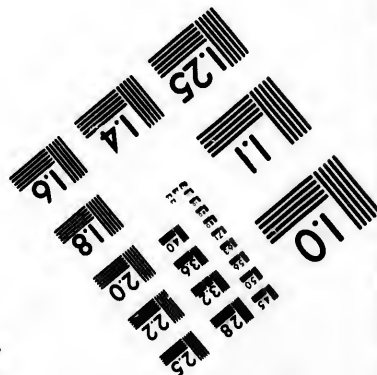
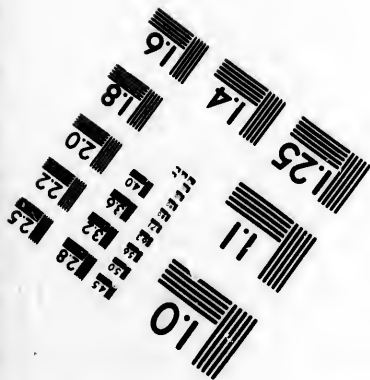
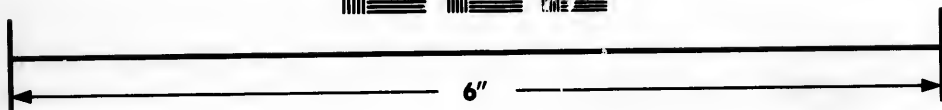
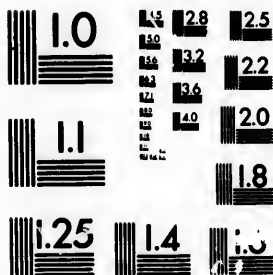


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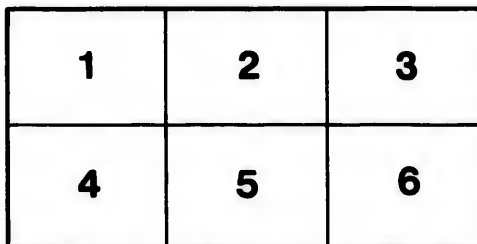
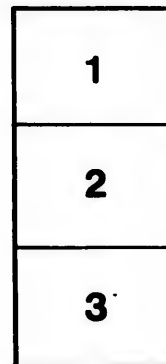
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# BY-LAWS

ESTABLISHED BY THE BOARD OF DIRECTORS

OF THE

PROVINCIAL LUNATIC ASYLUM,

TORONTO.



TORONTO:

PRINTED BY CARTER AND THOMAS, YONGE STREET.

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# BY-LAWS

ESTABLISHED BY THE BOARD OF DIRECTORS OF THE  
**PROVINCIAL LUNATIC ASYLUM,**  
TORONTO.

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## CHAPTER I

### ADMISSION OF PATIENTS.

Patients are admitted into the Asylum in accordance with the Act 2 Vic. chap. 11, which requires proof of their being British subjects and residents of the Province, and a certificate of insanity signed by three licensed medical practitioners, who must have collectively examined the patient. If a pauper, and he or his relatives are unable to contribute towards his support in the Asylum, satisfactory proof to that effect is required by the Board of Directors; otherwise a charge is made of from five to twenty shillings per week, for the maintenance, &c. of the patient. The amount to be paid quarterly in advance, and bonds given for the future payments. These requirements having been complied with, the patient is received on the order of a Director, when presented at the Asylum.

According to a law of the Board, no idiot, or person afflicted with paralysis, can be admitted.

## CHAPTER II.

## THE SUPERINTENDENT.

1. The Superintendent is the head of the establishment. He has the general superintendence of the buildings, ground, and farm, together with their furniture, fixtures, and stock. To him are committed the charge of the patients, and the direction and control of all matters regulating their admission and management, and the conduct of all the persons to look after them; subject, however, to the regulations of the Board of Directors.

2. The Superintendent shall be a Physician, and shall constantly reside at the Asylum. He shall not pursue any other professional avocations; but confine himself to the one object of accomplishing a well regulated and effective system of management.

