



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO
JOHN M. KELLY LIBRARY

13. L'Arche Daybreak fonds

FINDING GUIDE



**L'ARCHE
DAYBREAK**

Special Collections

John M. Kelly Library

University of St Michael's College in the University of Toronto

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PART I: INTRODUCTION

About the fonds

Administrative History

L'Arche Daybreak is a L'Arche community located in Richmond Hill, Ontario, Canada. The original L'Arche home was founded by Jean Vanier in France in 1964, as a community for those with intellectual disabilities and their assistants to live together and provide support for each other. Since then, L'Arche communities, like L'Arche Daybreak, have been created around the world, adding to a large network of communities under the banner of L'Arche Internationale.

At L'Arche Daybreak, individuals with intellectual disabilities, called core members, live with assistants at several group homes. As a community, L'Arche Daybreak supports personal growth and creativity, all while developing strong friendships and support groups between community members. Daybreak is the oldest L'Arche community in North America, and was founded in 1969. Today, Daybreak consists of eight homes located in Richmond Hill, just north of Toronto, Ontario.

L'Arche Daybreak also offers retreats and educational programs that serve to educate those not involved in the Daybreak community about the goals and work of L'Arche Daybreak, and promote their message of diversity and unity. Sue Mosteller, CSJ, writes, “Life in L'Arche is simple: we welcome four or five people with disabilities to live with four or five assistants. Together we create homes of welcome and celebration, sharing the daily tasks of cooking, cleaning, and shopping; and the assistants help marginalized people to claim dignity, self-confidence, and respect in the home and in meaningful work opportunities. The great discovery for assistants has been that our lives in community have been good not only for them but also for us.”

Scope and Content

This fonds consists of organizational, administrative, and community records. The records range in date from 1969-2009.

The fonds is arranged into 9 series:

1. Community Council Files

L'Arche Daybreak fonds

2. Community Files
3. Deceased Core Member Files
4. Development Director Files
5. Property Files
6. Homes Coordinator Files
7. Director - Board of Director Files
8. Director - Financial Files
9. Director - General Files

Physical Description

The fonds consists of 9.28 m of textual records and other material.

Custodial History

These records were collected by L'Arche Daybreak from 1969-2009, and kept by L'Arche Daybreak until donation to St. Michael's College, John M. Kelly Library Special Collections.

Notes

Title based on contents of the fonds.

Further accruals are expected.

Access restricted to the Deceased Core Member files due to the sensitive nature of the material.

PART II: 13.1 COMMUNITY COUNCIL FILES SERIES

About Community Council Files Series

Scope and Content

Series consists of minutes of regular meetings and correspondence files of the Daybreak Community Council, established to permit participation by staff and core members in the key communication and decision making activities of the community.

The types of records include: incoming and outgoing correspondence; agendas and minutes of meetings of the council; special research reports; calendars; program proposals; event planning and administration documents.

Subjects found in the series include: Daybreak constitution; work programs; spirituality; celebration of holidays and community events; administrative and program analysis and restructuring.

See file descriptions for more detailed content information.

Dates

1985 - 2004

Physical Description

This series consists of 0.5 m of textual records.

Notes

Title based on the contents of the series.

File Level Descriptions: Box 1

Files 2007 03 01 – 2007 03 06

FILE 2007 03 01: AGAPÉ

Date Range: 1987- 1991

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence regarding the organization of Agapé groups and events. Includes evaluation forms prepared by team members, membership lists, and annual theme documents.

Notes: Title based on the contents of the file.

FILE 2007 03 02: CELEBRATION COMMITTEE

Date Range: 1987

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of committee minutes, memoranda and forms regarding the celebration of holidays, community and individual member special events.

Notes: Title based on the contents of the file.

FILE 2007 03 03: CELEBRATION COMMITTEE - COMMUNITY WEEKEND

Date Range: 1986-1987

Physical Extent: 0.9 cm of textual records

Scope and Content:

File consists of event planning documents, schedules, awards lists, and post-event evaluations.

Notes: Title based on the contents of the file.

FILE 2007 03 04: COMMUNITY CALENDARS

Date Range: 1987-1997

Physical Extent: 4.2 cm of textual records

Scope and Content:

File consists of annual calendars containing entries for all Daybreak events and meetings for 1987 to 1997.

Notes: Title based on contents of the file.

FILE 2007 03 05: COMMUNITY CALENDARS

Date Range: 1998-2004

Physical Extent: 5.1 cm of textual records

Scope and Content:

File consists of annual calendars containing entries for all Daybreak events and meetings for 1998 to 2004.

Notes: Title based on the contents of the file

FILE 2007 03 06: COMMUNITY FUND

Date Range: 1986

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of drafts of a proposal for a Daybreak Community Fund to meet operating and staff expenses not covered by regular operating funds. Also includes notes and community consultation correspondence.

Notes: Title based on the contents of the file.

File Level Descriptions : Box 2

Files 2007 03 07 – 2007 03 11

FILE 2007 03 07: CONSTITUTION/RESTRUCTURING

Date Range: 1985-1988

Physical Extent: 4.0 cm of textual records

Scope and Content:

File consists of L'Arche International constitution documents, the Daybreak Constitution (1985), correspondence and minutes regarding the Council consultation with the Constitution Committee, and general community restructuring consultation documents, including questionnaires. Also includes statements of purpose of the Community Council, administrative restructuring documents, Three-Year Plan documents, and a report titled, "Analysis on Current Issues Concerning Restructuring of Daybreak", by Terry Portoghese.

Notes: Title based on contents of the file

FILE 2007 03 08: GENERAL MATERIAL

Date Range: 1992-1999

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of Community Council agendas and reports, a proposed mandate for L'Arche Daybreak's Interfaith Ministry, a draft of "Relationships and Sexuality Vision Statement", a report titled, "Proposal for a New Vision around the Structures of the Community Council", a report titled, "Responding to Persons with Complex Care Needs", director's consultation documents, lists of issues and topics for discussion, the Mandate of the Dayspring II Committee, a Daybreak Publications study, and a report titled, "Concept Formation and Deterioration in Middle-Aged and Elderly Developmental Disabled Persons With and Without Downs Syndrome Project Description".

Notes: Title based on contents of the file

FILE 2007 03 09: COMMUNITY COUNCIL MINUTES

Date Range: 1987

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council from 1987. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, member programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 10: COMMUNITY COUNCIL MINUTES

Date Range: 1987-1988

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council from 1987 - 1988. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work. Also includes reports relating to consultation on Daybreak constitution and organizational restructuring.

Notes: Title based on contents of the file

FILE 2007 03 11: COMMUNITY COUNCIL MINUTES

Date Range: 1989-1990

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 1989 - 1990. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

File Level Description : Box 3

Files 2007 03 12 – 2007 03 16

FILE 2007 03 12: COMMUNITY COUNCIL MINUTES

Date Range: 1990-1991

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 1990 - 1991. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 13: COMMUNITY COUNCIL MINUTES

Date Range: 1991-1992

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 1991 - 1992. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 14: COMMUNITY COUNCIL MINUTES

Date Range: 1992-1993

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 1992 - 1993. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 15: COMMUNITY COUNCIL MINUTES

Date Range: 1993-1994

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 1993-1994. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 16: COMMUNITY COUNCIL MINUTES

Date Range: 1996-1997

Physical Extent: 3.5 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 1996 - 1997. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

File Level Description : Box 4

Files 2007 03 17 – 2007 03 21

FILE 2007 03 17: COMMUNITY COUNCIL MINUTES

Date Range: 1997-1998

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 1997 - 1998. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 18: COMMUNITY COUNCIL MINUTES

Date Range: 1998-1999

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 1998 - 1999. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 19: COMMUNITY COUNCIL MINUTES

Date Range: 1999-2000

Physical Extent: 3.5 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 1999 - 2000. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 20: COMMUNITY COUNCIL MINUTES

Date Range: 2000-2001

Physical Extent: 2.5 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 2000 - 2001. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 21: COMMUNITY COUNCIL MINUTES

Date Range: 2001-2002

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 2001 - 2002. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

File Level Descriptions : Box 5

Files 2007 03 22 – 2007 03 23

FILE 2007 03 22: COMMUNITY COUNCIL MINUTES

Date Range: 2002-2003

Physical Extent: 2.9 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 2002 - 2003. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

FILE 2007 03 23: COMMUNITY COUNCIL MINUTES

Date Range: 2002-2003

Physical Extent: 3.3 cm of textual records

Scope and Content:

File consists of agendas, minutes, supporting documents and reports of the Community Council for 2002 - 2003. Includes discussion of personnel matters, annual and special events, Daybreak policy initiatives, programs, and committee work.

Notes: Title based on contents of the file

PART III: 13.2 COMMUNITY FILES SERIES

About Community Files Series

Scope and Content

Series consists of correspondence files collected from a number of sources within Daybreak. Where possible, the source of the file has been identified in the file level description. The files document a wide range of activities and programs in the community.

The types of records include: incoming and outgoing correspondence re: community events and activities; minutes of meetings; research reports; newsletters and publications; articles and news clippings.

Subjects found in the series include: Dayspring II; training and retreats for assistants; Daybreak and L'Arche anniversaries; Jean Vanier events; Walkathon and other fund raising events; The Woodery and other work programs; spiritual life; Children's Home project; admission of core members; and the administration of houses.

See file descriptions for more detailed content information.

Dates

1971-2005

Physical Description

This series consists of 0.9 m of textual records.- 16 monographs.- 13 photographs

Notes

Title based on contents of the series

File Level Descriptions : Box 5

Files 2007 03 24 – 2007 03 28

FILE 2007 03 24: ACCOMPANIMENT – GENERAL

Date Range: 1983-1987

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of material related to accompaniment at L'Arche Daybreak. This includes correspondence with other L'Arche communities regarding accompanying team visits, team guidelines, Daybreak assistants' formation and guidelines for new assistants.

Notes: Title based on contents of the file

FILE 2007 03 25: ADMISSIONS – CORRESPONDENCE

Date Range: 1980-1985

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of correspondence with parents and other social service agencies regarding the admission of new core members.

Notes: Title based on contents of the file

FILE 2007 03 26: ADMISSIONS – PROCESS

Date Range: 1983

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of drafts of reports and formal guidelines for the core members' admissions process. File of Robin Hurst, Admissions Coordinator.

Notes: Title based on contents of the file

FILE 2007 03 27: AFFECTIVITY AND SEXUALITY

Date Range: 1983-1989

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of brief reports on the issues of human relations and sexuality

Notes: Title based on contents of the file

FILE 2007 03 28: AGAPÉ COURSES

Date Range: 1982-1984

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of the group lists and questionnaires for the Agapé courses from 1982 to 1984

Notes: Title based on contents of the file

File Level Descriptions : Box 6

Files 2007 03 29 – 2007 03 40

FILE 2007 03 29: ANNUAL ASSISTANTS WEEKEND

Date Range: 1985-1986

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of correspondence regarding the organization and planning of the annual Daybreak assistants' weekend event for 1985/1986, including schedules and post-event evaluations.

Notes: Title based on contents of the file

FILE 2007 03 30: ASSISTANTS' HOMECOMING WEEKEND

Date Range: 1995

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of planning documents, invitation lists, registrations forms, schedules and correspondence with participants of the 1995 Assistants Homecoming Weekend. This file was compiled by Sue Mosteller.

Notes: Title based on contents of the file

FILE 2007 03 31: BOARD DAYSPRING COMMITTEE

Date Range: 1990-1992

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of minutes of meetings regarding a new Dayspring building, as well as a proposal for the new Dayspring. Includes discussion of Dayspring operations and capital fundraising. This file was maintained by Sue Mosteller.

Notes: Title based on contents of the file

FILE 2007 03 32: CANDIDATES FOR SUPPORTED WORK SITES

Date Range: 1988-1990

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of interview reports for candidates for Daybreak supported work sites, notes, and performance reviews.

Notes: Title based on contents of the file

FILE 2007 03 33: CHILDREN'S COMMITTEE

Date Range: 1988

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of summary proposal regarding the establishment of the Children's Project and minutes of meetings of the Children's Committee from 1988.

Notes: Title based on contents of the file

FILE 2007 03 34: CHRISTMAS CARDS

Date Range:

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of two copies of a sample Christmas card from L'Arche Daybreak. On the front is a Christmas tree with pictures of members and assistants as ornaments.

Notes: Title based on contents of the file

FILE 2007 03 35: CHRISTMAS CELEBRATIONS

Date Range: 1973-1985

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of schedules and programs for Daybreak Christmas services and celebrations from 1973 to 1985.

Notes: Title based on contents of the file

FILE 2007 03 36: COMMUNITIES THAT CARE WORKSHOP

Date Range: 1982-1989

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of L'Arche Daybreak participant lists, schedules of events, and correspondence with organizers of the annual Communities That Care workshop for L'Arche communities held annually in various U.S. locations.

Notes: Title based on contents of the file

FILE 2007 03 37: COMMUNITY EXPERIENCE

Date Range: 1989

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of correspondence and follow-up questionnaires regarding visits by Trent University students and others under the Daybreak Community Experience program in 1989.

Notes: Title based on contents of the file

FILE 2007 03 38: COMMUNITY WEEKEND

Date Range: 1988-1990

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of correspondence regarding the planning of the annual Daybreak community weekend events from 1988 to 1990. Includes song and hymn books, attendance lists, and programs.

Notes: Title based on contents of the file

FILE 2007 03 39: COURSES AND SEMINARS

Date Range: 1990-1991

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of a memorandum on training and development at Daybreak, a two-year strategy and proposal for possible courses.

Notes: Title based on contents of the file

FILE 2007 03 40: CRAFT SHOW

Date Range: 1986

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of correspondence regarding the organization of L'Arche Daybreak's participation in the International Craft Show, June 21, 1986. Includes financial reports, promotional materials, follow-up correspondence and thank you correspondence to supporters.

Notes: Title based on contents of the file

File Level Descriptions : Box 7

Files 2007 03 41 – 2007 03 46

FILE 2007 03 41: DAY PROGRAMS

Date Range: 1985-1988

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of proposals for a Daybreak seniors program. File also consists of day program focus review, 1989 day program annual reports, and financial reports. This file was maintained by Robin Hurst, Day Programs Coordinator.

Notes: Title based on contents of the file

FILE 2007 03 42: DAYBREAK EVENTS

Date Range: 1979-1989

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of correspondence regarding the celebrations of Daybreak's tenth and twentieth anniversaries, Sue Mosteller's 25th Jubilee, picnics, farm festival, Holy Week observations, and Thanksgiving.

Notes: Title based on contents of the file

FILE 2007 03 43: DAYBREAK HOLIDAYS

Date Range: 1986-1988

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of correspondence, schedules and reports regarding vacations for Daybreak assistants from 1986 to 1988.

Notes: Title based on contents of the file

FILE 2007 03 44: DAYBREAK MONOGRAPHS

Date Range: 1973-1985

Physical Extent: 16 monographs

Scope and Content:

File consists of copies of Jean Vanier monographs that were published and distributed by Daybreak Publications. Details of monographs are as follows:

1. Daybreak monograph 3: "Be Still and Listen" by Jean Vanier. "From a talk given to the Assistants at Daybreak in August 1974."
2. Daybreak monograph 4: "Learn to Live" by Jean Vanier. "From a talk given at the 2nd National Bi-

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annual Convention of Marriage Encounter at the University of Manitoba in August, 1975."

3. Daybreak monograph 6: "Opening Our Hearts to the Poor" by Jean Vanier. "This article was translated from the Magazine, 'Tychique' (Lyon, France) No. 31 (May 1981) and was published in English in 'Communio: International Catholic Review' (Winter 1982)."
4. Daybreak monograph 8: "Do I Dare Believe in Love" by Jean Vanier. "This article first appears in the 'Messenger of the Sacred Heart' Toronto, Canada, June, 1968."
5. Daybreak monograph 9: "After Eleven Years" by Jean Vanier. "This article is a talk given by Jean Vanier to the delegates at the International Federation of L'Arche Meeting in May, 1975, in Toronto, Canada."
6. Daybreak monograph 11: "Our Inner Journey" by Jean Vanier. "This article is a talk given by Jean Vanier to the International Federation of L'Arche Meeting at South Bend, Indiana, in May, 1982."
7. Daybreak monograph 12: "Welcoming Jesus in the Poor" by Jean Vanier. "This article first appeared in French in Vie Consacree 1981, No. 2 and a similar translation was first published in English in The Canadian Catholic Review Vol 1 (February 1983) #2."
8. Daybreak monograph 13: "A Wound Deep in Man's Heart" by Jean Vanier. "This article is a talk given by Jean Vanier in Brussels during Unity Week in 1981."
9. Daybreak monograph 14: "I Wonder Why?" by Jean Vanier. "This article by Jean Vanier was first published in 'Continuous Learning' (March/April, 1971)."
10. Daybreak monograph 15: "Living with the Poor: Learning from Mary and Joseph" by Jean Vanier. "This article has been translated from French and originally appeared in 'Cahiers Marials' Paris, Number 129, September 1981."
11. Daybreak monograph 16: "At the Heart of Compassion" by Jean Vanier. "This article was first published in French in 'Christus', vol. 111 (Paris, June 1981)."
12. Daybreak monograph 17: "The Poor: Path to Unity" by Jean Vanier. "Proclamation by Jean Vanier at the Opening Day Celebration of the World Council of Churches in July 1983, Vancouver, Canada."
13. Daybreak monograph 19: "A Hope that we can Grow" by Jean Vanier. "This monograph was first published as a series of three articles in three consecutive editions (Jan.-Feb. 1985; March-April 1985; and May-June 1985) of 'Grassroots'."
14. Daybreak monograph 1: "After Nine Years" by Jean Vanier. "Introductory paper presented at the 2nd International meeting of the Federation of L'Arche at Barfrestone, England and Trosly-Breuil, France, in October, 1973."
15. Daybreak monograph 2: "Growing Together" by Wolf Wolfensberger and Jean Vanier. "From material presented at the Conference in Aurora, Ont. March 1974, sponsored jointly by the National Institution on Mental Retardation and Daybreak." Forward by Stephen H. Newroth, Director of Daybreak.

16. National Institute on Mental Retardation, Monograph 1: "A selective overview of the work of Jean Vanier and the movement of L'Arche" edited by Wolf Wolfensberger. June 1973.

Notes: Title based on contents of the file

FILE 2007 03 45: DAYBREAK NEWSLETTERS

Date Range: 1971-2005

Physical Extent: 1.7cm of textual records

Scope and Content:

File consists of informal Directors' newsletters and formal newsletters, including Daybreak Newsbreak. These newsletters span the years of 1971 to 2005.

Notes: Title based on contents of the file

FILE 2007 03 46: DAYSPRING

Date Range: 1986-1989

Physical Extent: 3.5 cm of textual records

Scope and Content:

File consists of material regarding the Dayspring from 1986 - 1989, including reports by Henri Nouwen titled "Reflections on the Dayspring" (1989) and "Dayspring: In Search of a Vision" (1987), as well as correspondence regarding the role of the Dayspring.

Notes: Title based on contents of the file

File Level Descriptions : Box 8

Files 2007 03 47 – 2007 03 59

FILE 2007 03 47: DAYSPRING

Date Range: 1985-1991

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of material regarding the Dayspring from 1985 - 1991, including reports titled "Dayspring: In Search of a Vision" (1987) and "Dayspring: Our Sacred Space", correspondence regarding Dayspring role and activities,

calendars, Dayspring use guidelines, minutes regarding Dayspring Committee, welcoming memorandum, articles, and a grant proposal to the Ansgar Foundation. This file was maintained by Sue Mosteller.

Notes: Title based on contents of the file

FILE 2007 03 48: DAYSPRING ARCHITECT

Date Range: 1992

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence between Daybreak and Dennis K. Tanaka regarding the planning of the Dayspring new building. Includes report titled "Reflections on the Future of Dayspring". This file was maintained by Sue Mosteller.

Notes: Title based on contents of the file

FILE 2007 03 49: EAGLE POINT

Date Range: 1990

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of reports on core members at the Eagle Point house, personnel issues, and status reports.

Notes: Title based on contents of the file.

FILE 2007 03 50: ECUMENISM

Date Range: 1986

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of notes on religious affiliations of Daybreak core members

Notes: Title based on contents of the file

FILE 2007 03 51: EVENING OF CELEBRATION WITH JEAN VANIER

Date Range: 1990

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of correspondence regarding the organization of "An Evening of Celebration with Jean Vanier" fundraising event at the Markham Theatre, October 19, 1990. Includes brochures, programmes, schedules, and correspondence with participants and L'Arche International.

Notes: Title based on contents of the file

FILE 2007 03 52: FAMILY DAY

Date Range: 1989

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of correspondence regarding the organization of the annual event for families of core members for 1989. Includes invitation list.

Notes: Title based on contents of the file

FILE 2007 03 53: 15TH ANNIVERSARY (1969-1984)

Date Range: 1984

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of the programme of the celebration event for the 15th Anniversary and the invitation list.

Notes: Title based on contents of the file

FILE 2007 03 54: FORMATION PROGRAM

Date Range: 1986-1987

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding the Formation Workshop and Formation Program. Includes Henri Nouwen's report titled "Some Notes on Sexuality and Affectivity" and Formation Meeting presentations.

Notes: Title based on contents of the file

FILE 2007 03 55: HUMAN RELATIONS COURSE

Date Range: 1979-1983

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of a report to the Community Council of a study on human relations and sexuality, an outline of human relations course, course follow-up questionnaires, and research materials for the course.

Notes: Title based on the contents of the file

FILE 2007 03 56: INVENTORY

Date Range: 1987

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of house furnishings inventory forms from 1987.

