

Col. Wilder Penfield,  
Chief of Service,  
Montreal Neurological Institute,  
Montreal, Que.

Dr. Cone ✓  
Dr. Elvidge ✓  
Apr/45

HEADS OF BRANCHES & SERVICES,  
Hq., M.D. No. 4.

Organization & Administration - Military Annex  
Montreal Neurological Institute

Attached hereto are copies of letters exchanged between this Headquarters and NDHQ which will clarify the marginally noted subject.

2. In this regard as soon as the question of a per diem rate has been discussed and settled with the President of McGill University further advice in this connection will be forwarded.

3. It is understood that Army rations will not be required and accordingly same will not be issued at this time.

4. Requirements for office machinery and stationery will be requisitioned from this Headquarters by the Officer Commanding, Montreal Military Hospital and dealt with in a manner similar to Ordnance Stores; requisitions will, of course, be based on requirements of the Military Annex of the Neurological Institute and in accordance with the wishes of Col. Penfield.

5. Maintenance of the building is a matter which is under consideration and as soon as a decision in this regard is reached advice will be forwarded.

6. Construction of this project is approaching completion and it is anticipated that within the course of the next week or so that same should be concluded. At that time a Board of Officers will be convened to take the accommodation over from the contractor and as soon as the Board is approved by NDHQ the building will be turned over to the Montreal Neurological Institute for occupancy and use.

(W.H. Kippen) Colonel,  
A.A. & Q.M.G., M.D. No.4.