3. He shall cause to be kept in a suitable book, a record of the name, age, sex, place of nativity, and residence, civil state, occupation, or profession of each patient; also, the history of the symptoms as far as can be ascertained; the date of discharge, whether cured, incurable, or relieved; whether eloped or dead, and if the latter, the cause thereof; together with all other facts and observations that may tend to exhibit a statistical view of the operations of the Institution; also, in a separate book, a record of the names, ages, place of residence, period and nature of services, and the stipulated wages of all employees—their effectiveness; and, if dismissed, the cause thereof.

4. He shall attend, when required, all meetings of the Directors; and at the monthly meeting shall give a brief statement in writing of the general progress and success of the Institution—of the number of admissions, discharges, deaths and elopements, during the period; together with such suggestions for change and improvement in the details of duty and management, as he may deem advisable.

5. At an annual meeting he shall furnish a tabular view or account of the medical and moral treatment he has adopted, as well as any illustrations of this subject which he may deem interesting.

6. He shall receive and answer all communications addressed to him, relating to the concerns of the Institution; and shall cause a record of his correspondence to be regularly kept.



7. He shall appoint temporarily all Attendants and Servants,—such appointments requiring to be confirmed by the Board. He shall have power to dismiss any Attendant or Servant,—the person discharged having the privilege to appeal to the Board of Directors.

8. He shall see constantly that all persons thus appointed by him, and also all subordinate officers appointed by the Board, perform faithfully the duties required of them; and, from time to time, he shall give them such instructions, as he may deem necessary, to secure the exact and thorough performance of their said respective duties.

9. He shall personally visit all the patients once a day, or oftener if necessary, and learn their condition, and shall direct such medical and moral treatment, as may be best adapted to their relief.

10. He shall, between the meetings of the Board, be authorised to make any necessary rules, to meet an emergency for which there is no regular provision, and to decide all cases whereon doubts may arise respecting the meaning of any already in force. It shall be his duty to make a full report of any action he may take under this regulation at the earliest subsequent meeting of the Board.

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### CHAPTER III.

#### THE CLERK.

1. He shall, when required by the Chairman or Superintendent, call meetings of the Board, shall record its minutes, keep the registers and other documents, copy and address all letters, see that the forms for the admission of patients be properly filled up, necessary bonds given and payments made, enter the record of all admissions, deaths, elopements and discharges, adjust all deposits and payments to be made on behalf of patients, and make a monthly written statement of all arrears in such payments.

2. He shall act as Treasurer, giving bonds for the faithful performance of his duties, with such sureties as shall be approved by the Directors. He shall keep a cash book of all monies, received or paid by him, which shall be quarterly balanced with the ledger kept by him, for the ordinary, incidental and other expenses of the Institution. He shall pay all wages and collect all monies due the Institution.

3. He shall also act as Storekeeper: shall purchase and keep all stores, and issue them upon requisitions from the Steward, countersigned by the Superintendent, upon a prescribed form; and on the order of the Superintendent, shall procure and give out such extra stores as at any time may be required. He shall keep a book of the daily expenditure of all provisions, and other articles delivered out of the store. He shall take care that all stores and goods which he may be directed to purchase, be of the best sorts, and purchased at reasonable rates; and receive no goods or provisions into the Institution without an invoice, which is to be regularly filed. He shall receive all articles condemned by the Committee of Survey, and dispose of them as that Committee may direct. He shall, half-yearly, take an account of all articles in use in the Asylum, and report to the Board the state of the stock account. All articles required in such quantities as to allow of being contracted for, shall be so purchased: all articles not contracted for, shall be purchased by the storekeeper, under the direction and control of a Committee of Directors, to be appointed quarterly by the Board. No purchases shall be made from any Director, Officer, or Servant of the Institution. He shall keep a set of Books by double entry, shewing the application of moneys for permanent improvement; also a set of books, in the same manner, for the current expenditure of the Institution. He shall answer all correspondence addressed to him relative to the business concerns of the Institution, and keep a record of the same. He shall call all meetings of committees; and, when required, attend and minute their proceedings. He shall mark all articles belonging to the Institution that can be marked, previous to their issue from the store. His accounts shall be audited quarterly by a Committee composed of two members of the Board, to be taken, as far as may be practicable, in rotation.

