

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

*Office of the Provincial Advocate
for Children and Youth*

*Bureau de l'intervenant provincial
en faveur des enfants et des jeunes*

June 5, 2017

Ms.Rebecca ABCDEF
Executive Director

SENT ELECTRONICALLY

Dear Ms. ABCDEF,

Document Request #1

Re: Our file number 2017-XX

Further to the Provincial Advocate's letter of notice dated May 31, 2017 indicating his intention to conduct an investigation into XXXX, I write to provide you with the initial list of information the Investigative Unit seeks to obtain from your agency.

We have identified documentation deemed relevant to the investigation, and hereby request non-redacted versions of the following, either via courier or in electronic format. The document request letter is attached as "Appendix A".

I would appreciate this information by June 23, 2017 at 4:30pm. This information can be sent electronically. Alternatively, our office will be happy to arrange courier services at your request.

Our request is made pursuant to subsection 16.1 (4) of the *Provincial Advocate for Children and Youth Act, 2007* which compels the furnishing of information and production of documents that, in the opinion of the Advocate, relate to any matter being investigated by the Advocate, and subsection 16.1 (5) which provides that such information and documents must be furnished and produced, respectively, when requested.

INVESTIGATIVE UNIT

401 Bay Street, Suite 2010, PO Box 2, Toronto, Ontario M7A 0A6 Tel: (416) 325-5669 FAX: (416) 325-5681 Toll Free: 1-800-263-2841 TTY: (416) 325-2648
401, rue Bay, bureau 2010, boîte postale 2, Toronto, Ontario M7A 0A6 Tél : (416) 325-5669 FAX: (416) 325-5681 Sans frais: 1-800-236-2841 ATS (416) 325-2648

Section 16.1(4) and Section 16.1(5) of our governing legislation provide as follows:

Compelling information or documents

- (4) In carrying out his or her investigative function, the Advocate may require any officer, employee or member of any person or entity listed in subsection (3) or any other person or entity who, in the Advocate's opinion, is able to give information relating to any matter that is being investigated by the Advocate,
- (a) to furnish the information; and
 - (b) to produce any documents or things which, in the Advocate's opinion, relate to the matter and which may be in the possession or under the control of the person or entity. 2014, c. 13, Sched. 10, s. 9.

Same, duty to furnish

- (5) A person or entity referred to in subsection (4) shall furnish the information and produce the document or things to the Advocate when requested to do so. 2014, c. 13, Sched. 10, s. 9.

Also, Section 16.1(6) of our governing legislation allows us to serve a formal Summons which would require document production and attendance at our office to be examined under oath. In our phone conversation on June 1, 2017, you confirmed that you require a summons, which is attached to this letter.

In the event the documents are not received by June 23, 2017 enclosed is a summons that will require your attendance at our offices on June 26, 2017 at 10:00 a.m. to be examined under oath pursuant to section 16.1(6) of the Act. Provided we receive the documents by June 23, 2017 we will notify you that this summons has been cancelled.

It may become necessary to forward a further document request prior to the completion of our investigation. I anticipate your kind assistance with any subsequent requests and ask that you please ensure that all documentation, including but not limited to notes, records, reports, recordings, emails and text messages, are retrieved and kept secure by you until the completion of our investigation.

I wish to thank you and your colleagues for your co-operation, and look forward to continued communication and consultation throughout this investigation. Please feel free to contact me at 416-325-9781 if you have any questions.

The lead investigator XXXXX may also be reached at XXXX.

Yours Truly,



Diana Cooke,
Director of Investigations

APPENDIX A

DOCUMENT REQUEST #1 – June 5, 2017

Provincial Advocate for Children and Youth

1. A copy of any and all documents pertaining to XXXXX
2. A copy of all correspondence and communication between XXXXX involving XXXXX
3. A copy of any and all occurrence reports, incident reports, log notes and supplementary occurrence reports received or prepared by XXXXXXXXX

DRAFT