

**For Your Information: Your Right to Complain About Services****1. Your Right to Complain to a Children's Aid Society Or Indigenous Society (Society)**

If you have a question or concern about services from a society, you can talk to the worker who is helping you, the worker's supervisor, or someone else at the society. If you do not want to first speak to them or if speaking to your worker or others at the society does not answer your questions, you have the right to start a formal process to complain to the society at any time. Societies are required by law to establish an Internal Complaints Review Panel (ICRP) to review formal complaints submitted in writing. Your society may also offer alternate complaints processes (e.g. an Elders Forum).

Under section 119 of the *Child, Youth and Family Services Act, 2017* (CYFSA), you have a right to complain to a society relating to a service you have sought or received from that society. A formal complaint must be made in writing using this form.

Complaints relating to an issue decided by a court or that is subject to another decision-making process under the CYFSA or the *Labour Relations Act, 1995* are not eligible for review (for example, a decision by the court placing a child in society care would not be eligible).

The first step in the formal complaint process is to complete this Formal Complaint to a Society's Internal Complaints Review Panel (ICRP) Form.

**2. What to Expect After You Complete and Submit This Form**

1. Your complaint will be reviewed by the society within 7 days to determine whether it is eligible for review. The society is required to provide you with a written response to notify you that either:
  - Your complaint is not eligible for review and the reasons why, or;
  - Your complaint is eligible and will be reviewed by the ICRP, and you will be provided with a date and time for a meeting.
2. If your complaint is eligible for review, the ICRP will meet with you in person at a time that is convenient for you and the members of the panel within 14 days after you have received the response from the ICRP, or later if you request it.
3. Within 14 days after the meeting, the ICRP will send you a written summary of the meeting, including any agreed upon next steps.

Your worker may be made aware of your complaint as part of the society's review of the complaint.

**3. What is the Internal Complaints Review Panel (ICRP)?**

The panel will consist of a small number of people who have not been directly involved with your case. The society's Executive Director will select panel members, including one senior manager from the society, and will also choose one person external to the society but who may be a member of the society's board of directors. You will be able to discuss your complaint with people who are not directly involved with your case. The goal is to deal with your complaint as quickly as possible in a way that works for everyone. An interpreter may be provided by the society if you need one. You can bring one person to support you at the meeting, as well as a representative from each of your bands or First Nations, Inuit or Métis communities, if applicable.

**4. Your Right to Complain to Other Bodies**

Depending on the subject matter of your complaint, you can submit a complaint to the following:

## 5. When to Complain to the Child and Family Services Review Board (CFSRB)

You may submit a complaint directly to the CFSRB (under section 119 and 120 of the CYFSA) for the following matters:

- If a society does not proceed with your written complaint;
- If a society does not respond to your written complaint within the required timeframe;
- If a society does not comply with the formal complaint review procedure or with any other procedural requirement under the CYFSA about the review of complaints;
- If a society does not comply with their requirement under the CFYSA to ensure children and their parents have an opportunity, where appropriate, to be heard and represented when decisions affecting their interests are being made and heard when they have concerns about services they are receiving;
- If you think there is an inaccuracy in the society's records about you (for this type of complaint, you must complete the ICRP process before bringing an application to the CFSRB).

For more information and to complain to the CFSRB, you must fill out the CFSRB's form, which you can get here: <http://www.sjto.gov.on.ca/cfsrb/complain-about-services-of-a-childrens-aid-society/>

- If a society does not provide you with reasons for a decision that affects your interests; or

CFSRB contact information:

655 Bay Street, 14th Floor, Toronto, ON M7A 2A3

Telephone: (416) 327-4673; Toll Free: 1-888-728-8823; TTY: (416) 327-9247; Fax: (416) 327-0558

## 6. When to Complain to The Ontario Child Advocate (OCA)

OCA provides advocacy services and can receive and respond to complaints from children and youth. If you are a child or youth, you may complain directly to OCA about any matter, without beginning or completing a process to complain to a society's ICRP.

OCA can also conduct investigations. If you are a child or youth with a concern or someone with a concern about a child, you may complain to OCA to investigate a matter only as a last resort. You must exhaust all other complaints procedures (including the ICRP) before a request for an OCA investigation can be made.

