railway siding..	6,714 05	
Track scales..	4,131 11	
Chemical apparatus..	965 30	
Gas apparatus..	38,300 51	
Heating apparatus..	15,283 27	
Roads..	4,658 90	
Fences and sidewalks..	4,401 36	
Sewers..	29,477 47	
Traverses and drainage at magazines..	6,434 47	
Traverses and drainage at filling plant..	2,344 65	
Pipe trenches..	1,989 00	
Ammunition and tools in process..	112,064 37	
Material in stores..	245,829 36	
Accounts receivable..		
Accounts payable..		\$ 24,299 92
Surplus Department Militia and Defence..		1,779,644 36
	\$1,803,944 28	\$1,803,944 28

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REPORT ON PRODUCTION FOR FISCAL YEAR, 1919-20

Brass ingot cast.	81,399 pounds.
Brass strip accepted.	287,440 "
Copper ingot cast.	Nil
Copper strip accepted.	12,532 "
Nickel ingot cast.	127,772 "
Nickel strip accepted.	101,042 "
Cases cartridges .303" empty.	7,670,434
Bullets .303" S.A. MK. VII.	7,542,738
Caps empty.	8,596,188
Caps filled.	7,246,937
Completed cartridges.	7,280,278
Tin linings No. 1 .303" ammunition.	3,994
Boxes, wood, tin lined, 1,000 rds.	3,020

STATEMENT OF MANUFACTURING CHARGES, 1919-20

To cost manufacturing 3,020 boxes with tin linings	\$ 9,623 86
To cost manufacturing 7,280,278 rds. .303" S.A. ammunition, which were delivered to I.S.A.A. during 1919-20.	376,218 30
To expenses Ord. Inspection C.I. of A.A.'s Branch at Lindsay during fiscal year 1919-20.	16,639 97
To expenses for unloading and storing fuse machinery shipped to D.A.L. from Verdun, Quebec.	39 69
To expenses for shipment of cordite to replace quantity forwarded in error from Quebec.	161 00
To expenses of bonus by Vote No. 340.	708 50
To expenses of bonus by Vote No. 534.	3,855 42
To expenses gratuities to employees on discharge, as authorized by P.C. 46/3199 18/12/18.	5,585 93
Miscellaneous.	21 56
	\$412,854 23

APPENDIX E

ANNUAL REPORT OF THE COMMANDANT ROYAL MILITARY COLLEGE
OF CANADA FOR THE YEAR 1920

COMMAND

Brig.-General C. N. Perreau, C.M.G., left the College on the 1st July, 1919, at the expiration of his tenure of Command.

I succeeded him as Commandant on the 22nd July, 1919.

General Perreau had a long, varied and useful career at the R.M.C., namely, Staff Adjutant from 27th October, 1911, to 3rd December 1914, Acting Commandant from January 1st, 1915, to February 4th, 1916, Commandant from 5th February, 1916, to 1st July, 1919.

From start to finish he had the best interests of the institution at heart and gave it freely his best; steering the College ably and well through the troublesome times of the War to its great benefit, but I fear to the detriment somewhat of his own career as a professional soldier.

It should be a solace to him, however, to know that on his return to the Imperial Army to assume the Command of a Battalion of his distinguished Regiment, "The Royal Dublin Fusiliers," he and Mrs. Perreau carried with them the respect and hearty good will of all grades and ranks of the Royal Military College of Canada.

DISCIPLINE

It is a pleasure to report that the discipline at the College is excellent, and it is gratifying to be able to report that there has not been a single serious offence this year.

I attribute this satisfactory state of affairs to the splendid esprit-de-corps which exists at the College, and which, indeed, has always existed, coupled with the sound training and interior economy.

The senior Class has been of great assistance to me and the Staff, especially Battalion Sergeant-Major G. D. S. Adami himself, who is in the unique position of having been Battalion Sergeant-Major for two and a half years, and I have no hesitation in saying has proved himself to be quite one of the best the College has ever had.

He has been ably supported by the Company Sergeant-Majors whose names are: C.S.M. Dunbar, A.; C.S.M. McDougall, H. A.; C.S.M. Kirkpatrick, G. C.; C.S.M. Russel, J. C.

ATTENDANCE AND AIMS

The College Year 1919-20 was a transition year from the war status to the Peace Course. It also became necessary to decide the future of the College as to a three or four years' course and as to the uniform to be worn by the Cadets.

The Government approved the return to the four years' Course and the re-introduction of the old College Uniform, to the general satisfaction of all concerned.

The statute creating the College must always be borne in mind, because that College is what the tax-payer of the Dominion of Canada is paying for. This is supplemented by the avowed intention of the Government to increase the College to a maximum of 300 Cadets.

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In June, 1919, 102 candidates presented themselves for admission. Of these, 31 qualified on the higher grade qualification of 60%. The remainder failed, but the line was lowered to take in 20 candidates who gained an average of 50%.

It was obvious that at that rate there could be no expansion to a strength of 300—that the source of supply was too small. It was also obvious that the candidates were failing on the examination as it stood.

The spirit of the Royal Military College is "Thoroughness," and a careful investigation elicited the fact that the Entrance Examination to the College was not in line with the Entrance Examination to the Universities and not within the reach of the majority of the Schools of the Dominion of Canada. After careful consultation with those best fitted to know, it was resolved to lessen the scope of the Entrance Examination and revert to the original standing of 60% on the whole and 50% in individual subjects.

I am informed that the new curriculum places the College within the reach of the majority of the Schools in the Dominion.

Apart from its being more or less known as a character builder, the two-fold teaching at the College does not seem to be appreciated on the outside. Within the limits of the Statute creating the College has been established a purely military side, and what might almost be termed a purely civil side, but experience has shown that these two sides are necessary and profitable, whether a Cadet goes into military life or whether he goes into civil life. For example, the civil subjects learned are of inestimable value to him in his military career and form part of the necessary mental equipment of the modern officer. The military subjects are of immense value to a Cadet entering civil life. The discipline, the habits of promptness and exactitude engendered, the habit of command acquired, the improvisation and initiative of the Military Engineer, the general health, set-up and carriage obtained through military exercises, all combine to give an indispensable training for the Cadet entering any of the civil careers.

The Royal Military College is not a degree-conferring University and by its very inception it never can be, but it does aim to turn out young Canadians with high ideals of citizenship, good tone, and mentally and physically equipped for any walk in life that they may propose to pursue after leaving.

The training is improving, almost daily, and with the increased facilities given by our Educational Building (half of which it is hoped will be completed by the end of this year and will contain a Machinery Hall, Modern Science Hall, good, well-equipped Laboratories—one for Physics and one for Chemistry, a Lecture Amphitheatre, etc.) the education imparted should go ahead apace.

The three years' Course was obviously a failure—all were agreed on that point.

With a slight increase in the scope of the academic examinations, a Cadet without any previous training and grounding in his military work was expected to enter the R.M.C. and tackle what used to be known as the College "hard 2nd year" and make up one year's military subjects, training and discipline, and all this as a Recruit and all that that means and stands for, with the result that all were off to a bad start. In too many instances, complete failure ensued; the number of "drops" was appalling. It was also apparent that those who graduated lacked the polish and finish the four years' Course imparted.

The problem of our return to the four years' Course also involved solving the problem of reaching sufficient Candidates to make good the Government's Building Scheme and expansion to 300 Cadets.

It is obvious that we require to obtain a solid foundation on starting; that we must have plenty of Candidates to compete to ensure choice, and that these Candidates must start thoroughly grounded academically and physically, be up to a standard that will enable them to take and profit by our physical training, viz, Gymnastics, Drills, Rides, etc.

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The new Entrance Examination practically ensures that a Cadet on entering the College will be ready for a proper grounding to enable him to assimilate thoroughly the training of the ensuing years and it places the entrance to the College within the reach of any Canadian boy, wherever he may dwell in Canada, because, if he is unable for any reason to attend one of the recognized Public Boarding Schools, if he applies himself, he can pass from his own Collegiate School.

It should be pointed out that those people who deprecate a Cadet on graduating having to enter other Institutions to specialize for specific professions seem to forget that a Cadet is in a similar position to a man going to a University and taking a B.A. degree. He also has to take a further course to specialize in what he intends making his life's work.

It follows that a Cadet entering the College must be young enough to graduate at such a time as he will not be at a disadvantage by being too old to follow a military career or too old to take an additional period of study if necessary to qualify and specialize in the career which he intends to follow.

As an Ex-Cadet, I can state that the education all round, particularly on the civil side, is much more thorough and more advanced than when I was a Cadet myself, and we aim at making it still more so.

