

Please return completed forms to:

Clerk's Department, Town of Renfrew,
127 Raglan Street South, Renfrew, ON, K7V 1P8
Telephone: 613-432-4848
Fax: 613-432-7245
Email: info@renfrew.ca

For Office Use Only

Complaint # _____

Received by: _____

Date: _____

Forwarded to: _____

Date: _____

Acknowledgement Letter Sent Date: _____ Staff Name: _____

Complaint forwarded to (staff name): _____ Date forwarded: _____

Decision on compliant (Action taken):

Final Response Letter Sent Date: _____ Staff Name: _____

Copies Filed with Clerk

- Initial Complaint
- Acknowledgment letter
- Additional Correspondence
- Final Decision Letter

NOTE: Personal Information on this form is being collected under the authority of the *Freedom of Information and Protection to Privacy Act* R.S.O. c.F. 31, s. 39 (2) for the purposes of improving customer service. Questions about collection of personal information may be directed by mail to the address above.