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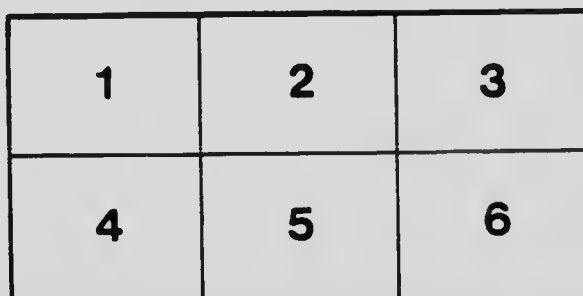
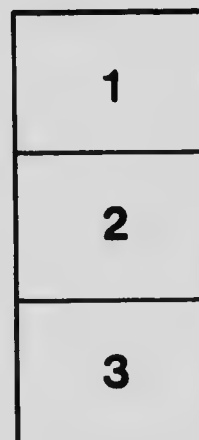
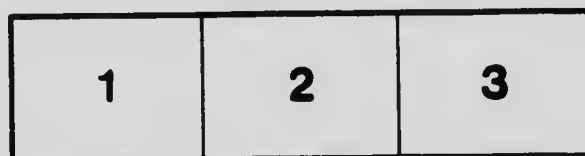
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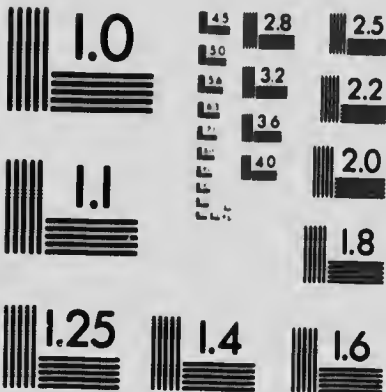
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THE
Calgary General Hospital
CALGARY

CHARTER AND BY-LAWS

Amended APRIL, 1907

Printed by
The Western Canada Advertising Co., Ltd.
Calgary, Alberta

May, 1907



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THE
Calgary General Hospital
CALGARY



CHARTER AND BY-LAWS



Amended APRIL, 1907

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The Western Canada Advertising Co., Ltd.
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May, 1907

1. 2. 3.

The Calgary General Hospital

CHARTER

1. Daniel Webster Marsh, George Chittling, Amos Rowe, William Pearce, James Walker, Cynthia Pinkham, Arthur Douglas Braithwaite, Herbert Samson, Charles Boromeo Ronlean, and James Alexander Longheed, and such other persons as may from time to time become members of the Corporation to be hereby incorporated, shall be and are hereby constituted a body politic and corporate by and under the name of "The Calgary General Hospital."

2. The said Corporation by the name of "The Calgary General Hospital" shall have perpetual succession and a common seal, and by such name may, from time to time and at all times, purchase, acquire, receive, accept, build, hold, possess, enjoy, mortgage, sell, dispose of and convey for them and their successors any lands, tenements, hereditaments and real and moveable property and estate within the Territories, together with such grants, devises, gifts and bequests as may be made by and received from the Government of the Dominion of Canada, The North West Territories, The City of Calgary and any other Corporation, person or persons whatsoever for the sole use and benefit of said Hospital; provided always that the actual value of such real estate so held as aforesaid does not at any one time exceed the sum of one hundred thousand dollars.

3. (a) The affairs of the said Corporation shall be managed by a Board of Directors twelve of whom shall be elected annually at the general annual meeting of the Corporation in such manner as shall be provided by the by-laws.

(b) In each and every year in which the Mayor and

Council of the City of Calgary contribute a sum of not less than five hundred dollars towards the maintenance of the Hospital the Mayor and Council shall be entitled to appoint two persons to the Board of Directors.

(c) The present Board of Directors consisting of William Henry Cushing, Robert William Cowan, Alfred Ernest Cross, John Hamilton, Alexander McBride, William Pearce, Amos Rowe, Gilbert Edward Saunders, John Stocks, Thomas Underwood, James Walker, Walter Clare ont Skrine, and Thomas Somerville Charters Lee, shall continue to hold office and act as Directors until their successors are appointed at the next annual general meeting as hereinafter provided.

4. The Board of Directors shall employ proper persons to attend the sick placed in the said General Hospital and provide for the interment of the dead, and may appoint committees of one or more of their members to execute the orders of the said Board.

5. The Board of Directors shall every year at their first meeting after election appoint from among themselves a Chairman and Secretary Treasurer.

6. The Directors shall have power to meet from time to time for the transaction of the affairs of the said Corporation; and in the absence of the Chairman or Sec.-Treas., any Director present may be appointed to act for the time being as Chairman or Sec.-Treas. At such meetings five shall form a quorum.

