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R.1-1-2 Organization of War Assets
Vol. 1 Jan. 1947 to Oct. 1949

- List of War Assets Corporation Limited Directors and Officers
- List of War Assets Corporation Directors and Officers
- Appointments and Resignations
- Canadian Commercial Corporation to act on behalf of WAC
- Closing of Quebec City office
- Publicity problems re the Corporation
- P.C. 5700, Dec. 8, 1948 - Transfer of power, duties and functions of War Assets from the Minister of Reconstruction and Supply to Minister of Trade and Commerce
- Supply Department ceased to exist, Merchandising Department took over.

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Evolutionary Phases of WAC Organization / Jul.1947 to Oct. 1948

- Curtailment of WAC activities (warehouses and personnel)
- Closing of locations in Manitoba, Saskatchewan and part of Ontario
- Review of various broad stages WAC has been through, outline of planning for stages still to come and recommendations as to creation of permanent organization to take over residual duties of the Corporation.
- Report with respect to progress made and recommendations as to amendments to WAC Act.
- Draft revision to WAC Act

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R.1-1-7 · Consolidation of Organization and Staff Reduction / Jan. 1947 to
Vol. 1 May 1948

- Correspondence with respect to reduction in staff in various sectors
- Minutes of meetings of all department heads re: Problem of reducing expenses, particularly in relation to staff (Jan. 8, March. 23 and April 8, 1948)
- Suggestions to and correspondence re: the Committee to Investigate Possible Reduction of Paper Work
- Correspondence re: average salaries

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War Assets Corporation - Historical
Board of Directors: General Correspondence / Nov. 1943 to Dec. 1949

- Photograph of Board of Directors - Jan. 1944
- Proposals for Directorate of WAC Limited
- March 1947 Organization Chart
- Letters to new Board Members
- Instruction from C.D. Howe re: holding Board meetings monthly
- Depreciation on machine tools
- Real estate problems, acquisition of central scrap yards
- Trade practices to be followed re distribution of goods
- Need for keeping Directors in touch
- P.C. 1347, March 1, 1945 re: number of Board members and appointment of J. William Horsey as Director
- Nomination of a new President in view of termination of hostilities
- Report to the Board of Directors of WAC on Organization, June 8, 1945
- Correspondence re: Appointments
- Mr. Berry, President of the Corporation
- Possibility of present Board becoming an Advisory Board
- List of Board Members, July 19, 1946
- News release No. 251-46, WAC sales pass \$280,000,000
- Some correspondence dealing simply with notices of meetings, expense accounts and quarterly reports (especially after Dec. 1946)
- Letter advising Minister that recommendations of the Special Committee on War Expenditures and Economies were in effect
- Misleading publicity re: reserve of \$150,000,000 by WAC
- Correspondence re: draft Annual Reports submitted to Board for approval

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- Resolution required covering U.S. dollar account
- Summary of financial data dated 15 October 1948
- Letter re: preparations to change name to Crown Assets Disposal Corporation

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History of War Assets Corporation Limited and War Assets Corporation / December 1943 to May 1955

- Photocopies of newspaper clippings re: Crown Assets Allocation Committee, War Assets Corporation Limited and War Assets Corporation
- Draft bulletin dated October 1945 which sets out the organization, functions and procedures of the Supply Department and its field offices, planned at that time
- Radio Speech by Hon. C.D. Howe with respect to disposal of war surplus, October 23, 1944
- Material classifications for War Assets Corporation warehouses
- WAC Supply Department Procedure #3, Nov. 19, 1945
Instructions and Procedures to Plant Clearance Division
- Report dated Nov. 1945 to the Board (Presentation of a picture of WAC and its predecessor WAC Limited by means of briefs and statistics)
- Letter to Deputy Minister of Reconstruction and Supply re: Crown property currently in possession of contractors subsequent to Instruction letter 101 dated Sept. 12, 1945
- Letter from J. de N. Kennedy, Historian of Dept. of Munitions and Supply
- Brief for presentation to Veteran's Affairs' Committee at House of Commons - March 29, 1946
- Brief presented to the Parliamentary Committee on War Expenditures and Economies by J.H. Berry, April 2, 1946
- P.C. 1628, 26 April 1946 re: Contracts pursuant to requisitions of Canadian Mutual Aid Board
- Supply Department Procedure 208, April 8, 1946
Scrap disposal section - Plant Clearance Division
- Procedure 210, Feb. 8, 1946
RCAF Surplus Repairable Equipment Code 'D'
- Procedure 211, Feb. 28, 1946
RCAF Scrap 'Code E'
- Procedure 399, Jan. 19, 1948
Material Categories