The present high standing of the College in the Dominion, due largely to those who fell in Flander's Fields and to the magnificent response of the graduates during the war, and the high positions filled by Graduates, viz: 2 Lieut.-Generals, 15 Major-Generals, 26 Brig.-Generals, coupled with the determination of the Government to raise it to an establishment of 300 Cadets for which they are now building, encourages me in the belief that the College has before it the best period of its career, and the teaching given is on such progressive lines and the Staff are so keen that there is no doubt in my mind that, with the increased facilities provided by the new Education Building it will go on further and further, particularly as with the sound Entrance Examination and the sound Foundation which will be laid in the first year, physically and mentally, a Cadet will be able to not only appreciate and assimilate the education provided in the last three years, but in the last year it is hoped he will go further than ever before in certain subjects.

SUPERIOR STAFF

There have been many changes in the Superior Staff, namely:

†Professor H. J. Dawson, C.M.G., D.S.O., on his return from overseas, resumed his duties at the College as Associate Professor of Mathematics.

†Nursing Sister R. B. Wurtele, C.A.M.C., was detailed for duty in the College Hospital.

*†Lt.-Colonel E. J. C. Schmidlin, M.C., R.C.E., was appointed Professor of Military Engineering in July, 1919.

†Lt.-Colonel W. Rhoades, D.S.O., M.C., on his return from overseas temporarily resumed his duties as Riding Master at the Royal Military College, and was subsequently appointed to the Headquarters Staff, Military District No. 2, Toronto. I knew this gallant Officer very favourably in France, and whilst his departure from the College was much regretted, I was glad to know he was to be employed on the Permanent Staff in a higher grade.

*†Lt.-Colonel C. F. Constantine, D.S.O., R.C.H.A., has been appointed Professor of Artillery.

*†Major E. de L. Greenwood, R.E., has been appointed Staff Adjutant.

*Indicates Graduate of Royal Military College.

†Indicates Overseas Service during War.

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Mr. D. W. Munn has been appointed Professor of Civil Engineering.

Mr. A. R. Clarry has been appointed Instructor in Chemistry.

†Captain H. F. Bray, R.C.H.A., was appointed Riding Master in the vacancy created by the departure of Lt.-Colonel Rhoades.

†Captain W. F. Finney, O.B.E., R.C.H.A., has been detailed for duty as Instructor in Artillery at the College.

†Lt.-Colonel J. A. Scroggie, D.S.O., M.C., and Major J. Jeffrey, O.B.C., M.C., have been appointed Instructors in Tactics.

M. T. F. Gelley was appointed Instructor in English.

†Lt.-Colonel A. D. Cameron, D.S.O., M.C., L.S.H. (R.C.) has been detailed for duty as Professor of Tactics.

†Major P. Earnshaw, D.S.O., M.C., has been appointed Instructor in Civil Engineering.

Captain L. D. Gammans, Instructor in Artillery, resigned his appointment early in 1920, and I was extremely sorry to lose the valuable and efficient services of this officer. He provide himself an excellent instructor and I have so reported on him in the hope that it may be of some service to him on his return to England.

I consider myself fortunate indeed in securing the services of the members of my Superior Staff, who, in addition to their attainments as Professors and Instructors have, in many instances done excellent service overseas, as their decorations indicate.

I desire to offer my best thanks to every member of the Staff. They have all proved themselves hard-working and loyal and I am delighted to report that there is a very splendid esprit-de-corps and camaraderie amongst the members of the Superior Staff of the Royal Military College, which is being assisted and fostered by the formation of an R.M.C. Staff Mess.

In particular, I desire to bring to the favourable notice of the authorities, Professor I. E. Martin, Director of Studies and Major E. de L. Greenwood, Staff Adjutant.

Professor Martin also performed the duties of Professor of Mathematics. A talented educationalist of high standing, he has been indefatigable in his work and his loyal wholehearted assistance has been of great value to the College and to me personally as Commandant.

Major Greenwood has performed his onerous duties cheerfully and well, proving himself not only hard working, but thorough.

PAY OF SUPERIOR STAFF

In my predecessor's Annual Report of 1919, he put before you in detail, recommendations for the pay of the Superior Staff. As a result of his recommendations and the report of the Board of Visitors, an Order-in-Council dated 7th August, 1919, was passed laying down the following rates of pay:

Professors:—Minimum salary \$3,480 per annum with annual increase of \$180 until maximum of \$4,200 is reached.

Associate Professors:—Minimum salary \$2,580 per annum, with annual increase of \$180 until maximum of \$3,300 is reached.

Instructors:—Minimum salary \$1,800 per annum, with annual increase of \$120 until maximum of \$2,400 is reached.

These are all consolidated rates.

At the same time, he recommended that rentals should be charged for all Government quarters.

† Indicates Overseas Service during War.

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On my arrival, as the matter still hung fire, I took up the question of rentals and submitted the following rates, which I found were in line with their ideas at Headquarters.

Company Commanders' Quarters.....	\$600 per annum
Occupants of eight Quarters	480 per annum
W. O. Quarters No. 1.....	360 per annum
Barrielfield Houses	480 per annum

My recommendations for rentals as above were fully approved at Headquarters.

About the beginning of 1920, it became apparent that owing to the high cost of living, the pay as laid down by P.C. 1653 of August 7 was not sufficient to enable the members of my Superior Staff to meet the expenses of living in the way they have to as members of the Superior Staff of the Royal Military College.

This was especially so in the case of Instructors, there being on my Staff two Instructors of Field Officers's rank, both married, who have to live at the rate of \$1,800 plus a Civil Service bonus amounting to \$270 per year. In these days where railway employees, etc., obtain wages of anything up to \$170 to \$180 a month, it seems absurd that a highly trained instructor at an Institution of this kind should only be paid at the same rate.

Furthermore, owing to the change in the pay of the Permanent Force, it became evident that it would not pay a Lieut.-Colonel to leave his regiment and come here as professor, or a captain, either from the Permanent Force or the Imperial Army would certainly be unwilling to take on an instructor's appointment here in that he would lose financially rather than gain by so doing, \$1,800 not even being the pay of a Warrant Officer in the Permanent Force.

I feel that the principle with regard to salaries in an institution of this kind should be such that it would be regarded both by Militia officers and civilians as an appointment much to be desired and sought after, and to reach this ideal we must give such salaries as will attract the best men.

As a means to reaching this end, I forwarded a recommendation in which I suggested that all members occupying Government Quarters should occupy them free of rent, and be supplied with fuel and light, and those members of the staff who were unable to obtain Government Quarters should receive an allowance in lieu of Quarters, fuel and light at the following rates:—

Married members	\$600 per annum
Unmarried members	300 per annum

This recommendation is now before the authorities in Ottawa, but I understand it is not likely to be granted. This being the case I can only recommend that such action be taken as will ensure that members of the Superior Staff receive not only a living wage, but that, as stated before, the very best men available will be attracted to the appointments which we have to offer them.

It is most essential in a Dominion institution of this kind, and with education going ahead as it is, that we obtain really good men for our teaching staff. It is impossible to do this unless we make our appointments attractive. Furthermore, we must base our salaries so that officers of the Permanent Force will be gaining by leaving their regiments or corps to come here.

There have, hitherto, been two Staffs at the Royal Military College—a Military Staff and a Civil Staff. What we want is a homogeneous Staff where all Professors are paid alike, all Associate Professors are paid alike and all Instructors are paid alike.

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It was thought that this could be attained under the present system, but it has been found impossible to serve two masters, and the present system of a portion of the College being under the orders of the Civil Service Commission for certain things, and under the Militia Department for others is unworkable, cumbersome and creates endless friction, delays and heart-burning.

As it is obvious that Officers at the College cannot be turned into civilians, it became necessary to look into whether the civilian Professors could not be turned into Officers. Now this is exactly what is done at West Point, and since the Great War there would be no difficulty whatever in doing this at the Royal Military College. In point of fact, out of a Civilian Staff of 11, five have been officers before and the others could very readily qualify for the grades bestowed upon them.

It is found that as far as possible, the pay of all members of the Superior Staff of the Royal Military College must be on an equal basis for equal service; that is, there should be no distinction made between the military and the civil staff—they should be graded as Professors, Associate Professors and Instructors, whether military or civil.

The present situation is that the pay of the various members of the Superior Staff is inadequate. This applies particularly to Instructors.

The suggestion put forward some years ago that all members of the Superior Staff should be Commissioned Officers, for some reason or other was not agreed to at that time. This suggestion is again brought forward as the most practical solution of the present difficulty of making adjustments to the pay of the Superior Staff, to the very great betterment and simpler working of the College. It has been found necessary to do this at West Point and it can be done in the following manner:—

Regimental Officers, or Officers on the Cadre of a Unit, either Permanent or Non-Permanent Militia, or British Regular Army can be appointed to the Royal Military College in their military capacity as “seconded for duty” in the ordinary course.