Notes: Title based on contents of the file

FILE 2007 03 57: L'ARCHE ARTICLES

Date Range: 1981-1990

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of published articles regarding L'Arche internationally and L'Arche Daybreak. Includes:

- "Coming Home: At L'Arche with Jean Vanier's Family" by Diane Forrest, Imperial Oil Review, 1981;
- "Daybreak: A Special Community for a Special Group of People", Imperial Life Directions, 1986;
- "Life at L'Arche", Scarboro Missions, 1987;
- "Because of Adam" by Henri Nouwen, Readers Digest, 1990;
- "A Daybreak Diary" by Augusta Dwyer, Equinox Magazine, 1990.

Notes: Title based on contents of the file

FILE 2007 03 58: L'ARCHE 25TH ANNIVERSARY GALA

Date Range: 1989

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of organization materials regarding an anniversary gala held at the St. Lawrence Centre for the Arts, Toronto, March 30, 1989. Includes correspondence regarding planning, programmes, lists of invitees, and letters of invitation.

Notes: Title based on contents of the file

FILE 2007 03 59: L'ARCHE MEXICO BOOKLET

Date Range: 1998

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of an informal illustrated booklet sent to Daybreak as a thank you from L'Arche in Mexico.

Notes: Title based on contents of the file

File Level Descriptions : Box 9

Files 2007 03 60 – 2007 03 65

FILE 2007 03 60: PUBLICATIONS- LENTEN BOOKS

Date Range: 1994

Physical Extent: 4.0 cm of textual records

Scope and Content:

File consists of correspondence with Henri Nouwen and Sue Mosteller regarding the publication of Lenten books. File also contains drafts and published copies of "A Time of Forgiveness and Celebration" and "Living the Beatitudes". This file was maintained by Sue Mosteller.

Notes: Title based on contents of the file

FILE 2007 03 61: LONG TERM ASSISTANTS

Date Range: 1986-1988

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of drafts of Daybreak guidelines for assistants, proposal for accompaniment, and memoranda on committee meetings.

Notes: Title based on contents of the file

FILE 2007 03 62: LONG TERM ASSISTANTS MEETINGS

Date Range: 1985

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of agendas, minutes and supporting documents for meetings of Long-Term Assistants during 1985. Includes reports on spiritual life and on stipends and allowances for assistants.

Notes: Title based on the contents of the file

FILE 2007 03 63: LONG TERM PLANNING – ASSISTANTS

Date Range: 1990

Physical Extent: 0.9 cm of textual records

Scope and Content:

File consists of report from 1990 regarding the organization of long term planning sessions for the personal goals of assistants of L'Arche Daybreak. Includes agenda, notes, and follow-up sheets.

Notes: Title based on contents of the file

FILE 2007 03 64: MEMBERSHIP

Date Range: 1985-1988

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of Daybreak community membership application forms, core member lists, membership process proposal, membership certificates, and the Daybreak Constitution.

Notes: Title based on contents of the file

FILE 2007 03 65: MISSION AND IDENTITY OF L'ARCHE IN NORTH AMERICA COMMITTEE-DAYBREAK REPRESENTATIVE

Date Range: 1991-1992

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of meeting minutes, reports, and correspondence regarding the L'Arche International committee established to define the mission of L'Arche in North America. This is the file of the Daybreak representative on the committee.

Notes: Title based on contents of the file

File Level Descriptions : Box 10

Files 2007 03 66 – 2007 03 70

FILE 2007 03 66: MONDAY MORNING MEETING

Date Range: 1980-1981

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1980 to 1981.

Notes: Title based on contents of the file

FILE 2007 03 67: MONDAY MORNING MEETING

Date Range: 1982-1984

Physical Extent: 2.3 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1982 to 1984.

Notes: Title based on contents of the file

FILE 2007 03 68: MONDAY MORNING MEETING

Date Range: 1985-1986

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1985 to 1986.

Notes: Title based on contents of the file

FILE 2007 03 69: MONDAY MORNING MEETING

Date Range: 1987

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1987.

Notes: Title based on contents of the file

FILE 2007 03 70: MONDAY MORNING MEETING

Date Range: 1988

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1988.

Notes: Title based on contents of the file

File Level Descriptions : Box 11

Files 2007 03 71 – 2007 03 75

FILE 2007 03 71: MONDAY MORNING MEETING

Date Range: 1989

Physical Extent: 3.5 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1989.

Notes: Title based on contents of the file

FILE 2007 03 72: MONDAY MORNING MEETING

Date Range: 1990

Physical Extent: 1.9cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1990.

Notes: Title based on contents of the file

FILE 2007 03 73: MONDAY MORNING MEETING

Date Range: 1991

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1991.

Notes: Title based on contents of the file

FILE 2007 03 74: MONDAY MORNING MEETING

Date Range: 1992

Physical Extent: 1.4 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1992.

Notes: Title based on contents of the file

FILE 2007 03 75: MONDAY MORNING MEETING

Date Range: 1992-1993

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1992 to 1993. This collection of Monday Morning Meeting is bound by a spiral ring.

Notes: Title based on contents of the file

File Level Descriptions : Box 12

Files 2007 03 76 – 2007 03 79

FILE 2007 03 76: MONDAY MORNING MEETING

Date Range: 1993-1994

Physical Extent: 3.5 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from September 1993 to February 1994. This collection of Monday Morning Meeting is bound by a plastic spiral ring.

Notes: Title based on contents of the file

FILE 2007 03 77: MONDAY MORNING MEETING

Date Range: 1994-1995

Physical Extent: 3.7 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from September 1994 to December 1995.

Notes: Title based on contents of the file

FILE 2007 03 78: MONDAY MORNING MEETING

Date Range: 1995-1996

Physical Extent: 1.7 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from May 1995 to August 1996.

Notes: Title based on contents of the file

FILE 2007 03 79: MONDAY MORNING MEETING

Date Range: 1996

Physical Extent: 1.7 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1996.

Notes: Title based on contents of the file

File Level Descriptions : Box 13

Files 2007 03 80 – 2007 03 94

FILE 2007 03 80: MONDAY MORNING MEETING

Date Range: 1997

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1997.

Notes: Title based on contents of the file

FILE 2007 03 81: MONDAY MORNING MEETING

Date Range: 1998

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of copies of the staff newsletter, titled Monday Morning Meeting, containing information on all Daybreak activities and programs from 1998.

Notes: Title based on contents of the file

FILE 2007 03 82: MONDAY MORNING MEETINGS- QUESTIONNAIRE

Date Range: 1990

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of completed questionnaires regarding changes to Monday Morning Meeting publication content. These questionnaires were sent to the Heads of House, Work Managers, Families, and Households.

Notes: Title based on contents of the file

FILE 2007 03 83: NEW HOUSE

Date Range: 1985-1987

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of reports on core members at New House, personnel issues, and notes from 1985 to 1987.

Notes: Title based on contents of the file

FILE 2007 03 84: NEWSLETTER- GREEN HOUSE

Date Range: 1993

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of an informal illustrated house newsletter detailing activities and programs by Green House.

Notes: Title based on contents of the file

FILE 2007 03 85: ORIENTATION

Date Range: 1990

Physical Extent: 0.7 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of the assistants' orientation schedule and orientation materials from 1990, including articles on L'Arche and notes regarding the structure and organization of L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 86: PARENTS AND GUARDIAN LISTS

Date Range: 1979-1985

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of contact lists of parents and guardians of Daybreak core members for 1979 to 1985.

Notes: Title based on contents of the file

FILE 2007 03 87: PEER WORK SUPPORT GROUP

Date Range: 1990

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of correspondence, notes and meeting minutes of peer work support group for assistants from 1990.

Notes: Title based on contents of the file

FILE 2007 03 88: PLANNING DAY

Date Range: 1989

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of agenda and minutes of the Planning Day meeting of 1989.

Notes: Title based on contents of the file

FILE 2007 03 89: PRAYER PARTNERS WEEKEND

Date Range: 1987-1988

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of text of narration used in prayer meetings.

Notes: Title based on contents of the file

FILE 2007 03 90: PRESENTATIONS AND OUTREACH

Date Range: 1980-1989

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of drafts and outlines of presentations for community outreach events

Notes: Title based on contents of the file

FILE 2007 03 91: PROGRAM PROPOSALS

Date Range: 1988-1990

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of reports regarding proposed work programs titled "Program Proposal for an Extension of Daybreak's Services: Day Program Services for the Elderly Mentally Handicapped Persons", "Program Proposal: Supported Work", and "Program Proposal: Vocational Alternatives Program".

Notes: Title based on contents of the file

FILE 2007 03 92: SENIORS PROGRAM

Date Range: 1985-1988

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of proposals for and reports on a L'Arche Daybreak seniors program from 1985 to 1988. Includes "Becoming an Older Adult at Daybreak" questionnaires and activity schedules. This file was maintained by Robin Hurst, Day Programs Coordinator.

Notes: Title based on contents of the file

FILE 2007 03 93: RETREATS-DAYBREAK

Date Range: 1987

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of correspondence, schedules, registration forms, and notes regarding organization of retreats and renewal events for L'Arche Daybreak assistants in 1987.

Notes: Title based on contents of the file

FILE 2007 03 94: RETREATS-L'ARCHE

Date Range: 1986-1988

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence and notes regarding the organization of retreats and renewal events for L'Arche assistants locally and internationally.

Notes: Title based on contents of the file

File Level Descriptions : Box 14

Files 2007 03 95 – 2007 03 108

FILE 2007 03 95: SPIRITUAL LIFE COMMITTEE

Date Range: 1985-1988

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of the report of the Spiritual Life Committee on "Our Spiritual Life", advent planning documents, Holy Week and Lent booklets. The Spiritual Life Committee was concerned mainly with Advent, Lent, and Holy Week.

Notes: Title based on contents of the file

FILE 2007 03 96: SUPPORTED WORKSITES AND WORK ISSUES

Date Range: 1989-1990

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of memoranda, notes, and review reports regarding the L'Arche Daybreak Supported Worksites program. This includes notes on work issues.

Notes: Title based on contents of the file

FILE 2007 03 97: 25TH ANNIVERSARY- DOCUMENTARY AND AUDIO TAPE

Date Range: 1994-1995

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of the preliminary concept and proposal for the "Daybreak - Lessons in Life" video project, including budget documents and production correspondence.

Notes: Title based on contents of the file

FILE 2007 03 98: 25TH ANNIVERSARY- HOMECOMING WEEKEND

Date Range: 1995

Physical Extent: 0.9 cm of textual records

Scope and Content:

File consists of correspondence regarding the organization of the homecoming weekend with Jean Vanier. Includes invitation lists, schedules, forms, and correspondence with participants.

Notes: Title based on contents of the file

FILE 2007 03 99: 25TH ANNIVERSARY- JEAN VANIER EVENT

Date Range: 1995

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of correspondence regarding the organization of "An Evening with Jean Vanier" fundraising event at Convocation Hall, University of Toronto, May 26, 1995. Includes brochures, programmes, schedules, and text of a tribute to Jean Vanier by Henri Nouwen. This file was maintained by Sue Mosteller.

Notes: Title based on contents of the file

FILE 2007 03 100: 25TH ANNIVERSARY- ONE HEART AT A TIME

Date Range: 1995

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of brochure, script, congratulatory letters, advertising, and news clippings regarding "One Heart at a Time," the program at the gala celebration of the 25th anniversary of L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 101: 25TH ANNIVERSARY- PLANNING

Date Range: 1993-1994

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of agendas and minutes of committee meetings, pamphlets, and schedules of events for the 25th anniversary celebration for L'Arche Daybreak in 1995.

Notes: Title based on contents of the file

FILE 2007 03 102: 25TH ANNIVERSARY COMMITTEE

Date Range: 1994

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of minutes of the 25th anniversary committee meetings. Includes discussion of "One Heart at a Time" event, core members "life stories" project.

Notes: Title based on contents of the file

FILE 2007 03 103: VOLUNTEERS

Date Range: 1988-1991

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding the establishment of a volunteers program at L'Arche Daybreak, volunteer events, correspondence with volunteers, and house and program needs documents.

Notes: Title based on contents of the file

FILE 2007 03 104: WALKATHON

Date Range: 1990

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of fundraising event planning announcements and pledge forms for the L'Arche Daybreak 10k Walkathon, June 10, 1990.

Notes: Title based on contents of the file

FILE 2007 03 105: WOODERY

Date Range: 1982-1984

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of correspondence and meeting minutes regarding the start-up and operation of the L'Arche Daybreak woodworking shop, called the Woodery. Includes correspondence with Revenue Canada regarding certification, business procedures, and inventory of equipment.

Notes: Title based on contents of the file

FILE 2007 03 106: WORK- CURRENT PROJECTS

Date Range: 1981-1985

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of reports regarding the Woodery and other vocational programs at L'Arche Daybreak, correspondence with community integration consultants, work programs information form for L'Arche Tahoma Hope, British Columbia.

Notes: Title based on contents of the file

FILE 2007 03 107: WORKERS REPORT

Date Range: 1988

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of reports on L'Arche Daybreak Day Programs, the Woodery and the janitorial service for 1988.

Notes: title based on contents of the file

FILE 2007 03 108: XYZ GROUP

Date Range: 1990-1991

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of minutes of meetings of the committee dealing with change at Daybreak, including local property development, administrative and structural changes, and change of identity and mission.

Notes: Title based on contents of the file

Item Level Descriptions : File 2009 01 01, Box 14

File 2009 01 01: Items P1 – P13

FILE 2009 01 01: PHOTO ALBUM FROM VISIT OF GREEN HOUSE TO GERMANY

Date Range: 2001-2002

Physical Extent: 0.1 cm of textual records.- 13 photographs

Scope and Content:

File consists of a homemade calendar with photographs from a trip made by members of the Green House to Germany in 2001. Carl MacMillan provides this description of the calendar: "The calendar was created by Father Rolf Schmitz, a former assistant who lives in Germany and welcomed us for this holiday trip." File also contains a piece of blue paper with the words: "2002. Remembering "Green House Goes Germany" III in 2001..." This piece of paper was on the title page of the album.

Notes:

Title based on contents of the file

As of March 26, 2010, the photographs were removed from the calendar and placed in acid-free housing. The calendar, as it contained no markings or other material, was discarded on March 26, 2010.

ITEM P1: PHOTOGRAPH OF GREEN HOUSE MEMBERS

Date Range: 2001

Physical Extent: 1 photograph : col. ; 26.5 x 20.2 cm.

Scope and Content:

Item consists of one group photograph of the members of Green House during their 2001 trip to Germany. They are outside in front of large green doors, and many core members are holding their hands in the air. This photograph was on the title page of the album.

Notes: Title based on contents of the item

ITEM P2: PHOTOGRAPH OF JANICE BYRNE

Date Range: 2001

Physical Extent: 1 photograph : col. ; 25.0 x 20.1 cm.

Scope and Content:

Item consists of one photograph of Janice Byrne. It is a close-up shot of Janice sitting on a bus and drinking from a yellow cup. This photograph was on the first page of the album.

Notes: Title based on contents of the item

ITEM P3: PHOTOGRAPH OF DELIA DICA, CAROL GRIEG, AND ANSGAR

Date Range: 2001

Physical Extent: 1 photograph : col. ; 26.8 x 20.2 cm

Scope and Content:

Item consists of one photograph of Delia Dica, Carol Grieg, and Ansgar [Last name unknown]. They are sitting outside at a table following a meal. Grieg is sitting with her hands raised, as though she is praying, while Ansgar looks on. Dica and Ansgar are likely assistants, while Grieg is a core member. This photograph was on the second page of the album.

Notes: Title based on contents of the item

ITEM P4: PHOTOGRAPH OF PETER PORTER

Date Range: 2001

Physical Extent: 1 photograph : 27.2 x 19.1 cm.

Scope and Content:

Item consists of one photograph of Peter Porter, a L'Arche core member. Peter is sitting outside on the ground on a brick walkway. He is smiling and has a copy of 'Lifestyle' magazine in his lap. This photograph was on the third page of the album.

Notes: Title based on contents of the item

ITEM P5: PHOTOGRAPH OF BILL VAN BUREN

Date Range: 2001

Physical Extent: 1 photograph : col. ; 25.8 x 20.2 cm.

Scope and Content:

Item consists of one photograph of Bill van Buren, a L'Arche core member. Van Buren is sitting on a walker outside near advertisements for city bus tours. He is wearing a Berlin t-shirt, sunglasses, and a backwards Toronto Maple Leafs cap. This photograph was on the fourth page of the album.

Notes: Title based on contents of the item

ITEM P6: PHOTOGRAPH OF GREEN HOUSE MEMBERS

Date Range: 2001

Physical Extent: 1 photograph : col. ; 27.3 x 20.2 cm

Scope and Content:

Item consists of one photograph of a group of Green House members sitting at a wooden picnic table outside. Group includes (from left to right): David Harman, Peter Porter, Gerard Ryan, Janice Byrne, Delia Gica, Bill van Buren, German [name unknown], German [name unknown], Ansgar [Last name unknown], German [name unknown], Clarence Li, L'Arche Assistant [name unknown], Carol Grieg. This photograph was on the fifth page of the album.

Notes: Title based on contents of the item

ITEM P7: PHOTOGRAPH OF JANICE BYRNE AND ASSISTANT

Date Range: 2001

Physical Extent: 1 photograph : col. ; 28.0 x 18.4 cm.

Scope and Content:

Item consists of one photograph of Janice Byrne and a L'Arche assistant [name unknown]. Both women are wearing sunglasses. This photograph was on the sixth page of the album.

Notes: Title based on contents of the item

ITEM P8: PHOTOGRAPH OF DAVID HARMAN AND PETER PORTER

Date Range: 2001

Physical Extent: 1 photograph : col. ; 26.8 x 20.2 cm

Scope and Content:

Item consists of one photograph of David Harman and Peter Porter. The two men are sitting outside on a bench with a parking lot behind them. This photograph was on the seventh page of the album.

Notes: Title based on contents of the item

ITEM P9: PHOTOGRAPH OF BILL VAN BURREN, ROLF SCHMITZ AND DAVID HARMAN

Date Range: 2001

Physical Extent: 1 photograph : col. ; 25.6 x 20.3 cm.

Scope and Content:

Item consists of one photograph of Bill van Buren, Fr. Rolf Schmitz, and David Harman. The three men are seated and wearing white church vestments. Van Buren appears to be singing. This photograph was on the eighth page of the album.

Notes: Title based on contents of the item

ITEM P10: PHOTOGRAPH OF CAROL GRIEG

Date Range: 2001

Physical Extent: 1 photograph : col. ; 26.8 x 20.1 cm

Scope and Content:

Item consists of one photograph of Carol Grieg, a L'Arche core member. She is sitting in a wooden booth table and is laughing with her face turned down away from the camera. This photograph was on the ninth page of the album.

Notes: Title based on contents of the item

ITEM P11: PHOTOGRAPH OF PETER PORTER

Date Range: 2001

Physical Extent: 1 photograph : col. ; 26.0 x 20.1 cm

Scope and Content:

Item consists of one photograph of Peter Porter. Porter is lying down on a couch and smiling at the camera. This photograph was on the tenth page of the album.

Notes: Title based on contents of the item

ITEM P12: PHOTOGRAPH OF BILL VAN BUREN AND BERNDT [LAST NAME UNKNOWN]

Date Range: 2001

Physical Extent: 1 photograph : col. ; 28.2 x 20.2 cm

Scope and Content:

Item consists of one photograph of Bill van Buren and Berndt [Last name unknown] (German). Van Buren is sitting on his walker, and both men are outside on a train platform. Both are smiling at the camera. This photograph was on the eleventh page of the album.

Notes: Title based on contents of the item

ITEM P13: PHOTOGRAPH OF GREEN HOUSE MEMBERS

Date Range: 2001

Physical Extent: 1 photograph : col. ; 26.1 x 20.4 cm

Scope and Content:

L'Arche Daybreak fonds

Item consists of one photograph of the members of Green House at the monastery of St. Mattian. They are sitting at a table with cups of juice in front of them. Bill van Buren is making a peace sign at the camera. This photograph was on the twelfth page of the album.

Notes: Title based on contents of the item

PART IV: 13.3 DECEASED CORE MEMBERS FILES SERIES

About the Deceased Core Members Files

Scope and Content

Series consists of the key admission, personal documentation, program and medical records of Daybreak core members (residents).

The types of records include: personal documents (birth certificates, medical cards, passports, etc.); admission documents; member annual review reports; individual learning program reports; special event and unusual occurrence reports; incoming and outgoing correspondence with support professionals; medical/dental treatment forms and reports; medication records; financial and legal records.

Subjects found in the series include: Daybreak work programs; medical care; psychological and behavioral reporting.

See file descriptions for more detailed information.

Dates

1972-2003

Physical Description

0.88 m of textual records.- 4 photographs

Notes

Title based on the contents of the series.

Box numbers 15, 16, 17, 18, 19, 20, 21, 22, and 23.

Access is restricted, as content is very personal. Due to the sensitive nature of this series, access is restricted until 75 years from the creation of the records (from 2047 – 2071).

PART V: 13.4 DEVELOPMENT DIRECTOR FILES SERIES

About the Development Director Files

Scope and Content

Series consists of the records of the Development Director, charged with the responsibility for L'Arche Daybreak fundraising.

The types of records include: incoming and outgoing correspondence with donors, government agencies, and event venues; minutes of meetings; project and fundraising proposals; brochures and event promotional literature.

Subjects found in the series include: bequests and donations; special events, including fundraising events involving Jean Vanier; Dayspring II project; Daybreak information and promotional material.

See file descriptions for more detailed information.

Dates

1991-2002

Physical Description

0.44 m of textual records

Notes

Title based on contents of the series.

File Level Descriptions : Box 24

Files 2007 03 154 – 2007 03 157

FILE 2007 03 154: BACH CONSORT PERFORMANCE

Date Range: 1996-1997

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of correspondence and documents regarding the organization of a fundraising concert by the Bach Consort at the Ford Centre for the Performing Arts (North York, ON). Includes a legal agreement with the Bach Consort and budget documents.

