

Instructions for Completing the Notice of Submission to Mediation

Before You Begin

This template is used to submit a dispute to mediation by inviting one or more parties to participate and proposing preferences for how the mediation be held. If additional space is needed to provide details, you may attach an appendix.

Enter the names of all responding parties.
Responding Party: the individual(s) receiving the Notice of Submission to Mediation. They are being invited to participate in mediation and respond.


Enter the names of all initiating parties.
Initiating Party: the individual(s) submitting the Notice of Submission to Mediation. They are proposing that the dispute be resolved through mediation.

Check one of these boxes to indicate whether your condo corporation has a by-law about mediation that applies. If you are unsure, you can select the “not sure” option.

Enter the name(s) and contact information, including any websites for each proposed mediator in the table. If no website is available, attach as a schedule any qualification summary available for the proposed mediator.
Note: Review your condo corporation’s by-laws and contact proposed mediators to ensure your proposed mediators meet any qualifications set out therein. You can use the CAO’s Recommended Questions for Mediators to assist you.

Check the box to indicate if the responding party is welcome to propose alternative mediators.
Note: If no mediator is agreed to, this may prevent the mediation from continuing and reduce the chances of a timely and cost-effective resolution.

Enter the initiating party’s name and the date the template was completed to send.
Note: If there are multiple initiating parties, one party can complete the template on their behalf. A best practice is to send the completed template using a written form of communication (e.g., email, mail) to ensure there is a record of delivery.



NOTICE OF SUBMISSION TO MEDIATION

TO: [Insert names of responding parties]
FROM: [Insert names of initiating parties]
RE: Mediation of our dispute

As required by Section 132 of the *Condominium Act, 1998*, you are invited to mediate our dispute about: _____

A condominium by-law about mediation applies (select one):
 Yes No Not sure

Please respond to this mediation request within 30 days of the ~~date of this notice by~~ email to: _____

Note: Use the Condominium Authority of Ontario’s [Response to Notice of Submission to Mediation](#).

1. Proposed Mediators:
 You are invited to choose any one of the following mediators to mediate our dispute:

NAME	CONTACT INFORMATION (website)

You are welcome to propose alternative mediators in your response to this notice.

2. Responsibility for Mediation Fees and Expenses (select one):
 While reserving our right to negotiate the fees and expenses of the mediation as we mediate, the following fee structure is proposed to engage our mediator:

An equal split of the mediator’s fees and expenses between us
 Other: _____

Name of Initiating Party: _____
Date: _____

Provide a brief description of the disagreement and why the initiating party is requesting mediation.

Enter a valid email address where you would like to receive a response from the responding party.
Note: If you prefer to receive a response through a different contact method, you may strike out the word “email” and write your preferred contact method instead. A best practice is to use a written form of communication (e.g., email, mail) to ensure there is a record of any responses.

Check one of these boxes to indicate the fee structure you would like to propose for the mediation. If there is a special arrangement, you can select the “other” option and specify the fee structure in the space provided.
Note: Review your condo corporation’s by-laws to ensure your proposed fee structure meets any requirements set out therein. If parties agree on a mediator and do not agree on cost responsibility or other mediation details, they are encouraged to involve the mediator for process guidance.

Instructions for Completing the Response to Notice of Submission to Mediation

Before You Begin


This template is used to respond to a Notice of Submission to Mediation by either accepting the invite to mediate and propose preferences for how the mediation be held or rejecting the invite. The initiating party may also use this same template to reply to a response and agree to any alternative arbitrators. If additional space is needed to provide details, you may attach an appendix.

Enter the names of all initiating parties.
Initiating Party: the individual(s) submitting the Notice of Submission to Mediation. They are proposing that the dispute be resolved through mediation.

Enter the names of all responding parties.
Responding Party: the individual(s) receiving the Notice of Submission to Mediation. They are being invited to participate in mediation and respond.

Check one of these boxes to indicate whether you agree to one of the mediators proposed or reject the initiating party’s proposed mediators and would like to propose other mediators.
 If you agree, **enter the name of the mediator** in the space provided.
 If you do not agree, **enter the name(s) and contact information**, including any websites for each proposed mediator in the table. If no website is available, attach as a schedule any qualification summary available for the proposed mediator.
Note: Review your condo corporation’s by-laws and contact proposed mediators to ensure your proposed mediators meet any qualifications set out therein. You can use the CAO’s Recommended Questions for Mediators to assist you. If no mediator is agreed to, this may prevent the mediation from proceeding and reduce the chances of resolving the dispute in a timely and cost-effective manner.

Enter the responding party’s name and the date the template was completed to send.
Note: Review the Notice of Submission to Mediation for the initiating party’s preferred method of response. If there are multiple responding parties, each party must complete a copy of this response template.