For what may be known as the present “civil appointments” to the Superior Staff of the Royal Military College, any gentleman appointed to fill a vacancy who did not already hold a commission would be appointed to the Canadian Militia and given rank therein which would correspond to the appointment which he is to hold on the Superior Staff.

The various grades which would correspond to the grades of the Superior Staff of the College will be as follows:—

Director of Studies	Colonel.
Professor	Lieut-Colonel.
Associate Professor	Major.
Instructor	Captain.

The rank of an Officer who is already holding a Commission enumerated above will have no bearing on his emoluments on appointment to the College, the ranks suggested above being the determining factor in computing the pay to be enjoyed by the incumbent, and also as a guide in appointing these gentlemen to military rank, who have not previously held commissions in the Army.

The understanding is that any gentleman who has not already held a Commission in the Army and is appointed to the Superior Staff of the Royal Military College will be granted a Commission and posted to the General List, Canadian Militia, and from there shown as an Officer of the Active Militia, actively employed on the Staff of the Royal Military College of Canada.

In again offering this suggestion, it is again pointed out that the main object to be kept in view is that all members of the Superior Staff of the Royal Military College should be on an equal basis with regard to pay and all other matters affecting their appointments to the College. It is obviously impossible and would be improper to attempt to place the Superior Staff at the Royal Military College on a civil basis,

but the difficulties in the way of placing the whole of the Superior Staff on a military basis are not insurmountable, and furthermore materially assist in maintaining the high standard of discipline at the College and will do away with the inconsistency of Civilian Professors receiving military salutes and being restricted in the giving of punishment and enforcing of discipline.

It is only natural that a Gentleman Cadet at the College should have a higher respect for his superior if he is an officer in uniform who can instantly give certain military punishments rather than a gentleman in civilian clothes whom he addresses as "Mr." and looks upon merely as a School-teacher.

For purposes of pay as stated above, the various members of the Superior Staff would be graded for pay as follows:

Director of Studies.—On appointment, graded for pay on the basis of a Colonel, Permanent Force, plus \$100 per annum, with an annual increase of \$100 per annum to a maximum of \$500.

Professor.—On appointment to be graded for pay on the basis of a Lt.-Colonel, Permanent Force, plus \$100 per annum, with annual increase of \$100 to a maximum of \$500.

Associate Professor.—On appointment to be graded for pay on the basis of a Major, Permanent Force, to be in receipt of additional pay as laid down for Professor.

Instructor.—On appointment to be graded for pay on the basis of a Captain, Permanent Force, plus \$100 per annum, with an annual increase of \$100 per annum, to a maximum of \$500.

PENSIONS—CIVIL STAFF

My predecessor recommended to you in 1919 that the question of pensions for the Civil Superior Staff of the College be taken up. We have now received information from Ottawa that all members who were serving on the Civil Staff on April 1, 1919, will pay from that date 5 per cent from their salaries towards pension. This will now put them on the same footing as military members of the Staff.

At the same time, there are several members of the Civil Superior Staff who have served at the R.M.C. for periods varying from two to thirty years. Before the introduction of this pension scheme, it was the custom that, on the retirement of a member of the Civil Superior Staff, he would receive by Order in Council a gratuity amounting to roughly one year's pay for every ten years' service. I think I am correct in saying that any member of the Staff who has retired previous to this date has received this gratuity.

Suggested Adjustment

I further think that on transfer to the new Pension Scheme taking effect from April 1, 1919, the members of the Civil Superior Staff who were serving at the College before that date should be granted this gratuity as if they had retired, and that the gratuity be credited to them, so that when they actually do retire, they will not only receive the pension, computed from April 1, 1919, but the gratuity to which they were entitled for service prior to April 1, 1919.

It is not laid down definitely, I know, that they were entitled to this gratuity, but it has always been a custom to grant it and members of my Staff who have been here for some years, on arrival at the College were informed that although there was no pension scheme, it had always been the custom for a retiring member of the Staff to be granted a gratuity on the above grounds. They have done their work here with the expectation of this gratuity in case they had to retire, and I consider it would be most unfair if no gratuity is given them for their past services before 1919.

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Alternative Suggestion

As an alternative to the above scheme, I would suggest that the following arrangement be adopted:—

Instead of granting any gratuity which the members of my Staff understood they were to receive on retirement, I would suggest that this gratuity which the Government has been in the habit of voting be applied towards the 5 per cent which the members of the Staff would have paid had the Pension Scheme been in force when they first joined.

In other words, that to any member of the Staff who was serving before April 1, 1919, the new Pension Scheme will be retro-active, and on his retirement he will be graded for pension from the date he first joined the College, although he will have paid his 5 per cent into the Fund from April 1, 1919 only.

SUBORDINATE STAFF

Military

The work of the Subordinate Military Staff during the past year has been most satisfactory. The Warrant Officers and N.C.O.'s attached to the College are well above the average, and keen on their respective duties. I would be sorry to lose any one of them and I have nothing but praise for them individually.

Civil

With reference to the members of the Civil Subordinate Staff, all have worked well and I am satisfied with the results attained under the able administration of the Quartermaster and Paymaster, Captain E. J. Harvey, C.M.S.C., and the Division Officer, R.M.C., Lieutenant F. Vokes, R.C.E.

MEDICAL ARRANGEMENTS

The health of the Cadets has been very good during the year and no deaths have occurred.

Two hundred and three Cadets were admitted to hospital during the year and 458 Cadets attended hospital for treatment.

The buildings are in a sanitary condition and a good state of repair and are excellently kept. The kitchen and utensils, the Medical Officer reports are kept clean and well polished.

There were several cases of fracture during the year, all of which have successfully recovered, and a certain number of operations for appendicitis, tonsillitis, mastoiditis, etc., were performed.

Nursing Sister R. B. Wurtele, C.A.M.C., who is in charge of the College Hospital is a capable, efficient and hard worker and has aided much in the recovery of her patients. She is absolutely untiring in her efforts and is deserving of the greatest praise for all that she has done.

STATISTICS OF PHYSICAL DEVELOPMENT OF CADETS

Date of Inspection	No. in Class	Average Age	Average Individual Increases since last Measurement				
			Height	Weight	Chest	Forearm	Upper Arm
1ST CLASS—							
April, 1919.....	41	19·	5·8	146½	33 36½	10¼	11½
May, 1920.....	33	19·11	5·8	151	35 39 2	11	12½
Gained.....				4½	2½	¾	1
2ND CLASS—							
April, 1919.....	61	18·8	5·8½	141½	32 36 33½	10½	11½
May, 1920.....	58	18·11	5·9	142	36½ 1½ ¾	10½	12½
Gained.....			¼	½	¾		¾
3RD CLASS—							
December, 1919.....	64	17·1	5·6	139	32½ 35	9¾	11
April, 1920.....	61	17·5	5·8½	141½	32½ 36	10½	12
Gained.....			2½	2½	1	¼	1

R. M. C. CALENDAR

At the present moment, all information in connection with the College is distributed throughout four or five different publications which though containing all the information actually required are not compiled in an agreeable or attractive manner.

We are therefore engaged in the compilation of a College Calendar which will include all necessary particulars such as regulations, syllabus of work done at the College, entrance examination syllabus and report, etc., etc.

In addition, the Government has provided funds to purchase a high grade camera in order to enable us to take a series of photographs showing Cadets at work and engaged in sports.

These photographs will appear in the Calendar with explanations and each Department of the College will be taken up separately, giving names, and short sketch of the services of each member of that Department.

I feel that the institution of this Calendar will do much towards explaining the work of the College and as it will be compiled in an attractive form, will prove a useful advertisement.

Not only will it include the various publications which are printed at present, but since, owing to the reversion to the four years' course, these publications would have to be reprinted and revised in any case, it seems a good opportunity to include them in one complete Calendar.

UNIFORM

The question of uniform has been decided and authority has been granted to return to the old uniform. This will be done, less the Cadet Mess Uniform, which will be omitted on account of the expense. It is impossible, however, to secure the historical gray fur (Sergeant-Majors) for fur caps, as this fur comes from Russia and it will probably be many years before they can be procured. In the meantime Baltic Seal is being used.

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We are all too prone in Canada to throw traditions to the winds. The return to the old uniform will, I believe, gladden the heart of every Cadet who has ever attended the College, and it is a wonderful incentive to future Cadets to feel that they are wearing the uniform worn by their predecessors, especially as those predecessors have distinguished themselves in so many walks of life, and in particular have they proved their mettle in the Great War now happily passed.

My predecessor recommended and I strongly endorsed the provision of a Master Tailor and Staff for the purpose of manufacturing uniforms for the Gentlemen Cadets.

On my arrival I took up the matter and as a result of a visit of a Board of Enquiry from Militia Headquarters, I was informed that the recommendation of the Board of Enquiry was approved in principle, no action, however, to be taken until the necessary funds were made available by Parliament. Their recommendations consisted principally of the installation of a tailoring staff, consisting of one Sergeant-Major, Master Tailor (W.O.), one Sergeant and such civilian help as would be necessary from time to time.

