

COPY

March 24, 1922

Miss E. Hurlbatt,
Warden, Royal Victoria College,
Montreal, P. C.

Dear Miss Hurlbatt:

With reference to our very brief conversation of yesterday, I find on looking at my time table this morning that practically every available hour is filled up for the remainder of this week and that it would not be possible to arrange for a conference before Monday at the earliest. In view of this I thought it wise to write this letter so that you might have an opportunity of considering the following suggestions before we meet.

You will doubtless recall that at the last meeting of the Committee of the School it was felt that the Department should assume any loss in the operation of the Hostel even though there were students of other departments or faculties in residence. Also in view of the fact that the expenses incurred were to be borne by the Department, it was thought wise that the present system of administration be continued.

I am pleased to be able to state definitely that the University property at 724 University St. will be available as a Hostel for the coming Session. Considerable thought has been given to the best method of administering the Hostel and I beg to make known to you my feelings in this connection.

1. The total running expenses of the Hostel to be borne by the D.P.E.
2. The Secretary of the Department to allot the rooms in the Hostel to applicants for admission to the School upon their applications being accepted.
3. Realizing that you could conduct the Hostel much more satisfactorily than anyone else in the University I feel very strongly that if you could see your way clear to assume complete control in the management of the residence that it would be in the best interests of the School.
4. If you thought well of this plan I would suggest that you assume complete responsibility once the students are in residence, that you requisition direct to the Bursar's office for all necessities and that all arrangements for the students while in residence be entirely in your hands.
5. Such a plan would entail the submitting of a budget for the operation of the house to the Committee of the School and to the Finance Committee for approval. In addition it possibly would be wise to have submitted to the Committee of the School a statement of policy for their consideration and approval.

I am attaching a copy of some figures I prepared when recommending the use of this house by the Department of Physical Education which I feel would act as guide in the preparation of any statement you desire to make.