



**NOTICE OF MEDIATION**

**IMPORTANT INFORMATION**

1. All matters disclosed during mediation are confidential and may not be raised before the HRTO or in another proceeding, except with the permission of the person who gave the information.
2. Parties and their representatives who participate in mediation must sign a confidentiality agreement before the mediation commences. The confidentiality agreement is attached for your convenience. You should review the agreement and be prepared to sign the agreement before mediation starts. Please bring the agreement with you to the mediation conference.
3. A person with authority to settle the Application on a party's behalf must attend the mediation.



## Confidentiality Agreement

**B E T W E E N :**

\_\_\_\_\_  
**Applicant**

- and -

\_\_\_\_\_  
**Respondent**

- and -

\_\_\_\_\_  
**Other parties**

1. The parties to \_\_\_\_\_ (tribunal file no.) have agreed to try to resolve some or all issues in the Application by mediation.
2. We understand that participation in mediation is voluntary and that the mediation will not proceed without all parties' consent. We understand and agree to comply with the HRTO's Rules of Procedure governing the conduct of mediations.
3. We agree to attend and participate in the mediation session. We agree that we, and those who attend the mediation with us, will respect the process and be courteous to all participants. We agree that the applicant and the respondents, or their representatives, have the authority to make a binding agreement at the mediation.
4. We understand that a mediator, assigned by the Chair of the HRTO, will conduct the session. In the event that mediation is unsuccessful, the mediator will not be assigned to hear the Application and will not communicate any information about the mediation to the adjudicator without the parties' consent.
5. We understand and agree that this is a confidential process. All documents provided for the purposes of the mediation and all statements made during the mediation are without prejudice and cannot be used in evidence before the HRTO or in any other civil proceeding. We also understand that the mediator is not compellable as a witness before the HRTO or in any other civil proceeding and that the mediator's notes or records are inadmissible before the HRTO or any other civil proceeding.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Print Names

Signatures

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