

*S. Wilson*

BY-LAWS  
FOR THE  
MANAGEMENT  
OF THE  
HOME FOR THE POOR  
and Harmless Insane  
FOR THE  
Municipality of Colchester.

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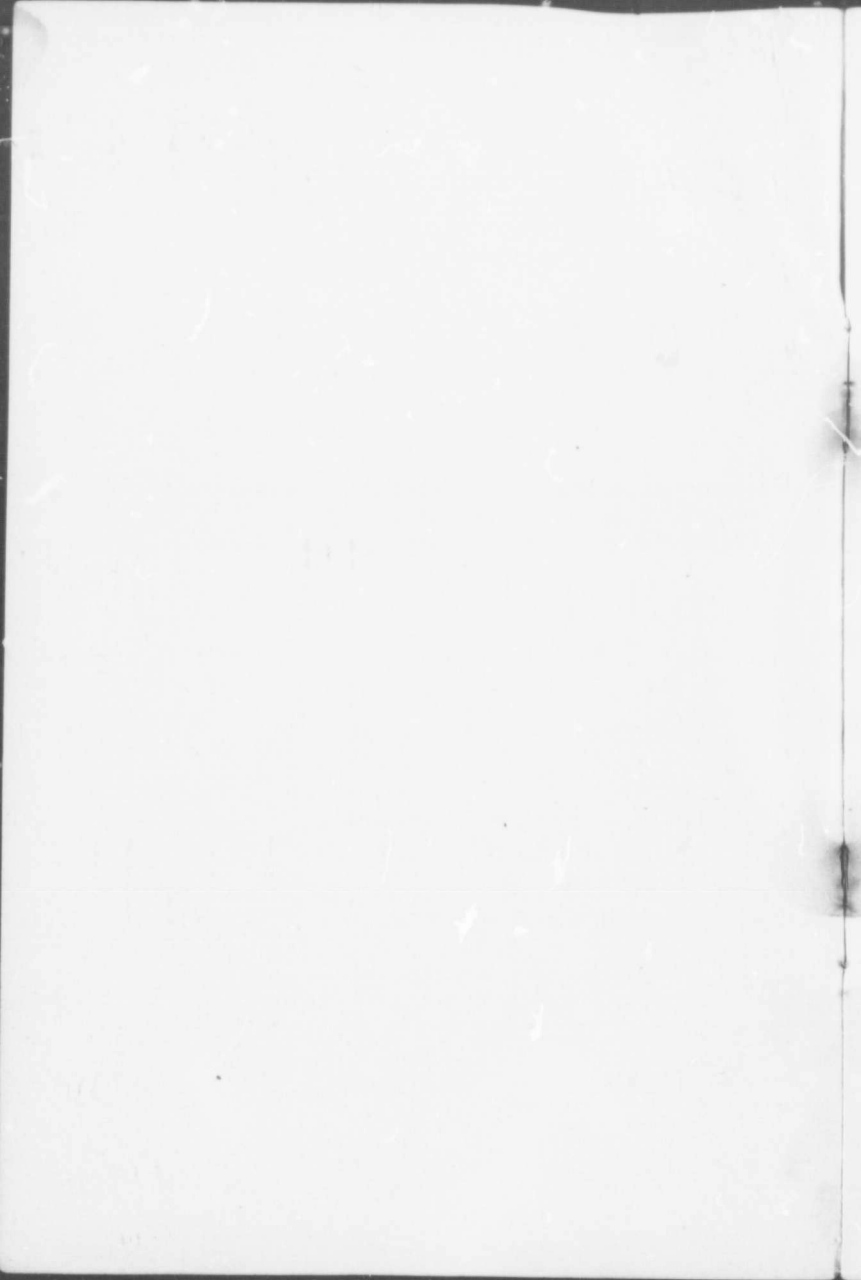
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**BY-LAWS**  
OF THE  
**HOME FOR THE POOR**  
MUNICIPALITY OF COLCHESTER.