It would be necessary for us to find accommodation on the College premises and the necessary plant, estimated at a cost of \$1,000, would be installed. This information reached me about the 10th January, 1920.

I have made inquiries since that date requesting information as to what had been done in the matter and I am informed that Militia Headquarters are taking up the matter, but am unable to obtain any further information.

R. M. C. ACT

A Committee has been formed at Militia Headquarters for the Revision of the R.M.C. Act, and it was hoped to have this Act passed during the present session of Parliament.

The Committee at Headquarters asked me to submit my ideas with reference to the revision of this Act, which is now out of date in many ways and my suggestions are in the hands of the Committee.

Apart from a certain number of changes which were necessary owing to the present methods by which Candidates are admitted to the College, etc., I made a further suggestion, whereby the Candidate desiring to enter the Royal Military College should come before a Board of Officers and be examined as to his general suitability for entrance from a point of view of appearance, manners, etc., etc. The Board to be composed of three officers with the President of Field Rank or above. The Candidate would present his certificate of moral character to this Board and be examined by a Medical Officer, who would be a member of the Board, in the presence of the Board itself.

The Candidate would not be permitted to write his examinations before obtaining the approval of the Board.

It was recommended that the Militia Staff Course and the Long Course should be reintroduced into the College. Provision was made in the original Act for these courses to be carried on here, and the original wording was allowed to stand.

I have not been informed if my recommendations with regard to the R.M.C. Act have been approved, and I have seen nothing regarding the introduction of this Bill for the present Session.

EMPLOYMENT OF GRADUATES

The Commandment, in his report last year, stated: "It is encouraging to know that the very important question of the employment of the graduates of this College by the Government has been taken into consideration. Bearing in mind the fact that this is a Dominion Institution, it is evident that the country has first claim on and should reap the benefit of the ability and talent of the graduates it has trained.

"A proportion of the graduates could be most advantageously employed in every branch of the Public Works Department, the National Railways, Roadways, Survey (both Land and Hydrographic), and many other occupations of a similar nature."

This is a very important matter and I fully concur in the opinion that it would be an advantage to the Country to secure the services of Graduates who have been trained in an Institution such as the Royal Military College.

So far, there are only two Cadets who have been offered employment this year, on graduation, exclusive of military commissions.

I believe it would be of very great benefit to Canada if graduates of the R.M.C. were treated as graduates of West Point, who, I am given to understand, are all offered on graduation, either commissions in the American Permanent Service or its equivalent if they wish in some Department of the Government.

EDUCATION AND TRAINING

(A) EDUCATION

Report of the Director of Studies

"By request, I have much pleasure in submitting for the information of the Commandant, the following comments on the educational conditions at the College.

The theoretical educational work was conducted this year with a Staff, a large majority of whom had but recently joined the College.

As the method adopted at the Royal Military College in presenting the educational subjects, by study attendances, differs from that at the other Educational Institutions, it was deemed advisable and necessary that the newly joined members of the Staff should be introduced to this method by those of the Staff whose experience had made them familiar with it.

I, as Director of Studies, took upon myself the duties of carrying the Cadets over their new work in the presence of the members of the Engineering Department, who were assembled in the Classroom, for the purpose of observing the presentation of the subject in such a manner as to preserve the continuity uninterrupted and build upon a basis already provided in their previous instruction.

The illustrated lectures thus provided were designed to exhibit the manner and method of presenting the subjects best suited to the educational development of the Gentlemen Cadets. Incidentally, after the lecture was presented, the members of the Staff present were available to give that individual attention to the Gentlemen Cadets which they found necessary in applying the principles to practical problems arising out of general discussion.

The object of this was to give an opportunity for the members of each Department to discuss the methods adopted and presented, with a view to arriving at a final concurrence in some more or less uniform educational scheme.

This seemed peculiarly appropriate, in view of the large classes in congested classrooms, as a preliminary preparation for what we hope to realize with greater facilities for instruction as will be provided in our new Educational Building, when we hope to have this instruction given in smaller classes when each year will be divided into sections under individual members of each Department.

The newly joined members of the Staff were invited to attend these lectures given in other Departments where the subject formed a fundamental basis for the development later on of the subject of their own Department, thus giving an opportunity of learning the manner and method in which the Cadet was prepared for the further work of the dependent subject.

It was deemed necessary that the Members of the Staff should thus become acquainted with each other's methods and that they should be encouraged to discuss with each other any variations which might prevail.

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I want to express my appreciation to those members of the Staff who assisted in the education of Gentlemen Cadets in Departments other than those to which they were appointed and to say that by so doing, they contributed materially to the efficiency of the educational work in those Departments where there was not a full complement of Instructors.

For instance, Professor Bridger, Associate Professor of English, helped in Elementary Mathematics; Mr. Gelley, Instructor in English, lent a hand in the Department of French; Mr. Twiss, Instructor in Mathematics, gave very valuable services in the Laboratory work of the Department of Physics; Captain Gammans, Instructor in Artillery, helped out in the Department of Mathematics and that of French. In this way, the greatest good to the Gentlemen Cadets was secured by the co-operation of the Staff in their educational effort.

I regret that the congested condition of the classrooms, due to the lack of accommodation, materially detracts from that efficiency at which we shall aim when the educational facilities now in preparation shall have been provided.

Whereas we held it important in this year to give to the newly joined members of the Staff an opportunity of viewing the manner and method of teaching the subject of Civil Engineering, which depends so much upon the training the Gentlemen Cadet receives in the Department of Mathematics; yet in the succeeding terms, it will be the duty of the Director of Studies to visit the several Classes under the instruction of the different Professors, with a view of observing how each Professor is co-ordinating his work with that of those whose subject is related to the one under consideration.

These inspections, under the Commandant and for his information, will be made with a view of improving by a suggestion at private conference, the pedagogical methods adopted by the Staff so that the same principles applicable to a subject may be made clear to the Cadets in a manner similar to that which he has become familiar with under the instruction of a Professor in another Associate Department.

It is quite possible that a subject presented by two independent Professors may appear to the Cadet as two separate difficulties, and his reconciliation to the two methods may only take place after he has reached the years of discretion, if ever.

This sympathetic supervision will no doubt produce co-operation amongst the Staff in their educational efforts to the advantage of the academic development of the Gentlemen Cadets, producing thereby an efficiency in our Graduates with a minimum of effort and a maximum of effect.

The necessity for laboratory accommodation in the Departments of Physics, Chemistry, Engineering and Surveying is a matter of great moment in the educational work of this College, and we are looking forward with great faith in the completion of accommodation and equipment in the building programme now under way. The necessity for an Observatory to be used as the Laboratory of the Department of Surveying is a matter of special importance. The heads of these various Departments have in the past, as in the present, been conscious of this deficiency, and have repeatedly regretted its absence.

I feel confident that next year the work will be done most satisfactorily under the co-operative system which we have indicated above, and as time goes on I predict that the constantly increasing efficiency of the Staff will leave nothing to be desired.

The work of organizing and introducing this proposed system of educational effort has been made eminently satisfactory by the generous support, sympathetic appreciation and fruitful suggestions of the Commandant.

It is to be hoped that the Staff may be completed for the Term opening in September next, when each Department may do efficient work under its own power. It seemed impossible this year to secure properly qualified candidates to fill vacancies in the several Departments on the College Staff, but doubtless there may be found at Convocations of the various Universities this year, Graduates suitably equipped for these appointments."

(B) TRAINING

The principle laid down during the past year with regard to training has been that no efforts have been spared to make the Cadets thoroughly competent as Platoon Commanders, Battery Section Commanders, Troop Leaders, etc.

The College is unique in its standing as a character builder and the training has been conducted with a view to accentuating this.

A great deal of mutual instruction in all drills and exercises has been gone in for. Apart from the fact that this is necessary to turn a Cadet out as an efficient Battery Section Commander, Platoon Commander or Troop Leader, the practice thus obtained is very valuable teaching for a young man. The necessity of having to correct every mistake which he is sure really is a mistake and tell the delinquent the right thing to do gradually becomes a habit, and a very valuable one.

The habit of command acquired in moving his comrades about by short sharp incisive words of command which must be clearly and distinctly given shows itself both in his character and bearing.

The goal laid down is that though a student enters the Royal Military College as a Cadet, he graduates as an Officer and is quite ready to carry on his duty as a Lieutenant in whatever branch of the Militia Service he may be assigned.