7. The said Board of Directors shall have power to make by-laws, rules and regulation, not being contrary to law or to the provisions of this Ordinance, and power to amend, or repeal, from time to time, the same, for all purposes relating to and bearing upon the well-being and interests of the said Corporation.

8. The members of the Corporation shall consist, in addition to life members, of all persons who subscribe the sum of five dollars (\$5.00) annually in aid of the funds of the

Hospital; such subscription, to enable the person to vote at the annual meeting of the Corporation, must be paid to the Secretary-Treasurer of the Hospital at least 14 days prior to the annual meeting as prescribed in the charter. It shall be the duty of the Secretary-Treasurer to give a receipt for all such sums so paid as subscriptions and to prepare, at least seven days prior to the annual meeting, a correct list of such subscriptions and of all life members for use at the annual meeting. No person not on the said list shall be entitled to vote at the annual meeting for the election of Directors of the Hospital.

9. A donation at any time of fifty dollars or upwards shall entitle the donor to life membership.

10. All subscribers to the funds of the Corporation under the conditions of either of the foregoing clauses shall be eligible for election as Directors.

11. There shall be a general annual meeting of the members of the said Corporation on the fourth Monday of January in each year, at an hour and place to be named by the Directors, and notice thereof shall be given by the Secretary by written notice and shall also be published in one or more of the newspapers published in the City of Calgary, at least six days previous to the day of such meeting.

12. Provided that if from any cause such general meeting shall not be held on the said Monday of January, the Directors and Officers of the said Corporation, then in office, shall continue in office until such general annual meeting is held, and their successors duly appointed, as hereinafter provided.

13. If such general annual meeting shall from any cause not be held on the day hereinbefore appointed for the same, then it shall be lawful for the Directors then in office to decide upon another day for the holding of a general annual meeting, which day shall be within two months after the time when the same should have been held, and such meeting shall be called in the same manner as it was called on the

proper day, and at such meeting all business may be transacted and all things done in the same manner as the same would have been transacted and done if such meeting had been held on the day aforesaid.

14. A full report shall be submitted by the Directors to the said general meeting for its consideration and approval, showing the condition of the affairs of said Corporation, including the Treasurer's report, the Steward's or Matron's report, receipts and disbursements, and all other matters bearing on the interests of the said Corporation, also a list showing the names of members.

15. The members present at the annual meeting shall proceed to elect Directors for the ensuing year by ballot, and the twelve members receiving the highest number of votes shall be Directors for the ensuing year.

16. The said annual general meeting shall elect an Auditor for the ensuing year, and the Board of Directors at their first meeting thereafter shall also appoint an Auditor; and it shall be the duty of such Auditors to examine and report upon all accounts affecting the said Corporation, or relating to any matter under its control, or within its jurisdiction, for the year previous; and they shall prepare an abstract of the receipts, expenditures and liabilities of the said Corporation, and shall submit the same to the Directors not less than three days before the said annual general meeting.

17. It shall be the duty of the said Corporation in each year to transmit to the Lieutenant-Governor, for the information of the Legislative Assembly of the North West Territories, such returns as the Lieutenant Governor may from time to time direct.

18. The Directors of the said Corporation shall, if they have been requested so to do by the Lieutenant-Governor in Council, and provided they are in receipt of public funds of the Territories, keep in such Hospital, at such time and for such period as may be determined by the Lieutenant-Governor

in Council, an adequate supply of vaccine matter for the following purposes, viz:

(a) For the vaccination, by a qualified person attached to such Hospital at the expense of the same, of all poor persons, and at their own expense of all other persons who may attend at such Hospital for that purpose during one day in every week; the fee to be charged for such vaccination not in any case to exceed seventy-five cents, and to be used and applied for the benefit of the Hospital.

19. The said Corporation shall, in its management, be always un denominational.



BY-LAWS

GENERAL

1. All By-laws and Rules relating to matters herein mentioned and provided for, heretofore passed by the Board of Directors, shall, after the making of these By-laws and Rules, be and are hereby repealed, but this shall not affect anything done or appointments made under said By-laws.

BOARD OF DIRECTORS

2. If at the general annual meeting of the members of the Corporation any member shall vote for more than twelve candidates, only the first twelve names on the ballot paper shall be counted.

3. Immediately after the election of Directors or not later than three days thereafter, the Board of Directors shall meet and select from among themselves a President, Vice-President and Hon. Secretary-Treasurer.