4. All books, documents, and stores shall always be open to the inspection of the Directors and Superintendent; and an abstract of the accounts shall be presented at the quarterly meetings of the Board.

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## CHAPTER IV.

## THE STEWARD.

1. The Steward has, under the Medical Superintendent, and within the rules of the Institution, to govern and be accountable for all the male Attendants and Servants.

2. He has in charge all the Property that is in use—library, buildings, furniture, personal and bed clothing, utensils, implements, &c.

3. He shall keep an inventory of all the furniture and household goods of the Asylum, and an account of the additions and alterations made therein from time to time in a book to be laid before the Directors or Superintendent whenever required. He shall report to the Superintendent such things as may be wanting. He shall take care that articles of every description in his charge, when worn out or rendered unfit for use by the patients, are returned into store, to be accounted for before the Committee of Survey of the Board.

4. He shall daily present to the Storekeeper, a requisition approved by the Superintendent, of all articles required for the use of the Institution, agreeably to the prescribed form; and shall keep a book in which are to be entered the receipt and consumption of all articles he may receive from the Storekeeper. He shall see that the food is of the quality and quantity ordered—that all meals are properly served, and at the right times, so far as relates to the male patients, and the Attendants and Servants. He shall attend to the cutting-up and distribution of the provisions required for the different divisions, according to the arrangement of the Superintendent and Matron; and take care that no more provisions are cooked than are necessary for the Attendants, Servants, and Patients; and in order to know this with more certainty, the number of Patients in each division is constantly to hang up in the cutting-room.

**PRESCRIBED FORM.**

**REQUIRED from the Storekeeper, Provincial Lunatic Asylum, the undermentioned Articles,  
viz.:— TORONTO, 185**

	No. of Persons.	Meat, lbs.	Bread, lbs.	Tea, lbs.	Coffee, lbs.	Sugar, lbs.	Butter, lbs.	Cheese, lbs.	Rice, lbs.	Barley, lbs.	Wine, Port, oz.	Do, Sherry, oz.	Beer, pils.	Candles, lbs.	Bunches Matches.	Brooms.	Vinegar, pils.	Saltpetre, lbs.	Mustard, lbs.	Remarks.	
East Kitchen	.																				
West Kitchen	.																				
Attendants	.																				
Steward	.																				
No. 3 Ward	.																				
No. 4 "	.																				
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No. 6 "	.																				
No. 7 "	.																				
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The Superintendent	.																				

(Countersigned,)

*Medical Superintendent.*

(Signed,)

*Steward, P. L. Asylum.*

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5. He shall constantly observe the conduct of the Attendants, and see that in all respects they do their duty, and forthwith report to the Superintendent any instance of misconduct or negligence on their part which he may observe, or of which he may be informed.

6. He shall perform all the services that may be required of him in maintaining the police of the establishment, shall see to the opening and closing of the house, that the Attendants rise and commence business immediately after the ringing of the morning bell, and that they retire in proper season at night, that the bell be rung at proper times, and that the fires are regularly kindled and extinguished. He shall see after clopers: shall observe the conduct of inmates at the religious and other meetings. Shall see that the directions of the Superintendent for the medical and moral treatment of the patients are faithfully carried out; and when in the wings shall exert all the good influence he can to promote the comfort and recovery of the patients.

7. He shall receive all new male patients; pay particular attention to them; see that they are properly introduced, and informed about the establishment; their fears quieted by kind attention and friendly assurances; and that the violent and suicidal are carefully watched.

8. He shall take an inventory of all clothing or other property belonging to every patient on admission; and on their discharge shall see that all articles belonging to them are carefully put up and returned.

9. He shall inform every male Attendant and Servant, on his coming into the Asylum, that he will be held responsible for the loss of any article entrusted to his care.

