

A. APPLICATION OF FEE SCHEDULE

This fee schedule establishes the amounts chargeable to the Plan or the Participant (Client) for legal services provided by Co-operating Lawyers. The Plan provides Prepaid and Referral Benefits to Participants. Prepaid Benefits are those legal services for which the Plan reimburses the Participant by sending reimbursement monies directly to the Co-operating Lawyer. Referral Benefits are those legal services for which the Participant directly pays the fee of the Co-Operating Lawyer. In some cases a legal matter will involve both Prepaid and Referral Benefits, in which case the Co-operating Lawyer will receive monies from the Plan and the Participant, respectively.

The Fee Schedule, which consists of nine specific schedules and a schedule of miscellaneous notes, indicates whether the Co-operating Lawyer will receive monies from the Plan or the Participant (Client). Except where specifically indicated, sales or other taxes related to lawyer fees are charges to Participants; not to the Plan.

B. SCHEDULED PREPAID BENEFIT AMOUNTS ARE MAXIMUM (NOT FLAT) FEES

Unless otherwise indicated, services rendered for Prepaid Benefits are reimbursed by the Plan on an hourly basis. It is anticipated that many services will take less time than the maximum hours set out in the Fee Schedule. When warranted the Plan will allow fees in excess of the maximum. A written request to exceed the maximum must be sent to the Plan as soon as the need for additional fees is apparent.

C. WRITTEN FEE AGREEMENT

As provided in the Co-operating Lawyer Agreement, the Participant (Client) is to receive a written fee agreement from the Co-operating Lawyer prior to the rendering of legal services.

D. RETAINERS AND DISBURSEMENTS

Disbursements are not considered fees.

Where the Participant is responsible for disbursements or fees, the Co-operating Lawyer may request an appropriate retainer from the Participant. Unearned retainers must be returned to the Participant.

E. AWARD OF COSTS OR LAWYER FEES

In matters where it is appropriate, the Co-operating Lawyer will seek costs. Any recovery of costs will be credited toward the respective obligation of the Plan and/or the Participant to the Co-operating Lawyer. For costs recovered in excess of the Fee Schedule, see Schedule X - Miscellaneous Notes.

F. EXCLUSIONS

Many legal matters are excluded from Plan benefits. Some of these are noted in the Fee Schedule. Co-operating Lawyers should be aware that, in general, all non-personal legal services are excluded. For example, business matters are excluded. Also excluded are proceedings against a Participant's contributing employer, UNIFOR, and subsidiaries, dealers, subordinates, affiliated bodies or officers or agents of those bodies.

G. TAXES CHARGED ON LAWYER ACCOUNTS

The Plan reimburses Participants who use Co-operating Lawyers by sending reimbursement monies directly to the Co-operating Lawyer, for Prepaid Benefits. This direct-pay method of reimbursement reduces the financial burden of Plan Participants. However, the Plan does not reimburse Participants for any sales or other taxes related to lawyer fees. In particular, the Plan does not reimburse Participants for HST charged by lawyers for Prepaid Benefits.

H. BILLINGS

The Lawyer Activity Report and Summary Billing Report are part of the Plan's Case Information Form ("CIF"). The CIF (see Appendix "D") is sent to the Participant by the Plan when legal services are requested. The Participant then sends or takes the CIF to the Co-operating Lawyer prior to or upon commencement of legal services.

The CIF is the Co-operating Lawyer's assurance that the client is an eligible Participant for Plan benefits. Accordingly, Co-operating Lawyers should ensure that they have a CIF prior to commencing legal services. A separate CIF, which contains a unique case number, is necessary for each separate legal matter.

The Co-operating Lawyer shall submit a signed CIF to the Plan along with his or her account. The CIF must accompany the Co-operating Lawyer's account in order for payment to be rendered by the Plan. For Referral Benefit legal services, the Co-operating Lawyer shall send the original account to the Participant (Client) and a copy to the Plan, along with the signed CIF.

The Plan will pay interim accounts if they are for fees greater than \$550.