4. At the meetings of the Board the President, or, in his absence, the Vice-President, or in the absence of both, some Director appointed by the Board, shall take the chair, and the Hon. Secretary-Treasurer, or, in his absence, some person appointed by the Board, shall act as Secretary.

5. At all meetings of the members the President, or, in his absence, the Vice-President, or, in the absence of both, some Director appointed by the Board, shall take the chair, and the Hon. Secretary-Treasurer, or, in his absence, some person appointed by the Board, shall act as Secretary.

6. The Directors shall hold a meeting on the second Wednesday in every month.

7. These meetings shall be called by printed or written notice, specifying the day, hour and place of the proposed

meeting, and the same shall be delivered or posted to each Director.

8. The President or Hon. Secretary-Treasurer may at any time, and shall on the written requisition of three Directors, call a special meeting of the Board, for the transaction of business.

9. The Directors shall, in weekly rotation of two Directors, visit the Hospital, and shall enter their names in a book at the Hospital to be kept for that purpose, with such observations relative to any matters of internal management of the Hospital, or to any matters relating to the officers, servants, or patients, or to any other matter of detail, as they may think necessary, and they shall have authority to order such things as may be required, entering the same in the said book, which shall be presented at the regular monthly meeting of the Directors.

10. They shall cause to be deposited all moneys received on account of the Hospital, in one of the Chartered Banks of the Dominion, to the credit of the Calgary General Hospital.

11. They shall not allow any money to be taken from such account except by a cheque signed by the President or in his absence by the Vice-President and countersigned by the Hon. Secretary-Treasurer, or in their inability to act, by such other person or persons as the Board may appoint for the purpose, and no such cheque shall be signed except by the authority of the Board of Directors.

12. They shall invest in good and sufficient securities all moneys which may at any time come into their hands for the use and support of the Hospital, which may not be required for immediate expenditure.

13. They shall appoint such officers and servants and pay such salaries and wages as they may think right, defining the duties of said staff, directing all arrangements for the faithful and economical working of the Hospital, and generally order and carry into effect such regulations from time to time as they may consider necessary or desirable.

14. They shall make regulations as to the admission of free patients to the Hospital and as to the terms upon which paying patients shall be received and treated.

15. They shall not allow to be admitted into the Hospital any insane or lunatic person, nor any cases of phthisis or delirium tremens.

16. All deeds, contracts and instruments which the Directors may authorize to be executed, or which the Directors may be bound to execute, shall, after the official seal of the Corporation has been attached thereto, be signed by the President or in his absence by the Vice-President and countersigned by the Hon. Secretary-Treasurer, on behalf of the Corporation, or in the absence of the President and Vice-President or Secretary-Treasurer, or in the case of their inability to act, by such other person or persons as the Board of Directors may appoint for the purpose.

HON. SECRETARY-TREASURER

17. The Hon. Secretary-Treasurer shall provide that all monies belonging to the Hospital are deposited in a Chartered Bank of the Dominion in the name of the Calgary General Hospital, and all payments shall be made by cheque as heretofore provided.

18. He shall provide that regular and strict accounts are kept of all financial matters relating to the Hospital and a statement thereof submitted monthly to the Board of Directors and make up the annual statement of the financial affairs of the Hospital to be laid before the Directors prior to the issue of the annual report.

19. He shall provide for the secure custody of all the books and documents, the property of the Hospital.

20. He shall provide for the keeping of such books and accounts as the Board may from time to time direct.

21. He shall attend all meetings of the Directors and of Committees of the Board and provide that regular records of

their proceedings are kept. He shall also attend all general meetings of the members of the Corporation and provide that proper minutes of such meetings are kept.

22. Through him all communications of whatsoever nature shall be made to the Directors, and from the Directors to the public or to any department of the Hospital, unless otherwise ordered.

23. Within reasonable time of each meeting it shall be his duty to provide that notice of the time and place of such meeting to each Director be sent.

SECRETARY

24. The Board may appoint a Secretary who shall give such sureties for the faithful discharge of his duties as the Board may direct or approve.

25. He shall attend the meetings of the board and Committees thereof, and shall record the minutes of their proceedings at length in books provided for the purpose.

26. He shall, under the direction of the Hon. Secretary-Treasurer, have charge of all minutes, books, registers, contracts, and other books and documents belonging to the Corporation, also all reports and communications. He shall attend, under the direction of the Hon. Secretary-Treasurer, to all correspondence except such as relates to the Training School or to the condition of patients, keeping a proper record of all such correspondence.