Notes: Title based on contents of the file

FILE 2007 03 155: BELONGING

Date Range: 2002

Physical Extent: 4.0 cm of textual records

Scope and Content:

File consists of correspondence and documents regarding the organization of a fundraising showing of the film "Belonging", about the work of Jean Vanier and L'Arche, at the Markham Theatre. Includes copies of legal documents, fundraising and promotional materials, and venue information.

Notes: Title based on contents of the file

FILE 2007 03 156: COMMUNICATION- EXECUTIVE DIRECTOR

Date Range: 1993-1994

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of correspondence between the Executive Director and the Development Officer regarding the operations and needs of the Development Office. Includes agendas and summaries of meetings.

Notes: Title based on contents of the file

FILE 2007 03 157: DAYSPRING PHASE II 1993-1995

Date Range: 1993-1995

Physical Extent: 4.8 cm of textual records

Scope and Content:

File consists of a vision statement for Dayspring, minutes of the Dayspring Committee, correspondence with the architect and contractors, a site plan, budget and fundraising documents.

Notes: Title based on contents of the file

File Level Descriptions : Box 25

Files 2007 03 158 – 2007 03 161

FILE 2007 03 158: DAYSPRING PHASE II

Date Range: 1996-1997

Physical Extent: 3.8 cm of textual records.- 4 architectural plans.- 2 photo composite boards.

Scope and Content:

File consists of the minutes of the Dayspring Committee, correspondence with the architect and contractors, and budget and fundraising documents for 1996 - 1997. Also includes four architectural plans and two composite photo boards: one of Japanese porches and verandas and one of Dayspring stained glass and other aspects of interior design of the Dayspring.

Notes: Title based on contents of the file.

FILE 2007 03 159: DAYSPRING PHASE II

Date Range: 1997-1998

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of the minutes of the Dayspring Committee, correspondence with the architect and contractors, and budget and fundraising documents for 1997 - 1998.

Notes: Title based on contents of the file.

FILE 2007 03 160: DAYSPRING PHASE II

Date Range: 1999-2001

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of correspondence with construction contractors, meeting minutes, budget reports, and a guest registration book for 1999 - 2001.

Notes: Title based on contents of the file

FILE 2007 03 161: DIRECTOR OF DEVELOPMENT- OBJECTIVES

Date Range: 1992-1993

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of operational goals and objectives statements of the Director of Development. Includes a draft job description.

Notes: Title based on contents of the file

File Level Descriptions : Box 26

Files 2007 03 162 – 2007 03 166

FILE 2007 03 162: DONATIONS- TRILLIUM FOUNDATION

Date Range: 1992-1993

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of thank you letters to donors and participants in Daybreak fundraising activities.

Notes: Title based on contents of the file

FILE 2007 03 163: FUNDRAISING COMMITTEE

Date Range: 1992-1999

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of agendas and minutes of meetings of the Fundraising Committee, Development Office reports, and financial reports for 1992 - 1999. Includes items regarding the Dayspring Capital Campaign and Daybreak 25th anniversary.

Notes: Title based on contents of the file

FILE 2007 03 164: GALA SUMMARY

Date Range: 1995

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of community and participant feedback documents regarding the Gala performance for the Daybreak 25th Anniversary celebration.

Notes: Title based on contents of the file

FILE 2007 03 165: GENERAL CORRESPONDENCE

Date Range: 1992-1995

Physical Extent: 1.4 cm of textual records

Scope and Content:

File consists of general correspondence from 1992 - 1995, including correspondence regarding Dayspring fundraising and a report on Daybreak financial challenges (1992), a confidentiality policy, Fundraising Committee Work session (1994), retreat policy for assistants, and 'One Heart at a Time' (Daybreak 25th Anniversary celebration) materials.

Notes: Title based on contents of the file

FILE 2007 03 166: GENERAL CORRESPONDENCE

Date Range: 1996

Physical Extent: 2.1 cm of textual records

Scope and Content:

File consists of general correspondence from 1996, including the Daybreak Community Mandate questionnaire, L'Arche Daybreak Foundation / L'Arche Daybreak Foundation U.S. correspondence and documents, "Fundraising is an Important Ministry" memorandum authored by Henri Nouwen, Dayspring planning materials, relationships and sexuality memoranda, report titled "Preparing for a New Millennium - Renewal for Dayspring and the L'Arche Daybreak Community", and the Employee Benefits Handbook.

Notes: Title based on contents of the file

File Level Descriptions : Box 27

Files 2007 03 167 – 2007 03 170

FILE 2007 03 167: GENERAL CORRESPONDENCE

Date Range: 1997

Physical Extent: 2.1 cm of textual records

Scope and Content:

File consists of general correspondence from 1997, including fundraising correspondence, agendas and minutes of meetings, Vision Statements concerning major financial issues of L'Arche Daybreak, relationships and sexuality memoranda and reports, Walkathon, and news clippings.

Notes: Title based on contents of the file

FILE 2007 03 168: GENERAL CORRESPONDENCE

Date Range: 1998

Physical Extent: 2.8 cm of textual records

Scope and Content:

File consists of general correspondence from 1998, including fundraising correspondence, Dayspring campaign materials, L'Arche Daybreak Community York University MBA report, news clippings, and L'Arche Daybreak Foundation funding applications.

Notes: Title based on contents of the file

FILE 2007 03 169: MATERIAL REGARDING HENRI NOUWEN

Date Range: 1996-1997

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence regarding the illness and death of Daybreak Pastor Henri Nouwen. Includes funeral and memorial service materials, obituaries, news clippings, condolence letters, and minutes of meetings regarding the management of his estate.

Notes: Title based on contents of the file

FILE 2007 03 170: U.S. FOUNDATION

Date Range: 1995-1996

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of articles of incorporation and bylaws regarding the L'Arche Daybreak Foundation U.S., correspondence with solicitors, financial documents, minutes of meetings, and correspondence regarding fundraising activities.

Notes: Title based on contents of the file

File Level Descriptions : Box 28

Files 2007 03 171 – 2007 172

FILE 2007 03 171: U.S.A. FUNDRAISING- CORRESPONDENCE

Date Range: 1992-2000

Physical Extent: 3.7 cm of textual records

Scope and Content:

File consists of correspondence with U.S. donors and L'Arche U.S.A. regarding fundraising, correspondence regarding the L'Arche Daybreak Foundation U.S., L'Arche U.S.A. grant proposals, reports regarding L'Arche finances, and financial reporting.

Notes: Title based on contents of the file

FILE 2007 03 172: WALKATHON

Date Range: 1991-1995

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of minutes of the organizing committee for the Walkathon fundraising events, promotional materials, forms, financial documents, and correspondence with participants and agencies assisting in the event.

Notes: Title based on contents of the file

PART VI: 13.5 PROPERTY FILES SERIES

About the Property Files Series

Scope and Content

Series consists of files relating to Daybreak property leasing or acquisition and property management.

The types of records include: proposals for establishment of homes, incoming and outgoing correspondence regarding leasing or purchase of properties and renovations in Richmond Hill and Toronto; lease and sale documents; property closing books; Ontario government funding applications; municipal planning documents; site plans and building floor plans.

Properties included in the series: Avoca House, Centre Street, 26 Church Street, 55 Church Street, Eagle Point, Grandview, Mill Street, Mortimer Avenue, New House, Pick House, Stephenson Crescent, and Wolverleigh.

See file descriptions for more detailed content information.

Dates

1969-1993

Physical Description

0.37 m of textual records

Notes

Title based on contents of the series.

File Level Descriptions : Box 28

Files 2007 03 173 – 2007 03 174

FILE 2007 03 173: AVOCA

Date Range: 1973-1986

Physical Extent: 3.5 cm of textual records

Scope and Content:

File consists of reports and correspondence regarding the purchase, renovation and management of the residence at 42 Avoca Avenue. Includes a Daybreak brief titled, "Residential Alternatives for the Mentally Retarded" (April 1973), leases, budget documents, fundraising letters, and Ministry of Community and Social Services funding documents.

Notes: Title based on contents of the file

FILE 2007 03 174: BIG HOUSE

Date Range: 1974-1985

Physical Extent: 2.6 cm of textual records

Scope and Content:

File consists of correspondence regarding floor plans, maintenance, and renovation for Big House.

Notes: Title based on contents of the file

File Level Descriptions : Box 29

Files 2007 03 175 – 2007 03 180

FILE 2007 03 175: CENTRE STREET

Date Range: 1981-1987

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of leases, budget documents, and Ministry of Community and Social Services funding correspondence regarding 47 Centre Street East, Richmond Hill.

Notes: Title based on contents of the file

FILE 2007 03 176: CHILDREN'S HOME

Date Range: 1988-1989

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of reports and correspondence regarding the establishment of a Children's Home at Daybreak. Includes a report titled, "Program Proposal for the Establishment of a Home for Children", budget and Ministry of Community and Social Services funding documents, site plans, and property acquisition documents.

Notes: Title based on contents of the file

FILE 2007 03 177: 26 CHURCH STREET/371 NEALE DRIVE

Date Range: 1975-1978

Physical Extent: 4.5 cm of textual records

Scope and Content:

File consists of reports and renovation correspondence, budget and Ministry of Community and Social Services funding documents, site plans and property acquisition documents, floor plans, and a Daybreak overview prepared by Sue Mosteller, for 26 Church Street/371 Neale Drive.

Notes: Title based on contents of the file

FILE 2007 03 178: 26 CHURCH STREET

Date Range: 1974-1987

Physical Extent: 2.1 cm of textual records

Scope and Content:

File consists of reports and correspondence with the Town of Richmond Hill regarding the use of property, funding agreements with Ministry of Community and Social Services, floor plans, site plans, and taxation documents, for 26 Church Street.

Notes: Title based on contents of the file

FILE 2007 03 179: 55 CHURCH STREET

Date Range: 1988

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of a closing book for property. Includes an agreement of purchase and sale, a land registry, site plan, and bill of sale, for 55 Church Street.

Notes: Title based on contents of the file

FILE 2007 03 180: CLOSING BOOK FOR EAGLE POINT

Date Range: 1990

Physical Extent: 1.4 cm of textual records

Scope and Content:

File consists of a closing book for the Eagle Point property. Includes agreement of purchase and sale, land registry, site plan, and bill of sale, for Eagle Point.

Notes: Title based on contents of the file

File Level Descriptions : Box 30

Files 2007 03 181 – 2007 03 187

FILE 2007 03 181: EAGLE POINT

Date Range: 1988-1993

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of a property purchase and mortgage documents, Ministry of Community and Social Services funding documents (Project 3000), site plans, taxation documents, and renovation correspondence for Eagle Point.

Notes: Title based on contents of the file

FILE 2007 03 182: FIRE MARSHAL'S RECOMMENDATIONS

Date Range: 1969-1970

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of property floor plans and the Fire Marshal's inspection reports from 1996 - 1997.

Notes: Title based on contents of the file

FILE 2007 03 183: GRANDVIEW HOUSE

Date Range: 1978-1980

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding the establishment of the home, leases, Ministry of Community and Social Services correspondence and documents, for Grandview House.

Notes: Title based on contents of the file

FILE 2007 03 184: GREEN HOUSE

Date Range: 1985

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of floor plans and inspection tour reports for Green House.

Notes: Title based on contents of the file

FILE 2007 03 185: MILL STREET

Date Range: 1984-1989

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding the establishment of the home, leases, and Ministry of Community and Social Services correspondence and documents, for 150 Mill Street, Richmond Hill.

Notes: Title based on contents of the file

FILE 2007 03 186: MORTIMER AVENUE

Date Range: 1985-1989

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding the purchase and establishment of the home, mortgages, renovation documents, site plans, and Ministry of Community and Social Services correspondence and documents for 352 Mortimer Avenue, East York.

Notes: Title based on contents of the file

FILE 2007 03 187: MORTIMER HOUSE- CLOSING BOOK

Date Range: 1986

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of a closing book for the Mortimer Avenue property. Includes agreement of purchase and sale, land registry, site plan, and bill of sale, for Mortimer House.

Notes: Title based on contents of the file

File Level Descriptions : Box 31

Files 2007 03 188 – 2007 03 192

FILE 2007 03 188: NEW HOUSE

Date Range: 1988-1989

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of floor plans and inspection tour reports for New House

Notes: Title based on contents of the file

FILE 2007 03 189: PICK HOUSE

Date Range: 1976-1992

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of a proposal for an auxiliary residence, renovation correspondence, budget documents, and floor plans, for Pick House.

Notes: Title based on contents of the file

FILE 2007 03 190: STEPHENSON CRESCENT

Date Range: 1988-1989

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of purchase documents, appraisals, and Ministry of Housing funding documents (Project 3000), for 107 Stephenson Crescent, Richmond Hill.

Notes: Title based on contents of the file

FILE 2007 03 191: WOLVERLEIGH- GENERAL

Date Range: 1979-1984

Physical Extent: 2.6 cm of textual records

Scope and Content:

File consists of a program proposal for an auxiliary residence at 18 Wolverleigh Boulevard, Toronto; Ministry of Community and Social Services funding documents; inspection reports; floor plans, and general administrative and maintenance correspondence.

Notes: Title based on contents of the file

FILE 2007 03 192: WOLVERLEIGH- LEASES

Date Range: 1980-1989

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of leases and appraisal reports for 18 Wolverleigh Boulevard, Toronto.

Notes: Title based on contents of the file

PART VII: 13.6 HOMES COORDINATOR FILES SERIES

About the Homes Coordinator Files Series

Scope and Content

Series consists of correspondence and operations files of the Homes Coordinator. In the formal role description, the Homes Coordinator was “Responsible for the overall direction and support of Heads of Houses, support and advocacy for core members.”

The types of records include: minutes of meetings; internal reports; financial documents; regular operating reports of the Homes Coordinator; incoming and outgoing correspondence; forms and personnel documents.

Subjects found in the series include: staff management; budgets and financial management; and planning for homes.

See file descriptions for more detailed content information.

Dates

1986-1994

Physical Description

0.17 m of textual records

Notes

Title based on contents of the series

File Level Descriptions : Box 32

Files 2007 03 193 – 2007 03 215

FILE 2007 03 193: AREA COORDINATORS

Date Range: 1990-1993

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of agendas and minutes of the Area Coordinators and Homes Coordinators meetings, administrative correspondence, drafts of reports on areas such as health and safety and vocational programs, and notes.

Notes: Title based on contents of the file

FILE 2007 03 194: ANNUAL REVIEWS- CORE MEMBERS

Date Range: 1991

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of annual review guidelines and forms for core members in 1991.

Notes: Title based on contents of the file

FILE 2007 03 195: AREA ASSISTANTS

Date Range: 1990-1991

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of agendas and minutes of Area Assistants meetings.

Notes: Title based on contents of the file

FILE 2007 03 196: ASSISTANTS

Date Range: 1990-1991

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of an Information Booklet for new Assistants, policy manual entries regarding assistants, and guidelines for the orientation and placement of assistants.

Notes: Title based on contents of the file

FILE 2007 03 197: ASSISTANTS- ANNUAL REVIEWS

Date Range: 1990-1991

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of a proposal regarding the annual review for assistants, report of a focus group, and summaries of review meetings.

Notes: Title based on contents of the file

FILE 2007 03 198: ASSISTANTS- HOLIDAYS

Date Range: 1991-1992

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of Daybreak vacation policies.

Notes: Title based on contents of the file

FILE 2007 03 199: ASSISTANTS- VOLUNTEERS

Date Range: 1991

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of volunteer program information and summary, and a list of volunteer events.

Notes: Title based on contents of the file

FILE 2007 03 200: CORE MEMBERS FINANCES

Date Range: 1991-1992

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of memoranda and reports regarding a program for recording, planning, tracking and controlling core member finances.

Notes: Title based on contents of the file

FILE 2007 03 201: FINANCES

Date Range: 1992-1993

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of memoranda and reports on Daybreak and the homes and programs budgeting and financial management.

Notes: Title based on contents of the file

FILE 2007 03 202: FAMILY DAY

Date Range: 1990-1993

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of an agenda and minutes of the Family Day Committee, and correspondence regarding organization and assessment of the Family Day events.

Notes: Title based on contents of the file

FILE 2007 03 203: FORMS- MASTERS

Date Range: 1991-1993

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of samples of administrative forms.

Notes: Title based on contents of the file

FILE 2007 03 204: HEAD OF HOUSE- CORRESPONDENCE AND MEETINGS

Date Range: 1991-1993

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of agendas and minutes of the Head of House and Programs meetings, correspondence regarding meetings and workshops, role descriptions, and meeting notes.

Notes: Title based on contents of the file

FILE 2007 03 205: HEAD OF HOUSE- ORIENTATION

Date Range: 1987

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of the Head of House role description and draft Daybreak orientation guidelines for assistants.

Notes: Title based on contents of the file

FILE 2007 03 206: HEALTH COORDINATOR

Date Range: 1990-1992

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of forms for use by the health coordinator, the role of professional support personnel, and summaries of monthly meetings with professionals.

Notes: Title based on contents of the file

FILE 2007 03 207: VISITS

Date Range: 1990-1991

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of guidelines for welcoming visitors to Daybreak, correspondence with visitors, and an introduction to Daybreak for visitors.

Notes: Title based on contents of the file

FILE 2007 03 208: VOCATIONAL WORK

Date Range: 1991

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of memoranda regarding employment programs at Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 209: YORK BEHAVIOUR MANAGEMENT SERVICES

Date Range: 1993

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of general information on the service and monthly consultation reports of York Behavior Management Services.

Notes: Title based on contents of the file

FILE 2007 03 210: BUDGETS

Date Range: 1986-1992

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of copies of home, program, and Daybreak budgets prepared for the Ministry of Community and Social Services.

Notes: Title based on contents of the file

FILE 2007 03 211: FINANICAL- CORRESPONDENCE AND MEETINGS

Date Range: 1991

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of correspondence with other agencies, and reports regarding Daybreak finances, salaries, and programs.

Notes: Title based on contents of the file

FILE 2007 03 212: ACCOMPANIMENT

Date Range: 1990-1992

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of objectives and guidelines for the Team Accompaniment Program, and accompaniment workshop materials.

Notes: Title based on contents of the file

FILE 2007 03 213: ADMISSIONS COMMITTEE

Date Range: 1990-1991

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of a draft admissions policy and procedure document, a memorandum regarding the process, notes, and correspondence regarding the Admissions Committee.

Notes: Title based on contents of the file

FILE 2007 03 214: CELEBRATION COMMITTEE

Date Range: 1991-1994

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of correspondence, notes, promotional materials, and minutes of meetings regarding the planning and staging of events at and by Daybreak. Includes materials relating to the Walkathon, Solidarity with the South Fiesta, and community dinners.

Notes: Title based on contents of the file

FILE 2007 03 215: COMMUNITY COUNCIL

Date Range: 1990-1991

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of agendas and reports of the Daybreak Community Council.

Notes: Title based on contents of the file

File Level Descriptions : Box 33

Files 2007 03 216 – 2007 03 221

FILE 2007 03 216: DAYSPRING

Date Range: 1990-1991

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of a letter titled, "A Prayer Space for Richmond Hill South Area", and a copy of a prayer guide prepared by Henri Nouwen.

Notes: Title based on contents of the file

FILE 2007 03 217: DIRECTING TEAM

Date Range: 1989-1992

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of agendas and minutes of the meetings of the Directing Team; mandate, mission and management proposals; program and policy reports; goal statements of individual members, and copies of director's reports.

Notes: Title based on contents of the file

FILE 2007 03 218: ADMINISTRATION TEAM

Date Range: 1991

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of agendas and minutes of meetings of the Administration Team, policy and procedure memoranda, role descriptions and goal statements of members.

Notes: Title based on contents of the file

FILE 2007 03 219: DIRECTING TEAM- HOMES COORDINATOR, RICHMOND HILL

Date Range: 1991-1992

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of agendas and minutes of meetings, role descriptions, and goal statements of the Directing Team.

Notes: Title based on contents of the file

FILE 2007 03 220: GREEN HOUSE AND NEW HOUSE PLANNING

Date Range: 1992

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of minutes of meetings and notes regarding the planning of Green House and New House.

Notes: Title based on contents of the file

FILE 2007 03 221: HOMES COORDINATOR- ROLES

Date Range: 1992-1993

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of minutes of the Core Members Meetings, role descriptions, a draft proposal for Head of House and Program Orientation, a proposal for living options for core members, and policy guidelines for the care, safety and health of core members.

Notes: Title based on contents of the file

PART VIII: 13.7 DIRECTOR- BOARD OF DIRECTOR FILES SERIES

About the Director- Board of Director Files Series

Scope and Content

Series consists of minutes of meetings and files of the L'Arche Daybreak (earlier named Friends of L'Arche) Board of Directors. The records document the origins and development of all Daybreak programs, facilities and projects.

The types of records include: copies of core corporate documents; minutes of meetings; internal and external research reports; audited financial statements; regular operating reports of the Director and Community Leaders; proposals for new programs and projects; incoming and outgoing correspondence regarding Board organization, Board membership, and fundraising activities.

Subjects found in the series include: acquisition and development of houses; property development; development of the Dayspring and Dayspring II initiatives; the Woodery, Daybreak Farm, and other work programs; employment of senior management staff; recruitment of Board directors; staff remuneration and benefits; Daybreak and L'Arche anniversaries; financial status; fundraising events; pastoral services and spiritual life; relationships with L'Arche on the regional, national and international levels.

See file descriptions for more detailed content information.

Dates

1969-2004

Physical Description

1.62 m of textual records

Notes

Title based on contents of the series

File Level Descriptions : Box 33

Files 2007 03 222 – 2007 03 225

FILE 2007 03 222: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1969

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1969. Minutes record discussion of incorporation and acquisition of property.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 223: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1970

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1970. Minutes record discussion of capital fundraising.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 224: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1971

Physical Extent: 0.6 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1971. Minutes record discussion of capital fundraising.

Notes:

Title based on contents of the file.

Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 225: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1972

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1972. Minutes record discussion of registration and fundraising for Friends of L'Arche India and Friends of L'Arche International, capital fundraising and expansion of Daybreak, priorities for future development, Stratford project.