SCHEDULE I - WILLS AND ESTATES

LEGAL SERVICE	PREPAID BENEFIT (Plan pays block fee as indicated)	REFERRAL BENEFIT (Bill Client at \$110.00 per hour as indicated)	DISBURSEMENTS (Bill Plan or Client as indicated)
1. a) Will or Codicil, with or without testamentary trust	\$100.00	n/a	Client
b) For spouse	\$50.00	n/a	Client
*2. a) Property (Financial) Power of Attorney	\$60.00	n/a	Client
b) For spouse	\$30.00	n/a	Client
c) Personal Care (Medical) Power of Attorney	\$40.00	n/a	Client
d) For spouse	\$20.00	n/a	Client
3. Inter Vivos Trusts and Complicated Estate Planning	n/a	\$110.00 per hour	Client

***NOTE:** The Plan does not pay for (i.e. the block fee includes) additional powers of attorney naming alternate or substitute attorneys

***NOTE:** The Plan does not pay for (i.e. the block fee includes) "living wills", medical directives or other personal care instructions made in connection with a personal care power of attorney

(Effective January 16, 2012)

CO-OPERATING LAWYER AGREEMENT

Fee Schedule

SCHEDULE I - WILLS AND ESTATES (cont'd)

LEGAL SERVICE	PREPAID BENEFIT (Plan pays block fee (B) or \$110 per hour to maximum fee (H) as indicated)	REFERRAL BENEFIT (Bill Client block fee (B) or \$110 per hour as indicated)	DISBURSEMENTS (Bill Plan or Client as indicated)
4. Estate Administration			
a) *Lawyer's Work			
i) up to two hours	\$220.00 (H)	n/a	Client
ii) subsequent lawyer's work	n/a	\$110.00 per hour	Client
b) **Estate Trustee's Work	n/a	\$110.00 per hour	Client
5. Estate Litigation (e.g. validity of will, removal of estate trustee, claims against estate)			
a) If claim is \$3,000 or less			
i) up to four hours	\$440.00 (H)	n/a	Client
ii) subsequent representation	n/a	\$110.00 per hour	Client
b) If claim is over \$3,000			
i) up to ten hours	\$1,100.00 (H)	n/a	Client
ii) subsequent representation	n/a	\$110.00 per hour	Client
c) appeals	n/a	\$110.00 per hour	Client

***NOTE:** *“Lawyer’s Work” - e.g. advice and legal services in connection with non-litigious estate work, including but not limited to, explanation of the duties of an estate trustee, interpretation of the will, advertising for creditors, application for and receipt of the Certificate of Appointment of Estate Trustee (i.e. “probate”), document preparation for asset transfers, preparation of notarial copies of documents, application to court to examine and/or “pass” accounts, preparation of releases and final report to personal representative*

****NOTE:** *“Estate Trustee’s Work” - e.g. funeral arrangements; obtaining death certificate; advising others of death and applying for benefits payable on death - e.g. government agencies, pension administrators; locating will; locating and notifying beneficiaries; locating and valuing assets and debts; investing and safekeeping of assets; settling debts; maintaining estate accounts for approval by beneficiaries or examination by the court; reporting to beneficiaries; paying beneficiaries upon receipt of releases; filing and paying taxes*

****NOTE:** *Explain to your clients that Estate Trustee’s work is their responsibility and can be done by them, and that if all or part of it is done by your office, your fees will be deducted from the amount that would otherwise be allowed for “executor’s compensation”. Bill estate trustee \$110.00 per hour for services rendered by the lawyer; \$55.00 per hour for services rendered by articling students, law clerks, paralegals, etc.*
(Effective January 1, 2008)

CO-OPERATING LAWYER AGREEMENT

Fee Schedule

SCHEDULE II - REAL ESTATE

LEGAL SERVICE	PREPAID BENEFIT (Plan pays block fee (B) or \$110 per hour to maximum fee (H) as indicated)	REFERRAL BENEFIT	DISBURSEMENTS (Bill Plan or Client as indicated)
1. Purchase or Sale (includes review of agreement and minor amendments; mortgages incidental to purchase or sale; certifying title; closing; reporting to client, etc.) a) Purchase b) Sale	 \$600.00 (B) \$400.00 (B)	 n/a n/a	 Client Client
2. Drafting, negotiating and/or making major amendments to Agreement of Purchase and Sale (does not include review or minor amendments) a) initial two hours b) subsequent representation	 \$220.00 (H) n/a	 n/a \$110.00 per hour	 Client Client
3. Transfer, assignment, quit claim, discharge (not incidental to purchase or sale or new mortgage); mortgage extension, renewal or amendment; Declaration of Survivorship; Transmission Application	\$110.00 (B)	n/a	Client
4. New Mortgage not incidental to purchase (includes incidental discharges and incidental additional mortgages)	\$350.00 (B)	n/a	Client

NOTE: Plan coverage is for personal use property only. Prepaid Benefit limit of one purchase and one sale (and the drafting of all relevant agreements) every 2 years. Other real estate transactions (except business transactions) are covered by a Referral Benefit at the Prepaid Benefit rate. Bill Client Directly.