10. He shall furnish an inventory to every male Attendant and Servant, of all property in their custody; and, from time to time see that their stock is correct.

11. He shall see that the sick in the men's wards are properly attended to, and treated with the greatest care; and shall take charge of the necessary arrangements for the burial of the dead.

12. He shall instruct new Attendants in their duties; and see that they are industrious, efficient and kind.

13. He shall receive Visitors, give them all suitable information, and accompany them personally to such parts of the building and grounds, as, by the permission of the Superintendent, are open for examination.

*Steward, P. L. Asylum.*

(Signed,)

*Medical Superintendent.*

(Countersigned,)

14. He shall take care that the keys of the Asylum are delivered to him every night by ten o'clock.

15. He shall see that all the cleaning, &c., in the male wing is properly performed by the prescribed hour every morning. He shall remain as much as possible in the wing appropriated to male patients, so as to be much in their presence, to see that they are kindly treated, that their beds are in good order, that their clothes are taken good care of, that their food is properly served and distributed, and that they take the same in a proper manner; that the rooms, halls, yards, outbuildings, and other apartments, including the Attendant's bed-rooms, under his care, are kept clean and in good order, and properly warmed and ventilated; that the Attendants observe his orders and directions, and in all respects do their duty, and in a right spirit; and that all articles made for the Asylum or the patients are carefully preserved.

16. In all his directions to subordinate agents in executing the details of the Superintendent's plans, and in enforcing his rules, the Steward shall be considered as carrying the authority of the Superintendent.

17. He shall see that all operations on the grounds are rightly carried on.

18. He shall attentively observe the state of all the buildings, water closets and pipes, and report to the Superintendent any defects or want of repairs.

19. He shall accompany the Superintendent in his morning visit to the male patients. He shall not absent himself from the Institution without the sanction of the Superintendent.

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## CHAPTER V.

### THE MATRON.

1. The Matron shall have the general direction of the domestic concerns of the Asylum.

2. She is to see that all the female Attendants and Servants commence their duties at a proper hour every morning, and that the

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work in every department be done in the manner and at the hour prescribed, and that they retire in good time at night.

3. She shall receive all female patients on their admission; pay particular attention to them; see that they are properly introduced, and informed about the establishment, and their fears quieted by kind attention and friendly assurances. She shall see that every part of the house, (except the apartments occupied by the male patients, Superintendent, and Engineer,) is kept properly clean, regular, and neat. She shall accompany the Superintendent in his morning visit to the female patients. She shall not absent herself from the Asylum without the sanction of the Superintendent.

5. She shall superintend the kitchens; see that the cooking is properly done; and take all necessary care that the Cooks and Kitchen Maids make no waste of provisions, nor appropriate to themselves any perquisites.

5. She shall receive the clothes and other necessaries brought in with the female patients; deliver them to the Attendants under whose care the patients are placed, and see that they keep an account thereof in writing, that they may be delivered up when the patient is discharged; or if torn, that the pieces may be returned.

6. She shall take an account of all articles sent to the laundry; and see them returned properly dried.

7. She shall visit the laundry, and see that the business is properly conducted; and take care that such female patients as are able, do assist.

8. She shall instruct all female Servants and Attendants in their duties: and inform them that they will be held responsible for the loss of any article committed to their care.

9. She shall spend as much time as her other duties will admit of with the female patients; see that they are kindly treated; that their nurses are faithful and diligent; that the instructions of the Superintendent for the medical and moral treatment of the patients are carried out; that their apartments are clean, warm, and properly ventilated, that their clothes and bedding are always clean, well aired, and in good order; that their meals are comfortably served, and properly distributed; and their deportment at meals is correct. It is

expected that she will devote her whole time to the institution, and spare no efforts to promote the comfort and recovery of the patients.

10. She shall superintend all the cutting-out and making-up of clothes, bedding, &c., and the needle-work in general in all the female wards; and attend to the repairing of pay patients' clothes.