With a view to carrying out the above, the Cadets have had the advantages of drilling as a Battalion of Infantry, Battery of Artillery and Cavalry Regiment; and this has been made possible by the permission given by the Director of Artillery at Ottawa and heartily concurred in by Major-General V. A. S. Williams, C.M.G., Commanding Military District No. 3 (himself an ex-Cadet), and the Officer Commanding, Royal Canadian Horse Artillery (another R.M.C. Graduate) for the use of a firing Battery complete and for the use of sufficient horses to mount all Cadets to drill as a Cavalry Regiment.

Physical Training

I found a very excellent Physical Training system established on my arrival here and I cannot speak too highly of the thoroughness and efficiency with which Mr. Cutbush and his assistants have carried out their duties, the benefits of which, in improved physique can be seen almost daily.

RIDING AND RIDING ESTABLISHMENT

The Riding instruction and the Riding Establishment is under the able guidance of Lt.-Colonel Constantine, D.S.O., with Captain Bray as Riding Master.

There has been a very marked improvement in riding of all classes and in addition to riding the Cadets are efficiently instructed in Horse Mastership.

The transfer of the Riding Establishment to the R.C.H.A. is working out satisfactorily and well, and the Riding Establishment is smart and efficient. The Detachment is run smartly and the personnel are becoming handy horsemen, which is extremely desirable and gratifying.

To complete they should have a Sergeant Roughrider, Corporal Shoeing Smith and Saddler.

A certain amount of difficulty is experienced in obtaining the necessary material and labour for building and the maintenance of jumps. An annual allowance of money should be granted for upkeep and material yearly.

Some definite provision should be made to supply remounts yearly as the horses at the Establishment become unfit for various reasons for Instructional work. When horses are, in the opinion of the Commandant, unfit as above, they should be exchanged at once. This of course, does not apply to horses to be cast for veterinary reasons where the usual course would of necessity be followed.

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A draft mobilization store table has been submitted for the Riding Establishment which it is hoped will be approved in principle.

It has been recommended that the Sergeant-Major of the Detachment should have quarters on the grounds, on the vacation of W.O. No. 1 Quarters by its present occupant. This is particularly desirable in order that this N.C.O. should live in immediate vicinity to the Establishment.

MUSKETRY

During the War Period, the actual Musketry was cut down to a minimum.

In September, 1919, owing to the fact that the College Staff was not up to establishment, it was necessary to find some Officer, assisted by N.C.O. Instructors, to carry on with the Musketry, it being essential that this should be done during the Autumn and Spring in view of the climate.

It is usually arranged that the First (i.e. Senior) Class should take their final Musketry Course during the Autumn and I detailed the Staff Adjutant to carry on with their instruction. Through the kindness of the Department, Sergeant-Major (W.O.) W. C. Carter, C.S. of M., was detailed from Military District No. 1 to remain at the College for a couple of months and help us with the instruction of the Cadets.

Luckily the weather was propitious for our Course and we were able to put the First Class (33 Cadets) through a practice course consisting of eight practices on the College Range. They then fired a qualification course of five practices. At the same time, as many lectures as possible were crowded in and a final oral examination.

We were very much handicapped owing to want of space, the College Range only consisting of four targets with firing points barely up to 300 yards. All that was possible, however, was done and the first Class fired as useful a course as could be arranged on this small range.

Taking into consideration the marks given for the oral examination, range discipline, and keeping score books, out of 33 Cadets, 8 were graded "Marksmen," 19 first-class shots, and 5 second-class shots. One did not fire owing to sickness.

In giving a report on the Musketry, I should take into consideration the work done by the Rifle Club since every effort was made by the Committee to comprise in their fixtures as much training as possible.

Five Rifle Club Shoots were held on the Out-door Range under the most practical conditions possible. Twelve Indoor Shoots were held in the Gallery on the Miniature Range, not only using .22 Rifles, but also Service Rifles with gallery ammunition.

In connection with the Gallery Range, I have to report that through the kindness of the Governments of the Provinces of Ontario and Quebec, much assistance was given by the re-introduction of their annual grant of \$100 each to our Rifle Club and also, I wish to bring to your attention, through the kindness of Lt.-Colonel Wurtele, we were able to offer certain spoons presented by him for competition amongst the Cadets.

From January to April, the College took part in the C.R.L. Indoor Shoots, which consisted of two Series, one .22 and one with Service Rifles and gallery ammunition.

At the end of the February Shoots, the Royal Military College team stood first in the Service Rifle Competition and second in the .22 Miniature Competition.

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Members of the R.M.C. Rifle Club at the end of these Canadian Rifle League Competitions had won 19 C.R.L. Spoons. The College averages at the end of the Competition were as follows:—

1st Team—.22 Miniature.	97.1
2nd Team—.22 Miniature.	93.8
1st Team—Gallery Practice	93.8
2nd Team—Gallery Practice.	89.3

To further bring the Rifle Club work in line with practical requirements, two Section Shoots were held during the year in which teams of Cadets were required to fire on portions of a landscape target. Captains of the Sections were invariably Cadets, and points were given for their methods of giving fire orders, control, indications of targets, as well as actual hits.

In connection with Musketry, I wish to bring up the name of Major J. Jeffery, O.B.E., M.C., R.O., C.E.F., who has taken charge of all Musketry since January, 1920. He has been at great pains to bring the shooting up to its present high standard and has never spared himself on any occasion.

The final results of the Canadian Rifle League Competition have not yet been published, but we have great hopes of at least keeping the place we had reached at the end of the second series.

Arrangements have been made for the Second and Third Class Musketry Course to be held this spring on the Ranges, Barriefield, which will give them an opportunity for firing at long ranges. All during the winter months this Class have been prepared with a series of lectures for the shooting that is to come.

The First Class will take their Revolver Course also in the spring and arrangements are being made with the Royal Military College, Sandhurst, for a competition to be held in June next, both Rifle and Revolver.

The Quebec Shield for the best shot in the College, which is won by the Cadet making the highest score in all College Shoots and C.R.L. Shoots was won this year by No. 1303, L/Corporal M. J. Evans, with a total score of 1,775 out of a possible 1,955.

SERVANTS

Owing to the present unsatisfactory conditions regarding the status of the servants, recommendations have been forwarded to Militia Headquarters to the effect that all servants should be placed on a military basis and be "On Command" to the R.M.C. for duty as servants.

The advantages of having servants on a military basis would be primarily from a disciplinary point of view. At the present moment, the only serious punishment the Commandant can inflict upon servants is dismissal; furthermore, the servants do not observe that respect for the authority of those servants placed over them in the same way that they would if they were soldiers and had N.C.O.'s to exercise authority, backed up by military procedure.

In each case where a good head servant has been found, trouble has existed; there being constant friction between the head servants and the other servants, or the head servant has found his duties so onerous that he has requested that he be removed from his position as head servant, and has been willing to draw less pay to escape the worries of supervision over the rest.

A Board of Officers which met for the purpose of investigating an unfortunate incident which threw suspicion on several of the servants made the following strong recommendation:—

"That the present system of employing civilians as servants be discontinued and that all servants be enlisted in a Departmental Corps and seconded for service at the Royal Military College. A proportion of N.C.O.'s to be included in the establishment.

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"The Court makes the above recommendation because it is very evident from the statements heard during this investigation that the present condition of affairs amongst the servants of this Institution is extremely detrimental to the efficiency, discipline and general well-being of the College as a whole."

It is also considered that all the servants should be in the old distinctive College uniform. It is thought that a large number of the present Staff would enlist in the Non-Permanent Militia for the purpose of remaining as servants at the College.

BUILDINGS

The present state of the buildings at the R.M.C. is that we have half of the New Educational Building now in course of erection, a portion of the Dormitory Building which was completed in 1914 sitting by itself on the west side of the Football Field, "The Stone Frigate" and the Old Educational Building.

Upon the completion of half the New Educational Building, it will then become necessary to complete the Dormitory Building with wings and new messroom, the plans of which provide for two dormitories of 150 and a messroom in between capable of seating 300 Cadets, together with a Gymnasium, etc., after which the Educational Building and second new Dormitory Building may be built.

A Drill Shed is urgently required, but accommodation for the Cadets is the supreme necessity and must receive first consideration. It has been asked why the Gymnasium is not used for drilling purposes, but it is obvious that this building is required by Cadets for Physical Training just at the time when a Class would require it for drilling purposes.

It is also hoped that at some time in the future we may have a Memorial Hall, which would contain, in addition to the Hall, a Cadet Museum, a really good, up-to-date Library and a Sitting Room with comfortable easy chairs.

I am pleased to be able to say that the Holt Rink has been taken over by the Government and completed with water and light connections, etc., and the first hockey took place on the 5th January, 1920. It is found to be a very great success and filled a long felt want.

My predecessor, in the name of the College, has several times conveyed our gratitude to Sir Herbert Holt for his generous donations towards the Rink, and I should like to place on record here the gratitude I feel myself and every one connected with the College feels towards him for his most generous gift, which will give so much pleasure to the Cadets both of the present and of the future, and gave so much real pleasure this Winter to all concerned.

