Notice of Dispute and Request for Conciliation Assistance
Canada Labour Code, Part I, Section 71 (R.S.C., 1985, c. L-2)

SECTION 1: TYPE OF DISPUTE

☐ First collective agreement	
☐ Renewal of collective agreement	Expiry date: (YYYY-MM-DD)
☐ Re-opener clause	Date of re-opener: (YYYY-MM-DD)

SECTION 2: IDENTIFICATION OF PARTIES

This request is served by: ☐ Employer ☐ Union

EMPLOYER

Name:			
Address:			
Name of representative:			Job title:
Address of the representative (if different from employer's address):			
Telephone number (999) 999-9999	Ext. (999999)	Cell. number (999) 999-9999	E-mail:

UNION

Name:			
Address:			
Name of representative:			Job title:
Address of the representative (if different from union address):			
Telephone number (999) 999-9999	Ext. (999999)	Cell. number (999) 999-9999	E-mail:

SECTION 3: INFORMATION ON BARGAINING

Bargaining unit description:

Number of employees: (999999999)			
Canada Industrial Relations Board Order Number:		Date of Order: (YYYY-MM-DD)	(Or) ☐ Voluntary Recognition

SECTION 3: INFORMATION ON BARGAINING (con't)

Date notice to bargain served: (YYYY-MM-DD)	Served by: ☐ Employer ☐ Union

Were any bargaining sessions held? ◯ Yes ◯ No

If yes, please indicate the meeting dates: (YYYY-MM-DD)

Please indicate the issues remaining in dispute:

Was any strike vote held? ◯ Yes ◯ No	Date of vote: (YYYY-MM-DD)	Result of vote:

Was any agreement on the maintenance of activities reached under section 87.4 of the *Canada Labour Code*? ◯ Yes ◯ No

Preferred location of conciliation meetings: City:	Province/Territory:

Language requirement for conciliation: ☐ English ☐ French ☐ Bilingual

SECTION 4: DOCUMENTS TO PROVIDE

- ☐ Signed copy of the notice to commence collective bargaining
- ☐ Copy of the most recent collective agreement (for renewal of collective agreement or re-opener clause)
- ☐ Copy of any maintenance of activities agreement (if applicable)
- ☐ Copy of the proposals exchanged/Any document relevant to bargaining (optional)

SECTION 5: PRIVACY NOTICE

Your personal information is collected to process your notice of dispute and request for conciliation services in accordance with section 71 of the *Canada Labour Code* and section 6 of the *Canada Industrial Relations Regulations*. Failure to provide this information may result in delays or the inability to process your request. Pursuant to subsection 73(1) of the Code, a copy of the notice will be sent to the conciliation officer appointed under subsection 72(1).

Your information will be protected in accordance with the Privacy Act. You have the right to the protection of, and access to, your personal information, which is described in Personal Information Bank ESDC PPU 050. More details about the departmental handling of your personal information can be found at Info Source. You have a right to access your personal information and, where required, to correct inaccurate personal information. In addition, if you feel that your personal information is being handled inappropriately, you have the right to file a complaint to the Office of the Privacy Commissioner by calling their information centre at 1-800-282-1376 or by visiting their website.

The information you provide may be used and/or disclosed for policy analysis, research and/or evaluation purposes. These additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

I commit to sending a copy of this notice to the other party. ☐ Yes

Signature of the applicant:	Date: (YYYY-MM-DD)

Please submit this notice to the Federal Mediation and Conciliation Service:

by e-mail: fmcs_sfmc.inquiry-demande@labour-travail.gc.ca (recommended)

or by mail: 165 de l'Hôtel-de-Ville Street
Place du Portage, Phase II, 10th Floor
Gatineau, Quebec K1A 0J2

or by fax: 819-953-3162