NOTE: The Co-operating Lawyer may charge the Client \$55.00 for a Land Titles search or \$110.00 for a Registry Search performed by the Co-operating Lawyer's office (charge \$55.00 per hour for any time exceeding 2 hours), or in the alternative, the actual cost incurred for a title search performed by a person not employed by the Co-operating Lawyer's office, provided that the Client is made aware of this charge at the time the Co-operating Lawyer is retained.

(Effective January 1, 2011)

SCHEDULE II - REAL ESTATE (cont'd)

LEGAL SERVICE	PREPAID BENEFIT (Plan pays at \$110.00 per hour to maximum fee (H) as indicated)	REFERRAL BENEFIT (Bill Client at \$110.00 per hour as indicated)	DISBURSEMENTS (Bill Plan or Client as indicated)
5. Foreclosure or Power of Sale a) initial 30 hours b) subsequent representation	\$3,300.00 (H) n/a	n/a \$110.00 per hour	Client Client
6. Litigation (includes boundary or title dispute, zoning, refusal to close, expropriation) a) Claim is \$3,000 or less i) up to four hours ii) subsequent representation b) Claim is over \$3,000 i) initial 30 hours ii) subsequent representation	\$440.00 (H) n/a \$3,300.00 (H) n/a	n/a \$110.00 per hour n/a \$110.00 per hour	Client Client Client Client

NOTE: Plan Coverage is for personal use property only. Other real estate matters (except business matters) are covered by a referral benefit at \$110.00 per hour. Bill Client directly.

NOTE: Appeals - Bill Client \$110.00 per hour and all disbursements.

(Effective January 1, 2008)

SCHEDULE III - TENANTS' RIGHTS

LEGAL SERVICE	PREPAID BENEFIT (Plan pays at \$110.00 per hour to maximum fee (H) as indicated)	REFERRAL BENEFIT (Bill Client at \$110.00 per hour as indicated)	DISBURSEMENTS (Bill Plan or Client as indicated)
1. Non Litigation Matters	\$220.00 (H)	n/a	Client
2. Litigation			
a) if monetary claim only and \$3,000 or less			
i) up to four hours	\$440.00 (H)	n/a	Client
ii) subsequent representation	n/a	\$110.00 per hour	Client
b) if claim is over \$3,000 or non-monetary (e.g. possession or eviction)			
i) initial 30 hours	\$3,300.00 (H)	n/a	Client
ii) subsequent representation	n/a	\$110.00 per hour	Client

NOTE: Plan coverage is for personal use property only.

NOTE: Appeals - Bill Client \$110.00 per hour and all disbursements.

(Effective January 1, 2008)

SCHEDULE IV - FAMILY

LEGAL SERVICE	PREPAID BENEFIT (Plan pays block fee (B) or \$110.00 per hour to maximum fee (H) as indicated)	REFERRAL BENEFIT (Bill Client at \$110.00 per hour as indicated)	DISBURSEMENTS (Bill Plan or Client as indicated)
1. Guardianship or Committee of Minor or Mental Incompetent a) *Uncontested b) Contested i) up to 12 hours ii) subsequent representation	 \$470.00 (B) \$1,320.00 (H) n/a	 n/a n/a \$110.00 per hour	 Client Client Client
2. Private Adoption a) *Uncontested b) Contested i) up to 12 hours ii) subsequent representation	 \$440.00 (B) \$1,320.00 (H) n/a	 n/a n/a \$110.00 per hour	 Client Client Client
3. Change of Name a) *Uncontested b) Contested i) up to 12 hours ii) subsequent representation	 \$200.00 (B) \$1,320.00 (H) n/a	 n/a n/a \$110.00 per hour	 Client Client Client

***NOTE:** "Uncontested" means that there are no issues in dispute between the parties at the time that they first approach a lawyer.

NOTE: If any case requires minimal work or is terminated prior to completion, bill at hourly rate; not block fee.

NOTE: Appeals - Bill Client \$110.00 per hour and all disbursements.