Notes:

Title based on contents of the file

Records are bound using a 1.5 cm plastic binding comb

File Level Descriptions : Box 34

Files 2007 03 226 – 2007 03 231

FILE 2007 03 226: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1973

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1973. Minutes record discussion of acquisition of Toronto house (Avoca), renovation of Daybreak house and creation of administration centre, handling of funds for L'Arche International, control of the L'Arche name.

Notes:

Title based on contents of the file
Records are bound using a 1.5 cm plastic binding comb

FILE 2007 03 227: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1974

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1974. Minutes record discussion of capital fundraising and renovations to Daybreak House.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 228: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1975

Physical Extent: 2.0 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1975. Minutes record discussion of capital fundraising, A Program Proposal for the Extension of Daybreak's Services (two new adult group homes, more intensive care, creation of a Job Placement and Stabilization position), bakery.

Notes:

Title based on contents of the file.

Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 229: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1976

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1976. Minutes record discussion of Daybreak Planning Committee and Pick House.

Notes:

Title based on contents of the file.

Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 230: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1977

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1977. Minutes record discussion of Pick House, assistants' salaries, creation of new charitable corporation for L'Arche International, Neale Drive auxiliary residence.

Notes:

Title based on contents of the file.

Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 231: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1978

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1978. Minutes record discussion of drafting of constitution, Daybreak Publications, Morningstar House, report of the Expansion Committee, examination of administrative structures, staff salaries and benefits, observation of tenth anniversary, beekeeping.

Notes:

Title based on contents of the file.

Records are bound using a 2.5 cm plastic binding comb.

File Level Descriptions : Box 35

Files 2007 03 232 – 2007 03 236

FILE 2007 03 232: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1979

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1979. Minutes record discussion of tenth anniversary, Toronto expansion, proposed Daybreak constitution, Grandview Avenue house, Bakery, selection of new director.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 233: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1980

Physical Extent: 1.7 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1980. Minutes record discussion of appointment of assistant director, renovations, Program Analysis and Services System Evaluation of Church Street House, vision for Daybreak, report of Daybreak Chaplain (appointed 1979), proposal to create Personnel, Residential Liaison and Planning Committees, Wolverleigh House as replacement to Grandview.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 234: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1981

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1981. Minutes record discussion of acquisition of Wolverleigh House, proposal to create Finance, Property and Communications Committees, acquisition of Centre Street property.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 235: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1982

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1982. Minutes record discussion of creation of wood-working project, Daybreak vision/future focus, need for meeting hall and proposals of architect David Tsow, presentation by Jean Vanier at Board meeting, Richmond Hill Official Plan, ARC Industries work programs.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 236: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1983-1984

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1983 - 1984. Minutes record discussion of Long Range Planning Committee Report (purchase vs. rental of homes, Daybreak Farm), start-up of The Woodery, Future Focus Committee, construction of Meeting Hall and capital fundraising, Rotary Club TV auction, Formation Programme orientation for new assistants, closing of Pine Ridge facility, and relocation of residents to Daybreak.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

File Level Descriptions : Box 36

Files 2007 03 237 – 2007 03 240

FILE 2007 03 237: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1984

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1984. Minutes record discussion of government funding of property renovations, opening of Meeting Hall, Daybreak fifteenth anniversary, Future Focus Committee and proposals for expansion.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 238: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1985

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1985. Minutes record discussion of property renovations, proposal for work projects, Woodery funding, discernment of director regarding the end of term of Joe Egan.

Notes: Title based on contents of the file

FILE 2007 03 239: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1986

Physical Extent: 2.3 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1986. Minutes record discussion of Woodery expansion, closing of Daybreak Farm, acquisition of Mortimer Avenue property.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 240: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: January 1987 – August 1987

Physical Extent: 2.6 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors for January to August 1987 and minutes of the annual meeting with supporting documents including set of by-laws and directors' register. Minutes record discussion of Dayspring Project, introduction of pension plan, Children's Project, sale and development of farm property.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

File Level Descriptions : Box 37

Files 2007 03 241 – 2007 03 245

FILE 2007 03 241: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: October 1987 – April 1988

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from October 1987 - April 1988. Minutes record discussion of farm property development, Eagle Point house and Project 3000, Children's Project, construction of new house on Daybreak property, Woodery expansion.

Notes: Title based on contents of the file

FILE 2007 03 242: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: May 1988 – December 1988

Physical Extent: 2.5 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the Friends of L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from May 1988 to December 1988. Minutes record discussion of the 25th anniversary of L'Arche, Three-Year Plan, staffing and administrative upgrade requirements created by rapid growth of Daybreak, Stephenson Crescent house, change of corporate name from Friends of L'Arche to L'Arche-Daybreak, land swap with Graywood/Grayfive and property development, reports of Toronto Sub-Committee, Project 3000.

Notes:

Title based on contents of the file.
Records are bound using a 2.5 cm plastic binding comb.

FILE 2007 03 243: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: 1989

Physical Extent: 2.0 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of signed minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from 1989. Minutes record discussion of the function and directions of Dayspring (report presented by Sue Mosteller and Henri Nouwen), Grayfive property development, 20th anniversary of Daybreak, introduction of computers, salaries, change of director (Egan to Hurst).

Notes: Title based on contents of the file

FILE 2007 03 244: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: April 1990 – February 1991

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 1990 to February 1991. Minutes record discussion of the future of Dayspring and Dayspring Fund, Ministry of Community and Social Services Corporate Plan, Ministry of Community and Social Services funding of Lynn Eakin consultancy regarding organizational, program and staffing needs, change of director (Hurst to Ball).

Notes: Title based on contents of the file

FILE 2007 03 245: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: April 1991 – March 1992

Physical Extent: 5.7 cm of textual records

Scope and Content:

File consists of signed minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 1991 to March 1992. Minutes record discussion of financial crisis and requirement for substantial budget increase for staffing, "Some Reflections for Professionals Day" by Henri Nouwen. There are two copies of these minutes.

Notes:

Title based on contents of the file.

Copy 1 is located in Box 37 and is bound by 3 cm plastic spiral.

Copy 2 is located in Box 38 and is bound by 2.5 cm metal spiral.

File Level Descriptions : Box 38

Files 2007 03 246 – 2007 03 247

FILE 2007 03 246: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: April 1992 – March 1993

Physical Extent: 5.2 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 1992 to March 1993. Minutes record discussion of 25th anniversary, mission statement, changes to administrative structure, termination of joint-fundraising with the Association of L'Arche North America and the creation of a Daybreak fundraising (development) office, pastoral ministry. There are two copies of these minutes.

Notes:

Title based on contents of the file

Copy 1 is bound by 3 cm plastic spiral

Copy 2 is bound by 2.5 cm metal spiral

FILE 2007 03 247: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: April 1993 – March 1994

Physical Extent: 5.5 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 1993 to March 1994. Minutes record discussion of Dayspring fundraising by Carl Macmillan and Henri Nouwen and report "Dayspring: Building a Vision for the Future", recommendations contained in York University MBA study, property development and vision for affordable housing, pastoral team, 25th anniversary, Board accountability for Daybreak policies.

Notes:

Title based on contents of the file

Copy 1 is in Box 38 and is bound by 2.5 cm plastic spiral

Copy 2 is in Box 39 and is bound by 2.5 cm metal spiral

File Level Descriptions : Box 39

Files 2007 03 248 – 2007 03 249

FILE 2007 03 248: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: March 1994 – February 1995

Physical Extent: 4.6 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from March 1994 to February 1995. Minutes record discussion of property development, Board accountability for Daybreak policies, purchase of Centre Street, creation of Dayspring Council, 25th anniversary, Daybreak strategic planning. There are two copies of these minutes.

Notes:

Title based on contents of the file
Records are bound using 2.0 cm plastic spiral

FILE 2007 03 249: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: April 1995 – March 1996

Physical Extent: 4.6 cm of textual records

Scope and Content:

File consists of minutes of meetings from April 1995 to March 1996 of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents including by-laws. Minutes record discussion of One Heart at a Time, High Needs Home Project, Daybreak constitution, Dayspring capital campaign, purchase of Wolverleigh house, property plan report, Daybreak Community Mandate, L'Arche Daybreak Foundation. There are two copies of these minutes.

Notes:

Title based on contents of the file
Records are bound using 3.0 cm plastic spiral

File Level Descriptions : Box 40

Files 2007 03 250 – 2007 03 252

FILE 2007 03 250: MINUTES OF MEETINGS OF THE BOARD OF DIRECTORS

Date Range: April 1996 – March 1997

Physical Extent: 6.8 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 1996 to March 1997. Minutes record discussion of purchase of 33 Brookwood, increased autonomy for L'Arche Toronto, appointment of Paula Kilcoyne as acting director during leave of Nathan Ball, Dayspring capital campaign and organization, Bach Consort Fundraising Proposal, Daybreak Foundation U.S. There are two copies of these minutes.

Notes:

Title based on contents of the file
Records are bound using 3.0 cm plastic spiral

FILE 2007 03 251: MINUTES OF BOARD OF DIRECTORS MEETINGS

Date Range: April 1997 – March 1998

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 1997 to March 1998. Minutes record discussion of Dayspring capital campaign including Bach Consort event, selection of Dayspring construction company, establishment of Nouwen Society, post-autonomy L'Arche Toronto review.

Notes:

Title based on contents of the file
Records are bound using 3.0 cm plastic binding comb

FILE 2007 03 252: MINUTES OF BOARD OF DIRECTORS MEETINGS

Date Range: April 1998 – March 1999

Physical Extent: 5.0 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 1998 to March 1999. Minutes record discussion of purchase of 216 Greenwood, Structural Review Committee, Dayspring Project, Making Services Work for People initiative of the provincial government, Henri Nouwen estate, Henri Nouwen Literary Centre. There are two copies of these minutes.

Notes:

Title based on contents of the file
Records are bound using 3.0 cm plastic binding comb

File Level Descriptions : Box 41

Files 2007 03 253 – 2007 03 255

FILE 2007 03 253: MINUTES OF BOARD OF DIRECTORS MEETINGS

Date Range: April 1999 – March 2000

Physical Extent: 4.0 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 1999 to March 2000. Minutes record discussion of Greenwood house purchase, "Aging and Dying" Committee, Dayspring project, disaster plan, 30th anniversary, and Community Leader Selection Committee. There are two copies of these minutes.

Notes:

Title based on contents of the file
Records are bound using 2.5 cm plastic binding comb

FILE 2007 03 254: MINUTES OF BOARD OF DIRECTORS MEETINGS

Date Range: April 2000 – March 2001

Physical Extent: 4.2 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 2000 to March 2001. Minutes record discussion of Board restructuring to accommodate governance of two communities (Daybreak and Toronto), Enough Room for Joy gala, L'Arche Daybreak Foundation, winding-up of Henri Nouwen estate, application to Ontario Trillium Foundation. There are two copies of these minutes.

Notes:

Title based on contents of the file
Records are bound using 2.5 cm plastic binding comb

FILE 2007 03 255: MINUTES OF BOARD OF DIRECTORS MEETINGS

Date Range: April 2001 – March 2002

Physical Extent: 4.2 cm of textual records

L'Arche Daybreak fonds

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 2001 to March 2002. Minutes record discussion of Trillium grant approval, Empowerment Committee and outreach ministry (management of Nouwen Estate funds, Daybreak and Toronto administration, L'Arche Daybreak "brand"), Henri Nouwen Estate, new Gathering Place. There are two copies of these minutes.

Notes:

Title based on contents of the file.

Records are bound using 2.5 cm plastic binding combs.

Copy 1 is located in Box 41.

Copy 2 is located in Box 42.

File Level Descriptions : Box 42

Files 2007 03 256 – 2007 03 260

FILE 2007 030 256: MINUTES OF BOARD OF DIRECTOR MEETINGS

Date Range: April 2002 – March 2003

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 2002 to March 2003. Minutes record discussion of Henri Nouwen estate, Gathering Place capital campaign, Leadership Team/Dayspring restructuring, Intercordia Canada funding proposal.

Notes:

Title based on contents of the file
Records are bound using 2.5 cm plastic binding comb

FILE 2007 03 257: MINUTES OF BOARD OF DIRECTOR MEETINGS

Date Range: April 2003 – March 2004

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of minutes of meetings of the L'Arche Daybreak Board of Directors and minutes of the annual meeting with supporting documents from April 2003 to March 2004. Minutes record discussion of purchase of Beaverton and Logan homes, Planned Giving initiative, Henri Nouwen estate, 35th anniversary, Gathering Place capital campaign.

Notes:

Title based on contents of the file
Records are bound using 2.5 cm plastic binding comb

FILE 2007 03 258: DAYBREAK CAPITAL CAMPAIGN COMMITTEE

Date Range: 1974-1975

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of minutes of meetings of the Daybreak Capital Campaign Committee, lists of donations received, financial reports, news clippings, and correspondence with donors.

Notes: Title based on contents of the file

FILE 2007 03 259: FUNDRAISING COMMITTEE

Date Range: 1975 -1993

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of solicitation and donation lists of the L'Arche Daybreak Fundraising Committee, memorandum regarding a review of the 1970 master plan, form solicitation letters, Meeting Hall proposal and correspondence regarding the opening of Meeting Hall.

Notes: Title based on contents of the file

FILE 2007 03 260: FUNDRAISING MANAGEMENT AND ADMINISTRATION

Date Range: 1991-1992

Physical Extent: 4.0 cm of textual records

Scope and Content:

File consists of minutes of L'Arche North America and Daybreak Fundraising Committee, information for prospective donors, news clippings, financial reports.

Notes: Title based on contents of the file

File Level Descriptions : Box 43

Files 2007 03 261 – 2007 03 265

FILE 2007 03 261: INCORPORATION

Date Range: 1968-1981

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of one copy of an Ontario Order in Council creating the corporation of The Friends of L'Arche (1968), application for supplementary letters patent and original of supplementary letters patent (1981), objects and by-laws of the corporation.

Notes: Title based on contents of the file

FILE 2007 03 262: LIST OF MEMBERS OF THE BOARD OF DIRECTORS

Date Range: 1978-1988

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of Board membership lists recording name, address and telephone number

Notes: Title based on contents of the file

FILE 2007 03 263: YEAR-END REPORTS TO THE BOARD

Date Range: 1972-1977

Physical Extent: 2.5 cm of textual records

Scope and Content:

File consists of annual reports, from 1972 - 1977, submitted to the Board of Directors by the Director Leader providing information on priorities, operational overviews, and detailing all significant events and accomplishments of Daybreak for the year. Copies of the reports are also included among the supporting documents attached to Board minutes.

Notes:

Title based on contents of the file

Reports are separately bound by year

FILE 2007 03 264: YEAR-END REPORTS TO THE BOARD

Date Range: 1978-1986

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of annual reports from 1978 to 1986 submitted to the Board of Directors by the Director Leader providing information on priorities, operational overviews, and detailing all significant events and accomplishments of Daybreak for the year. Copies of the reports are also included among the supporting documents attached to Board minutes.

Notes:

Title based on contents of the file
Reports are separately bound by year

FILE 2007 03 265: YEAR-END REPORTS TO THE BOARD

Date Range: 1987-1991

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of annual reports from 1987 to 1991 submitted to the Board of Directors by the Director Leader providing information on priorities, operational overviews, and detailing all significant events and accomplishments of Daybreak for the year. Copies of the reports are also included among the supporting documents attached to Board minutes.

Notes:

Title based on contents of the file
Each report is separately bound. Report from 1991 is bound with a 1.0 cm binding comb

PART IX: 13.8 DIRECTOR- FINANCIAL FILES SERIES

About the Director- Financial Files Series

Scope and Content

Series consists of the core financial records of Daybreak maintained by the L'Arche Daybreak Director, relating to auditing and annual reporting, grants, donations, and fundraising.

The types of records include: financial statements; applications for Ontario Government grants with supporting budgets; incoming and outgoing correspondence with auditors, donors and government agencies; minutes of meetings; program proposals; and fundraising proposals.

Subjects found in the series include: budgeting and financial status and reporting; Ontario Government grants; capital fundraising; bequests and donations.

See file descriptions for more detailed content information.

Dates

1969 – 2004

Physical Description

0.4 m of textual records

Notes

Title based on contents of the series

File Level Descriptions : Box 43

Files 2007 03 266 – 2007 03 267

FILE 2007 03 266 : AUDIT CORRESPONDENCE

Date Range: 1973-1989

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of correspondence regarding the appointment of auditors, preparation of annual financial statements, billings, Daybreak inquiries to the auditors, and auditors' requests for records and information.

Notes: Title based on contents of the file

FILE 2007 03 267 : BENSON FUND

Date Range: 1982-1989

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of administrative correspondence and acknowledgement letters for donations.

Notes: Title based on contents of the file

File Level Descriptions : Box 44

Files 2007 03 268 – 2007 03 277

FILE 2007 03 268: BUDGET PROCESS

Date Range: 2001-2002

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of memoranda, forms, and meeting minutes regarding the formalization of the budgeting process. Includes line item budget templates, foundation principles, draft budgets, and budget team rationales.

Notes: Title based on contents of the file

FILE 2007 03 269: BUDGETS

Date Range: 1981-1982

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of draft budgets and copies of formal budget submissions to the Ministry of Community and Social Services for 1981 - 1982.

Notes: Title based on contents of the file

FILE 2007 03 270: BUDGETS

Date Range: 1982-1983

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of draft budgets and copies of formal budget submissions to the Ministry of Community and Social Services for 1982 - 1983.

Notes: Title based on contents of the file

FILE 2007 03 271: BUDGETS

Date Range: 1983-1984

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of draft budgets and copies of formal budget submissions to the Ministry of Community and Social Services for 1983 - 1984.

Notes: Title based on contents of the file

FILE 2007 03 272: BUDGETS

Date Range: 1984-1985

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of draft budgets and copies of formal budget submissions to the Ministry of Community and Social Services for 1984 - 1985.

Notes: Title based on contents of the file

FILE 2007 03 273: BUDGETS

Date Range: 1989-1990

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of draft budgets and copies of formal budget submissions to the Ministry of Community and Social Services for 1989 - 1990.

Notes: Title based on contents of the file

FILE 2007 04 274: BUDGETS- BARRIE

Date Range: 1989-1992

Physical Extent: 1.5 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of funding agreements with the Ministry of Community and Social Services and budgets for the Children's Home, Adult Life Skills Program, Woodery, Seniors Program, Adult Residential Program, individual support and special project funding.

Notes: Title based on contents of the file

FILE 2007 03 275: BUDGETS- TORONTO

Date Range: 1989-1992

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of a budget for Toronto homes submitted to the Ministry of Community and Social Services.

Notes: Title based on contents of the file

FILE 2007 03 276: CAPITAL CAMPAIGN - GATHERING PLACE – TORONTO

Date Range: 2004

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of the Gathering Place fundraising campaign executive proposal and information kit

Notes: Title based on contents of the file

FILE 2007 03 277: COMPENSATION ADJUSTMENTS- BARRIE/TORONTO

Date Range: 1989-1992

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of Daybreak and Ministry of Community and Social Services salary compensation adjustment documents.

Notes: Title based on contents of the file

File Level Descriptions : Box 45

Files 2007 03 278 – 2007 03 284

FILE 2007 03 278: ESTATE- LEILA KATHRYN BUCHANAN

Date Range: 1987

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of correspondence with solicitors and legal documents regarding the disposition of a portion of the estate of Leila Kathryn Buchanan as a donation to Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 279: ESTATE- MARY JESSIE CHAGNON

Date Range: 1989-1990

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence with solicitors and legal documents regarding the disposition of a portion of the estate of Mary Jessie Chagnon as a donation to Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 280: FINANCE COMMITTEE

Date Range: 1995-1997

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of agendas, minutes and supporting documents for the Finance Committee from 1995 - 1997. Includes draft and interim financial statements and other financial documents.

Notes: Title based on contents of the file

FILE 2007 03 281: FINANCE COMMITTEE

Date Range: 2001-2002

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of agendas, minutes and supporting documents of the Finance Committee from 2001 - 2002. Includes draft and interim financial statements and other financial documents.

Notes: Title based on contents of the file

FILE 2007 03 282: FINANCE- GENERAL

Date Range: 1981-1983

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of general correspondence on financial matters from 1981 - 1983. Includes correspondence with auditors, draft financial statements, working papers, "Priorities for Our Community" report (1985), and a draft proposal by Tanya Lewis for community work for Daybreak core members.

Notes: Title based on contents of the file

FILE 2007 03 283: FINANCE- GENERAL

Date Range: 1992-1998

Physical Extent: 2.3 cm of textual records

Scope and Content:

File consists of correspondence from 1992 - 1998 regarding salaries, detailed budget reports, balanced budget strategy documents, draft policy on core member finances, and a description of the Daybreak Sharing Fund. Also contains report, "Daybreak Finances: An Overview of Daybreak's Segregated Budgets and a Summary of the Financial Challenges We Are Facing," October 13, 1992.

Notes: Title based on contents of the file

FILE 2007 03 284: FINANCE- GENERAL

Date Range: 1995-1996

L'Arche Daybreak fonds

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of detailed budget reports, minutes of the Finance Committee, and balanced budget strategy documents for 1995 - 1996.

Notes: Title based on contents of the file

File Level Descriptions : Box 46

Files 2007 03 285 – 2007 03 289

FILE 2007 03 285: FINANCE- GENERAL

Date Range: 1997

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of detailed budget reports, minutes of the Finance Committee, and balanced budget strategy documents for 1997.

Notes: Title based on contents of the file

FILE 2007 03 286: FINANCIAL STATEMENTS

Date Range: 1969-1986

Physical Extent: 6.5 cm of textual records

Scope and Content:

File consists of L'Arche Daybreak annual audited financial statements from 1969 - 1986. Statements include a balance sheet, statement of financial activities and equity, statement of operating expenses, statement of source and disposition of cash, and notes.

