

Congregation of the Sisters of St. Joseph in Canada

Finding Aid - Policy series (F01-S143)

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Policy series

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Summary information

Repository:	Congregation of the Sisters of St. Joseph in Canada
Title:	Policy series
Reference code:	F01-S143
Date:	1968-2012 (creation)
Physical description:	7.2 cm of textual records
Language:	English
Dates of creation, revision and deletion:	July 2, 2020May 22, 2023

Administrative history / Biographical sketch

Note

The Sisters of St. Joseph of the Diocese of London, Ontario was first incorporated on February 15, 1891 under chapter 92 of the Statutes of Ontario, 1870-1. London, Ontario is on the traditional territory of the Anishinaabek, Haudenosaunee, L#naapéewak, and Attawandaron Peoples.

On December 11, 1868, at the request of Bishop John Walsh, five Sisters of St. Joseph of Toronto arrived in London, Ontario. Mother Teresa Brennan, Sister Ignatia Campbell, Sister Ursula McGuire, Sister Francis O'Malley and Sister Appolonia Nolan were accompanied by Reverend Mother Antoinette McDonald and were welcomed by Bishop Walsh, Rev. J.M. Bruyere, V.G., and Rev. P. Egan, pastor of St. Peter's Church. Awaiting the Sisters were sleighs that transported them from the train station to a temporary home at 170 Kent Street.

In accordance with their mission in London, three Sisters began teaching at St. Peter's School in January, 1869. After classes, they visited the sick, the poor and the imprisoned. They were also mandated to open an orphanage in the future. In order to accomplish these tasks, more Sisters and larger facilities were necessary.

On October 2, 1869, the Barker House at the corner of Richmond and College Street in North London was purchased and the Sisters moved there from Kent Street. The building was named Mount Hope, and it became the first Motherhouse of the Sisters, eventually housing the elderly, orphans, Sisters and novices.

On December 18, 1870, the Sisters of St. Joseph became an autonomous congregation in the London diocese, independent of the Toronto congregation. Sister Ignatia Campbell was appointed Superior General, an office she held until 1902. On February 15, 1871, the congregation became legally incorporated.

On October 7, 1877, an addition was made to Mount Hope. This building stood until it was demolished on August 3, 1980, surrounded by the growing healthcare institutions founded by the Sisters, beginning with St. Joseph's Hospital which opened at 268 Grosvenor Street on October 15, 1888, and followed by the opening of St. Joseph's Hospital School of Nursing in 1895, and the construction of a new nursing school building in 1927, which saw its last graduation in 1977. On May 1, 1951, St. Mary's Hospital was opened,

followed by Marian Villa on January 12, 1966. In 1985, the hospital complex was renamed St. Joseph's Health Centre, and ownership was transferred in 1993 to St. Joseph's Health Care Society.

But it was not only in London that Sisters saw the need for healthcare and nursing education. On October 15, 1890, they opened St. Joseph's Hospital on Centre Street in Chatham, Ontario, which remained under their control until 1993. In 1895, they opened St. Joseph's Hospital School of Nursing, which saw its last graduation in 1970. On October 18, 1946, they opened St. Joseph's Hospital at 290 North Russell Street in Sarnia which remained under their control until 1993. In Alberta, they administered St. Joseph's Hospital in Stettler (1926), St. Joseph's Hospital in Galahad (1927), the General Hospital in Killam (1930), and St. Paul's Hospital in Rimbey (1932).

On April 10, 1899, the Sisters opened Mount St. Joseph Motherhouse, Novitiate and Orphanage at the former Hellmuth College at 1486 Richmond Street North in London. The orphans were moved to this new location from Mount Hope, which remained a home for the elderly and was renamed House of Providence on June 3, 1899. The orphanage remained at Mount St. Joseph until it was moved to Fontbonne Hall in 1953 (to 1967). The original Hellmuth College building was demolished in 1976.

Later, on September 14, 1914, the Motherhouse and Novitiate moved to Sacred Heart Convent at Colborne and Dundas Streets in London, with the orphans remaining at Mount St. Joseph. The Sisters lived at Sacred Heart Convent until 1953, when they moved back to the newly built Mount St. Joseph, on the original location of the former Hellmuth College. The new Motherhouse and Novitiate was officially opened on June 29, 1954. It was here that they continued a private girls' school which had begun in 1950 at Sacred Heart Convent, and was now known as Mount St. Joseph Academy (to 1985). It was here too that they continued a music school which had also begun at Sacred Heart Convent and was now called St. Joseph's School of Music (to 1982). The Médaille Retreat Centre began here in 1992, and the Sisters also administered a Guest Wing for relatives of hospitalized patients (to 2005). The Sisters departed Mount St. Joseph for their new residence, a green building at 485 Windermere Road in London, in 2007.

