

Your request for a review at the Child and Family Services Review Board will need to be in writing on a prescribed form available through the Child and Family Services Review Board.

Child and Family Services Review Board  
1075 Bay Street, 7th Floor  
Toronto, Ontario, M5S 2B1

To learn more call or visit their website  
**1-888-728-8823**  
[www.cfsrb.ca](http://www.cfsrb.ca)

### Office of the French Language Services Commissioner

In designated areas in Renfrew County (City of Pembroke and the Townships of Stafford and Westmeath), Francophone's have the right to be served in French by government agencies.

Complaints are a direct way in which you can express your concern over a failure to provide French-language services or over the provision of poor-quality French-language services.

To learn more call or visit their website  
**1-866-246-5262**  
[www.csfontario.ca](http://www.csfontario.ca)



### Office of the Ombudsman of Ontario

The Office of the Ombudsman of Ontario has the ability to investigate matters about the services delivered by Family and Children's Services of Renfrew County. To learn more visit their website: [www.ombudsman.on.ca/have-a-complaint/make-a-complaint](http://www.ombudsman.on.ca/have-a-complaint/make-a-complaint)

To contact the Ombudsman's Office:

- **Toll-free (Ontario only):** 1-800-263-1830
- **Outside Ontario:** 416-586-3300
- **TTY (teletypewriter):** 1-866-411-4211
- **Fax:** 416-586-3485
- **Email:** [info@ombudsman.on.ca](mailto:info@ombudsman.on.ca)

### Accessibility

We welcome feedback regarding the way in which we provide services to persons with disabilities.



Clients and service recipients are invited and encouraged to provide feedback and concerns, complaints, or suggestions in writing to the Agency. Should accessibility requirements entail an alternative means of feedback, we will work with the client or service recipient to facilitate the feedback. We will respond to such feedback within a reasonable time frame clarifying the concern, complaint or suggestion, and actions to be taken to address same.

Concerns can be sent by email to [inquiries@fcsrenfrew.on.ca](mailto:inquiries@fcsrenfrew.on.ca), hand delivered, or mailed.

If you require the information contained in this brochure in a different format, please call our Executive Assistant at (613) 735-6866.

COMMENTS,  
COMPLIMENTS,  
CONCERNS

Family and Children's Services of Renfrew County is interested in hearing from you



[www.fcsrenfrew.on.ca](http://www.fcsrenfrew.on.ca)

*Nous offrons les services en français*

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## Hearing from you

FCS Renfrew County is interested in hearing from you including comments, compliments and concerns you may have about the service we provide. You may send these to your worker or send your general comments and compliments through our website's About page.

## We can work it out – together

FCS Renfrew County is committed to hearing your concerns to ensure we are providing excellent service to the children, youth, adults and families we work with.

Staff, children, youth, adults and families know that the best way to resolve issues is to deal with them promptly and directly with the people involved.

We encourage you to begin by discussing your concern first with your worker, then with his or her supervisor, or a Director of Service. Our staff may understand the source of your concerns and be able to reach an agreeable resolution with you.

At any time during the informal discussion process, if your concern has not been resolved to your satisfaction by talking to your worker, supervisor or Director of Service, you may choose to make a formal, written complaint to the Executive Director.

My worker: \_\_\_\_\_

Worker's Supervisor: \_\_\_\_\_

## There are Formal Mechanisms for you to express your concerns;

1. Internal Complaint Review Panel (ICRP)
2. Child and Family Services Review Board (CFSRB)
3. Office of the French Language Services Commissioner
4. Office of the Ombudsman of Ontario

## Internal Complaint Review Panel (ICRP)

Formal complaints with ICRP about **service sought or received by adults, children/youth** or a **perceived inaccuracy of your information in FCS Renfrew County's case records** must be done in writing. To begin this process, please review the Complaints Process on our website (under the About tab), or call us at 613-735-6866

Please mail or drop off your letter, addressed to Executive Director at:

Family and Children's Services of Renfrew County  
77 Mary Street  
Pembroke, Ontario, K8A 5V4

Once we receive the complaint we will respond in writing within seven days to determine if your complaint is eligible for the ICRP review process. FCS Renfrew County will notify you in writing about the decision and reason for the decision. If the complaint is eligible, you will be invited to meet with our ICRP within 14 days of the agency's response letter. The ICRP is comprised of three people not involved with the family, child, youth or adult.

You may bring one support person with you to this meeting. In addition, if you choose, you may also bring a lawyer. If you are an Indigenous Community Member, you may also bring a representative from your Indigenous Community.

The ICRP is an opportunity for you to be heard about your complaint, to create solutions and improve communications. A letter summarizing the results of the meeting will be sent to you within 14 days after the meeting.

## Child and Family Services Review Board (CFSRB)

If you are receiving child welfare services, you may ask the Child and Family Services Review Board at the Ministry of Children and Youth to review your complaint. In order to do so your complaint must meet one of the following criteria.

You believe that FCS Renfrew County has:

- refused to proceed with a complaint
- failed to respond to your complaint within the required time frame
- failed to comply with the complaint procedure
- not given you an opportunity to be heard regarding a decision affecting your interest or concerns about the service you received
- failed to provide you with the reasons for a decision that affects your interests.
- failed to place your notice of disagreement on your case record.