11. She shall see that all the female Attendants are faithful and diligent in the discharge of their duties; kind and pleasant to patients wherever they meet them; discreet and regular in their deportment; and that they observe all the regulations of the Institution; and immediately report to the Superintendent any instance of misconduct or negligence.

12. It shall be her special duty to watch over the sick; and see that the cooking required for them is properly performed. She shall also give her particular attention to the cases of the suicidal, violent, and dangerous patients, as well as the melancholy and desponding.

## CHAPTER VI.

### THE ATTENDANTS.

1. The Attendants shall devote their whole time to the performance of such services as may be enjoined by the By-laws, or as shall be required of them by the officers.

2. They shall rise at the ringing of the morning bell; and at once commence the work assigned to them.

3. They are to treat the inmates with respect and attention; and shew them such marks of good will and kindness as evince sympathy and interest. Violent hands are never to be laid on a patient. A blow given is never to be returned, nor any other insult. Sufficient force to prevent the patient injuring himself or others, is always to be applied with firmness and gentleness.

4. They are never to apply any restraining apparatus, unless by order of the Superintendent, or in his absence of the Steward or Matron; nor seclude a patient without giving immediate notice to the Superintendent, or in his absence, to the Steward or Matron.

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5. They shall see that the dress and person of each patient is kept clean and neat.

6. They shall keep the patients' rooms and corridors orderly and well ventilated; shall have the beds made, and all the cleaning completed by ten o'clock every morning; they shall pay particular attention to the water closets and nuisance-vessels.

7. They shall never retire to their rooms, while the patients are in their halls; and during the day there shall always be one attendant in every corridor.

8. During meals two attendants must always be present to distribute food, maintain order and give assistance to those who need it. It shall be their duty to see that no patient carry away a knife, fork, or other article from the table; and that the knives and forks are counted after each meal and returned to the Kitchens.

9. The Attendants must never place within reach of patients any razor, knife, scissors, rope, cord, medicine, or any dangerous instrument.

10. The Attendants shall see that all doors connected with the stairs, waiters and clothes traps, are always secure, that the doors of all rooms occupied by patients are securely locked at bed-time; that no patient ever has access to the waiters or clothes traps; that all articles of dress are removed and folded outside the doors. They shall take care of all lights, it being required that one light in a lantern shall be always kept burning through the night in the room of an Attendant in each corridor.

11. The Attendants are never to give the keys entrusted to them to any patient or other person, officer or servant. They shall never visit from corridor to corridor, except on duty, nor proceed to the kitchens except on business. They shall never leave the Asylum without the permission of the Superintendent, and shall not remain out after nine o'clock, except by special permission.

12. The apparel of the Attendants shall always be clean and neat.

13. No male Attendant shall ever enter a corridor occupied by female patients, except by permission of the Superintendent.

14. The Attendants must never report abroad nor relate to visitors anything of the history, conduct or conversations of patients.

15. Any Attendant or Servant receiving any present or gratuity from any patient, (or friend of a patient) in the Asylum, or from

any visitor, or making any perquisite of any kind whatever shall be subject to dismissal.

16. Food is not to be carried to the rooms of patients, nor is any one to be absent from the regular meals (excepting in cases of sickness or high excitement) without permission of the Superintendent.

17. Attendants will notice the habits and conduct of patients and inform the Superintendent at his visits of all the circumstances requiring attention, such as loss of appetite, or any indisposition, costiveness, tendency to suicide, &c., and shall report any accident or unusual occurrence immediately to the Superintendent, or in his absence to the Steward or Matron.

18. No conversation shall be held through the windows or verandahs, either by officers, Attendants, servants or visitors; nor must any thing be thrown away through a window or from a verandah.

19. An indispensable duty of the Attendants and servants is to secure the perfect and systematic cleanliness and neatness of the Asylum and its inmates. No part of the house is to be considered clean when it can be made cleaner.