Notes:

Title based on contents of the file
Statements are bound separately, most by 1.0 cm binding combs

FILE 2007 03 287: FINANCIAL STATEMENTS

Date Range: 1986-2003

Physical Extent: 3.1 cm of textual records

Scope and Content:

File consists of L'Arche Daybreak annual audited financial statements for 1986 - 2003. Statements include a balance sheet, statement of financial activities and equity, statement of operating expenses, statement of source and disposition of cash, and notes.

Notes:

Title based on contents of the file
Statements are bound separately, most by 1.0 cm binding combs

FILE 2007 03 288: FIXED ASSETS

Date Range: 1985

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of correspondence regarding accounting for fixed assets, fixed asset inventories, and working papers.

Notes: Title based on contents of the file

FILE 2007 03 289: REVENUE CANADA TAXATION- ANNUAL REGISTERED CHARITIES INFORMATION RETURN

Date Range: 1973-1989

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of correspondence with the Department of National Revenue, and copies of Registered Charity Information Returns containing budget and summary financial information for L'Arche Daybreak.

Notes: Title based on contents of the file

PART X : 13.9 DIRECTOR- GENERAL FILES SERIES

About the Director- General Files Series

Scope and Content

Series consists of the integrated files of all Daybreak directors/community leaders. The files document management activities at Daybreak, including Board reporting, strategic planning, supervision of programs, fund raising, liaison with government agencies and community organizations, and participation in the activities of L'Arche regionally, nationally, and internationally. The files contain significant reporting on the changing mandates and goals of Daybreak as represented by on-going discussion of community vision; community, administrative and leadership organization, and program initiatives.

The types of records include: incoming and outgoing correspondence; internal routine and special research reports; external consultants' reports; minutes and notes of management meetings; communications from government agencies, community social service providers, and other L'Arche communities; legal documents; internal publications; articles and news clippings; policy and procedures manuals.

Subjects found in the series include: administration and program review and re-structuring; personnel and compensation policies; the training, organization and work of Daybreak assistants; planning for an aging Core Member population; community special events; operations of Daybreak Farm, The Woodery, and other community work programs, and Dayspring II.

The Daybreak Executive Directors/Community Leaders are:

- 1968-1975 Steve Newroth
- 1975-1980 Sue Mosteller
- 1980-1989 Joe Egan
- 1989-1990 Robin Hurst
- 1990-2000 Nathan Ball
- 2000-2005 Lydia Banducci
- 2005- Carl MacMillan

See file descriptions for more detailed content information.

Dates

1971-2009

Physical Description

4.0 m of textual records.- 8 monographs.- 1 wooden plaque : 28 x 42.5 x 1 cm.

Notes

Title based on contents of the series

Many of the records in accession 2009 10 are three hole punched

File Level Descriptions : Box 47

Files 2007 03 290 – 2007 03 294

FILE 2007 03 290: ADMINISTRATIVE AND PROGRAM REVIEW (EAKIN REPORT)

Date Range: 1990

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of documents relating to a "detailed examination of all the residential and day programmes at Daybreak and a review of the administrative structure which supports the community." The study was undertaken to answer Ministry of Community and Social Services concerns about Daybreak management. Includes correspondence between Daybreak management and the consultant, Lynn Eakin, correspondence with the Ministry, and copies of the final report.

Notes: Title based on contents of the file

FILE 2007 03 291: ADMINISTRATIVE AND PROGRAM REVIEW AND AGENCY COMPARISON STUDY

Date Range: 1993

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of a memorandum regarding the commissioning of a comparison study of Daybreak and other transfer payment agencies serving people with developmental handicaps, building on the Eakin program review of 1990 by Lynn Eakin. Includes a copy of the Eakin Administrative and Program Review.

Notes: Title based on contents of the file

FILE 2007 03 292: ADMINISTRATIVE PLANNING MINUTES

Date Range: 1994-1995

Physical Extent: 6.2 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of agendas, minutes and supporting documents of the Administrative Planning Committee. Includes discussion of renewal of the Day Program, York Region strategic planning for persons with developmental disabilities, Genesis Place apartments, and time management. There are two copies of these minutes.

Notes:

Title based on contents of the file

Both copies of the minutes are bound by 3 cm plastic binding coils

FILE 2007 03 293: ADMINISTRATIVE AND COMMUNITY STRUCTURE

Date Range: 1984-1991

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of organization charts, staff role descriptions, proposals for changes in management structure, strategic planning correspondence, assessments of core member and staff responsibilities and inputs, proposals for new programs, and a memorandum on organizational issues and concerns.

Notes: Title based on contents of the file

FILE 2007 03 294: ADMINISTRATIVE TEAM- INDIVIDUAL MEETINGS

Date Range: 1995-2003

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of documents, general notes and memoranda regarding Daybreak committees and programs. Includes items regarding work programs, job creation for core members in the Daybreak office, the role of the director of human resources, activities of Long Term Assistants, and operation of the Development Office.

Notes: Title based on contents of the file

File Level Descriptions : Box 48

Files 2007 03 295 – 2007 03 301

FILE 2007 03 295: ALTERNATIVE SETTING/CHANGING NEEDS PROCESS

Date Range: 2002-2004

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding housing needs for aging core members, alternative care models, and changing needs of the resident population. Includes discussion of Jordan House, a transition home for core members with Alzheimers.

Notes: Title based on contents of the file

FILE 2007 03 296: ARTICLES AND CLIPPINGS- DAYBREAK

Date Range: 1975-1999

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of magazine and newspaper clipping describing the life and work of the Daybreak community.

Notes: Title based on contents of the file

FILE 2007 03 297: ARTICLES AND CLIPPINGS- MASTERS

Date Range: 1986-1987

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of master copies of articles, including "L'Arche" by Joe Egan, retained for reprinting. Also includes a Letters of L'Arche subscription application.

Notes: Title based on contents of the file

FILE 2007 03 298: ARTICLES AND CLIPPINGS- NEWSPAPER CLIPPINGS

Date Range: 1973-1988

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of magazine and newspaper clippings describing the activities of L'Arche internationally, the work of Jean Vanier, and issues generally relating to the developmentally handicapped.

Notes: Title based on contents of the file

FILE 2007 03 299: ARTISANS OF HOPE

Date Range:

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of presentation notes and copies of Daybreak community staff orientation booklet, Artisans of Hope.

Notes: Title based on contents of the file

FILE 2007 03 300: ASSISTANTS

Date Range: 1978-1985

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of correspondence between the assistant director and prospective assistants for 1978 - 1985.

Notes: Title based on contents of the file

FILE 2007 03 301: ASSISTANTS

Date Range: 1990-1992

Physical Extent: 1.1 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of administrative correspondence from 1990 to 1992 regarding compensation and vacations of assistants, correspondence with assistants moving to new locations, work programs including the Woodery and ending the Woodery as a Daybreak business, and letters of recommendation.

Notes: Title based on contents of the file

File Level Descriptions : Box 49

Files 2007 03 302 – 2007 03 308

FILE 2007 03 302: ASSISTANTS

Date Range: 1992-1997

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of administrative correspondence from 1992 to 1997 regarding compensation and vacations of assistants, correspondence with assistants moving to new locations, work programs, and documents relating to specific core members.

Notes: Title based on contents of the file

FILE 2007 03 303: ASSISTANTS- LONG TERM ASSISTANTS

Date Range: 1994-1998

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of correspondence regarding the Committee for Long Term Assistants, information materials distributed to Long Term Assistants, and peer reviews.

Notes: Title based on contents of the file

FILE 2007 03 304: ASSISTANTS- LONG TERM ASSISTANTS COMMITTEE

Date Range: 1994-1997

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of minutes, reports and correspondence regarding meetings of the Long Term Assistants Committee. Includes documents describing the work history of individual Long Term Assistants (also referred to as LTAs), personnel issues, role of Homes Coordinator, and general administrative matters.

Notes: Title based on contents of the file

FILE 2007 03 305: ASSISTANTS – LONG TERM ASSISTANTS WEEKEND

Date Range: 1992-2004

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of agendas and correspondence regarding the annual Regional Long Term Assistants meetings.

Notes: Title based on contents of the file

FILE 2007 03 306: BAKERY PROJECT REPORT

Date Range: 1979

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of a report prepared in 1979 at the closing of the L'Arche Daybreak Bakery, which describes the history of the program, the financial record, committee meetings, and discussion of possible re-establishment.

Notes: Title based on contents of the file

FILE 2007 03 307: BOARD OF DIRECTORS- CORRESPONDENCE

Date Range: 1971-1988

Physical Extent: 3.5 cm of textual records

Scope and Content:

File consists of correspondence from 1971 - 1988 regarding general Board administration, appointments and resignations, discernment process for director, PASS evaluation documents, Board accountability, public relations, and general L'Arche Daybreak operations.

Notes: Title based on contents of the file

FILE 2007 03 308: BOARD OF DIRECTORS- CORRESPONDENCE

Date Range: 1982-1985

Physical Extent: 1.0 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of correspondence from 1982 - 1985 regarding general Board administration, meetings, role of the Board, donations and events.

Notes: Title based on contents of the file

File Level Descriptions : Box 50

Files 2007 03 309 – 2007 03 312

FILE 2007 03 309: BOARD OF DIRECTORS- CORRESPONDENCE

Date Range: 1989-2005

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of correspondence from 1989 - 2005 regarding general Board administration, Board appointments and resignations, charitable registration, house purchases (Brookwood and Wolverleigh), and personnel matters. Includes the announcement of appointment of Carl Macmillan as Community Leader.

Notes: Title based on contents of the file

FILE 2007 03 310: BOARD OF DIRECTORS-MEETINGS WORKING DOCUMENTS

Date Range: 2000-2004

Physical Extent: 2.5 cm of textual records

Scope and Content:

File consists of documents and reports for Board consideration. Includes documents relating to fundraising events, application to Ontario Trillium Foundation Community Program, planned giving campaign, Community Leader's reports, The Gathering Place community project report, and committee reports.

Notes: Title based on contents of the file

FILE 2007 03 311: BOARD OF DIRECTORS- MINUTES

Date Range: 1981-1982

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1981 - 1982.

Notes: Title based on contents of the file

FILE 2007 03 312: BOARD OF DIRECTORS- MINUTES

Date Range: 1983

Physical Extent: 2.1 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1983.

Notes: Title based on contents of the file

File Level Descriptions : Box 51

Files 2007 03 313 – 2007 03 317

FILE 2007 03 313: BOARD OF DIRECTORS- MINUTES

Date Range: 1984-1985

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1984 - 1985.

Notes: Title based on contents of the file

FILE 2007 314: BOARD OF DIRECTORS- MINUTES

Date Range: 1986-1987

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1986 - 1987.

Notes: Title based on contents of the file

FILE 2007 03 315: BOARD OF DIRECTORS- MINUTES

Date Range: 1988-1990

Physical Extent: 2.1 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1988 - 1990.

Notes: Title based on contents of the file

FILE 2007 03 316: BOARD OF DIRECTORS- MINUTES

Date Range: 1991-1992

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1991 - 1992.

Notes: Title based on contents of the file

FILE 2007 03 317: BOARD OF DIRECTORS- MINUTES

Date Range: 1992-1993

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1992 - 1993.

Notes: Title based on contents of the file

File Level Descriptions : Box 52

Files 2007 03 318 – 2007 03 322

FILE 2007 03 318: BOARD OF DIRECTOR- MINUTES

Date Range: 1993

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1993.

Notes: Title based on contents of the file

FILE 2007 03 319: BOARD OF DIRECTORS- MINUTES

Date Range: 1994

Physical Extent: 2.6 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1994.

Notes: Title based on contents of the file

FILE 2007 03 320: BOARD OF DIRECTORS- MINUTES

Date Range: January 19-March 31, 1995

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for January 19 - March 31, 1995.

Notes: Title based on contents of the file

FILE 2007 03 321: BOARD OF DIRECTORS- MINUTES

Date Range: May 3-December 22, 1995

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for May 3 - December 22, 1995.

Notes: Title based on contents of the file

FILE 2007 03 322: BOARD OF DIRECTORS- MINUTES

Date Range: 1996-1997

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of the Director's copy of minutes of meetings of the L'Arche Daybreak Board of Directors for 1996 - 1997.

Notes: Title based on contents of the file

File Level Descriptions : Box 53

Files 2007 03 323 – 2007 03 332

FILE 2007 03 323: BOARD OF DIRECTORS- NEW WORK OF THE BOARD-AGING/CHANGING NEEDS, CORE MEMBER WORK LEADERSHIP DEVELOPMENT

Date Range: 1998-1999

Physical Extent: 1.4 cm of textual records

Scope and Content:

File consists of annotated reports, draft committee minutes, and correspondence regarding aging and changing needs of core members, core member work, Empowerment Committee, selection of new Community Leader, leadership development, and the Leadership Working Group.

Notes: Title based on contents of the file

FILE 2007 03 324: BOARD OF DIRECTORS- NEW WORK OF THE BOARD-BOARD DEVELOPMENT COMMITTEE

Date Range: 1998-1999

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of meeting minutes of the Board Development Committee dealing with L'Arche Daybreak Board recruitment, education, and orientation. Includes correspondence regarding meetings and drafting of the Board Manual and Board recruitment charts.

Notes: Title based on contents of the file

FILE 2007 03 325: BOARD OF DIRECTORS- NEW WORK OF THE BOARD-RECRUITMENT, TORONTO, HOUSING

Date Range: 1998-1999

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of meeting minutes of the Board Development Committee dealing with recruitment of assistants and outreach. Includes correspondence regarding meetings and reports regarding Long Term Assistants' housing.

Notes: Title based on contents of the file

FILE 2007 03 326: CHRISTMAS PRODUCTION

Date Range: 1996

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of a proposal for theatre outreach, correspondence and notes regarding options, venues and budget for the 1996 Christmas production.

Notes: Title based on contents of the file

FILE 2007 03 327: COMMUNITY COMMITMENTS

Date Range: 1999-2001

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of informal, illustrated commitment statements from Daybreak houses, programs, and individuals. These statements are for the years 1999 to 2000 and 2000 to 2001, and the individuals or houses make commitments to L'Arche Daybreak, such as "to have a guest once a week" (Red House, 1999-2000).

Notes: Title based on contents of the file

FILE 2007 03 328: COMMUNITY LIFE- ACCOMPANIMENT

Date Range: 1989-1993

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of correspondence, reports, and information documents regarding an accompaniment program for new assistants and accompaniment workshops. Includes a 1989 proposal for an accompaniment program.

Notes: Title based on contents of the file

FILE 2007 03 329: COMMUNITY LIFE- GENERAL

Date Range: 1995-1997

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of general documents related to community life at L'Arche Daybreak, including reports and proposals regarding special events, Agapé, Community Enrichment Fund, calendar preparation, Long Term Assistants group, and the celebration of Nathan Ball as Community Leader.

Notes: Title based on contents of the file

FILE 2007 03 330: COMMUNITY WEEKEND

Date Range: 1996-1997

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of program information, including a schedule for the Community Weekend at Morrow Park on November 1, 1997, and budget documents. Also includes documents on the March 15-16, 1996 Community Weekend, and the October 18-19, 1996 Weekend.

Notes: Title based on contents of the file

FILE 2007 03 331: COMPENSATION

Date Range: 1992-2002

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of a salary survey (1992), Statement of Philosophy Regarding Salaries (1993), Employment Compensation Study done by the CCAS Human Resource Consulting Services and Associates (April 2000), Community Compensation Study and system proposal (2001) prepared by CCAS Human Resources Consulting, and correspondence regarding commissioning of the 2001 study and report implementation.

Notes:

Title based on contents of the file

The Community Compensation Study is bound by a 0.5 cm binding comb. The Employee Compensation Study is bound by a 1.0 cm binding comb.

FILE 2007 03 332: COMPENSATION COMMITTEE

Date Range: 2001-2002

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding the Board Compensation Committee and a new system for compensation of assistants. Includes information materials for assistants, correspondence with consultants and Ministry of Community and Social Services, and budget documents.

Notes: Title based on contents of the file

File Level Descriptions : Box 54

Files 2007 03 333 – 2007 03 338

FILE 2007 03 333: COMPENSATION AND PERSONNEL COMMITTEE

Date Range: 1993-1996

Physical Extent: 1.9 cm of textual records

Scope and Content:

File consists of a proposal for a Compensation Committee reporting to the Personnel Committee (1996), Personnel Committee minutes, salary and benefit budget documents, presentations to the Board on staff compensation, Statement of Philosophy Regarding Salaries (1993 and 1995), and L'Arche International compensation documents.

Notes: Title based on contents of the file

FILE 2007 03 334: COMPENSATION AND PERSONNEL COMMITTEE

Date Range: 1997-1999

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of meeting minutes of the Compensation Committee, reports of the Compensation Committee to the Personnel Committee, compensation policy documents, sick leave policy, and a Salary Document (1997).

Notes: Title based on contents of the file

FILE 2007 03 335: COMPUTER INFORMATION

Date Range: 1995

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of correspondence regarding computer hardware acquisition.

Notes: Title based on contents of the file

FILE 2007 03 336: CONSTITUTION

Date Range: 1993-1995

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of copies of the L'Arche Daybreak Constitution with amendments, correspondence and reports regarding amendments, Daybreak governance, administrative and community structure, and community consultation regarding constitutional amendments.

Notes: Title based on contents of the file

FILE 2007 03 337: CORRESPONDENCE- DONORS

Date Range: 1982-1984

Physical Extent: 3.5 cm of textual records

Scope and Content:

File consists of correspondence from donors to L'Arche Daybreak and copies of letters of thanks from 1982-1984.

Notes: Title based on contents of the file

FILE 2007 03 338: CORRESPONDENCE- DONORS

Date Range: 1985

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of correspondence from donors to L'Arche Daybreak and copies of letters of thanks from 1985.

Notes: Title based on contents of the file

File Level Descriptions : Box 55

Files 2007 03 339 – 2007 03 345

FILE 2007 03 339: CORRESPONDENCE- DONORS

Date Range: 1986

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of correspondence from donors to L'Arche Daybreak and copies of letters of thanks for 1986.

Notes: Title based on contents of the file

FILE 2007 03 340: CRASH PADS

Date Range: 1979-1981

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence with participants in the Summer Exposure Program, called "Crash Pad," intended to familiarize potential assistants with the work of Daybreak. Participants stay for a week at L'Arche Daybreak houses and experience work and daily life at L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 341: CURRENT PROJECTS

Date Range: 1983-1985

Physical Extent: 2.5 cm of textual records

Scope and Content:

File consists of correspondence relating to a current project at L'Arche Daybreak (from 1983 to 1985). This project was a research project proposed by John Dunne, titled "A Study of the Therapy of L'Arche." Dunne proposed the project at the suggestion of Jean Vanier, and it was suggested that L'Arche Daybreak would be a good L'Arche site at which to conduct his research. Correspondence is regarding the project proposal, its acceptance, its progress, and its budget issues. File also contains the original 77 page project proposal by Dunne from November 1983.

Notes: Title based on contents of the file

FILE 2007 03 342: DAYBREAK ADVERTISING

Date Range: 1988

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of L'Arche Daybreak position advertisements.

Notes: Title based on contents of the file

FILE 2007 03 343: DAYSPRING

Date Range: 1995-1998

Physical Extent: 3.5 cm of textual records

Scope and Content:

File consists of minutes of meetings of the Dayspring Umbrella Committee, Dayspring Visioning Committee, Mission and Operations Committee, and Dayspring Phase II Committee. Also includes agreement with the Dayspring architect, budget documents and general project correspondence regarding construction and operation of the new Dayspring building.

Notes: Title based on contents of the file

FILE 2007 03 344: DECISION MAKING FOCUS GROUP

Date Range: 2003

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of discussion documents and community input documents of the Decision Making Focus Group regarding improvements in the L'Arche Daybreak decision making process.

Notes: Title based on contents of the file

FILE 2007 03 345: DIRECTING, ADMINISTRATIVE, AND LEADERSHIP TEAM MEETINGS

Date Range: 1989

L'Arche Daybreak fonds

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of annotated agendas, budget documents, and meeting minutes of the management team of L'Arche Daybreak for 1989. The team is a combination of Directing, Administrative, and Leadership groups of L'Arche Daybreak.

Notes: Title based on contents of the file

File Level Descriptions : Box 56

Files 2007 03 346 – 2007 03 349

FILE 2007 03 346: DIRECTING, ADMINISTRATIVE, AND LEADERSHIP TEAM MEETINGS

Date Range: 1991-1992

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of agendas, minutes and supporting documents of the management team of Daybreak for 1991 - 1992. Includes discussion of routine administrative matters, personnel issues, new programs, issues relating to individual core members, and operational assessments.

Notes: Title based on contents of the file

FILE 2007 03 247: DIRECTING, ADMINISTRATIVE, AND LEADERSHIP TEAM MEETINGS

Date Range: 1994-1996

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of agendas, minutes and supporting documents of the management team of Daybreak for 1994 - 1996. Includes discussion of routine administrative matters, personnel issues, new programs, issues relating to individual core members, and operational assessments. This file was maintained by Paula Kilcoyle, the Acting Director of L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 248: DIRECTING, ADMINISTRATIVE, AND LEADERSHIP TEAM MEETINGS

Date Range: 1995-1998

Physical Extent: 3.0 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of agendas, minutes and supporting documents of the management team of Daybreak for 1995 - 1998. Includes discussion of routine administrative matters, personnel issues, new programs, issues relating to individual core members, and operational assessments. Also includes substantial correspondence and reports regarding the operation of the Development Office.

Notes: Title based on contents of the file

FILE 2007 03 349: DIRECTING, ADMINISTRATIVE, AND LEADERSHIP TEAM MEETINGS

Date Range: 1996

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of agendas, minutes and supporting documents of the management team of Daybreak for 1996. Includes discussion of routine administrative matters, personnel issues, new programs, issues relating to individual core members, and operational assessments.

