



## RESOLUTION HOUSE Mandatory Mediation Fees and Charges Schedule

This Schedule applies to all mandatory mediations conducted by Ian Szlajak, Resolution House Inc. A mandatory mediation is one associated with a case-managed file that is before the Superior Court of Justice in Ottawa. This Schedule applies to mediations of a half-day or a full-day in duration.

**Half-day Flat Rate**, two-party mediation of three hours or less in duration and inclusive of all\* necessary preparation and file administration time, including review of briefs, and inclusive of disbursements.....\$1000.00

For each additional party, add \$150.00, to a limit of an additional \$600.00 (six parties or more) to the half-day flat rate above. **For time spent beyond three hours**, a continuation rate of \$350.00 per hour applies to a two-party mediation; for each additional party, add \$25.00 to the two-party continuation rate, to a limit of six parties, with time usage for continuations billed in half-hour increments, rounded up to the next half-hour.

**Full-day Flat Rate**, two-party mediation of six hours or less in duration and inclusive of all\* necessary preparation and file administration time, including review of briefs, and inclusive of disbursements.....\$2,000.00

For each additional party, add \$150.00, to a limit of an additional \$600.00 (six parties or more) to the full-day flat rate above. **For time spent beyond six hours**, a continuation rate of \$350.00 per hour applies to a two-party mediation; for each additional party, add \$25.00 to the two-party continuation rate, to a limit of six parties, with time usage for continuations billed in half-hour increments, rounded up to the next half-hour.

\*Mediations requiring special attendances or extra work beyond normal preparation are subject to an additional fee of \$275.00 per hour, with time usage applied in half-hour increments, rounded up to the next half-hour. Where such additional charges are applicable, parties/counsel will be advised beforehand.

### Cancellation/Adjournment and Other Charges and Terms

**Short notice cancellations or adjournments**, meaning those arising **during the seven (7) clear calendar days before the date set for a mediation**, are subject to a fee, payable by the party(ies) cancelling or adjourning the mediation, of **\$500.00 plus GST** for a half-day mediation, **\$1000.00 plus GST** for a full-day mediation. **Cancellations, adjournments or aborted mediations arising on the day of or on the last business day before the date set for the mediation** are subject to the **full applicable fee that would apply had the mediation proceeded for the minimum period booked**, payable by the party(ies) cancelling, adjourning or aborting the mediation. **Notices of cancellations or adjournments** should be transmitted in writing to Resolution House Inc. Once Ian Szlajak has been selected as mediator, copies of all applications to and orders from the Court having any bearing on mediation or his role as mediator should be forwarded to Resolution House Inc. **Change of mediator**: once Ian Szlajak has been selected, a change of mediator is subject to the consent of Resolution House Inc. and is subject to an administrative charge of \$300.00 plus GST, payable by all parties in equal shares, unless otherwise agreed upon with Resolution House Inc., in addition to any other applicable charges under this Schedule. Mediations taking longer than one day or rescheduled mediations are subject to being interim-billed, the payment of which is due within 30 calendar days or on the recommencement of the mediation, whichever is earlier. All **accounts** are billed to counsel/party representatives in equal shares and payable to Resolution House Inc., unless agreed otherwise with Resolution House Inc. Payment of accounts for mediations booked by counsel/representatives are the joint and several responsibility of counsel/representatives and the party(ies) they represent. **GST (tax) is in addition to the fees referred to above. Payment is due within 30 calendar days of the date on the invoice.** Accounts not paid within 30 days are subject to interest charges of **18 percent per annum**. Overdue accounts, NSF cheques or insufficient payments also will result in administrative charges to cover Resolution House Inc. bank and other costs/charges incurred in order to resolve payment