

Appendix A-Claimants Request to Resolve a Dispute

As the **Claimant**, complete 4 pages of this Request for Dispute Resolution Form and send these 4 pages **PLUS** the blank "Respondent's Acceptance of Dispute Resolution" to the other party in this dispute (the "Respondent")

The Respondent is instructed to complete the Surrey Board of Trade Dispute Resolution Program: Respondent Acceptance Form and email the completed form to you as the Claimant and to ADRI BC at info@BCAMI.com

.....
Enter Today's date M/D/Y

Claimant First Name:

Claimant Last Name:

Claimant Phone #:

E-mail

Business Name (if applicable) or enter N/A

**I am a Surrey Board of Trade Member in
Good Standing**

YES

Briefly describe the nature of the dispute

Name of person or organization with whom you are having a dispute (For purposes of the Dispute Resolution Process, they are called the 'Respondent')

Respondent's E-mail

As the Claimant in this dispute, I am sending a request to:

Mediate: to attempt to reach an understanding of our issues with the help of a neutral Mediator, resulting in a non-binding agreement that reflects the terms by which we have agreed to settle our dispute.

Arbitrate: to have a neutral Arbitrator hear evidence from each of us and decide on an award. We agree to be bound by the Arbitrators decision.

Mediate/Arbitrate (Med/Arb): to mediate our dispute and to arbitrate any issues we are unable to resolve through mediation.

Below is the SBOT Fee Schedule effective September 2017 (Subject to Change) Please select a Dollar Value of your dispute in which you are seeking compensation.

Please note that as the Claimant, your choice below will set the maximum dollar amount that can be awarded, no matter the type of dispute resolution method chosen.

Range of Monetary Value of the
Dispute: Must Choose **ONE**

Under \$1,000.00

\$1,001 - \$5,000

\$5,001 - \$10,000

\$10,001-\$20,000

\$20,001-\$30,000

\$30,001-\$40,000

\$40,001-\$50,000

Some mediations such as internal workplace conflicts do not have a monetary value attached to the dispute. If you are requesting a mediation that does not have a monetary value then tick this box.

Flat Rate fee is \$450.00 plus \$50.00 Administration Fee

If you are choosing to Mediate **OR** Arbitrate then select the fee in the drop down menu which corresponds with the maximum value you selected above.

If you are choosing to combine mediation **AND** arbitration (**Med/Arb**) then select the fee in the drop down menu which corresponds with the maximum value you selected above

As the Claimant, I selected the maximum dollar value of the dispute from the chart above. I agree to pay one-half the Dispute Resolution and Administration Fee + GST reflected in the applicable Fee schedule

YES

As the Claimant in the Dispute, should I choose to resolve this using arbitration, I agree to pay the additional fee of \$100.00 **should** the Arbitrator decide a site visit/inspection or hearing is required to assist in their decision.

YES

As the Claimant in the Dispute, should I choose to resolve this using arbitration, I agree to be bound by the Arbitrators decision.

YES

Claimant's Signature:

The SBOT Dispute Resolution Program is administered by



Enquires please contact ADR Institute of B.C.

Hilda Strohan- Office Manager

Phone: 604-736-6614

Email: info@bcami.com



Surrey Board of Trade Dispute Resolution Program: Appendix B-Respondent's Acceptance of Dispute Resolution

Respondent: Complete this page and send it by email **ALONG** with the Claimants Request to Resolve a Dispute Form **to the Claimant AND to ADRIBC at info@BCAMI.com**

Enter Today's Date: M/D/Y

Respondent's First Name

Respondent's Last Name

Respondent's phone number

Respondent's E-mail

Respondent's Business Name (if applicable)

Respondent: Describe your perspective of the dispute described by the Claimant on page 1

By ticking each box, I acknowledge I have received the following information from the Claimant:

Selection of the Dispute Resolution Process of Mediation OR Arbitration OR Med/Arb

Maximum Value of the Dispute

Surrey Board Of Trade Fee Schedule of which you agree to pay 50% of the total plus GST

Link to the Surrey Board of Trade Mediation & Arbitration Rules which I have read

I understand that the Claimant seeks to resolve our dispute via the method chosen by the Claimant on page 2 and that such dispute resolution will be through the Surrey Board of Trade Dispute Resolution Program as administered through the ADR Institute of British Columbia

YES

As the Respondent, I agree to pay an additional fee of \$100.00 should the Arbitrator decide a site visit/inspection or hearing is required to assist in making a decision.

YES

I agree to participate in the dispute resolution process chosen by the Claimant. If arbitration has been chosen, as the Respondent, I agree to be bound by the Arbitrators decision

YES

Respondent's Signature:

The SBOT Dispute Resolution Program is administered by



Enquiries: Contact ADR Institute of B.C.

Hilda Strohan-Office Manager

Phone: 604-736-6614

Email: info@bcami.com