20. The Attendants shall take charge of the patients employed in any way out of doors, shall instruct and show them a good example in their work, and be responsible for their safety. They shall cheerfully perform any extraordinary duty required of them by the Superintendent or Steward.

## CHAPTER VII.

### NIGHT ATTENDANTS.

1. The Night Attendants shall commence their duties at the hour of nine o'clock each night, and shall continue them until nine o'clock the following day; during this term of service, they shall be constantly faithful and vigilant in the discharge of their duties.

2. It will be their duty to remain in their respective divisions during the night, passing continually from one corridor to another, with as little noise as possible; seeing to the sick, and those requiring particular care, as the suicidal and violent; executing the orders of the

Superintendent; and performing the services which may be necessary in any emergency.

3. They must be attentive to any unusual noise, ascertain the cause, and endeavour to soothe and quiet the patients; and be careful that patients do not injure themselves, or do any damage.

4. They must be specially vigilant respecting danger from fire; and take immediate steps to extinguish any fire that may occur. Any suspicion of fire, or smoke, or smell of any thing burning, should engage their immediate attention; and should be forthwith reported to the Steward.

5. Whether stationary or moving, they must never have a light with them, except in a lantern.

6. The male night attendant shall ring the morning bell at the hour specified in the by-law.

7. It is the duty of the Night Attendants to guard, during the night, against any violation of the rules of the Asylum; and should such occur, or any circumstances requiring attention, they must report them immediately, or early in the morning, to the Steward or Matron, as the case may be.

8. They shall perform all the services connected with the Institution which may be required of them by the Superintendent.

## CHAPTER VIII.

### THE PORTER.

1. The Porter shall be on his station in the hall, from six o'clock in the morning, during summer; and from seven o'clock in winter. He shall keep the reception room neat and warm. He shall attend to all visitors; receive and convey all messages to the officers.

2. He is to report to the Steward, should any person in the service of the Asylum return to it in a state of intoxication.

3. If a married man, he may sleep out with his family every third night.

4. He shall ring the bell at the prescribed hours throughout the

day, with the exception of the morning bell, which shall be rung by the male Night Attendant.

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## CHAPTER IX.

### THE HOUSEMAIDS.

1. The Housemaids shall obey all the directions of the Matron, and perform all the work assigned to them in the manner and at the time specified.

2. They shall not enter the patients' corridors, except by permission of the Superintendent; nor absent themselves from the Asylum, without the permission of the Matron.

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## CHAPTER X.

### THE COOKS.

1. The Cooks shall perform all the cooking that may be requisite, according to the instructions of the Matron; take care that all meals are properly and sufficiently cooked at the regular hours; and that nothing is wasted.

2. They shall not absent themselves from the Asylum without permission of the Matron.

3. They shall be responsible for all articles committed to their care.

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## CHAPTER XI.

### THE KITCHEN-MAIDS.

The Kitchen-maids shall assist the Cooks in the performance of their duties, as may be directed by the Matron, and generally aid in the discharge of the various duties of the Kitchen.

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## CHAPTER XII.

### THE LAUNDRY-WOMEN.

1. The Laundry-women shall perform all the washing, ironing, &c., for the establishment, excepting the clothes of the Servants and At-

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tendants, and be responsible for every article delivered to them, until returned in a condition suitable for immediate use.

2. They shall be under the superintendence of the Matron; and shall not leave the Asylum without her permission.

3. They shall be responsible for such patients as may be sent to assist them, and when their work is finished see that such patients return to their respective corridors.

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### CHAPTER XIII.

#### THE LODGE-KEEPER.

He shall be expected to prevent the exit of patients without an order from the Superintendent and shall part with the keys to none but officers of the establishment. He shall not permit any inmate of the establishment, except the officers, to enter the lodge-house. He shall keep the road immediately without and within the gates always in good order.

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### CHAPTER XIV.

#### THE FARMER AND GARDENER

Shall be subject to the direction of the Superintendent.

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### CHAPTER XV.

#### THE ENGINEER AND FIREMAN

Shall be governed by such instructions as shall be conveyed to him from the Superintendent.