On September 4, 1873, St. Joseph's Convent opened at 131 North Street in Goderich, Ontario, followed by other convents in Ontario, including Ingersoll (1879), St. Thomas (1879), Belle River (1889), Windsor (1894), Sarnia (1906), Kingsbridge (1911), Seaforth (1913), St. Mary's (1913), Woodstock (1913), Kinkora (1916), Paincourt (1923), Maidstone (1930), Leamington (1932), Delhi (1938), Tillsonburg (1938), Simcoe (1938), Langton (1939), West Lorne (1957), and Zurich (1963).

The Sisters also opened missions in other parts of Canada, including in Alberta: Edmonton (1922), Wetaskiwin (1929), St. Bride's (1934); and in Yellowknife, Northwest Territories Yellowknife (1953), and in British Columbia in Haney, now Maple Ridge (1956), and Rutland (1970). Branching even further afield, Convento San Jose was opened in Chiclayo, Peru in 1962.

Over the years, as well as their service as teachers in the separate school system, as music teachers, as healthcare workers, as nursing educators, in providing care to orphans, and in providing parish ministry, pastoral care, and administering spiritual retreats, the Sisters were also involved in social service ministry. In Windsor, they opened the Roy J. Bondy Centre on September 13, 1970 which was a receiving home for the Children's Aid Society, withdrawing in 1982 but continuing to provide residential care for disabled children afterward. In London, they opened Internos, a residence for teenage girls attending school and later for troubled teens (to 1979). This was followed by the opening of St. Joseph's Detoxification Centre on September 13, 1973 (to 2005) and St. Stephen's House, an alcoholic recovery centre on February 1, 1982 (to 2000). Loughlin House in London opened as a residence for ex-psychiatric female patients in 1986 (to 1989), followed by the Home for Women in Need at 534 Queens Avenue in 1979 (to 2004). Later, St. Joseph's House for Refugees was opened in 1987 (to 2005), followed by St. Joseph's Hospitality Centre, a food security program, on February 2, 1983.

On November 22, 2012, the congregation amalgamated with those in Hamilton, Peterborough, and Pembroke into one charitable corporation under the name Congregation of the Sisters of St. Joseph in

Canada by the Congregation of the Sisters of St. Joseph in Canada Act, a Private Act of the Legislative Assembly of Ontario which received Royal Assent on June 13, 2013.

Scope and content

This series contains records reflecting the policies and procedures of the congregation from the late 1960s to the mid-2000s. Included in the series are community handbooks and Called to Unity booklets (guidance for the Sisters in their union with God and the community), both of which discuss the Sisters' role within and outside the congregation. Topics include community prayer, education, donations, finances, legal advice and procedures, and travel policies. Also included are position papers detailing how a Sister is to behave and conduct herself as a member of the congregation, which were prepared by various committees including the spiritual life commission, habit commission, commission on education, and homemaking commission. Records relating to congregational staff include the Human Resource Policies Handbook, which details the roles and responsibilities related to the working environment. The other records in this series pertain to the congregation as a whole; these include policies and procedures regarding sexual misconduct, abuse, and how such misconduct is reported and dealt with in the congregation. Also included is policy pertaining to the appropriate use of technology, such as computers and the Internet. There are also correspondence, memos, and reports related to the development of policy by the travel committee, who mediated discussions around the Sisters' travel.

Notes

Title notes

- **Source of title proper:** Title derived from contents of series.

Immediate source of acquisition

The records were transferred by the administration to the archives.

Arrangement

Order was imposed on the records by the archivist.

Location of originals

The records are located at The Congregation of the Sisters of St. Joseph in Canada Archives.

Restrictions on access

F01-S143-02 is restricted to public access.

The Archives reserves the right to restrict access to the collection depending on the condition of the archival material, the amount of material requested, and the purpose of the research. The use of certain materials may also be restricted for reasons of privacy or sensitivity, or under a donor agreement. Access restrictions will be applied equally to all researchers and reviewed periodically. No researcher will be given access to any materials that contain a personal information bank such as donor agreements or

personnel records, or to other proprietary information such as appraisals, insurance valuations, or condition reports.

