



## Family Law Mediation Proceedings

Between:

PARTY X

And:

PARTY Y

And:

**Sierra Yanush**

## Mediation Agreement

### Introduction

- A. Mediation is a confidential, private process in which an impartial person, a mediator, facilitates communication between the people involved in a legal dispute and attempts to promote mutual understanding, reconciliation and a settlement of the dispute.
- B. The Mediator does not offer legal advice, nor does she provide legal counsel. Each party is advised to retain his or her own counsel in order to be properly counselled about his or her legal interests, rights and obligations.
- C. The parties to this agreement, and the mediation process it describes, have the primary responsibility for resolving their dispute.
- D. Mediators, including the mediator for the dispute that is the subject of this agreement, cannot guarantee that mediation will result in the resolution of a dispute.

- E. The parties to this agreement, their lawyers and the mediator for the dispute that is the subject of this agreement intend to participate in the mediation process honestly, cooperatively and in good faith, and make their best efforts to resolve this dispute fairly.

In consideration of Sierra Yanush providing mediation services in this dispute, PARTY X and PARTY Y understand, acknowledge, and agree to the following terms.

### **Agreement to Mediate**

1. PARTY X and PARTY Y wish to resolve certain legal issues arising from the change in their relationship without resorting to or continuing any litigation.
2. This agreement is a mediation agreement. It is effective when this agreement has been signed by all parties and their counsel (if any).
3. The mediator for this mediation is Sierra Yanush, of Bell and Stock LLP, referred to in this agreement as the Mediator.
4. The Certificates of Independent Legal Advice (if any) attached to this agreement are a part of this agreement.
5. PARTY X and PARTY Y expect that this mediation may be conducted partially or wholly by teleconference or videoconference. Accordingly, in this agreement, words like “conference”, “meeting”, and “hearing” include conferences, meetings, and hearings held by teleconference and by videoconference, and the parties agree that nothing in this agreement requires any of the Mediator, the parties, or their lawyers to be physically present in the same room at the same time.
6. This agreement may be signed in counterparts.

### **Duties of Mediator**

7. The Mediator will:
  - a) remain independent and impartial in all contacts with PARTY X and PARTY Y and their lawyers (if any);
  - b) treat PARTY X and PARTY Y fairly and equally; and,
  - c) not advance the interests of one party over those of the other.
8. PARTY X and PARTY Y understand and agree that while the Mediator is a lawyer, she is not acting as legal counsel for either party and is not providing legal advice to either party.

## Issues to be resolved

9. PARTY X and PARTY Y agree to submit the following legal issues to mediation:

- guardianship of children;
- decision-making in respect of children;
- parenting time or contact with children;
- the payment of child support, including the payment of children's special or extraordinary expenses, in the past, present or future;
- the payment of spousal support, in the past, present or future;
- division of property, including real property and personal property;
- occupation and use of the family home, and use of the personal property in the family home;
- allocation of responsibility for debt;
- costs before the date this agreement is signed;
- costs after the date this agreement is signed; and,
- other issues, identified in the list attached to this agreement.

10. If one of the issues in the mediation concerns, or is likely to concern, the guardianship of and parenting arrangements for a child, PARTY X and PARTY Y agree that neither will make any change to the residence, living arrangements or the lifestyle of that child pending the outcome of the mediation without first securing the written consent of the other party and advising the Mediator of the details of the change.

## Assessment

11. Before the commencement of the mediation, the Mediator may

- a) meet separately with either or both of PARTY X and PARTY Y; or
- b) refer either or both of PARTY X and PARTY Y to an independent service to assess for power imbalances and the risk or presence of family violence if either party is not represented by a lawyer, or if the parties' lawyers have not assessed for power imbalances and the risk or presence of family violence.

12. The information obtained during the assessment process, including any notes and records made by or for the Mediator, is confidential and will not be disclosed to anyone for any purpose, except as may be required by law or by court order.

13. PARTY X and PARTY Y consent to the assessment process and will not raise the assessment process as a procedural issue in any future court proceedings, including an application to cancel, stay or set aside any settlement reached as a result of this mediation.

## **No service of court documents**

14. No party may serve court documents on any person entering, attending or leaving the mediation at or near the place of the mediation.

## **Confidentiality**

15. The mediation proceeding governed by this agreement is confidential and private, except to the extent necessary to implement or enforce any settlement reached as a result of this mediation.

16. No one other than the parties and their lawyers may attend the mediation meeting except with the agreement of both parties and the consent of the Mediator.

17. The Mediator, the parties and their lawyers will take such steps as may be necessary to ensure that, except with the agreement of all parties and the consent of the Mediator, no other person is

- a) Present in the same room as themselves during the mediation meeting; or
- b) Able to see, hear or otherwise observe any part of the mediation meeting by any means, including electronic means.

