

REPORT OF SUB-COMMITTEE  
APPOINTED AT THE MEETING  
OF THE EXECUTIVE COUNCIL,  
on June 9th, 1932, con-  
sisting of Mr. Macdonnell,  
Chairman, Mr. McKenzie and  
Mr. Massey.

THE COMMITTEE WAS REQUESTED:

- (1) To decide at what date the Secretary should take up his duties.
- (2) To arrange with the University of Toronto for suitable office space.
- (3) To decide on clerical assistance for the Secretary.
- (4) To discuss with the C.P.R. the rates at the Banff Springs Hotel, for the Conference of the Institute of Pacific Relations.

THE COMMITTEE BEGS LEAVE TO REPORT:

- (1) That the Secretary took up his duties on August 15th.
- (2) That office space has been provided at 43 St. George St., by the University of Toronto, at a nominal rate of \$50.00 per annum. According to the official letter from the Bursar, the office space granted consists of one room which the Institute may be asked to vacate at one week's notice. In practice the Superintendent of Buildings, Mr. LePan, has informally permitted the use of two rooms, and it is possible that the Institute may be allowed to use a third room as a document room.
- (3) That the most suitable applicant for the position of stenographer is Miss Eileen Magill. Miss Magill is the daughter of the late Dr. Robert Magill of Winnipeg; she graduated from the University of Manitoba in 1928; she has had three years' experience as a stenographer, and is highly recommended by her employer, Mr. Rait, of James Richardson & Sons, who is a member of the Winnipeg Branch of the Canadian Institute. She is familiar with French and German, and is competent to handle correspondence in these languages. Mr. Dafoe and Mr. Tarr have recommended her for the position, and Sir Robert Borden and Sir Robert Falconer have supported her application.
- (4) That the rate at the Banff Springs Hotel has been set at \$6.00 (Canadian) per day, American Plan, with half rate for sitting rooms and golf, and with office and meeting accommodation provided without additional charge.

Respectfully submitted,

"J. M. Macdonnell,"  
Chairman.