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- Letter re: Disposal of Category "E" Equipment
- Statement prepared for the House of Commons Special Committee on War Expenditures and Economies, May 15, 1946
- WAC evolution of staff employed, May 1946
- Draft history of WAC to Dec. 31, 1945 prepared for J. de N. Kennedy
- History of WAC, January 1947
- Form used in the disposal of Japanese Fishing Vessels
- Photograph of War Assets Corporation Building, 4095 St. Catherine's St. W., Montreal
- List of Directors and Officers of WAC Limited and WAC
- Memo from J.S. Reynolds, Organization and Personnel Branch, Wartime Industries Control Board, August 2, 1943. It was felt to contain the germ that lead to the creation of WAC
- Gross sales by classification of material sold July 12, 1944 to March 31, 1948
- Additional info for inclusion in history of WAC, Jan. 1949
- History of WAC, July 1950, and CADC Sept. 1953
- Chapter 34 of History of Department of Reconstruction and predecessor agencies 1940 to 1948
- Pamphlet "Welcome to WAC" for new employees, prepared in 1947
- Copy of Pamphlet "How to Buy War Surplus Material", revised July 1946

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Resolutions of the Board of Directors /April 12, 1945 to May 3, 1946

Duties of the Comptroller, April 12, 1945

- Bank Trust Account, April 12, 1945
- April 11, 1945 Board Meeting resolutions re:
 - Conversion of certain buildings at John Inglis Plant, Tor.
 - Appointment of Westmount Realities as Agents for the Corp. re. D.I.L. Montreal Works
 - Appointment of Mr. Gaspé Beaubien to Real Estate Advisory Cte. This Committee to act in advisory capacity only to Director of Lands and Buildings
 - Living expenses for Mr. R.H. Rice, Assistant Director, Lands and Buildings

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War Assets Corporation Board of Directors
Executive Committee, May 1, 1944 to June 8, 1945

- Minutes of Meeting, May 1, 1944
 - Price for Stranrear Flying Boat \$10,000 plus 2,500 to cover spares
 - Fleet Freighter \$5,000 plus 1,500 to cover spares
 - Fleet Finch \$1,300 with spares
- One each of the above sold to Labrador Mining and Exploration Co. Ltd.
 - Stinson 105 \$1,300

Babbco S.A. Company Mexico interested in 167 Fleet Finches

- Agenda and Minutes of June 8, 1945
 - No direct sales nor discounts to veterans except those
 - veterans entitled to discounts by virtue of a trade position

- Change of Name of the Corporation
- Letter to be sent to DM's and Heads of Corporations and Agencies
- New Org chart as of Jan 3, 1950, changes in titles of certain activities, does not indicate change of status of persons involved
- Appointment of L. Richard, Comptroller, as V.P. of CADC
- Org Chart Aug. 15, 1953
- Memo re: Procedures
- Material removed from file and put elsewhere
- Org Chart March 25, 1954
- Canadian Gvt Organization Manual CADC inserts for a number of years
- Org Chart Nov. 3, 1954
- Org Chart July 1, 1955 Dept of Defence Production
- Org Chart July 15, 1955
- Org Chart Aug 15, 1953
- Org Chart Oct. 1955 Defence Construction
- Org Chart Nov. 1, 1955
- Insert for Stenographer's Manual of Reference January 1957
- Info memo re the operation of CADC
- Org Chart Sept. 1, 1959
- Description of CADC dated 24 May 1960
- Standing Committee on Public Accounts / Statement by the Auditor General on the audit of the accounts of CADC

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- Re-organization of Ottawa and Montreal Sales Offices
- Org Chart May 11, 1965
- Commodity Sales Div. Organization
- Org Chart April 15, 1966
- Insert for Canada Year Book
- Statement of Duties and Objectives for the Office of Management Planning
- Org Chart Jan. 22, 1968
- Statement of Duties:
 - Division Manager of Office Services Division
 - Division Manager of Lands & Buildings Division
 - Division Manager Commodity Sales Division
 - Comptroller
 - Secretary & Legal Counsel
 - Executive Assistant of the General Manager
- Org Chart March 14, 1968 (revised)
- Memo re: Project Management Responsibilities for Public Sales
- Memo to the Minister - Brief exposé of the role of this Corp., its organization and its general policy and operations
- Org Chart May 1, 1969
- Reply to PCO re Corporation's activities outside Nat. Capital area
- Revised Reporting Procedure and Disposal Codes
- Org Chart July 1969