TRAINING GROUND

Owing to the loss of Barriefield Commons, our training space is extremely circumscribed, and it is very important that we should have in perpetuity the use of that ground by Navy Bay running down to Deadman's Bay, in the vicinity of and including Fort Henry. As the College grows, it may become necessary to build accommodation on this ground for the Superior Staff, since it is impossible to further encroach on the Outer Enclosure for building space, except to the very great detriment of training.

BOARD OF GOVERNORS

The College has reached such a stage now that it may probably be in its best interests to have a Board of Governors appointed so as to ensure a continuity of policy from one Commandant to another.

This matter will be discussed before the Board of Visitors.

It has been suggested that the Governing Board should be modelled somewhat on the lines of our larger Universities, and in this suggestion I concur.

CERTIFICATES OF MILITARY TRAINING

Providing he has been at the College for a prescribed period, under existing regulations, a Cadet can obtain a Certificate of Military Qualification under certain conditions, should he leave the College prior to graduation. This certificate entitles the holder to the same privileges as a Field Officer's Certificate during the two years immediately succeeding its date of issue, thus enabling the Cadet to enter the Militia of Canada as a fully qualified officer and removes the necessity for him to attend Schools of Instruction to qualify for the rank bestowed upon him.

In order to give Cadets an incentive to pass well in their practical examinations, I should like to see a Cadet who passes his First Year recognized as having qualified as an Infantry Lieutenant; in his Second Year, a Cavalry Lieutenant; in his Third Year, an Artillery Lieutenant; and on passing the Fourth and Final Year he would receive all benefits a Graduate of the College is entitled to.

Under present regulations, a Cadet leaving before the completion of his Course, if not eligible for a Certificate of Military Qualification, is unable to take a Commission in the Active Militia without having to attend a School of Instruction to qualify.

INCREASE OF FEES

Owing to the increased cost of clothing and the introduction of pre-war dress, it has been necessary to recommend to Militia Headquarters that the fees hitherto charged should be increased as follows:—

First Year—Present fees: Educational Fee \$100; necessary expenses \$150; extra expense, first outfit \$150.

Proposed Increase: Educational Fee \$100; necessary expenses \$200; extra expense, first outfit \$250.

{ Second Year }—Present fees: Educational Fee, \$100; necessary expenses, \$150.

{ Third Year }

{ Fourth Year } Proposed fees: Educational Fee, \$100; necessary expenses, \$200.

This will make an increase in necessary expenses of \$50 for each year and will increase the cost of first outfit by \$100, total increase \$300 for the four years.

It has generally been found that owing to the increased cost of everything, and the high cost of clothing particularly, nearly every Cadet was in debt to a small amount at the end of each year and it is thought that by the above increase recommended, this debt will be eliminated. At the same time, the \$100 in the first year to cover the extra expense of the first outfit will cover the expenses of the return to pre-war uniform.

It is regretted that the fees of necessity must be increased, but it is easy to realize that this increase is absolutely essential. In connection with the educational fee above mentioned, I am informed that the R.M.C. Club of Canada have forwarded a resolution to the Government requesting that the question of abolishing the educational fee, in the case of young men entering the College whose fathers have lost their lives in the great war, be taken up.

IMPERIAL COMMISSIONS

In March, 1920, I brought to the attention of Militia Headquarters the question of granting an additional ante-date to the Cadets of the Royal Military College who take Commissions in the Imperial Army. Hitherto, it has been the custom to grant Cadets of the Royal Military College of Canada Commissions from the approximate date of their graduation, i.e., in June.

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Cadets of the Royal Military Academy and Royal Military College, England, graduate about July, and therefore our Graduates had from one month to six weeks seniority.

For the purpose of comparison, the following shows the average age at which a Cadet receives his Commission both from the R.M.C. and R.M.A., England, and from the R.M.C., Canada.

	Age Limits on joining College.	Therefore, Average Age.	Length of Course.	Therefore, Average age on receiving Commission.
R.M.C. & R.M.A.	17 $\frac{1}{2}$ -19 $\frac{1}{2}$	18 $\frac{1}{2}$	2 years	20 $\frac{1}{2}$ years
R.M.C., Canada.	(a) 16 $\frac{3}{4}$ -21 $\frac{3}{4}$	19 $\frac{1}{2}$	3 years	22 $\frac{1}{2}$ years
	(b) 16-19	17 $\frac{1}{2}$	4 years	21 $\frac{1}{2}$ years

(a) Applicable for cadets graduating in 1920, 1921 and 1922.

(b) Applicable for cadets graduating after 1922.

From the above comparisons, it will be at once seen that Graduates of the Royal Military College of Canada entering the Imperial Army are in each case one to two years older than the Graduates of the English Institutions joining the Imperial Army.

Furthermore, I think it is safe to say that the course here is a much fuller one for the purpose of training officers and I think therefore that as much consideration as possible should be shown our Cadets.

With reference to War Office Circular 100, Candidates 6188, I note that for gentlemen taking commissions in the Imperial Army from Universities, an ante-date of one year is allowed, and in special cases eighteen months.

I therefore requested Militia Headquarters to take up the question of allowing our Graduates a longer ante-date than has hitherto been the custom and on the above tables of comparison suggested that at least 9 months would be a fair allowance to ante-date our Cadets. It is most important for those taking regular commissions that they should be as near the average age of their fellows as possible, since there is an age limit as regards retirement, i.e., in pre-war regulations, if an officer did not reach the rank of Lieut.-Colonel at a certain age he was forced to retire, and owing to promotion by seniority, officers who joined the army at an age above the average were seriously handicapped.

HISTORICAL RECORDS

A tour of the College Buildings will show the astounding result that from front to rear, right to left, there is nothing that will distinguish it from The Royal Military College of any other part of His Majesty's Dominions. There is not a single portrait of Wolfe in the Royal Military College, nor of Brock, nor of any other celebrated Generals who have fought in Canada to gain it for or retain it for the Crown.

With our Assembly Hall on the way to completion, it seems an opportune time to decide upon what should hang upon the College Walls.

It would surely be an inspiration to the Cadets if we had oil paintings of the Founder of the College, Honourable Alexander Mackenzie, and the various Commandants.

Should there not be in letters of gold, the Regiments and Units which took part in the capture of Quebec, surmounted by a portrait of Wolfe? In fact, every Regiment or Unit which fought to gain Canada for and to hold it as an integral part of the British Empire should be mentioned on our walls, these of course including those who went to Egypt, South Africa, etc.

Coming to the Great War, there should be a Canadian Corps Shield, with a list of their troops, badges, battle patches, surmounted by portraits of the Canadian Corps Commanders, Generals Alderson, Byng, and Currie.

The same suggestion might also apply to each of the Canadian Divisions, with portraits of the Divisional Commanders.

The Divisional Shields should be complete with battle honours and care taken that every Regiment which actually reached France and served in France is included, though it may have been subsequently broken up, such as the 60th and 73rd Battalions, and the Pioneer Battalions.

The intention is of course that the Cadet's interest should be excited, and he should learn as much by ocular demonstration as possible.

With this end in view, I visited the Archives in Ottawa, and found that they had a number of oil paintings of Wolfe and several of Brock, Montcalm and others. There are splendid plans of the Battle of the Plains of Abraham and other important battlefields of Canada. There were several spirited paintings of various Canadian battles, one of the Northwest Rebellion, illustrating the surrender of Poundmaker to General Middleton at Battlefield, 1885; Battle of Queenston Heights, etc. Surely copies of these could be obtained for the Cadets' Messroom and other appropriate places in the College precincts.

We lay it down as a principle that the Royal Military College of Canada is the natural repository for and should be the actual custodian of the best military traditions of Canada.

I believe that in the Royal Military College should be kept a "Red Book", in which all lists of those who ever fought for Canada would be kept, so that when a father brought his son to the College it would be a matter of pride for him to say, "Your Grandfather and your father fought for Canada in such and such a Regiment, and if you look up the "Red Book" in the Royal Military College, you will see his name." In this manner, might the names of those who have, with splendidly heroic self-sacrifice, fought for Canada, be perpetuated.

I would ask the Board of Visitors to give this matter of Historical Records their very earnest consideration.

CUPS AND TROPHIES

Twelve Cups and Shields have been received from Militia Headquarters for retention at the Royal Military College pending their final disposition. These Trophies were originally competed for by the Cadets attending the Canadian Training School, Bexhill, England, one of them being the Byng Challenge Shield, presented by General Lord Byng, G.C.B., K.C.M.G., M.V.O., the former Corps Commander of the Canadian Corps.

Two of the Cups were donated to the Canadian Training School by the Officers Commanding Reserve Brigades and Battalions in England, and the Trust Deed of these two Cups stated that the Trustees might present these Cups for competition at the Royal Military College on the termination of the war.