Notes:

Title based on contents of the file
Records are bound using a 3.0 cm binding comb

File Level Descriptions : Box 57

Files 2007 03 350 – 2007 03 354

FILE 2007 03 350: DIRECTING, ADMINISTRATIVE, AND LEADERSHIP TEAM MEETINGS

Date Range: 1997

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of agendas, minutes and supporting documents of the management team of L'Arche Daybreak (consisting of the Directing, Administrative, and Leadership teams) for 1997. Includes discussion of routine administrative matters, personnel issues, new programs, issues relating to individual core members, and operational assessments.

Notes:

Title based on contents of the file
Records are bound using a 3.0 cm binding comb

FILE 2007 03 351: DIRECTING, ADMINISTRATIVE, AND LEADERSHIP TEAM MEETINGS

Date Range: 1999-2001

Physical Extent: 3.1 cm of textual records

Scope and Content:

File consists of agendas, minutes and supporting documents of the management team of L'Arche Daybreak (consisting of the Directing, Administrative, and Leadership teams) for 1999 - 2001. Includes discussion of routine administrative matters, personnel issues, new programs, issues relating to individual core members, and operational assessments.

Notes: Title based on contents of the file

FILE 2007 03 352: DIRECTING, ADMINISTRATIVE, AND LEADERSHIP TEAM MEETINGS

Date Range: 2002-2003

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of agendas, minutes and supporting documents of the management team of L'Arche Daybreak (consisting of the Directing, Administrative, and Leadership teams) for 2002 - 2003. Includes discussion of routine administrative matters, personnel issues, new programs, core member support team, issues relating to individual core members, budget reports, and operational assessments.

Notes: Title based on contents of the file

**FILE 2007 03 353: DISCERNMENT PROCESS FOR THE DIRECTOR-
DISCERNMENT TEAM**

Date Range: 1992

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of correspondence, agendas, minutes, community consultation documents, and reports of the Discernment Team for the appointment of the L'Arche Daybreak Director. Includes "Discernment Process for the Nomination of the Director in a L'Arche Community" general guidelines and final recommendation on the appointment of Nathan Ball.

Notes: Title based on contents of the file

FILE 2007 03 354: ENRICHMENT FUND REQUESTS AND BUDGETS

Date Range: 1996-1998

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of L'Arche Daybreak Enrichment Fund budget documents, fund applications, and responses to requests.

Notes: Title based on contents of the file

Access is restricted, as many documents are stamped 'Confidential.'

File Level Descriptions : Box 58

Files 2007 03 355 – 2007 03 360

FILE 2007 03 355: FAMILIES

Date Range: 1978-2006

Physical Extent: 2.6 cm of textual records

Scope and Content:

File consists of correspondence with parents of core members and regarding formal parents' meetings and family events (Family Day) organization and feedback.

Notes: Title based on contents of the file

FILE 2007 03 356: FAMILY DAY

Date Range: 1996

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of agendas and reports regarding the development of Family Day themes, event organization, and post-event feedback for the 1996 Family Day event.

Notes: Title based on contents of the file

FILE 2007 03 357: FUTURE FOCUS COMMITTEE

Date Range: 1982-1983

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of meeting notices and minutes for the Future Focus Committee of the L'Arche Daybreak Board of Directors. Includes correspondence with Board members, staff, and government agencies regarding proposed initiatives of Daybreak, including new facilities.

Notes: Title based on contents of the file

FILE 2007 03 358: GENERAL CORRESPONDENCE

Date Range: 1973-1979

Physical Extent: 0.9 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies and organization from 1973 - 1979. Includes a report of the Expansion Committee regarding the desirability of expanding Daybreak activities to Toronto and enhancing programs and services.

Notes: Title based on contents of the file

FILE 2007 03 359: GENERAL CORRESPONDENCE

Date Range: 1980

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies and organization, family members, and individuals interested in the work of L'Arche Daybreak from 1980.

Notes: Title based on contents of the file

FILE 2007 03 360: GENERAL CORRESPONDENCE

Date Range: 1981

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies and organization, family members, and individuals interested in the work of L'Arche Daybreak from 1981.

Notes: Title based on contents of the file

File Level Descriptions : Box 59

Files 2007 03 361 – 2007 03 366

FILE 2007 03 361: GENERAL CORRESPONDENCE

Date Range: 1982

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies and organizations, family members, and individuals interested in the work of L'Arche Daybreak from 1982.

Notes: Title based on contents of the file

FILE 2007 03 362: GENERAL CORRESPONDENCE

Date Range: 1985

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies and organizations, family members, and individuals interested in the work of L'Arche Daybreak from 1985.

Notes: Title based on contents of the file

FILE 2007 03 363: GENERAL CORRESPONDENCE

Date Range: 1986

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies and organizations, family members, and individuals interested in the work of L'Arche Daybreak from 1986.

Notes: Title based on contents of the file

FILE 2007 03 364: GENERAL CORRESPONDENCE

Date Range: 1987

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies and organizations, and L'Arche communities from 1987. Includes responses to inquiries regarding Daybreak operations, organization of events, donations and routine financial matters.

Notes: Title based on contents of the file

FILE 2007 03 365: GENERAL CORRESPONDENCE

Date Range: 1988

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies, organizations, and L'Arche communities from 1988. Includes responses to inquiries regarding Daybreak operations, organization of events, donations, and routine financial matters.

Notes: Title based on contents of the file

FILE 2007 03 366: GENERAL CORRESPONDENCE

Date Range: 1989

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies, organizations, and L'Arche communities from 1989. Includes responses to inquiries regarding Daybreak operations, organization of events, donations, routine financial matters, and responses to requests for information about the work of L'Arche Daybreak.

Notes: Title based on contents of the file

File Level Descriptions : Box 60

Files 2007 03 367 – 2007 03 370

FILE 2007 03 367: GENERAL CORRESPONDENCE

Date Range: 1989-1992

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies, organizations, and L'Arche communities from 1989 - 1992. Includes responses to inquiries regarding Daybreak operations, organization of events, donations, routine financial matters, as well as responses to requests for information about the work of L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 368: GENERAL CORRESPONDENCE

Date Range: 1994-1998

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies, organizations, and L'Arche communities from 1994 - 1998. Includes responses to inquiries regarding Daybreak operations, organization of events, donations, routine financial matters, as well as responses to requests for information about the work of L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 369: GENERAL CORRESPONDENCE

Date Range: 1999-2006

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of correspondence with L'Arche Daybreak Board of Directors members, other agencies, organizations, and L'Arche communities from 1999 - 2006. Includes responses to inquiries regarding Daybreak

L'Arche Daybreak fonds

operations, organization of events, donations, routine financial matters, as well as responses to requests for information about the work of L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 370: GENESIS PLACE

Date Range: 1991-1994

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of Director's notes, draft vision statements, correspondence, forms, and reports regarding the Genesis Place apartment project. Also includes house review documents.

Notes: Title based on contents of the file

File Level Descriptions : Box 61

Files 2007 03 371 – 2007 03 377

FILE 2007 03 371: HEAD OF HOUSE MEETINGS

Date Range: 1984

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of agendas of meetings of the L'Arche Daybreak heads of houses and memoranda regarding community events for 1984.

Notes: Title based on contents of the file

FILE 2007 03 372: HEAD OF HOUSE MEETINGS

Date Range: 1985

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of agendas of meetings of the heads of L'Arche Daybreak houses and memoranda regarding community events for 1985.

Notes: Title based on contents of the file

FILE 2007 03 373: HUMAN RESOURCES – MEETING NOTES

Date Range: 2000-2002

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of correspondence and meeting agendas and notes regarding the position of Human Resource Director, HR goals, personnel reviews, and routine human resource matters.

Notes: Title based on contents of the file

FILE 2007 03 374: HUMAN RESOURCES – ROLE DESCRIPTIONS

Date Range: 1993-2001

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of formal role description documents for all L'Arche Daybreak community roles.

Notes: Title based on contents of the file

FILE 2007 03 375: IMMIGRATION

Date Range: 1989-2003

Physical Extent: 1.4 cm of textual records

Scope and Content:

File consists of correspondence with the barrister and solicitor, documents and memoranda regarding temporary employment for overseas assistants. Includes L'Arche Immigration Package for Guidelines and Policy Index.

Notes: Title based on contents of the file

FILE 2007 03 376: IMMIGRATION – CANADA IMMIGRATION CENTRE

Date Range: 1993

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence and documents relating to residence for overseas assistants. Includes Daybreak Guidelines to Process Potential Assistants and copies of visa exemption applications.

Notes: Title based on contents of the file

FILE 2007 03 377: IMMIGRATION – VANIER LETTERS

Date Range: 1991-1994

Physical Extent: 0.6 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of copies of correspondence between L'Arche Daybreak management, Jean Vanier, government officials, and L'Arche supporters in the community regarding relaxation of immigration rules for overseas L'Arche assistants. Includes correspondence with Brian Mulroney, Prime Minister of Canada and copies of correspondence dating from the 1970s.

Notes: Title based on contents of the file

File Level Descriptions : Box 62

Files 2007 03 378 – 2007 03 383

FILE 2007 03 378: INQUIRIES

Date Range: 1979-1980

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of correspondence with individuals inquiring about the activities, programs, and services of L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 379: INTERNATIONAL CORRESPONDENCE

Date Range: 1993-1996

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of correspondence with other L'Arche communities regarding programs, funding, and joint projects. Also includes correspondence regarding the death of Henri Nouwen.

Notes: Title based on contents of the file

FILE 2007 03 380: INTERNET PACKAGE INFORMATION

Date Range: 1996

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of correspondence regarding the design and establishment of a L'Arche Daybreak website.

Notes: Title based on contents of the file

FILE 2007 03 381: JOINT COORDINATING TEAM - L'ARCHE DAYBREAK AND L'ARCHE TORONTO

Date Range: 2000-2001

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of minutes of meetings of the Joint Coordinating Team of L'Arche Daybreak and L'Arche Toronto. Includes information on budgets and fundraising activities.

Notes: Title based on contents of the file

FILE 2007 03 382: L'ARCHE CANADA CORRESPONDENCE

Date Range: 1995-2004

Physical Extent: 2.3 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding programs and activities of L'Arche Canada. Includes financial documents and a copy of a report titled "Technoscience and Perfectionism: Annihilating People With Disabilities" by Margaret A. Somerville.

Notes: Title based on contents of the file

FILE 2007 03 383: L'ARCHE INTERNATIONAL

Date Range: 1994-1996

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding meetings, programs, and projects of L'Arche International. Includes financial reports and material regarding the drafting of the L'Arche constitution.

Notes: Title based on contents of the file

File Level Descriptions : Box 63

Files 2007 03 384 – 2007 03 391

FILE 2007 03 384: L'ARCHE INTERNATIONAL

Date Range: 1994-1995

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding board meetings and projects of L'Arche International.

Notes: Title based on contents of the file

FILE 2007 03 385: L'ARCHE INTERNATIONAL REGARDING AVOCA

Date Range: 1974

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of correspondence with the Minister of Community and Social Services regarding L'Arche Daybreak funding for Avoca.

Notes: Title based on contents of the file

FILE 2007 03 386: L'ARCHE NON-DAYBREAK CORRESPONDENCE

Date Range: 1996-1998

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence with other L'Arche communities regarding programs, projects and international activities for 1996-1998.

Notes: Title based on contents of the file

FILE 2007 03 387: L'ARCHE NON-DAYBREAK CORRESPONDENCE

Date Range: 1999-2005

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of correspondence with other L'Arche communities regarding programs, projects and international activities for 1999-2005.

Notes: Title based on contents of the file

FILE 2007 03 388: L'ARCHE NORTH AMERICA

Date Range: 1990-1993

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of correspondence regarding membership of Daybreak in L'Arche North America, the incorporation and constitution of the organization, and minutes of board meetings of L'Arche North America.

Notes: Title based on contents of the file

FILE 2007 03 389: L'ARCHE ONTARIO BOARD COUNCIL

Date Range: 1996-1998

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of minutes of L'Arche Ontario board meetings, financial documents, and documents relating to the discernment of the L'Arche Ontario director for 1996 - 1998.

Notes: Title based on contents of the file

FILE 2007 03 390: L'ARCHE ONTARIO BOARD COUNCIL

Date Range: 1991-1996

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of minutes of L'Arche Ontario board meetings, financial documents, and documents relating to the discernment of the L'Arche Ontario director for 1991-1996.

Notes: Title based on contents of the file

**FILE 2007 03 391: L'ARCHE ONTARIO REGIONAL COUNCIL
CORRESPONDENCE**

Date Range: 1995-1998

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of minutes of L'Arche Ontario board meetings, financial documents, committee reports and correspondence with Ontario L'Arche communities for 1995-1998.

Notes: Title based on contents of the file

File Level Descriptions : Box 64

Files 2007 03 392 – 2007 03 396

FILE 2007 03 392: L'ARCHE ONTARIO REGIONAL COUNCIL CORRESPONDENCE

Date Range: 1998-2001

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of minutes of L'Arche Ontario board meetings, financial documents, committee reports, correspondence with Ontario L'Arche communities for 1998-2001.

Notes: Title based on contents of the file

FILE 2007 03 393: L'ARCHE ONTARIO REGIONAL COUNCIL MINUTES

Date Range: 1998-2000

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of minutes of L'Arche Ontario board meetings for 1998 - 2000.

Notes: Title based on contents of the file

FILE 2007 03 394: L'ARCHE ONTARIO REGIONAL COUNCIL CORRESPONDENCE

Date Range: 2001-2002

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of minutes of L'Arche Ontario board meetings, financial documents, committee reports and correspondence with Ontario L'Arche communities for 2001-2002.

Notes: Title based on contents of the file

FILE 2007 03 395: L'ARCHE ONTARIO REGIONAL COUNCIL MINUTES

Date Range: 2003

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of minutes of L'Arche Ontario board meetings for 2003.

Notes: Title based on contents of the file

FILE 2007 03 396: L'ARCHE ONTARIO REGIONAL COUNCIL ASSEMBLY

Date Range: 2004

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of reports and minutes presented at the annual meeting of L'Arche Ontario.

Notes: Title based on contents of the file

File Level Descriptions : Box 65

Files 2007 03 397 – 2007 03 404

FILE 2007 03 397: L'ARCHE ZONE INFORMATION

Date Range: 1990-1994

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of reports regarding the activities of L'Arche Eastern Canada and U.S. Zone (of which L'Arche Daybreak is a part).

Notes: Title based on contents of the file

FILE 2007 03 398: LEADERSHIP TEAM – RESTRUCTURING

Date Range: 2001-2005

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of documents relating to the evaluation and re-structuring of the Daybreak leadership group from 2001 - 2005. Includes draft report of the Day Programs Visioning Process, Homes Review Report, and Leadership Transition Plan.

Notes: Title based on contents of the file

FILE 2007 03 399: LEADERSHIP TEAM – RESTRUCTURING

Date Range: 2001-2003

Physical Extent: 1.7 cm of textual records

Scope and Content:

File consists of documents relating to the evaluation and re-structuring of the Daybreak leadership group from 2001 - 2003. Includes Human Resource Review reports, Recruitment Coordinator documents, information packages regarding the restructuring process, community communication and feedback material. Also includes final report of the Day Programs Visioning Process, Homes Review Report, Leadership Transition Plan, Stephenson House Review.

Notes: Title based on contents of the file

FILE 2007 03 400: LEADERSHIP TEAM – RESTRUCTURING

Date Range: 2003-2004

Physical Extent: 1.4 cm of textual records

Scope and Content:

File consists of documents relating to the evaluation and re-structuring of the Daybreak leadership group for 2003 - 2004. Includes Review of Leadership Team Restructuring, Leadership Transition Plan, planning updates, agendas and minutes of meetings, proposals for assessment, and the Director's notes.

Notes: Title based on contents of the file

FILE 2007 03 401: LEADERSHIP TEAM – TRAINING AND DEVELOPMENT

Date Range: 1992-1997

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of a report on Brainstorming Regarding Development Formation at Daybreak, L'Arche Canada directors' training program material, and general training of leaders information.

Notes: Title based on contents of the file

FILE 2007 03 402: LOGOS

Date Range: 1987-1992

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of L'Arche logo designs.

Notes: Title based on contents of the file

FILE 2007 03 403: MANDATE OF DIRECTOR

Date Range: 1991

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of a copy of the mandate statement of the Director of L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 404: MEMBERSHIP

Date Range: 1990-2000

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of L'Arche International and Daybreak membership definition documents, agendas and minutes of the Membership Committee, and membership lists.

Notes: Title based on contents of the file

File Level Descriptions : Box 66

Files 2007 03 405 – 2007 03 409

FILE 2007 03 405: METRO AGENCIES REPRESENTATIVE COUNCIL – ADMINISTRATIVE COUNCIL

Date Range: 1990-1998

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of the MARC Organization Charter, minutes of meetings, Social Assistance Reform Act information, and reports of the council.

Notes: Title based on contents of the file

FILE 2007 03 406: METRIO AGENCIES REPRESENTATIVE COUNCIL – CORRESPONDENCE

Date Range: 1990-1997

Physical Extent: 1.7 cm of textual records

Scope and Content:

File consists of correspondence and reports on MARC activities and projects.

Notes: Title based on contents of the file

FILE 2007 03 407: METRO AGENCIES REPRESENTATIVE COUNCIL – MINUTES

Date Range: 1990-1992

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of MARC meeting agendas and minutes with supporting documents.

Notes: Title based on contents of the file

**FILE 2007 03 408: MINISTRY OF CONSUMER AND COMMERCIAL
RELATIONS – ANNUAL NOTICE OF CHANGE OF INFORMATION**

Date Range: 1979-1989

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of annual returns to the Ministry of Consumer and Commercial Relations containing updated lists of L'Arche Daybreak Board members.

Notes: Title based on contents of the file

**FILE 2007 03 409: MINISTRY OF COMMUNITY AND SOCIAL SERVICES –
ABUSE AWARENESS AND PREVENTION COMMITTEE**

Date Range: 2002-2003

Physical Extent: 2.8 cm of textual records

Scope and Content:

File consists of committee minutes, reports, completed questionnaires, agency policy statements, and notes of L'Arche management regarding the activities of the committee which was mandated to "promote and implement the value of freedom from abuse and neglect across the Central East adult development services system through the development of a Regional strategy to achieve zero tolerance for abuse and neglect." Includes a final report of the Developmental Services Advisory Committee.

Notes: Title based on contents of the file

File Level Descriptions : Box 67

Files 2007 03 410 – 2007 03 414

FILE 2007 03 410: MINISTRY OF COMMUNITY AND SOCIAL SERVICES – CORRESPONDENCE

Date Range: 1978-1992

Physical Extent: 3.3 cm of textual records

Scope and Content:

File consists of correspondence between the L'Arche Daybreak Director and Ministry officials regarding operations, program, project, and facilities funding from 1978 - 1992. Includes copies of funding agreements, budget documents, funding proposals, agency and project reports, and Ministry information and directives.

Notes: Title based on contents of the file

FILE 2007 03 411: MINISTRY OF COMMUNITY AND SOCIAL SERVICES – CORRESPONDENCE

Date Range: 1990

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of correspondence between the L'Arche Daybreak Director and Ministry officials regarding operations, program, project, and facilities funding from 1990. Includes copies of funding agreements, budget documents, funding proposals, agency and project reports, and Ministry information and directives.

Notes: Title based on contents of the file

FILE 2007 03 412: MINISTRY OF COMMUNITY AND SOCIAL SERVICES – CORRESPONDENCE

Date Range: 1991-1993

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of correspondence between the Director and Ministry officials regarding operations, program, project, and facilities funding from 1991 - 1993. Includes copies of funding agreements, budget documents, funding proposals, agency and project reports, Ministry information and directives.

Notes: Title based on contents of the file

**FILE 2007 03 413: MINISTRY OF COMMUNITY AND SOCIAL SERVICES –
CORRESPONDENCE**

Date Range: 1998-1999

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of correspondence between the Director and Ministry officials regarding operations, program, project, and facilities funding from 1998 - 1999. Includes copies of funding agreements, budget documents, funding proposals, agency and project reports, Ministry information and directives.

Notes: Title based on contents of the file

**FILE 2007 03 414: MINISTRY OF COMMUNITY AND SOCIAL SERVICES –
CORRESPONDENCE**

Date Range: 2000-2003

Physical Extent: 2.3 cm of textual records

Scope and Content:

File consists of correspondence between the Director and Ministry officials regarding operations, program, project, and facilities funding from 2000 - 2003. Includes copies of funding agreements, budget documents, funding proposals, agency and project reports, Ministry information and directives.

Notes: Title based on contents of the file

File Level Descriptions : Box 68

Files 2007 03 415 – 2007 03 419

FILE 2007 03 415: MINISTRY OF COMMUNITY AND SOCIAL SERVICES – CORRESPONDENCE

Date Range: 2004-2005

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of correspondence between the Director and Ministry officials regarding operations, program, project, and facilities funding for 2004 - 2005. Includes copies of funding agreements, budget documents, funding proposals, agency and project reports, Ministry information and directives.

Notes: Title based on contents of the file

FILE 2007 03 416: MINISTRY OF COMMUNITY AND SOCIAL SERVICES – CORRESPONDENCE – BARRIE AREA OFFICE

Date Range: 1992-1997

Physical Extent: 2.1 cm of textual records

Scope and Content:

File consists of correspondence between the Director and Ministry Program Supervisor in Barrie regarding Daybreak operations, program, project, and facilities funding. Includes copies of funding agreements, budget documents, funding proposals, agency and project reports, and correspondence regarding other social services.

Notes: Title based on contents of the file

FILE 2007 03 417: MINISTRY OF COMMUNITY AND SOCIAL SERVICES – CORRESPONDENCE – TORONTO

Date Range: 1992-1997

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of correspondence between the Director and Ministry Program Supervisor in Toronto regarding operations, program, project, and facilities funding for 1992-1997. Includes copies of funding agreements, budget documents, funding proposals, agency and project reports, and correspondence regarding other social services.