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Office of the Minister
Correspondence and Enquiries / May 1971 to March 1975

- Letter of appreciation to L.A. Smith, Ontario Region
- Correspondence re land at St. Valeris, Quebec
- Correspondence re: St. John's Day in Ottawa, April 29, 1971
- Sale of machine tools out of the Orenda Company plant at Malton and the Renfrew Aircraft Plant at Renfrew
- Request from Aquatic Hall of Fame and Museum of Canada for old sailing ship stock anchor
- Complaint from L.G. Keer, President and General Manager of Conair Aviation Ltd re: availability of aircraft to Canadian companies. Disposition of the Grumman Tracker Aircraft
- Letter of appreciation to L.A. Smith, Ontario Region
- Six building for sale at Swift Current Experimental Farm
- Enquiry from Tom Eagle of the Yellowknife Cadets re: surplus army equipment
- Sales of "Daisy & Betty" and the "Beverly P" to Department of Munitions by W.D. MacCallum
- (Goyer) - Memo from Hon. J.P. Goyer - Services retenus à l'extérieur (Janvier 1973)
- Memo - Correspondence from Members of Parliament
- Submission requesting that P.C. 1961-1757 (Dec. 7, 1961) be revoked and that general authority be given to Minister of Supply and Services
- Complaint from Florian Chabot re: unilingual bid envelop
- Request that SSC librarian receive information on CADC e.g. How to Buy Brochures, Annual Reports
- Memo from Hon. J.-P. Goyer re: Jeep Sales together with a fair amount of subsequent correspondence on the subject
- List of jeep sales for 1971-1972 and for 1972 prepared March 9, 1973

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- Memo - Service retenus à l'extérieurs (Mars 1973)
- Correspondence re: appraisals
- Correspondence with Hon. Ernest Hall re: Government Surplus / Provincial governments are second level priorities
- Bibliographic notes Hon. Jean-Pierre Goyer
- Stock of unilingual envelopes to be used up in Western regions
- Minister requested notification of all jeep sales
- Instructions with respect to ministerial correspondence
- Memo to President re: General Practices - Land Properties
- Correspondence with Mr. L.R. Werch, Marine Museum of Manitoba re: M.S. "Bradbury"
- Advertisement Questionnaire for 1973-/74 & 1974/75
- Dating of letters ~~for~~ Minister's signature, May 1974 instruction
- Correspondence with respect to Government policy on parking privileges
- Liste du personnel de l'hon. J.-P. Goyer
- Memo re: Questions on the Order Paper

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Executive Correspondence & Directives
Office of the Deputy Minister - Corresp. & Enquiries
Feb. 1971 to Dec. 1974

Correspondence re sale of locked safes and cabinets

Minutes re: declaration of surplus lands and buildings
made by Customs Branch of National Revenue. Houses and
land on Canada-United States boarder

Correspondence re CADC 1971-72 Financial Statements

Correspondence re translation of Canada Government Standards

Instructions re advising of absences of more than two days

Federal sales tax on printing

Hull Armouries / Sale of adjacent land to that city

Sale of DOT residence in Prince Rupert, B.C. to
Lorne Merritt (problems with DPW)

Revenue dependency development for FY 1975-76

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President - Administrative Memoranda / Dec. 1968 to Jan. 1975

Numbered memos from Jean Miquelon, Roger LaPlante,
Glasseford, P.A. Chamberlain

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General Manager's Instructions - June '65 to Feb. '75

- Processing Reports of Surplus
- Organization re: changes brought on due to the changes in processing the ROS
- Moves
- Creation of Office of Management Planning together with statement of duties and objectives
- Creation of Office Services Division
- Nominations
- Manual to supersede and cancel CADC General Procures - Series II
- Regional Territories

The above were numbered instructions

- Information copy of all correspondence to go the the General Manager
- Routing of correspondence (correspondence from Minister, Deputy Minister and Vice-President's Office plus outgoing mail to these people should be routed through General Manager's office.
- Invoices are to be sent to Assistant Sales Manager for approval
- Leave of absence

Disposal of Canadian Government Owned Assets from
EXPO '67 - General
May 1965 - March 1968