I.—INTERPRETATION.

1. In the construction of these By-laws the term "Home" shall mean the Home for the Poor and Harmless Insane for the Municipality of Colchester ; the term "Commissioners" shall mean the Board of Commissioners for such Home ; the term "Superintendent" shall mean the Superintendent of such Home ; the term "Matron" shall mean the Matron of such Home ; the term "Medical Officer" shall mean the Medical Officer of such Home ; the term "Inmates" shall extend to and include all Harmless Insane and Poor persons supported in such Home ; and the term "Municipal Council" shall mean the Municipal Council for the Municipality of Colchester.

2. The year shall be the Calendar year. The quarters shall begin with January, April, July and October.

## II.—COMMISSIONERS.

1. The Municipal Council shall annually appoint five Commissioners, and the Town Council of Stewiacke one Commissioner, who shall have the financial and general management of the Home.

2. The Commissioners shall meet for the efficient supervision and management of the Home and the property connected therewith, as often as may be necessary.

3. They shall appoint one of their number to be Chairman and another to be Secretary.

4. Four Commissioners shall form a quorum for the transaction of business, and meetings of the Commissioners may be called by the Chairman or secretary, or by a majority of the Board. Notice of meetings may be given by mailing such notice post paid to the address of each Commissioner.

5. They shall inspect the general state of the Home and all accounts thereof quarterly.

6. All moneys due the Superintendent for running expenses of the Home shall be paid quarterly by the County Treasurer, on the written order signed by the Chairman or Secretary, or both, of the Board of Commissioners. The Commissioners shall be paid for their services such amount annually as their respective Councils may approve of.

7. In case of a vacancy by death or otherwise, during the year, the Board shall fill such vacancy pro tem until the meeting of the Council.

### III.—OFFICERS, EMPLOYEES AND THEIR WAGES.

1. The officers of the Home shall be a Superintendent, Matron and a Medical Officer, who shall be appointed annually by the Municipal Council, which shall fix their salaries, and such other persons as may from time to time be required to perform the necessary work inside and outside the Home and on the grounds connected therewith.

2. The other persons mentioned in the last paragraph shall be employed by the Superintendent (subject to the approval of the Commissioners) who shall report to the Municipal Council twice a year the names and salaries or wages of all such persons for its information.

3. All the officers and employees may be provided with board and lodgings in the Home at the expense of the Municipality of Colchester and the Town of Stewiacke.

### IV.—THE SUPERINTENDENT AND HIS DUTIES.

1. The Superintendent shall be the General Manager, Overseer and Keeper of the Home and the

farm connected therewith, and he shall have custody thereof.

2. He shall furnish a Bond in the sum of \$5000, with two good and sufficient Bondsmen, to the Warden of the County, for the faithful discharge of his duties.

3. He may enforce obedience to his lawful orders by solitary confinement or other proper means, but no case of solitary confinement shall continue longer than twenty-four hours, unless by direction of the Commissioners or one of their number or the Medical Officer, and every such case shall be recorded and reported to the Commissioners or a member thereof at the first visit thereafter.

4. It shall be the duty of the Superintendent to devote all necessary time to the cultivation of the farm, the securing of the crops, the care of the stock and all other necessary outside labor, according to the season of the year, to the end that all property placed under his charge may be cared for in a skilful manner and to the best advantage for the Institution.

5. To give the necessary time and attention for the benefit of the Institution and carry into effect the rules and regulations in force for the government and management of the Home under the direction of the Commissioners.

6. To direct and superintend the work and employment of the inmates.

7. To purchase from time to time the provisions that shall be required for the inmates of the Home, and the materials and implements for their employment. Such provisions, materials and implements shall as far as practicable, be furnished by tender and contract. Such articles as cannot be supplied by tender and contract, shall be purchased at the lowest possible price after due inquiry.

8. To see that the provisions furnished are of good quality and quantity, and that no waste be permitted.

9. To keep a correct register of the inmates of the Home, giving such particulars, and in such form, as the Commissioners may approve of.

