

## SCHEDULE A

### ADRIC MED-ARB RULES

#### 1. MED-ARB FULL ADMINISTRATION SERVICES

- a) **Administration of Med-Arb Commencement Fee**<sup>†</sup> (determined by reference to the amount of the claim)  
Payable upon delivery of the Notice of Request for Med-Arb, subject to refund if the arbitration phase does not proceed.
- b) **Case Service Fee**  
Payable upon delivery of the statement of defence, or statement of defence to counter-claim, subject to refund if delivered before the arbitration phase begins and the arbitration phase does not proceed.

Amount of Claim or Counterclaim	Commencement Fee	Case Service Fee
\$0 to \$10,000 CAD	\$350 CAD plus taxes	\$75 CAD plus taxes
\$10,000 to \$75,000 CAD	\$600 CAD plus taxes	\$300 CAD plus taxes
\$75,000 to \$150,000 CAD	\$1,500 CAD plus taxes	\$750 CAD plus taxes
\$150,000 to \$500,000 CAD	\$3,000 CAD plus taxes	\$1,500 CAD plus taxes
\$500,000 to \$5,000,000 CAD	\$7,500 CAD plus taxes	\$3,500 CAD plus taxes
Above \$5,000,000 CAD	\$12,000 CAD plus taxes	\$6,000 CAD plus taxes

ADRIC does not charge fees for hearings, postponements, and miscellaneous expenses. The Commencement Fee and the Case Service Fee are non-refundable once the arbitration phase of the Med-Arb has begun.

<sup>†</sup>On receipt of the notice of request to commence a Med-Arb and the appropriate payment, ADRIC will:

- a) confirm that the parties agree to apply the Med-Arb Rules;
- b) confirm that ADRIC has received the Notice of Request for Med-Arb and/or the Notice of Submission to Med-Arb;
- c) confirm that ADRIC has received the Commencement Fee;
- d) open a case file;
- e) issue a Notice of Commencement of Med-Arb (Med-Arb Rule 3.4 and Arbitration Rule 2.3);
- f) under Med-Arb Rule 4.2, or on request under Med-Arb Rule 4.2, deliver a list of potential Med-Arbitrators;
- g) on request under Med-Arb Rule 4.2, appoint in accordance with Med-Arb Rule 4.2e any Med-Arbitrator whose appointment is required;
- h) declare vacant any office that becomes vacant under Med-Arb Rule 6.5;
- i) receive any advances that the Tribunal requires the parties to deposit through ADRIC under Arbitration Rule 4.23;
- j) inform the parties under Arbitration Rule 4.24 of non-payment of required deposits or fees;

- k) under Arbitration Rule 4.24.3, cease administering the Med-Arb if the Case Service Fee is not paid within 30 days of becoming payable;
  - l) administer deposits in accordance with Arbitration Rule 4.25;
  - m) deliver copies of all awards, rulings, orders, and decisions to the parties in accordance with Arbitration Rule 5.1; and receive copies of all awards, rulings, orders, and decisions in accordance with Arbitration Rules 5.1 and 5.4.6.
2. **APPOINTMENT OF MED-ARBITRATOR** (included in Administration Services Fee)  
Payable by requesting party or parties due upon submission of request.  
See: <https://adric.ca/arbitrators-mediators-appointments/>

### **How to Commence a Med-Arb Under the ADRIC Med-Arb Rules**

If a Med-Arb Agreement requires or permits Med-Arb of a dispute, a party may submit that dispute to Med-Arb by delivering a written Notice of Request for Med-Arb to every other party to the dispute at:

- (a) the address specified by that party under Med-Arb Agreement; or
- (b) if no address was specified, the last known mailing address or place of business of that party.

The Notice of Request for Med-Arb must contain:

- (a) the name, place of business (if any), and mailing address, telephone number, fax number, and email address of each party to the dispute, if known;
- (b) an address, fax number (if any), and email address (if any) for delivery of documents to the claimant;
- (c) a brief description of the matters in dispute or a Statement of Claim;
- (d) a request to submit the dispute to Med-Arb;
- (e) an estimate of the amount claimed or, if that is not available, of the value of what is in issue in the dispute. If the claimant cannot estimate this value, it must explain the reason;
- (f) a statement of what remedy the claimant is seeking;
- (g) a statement of how many Med-Arbitrators there will be, if the parties have agreed;
- (h) the name of any agreed Med-Arbitrator;
- (i) any agreed qualifications of the Med-Arbitrator(s);
- (j) the proposed language of the Med-Arb;
- (k) a statement of any variations or exclusions of the Med-Arb Rules to which the parties have agreed in writing; and
- (l) a statement as to whether the parties have agreed to have the Med-Arb administered by ADRIC.

A Notice of Request for Med-Arb must append:

- (a) a copy of the Med-Arb clause in their Med-Arb Agreement if any; and
- (b) a copy of the contract (s) (if any) related to the dispute.