- Correspondence re: disposal after October 27, 1967 of saleable or usable assets of the Canadian Government Participation, 1967 Exhibition
- Correspondence re: disposal of Geology Court part of the Canadian Pavilion. Authority given under Section 5 (d) to transfer to Department of Energy, Mines and Resources
- Offer of service re: demolition and returning site to its original state
- Inventory of Crown owned assets
- Commissioner General - Canadian Government Participation, 1967 Exhibition - Office Procedure 11 Surplus Equipment, Materials, Exhibits, etc.
- Request for up-date of signing authorities
- Correspondence re: Karsh photographs displayed at the Canadian Pavilion
- Correspondence re: the disposal of the work "Synthesis of the Art"
- Authority to dispose of uniforms under Section 5(e) of the Surplus Crown Assets Act
- Offer of auction services from Bissell & Bissell
- Correspondence re: removal of Eskimo arts and crafts
- Offer of auction services from Fraser Bros. Ltd.
- Authority under Section 5(e) to transfer the 10 oak stands to Indian Affairs and Northern Development
- Habitat furniture and furnishings (CADC file 350-2-231062)
- Correspondence re: transfer of Canadian Pavilion to City of Montreal and drafts of transfer agreement
- Disposal of photographs by Rolof Beny
- Correspondence re: Kitchen equipment and utensils, Canadian Government Pavilion
- Report of Surplus re: Canadian Pavilion (CADC 354-235365)

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- Draft Orders in Council
- Correspondence with Lang, Michener, Cranston, Farquharson & Wright re: concern over the utilization of the Canadian Pavilion as a permanent structure.
- P.C. 1968-481, 12 March 1968 - Donation of Cdn Pavilion to City
- Correspondence re: Missing items

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Disposal of Canadian Government Owned Assets from
Expo '67
April 1968 to July 1977

- Further correspondence re: impermanency of structures
e.g. Canadian Pavilion
- Further correspondence re: Habitat furniture and furnishings
- Draft deed re: gift of Canadian Pavilion to City of Montreal
- Gift of Canadian Pavilion to City, June 3, 1968
- Copy of P.C. 1968-1471, July 24, 1968 re: Donation of
Indians of Canada Pavilion to the City of Montreal
- Correspondence re: Labyrinthe projection and sound
equipment
- Lease between Her Majesty the Queen and the City of
Montreal re: moveable goods and chattels originally
located in the Canadian Pavilion, Expo '67 - 17 July 1968
- Correspondence re: transfer to the City of Montreal of
the moveable goods and chattels left in the Canadian
Pavilion
- Draft Agreement re: transfer
- Original signed agreement between Her Majesty in right of
Canada and the City of Montreal re: sale to the city for
\$35,000 moveable goods and chattels.
- Enquiry of Meditation Piece Sculpture by Elza Maghew
- Copy of P.C 1968-481, March 12, 1968 re: Donation of
Canadian Pavilion to the City of Montreal
- Copy of P.C. 1968-1714, 5th September 1968
Transfer to CMHC of all furniture, equipment and
supplies located on Cité du Havre

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Canadian Government Participation Expo 70 - Osaka
August 1970 - October 1970

- Letter re: disposal inventory
- Letter re: disposal of Cdn Pavilion
- Report from R. Bradley re: trip to Japan to assist in disposal of material
- Report from General Manager of Cdn Pavilion re: disposal of Equipment and Materials from the Canadian Pavilion, Osaka, Japan
- Request for artificial ice used at Osaka

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1976 Summer Olympics
July 1973 - February 1976

- Authority granted to COJO to buy used furniture from CADC at dealer prices as of July 1973 till the last day of the Olympics by Hon. C.M. Drury
- Further correspondence as to problems that might arise should COJO request furniture
- Minister to be advised of any requests for furniture
- Request for beds for duration of Olympics

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Centennial Commission
Disposal of Centennial Train, Caravans, etc.
July 1967 to November 1968

- Minutes of Office Services Meeting, July 25, 1967
- Disposal of uniforms, requested permission to give to personnel using uniforms
- Surplus Parkas - Train and Caravan Personnel
Permission granted to act on behalf of CADC and sell for \$15.00 each plus applicable provincial sales tax
- Surplus material used in Canoe Pageant
- Disposal of train content
- Confidential Record of Cabinet Decision Dec. 18, 1967
re: Disposal of Confederation Train and Confederation Caravans and associated equipment
- Permission requested to sell surplus clothing to personnel.
Agreed to along same terms as Parkas above
- Authority requested to destroy Centennial Athletic Award Crests granted under 5(e)
- Request for transfer of exhibits, displays, floats, props and decorations to Cdn. Govt.
Exhibition Commission granted under section 'E'
- Copy of letter from Alberta Highway Traffic Board
re: restriction on width of Caravans
- Removal and storage of light plants from Centennial trailers by Edmonton Truck Parts & Equipment Co.
- Authorization to dispose of Confederation Caravan # 1 in the same manner as the others
- Letter re disposal of Caravan complex in Newfoundland
Also referred to disposal of total complex of 8 caravans