I am very glad to be able to state that the Trustees of the Cups, General Sir Arthur Currie, G.C.M.G., K.C.B.; Lieut.-General Sir R. E. W. Turner, V.C., K.C.B., K.C.M.G., D.S.O., and the Honourable Sir G. H. Perley, K.C.M.G., M.P., unanimously decided that these trophies should be handed over to the Royal Military College of Canada, and I would like to place on record the gratitude felt by all connected with the College towards these distinguished Canadians for their decision.

I am also grateful for the decision of Militia Headquarters that as General Byng agreed that the Byng Challenge Shield should have its final resting place at the Royal Military College of Canada, his wishes will be carried out. The Shield will therefore remain at the College for permanent custody.

As the Royal Military College of Canada is the natural repository of the Military traditions of Canada, I feel that all the Cups and Trophies mentioned above should be retained permanently here, and would urge that this matter receive careful attention.

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VISITORS TO THE COLLEGE

On the 25th October, 1919, the Royal Military College of Canada was accorded the high honour and privilege of extending a welcome to His Royal Highness the Prince of Wales upon the occasion of his visit to the Institution to present Colours to the Battalion of Gentlemen Cadets.

His Royal Highness was met by the Commandant, who presented the various members of the Staff, followed by their wives, and then proceeded to the Saluting Base, where he received the Royal Salute.

The impressive ceremony of Inspection and Presentation of Colours was then conducted, and, in addressing the Battalion, His Royal Highness said, "I know how great a part this Military College has played in the history of Canada and the Empire. Kingston men have been prominent in all campaigns all over the World during the last fifty or sixty years." After touching on the value of the training and educational methods, he went on to say, "Had it not been for the nucleus of men who passed through here, the building up of the Canadian Corps and the splendid things it accomplished would not have been possible. In handing you these Colours, my advice is to follow in the footsteps of the Kingston men who fought and won in the Great War. This is the best tradition you can hold before you."

His Royal Highness inspected the buildings and then expressed a wish to shake hands with each one of the Gentlemen Cadets, visiting the various Class Rooms for this purpose.

Luncheon was served in the Cadets' Mess Room with the band of the Royal Canadian Horse Artillery furnishing music for the occasion. This band also played during the ceremony of Presentation of Colours. With the Staff of His Royal Highness were. Rear Admiral Sir Lionel Halsey, K.C.M.G., R.N., Captain Lord Claude N. Hamilton, Sir Geoffrey Thomas, Commander D. North, C.M.G., Lt-Colonel E. W. M. Grigg, C.M.G., D.S.O., M.C., Major-General Sir H. E. Burstall, K.C.B., K.C.M.G., A.D.C., and the Honourable Martin Burrell M.P.

After the Luncheon a photograph of the guests and hosts was taken and a Gymnastic Display was given by the Gentlemen Cadets, after which His Royal Highness presented Major-General Sir A. C. Macdonell, the Commandant, with the French Croix de Guerre.

His Royal Highness then left the College, the Cadets giving him three hearty cheers as he drove off.

His Royal Highness paid two further (informal) visits to the College during his stay in the city of Kingston, and expressed the wish to donate to the College a Cup or Trophy for competition amongst the Cadets. This Cup has now been received and is one of the most treasured possessions of the College.

* * * *

In June, 1919, His Excellency, the Governor-General, honoured the College by paying us a visit for the purpose of attending the Closing Exercises and laying the Foundation Stone of the New Educational Building.

His Excellency was accompanied by the Duchess of Devonshire and Lady Rachel and Lady Dorothy Cavendish. Owing to the Armistice, a large number of ex-Cadets who had returned from France were also present at the ceremonies. The Staff of His Excellency the Governor-General consisted of Lord Richard Neville, Captain Macmillan, Captain Cator, and Captain Lord Haddington.

On Sunday, June 15th, a Thanksgiving Service was held for the safe return of all Cadets who took part in the War. This was attended by His Excellency and family.

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On June 16th, he inspected the Battalion of Gentlemen Cadets on parade and laid the Foundation Stone for the New Educational Building. This event was followed by a Luncheon given by the Commandant and Staff to His Excellency and family, the guests including distinguished ex-Cadets and prominent people from Kingston.

After the Luncheon, a display was given by the Gym Squad, followed by the presentation of prizes by the Governor-General.

In October, the late Major-General Sir P. G. Twining, K.C.M.G., C.B., M.V.O., a most distinguished graduate of this College, was able to spend a short time here. Accompanied by Lady Twining, he witnessed the riding of the Cadets, 3rd Class at Physical Training, Gym Squad at Gymnastics, and inspected the buildings. Owing to the necessity of sailing shortly for England, he was not able to spend more than a few hours at the Institution. On his departure, he gave the Cadets a most eloquent, if a brief address, which, coming from so distinguished a graduate, made a deep impression.

It was with the deepest sorrow that we heard later of his death, but we feel particularly thankful that one of his last visits in Canada before leaving was to his old College.

On the news of his death being received at the College, the flag was flown at half-mast for 48 hours and an expression of deep sympathy was sent Lady Twining by the Commandant, Staff and Gentlemen Cadets.

During the month of January, the College was privileged to welcome as visitors, Commissioner A. B. Perry, C.M.G., of the Royal Canadian Mounted Police, (one of "The Old Eighteen") and General Sir Arthur W. Currie, G.C.M.G., K.C.B., the distinguished Canadian Corps Commander.

His Honour, the Lieutenant-Governor of the Province of Ontario has kindly accepted an invitation to be present at the Closing Exercises for 1920 and present the prizes.

A. C. MACDONELL,

Major-General,

Commandant, The Royal Military College of Canada.

May, 1920.

APPENDIX F

ROYAL MILITARY COLLEGE—REPORT OF THE BOARD OF VISITORS, 1920

The Board assembled at the Royal Military College on Monday, June 7, 1920.

Chairman.—Hon. Colonel Sir R. A. Falconer, K.C.M.G., M.A., LL.D., D.Litt.

Members.—E. W. Beatty, Esq., K.C.

Hon. Lt.-Colonel The Very Rev. Monsignor G. Dauth.

Colonel Sir John Hendrie, K.C.M.G., C.V.O.

Lt.-Colonel W. B. Kingsmill, D.S.O.

Hector McInnes, Esq., K.C.

Sir Augustus Nanton, Knt.

Colonel A. Z. Palmer, C.M.G.

Hon. Lt.-Colonel F. L. Wanklyn.

Colonel Clyde Caldwell, G.S.O. (for Inspector General).

Major General J. H. MacBrien, C.B., C.M.G., D.S.O.

Secretary.—Major Wm. Baty, D.A.A.G., Militia Headquarters.

The following members were unavoidably absent, and expressed their regrets at not being able to attend: E. W. Beatty, Esq., K.C.; Hon. Lt.-Colonel, the Very Rev. Monsignor G. Dauth; Hector McInnes, Esq., K.C.; Sir Augustus Nanton, Knt.; Colonel A. Z. Palmer, C.M.G.

The Board assembled at the College on the date mentioned and were met by the Commandant and members of the Staff.

The battalion of Gentlemen Cadets was drawn up on the square and inspected by the Board. After the inspection the Battalion marched past, the Commandant, Major General Sir Archibald Cameron Macdonnell, K.C.B., C.M.G., D.S.O., taking the salute.

The agenda as submitted was discussed:—

1. EXAMINATION FOR ENTRANCE

It is recommended that the Entrance Examination to the Royal Military College be that of the Junior Matriculation examination in the several provinces. The standard of these examinations to be that of the Royal Military College at present, namely, 60 per cent of an average and not below 50 per cent on any one subject and the subjects to be as follows:—

Mathematics { Algebra.
 { Geometry.

English literature.

French.

Latin.

History.

It is understood that applicants for vacancies, who have satisfied the matriculation conditions shall be admitted into college by provinces pro rata according to population.

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In the event of the pro rata vacancies in any one province not being filled, those that remain shall be proportionately distributed over the other provinces.

A candidate must pass the same physical examination as that laid down for entrance for the Royal Military College.

Age.—It is recommended that the age of entrance shall be not under 16 years and not over 19 years on the 1st January of the year the candidate would enter the College.

2. STATUS AND PAY OF CIVIL MEMBERS OF SUPERIOR STAFF

The Commandant having recommended that both Military and Civil members of the Superior Staff be made homogeneous, both as regards rank and pay, the Board of Visitors recommends that the proposition of the Commandant be adopted.

The Commandant submitted the following—the Board concur:—

For purpose of pay, as stated above, the various members of the Superior Staff would be graded for pay as follows:—

Director of Studies.—On appointment, on the basis of a Colonel, Permanent Force, plus \$100 per annum, with annual increase of \$100 per year to a maximum of \$500.

