Memorandum of Understanding between ADRIC and ADRIA

ADRIA Special Licensing Payment Arrangement for Instructors and Coaches delivering ADRIC's National Introductory Mediation and Arbitration Courses

ADRIA anticipates offering 3-5 National courses annually in both Calgary and Edmonton, and will be the sole provider of this training within Alberta. Additional courses may be offered on demand in various parts of the province, or elsewhere at the invitation of other ADRIC Affiliates. ADRIA undertakes to maintain a standard of professional qualifications for its instructional cadre that meets or exceeds ADRIC standards for the delivery of its National Introductory Mediation & Arbitration courses. Accordingly, in lieu of individual orientation fees, ADRIA will pay a one-time fee of $2000 in 2015, and $500 per year thereafter - payable each year on July 1st.

ADRIA will ensure that all National course Instructors & Coaches are properly prepared and audited, drawing upon its full roster of qualified members and will provide ADRIC with completed application forms for each of its trainers and coaches as per the licence agreement. ADRIA will continue to monitor performance and will share student feedback with ADRIC. ADRIA welcomes ADRIC to monitor or audit functions as these courses are delivered.

This agreement will be in place for a period of five (5) years, ending June 30th, 2020.

Janet McKay, Executive Director ADRIC — May 12, 2016. Date

Paul Conway, Executive Director ADRIA — May 15, 2016 Date

From: Siemens, Scott [mailto:Scott.Siemens@cra-arc.gc.ca]
Sent: Wednesday, April 13, 2016 7:43 PM
To: ADRIC - Janet McKay; Paul Conway; Stan Galbraith
Cc: Siemens, Scott
Subject: Fw: MoU re: Coaches and Trainers

Memo from Stan and Scott:

To address the matter of this MoU, and relieve Paul of his outstanding cheque sitting on the corner of his desk, the following will direction is provided.

Further to the discussion of April 12th (Galbraith / Siemens) the attached proposed Memorandum of Understanding outlines the provisions of an adapted payment schedule for ADRIA to regularly maintain and replenish their cadre of professional mediation trainers and coaches. ADRIC acknowledges the high number of current trainers / coaches ADRIA maintains and the significant cash output required to pay the accreditation fee for the entire ADRIA roster within one fiscal year. Our hope is this amortized approach mitigates that challenge.

On the matter of adherence to the application and approval process, we agreed it would, in fact, be important for all ADRIA trainers / coaches to complete an application and receive approval from the National Course Committee. ADRIC believes our National products must overtly demonstrate the highest degree of professionalism and quality. An integral part of maintaining that paramount standard is to be able to transparently declare that every person facilitating our products meets our National standard and is accredited to deliver this product anywhere in Canada. It is critical for us to be able to make that declaration not just to students in Alberta, but to students in any course delivery anywhere within the ADRIC family of affiliates. Just as we are collectively committed to regular renewal and improvement of our training product content, we should be equally committed to that same consistently high standard of quality facilitation. We know this is important to ADRIA and ADRIC shares that agenda.

We certainly acknowledge this requirement will create an administrative burden on individual trainers / coaches. However, we hope that these highly qualified trainers and coaches will recognize the benefits of a national approval process that will ensure a suitable standard is maintained throughout Canada and the fact that each of them will automatically become nationally recognized and licensed. We trust this will not be seen as a punitive or dismissive measure that fails to recognize the significant role ADRIA played in giving shape to these products. Rather, it is in the spirit of becoming a truly pan- Canadian organization seeking to achieve the high and consistent standard we all share that we request your adherence to the Service Provider licensing agreement entered into with each course delivery.

For the Presidents of ADRIA and ADRIC,

M. Scott Siemens – C.Med., B.Comm., FICB.
President
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