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Disposal of Small Arms, Ammunition and Explosives
March 1945 to December 1949

- War Assets Corporation Director of Sales Bulletin No. 10
re: Small Arms
- Confidential supplement No. 1 to above noted bulletin
- Memo to C.D. Howe - Need to establish definite policy
re: disposal of small arms, rifles, machine guns, etc.
- Confidential memo from Deputy Minister, Dept. of
Reconstruction re: disposal of small arms
- P.C. 6099 Aug. 4, 1944 ammunition, bombs and small arms
reported by Govt. Departments
- WAC Merchandising Procedure No. 3.26 re: Shot Guns,
Dec. 1946
- WAC Merchandising Procedure No. 3.14 re: Lethal Weapons,
Dec. 1946
- WAC Merchandising Procedure No. 3.26 re: Shot Guns and
Sporting Rifles, Mar. 1947
- WAC Merchandising Procedure No. 3.14 re: Lethal Weapons,
Apr. 1, 1947
- Correspondence with RCMP re: disposal of service type
rifles and machine guns
- WAC Merchandising procedure 3.26 re: Shot Guns and
Safety Rifles, Oct. 1947
- Memo re: Mutilation of lethal arms and/or their components
April 1949
- Correspondence with Provincial Attorney General re:
provincial laws in respect to the sale to dealers of
revolvers, pistols, etc. Aug. 1949
- Legal Opinion re: Sections 115 to 129 of the Criminal
Code dealing with the above
- Conditions of sale of rifles to be put on sales orders
and all copies of S.D. 68
- Correspondence with Dept. of National Revenue, Customs
and Excise re: sale of rifles such as Enfield and Ross
.303 caliber and .22 rifles of any make

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Disposal of Small Arms, Ammunition and Explosives
April 1950 to March 1973

- Correspondence re: DND Policy to assist Dominion of Canada Rifle Association and various Provincial Rifle Associations in view of amendment to Surplus Crown Assets Act - 1950
- Proposed Procedure re above
- Open bids on firearms and any other items on which we have previously set prices.
- Trade and Commerce sale of arms and ammunition subject to Export and Import Permit Act.
- RCMP .303 Lee Enfield Rifles with nine inch barrels, possession is prohibited by law - 1953
- Correspondence with RCMP and DND re: disposal of BREN Guns
- RCMP 200 .303 No. 4 Mack/Lee Enfield rifles sold to RCMP members interested in competitive rifle shooting - Jan. 1964
- RCMP release of two .45 cal. Colt New Service revolvers to Provincial Archives in British Columbia
- RCMP 300 .45 cal. Colt and 44-.38 cal. Smith and Wesson revolvers sold to RCMP members - Nov. 1964
- RCMP 464 .303 cal. Lee Enfield rifles sold to members of the Force - Jan. 1966
- Correspondence with RCMP enquiring as to whether .303 cal. rifles are being sold to any civilian employees or members of the RCMP - 1966
- RCMP 300 .38 - .44 calibre revolvers sold to RCMP members as souvenirs - 1966
- RCMP 3 .22 cal. Colt revolvers, Officer's Model; sold to member - 1967
- RCMP .38 cal. Police Positive to S./Insp. P.R. Zerr as a souvenir - 1969
- RCMP return of 489 F.N. Rifles to DND where they originated from - 1970
- RCMP .38 cal. revolvers to members - 1970

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- Solicitor General Confidential draft memo to Cabinet re: additional weapons to be placed in "prohibited weapons class"
- Correspondence with DND re: mutilated sten guns
- DND change in policy re: unserviceable arms - 1971
- Disposal to Canadian War Museum or Canadian Forces Museum of small arms; authority given under section 5(e) of the Act - April 1972
- Confidential - DND surplus small arms - Dec. 1972
- RCMP sale of lethal weapons discontinued - Aug. 25, 1972

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Branch Sales Organization: Whitehorse
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- War Assets Corporation Merchandising Directive No. 69