Professor.—On appointment, on the basis of Lt.-Colonel, Permanent Force, plus \$100 per annum, with annual increase of \$100 to a maximum of \$500.

Associate Professor.—On appointment, on the basis of a Major, Permanent Force, plus \$100 per annum, with annual increase of \$100 to a maximum of \$500 per annum.

Instructor.—On appointment, on the basis of a Captain, Permanent Force, with additional pay as laid down for an Associate Professor.

The manner in which it is suggested that this change shall be brought about is that for what may be known as the "Present Civil Appointments" (such as Professor of Mathematics, Associate Professor of English, Instructor in French, etc., etc.) to the Superior Staff of the Royal Military College, any gentleman appointed to fill a vacancy who does not already hold a commission would be appointed to the Canadian Militia, given temporary rank, posted to the General List Canadian Militia, and from there shown as an Officer of the Active Militia actively employed on the Staff of the Royal Military College of Canada.

On appointment as above the suggestion is that the rank should be that of a Lieutenant on first appointment, and the temporary or local rank granted in accordance with the appointment to be held on the College Staff. Gentlemen granted appointments under these provisions would be required to qualify for the rank of Lieutenant within the usual time limit prescribed for Officers appointed to the Non-permanent Active Militia.

In the case of Officers of the British Regular Forces, the Canadian Permanent Force or of the Non-permanent Militia the rank held by an Officer on appointment to the College Staff will have no bearing on the emoluments to be received by him, the ranks suggested above being the determining factor in computing the pay to be enjoyed by the incumbent and also as a guide in appointing those gentlemen to Militia rank who as aforesaid have not previously held commissions in the Army, it to be understood that notwithstanding these provisions, an Officer of the British Regular Forces or Canadian Permanent force, whose rank is below the rank laid down for the appointment which he is to hold, may be given temporary rank of his appointment during the period which he holds the same.

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3. PENSIONS—CIVIL SUPERIOR STAFF

The Board submits that the recommendation of the Board of Visitors of last year, be submitted to Major General J. H. MacBrien, C.B., as a suggestion, indicating the manner in which the civil members of the Superior Staff be brought within the provisions of the Militia Pension Act, with necessary modifications.

The Board recommends that on the 1st January, 1921, that the gratuity the present civil members of the Superior Staff would have received at the close of their career, be paid, or commuted for the purpose of any new pension scheme that may be adopted on a military basis.

4. R.M.C. CALENDAR

The Board concur in the recommendation of the Commandant that a R.M.C. Calendar containing all information relating to the College be published, in order to bring within one volume the information which is at present contained in 4 or 5 different publications and that the calendar should contain matter explaining the work and objects of the Royal Military College illustrated as much as possible by reproduction of photographs of the various buildings and phases of training carried on at the College. It has been represented to the Board that as all present publications relating to the Royal Military College will have to undergo revision in any case, that the consolidation of this information in one publication will not increase the cost, but will in all probability effect economy.

5. EMPLOYMENT OF GRADUATES

The Board decide to take no action regarding the recommendation of the Commandant *re* employment of graduates of the Royal Military College.

6. SERVANTS

The Board concur in the recommendation of the Commandant with regard to servants, as follows:—

That the Royal Military College servants should be placed on a military basis and that in order to accomplish this they should be enlisted in the non-permanent militia and attached as supernumerary to the establishment of a non-permanent unit and shown "on command" to the Royal Military College as members of the Active Militia permanently employed. The enlistment of these servants in the non-permanent Militia is recommended for the reason that it is felt that in some cases the categories of the men employed for these positions would not permit of their enlistment in the Permanent Force. The Board consider that it would be a distinct advantage to the College to place the servants on a Military basis, more especially from a disciplinary point of view.

It is also suggested that the question of pensions of the servants be dealt with in the same manner as that of the Superior Staff, para. 3.

7. ADVISORY BOARD

The Board recommends that in order to carry out more effectively the purpose of the Board of Visitors and to obtain a greater continuity of policy, that the Board of Visitors be abolished, and that there be appointed an Advisory Board, hereinafter referred to as the "Board," to be composed as follows, and to deal with all matters pertaining to the Royal Military College,—

1. (a) Six gentlemen residing within a radius of 250 miles of Kingston, Ontario, hereinafter referred to as the "Committee."

- (b) A representative from each province exclusive of such members as in (a) aforesaid.
- (c) The Commandant of the Royal Military College.
- (d) A Secretary who will be a Staff Officer at Militia Headquarters, Ottawa, detailed for this duty.

2. Six members of the Board referred to in paragraph (a) aforesaid and known as the Committee, will meet at least twice a year exclusive of the full general meeting of the Board, and will meet in addition when so directed by the Minister of Militia and Defence. The recommendations of the Committee at its meetings aforesaid, exclusive of the full general meeting of the Board, shall have the same force and effect as if they were recommendations by the Board made at a full general meeting.

3. Three members of the Committee, exclusive of the Commandant, Royal Military College, shall constitute a quorum and at the first meeting of the said Committee, after its appointment, there shall be chosen or elected one member thereof as Chairman, who shall continue to hold office for a period which will be determined on the constitution of the Board being drawn up.

4. Notwithstanding the aforesaid, any member of the Board who is not a member of the Committee, but who can attend any meeting or meetings, will be a member of such Committee and can be included among such members of the Committee for the purpose of a quorum, and in addition to the foregoing, any member of the Board who is not a member of the Committee, but who for the time being is within the 250-mile radius of Kingston as aforesaid, may be regarded as a member of the Committee for such time, and furnished with transportation for the purpose of attending any meeting or meetings held during the time he is within the 250-mile radius. The Committee will submit its recommendations to the Honourable the Minister of Militia and Defence.

5. There will be an annual meeting of the whole Board, when an annual report will be made. The annual report will embody the proceedings of the Committee meetings.

6. In the event of this recommendation being adopted, that the Royal Military College Act be amended accordingly.

8. HISTORICAL RECORDS

The Board concur in the recommendation of the Commandant with reference to Historical Records.

9. TRAINING GROUND

The Board approves that the area suggested by the Commandant be kept in perpetuity as the training ground of the Royal Military College.

10. BUILDINGS

The Board approve of the recommendation of the Commandant *re* buildings and urge the necessity of early action being taken in this regard.

11. IMPROVEMENT OF COLLEGE AREA

The Commandant promises to have a scheme for the planting of trees, for the next annual meeting of the Board of Visitors.

12. TRAINING

Cavalry and Equitation.—The Board viewed with pleasure the improvement in riding, both in cavalry movements performed and in the riding school exercises. This reflects great credit on the Riding Master, Captain H. F. Bray, more especially so as he has only had charge of the equitation for a portion of the past college year.

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Artillery.—A demonstration of a battery in action was given. The personnel showed proficiency in fire control and carrying out of orders. The Gentlemen Cadets showed evidence of careful instruction in this branch of their work, which was well up to the standard.

Military Engineering.—The attention of the Board was directed to the shortage of engineering material for use in practical work. This not only applies to military engineering, but also to civil engineering. The lack of materials is hampering the carrying out of proper instruction in this subject. It is considered that the best use of the available material is being made. With the limited material, the demonstration given before the Board by the Gentlemen Cadets showed that this branch of study is being maintained at a high average.

Infantry Drill and Ceremonial.—In spite of the handicap imposed by a too small parade ground, the movements carried out in ceremonial drill were considered to be well performed. The most noticeable feature in the performance of infantry drill was the Gentlemen Cadets' development as leaders by means of mutual instruction. The tactical exercise performed by a platoon in battle order was well executed.

Physical Training.—This part of the instruction was considered to be excellent and worthy of the highest praise.

13. MESSING

The messing is very satisfactory and no complaints were received.

14. THE STAFF

The Commandant expressed his satisfaction of the support given him by his staff and the work performed by them.

The college is to be congratulated in having as its commandant Sir Archibald Cameron Macdonell, K.C.B., C.M.G., D.S.O., one of its own graduates with a brilliant war record; and it affords the Board particular pleasure to record the high efficiency and *esprit de corps* existing at this institution, due in very great measure to the interest displayed in the personal welfare of each cadet by the Commandant.

15. DISCIPLINE

The Board examined the conduct sheets and find that the discipline of the college during the past year has been excellent, there having been no offences of a serious nature.

16. MEDICAL CONDITION OF THE GENTLEMEN CADETS

An examination of the medical records of the college showed the health of the Gentlemen Cadets during the past year as being very good, the admissions to the hospital being principally for minor complaints.

All of which is respectfully submitted.

(Signed) ROBT. A. FALCONER,
Chairman, Board of Visitors, R.M.C.

JOHN S. HENDRIE,
W. B. KINGSMILL,
F. L. WANKLYN,
A. C. CALDWELL,
J. H. MACBRIEN,

Members of Board of Visitors, R.M.C.

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