



THE TRIBUNAL ADMINISTRATIF DU QUÉBEC

CONCILIATION

What is conciliation?

Conciliation is a free service to help you settle your case and avoid a hearing at the Tribunal. It's an informal meeting where you talk with the representative of the government body to find common ground.

The meeting is led by an impartial conciliator who is one of the Tribunal's administrative judges. The conciliator's role is not to decide the case but to explore possible solutions with both sides.

What happens during conciliation?

Usually, the meeting takes place around a table in a small room. It focusses on exchanging information rather than confrontation and arguing.

During the meeting, the conciliator

- explains the conciliator's role and how the meeting will proceed,
- invites both sides to give their opinions, one at a time, and suggest possible solutions and
- sometimes meets individually with each side, if they agree, to answer questions and help move the case forward.

Either side may end the discussions and conciliation at any time.

You reach an agreement

The agreement is put in writing. Then both sides and the conciliator sign it.

Your case is settled, and you won't have a hearing at the Tribunal.

You must follow the agreement as though it were a decision of the Tribunal.

You don't reach an agreement

You'll be called to a hearing before another administrative judge.

At the hearing, no one can talk about what was said or written during conciliation. This information is confidential.

Conciliation is helpful even if there is no agreement.

Conciliation helps you understand the government body's point of view. This will help you prepare your case if you have a hearing in front of the Tribunal.

IMPARTIALITY / ENGAGEMENT / RESPECT
COMPETENCE / INDEPENDENCE

HOW TO CONTACT US

Toll-free:

1 800-567-0278

www.taq.gouv.qc.ca

tribunal.administratif@taq.gouv.qc.ca

In Québec

TRIBUNAL ADMINISTRATIF

DU QUÉBEC

Secretariat

575 Jacques-Parizeau St., RC.10

Québec, Québec G1R 5R4

Telephone: 418 643-3418

Fax: 418 643-5335

In Montréal

TRIBUNAL ADMINISTRATIF

DU QUÉBEC

Secretariat

500 René-Lévesque Blvd. West,
21st Floor

Montréal, Québec H2Z 1W7

Telephone: 514 873-7154

Fax: 514 873-8288

Our staff is available to help you
Monday to Friday,
8:30 a.m. to 4:30 p.m.

Arranging for conciliation

In some situations, the Tribunal automatically invites you to a conciliation meeting. You can accept or refuse to attend.

In other situations, conciliation is mandatory. The Tribunal tells you to attend a meeting and you must attend.

You can also ask to go to conciliation. The Tribunal will check whether the government body's representative wants to participate.

Place and date of conciliation

The Tribunal will tell you the date, time and place for the conciliation meeting. It usually takes place near you. In some situations, it can take place by video hearing. Contact us for more information.

If you can't attend, you can ask the Tribunal to change the date. You must do this at least 45 days before the meeting date and explain why you can't attend. The Tribunal can accept or refuse your request.

Preparing for conciliation

If you want conciliation to succeed, you must prepare yourself. Look over your file and note the points you want to talk about. Think about possible solutions and be prepared to negotiate. This will increase your chances of reaching an agreement.

Bring your file and all documents you think are important to the meeting. Arrive on time and dress appropriately.

Express conciliation

Have you already started settlement discussions with the government body? If so, you can have express conciliation.

This means conciliation to finalize your agreement will take place in a shorter time frame. Contact the Tribunal to ask for express conciliation.