Notes: Title based on contents of the file

**FILE 2007 03 418: MINISTRY OF COMMUNITY AND SOCIAL SERVICES –
CORRESPONDENCE – TORONTO**

Date Range: 1998-2003

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of correspondence between the Director and Ministry Program Supervisor in Toronto regarding operations, program, project, and facilities funding for 1999-2003. Includes copies of funding agreements, budget documents, funding proposals, agency and project reports, and correspondence regarding other social services.

Notes: Title based on contents of the file

**FILE 2007 03 419: MINISTRY OF COMMUNITY AND SOCIAL SERVICES –
DEFICIT**

Date Range: 1990-1992

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding a L'Arche Daybreak budget deficit and efforts to secure additional funding from the Ministry. Includes details on funding requirements and fundraising initiatives.

Notes: Title based on contents of the file

File Level Descriptions : Box 69

Files 2007 03 420 – 2007 03 428

FILE 2007 03 420: MINISTRY OF COMMUNITY AND SOCIAL SERVICES – DIRECTIVES

Date Range: 1992-1995

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of Ministry reports, guides, news releases and directives.

Notes: Title based on contents of the file

FILE 2007 03 421: MINISTRY OF COMMUNITY AND SOCIAL SERVICES – FUNDING AND COMPENSATION

Date Range: 1990

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of a Daybreak Proposal for Additional Funding from 1990, including compensation adjustment documents.

Notes: Title based on contents of the file

FILE 2007 03 422: MINISTRY OF COMMUNITY AND SOCIAL SERVICES – SERIOUS OCCURRENCE REPORTING

Date Range: 1996-2000

Physical Extent: 0.9 cm of textual records

Scope and Content:

File consists of guidelines for serious occurrence reporting and individual and summary Daybreak occurrence reports from 1996-2000.

Notes: Title based on contents of the file

**FILE 2007 03 423: MINISTRY OF COMMUNITY AND SOCIAL SERVICES –
SOCIAL CONTRACTS**

Date Range: 1993-1994

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding L'Arche Daybreak designation under the Social Contract Act and coverage by the Community Services Sector Agreement from 1993 - 1994.

Notes: Title based on contents of the file

**FILE 2007 03 424: MINISTRY OF COMMUNITY AND SOCIAL SERVICES –
SOCIAL CONTRACTS**

Date Range: 2001-2002

Physical Extent: 1.4 cm of textual records

Scope and Content:

File consists of service contract amendments and budget submissions for 2001-2002.

Notes: Title based on contents of the file

**FILE 2007 03 425: MINISTRY OF COMMUNITY AND SOCIAL SERVICES –
SOCIAL CONTRACTS**

Date Range: 2003-2004

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of service contract amendments and budgets submissions for 2003-2004.

Notes: Title based on contents of the file

FILE 2007 03 426: MINISTRY OF HOUSING

Date Range: 1986-1993

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of correspondence and notes regarding funding proposals for assisted housing for 1986-1993.

Notes: Title based on contents of the file

FILE 2007 03 427: MISSION AND IDENTITY COMMITTEE

Date Range: 2001-2004

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of correspondence, minutes and reports regarding the L'Arche Daybreak initiative to define an institutional identity and mission. Includes community consultation and feedback material, process information, and summary reports of accomplishments in each process stage.

Notes: Title based on contents of the file

FILE 2007 03 428: MISSION AND IDENTITY COMMITTEE – CORE MEMBERS' QUESTIONNAIRE

Date Range: 1991-1992

Physical Extent: 3.0 cm of textual records

Scope and Content:

File consists of individual questionnaires on life and values completed by core members in 1991-1992.

Notes: Title based on contents of the file

File Level Descriptions : Box 70

Files 2007 03 429 – 2007 03 435

FILE 2007 03 429: NEWSLETTERS

Date Range: 1973-1975

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of copies of informal newsletters prepared by Steve Newroth as Director.

Notes: Title based on contents of the file

FILE 2007 03 430: NOTES ON DAYBREAK FARM

Date Range: 1988

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of a report on the operation of Daybreak Farm and core members involved in the project.

Notes: Title based on contents of the file

FILE 2007 03 431: ONE HEART AT A TIME

Date Range: 1994-1995

Physical Extent: 2.6 cm of textual records

Scope and Content:

File consists of administrative and budget documents regarding the 25th anniversary theatrical event at the Markham Theatre, titled "One Heart at a Time." Includes fundraising correspondence, brochures, news clippings, and letters of appreciation.

Notes: Title based on contents of the file

FILE 2007 03 432: PASTOR – MANDATE AND TIMELINES

Date Range: 1996-2000

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding the appointment of Joe Vorstermans as Daybreak Pastor. Includes the Community Mandate of the Pastor, role description, community consultation material, and Pastoral Team meeting notes.

Notes: Title based on contents of the file

FILE 2007 03 433: PASTOR – NOUWEN, HENRI

Date Range: 1983-1988

Physical Extent: 2.3 cm of textual records

Scope and Content:

File consists of copies of theologian and Daybreak Pastor Henri Nouwen correspondence including acceptance letter of offer to serve at Daybreak and description of 1985 visit to Daybreak, Nouwen work schedules, copies of articles authored by Nouwen, and news articles.

Notes: Title based on contents of the file

FILE 2007 03 434: PASTORAL PROCESS 1

Date Range: 2000-2004

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of correspondence, reports and minutes regarding the definition of the role of Pastor at Daybreak. Includes drafts of the role description and mandate statement, minutes of the Pastor Selection Committee, and gift discernment material.

Notes: Title based on contents of the file

FILE 2007 03 435: PASTORAL PROCESS 2

Date Range: 2000-2004

Physical Extent: 1.1 cm of textual records

Scope and Content:

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File consists of correspondence, reports and minutes regarding the definition of the role of Pastor at Daybreak. Includes timeline information, community consultation material, and minutes and notes of the Pastor Selection Committee.

Notes: Title based on contents of the file

File Level Descriptions : Box 71

Files 2007 03 436 – 2007 03 441

FILE 2007 03 436: PASTORAL PROCESS 3

Date Range: 2000-2004

Physical Extent: 2.4 cm of textual records

Scope and Content:

File consists of correspondence, reports and minutes regarding the definition of the role of Pastor at Daybreak. Includes Discernment Meeting notes, reference material, and general notes.

Notes: Title based on contents of the file

FILE 2007 03 437: PASTORAL PROCESS – THE PRIEST IN L'ARCHE

Date Range: 1984

Physical Extent: 2.7 cm of textual records

Scope and Content:

File consists of a copy of “The Priest in L'Arche” report prepared for the L'Arche International Council.

Notes: Title based on contents of the file

FILE 2007 03 438: PERSONNEL COMMITTEE

Date Range: 1984-1988

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of agendas, financial data, notes, and correspondence regarding pension plan and employee benefits from 1984 - 1988. Also contains a copy of 'Proposal Regarding Stipends, Allowances and Benefits at Daybreak.'

Notes: Title based on contents of the file

FILE 2007 03 439: PERSONNEL COMMITTEE

Date Range: 1993-1994

Physical Extent: 1.8 cm of textual records

Scope and Content:

File consists of agendas and minutes of the Personnel Committee from 1993-1994, Human Resource Reports, personnel policy information, and peer review reports.

Notes: Title based on contents of the file

FILE 2007 03 440: PERSONNEL COMMITTEE

Date Range: 1996

Physical Extent: 2.3 cm of textual records

Scope and Content:

File consists of agendas and minutes of the Personnel Committee from 1996, Human Resource Reports, personnel policy information, and a copy of the personnel policy manual.

Notes: Title based on contents of the file

FILE 2007 03 441: PERSONNEL COMMITTEE

Date Range: 2000-2003

Physical Extent: 1.4 cm of textual records

Scope and Content:

File consists of agendas and minutes of the Personnel Committee from 2000-2003, Human Resource Reports, personnel policy information.

Notes: Title based on contents of the file

File Level Descriptions : Box 72

Files 2007 03 442 – 2007 03 450

FILE 2007 03 442: PLANNING DAY AND COMMUNITY RESPONSIBILITIES

Date Range: 1979-1994

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of agendas for Coordinators' Planning Day, Daybreak Community Responsibilities lists, and priority action forms.

Notes: Title based on contents of the file

FILE 2007 03 443: POLICIES AND PROCEDURES

Date Range: 1976-1979

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of policy and procedure guidelines for L'Arche Daybreak including items regarding admissions, the decision making process, and personnel policies.

Notes: Title based on contents of the file

FILE 2007 03 444: POLICIES AND PROCEDURES – ACTIVE FILE POLICIES

Date Range: 1991

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of policies regarding file handling and disposition for all Daybreak operations. Includes documents dealing with development of archives and general records management policies.

Notes: Title based on contents of the file

FILE 2007 03 445: POLICIES AND PROCEDURES – PERSONNEL

Date Range: 1991

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of a manual detailing Daybreak policies regarding employment, salaries, vacations and leaves, vacation, termination and discharge, and stress and drug problems.

Notes: Title based on contents of the file

FILE 2007 03 446: PROFESSIONALS

Date Range: 1993-1996

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of correspondence regarding medical and other professional support to Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 447: PROFESSIONALS DAY ANNUAL EVENT

Date Range: 1990-1992

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of correspondence and reports regarding an annual event to bring Daybreak staff and supporting professionals together for discussion.

Notes: Title based on contents of the file

FILE 2007 03 448: PROPERTY DEVELOPMENT COMMITTEE

Date Range: 1994-1995

Physical Extent: 1.5 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of materials presented to the Property Development Committee. Included are Property Plan Report (1995), Land Development Issues, Feasibility Study for the Future Use and/or Disposition of the Daybreak Property, agenda and committee minutes, and correspondence regarding a development plan.

Notes: Title based on contents of the file

FILE 2007 03 449: PROPERTY TRANSACTIONS

Date Range: 1986-1989

Physical Extent: 0.9 cm of textual records

Scope and Content:

File consists of correspondence with solicitors and consulting engineers regarding Richmond Hill property official plan amendments, property conveyance agreement with Grayfive Developments Inc., Reflections for a Long Range Vision of the Daybreak Property, and the relocation of property at 42 Avoca to 352 Mortimer Avenue, Toronto.

Notes: Title based on contents of the file

FILE 2007 03 450: PUBLICATIONS – ANNUAL REPORTS

Date Range: 1993-2006

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of published annual reports containing a brief description of the Daybreak mandate and programs and financial statements. Includes reports from 1993-1994, 1997-1998, 1998-1999, 1999-2000, 2001-2002, 2003, 2004, 2005-2006.

Notes: Title based on contents of the file

File Level Descriptions : Box 73

Files 2007 03 451 – 2007 03 455

FILE 2007 03 451: PUBLICATIONS – BROCHURES AND LETTERHEAD

Date Range: 1971-2000

Physical Extent: 5.3 cm of textual records

Scope and Content:

File consists of samples of Daybreak brochures on L'Arche Daybreak and its activities and letterhead and two "Journey with L'Arche" buttons. Also includes copies of programs from L'Arche events, such as the "Journey with L'Arche" walkathon, Springfest and silent auction.

Notes: Title based on contents of the file

FILE 2007 03 452: PUBLICATIONS – MONOGRAPH SERIES

Date Range: 1974-1987

Physical Extent: 8 monographs

Scope and Content:

File consists of eight Daybreak monographs authored by Jean Vanier and published by Daybreak Publications. Several of the monographs have tape on the binding with "NF Va" written on it (presumably these monographs were reference copies at L'Arche Daybreak). Monographs include:

1. "Living with the Poor: Learning from Mary and Joseph" by Jean Vanier (#15)
2. "Reflections on Christian Community" by Jean Vanier (#7)
3. "L'Arche: Its History and Vision" by Jean Vanier (#18)
4. "Our Inner Journey" by Jean Vanier (#11)
5. "Learn to Live" by Jean Vanier (#4)
6. "A Marriage Encounter" by Jean Vanier (#4)
7. "Be Still and Listen" by Jean Vanier (#3)
8. "After Nine Years" by Jean Vanier (#1)

Notes: Title based on contents of the file

FILE 2007 03 453: RECEPTION FOR FRIENDS

Date Range: 1982

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of material regarding invitations to an informal reception on April 6, 1982 with a slide presentation called "The Faces of L'Arche" by Sue Mosteller. File includes a list of suggested invitees to the reception with notations regarding the invitees' responses, and correspondence from some of those invited, including Marion Bryden, MPP; the Most Reverend Edward W. Scott, Primate of the Anglican Church of Canada, and Robert McDonald, Deputy Minister of Community and Social Services.

Notes: Title based on contents of the file

FILE 2007 03 454: RELATIONSHIPS WITH OUR BOARD OF DIRECTORS

Date Range: 1984

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of a report by Sue Mosteller regarding the roles of Daybreak Board of Directors, committees and council.

Notes: Title based on contents of the file

FILE 2007 03 455: SENIORS PROGRAM

Date Range: 1990-1998

Physical Extent: 2.8 cm of textual records

Scope and Content:

File consists of documents regarding aging and retirement programs at Daybreak. Includes Daybreak Seniors' Club Program Descriptions, reports on aging and retirement, programs descriptions, meeting notes, and program annual reports.

Notes: Title based on contents of the file

File Level Descriptions : Box 74

Files 2007 03 456 – 2007 03 463

FILE 2007 03 456: SENIORS PROGRAM – PLANNING SHEETS

Date Range: 1989-1990

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of sample daily activity planning sheets for core members in the Seniors Program for 1989 to 1990.

Notes: Title based on contents of the file

FILE 2007 03 457: SPIRITUAL LIFE COMMITTEE

Date Range: 1986-1990

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence, agendas and minutes of the Spiritual Life Committee. Includes annual overviews, proposal for Lenten weekends, and Dayspring reports.

Notes: Title based on contents of the file

FILE 2007 03 458: SPIRITUAL LIFE, INTRODUCTION TO

Date Range: 1994

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of course description and reference materials for the Spiritual Life course at Regis College, Toronto, in 1994.

Notes: Title based on contents of the file

FILE 2007 03 459: STAFF APPLICATIONS

Date Range: 1979-1981

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of correspondence with individuals inquiring about the possibility of employment as an assistant (generally short term) at Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 460: STRATEGIC PLANNING – THREE YEAR PLAN

Date Range: 1988

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of drafts of three year plan and community consultation materials for 1988.

Notes: Title based on contents of the file

FILE 2007 03 461: STRATEGIC PLANNING – DAYSPRING VISIONING

Date Range: 1993

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of copies of reports, including "Dayspring: Building a Vision for the Future," "Daybreak: A Three-Year Plan," "Developing the Vision," a York University MBA report on Daybreak, and objectives and mandate statements.

Notes: Title based on contents of the file

FILE 2007 03 462: SUMARAH PROJECT

Date Range: 1983-1985

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of correspondence with John Sumarah, a student at the Ontario Institute for Studies in Education, regarding an academic study of a L'Arche community. Includes a copy of Mr. Sumarah's doctoral dissertation proposal, "The Therapeutic Aspects of Community Living: An Ethnographic Study of a L'Arche Community."

Notes: Title based on contents of the file

FILE 2007 03 463: TORONTO COMMUNITY – DAYBREAK TORONTO

Date Range: 1994-2002

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of planning documents for the Toronto community, property documents, Toronto Action Group mandate and community consultation documents, reports regarding Toronto autonomy, and meeting notes.

Notes: Title based on contents of the file

File Level Descriptions : Box 75

Files 2007 03 464 – 2007 03 471

FILE 2007 03 464: VACATIONS

Date Range: 1979-1985

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of correspondence and documents relating to the planning and administration of summer trips.

Notes: Title based on contents of the file

FILE 2007 03 465: VANIER, JEAN

Date Range: 1975-1991

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of correspondence and promotional material regarding Jean Vanier visits, public presentations, and fundraising activities. Also includes informal newsletters circulated by Vanier.

Notes: Title based on contents of the file

FILE 2007 03 466: VISION TALKS

Date Range: 1983-1987

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of copies of text of vision talks presented by Joe Egan at annual community weekends.

Notes: Title based on contents of the file

FILE 2007 03 467: WORK PROGRAMS – ARC INDUSTRIES

Date Range: 1979-1984

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of correspondence of the deputy director with ARC (Adult Rehabilitation Centre) Industries, regarding the involvement of core members in work programs at Daybreak.

Notes: Title based on contents of the file

FILE 2007 03 468: WORKING GROUPS (ORGANIZATIONS/AGENCIES) 1

Date Range: 1996-1999

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of reports, meeting minutes and correspondence regarding the York Community Planning Group, York Support Services Network, MARC Community Living Initiative, MARC Repatriation Plan, Metro Toronto Association for Community Living, Faith Community Agencies. Also includes Daybreak correspondence regarding Ontario Fire Code regulations for group homes.

Notes: Title based on contents of the file

FILE 2007 03 469: WORKING GROUPS (ORGANIZATIONS/AGENCIES) 2

Date Range: 1996-1999

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of reports, meeting minutes and correspondence regarding the York Community Planning Group, York Support Services Network, MARC Community Living Initiative, MARC Repatriation Plan, Metro Toronto Association for Community Living, Faith Community Agencies. Also includes Daybreak correspondence regarding Ontario Fire Code regulations for group homes.

Notes: Title based on contents of the file

FILE 2007 03 470: YEAR-END REPORTS TO THE BOARD OF DIRECTORS

Date Range: 1972-1992

Physical Extent: 1.4 cm of textual records

Scope and Content:

File consists of year-end reports, from 1972-1992, of the Director to the Daybreak Board of Directors detailing all activities of the organization.

Notes: Title based on contents of the file

FILE 2007 03 471: YORK REGION COMMUNITY PLANNING GROUP 1

Date Range: 1989-1992

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of committee and subcommittee minutes and reports of the York Region Community Planning Group for 1989 to 1992. The Group provided a forum and coordinating body for agencies dedicated to providing services for the developmentally handicapped.

Notes: Title based on contents of the file

File Level Descriptions : Box 76

Files 2007 03 472 – 2009 10 03

FILE 2007 03 472: YORK REGION COMMUNITY PLANNING GROUP 2

Date Range: 1989-1992

Physical Extent: 2.6 cm of textual records

Scope and Content:

File consists of committee and subcommittee minutes, reports, membership lists for 1989 to 1992. Includes "Report Addressing the Crisis in Human Services in York Regions" from the York Region Service Needs Committee, June 1991. Committee provided a forum and coordinating body for agencies dedicated to providing services for the developmentally handicapped.

Notes:

Title based on contents of the file

"Report Addressing the Crisis in Human Services in York Region" is bound by 0.5 cm binding comb.

FILE 2007 03 473: YORK REGION COMMUNITY PLANNING GROUP

Date Range: 1997-2000

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of committee and subcommittee minutes and reports for 1997 - 2000. Group provided a forum and coordinating body for agencies dedicated to providing services for the developmentally handicapped.

Notes: Title based on contents of the file

FILE 2007 03 474: YORK REGION COMMUNITY PLANNING GROUP – CREATIVE OPTIONS SUB-COMMITTEE

Date Range: 1993-1996

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of the constitution of the Creative Options Sub-Committee, minutes of meetings of the sub-committee, correspondence regarding meetings and other business related to the group, goals for the sub-

committee, and a copy of the "Report on the Interagency Coordination Project" by Jo Anne Nugent of Nugent Training and Consulting Services from November 19, 1995. Committee was dedicated to identifying options for individuals lacking appropriate social services.

Notes:

Title based on contents of the file

"Report on the Interagency Coordination Project" is bound in a 0.5 cm report cover.

FILE 2007 03 475: YORK REGION COMMUNITY PLANNING GROUP – EXECUTIVE COMMITTEE

Date Range: 1996-1998

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of minutes of meetings and supporting documents for the Executive Committee.

Notes: Title based on contents of the file

FILE 2007 03 476: YORK REGION COMMUNITY PLANNING GROUP – GOAL #1

Date Range: 1993-1994

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of material related to goal #1 of the York Region Community Planning Group, which was that coordination among agencies will be central to service deliveries in York Region. This material includes reports to the York Region Community Planning Group Executive Committee with recommendations for goal #1 (a strategic plan), a challenge to all York Region Community Planning Group members to adhere to goal #1, examples of interagency group activities, a job posting for an interagency coordinator, minutes of meetings regarding interagency cooperation, and a report by Joanne Loughlin from February, 1993, entitled "Part B: Strategies Toward Achieving Interagency Coordination."

Notes: Title based on contents of the file

FILE 2009 10 01: L'ARCHE DAYBREAK EXECUTIVE DIRECTOR'S OFFICE

Date Range: 2002-2007

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of material collected by the L'Arche Daybreak Executive Director's Office including the L'Arche International report 2002-2004; two cards congratulating L'Arche on their 40th Anniversary; a copy of the pamphlet 'Letters of L'Arche,' No. 117 (December 2005); a copy of the May 10, 2009, Catholic Register, including an article on L'Arche Daybreak entitled "L'Arche Daybreak turns 40."

Notes: Title based on contents of the file

FILE 2009 10 02: COMMUNITY LIFE

Date Range: 1998-2006

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of material relating to Community Life at L'Arche Daybreak, including planning and feedback material for the Christmas Dinner in 2003, Clearness and the Clearness Committee, a community retreat day in 2005, planning of community weekends, Commitment Night information, information on Daybreak history, and correspondence and supporting documents regarding the Enrichment Fund.

Notes: Title based on contents of the file

FILE 2009 10 03: COMMUNITY LIFE

Date Range: 1996-2006

Physical Extent: 2.2 cm of textual records

Scope and Content:

File consists of material relating to Community Life at L'Arche Daybreak, including agendas for Family Day events from 1996 to 2001; a list of participants and the agenda for the April 6, 2004, foot and hand washing service; a photograph card and correspondence regarding the Growing in the Mission Graduate's program for 2001 to 2005, including evaluation information and applications; and agenda for the 2005 Long Term Assistants Weekend, including a summary of the event and an evaluation; planning material for a celebration of L'Arche Daybreak's 35th Anniversary.