Conditions governing use

Permission to study archival records does not extend to publication or display rights. The researcher must request this permission in writing from the Archives.

Finding aids

There is a series and file list.

Accruals

No further accruals are expected.

Note [Sources]

Sr. Loretta Manzara, pers. comm., July 4th, 2019.

Note [General]

Policy development in the congregation takes place when there is a need to create an approach to handle certain situations; in other words, policy development is an as-needed activity. Changes and revisions to policy are typically determined by new regulations released by the government, and these regulations are then incorporated into policy by congregational staff, such as Human Resources, as well as committees consisting of other staff and Sisters who wish to participate in the policy creation. The purpose of policy and procedures is to ensure that all members of the congregation, from the Sisters to the staff, are aware of their roles and responsibilities in creating a safe, cohesive environment that reflects the values of the congregation. This policy series mainly focuses on the roles and expectations of the Sisters specifically, but also includes important information regarding manuals and committees that pertain to the congregation's work environment.

Other notes

- **Publication status:** Published
- **Level of detail:** Partial
- **Status description:** Revised

Access points

- Congregation of the Sisters of St. Joseph in Canada (London, Ont.)
- Textual record (documentary form)
- Textual records (documentary form)
- Congregation of the Sisters of St. Joseph in Canada (London, Ont.) (subject)
- London (place)

Collection holdings

Subseries: F01-S143-01 - Handbooks

Title: Handbooks

Reference code: F01-S143-01

Date: 1975-2012 (date of creation)

Scope and content: This subseries contains the congregation's handbooks of policies and procedures from the mid-1970s to the mid-2000s. The subseries consists of handbooks, forms, a manual and booklets. The Community Handbook includes loose sheets detailing Council contact persons and their areas of responsibility, as well as a revision to rules concerning leisure travel. The handbook outlines policy around different topics such as accounting, community prayer, donations and gifts, education, ministries, and more. Additional papers detail changes to the handbook. The community forms pertain to personal funeral planning, education, car accidents, the application for the apostolic services fund, and a form for organ donation.

The Policies and Procedures Manual is a 2003 revision to the revised 1989 Community Handbook. The policies and procedures pertain to the whole congregation, unless stated otherwise. Topics include community living, such as the regulations around vehicles, communications, houses, and jubilees; finances, including accounting, donations and gifts, and income tax; health, such as caring for one another in illness and ageing, funeral planning, hospitalization, and counselling and therapy; legal, including copyright, document retention, jury duty, power of attorney for financial matters and personal care, therapeutic practice, and wills; ministry, which includes application for old age pension, personnel policies, retirement, selection/transition/missioning, and volunteer screening; renewal and study, including retreats/spiritual direction and sabbatical leave; and travel, which includes the policies for lake houses and apartments, as well as leisure and family visits, including requirements for air/ international travel.

The Human Resources Policy Handbook includes information on topics such as absenteeism management, business trips, complaint procedures, computer systems usage, confidentiality, congregational ministries closure, corrective action, customer service, dress code, educational reimbursement, employee group benefits, employee status, health and safety, heat stress, hours of work and overtime, inappropriate conduct in the workplace, infectious diseases, ladder safety, leaves of absence, musculoskeletal disorders and lifting procedures, on call procedures, performance management, professional designations/associations, public and non-public holidays, recruiting practices, and vacation. There are also reviews and revisions to the handbook from 2006-2012.

There are two Called to Unity booklets, one revised in 1975 and the other undated. The 1975 edition details the Sisters' duty to community, apostolic commitment, and government. The undated edition also includes details of the same duties, but also dictates specific directives for the Sisters, including prayer and community life, vows, formation, education, health care, care of the aged, missions, housekeeping, other apostolates, and government.

Physical description: 4 cm of textual records

Publication status:

Published

Access points:

- Textual record (documentary form)
-

File: F01-S143-01-01 - Community handbook and forms 1989-1997

Title: Community handbook and forms 1989-1997

Reference code: F01-S143-01-01

Date: 1989-1997 (date of creation)

Physical description: Community handbook and forms

Publication status:

Published

File: F01-S143-01-02 - Policies and procedures manual 2003

Title: Policies and procedures manual 2003

Reference code: F01-S143-01-02

Date: 2003 (date of creation)

Physical description: Policies and procedures manual

Publication status:

Published

File: F01-S143-01-03 - Human resources policy handbook 2006-2012

Title: Human resources policy handbook 2006-2012

Reference code: F01-S143-01-03

Date: 2006-2012 (date of creation)

