

Municipal Complaint Form

The Corporation of the Town of Renfrew is committed to continuous organizational improvement in an environment where all complaints are dealt with fairly in a respectful, transparent fashion. Complaints must be made in writing.

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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 #	Detai
Received by: Forwarded to:	Date: 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.