10. To keep also a burial register in which shall be written down all particulars respecting the name, age, cause of death of any and all inmates, and a plan sufficiently plain and numbered of the burial ground, that at any future time an inmate's remains could be removed if necessary.

11. To keep also a wearing apparel book, in which shall be written down such particulars and accounts of each and every article issued to the inmates thereof and its value.

12. To keep a fair and regular account in writing of all the materials, provisions, fuel, clothing and



supplies generally furnished for the use of the Home, and of all expenses and charges attending the maintenance and support of the inmates, and of all moneys received from the sale of the produce of their labor or otherwise, and shall submit the same to the Commissioners at their meetings.

13. To pay quarterly to the County Treasurer or give him credit for all moneys by him received on account of the Home.

14. To keep a complete inventory of all property under his charge.

15. To keep a Visitor's Book in which persons visiting the Home may enter their names with such comments as may seem fit.

16. To examine all inmates on their admission into the Home, note such facts in regard to them as are important to be preserved, and to cause them to be thoroughly cleaned and suitably clothed and located, having reference to their age and sex and general character; to be especially careful that the infirm inmates and children are treated with care and kindness and to see that proper care and attention are given to the sick.

17. To see that every apartment and all furniture and utensils are kept neat, clean and in good order, and all provisions, fuel and other articles con-

sumed about the premises are used with the strictest economy.

18. With the Matron or the assistants detailed for that purpose to visit each and every occupied room nightly, after the hour for retiring and to see that all inmates have retired (except those on duty) and that all lights are extinguished except those permitted to be kept.

#### V.—THE MATRON AND HER DUTIES.

1. The wife of the Superintendent shall be Matron, unless otherwise determined by the Municipal Council, under a recommendation from the Commissioners for a special or particular reason.

2. It shall be the duty of the Matron to take the charge and oversight of all the indoor operations under the direction of the Superintendent.

3. To see that all female inmates are provided for, according to their respective wants, and that cleanliness, both in their persons and apartments, is preserved and that good order and decorum prevail at all times.

4. To be careful of the goods, property and furniture committed to her charge, that the same be not lost or embezzled.

5. To have at stated times all the clothing of

the inmates and bed clothes changed and replaced with clean apparel.

6. To be vigilant over every part of the house in regard to cleanliness.

7. To direct the detailing of the females under her charge to such branch of labor as in her judgment they are best fitted to perform, and to see that the female inmates observe all the rules that may be prescribed for their attention and to report all violations of the rules and disobedience of her orders to the Superintendent, who shall investigate and deal with such as duty may require.

#### VI.—THE MEDICAL OFFICER.

1. The Medical Officer shall visit the Home at least once in two weeks; he shall have sanitary supervision over all the inmates therein; he shall attend and prescribe in all cases of sickness; he shall report to the Superintendent after each visit; he shall have oversight of the attendants in the Hospital and Insane wards; he shall examine all inmates that are reported to him sick and decide whether they are able to work or not; he shall be subject to the Superintendent's call for urgent cases at all times.

#### VII.—OTHER EMPLOYEES AND THEIR DUTIES.

1. Such other employees, either male or female,

as may be employed about the Home, shall obey and carry out the lawful orders and directions of the Superintendent. If any employees refuse to obey or carry out such orders or directions the case shall be forthwith reported by the Superintendent to the Commissioners for action thereon.

#### VIII.—ADMISSION TO THE HOME.

1. Whenever there are vacancies in the Home, the Commissioners shall pursuant to law admit Insane patients chargeable to the Municipality of Colchester and Town of Stewiacke for whom admission is sought, but they shall have power to refuse cases that are suicidal or dangerous through violence to others.

2. In cases of private paying patients, a bond shall be given with sufficient sureties for payment of expenses, and a payment of one quarter's board in advance shall be made before admission. Such bond may be sued on as often as shall be necessary and recovery had in the Supreme or County Court according to the amounts sued for and according to the course of the Court in like cases.