18. Unless required by law or by court order, the parties, the parties' lawyers and the Mediator will not disclose any documents or information about:

- a) the mediation and the information, documents and other material provided in the course of the mediation; or,
- b) the results of the assessment process and the nature of any accommodations or adaptations of the mediation process made in consequence of those results.

19. PARTY X and PARTY Y acknowledge that the Mediator may be required to disclose information obtained during the mediation where the Mediator believes that:

- a) a child is suffering or at risk of harm, under the *Child, Youth and Family Enhancement Act* of Alberta; or
- b) there is an imminent risk of death or serious physical or psychological harm to an identifiable person or group and the disclosure is necessary to prevent such death or harm.

## **No recording without disclosure and consent**

20. The mediation proceeding governed by this agreement is confidential and private, except to the extent necessary to implement or enforce any settlement reached as a result of this mediation.
21. PARTY X and PARTY Y agree that they will not record, share or distribute any part of the mediation meeting and, specifically, that:
- a) they will not capture, mirror or otherwise save their computer screens or their computer's video output during the mediation meeting;
  - b) they will not capture, tape or otherwise save their computer's audio output during the mediation meeting; and,
  - c) they will not stream, broadcast, retransmit, post or otherwise distribute any portion of the mediation meeting, including on social media.
22. PARTY X and PARTY Y and the Mediator agree that they will not make any audio or visual recordings of their conversations and other interactions with each other, unless they have first:
- a) disclosed their intention to record a meeting, conversation or other interaction; and,
  - b) obtained the express consent of the other party or parties to the recording of the meeting, conversation or other interaction.

## **Mediation process**

23. In order to attempt to resolve the legal issues between the parties to this dispute, the Mediator will attempt to isolate points of agreement and disagreement, explore alternative solutions and identify potential accommodations and areas of compromise.
24. The Mediator may convene separate conferences with each party before the mediation meeting to:
- a) obtain background information about the parties, the parties' relationship, the parties' children and events since the change in the parties' relationship;
  - b) identify or clarify the legal issues to be resolved through mediation;
  - c) identify any documents that should be produced by and exchanged between the parties before the mediation meeting;

- d) establish a timetable for any steps to be taken prior to the mediation meeting;
  - e) determine whether the mediation meeting will be held in person, by teleconference, by videoconference or by other means;
  - f) determine any physical arrangements necessary for the attendance of the parties at the mediation meeting; and,
  - g) address any concerns arising out of the assessment process.
25. The mediation meeting will involve the parties in joint session with the Mediator, although separate conferences may be held between the Mediator and a party during the mediation meeting, at the discretion of the Mediator or a party.
26. The Mediator will not disclose any information provided by a party in a separate conference between that party and the Mediator, including at the conferences held before the mediation meeting, unless the party or the party's lawyer specifically instructs the Mediator to disclose that information.
27. The parties agree that the Mediator may communicate with their lawyers (if any) throughout the mediation process and after a settlement has been reached.

### **End of mediation meeting**

28. The mediation meeting will end when:
- a) the parties have settled the legal issues and the Mediator has prepared an oral or written summary of the terms of the settlement; or,
  - b) one or both of the parties or the Mediator declares that all or some of the legal issues cannot or are not likely to be resolved by continued mediation.
29. The Mediator may reopen the mediation meeting with the consent of all parties.

### **Evidence of Mediator**

30. Because mediation is a confidential, private process aimed at resolving disputes outside of court, PARTY X and PARTY Y agree that:
- a) all communications between the parties, the Mediator and Bell and Stock LLP are made on a without prejudice basis, are privileged and may not be disclosed whether or not the communication contains an offer to settle or compromise a party's position;

- b) neither will ask or require the Mediator to provide information, give evidence, or produce documents in any arbitration or litigation between the parties concerning the communications, discussions and content of this mediation; and,
  - c) any documents or information retained by the Mediator or Bell and Stock LLP will not be subpoenaed by the parties or their lawyers.
31. The parties acknowledge that the Mediator may, in certain circumstances, be compelled by a party to testify in arbitration or litigation proceedings despite the other terms of this agreement. The parties acknowledge that calling the Mediator as a witness in such circumstances is a breach of their obligations under this Mediation Agreement and that a party who calls the Mediator as a witness will:
- a) immediately to pay the Mediator the sum of \$2,500 as liquidated damages for breach of contract; and,
  - b) pay to the Mediator the sum of \$360 per hour, plus GST, for all time spent by the Mediator in consequence of being called as a witness, including time spent reviewing documents and preparing to give evidence, whether or not the Mediator actually testifies in the arbitration or litigation proceeding.

