

**CALL NUMBER**  
**1972-005/001****FILE LIST****1. Correspondence and Related Papers, 1968-1971****Government and Institutional:**

1. Municipality of Metropolitan Toronto:
- (1) City Property 1968-1970 (163 Portland Street (Firehall No 2), 16 Ossington Avenue (Firehall No. 9), 756 Ossington Avenue (No. 13 Police Station))
  - (2) Financial 1968-1971
  - (3) Financing: Support 1970-1971
  - (4) City of Toronto 1970-1971
  - (5) Social Planning Council of Metropolitan Toronto 1968-1971
  - (6) Metropolitan Toronto Police Department 1968-1970
  - (7) Province of Ontario: Provincial Grant 1970-1971
  - (8) Probation Officers' Association (Ontario) 1970-1971
  - (9) Welfare Offices 1970-1971
  - (10) Council on Drug Abuse (CODA) 1970-1973-
  - (11) Catholic Children's Aid Society of Metropolitan Toronto 1971
  - (12) Roman Catholic Church 1970
  - (13) Charitable Agencies and Hostels 1970-1971
  - (14) The Junior League of Toronto 1970-1971
  - (15) Law Society of Upper Canada (Ontario Legal Aid Plan) 1970
  - (16) Re-Establishment Fellowship, (for half-way houses): Minutes 1969, 1970
  - (17) After Care Agencies Group (Metropolitan Toronto): Minutes 1971

**1972-005/002****Internal:**

- (18) Applications for Employment: Employees 1969-1971
- (19) Staff Salaries: Pensions 1968, 1970-1971
- (20) Staff Notices, 1970-1971
- (21) Social Worker Trainees (Humber College) 1969-1971
- (22) Invitations: Lists of Addresses: Open House 1971
- (23) Closing of Project Ossington 1969-1971

**General:**

- (24)-(27) Donations and Grants 1968-1971

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- (28) Patrons 1970-1971
- (29) Welfare (Department of National Health and Welfare) 1970-1971
- (30) Automobile Insurance 1969-1970
- (31) Transportation 1970-1971
- (32) Miscellaneous 1970-1971

**Mrs E. P. Whitehead: Personal:**

- (33)&(34) Correspondence and Speeches 1969, 1971
- (35) Progressive Conservative Party 1971

**1972-005/004****2. Financial Records, 1968-1971, 20 in.**

- (36) Financial Statements 1969-1971

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- (37) Budget 1971
- (38)-(43) Account Books (Petty Cash Books, Bank Books) September 1968-December 1970
- (44)-(49) Bank Deposit Books 1968-1970
- 1972-005/005-008**
- (50)-(90) Expenditures 1968-1970 (Includes bank statements, cancelled cheques, bills and receipts)
- 1972-005/008**
- (91) Receipt Books 1969-1970
- 1972-005/009**
- (92) Employee Records 1969-1970
- (93) Donations 1971 (Includes a list of items donated as of September 1971, and an undated memorandum re \$20,000 donation)
- (94) Record of Unit Payments August-December 1970, March-December 1971
- (95) Unused Petty Cash Summary Forms
- (96) Unused Ontario Government Tax Rebate Application Form
- (97) **3. Reports, 1968-1971, 5 in.**
1. Reports of Pilot Project (Ossington) with related correspondence and lists
  2. Report 45: Executive Committee, Metropolitan Corporation of Toronto (Report of Project Ossington to the Executive Committee)
  3. Report of the Community Board Representative of the Junior League of Toronto re Project Ossington
  4. Reports of other agencies: programmes, plans, proposals
- 1972-005/010-011**
- (98)-(126) **4. Case Histories, 1969-1971, 15 in.**  
General: case histories including medical assessment and correspondence re each resident of the hostel; arranged alphabetically. 13 in.
- (127)-(128) Special: correspondence and papers, January-August 1971 re Michael Crane who committed suicide while a resident; correspondence and papers, December 1969-December 1970 re admission of James Holmes to University. 2 in.
- 1972-005/012-013**
- (129)-(137) **5. Journals, 1968-1971, 9 in.**  
Daily Journals, October 17, 1968 - August 27, 1971; record of activities of staff and residents. Journal for December 18, 1968 - February 3, 1969 missing. 9 vols.
- 1972-005/012-013**
- (138) Night Book, January 26, 1971 - September 2, 1971; record of admissions and room inspections. 1 Vol.
- (139) Missing Youth Book, 1969-1971; descriptions of missing youths wanted by parents, relatives, police and immigration agencies; includes photographs. 1 Vol.

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**6. Board of Directors, 1968-1971, 2 in.**

1. Lists of Members
2. Agenda of Meetings 1970-1971
3. Minutes 1969-1971
4. Correspondence 1968-1971:
  - a. General: donations, legal, business
  - b. Mrs E. P. Whitehead

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**7. Applications for Grants, 1970-1971, 1 1/2 in.**

Drafts and revisions of applications; historical background re Project Ossington; suggested application procedures prepared by the Atkinson Charitable Foundation

**8. Building Plans and Related Papers, 1968, 1969, 4 pp.**

1. "Proposed Alterations to Firehall No. 9 for Youth Hostel", prepared by the City of Toronto, City Property Department, 1969.
2. List of Required Alterations to Firehall No. 9, n.d., signed by Public Health Inspector.

**9. Legal Papers & By-Laws, 1968-1971, 1/2 in.**

(143)

1. Agreements with the Province of Ontario, 1968-1971.

(144)

2. Agreement with the Metropolitan Corporation of Toronto, May 27,

1970.

(145)

3. By-laws of Project Ossington, May 9, 1969.

**1972-005/015****10. Rules & Regulations, 1968-1971, 6 in.**

(146)

1. House Rules and Policy

(147)

2. Conditions of Residence

3. Fire Regulation Forms

(148)

4. Printed Material re Fire Safety

(149)

5. Staff Duties

**1972-005/016-017****11. Statistics, 1969-1971, 1/4 in.**

(150)

Statistical tables re residents: age, sex, medical condition, reason for referral, sources of referral, geographic origin, etc.

(151)-(155)

**12. Publicity, 1968-1971, 1/2 in.**

Newspaper clippings magazine articles, photographs and some correspondence re Project Ossington and youth hostels and youth problems; arranged chronologically.

(156)-(159)

**13. Printed Material, 1969-1971, 3 1/2 in.**

Reports, publications, magazine articles re related agencies and services drugs, education, medicine; arranged by subject.

**1972-005/017**

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Same as (156)-(159)

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- (161) **14. Project 1969, Project 1970, Project 1971, 4 in.**  
Records of a series of ad-hoc agencies organised to co-ordinate social services related to teen-age drug users. Though not a member of the groups Project Ossington was represented through the membership of Mrs Jean Steane, Administrator of Project Ossington.
1. Project 1969: miscellaneous papers 25 items
  2. Project 1970: agenda, minutes, reports, 49 items
  3. Project 1971: minutes, miscellaneous papers, 18 items