3. The Poor and the Harmless Insane shall be admitted on the application of the Overseers of the Poor of any of the Poor Districts of the Municipality or on behalf of the Town Council of Stewiacke, who

shall pay for the support of the Poor at the rate of \$1.25 per week.

4. Harmless Insane patients shall be admitted at \$2.00 per week.

#### IX.—GENERAL REGULATIONS.

1. At the ringing of the morning bell every inmate of the Home (the sick and those in confinement excepted) must rise, wash, dress and be in readiness with clean hands and face for the ringing of the second bell, at which they will repair to the dining-room and take such seats as are assigned to them at the table by those in charge. They must observe decency and good order at the table.

2. At the ringing of the bell after meals all inmates shall repair to the work allotted to them.

3. At nine o'clock at night at the ringing of the retiring bell, the inmates or attendants must put out the lights and retire to bed in their several apartments.

4. No inmate shall loiter about the kitchen, nor shall any provision or food (excepting at regular meals) be carried to any part of the building without the express order of the Superintendent or Matron.

5. The use of intoxicating liquors by any of the inmates of the Home shall not be permitted.

6. No inmate shall be allowed to trade or exchange clothing or any other article with any person whatever, or beg of those who visit them, nor shall they receive money or other articles from any one without the consent of the Superintendent or Matron.

7. All the inmates shall diligently and faithfully perform the duty or task allotted to them by the Superintendent or Matron, unless otherwise ordered.

8. Any inmate guilty of drunkenness, disobedience, obscenity, disorderly conduct, profane or indecorous language, theft, waste, or who shall absent himself or herself from the premises without the permission of the Superintendent, or who shall injure or deface any part of the house or furniture therein, or who shall commit waste or destruction of any kind in regard to property connected with the Home shall be subjected to merited punishment.

9. In all cases of solitary confinement, the person confined shall be debarred from seeing or conversing with any other person except the Commissioners, Medical Officer, Superintendent or other person employed as attendant and the food given shall consist solely of bread and water unless determined otherwise by the Medical Officer.

10. Any inmate who shall have communication

either directly or indirectly with any person thus confined without permission of the Superintendent, shall be subject to punishment by like confinement.

11. No inmate shall go beyond the limits of the Home farm unless by permission of the Superintendent, nor remain off the premises beyond the time specified by him.

12. No irreligious diversion or unnecessary labor shall be indulged in on the Home premises during the Sabbath day, and the Sabbath shall be strictly observed.

13. All the inmates absenting themselves from the place of meeting without proper cause, or violating the Sabbath day, shall be subject to due punishment.

14. No person shall have admission to the Home on the Sabbath day without the written permission of one of the Commissioners for good cause shown.

15. The form and mode of religious instruction shall be subject to the approval of the Commissioners and may be varied from time to time as required.

16. All persons on or previous to admission as an inmate of the Home, shall be subject to examination and search by the Superintendent or Matron or their assistants.

17. All inmates feeling aggrieved may prefer their complaint to the Medical Officer or one of the Commissioners on the premises at any time, and such grievances shall be investigated if necessary, by the Commissioners.

#### X.—VISITORS.

1. The members of the Municipal Council and of the Town Council of Stewiacke shall be entitled to admission to all parts of the Home and premises at all seasonable hours.

2. No other visitors shall have admission to the Home, except on Tuesdays and Fridays, between the hours of two and six, p. m., unless by permission of the Medical Officer or one of the Commissioners.

#### XI.—BURIAL GROUND.

1. Inmates of the Home whose friends do not claim their bodies for interment, shall at their death be buried in a suitable part of the Home grounds. The burial grounds shall be laid out in regular order and shall be fenced and kept in good and neat condition. The graves shall be numbered and plainly indicated.

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Approved by the Lieutenant Governor of Nova Scotia in Council on the 6th day of May, 1908.