Physical description: Human resources policy handbook

Publication status:

Published

File: F01-S143-01-04 - Called to unity 1975

Title: Called to unity 1975

Reference code: F01-S143-01-04

Date: 1975 (date of creation)

Physical description: Called to unity handbook

Publication status:

Published

Subseries: F01-S143-02 - Misconduct policies and procedures

Title: Misconduct policies and procedures

Reference code: F01-S143-02

Date: 1991-2003 (date of creation)

Scope and content: This subseries reflects the congregation's misconduct policies and procedures between the early 1990s and early 2000s. The subseries is arranged chronologically. It contains forms regarding the procedure for handling allegations of abuse, including a general overview and plan of action. It also contains manuals and forms pertaining to the sexual misconduct policy. Also included are contact information for the misconduct policy administrator; case examples; a pamphlet providing a general outline of the policies and procedures when dealing with sexual misconduct; and a memo from the Governance Committee responding to the Draft Policies and Procedures Manual. Finally, the subseries contains an information package regarding the policy for allegations of misconduct situations.

Physical description: 1 cm of textual records

Publication status:

Published

Access points:

- Textual record (documentary form)
-

File: F01-S143-02-01 - Procedure for handling alleged abuse charges 1991

Title: Procedure for handling alleged abuse charges 1991

Reference code: F01-S143-02-01

Date: 1991 (date of creation)

Physical description: Procedure for handling alleged abuse charges Handbook

Publication status:

Published

File: F01-S143-02-02 - Sexual misconduct policy 2003

Title: Sexual misconduct policy 2003

Reference code: F01-S143-02-02

Date: 2003 (date of creation)

Physical description: Sexual misconduct policy handbook

Publication status:

Published

File: F01-S143-02-03 - Allegation of misconduct

Title: Allegation of misconduct

Reference code: F01-S143-02-03

Physical description: Allegation of misconduct

Publication status:

Published

Subseries: F01-S143-03 - Technology policies and procedures

Title: Technology policies and procedures

Reference code: F01-S143-03

Date: 2003 (date of creation)

Scope and content: This subseries reflects the congregation's policies and procedures for the use of technology in the early 2000s. The subseries consists of a form detailing the computer policy (including topics such as internet and email access, security, and software, as well as correspondence pertaining to an information session on the employee computer policy.

Physical description: 1 mm of textual records

Publication status:

Published

Access points:

- Textual record (documentary form)
-

File: F01-S143-03-01 - Computer policy 2003

Title: Computer policy 2003

Reference code: F01-S143-03-01

Date: 2003 (date of creation)

Physical description: Computer policy

Publication status:

Published

Subseries: F01-S143-04 - Policy development

Title: Policy development

Reference code: F01-S143-04

Date: 1968 (date of creation)

Scope and content: This subseries encompasses the congregation's development of policy in the late 1960s. It includes original position papers, which were distributed by the central commissions to all Sisters and to the Chapter delegates. Preceding the position papers is correspondence from Mother Julia Moore, the Superior General, encouraging the Sisters to share their thoughts on the material. The position papers detail the policies and responsibilities of the Sisters, with suggestions and recommendations regarding community life, government and organization, formation, apostolic work, and the Edmonton region. The position papers include topics from the following central commissions: spiritual life commission; the observance of vows; interpersonal relationship commission; commission of recreation and use of leisure; habit commission (for special general Chapter); commission about aging Sisters within the community; commission of government and governance; the formation commission; a report on a questionnaire on formation; the commission on education; the homemakers commission; missions; the commission on hospitals; the commission of aged and infirm and orphans; and new and possible apostolates.

The subseries also contains information prepared by Mother Julia Moore, regarding the development of the travel committee and its travel policy. The travel policy provides clarification on questions raised by the travel committee, such as policies and procedures around home visits, companions, short trips, and trips outside of the province.

Physical description: 2.1 cm of textual records

Publication status:

Published

Access points:

- Textual record (documentary form)
-

File: F01-S143-04-01 - Original position papers 1968

Title: Original position papers 1968

Reference code: F01-S143-04-01

Date: 1968 (date of creation)

Physical description: Original position papers

Publication status:

Published

File: F01-S143-04-02 - History of travel committee 1986

Title: History of travel committee 1986

Reference code: F01-S143-04-02

Physical description: History of travel committee

Publication status:

Published