27. He shall, under the direction of the Board, collect all dues from patients, keep regular books of account, and all accounts and vouchers relating to the Hospital, together with a record of all supplies and works for which tenders may be invited, with all tenders received and the action taken thereon. He shall also make detailed statements of account for the Board or on request for any Committee. He shall give proper form receipts for all monies which may come into his hands and shall take and preserve proper vouchers for all payments made.

28. He shall keep a register of the patients which shall specify their names, ages, places of abode, occupations, religions and such other particulars as the Board may require and report to the Board monthly.
29. He shall upon receiving from the Lady Superintendent information as to the death of any patient communicate with the relatives, and make suitable provision for the disposal of the remains.
30. In all cases of death where the deceased has died without leaving means of burial, the body shall be turned over by the Directors to the municipal authorities of the City of Calgary for burial at the expense of the said City, and upon such deaths occurring the Secretary shall duly notify the Mayor of the particulars of the case.
31. In addition to his other duties he shall attend to all such matters of business connected with the management of the Hospital as shall be allotted to him by the House Committee.
32. He shall examine, check and compare the accounts relating to supplies and to all other expenditure.
33. He shall assume a general charge and supervision over all supplies ordered for the Hospital and shall particularly take the instructions of the Board as to inviting tenders for such supplies which tenders shall be submitted to the Board for decision. He shall, under the Board's direction, order all furniture, provisions, medicines and all other supplies and materials, and shall be responsible for the proper delivery, the quantity and quality of same—in respect of quality upon due consultation with the heads of the respective proper departments—certifying to all accounts therefor before submission to the Finance Committee.
34. He shall, under the direction of the Board and subject to the jurisdiction of several committees, have full charge of all buildings, grounds, premises and plant of whatever

description the property of the Hospital, excepting medical instruments, apparatus and appliances.

35. He shall, subject to the direction of the Board (or the House Committee), employ all such male servants as may be required from time to time, exercising in regard to them a power of suspension.

36. It shall be his duty to report promptly to the House Committee all matters requiring attention in any or in all of the departments of the Hospital.

37. He shall from time to time perform such other duties as the Board may direct.

PATIENTS AND VISITORS

38. Clergymen, ministers of religion and the authorised representatives of religious bodies shall be admitted to the wards on terms of equality, for the purpose of visiting and extending religious ministrations to the sick inmates of their own creed or denomination, at such times and under such conditions as in the judgement of the Lady Superintendent will not unduly interfere with the medical or surgical treatment and care of the patients; they are however to confine their conversation to persons of their own creed or denomination, and to refrain from addressing or distributing books or pamphlets to other patients unless by special invitation of the same when conveyed through the Lady Superintendent or with her sanction or that of the Hon. Secretary-Treasurer.

39. Visitors may be admitted to see patients under such regulations as may be made from time to time by the Board of Directors, and whilst there shall attend to the directions of the house surgeon or matron, who will be held responsible; but no conduct will be permitted on the part of visitors detrimental to the patients, or to interfere with their proper medical treatment and care. The names of all visitors shall be entered in a book kept for the purpose in the entrance hall.

MEDICAL BOARD

40. The Medical Board of the Hospital shall consist of six physicians to be elected yearly by the Board of Directors who shall have power to add new members to the Medical Board from time to time as they may see fit.

41. The Board of Directors may at any time, if they deem it to be in the interest of the Hospital to do so, remove by resolution any member of the Medical Board.

42. The Medical Board shall form an advisory committee for the purpose of consultation, and shall make reports to the Board of Directors on the medical affairs of the Hospital when they deem it expedient to do so, and shall report on any matters referred to them by the Board of Directors.

43. The members of the Medical Board shall each for one month in rotation visit the Hospital daily, or oftener, if he be required, for the purpose of attending to and prescribing for non-paying patients and it shall be the duty of the Secretary to advise each member of the said Medical Board by letter of the months in which his services will be required as provided hereby. In the event of any member of the Medical Board, on the expiry of his month of office, desiring to continue to treat a non-paying patient who has been attended to by him since his admission to the Hospital he will be permitted to do so by notifying the Lady Superintendent.

44. In charity cases, except in cases of emergency when delay might be dangerous notice is to be given to the Medical Board of all proposed important surgical operations so that a consultation may be held if necessary. The responsibility of calling for such consultation to rest upon the attending physician, and the notice, when so ordered to be sent out by the Secretary.

MEDICAL STAFF

45. The Medical Staff shall consist of such physicians as the Board of Directors may from time to time appoint.

46. Patients will be admitted to the Hospital on the authority of a card of admission signed by a member of the Medical Staff and countersigned by two Directors, but in the case of accident or other urgent cause they may be admitted by the Lady Superintendent who shall afterwards obtain the signature of a physician and of two Directors to the admission card; Such card shall state whether the patient is "pay" patient or a "non-pay" patient.