### **Appointment, retainer and fees of Mediator**

32. PARTY X and PARTY Y jointly appoint and retain the Mediator.
33. PARTY X and PARTY Y agree that the Mediator will be paid \$275 per hour, plus GST, for all work performed by the Mediator including conferences, hearings, telephone calls, correspondence, drafting documents, reviewing documents and other services outside the flat rate fee services enumerated below.
34. You have authorized us to incur on your behalf disbursements and additional fees which are necessarily incidental to our legal services for you. In addition to paying our fees, you will be responsible for an administration fee of 3.5% of your legal fees to be charged each month to your account, reimbursing our office for disbursements and additional fees including, but not limited to, photocopying, scanning, faxing, standard courier fees (i.e. not long distance or rush), and court runner fees. The administration fee will also help offset legal research and technology fees as well as credit card fees. Court fees, expert reports, witness statements, court reporter's fees, fees of agents who conduct searches and registrations, certification of cheques, file retrieval and all other reasonable out-of-pocket expenses will be additional disbursements. Disbursements and additional fees may be included with our statements of accounts for fees or may be billed separately.
35. Flat Rate Fees:
- a) *Half Day Mediation* (3 Hours) - \$750, plus GST and disbursements;

b) *Full Day Mediation* (6 Hours) - \$1,450, plus GST and disbursements;

c) *Start to Finish* - \$2,500, plus GST and disbursements

- i. Ten to fifteen (10-15) minute screening call with each party;
- ii. Ninety (90) minute joint session with both parties to determine issues and review the law;
- iii. Homework assignments to each party;
- iv. Review of financial disclosure;
- v. Four (4) hours of mediation; and
- vi. Draft Memorandum of Understanding.

d) *Separation Agreement* - \$950, plus GST and disbursements.

36. There will be a minimum charge of one hour for any day when a conference or meeting is held, whether the conference or meeting is held in person, by teleconference, by videoconference or by other means.

37. PARTY X and PARTY Y also agree that Bell and Stock LLP will be reimbursed for all necessary expenses incurred by the Mediator in connection with the mediation, including photocopying, and the like.

38. Fees and expenses will be charged by the Mediator when a conference or meeting is cancelled by one or both parties on following basis.

- a) if notice of the cancellation is received by the Mediator between 7 days and 48 hours before the start of the conference or meeting, the parties will be charged for the Mediator's time spent preparing for the conference or meeting to point when notice is received at the Mediator's ordinary hourly rate plus GST, and will be required to pay any nonrefundable expenses incurred by the Mediator or by Bell and Stock LLP for the purposes of the conference or meeting;
- b) if notice of the cancellation is received by the Mediator less than 48 hours before the start of the conference or meeting, the parties will be charged for the time reserved by the Mediator for the conference or meeting at one-half the Mediator's ordinary hourly rate plus GST as well as the Mediator's time spent preparing for the conference or meeting to point when notice is received at the Mediator's ordinary hourly rate plus GST, and will be required to pay any nonrefundable expenses incurred by the Mediator or by Bell and Stock LLP for the purposes of the conference or meeting.



39. Fees will also be charged by the Mediator when a mediation concludes earlier than the number of days reserved by the Mediator for the mediation at the request of the parties at a rate of \$275, plus GST, per whole unused reserved day.
40. Payment for the Mediator's fees and any expenses incurred by the Mediator or by Bell and Stock LLP is due when the account is rendered, whether or not settlement has been reached on any of the legal issues in the dispute.
41. PARTY X and PARTY Y agree that if they are represented by counsel their respective lawyers will each be responsible for paying one-half of the Mediator's account. Interest will accrue at a compounding rate of 1% per month (12.68% per year) on all accounts that are not paid within 30 days of the date on which they are due.
42. PARTY X and PARTY Y agree that if they are self-represented they will provide a pre-authorized credit card to Bell and Stock LLP.
43. In the event that one of the parties fails or refuses to pay their share of the Mediator's account, the Mediator may accept payment of the defaulting party's share from the other party and that party may take such steps as may be necessary to be compensated for the payment by the defaulting party, including by seeking orders for costs and pre and post-judgment interest.

**Waiver of liability**

44. PARTY X and PARTY Y waive any claim or right of action they may have against Sierra Yanush arising out of this mediation.

**Effect of agreement on counsel**

45. The lawyers (if any) for each party, as undersigned, are bound by the terms of this agreement.

Signed by \_\_\_\_\_ on \_\_\_\_\_ 2023, at the City or Town of \_\_\_\_\_, in the Province of Alberta.

\_\_\_\_\_ *PARTY X* \_\_\_\_\_ *Counsel for PARTY X (if applicable)*

Signed by \_\_\_\_\_ on \_\_\_\_\_ 2023 at the City or Town of \_\_\_\_\_, in the Province of Alberta.

\_\_\_\_\_ *PARTY Y* \_\_\_\_\_ *Counsel for PARTY Y (if applicable)*

**BELL AND STOCK LLP**

Per:  
  
Sierra Yanush  
Family Law Mediator