

## 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 ADRBC at [rosters@adrbc.com](mailto:rosters@adrbc.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 August 2022 (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 (**change**)

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



For enquiries, please contact:  
Roster Management Office  
ADR Institute of B.C.  
Phone: 604-736-6614  
Email: [rosters@adrbc.com](mailto:rosters@adrbc.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 ADRBC at rosters@adrbc.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 Arbitrator's decision

**YES**

Respondent's Signature:

---

**The SBOT Dispute Resolution Program is administered by**



For enquiries, please contact:

Roster Management Office

ADR Institute of B.C.

Phone: 604-736-6614

Email: rosters@adrbc.com