Notes: Title based on contents of the file

File Level Descriptions : Box 77

Files 2009 10 04 – 2009 10 18

FILE 2009 10 04: L'ARCHE DAYBREAK EXECUTIVE DIRECTOR'S OFFICE FILES

Date Range: 1993-2008

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of material regarding L'Arche Daybreak, including the L'Arche Assistant Survey Results (prepared for L'Arche USA and L'Arche Canada by Norman Giesbecht, Ph.D. at University of British Columbia) from October 2002; a newspaper clipping from the Catholic Register of an article "Forced independent living may kill independence" (Dorothy Cummings, November 30, 2008); an invitation to the "Dancing the River" performance; 'Dayspring: Change the World, One Heart at a Time' brochure; a pamphlet on 'Faith and Religion in the Lives of People with Disabilities'; a collected of material on the history of L'Arche, including "Our Graced History" by Jean Vanier; and a program for a gathering held at L'Arche Daybreak on May 14, 1993 for the delegates of the International Federation of L'Arche meeting.

Notes: Title based on contents of the file

FILE 2009 10 05: L'ARCHE DAYBREAK EXECUTIVE DIRECTOR'S OFFICE FILES

Date Range: 2004-2005

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of material regarding L'Arche Daybreak, including a program for the Annual General Meeting of L'Arche Toronto and L'Arche Daybreak in June 2005; a program for the funeral service of David Gray (September 4, 1937 - January 25, 2004); "Dayspring: Change the World, One Heart at a Time" brochure; a small pamphlet describing the Dayspring Pond & Stream Trail.

Notes: Title based on contents of the file

FILE 2009 10 06: TURNING THE WHEEL – HENRI NOUWEN AND OUR SEARCH FOR GOD

Date Range: 2006

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of program materials from a conference on Henri Nouwen, titled "Turning the Wheel: Henri Nouwen and Our Search for God." The three day conference was held in May 2006 at University of St. Michael's College at the University of Toronto.

Notes: Title based on contents of the file

FILE 2009 10 07: SALT AND LIGHT : FOUNTAIN OF LOVE AND LIFE

Date Range: 2007

Physical Extent: 2 dvds (moving images).

Scope and Content:

File consists of a copy of "Fountain of Love and Life," a 2 disc program from Salt and Light Television Chinese Programming Ministry, which contains a segment on L'Arche Daybreak.

Notes: Title based on contents of the file

FILE 2009 10 08: L'ARCHE LOGO

Date Range:

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of a copy of the L'Arche Logo (of Noah's ark).

Notes: Title based on contents of the file

FILE 2009 10 09: TREASURE IN EARTHEN VESSELS

Date Range: 2009

Physical Extent: 0.5 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of two copies of the program from the funeral service of Bill van Buren on May 5, 2009. The service was titled "Treasure in Earthen Vessels: Celebration of the life of Bill van Buren." Program includes the text of the homily, and copies of memorial cards and notes from friends of Bill.

Notes: Title based on contents of the file

FILE 2009 10 10: WORLD YOUTH DAY

Date Range: 2000-2003

Physical Extent: 1.5 cm of textual records

Scope and Content:

File consists of a bound copy of the L'Arche Canada final report on World Youth Day 2002, a pamphlet published by L'Arche Faith and Light titled "Vous etes le sel de la terre et la lumiere du monde" (You are the salt of the Earth and the light of the world) about World Youth Day in Toronto in 2002, and a copy of "Les lettres de L'Arche" (Letters of L'Arche) from 2000.

Notes:

Title based on contents of the file
L'Arche Canada final report is bound using 1.0 cm binding comb

FILE 2009 10 11: PAMELA CUSHING

Date Range: 1998-2002

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of correspondence and material related to the study of L'Arche Daybreak by Pamela Cushing. This includes a copy of a 1998 paper entitled "Cultural Beliefs and Approaches to Disability from the 1850s" by Pamela Cushing; a letter from Matthew Marosszeky, Director of Human Resources, granting Cushing permission to spend four days conducting a study of L'Arche Daybreak; a copy of a Long Term Assistants Questionnaire (in French and English); and a copy of "Negotiating Mutuality and Agency in Care-Giving Relationships with Women with Intellectual Disability" by Pamela Cushing and Tanya Lewis.

Notes: Title based on contents of the file

FILE 2009 10 12: WORLD YOUTH DAY (WYD)

Date Range: 2001-2003

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of material regarding World Youth Day in Toronto in 2002. This includes the projected budget as of April 2002, volunteer allocation information, list of participants, a program for the event, information on the World Youth Day Steering Committee: L'Arche and Faith and Light, L'Arche Canada Newsletter from Winter 2003, World Youth Day Team Newsletter, a copy of an article: "Washing of feet powerful gesture" about Jean Vanier (Jim Coyle, Toronto Star, July 21, 2001), Catholic Network of Volunteer Service (CNVS) newsletter entitled "How Can I Help?" (December 4, 2001), and copies of the L'Arche Canada banners for the Jean Vanier catechetical site (The Beatitudes).

Notes: Title based on contents of the file

FILE 2009 10 13: WORLD YOUTH DAY ARTICLES

Date Range: 2001-2002

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of material regarding World Youth Day in Toronto in 2002. This includes a copy of a newsletter from the Toronto Catholic District School Board regarding World Youth Day 2002, a list of volunteer allocations, the article "Students need to live the experience" (The Catholic Register, January 13, 2002), Mission Canada: Magazine of Catholic Missions in Canada (Fall 2001), a copy of "Appendix II: The Letter of the Holy Father for World Youth Day 2002", information on security, a script for "Catechesis I" the presentation of L'Arche Canada and Faith and Light at World Youth Day, and a training pamphlet titled "Pilgrim Hosting Committee Training."

Notes: Title based on contents of the file

FILE 2009 10 14: ANNUAL REPORTS – L'ARCHE DAYBREAK

Date Range: 1995-2004

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of annual reports for L'Arche Daybreak for 1995-1996, 2003 and 2004.

Notes: Title based on contents of the file

FILE 2009 10 15: MEMBERSHIP

Date Range: 2001-2003

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of correspondence and minutes and agendas of meetings of the Membership Committee for 2001-2003.

Notes: Title based on contents of the file

FILE 2009 10 16: MEMBERSHIP

Date Range: 2003-2006

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of correspondence and minutes and agendas of meetings of the Membership Committee for 2003-2006.

Notes: Title based on contents of the file

FILE 2009 10 17: CAPNM CONFERENCE – SPIRIT MOVERS 2008

Date Range: 2008

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of material regarding the Canadian Association for Parish Nursing Ministry Conference, at which the Spirit Movers performed on May 30, 2008. Includes a thank you letter from Sheila Hughes, a planner of the Conference.

Notes: Title based on contents of the file

FILE 2007 10 18: A HUMAN FUTURE

Date Range: 2007

Physical Extent: 0.1 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of a copy of "A Human Future: A Thought Sheet for Canadians" (vol. 6, no. 3, Fall 2007), a pamphlet printed by L'Arche Canada. This particular issue features an interview with Dr. Pamela Cushing about Altruism. Cushing was an assistant briefly at L'Arche Daybreak at Green House, and did an anthropological study on L'Arche.

Notes: Title based on contents of the file

File Level Descriptions : Box 78

Files 2009 10 19 – 2009 10 26

FILE 2009 10 19: VANIER YOUTH FORUM

Date Range: 2007

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of a meeting agenda for the Vanier Youth Forum Liturgy meeting on September 10, 2007, information on the Vanier Youth Forum Liturgy drama in 2007 titled "The Parable of the Good Samaritan", and planning information for 2007 Youth Forum Formation Day events.

Notes: Title based on contents of the file

FILE 2009 10 20: COMMUNITY LIFE

Date Range: 1995-2006

Physical Extent: 2.3 cm of textual records

Scope and Content:

File consists of material regarding community life, including material on community accompaniment in L'Arche and accompaniment workshops; notes from council meeting from December 21, 1995, regarding home; information on homily preparations; workshop information on conflict; correspondence and material regarding Agape; programs for anniversary teas at L'Arche Daybreak; Assistants Weekends meeting agendas and correspondence; Celebrate Our Unity materials on various events to be celebrated at L'Arche and procedures for celebrations.

Notes: Title based on contents of the file

FILE 2009 10 21: COUNCIL AGENDAS

Date Range: 2007-2008

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of Daybreak Community Assistant Council Agendas for meetings for September 2007-August 2008.

Notes: Title based on contents of the file

FILE 2009 10 22: MEMBERSHIP PROCESSES 1

Date Range: 1991-2000

Physical Extent: 2.0 cm of textual records

Scope and Content:

File consists of material regarding membership processes at L'Arche Daybreak, including minutes of membership meetings, member information sheets, correspondence with members and about membership, and a membership document and summary of membership from 1996.

Notes: Title based on contents of the file

FILE 2009 10 23: MEMBERSHIP PROCESSES 2

Date Range: 1992-2007

Physical Extent: 2.6 cm of textual records

Scope and Content:

File consists of material regarding membership processes at L'Arche Daybreak, including a copy of a questionnaire and membership application for core membership, information on membership at Daybreak, a Daybreak Membership Document from 1992, member information sheets, "Process for Long Term Assistants to Gain Landed Immigrant Status in Canada", correspondence regarding landed immigrants, membership meeting agendas, renewal of membership questionnaires, information on Sue Mosteller's re-confirmation celebration, and confirmed membership feedback.

Notes: Title based on contents of the file

FILE 2009 10 24: L'ARCHE INTERNATIONAL DOCUMENTS

Date Range: 1986-1996

Physical Extent: 1.6 cm of textual records

Scope and Content:

File consists of documents related to L'Arche International, including zone documents and documents related to community councils, vocation, sexuality, recruitment, finance, L'Arche as a vocation, and pastoral minister.

Notes: Title based on contents of the file

FILE 2009 10 25: THE SPIRITUALITY OF FUNDRAISING BY HENRI J.M. NOUWEN

Date Range: 2004

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of a copy of “A Spirituality of Fundraising” by Henri J.M. Nouwen.

Notes: Title based on contents of the file

FILE 2009 10 26: NOUS CHANTONS ENSEMBLE

Date Range: 2002

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of a copy of “Nous chantons ensemble” (We sing together), from World Youth Day 2002, which has sheet music from the events.

Notes: Title based on contents of the file

File Level Descriptions: Box 79

Files 2009 10 27 – 2009 10 34

FILE 2009 10 27: TORONTO CATHOLIC DISTRICT SCHOOL BOARD PLANNING MANUAL

Date Range: 2002

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of a copy of the Toronto Catholic District School Board Planning Manual for World Youth Day 2002.

Notes: Title based on contents of the file

FILE 2009 10 28: MONDAY MORNING MESSAGE

Date Range: 2006-2007

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of copies of the Monday Morning Message (MMM) newsletter for L'Arche Daybreak houses from January 2, 2006 to February 5, 2007.

Notes: Title based on contents of the file

FILE 2009 10 29: MONDAY MORNING MESSAGE

Date Range: 2007

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of copies of the Monday Morning Message (MMM) newsletter for L'Arche Daybreak houses from February 12, 2007 to December 31, 2007.

Notes: Title based on contents of the file

FILE 2009 10 30: FUNERAL PROGRAMS

Date Range: 2009

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of funeral programs for Tracy Westerby and Bill van Buren.

Notes: Title based on contents of the file

FILE 2009 10 31: L'ARCHE DAYBREAK BOARD MINUTES

Date Range: 2005

Physical Extent: 2.5 cm of textual records

Scope and Content:

File consists of minutes from the meetings of L'Arche Daybreak Board of Directors for 2005.

Notes:

Title based on contents of the file
Minutes are bound using 3.0 cm binding comb.

FILE 2009 10 32: L'ARCHE DAYBREAK BOARD MINUTES

Date Range: 2006

Physical Extent: 2.5 cm of textual records

Scope and Content:

File consists of minutes from the meetings of L'Arche Daybreak Board of Directors for April 2005 to March 2006.

Notes: Title based on contents of the file

FILE 2009 10 33: MMM

Date Range: 2005

Physical Extent: 2.5 cm of textual records

Scope and Content:

File consists of copies of the Monday Morning Message (MMM) newsletter from 2005.

Notes:

Title based on contents of the file
Records are bound using 3.0 cm binding comb

**FILE 2009 10 34: 1985 LETTER TO HENRI NOUWEN FROM JOE EGAN –
INVITATION TO LIVE AT DAYBREAK**

Date Range: 1985

Physical Extent: 0.1 cm of textual records

Scope and Content:

File consists of a copy of the letter sent by Joe Egan, on behalf of L'Arche Daybreak, to Henri Nouwen, inviting Nouwen to live at L'Arche Daybreak.

Notes: Title based on contents of the file

File Level Descriptions : Box 80

Files 2009 10 35 – 2009 10 44

FILE 2009 10 35: DAYSPRING

Date Range: 1997-2004

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of material related to the Dayspring, including documents of the Dayspring Committee with information on finances. There is also information on the Henri Nouwen Literary Trust and Nouwen Dayspring Trust, and a copy of a proposal to the Daybreak Board of Directors from the Executors and Literary Executrix of the Nouwen estate regarding Nouwen's estate and Trust. A document describing the establishment of the Henri Nouwen Archives is also included.

Notes: Title based on contents of the file

FILE 2009 10 36: LONG TERM ASSISTANTS

Date Range: 1998-2003

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of correspondence with Long Term Assistants, agendas for Long Term Assistants meetings, and information on the Long Term Assistants [LTA] Committee.

Notes: Title based on contents of the file

FILE 2009 10 37: LONG TERM ASSISTANTS

Date Range: 2005

Physical Extent: 0.3 cm of textual records

Scope and Content:

File consists of correspondence with Joe Vorstermans and Nathan Ball.

Notes:

Title based on contents of the file

Access is restricted, as content is of a personal nature.

FILE 2009 10 38: LONG TERM ASSISTANTS – CLEARNESS MEETINGS

Date Range: 1984

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of photocopies of a pamphlet entitled “Clearness: Processes for Supporting Individuals & Groups in Decision-Making” by Peter Woodrow (Philadelphia, PA: New Society Publishers, 1984).

Notes: Title based on contents of the file

FILE 2009 10 39: LONG TERM ASSISTANTS – MEETINGS

Date Range: 2000-2005

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of agendas for meetings of the Long Term Assistants, notes of meetings, and registration forms and memoranda regarding meetings of Long Term Assistants.

Notes: Title based on contents of the file

FILE 2009 10 40: LONG TERM ASSISTANTS – CORRESPONDENCE

Date Range: 1999-2005

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of correspondence with Long Term Assistants from the office of the Executive Director from 1999 to 2005.

Notes: Title based on contents of the file

FILE 2009 10 41: DEVELOPMENT

Date Range: 2001

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of material regarding development of Daybreak in 2001, including the Gathering Place capital campaign plan, a role description of the development director, a Development Office annual plan for April 2001 - March 2002, budget information, and an Application to the Ontario Trillium Foundation Community Program.

Notes: Title based on contents of the file

FILE 2009 10 42: DEVELOPMENT

Date Range: 2002-2003

Physical Extent: 1.2 cm of textual records

Scope and Content:

File consists of material regarding the Development Office, including a list of Office achievements, a Development Strategic Plan for 2002 - 2005, a case statement for the Gathering Place, meeting minutes of the Office, correspondence, role description of the Development Director, fundraising timelines, and information on the Henri Nouwen Literary Trust.

Notes: Title based on contents of the file

FILE 2009 10 43: DEVELOPMENT

Date Range: 2004

Physical Extent: 0.7 cm of textual records

Scope and Content:

File consists of material regarding Development, including meeting notes and minutes, budget reports, Development Office restructuring preparation meeting summary, correspondence within the Office, and a description of the team.

Notes: Title based on contents of the file

FILE 2009 10 44: DEVELOPMENT

Date Range: 2005

Physical Extent: 1.0 cm of textual records

Scope and Content:

L'Arche Daybreak fonds

File consists of material regarding Development in 2005, including "Managing Multi-site Nonprofits" essay, notes from Development Office meetings, form letter for the Development Office regarding estates, program guidelines for the Ontario Trillium Foundation, the "Development Strategic Plan" (2002 - 2005), and budget information.

Notes: Title based on contents of the file

File Level Descriptions : Box 81

Files 2009 10 45 – 2009 10 53

FILE 2009 10 45: BOARD OF DIRECTORS

Date Range: 1991-2003

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of the L'Arche Daybreak Board of Directors Mission Statement, a copy of Letters of L'Arche Quarterly (volume 2, number 76, 1993), a copy of the discernment process for Board President (Nathan Ball was named in 1992), correspondence from the Board, a report on Discernment, Manual for L'Arche Board Members, information on the mandate, and Board recruitment.

Notes: Title based on contents of the file

FILE 2009 10 46: THE BENSON FUND

Date Range: 1982-1999

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of financial statements of L'Arche Daybreak and correspondence regarding the Benson Fund.

Notes: Title based on contents of the file

FILE 2009 10 47: BOARD OF DIRECTORS – BOARD MANUAL

Date Range: 2001

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of a copy of the Board of Directors Manual, including a history of Daybreak, mission statements, organizational chart, funding, L'Arche Daybreak By-laws, "Key Elements of a L'Arche Community" by L'Arche Canada, and the L'Arche Community Mandate.

Notes: Title based on contents of the file

FILE 2009 10 48: HUMAN RESOURCES

Date Range: 1995-2002

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of role descriptions for roles at L'Arche communities, including Daybreak, L'Arche in Ottawa, Montreal, Vancouver, and Calgary.

Notes: Title based on contents of the file

FILE 2009 10 49: HUMAN RESOURCES – NOTES AND DOCUMENTS

Date Range: 2000-2003

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of human resources notes on decision-making, processes for moving individuals from homes, a curriculum vitae for Jean Vanier, recruitment information, and agendas for meetings.

Notes: Title based on contents of the file

FILE 2009 10 50: HUMAN RESOURCES – NOTES AND DOCUMENTS

Date Range: 2000-2008

Physical Extent: 1.1 cm of textual records

Scope and Content:

File consists of human resources meeting agendas and notes, information on assistants, assistant tracking sheets, recruitment plans, and planning notes.

Notes: Title based on contents of the file

FILE 2009 10 51: PERSONNEL COMMITTEE

Date Range: 2004-2006

Physical Extent: 0.4 cm of textual records

Scope and Content:

File consists of meeting agendas for the Personnel Committee, role descriptions, and memoranda from the Personnel Committee to assistants regarding policy changes.

Notes: Title based on contents of the file

FILE 2009 10 52: TURNING THE WHEEL CONFERENCE – DOCUMENTS 1

Date Range: 2006

Physical Extent: 0.6 cm of textual records

Scope and Content:

File consists of planning information for the Turning the Wheel: Henri Nouwen and Our Search for God Conference in 2006, including notes for a speech by Carl MacMillan, notes and outlines from lectures, conference participant list, a schedule for the conference, Council notes for their schedule of events and organizing L'Arche participants.

Notes:

Title based on contents of the file

These records were kept in an administrative binder on the conference. Records were removed from the binder and placed in an archival folder as of April 21, 2010.

FILE 2009 10 53: TURNING THE WHEEL CONFERENCE – DOCUMENTS 2

Date Range: 2005-2006

Physical Extent: 2.3 cm of textual records

Scope and Content:

File consists of agendas for the Programme Committee meetings for the conference, Steering Committee meeting minutes and agendas, a schedule of the events at the conference and a tentative schedule from the planning process, an overview of proposals submitted to be workshops or paper presentations at the conference, and proposals for presentations including notes on the proposals.

Notes:

Title based on contents of the file

These records were kept in an administrative binder on the conference. Records were removed from the binder and placed in an archival folder as of April 21, 2010.

Some of these records can also be found in Box 82.

File Level Descriptions : Box 82

Files 2009 10 54 – 2009 10 60

FILE 2009 10 54: CHANGE THE WORLD, ONE HEART AT A TIME

Date Range:

Physical Extent: 0.2 cm of textual records

Scope and Content:

File consists of two copies of the “Change the World, One Heart at a Time” brochure about the Dayspring, with information on the Dayspring Capital Campaign and donors.

Notes: Title based on contents of the file

FILE 2009 10 55: MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Date Range: 2004

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of correspondence with the Ministry of Community and Social Services for 2004, including financial and service contract information.

Notes: Title based on contents of the file

FILE 2009 10 56: MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Date Range: 2005

Physical Extent: 0.8 cm of textual records

Scope and Content:

File consists of correspondence with the Ministry of Community and Social Services for 2005, including financial and service contract information.

Notes: Title based on contents of the file

FILE 2009 10 57: MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Date Range: 2006

Physical Extent: 1.3 cm of textual records

Scope and Content:

File consists of correspondence with the Ministry of Community and Social Services for 2006, including financial and tax information, notification of funding from the Ministry, and service contract information.

Notes: Title based on contents of the file

FILE 2009 10 58: BURGUNDY ASSET MANAGEMENT

Date Range: 2005-2007

Physical Extent: 1.0 cm of textual records

Scope and Content:

File consists of investment reports and reviews for Daybreak by Burgundy Asset Management from September 21, 2005 – March 31, 2007.

Notes: Title based on contents of the file

FILE 2009 10 59: BURGUNDY ASSET MANAGEMENT

Date Range: 2006-2007

Physical Extent: 0.5 cm of textual records

Scope and Content:

File consists of investment reports and reviews for Daybreak by Burgundy Asset Management from December 31, 2006 – December 31, 2007.

Notes: Title based on contents of the file

FILE 2009 10 60: COMMUNITY MANDATE

Date Range: 2000-2002

Physical Extent: 1 wooden plaque : 42.5 cm x 28.0 cm.

Scope and Content:

L'Arche Daybreak fonds

File consists of one wooden plaque featuring the community mandate for September 2000-2002, titled "Renewing Our Community Life." The plaque is illustrated with drawings of the community and some community members.

Notes: Title based on contents of the file

Collection Title