47. No physician shall admit any insane or imatic person into the Hospital, nor any case of phthisis or delirium tremens. If a patient proves to be incurable, the attending physician shall report to the Board, who shall decide whether such patient shall be removed from the Hospital or shall be allowed to remain. Physicians shall report when called upon by the Directors to do so, whether in their opinion any patient is curable or not.

48. The Medical Staff shall have the power to examine "post mortem" the bodies of deceased patients provided the relatives of such patient do not object to this being done, and such "post mortem" to take place in a building to be provided for the purpose.

49. No physician shall, except in urgent cases, attend patients between the hours of 12.30 and 2 o'clock.

50. Physicians shall not unnecessarily detain the nurses in attendance on their rounds.

51. The Board of Directors may at any time, if they deem it to be in the interest of the Hospital to do so, remove by resolution any member of the Medical Staff.

LADY SUPERINTENDENT

52. The Board of Directors shall appoint a Lady Superintendent and award her such salary as they may decide on.

53. She shall reside in the Hospital, and, subject to the general supervision of the Board of Directors, shall see that

the entire Hospital and all its property and furnishings are kept in a thoroughly clean and satisfactory condition.

54. She shall have general charge of all the patients and the female staff, and see that the nurses and servants perform their duties, as such, in a proper manner.

55. She shall have full authority over the kitchen and laundry and all employed therein.

56. She shall be responsible that the supplies ordered by the Directors are carefully and economically used, and that no waste or extravagance is permitted.

57. She shall see that the meals in the Hospital are properly cooked and served, and that proper regulations are carried out in regard to meals for the staff.

58. She shall be responsible for the conduct of all the female staff whilst in the Hospital.

59. She shall take charge of all moveable property in the Hospital, including surgical instruments and appliances, keeping an inventory of everything in it, letting such inventory shew what additional articles are from time to time supplied and also what articles are either destroyed or become useless from any cause.

60. She shall be responsible for the conduct of patients and shall have the power to discharge any patient who persists in disregarding her orders, or by his or her actions or proceedings becomes an annoyance to the patients generally. In any such case she shall at once report her action to the Hon. Secretary-Treasurer in writing.

61. She shall have the power to suspend any female employe for cause, at once reporting such suspension to the Hon. Secretary-Treasurer for the information of the Directors; but no dismissal is to take place without the approval of the Board.

62. She shall be responsible for the selection of candidates for employment on the nursing staff and shall be empowered to engage on trial all Nurses and Probationers and those found by her to be eligible candidates she shall recommend to the Board of Directors for appointment on the staff.

63. She shall provide for the thorough training of the Probationers and shall arrange for their Pass-~~es~~ continuation on completion of training and prior to their Certificates being granted.

64. She shall keep a register containing the names and ages of all Nurses and Probationers, the dates of their appointment, promotion, transfer, resignation, discharge, etc., and a memorandum of character and qualifications, both on appointment and on retirement or dismissal, which register shall from time to time be submitted to the Board of Directors.

PRIVATE WARD PATIENTS

65. Patients occupying private wards in the Hospital may be attended in such wards by any physician they may engage who is duly qualified to practise in the Province of Alberta and who is agreeable to the Board of Directors. Patients will not be received in these wards unless they are to be attended by their own physicians, for whose fees they will be responsible.

66. The charge of the Hospital for a private ward will be at the rate of \$2.50 per day which must be paid weekly in advance. This charge will include board, medicines, dressings and ordinary nursing attendance. But any wines or liquors that may be prescribed and any special attendance that shall be deemed necessary by the physician attending a patient, or by the Lady Superintendent, shall be paid for by the patient in addition to the above charge of \$2.50 per day.

67. Patients occupying private or semi-private wards must either pay therefor in advance or furnish the Lady Superintendent with a satisfactory written guarantee from

some responsible person that their accounts will be paid to the Hospital when demanded. When such a patient is to be attended by a physician not on the medical staff, such physician shall guarantee that the Hospital charges shall be paid on the patient leaving the Institution. If the charges in such case be not paid the permission to the physician to attend patients in the Hospital may be withdrawn.

68. Private Wards may if paid for be retained for 48 hours prior to occupation at the regular rate.

69. Patients will be held responsible and charged for all damage they may cause to furniture or other Hospital property. (A printed copy of this By-Law shall be placed in each private ward.)

70. On one month's notice being given at any Directors' meeting, the Board shall have power at any meeting which takes place not less than one month after the date of such notice to amend, repeal, or add to any or all of the above By-Laws.





