

General Considerations for Police Services and Police Commissions for Contracting Roster Mediators on the Alberta Police Complaint Mediator Roster (APCMR)

It is important to discuss and clarify with the mediator the following in advance:



- Who will act as your organization's point of contact for all matters related to the mediation, including questions from participants and mediators;
- What is the anticipated number of hours that will be required for the mediation (as of July 2015, the standard hourly rate is \$80/hour). Mediation sessions performed by roster mediators may typically last between 3 to 9 hours. Time required for pre-mediation or case building (preparation and case administration) is in addition to the actual mediation time;
- What, if any, travel expenses or other administration costs, such as long distance calls will be reimbursed to the mediator (note that reimbursement is to occur at standard Government of Alberta rates);
- If the mediator will receive compensation in the event of non-attendance by one or more participants, last minute cancellations and/or matters requiring rescheduling, and to what extent the agency/commission will be responsible in the event of same. For these situations it is generally accepted that a rate of compensation equivalent to 1 hour per participant for last minute cancellations and/or non-attendance be paid to the mediator;
- Where will the mediation take place (will space be provided by the mediator for the mediation to occur?) OR is there a requirement to arrange suitable space and any considerations / limitations around that;
- When is the mediation required to take place;
- Appropriate dress code for officers (uniform vs. street clothes);
- What, if any, pre-screening has taken place by the police service or the police commission to determine suitability for mediation?
- Confirmation that mediator liability insurance is up-to-date;
- Mediator Confidentiality Agreement executed; and
- Specific information or documentation the police service or police commission requires post-mediation. (Examples - outcome report or a more detailed mediation report).