## CHAPTER XVI.

## GENERAL RULES.

1. All patients on admission are to be examined in the presence of the Steward or Matron, they are not to be allowed any box with a lock and key, or any razors, knives, scissors, or other dangerous instruments of any kind.

2. No patient is to be placed under restraint, without the previous knowledge of the Superintendent, or in his absence of the Steward or Matron.

3. Whenever a patient is taken from the wards by any person duly authorised, that person shall be responsible for the safe-keeping of such patient until returned to the wards, or entrusted by an officer to the care of another; and if a patient escape through the negligence of any Servant or Attendant, the whole expense of retaking such patient will be deducted from the salary of the person at fault.

4. No Officer, Attendant or Servant shall at any time make use of tobacco or intoxicating liquor within the limits of the institution, nor permit the use of either amongst the patients.

5. No Attendant is to be absent from the Institution on pretence of illness, without leave of the Superintendent; nor a Servant without leave of the Steward or Matron.

6. Every Attendant and Servant shall be in the Asylum punctually at the hour of nine o'clock at night; and no Attendant or Servant is to be permitted to pass the night out of the Asylum, except the male Attendants or Servants who are married, and who are to be permitted to sleep out every third night, provided that their services are not required in the Institution.

7. No publications are to be distributed to the patients, but under the express direction of the Superintendent.

8. All damages done by patients, and all their wants, as to clothes and other articles necessary to put the rules in practice, are to be reported by the Attendants and servants, to the Steward or Matron. Each hall has a book in which is enumerated all the articles used in the hall; and in which all damages and losses, and by whom occa-

sioned, are to be entered; and no new articles can be obtained to replace them without exhibiting the book.

9. Attendants must be particularly careful when any door locks or unlocks with difficulty to report to the Steward.

10. The bell shall be rung at a certain hour every morning for the delivery of the regular supplies from the store; at which time all parties concerned must attend.

11. The Storekeeper, however, shall issue at any time, whatever may be required on the requisition of the Superintendent.

12. No patient shall be allowed a light in his or her bed room, without the special permission of the Superintendent and then under the care of the Attendant.

13. Attendants and Servants shall in rotation be allowed to attend religious service on the Sabbath as they can be spared from the Institution.

#### DEATHS AND FUNERALS.

14. Whenever a death occurs the Clerk shall notify the Undertaker directing him to make the necessary arrangements for the burial. The coffin shall not be closed until the arrival of the hearse; the lid shall then, in the presence of the Steward, the Undertaker and the House Attendant, (who is to accompany the body to the grave, and who shall collectively see the body decently placed in the coffin,) be securely screwed down. The Attendant shall not lose sight of the coffin until he has seen it deposited in the grave, nor leave the grave, until it shall be completely covered.

15. The Medical Superintendent or other officer of the Establishment shall never, under any circumstances, dissect the body of any inmate dying within the limits of the Institution or retain for anatomical purposes any portion of the body.

16. Every officer, attendant and servant shall be expected to render prompt attention to all orders from their Superiors in the Establishment; to secure the safety of the patients and the preservation of all property, and to report such violations of rules as may come to their knowledge.

## CHAPTER XVII.

## HOURS FOR MEALS, &amp;C.

1. The morning bell shall be rung at half-past four o'clock, A.M., in May, June, July, and August; at five, in March, April, September, and October; and at six, in November, December, January, and February.

It is required that all persons, sleeping in the Institution, who have duty to perform, rise in the morning at the ringing of the bell.

2. Breakfast is to be placed on the table in the summer at half-past six o'clock; in the spring and fall, at seven; and in the winter, at half-past seven.

3. Dinner to be served at twelve o'clock, noon, and tea at six P.M., the year round.

4. The Asylum is to be closed at half-past nine o'clock every night, at which time the attendants and servants must all retire to their apartments.

5. Sunday is to be a day of rest at the Asylum. No visitors are to be allowed in the buildings or grounds on this day.

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JAN. 26/31



