



Request for the appointment of an arbitrator
Canada Labour Code, Part I, Subsection 57(4) (R.S.C., 1985, c. L-2)

SECTION 1: 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. (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. (999) 999-9999

E-mail:

SECTION 2: INFORMATION CONCERNING THE GRIEVANCE(S)

Number and description of each grievance:

*** All grievances mentioned above will be referred to the same arbitrator. However, if you require the appointment of more than one arbitrator, please submit a new request for each grievance(s).**

Name of arbitrators exchanged by the parties:

Language requirement for arbitration: ☐ English ☐ French ☐ Bilingual

Preferred location for the hearing:

City:

Province/Territory:

Hearings preference:

☐ In-person

☐ Virtual

☐ No preference

SECTION 3: DOCUMENTS TO PROVIDE

☐ Copy of the grievance form(s)

☐ Copy of the collective agreement

☐ A copy of all the pertinent correspondence exchanged between the parties in this matter

SECTION 4: PRIVACY NOTICE

Your personal information is collected to process your request for the appointment of an arbitrator in accordance with subsection 57(4) of the [Canada Labour Code](#) (Code) and section 8 of the [Canada Industrial Relations Regulations](#). Failure to provide this information may result in delays or the inability to process your request. The information will be transmitted to the arbitrator appointed under subsection 57(5) of the Code.

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. If the grievance subject to the appointment request results in a decision by the arbitrator, the decision may be made public in accordance with section 59 of the Code.

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

Signature of the applicant:

Date: (YYYY-MM-DD)

Please submit this request 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