

Secretary,
Department of National Defence,
Ottawa, Ontario.

Montreal, Que, 20 Apr 45.

Organization and Administration - Military Annex
Montreal Neurological Institute.

The construction of the Military Annex of the Montreal Neurological Institute is proceeding satisfactorily and it is anticipated that same will be completed in the course of the next few weeks.

2. It is considered that this Headquarters should receive direction and instructions as to the organization and administration of this Annex.

3. The question arises as to whether this will be run as a military establishment under Army control, or will same be operated as a part of the Montreal Neurological Institute and, if so, what will be the Army responsibility in connection therewith?

4. Is it intended that this Annex be staffed with military personnel and if so, will a separate establishment be authorized, or will the personnel be carried on No. 4 District Coy, R.C.A.M.C.?

5. Will the Army be required to pay for patients at a certain rate per diem and, if so, what will these rates be? Or, alternatively, is it intended to enter into a general agreement for the hospitalization of neurologic personnel?

6. The question also arises as to what records will be kept by the Army?

7. The District Ordnance Officer has received instructions directly from DOS(GS) under H.Q. 54-27-41-1 FD. 41 (DOS(GS)), dated 31 Jan 45, instructing that certain stores will be required for the Neurological Institute. Is it intended that these stores will be issued on repayment to the Neurological Institute, or is it the intention that such stores will be accounted for by the Army? In the latter event, who will the Accounting Officer be?

8. With regard to the linen, (blankets, sheets, pillowslips) china, cutlery, kitchen utensils, it is felt that there will be considerable problems involved in keeping these on a separate Army account owing to different styles, sizes, quality, and the impossibility of keeping track of such small articles where there will be frequent daily interchanges between the Annex, Institute, and the Royal Victoria Hospital Laundry.

9. The question also arises as to the responsibility for provision and accounting of medical stores and equipment that may be required.

10. It would be appreciated if information could be received at the earliest possible date clarifying the situation with regard to this Annex and the foregoing points.

(Sgd) E.J. Renaud,
(E.J. Renaud) Major General,
District Officer Commanding,
Military District No.4.