RESPONSE TO NOTICE OF SUBMISSION TO MEDIATION

TO: [Insert names of initiating parties]
FROM: [Insert names of responding parties]
RE: Notice of Submission to Mediation dated: _____

Your invitation to mediate is accepted, as outlined in this response
 Your invitation to mediate is rejected, for the following reason(s): _____

1. Proposed Mediators (select one):
 We agree to appoint the following mediator you proposed to our dispute:
 Name: _____
 We do not agree to any of your proposed mediators. You are invited to choose any one of the following mediators to mediate our dispute:

NAME	CONTACT INFORMATION (website)

If you do not agree to one of these mediators, we have not selected a mediator for this dispute.

2. Response to Responsibility for Mediation Fees and Expenses (select one):
 While reserving our right to negotiate the fees and expenses of the mediation as we mediate:
 We agree to your proposed split of the mediator’s fees and expenses between us
 We do not agree to your proposed split of the mediator’s fees and expenses between us

Note: If parties agree on a mediator and do not agree on cost responsibility or other mediation details, they are encouraged to involve the mediator for process guidance.

Name of Responding Party: _____
 Date: _____

Note: If there are multiple responding parties, each party must complete a response.

Enter the date of the Notice of Submission to Mediation sent by the initiating party.

Check one of the boxes to indicate if participation in mediation has been agreed to or rejected. If rejected, outline the reasons for the rejection in the space provided.

Check one of these boxes to indicate whether you agree or do not agree to the initiating party’s proposed fee structure.
Note: Review your condo corporation’s by-laws to ensure the initiating party’s proposed fee structure meets any requirements set out therein. If parties agree on a mediator and do not agree on cost responsibility or other mediation details, they are encouraged to involve the mediator for process guidance.

Instructions for Completing the Mediation Report

Before You Begin

This template is used by the selected mediator following mediation to document the outcome if mediation was held or not and provide a summary of the mediation process. If mediation fails, either because no settlement was reached or the session did not take place, this completed template can be used by any party if moving to arbitration. If additional space is needed to provide details, you may attach an appendix.

Enter the full names of all initiating parties.

Initiating Party: the individual(s) who submitted the Notice of Submission to Mediation. They proposed that the dispute be resolved through mediation.

Enter the full names of all responding parties.


Responding Party: the individual(s) who received the Notice of Submission to Mediation. They were invited to participate in mediation and respond.

Check one of these boxes to indicate the outcome of the mediation, including whether mediation was held and resulted in a complete or partial settlement, or mediation failed to achieve any settlement, regardless of if it was held or not.

Enter the total number of hours that the parties participated in mediation if mediation was held. If mediation did not take place, enter "0" in the space provided.

Sign the template and enter the mediator's name and the date the template was completed to send.

Note: By signing the Mediation Report, the mediator confirms their role in the dispute has ended. A copy should be sent to the initiating and responding parties and the mediator should retain a copy for their records.



MEDIATION REPORT

PURSUANT TO MEDIATION SUBMITTED UNDER SECTION 132 OF THE CONDOMINIUM ACT, 1998

BETWEEN:

[Insert Initiating Party Name]
- and -
[Insert Responding Party Name]

Date(s) of Mediation (if applicable): _____

Dispute Description: _____

1. Mediation Status (select one):

The mediation resulted in a complete settlement of the dispute.
 The mediation resulted in a partial settlement of the dispute.
 The mediation failed to achieve any settlement.

2. Mediation Duration (insert the total number of hours):
The parties participated in mediation for total of _____ hours.

3. Mediation Fees and Expenses (select all applicable options and insert any fees and expenses that have been awarded):

The parties reached agreement on the mediator's fees and expenses.
 The mediator declines to award fees and expenses.
 The mediator specifies the following fees and expenses: _____

By signing below, the mediator confirms their role in the dispute has ended.

Signature of Mediator: _____
Name of Mediator: _____
Date of Signature: _____

Enter the date(s) of the mediation if mediation was held. If the mediation occurred over multiple days, enter a date range (start and end dates) or list each specific date. If mediation did not take place, the date can be left blank.

Provide a brief description of the dispute and disagreements and include any relevant dates.

Check one of these boxes to indicate how mediation fees and expenses are being handled, including whether agreed by the parties, specified by the mediator, or declined. If specifying fees and expenses, enter them in the space provided.

Note: The fees and expenses associated with mediation typically include the mediator's hourly rate, preparation time, and any expenses incurred during the process (e.g., cost of meeting space). If mediation does not result in a settlement, [section 132\(6\)\(b\)](#) of the Condo Act allows the mediator to decide how the mediation fees and expenses will be divided between the parties.