To initiate an OCA investigation, you must fill out an OCA form, which you can get here:

<http://www.provincialadvocate.on.ca/investigations>

OCA contact information:

401 Bay Street, Suite 2200, Toronto, ON M7A 0A6

Telephone: (416) 325-5669; Toll Free: 1-800-263-2841; TTY: (416) 325-2648; Fax: (416) 325-5681

Email: [advocacy@provincialadvocate.on.ca](mailto:advocacy@provincialadvocate.on.ca)

## 7. When to Complain to The Office of the French Language Services Commissioner (FLSC)

You may complain to the FLSC at any time when you believe that your right to be served in French was not respected.

For more information and to complain to the FLSC, you may call them or fill out their form, which you can get here:

<http://csfontario.ca/en/plaintes>

FLSC contact information:

800 Bay Street, Suite 402, Toronto, ON M5S 3A9

Telephone: 416-847-1515; Toll Free: 1-866-246-5262; TTY: 416-640-0093; Fax: 416-847-1520

Email: [flsc-csf@flscontario.ca](mailto:flsc-csf@flscontario.ca)

## 8. How to Submit This Form

After you have completed this form, you can submit it to your local society in person, by delivery, mail, fax or e-mail. If you need help filling out this form, let the society know and help will be provided to you, or contact the Office of the Ontario Child Advocate for assistance. This form is also available in French.

What is your preferred language?

English  French

How should we contact you?

Email  Letter

## 9. I Am a Person Who Has Sought or Received Services From a Society

- I am a child or youth receiving/who has received/who has sought services from a society
- I am an adult and my child is receiving/has received/who has sought services from a society
- Other \_\_\_\_\_

## 10. Your Complaint Details (select as many of the following options that apply)

- I feel my rights as a child/youth in care were not respected (e.g. nutritious meals, regular medical/dental care)
- I feel my confidentiality was breached
- I feel discriminated against by the society (e.g. for my race, ethnicity, sexual orientation, religion, language)
- I think there is an inaccuracy in the society's files about me
- I was not given the opportunity to have my concerns heard about services I was seeking or receiving
- I was not given the opportunity to have my concerns heard and be represented when decisions were made
- I was not given reasons by the society for a decision that affected my interests
- Other complaint not specified above (please specify below)

Describe your complaint in as much detail as possible. You may add information, such as:

- what someone did or said that caused you to make the complaint or what you think that person should have done or said;
- details about when something happened, where something happened and who was involved in the situation that you are complaining about; and
- your desired outcome for the complaints process and how the society can help resolve the matter.

**11. Which Society Is Involved In Your Complaint?****12. Please Provide Your Contact Information**

Last Name	First Name	Middle Initial
Preferred Name	Date of Birth (yyyy/mm/dd)	
Bands or First Nations, Inuit or Métis Communities (if Applicable)		

**Mailing Address**

Unit Number	Street Number	Street Name	PO Box
Rural Route	Concession		
City/Town	Province	Postal Code	
Telephone Number ext.	Cell Phone Number	Email Address	

**13. If You are an Adult, Please Provide Information about the Child (If you are a child or youth who has received services from a society, you do not need to fill out this section)**

Child's Last Name	Child's First Name	Child's Middle Initial
Child's Preferred Name	Child's Date of Birth (yyyy/mm/dd)	
Child's Bands or First Nations, Inuit or Métis Communities (if Applicable)		

**Mailing Address**

Unit Number	Street Number	Street Name	PO Box
Rural Route	Concession		
City/Town	Province	Postal Code	
Telephone Number ext.	Cell Phone Number	Email Address	

**Notice Regarding the Collection of Personal Information**

Societies collect the personal information requested on this form for the purpose of conducting a review of complaints, under the legal authority of Section 119 of the *Child, Youth and Family Services Act, 2017* (CYFSA). The information could be shared with participants if a meeting regarding the complaint is held. It may also be used for case planning or other purposes, in accordance with society policies, or as otherwise required by law and/or court order. If you have any questions, please contact the society.