(Effective January 1, 2008)

SCHEDULE IV - FAMILY (cont'd)

LEGAL SERVICE	PREPAID BENEFIT (Plan pays block fee (B) or \$110.00 per hour to maximum fee (H) as indicated)	REFERRAL BENEFIT (Bill Client at \$110.00 per hour as indicated)	DISBURSEMENTS (Bill Plan or Client as indicated)
4. Domestic Contract			
a) *Uncontested	\$470.00 (B)	n/a	Client
b) Contested			
i) up to 12 hours	\$1,320.00 (H)	n/a	Client
ii) Subsequent representation	n/a	\$110.00 per hour	Client
5. Divorce or Annulment			
a) *Uncontested, Lawyer for Applicant	\$470.00 (B)	n/a	Client
b) Uncontested, Lawyer for Respondent			
i) up to 4 hours	\$440.00(H)	n/a	Client
ii) subsequent representation	n/a	\$110.00 per hour	Client
c) Contested			
i) up to 12 hours	\$1,320.00 (H)	n/a	Client
ii) subsequent representation	n/a	\$110.00 per hour	Client
6. Other Family Law Matters Not Listed Above			
a) Uncontested, Lawyer for Respondent			
i) up to 4 hours	\$440.00(H)	n/a	Client
ii) subsequent representation	n/a	\$110.00 per hour	Client
b) Contested			
i) up to 12 hours	\$1,320.00 (H)	n/a	Client
ii) subsequent representation	n/a	\$110.00 per hour	Client

***NOTE:** "Uncontested" means that there are no issues in dispute between the parties at the time that they first approach a lawyer.

NOTE: If any case requires minimal work or is terminated prior to completion, bill at hourly rate; not block fee.

NOTE: Appeals - Bill Client \$110.00 per hour and all disbursements.

(Effective January 1, 2008)

SCHEDULE V - CIVIL LITIGATION

For all matters, <u>including</u> personal injury, property damage, wrongful dismissal, professional malpractice, libel and slander:	
PLAN PAYS:	\$110.00 per hour, to a maximum of \$220.00
BILL CLIENT:	For subsequent legal services at \$110.00 per hour and for all disbursements

NOTE: *Appeals - Bill Client \$110.00 per hour and all disbursements.*

NOTE: *For claims against client's own insurance company and other consumer complaints, see Schedule VII.*

(Effective January 1, 2008)

SCHEDULE VI - CRIMINAL AND MOTOR VEHICLE MOVING VIOLATIONS

For all matters, <u>including</u> criminal offences, motor vehicle moving violations, young offenders, pardons and estreat of bail:	
PLAN PAYS:	\$110.00 per hour, to a maximum of \$440.00
BILL CLIENT:	For subsequent legal services at \$110.00 per hour and for all disbursements

NOTE: For non-moving motor vehicle violations, Bill Client \$110.00 per hour and all disbursements.

NOTE: Appeals - Bill Client \$110.00 per hour and all disbursements.

Exception:

For appealing the suspension of a driver's licence for medical reasons, the Plan will pay \$110.00 per hour to a maximum of 30 hours, up to the end of the initial hearing only. Bill client for subsequent legal services at \$110.00 per hour and for all disbursements.

(Effective January 1, 2008)

SCHEDULE VII - CONSUMER/DEBTOR

<ol style="list-style-type: none"> 1. Defence of collection action on personal/family debts (includes defence of action to enforce judgments by way of repossession or garnishment <u>but does not include</u> items listed in Schedule VIII or judgments for personal injury or family law support.) 2. Personal bankruptcy (does not include services ordinarily performed by Trustee or Official Receiver) 3. Consumer transactions (e.g. contracts for goods and services) (does not include personal injury or professional malpractice) 4. Insurance claims or loss of coverage (does not include Unemployment Insurance or Workers' Compensation - see Schedule VIII) 	<p>FOR ACTIONS INVOLVING CLAIMS OF \$3,000.00 OR LESS:</p> <p>Plan Pays: \$110.00 per hour to maximum of \$440.00 Debts: Saved by the Limitation Act</p> <p>Bill Client: For subsequent legal services at \$110.00 per hour and for all disbursements</p> <p>FOR ACTIONS INVOLVING CLAIMS OF OVER \$3,000.00:</p> <p>Plan Pays: \$110.00 per hour to maximum of \$3,300.00</p> <p>Bill Client: For subsequent representation at \$110.00 per hour and for all disbursements</p>
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NOTE: Appeals - Bill Client \$110.00 per hour and all disbursements.

(Effective January 1, 2008)

SCHEDULE VIII - ADMINISTRATIVE LAW

<ol style="list-style-type: none"> 1. Veterans' Benefits, Social Assistance Claims (Includes Employment Insurance, Workplace Safety and Insurance Board Claims) 2. Citizenship, Immigration, Deportation 3. Canada and Quebec Pension Plans 4. Claims to taxes by governments (does not cover tax planning or preparing tax returns); audits, property tax assessment disputes 	<p>IF CLAIM IS \$3,000.00 OR LESS:</p> <p>Plan Pays: \$110.00 per hour to maximum of \$440.00</p> <p>Bill Client: For subsequent legal services at \$110.00 per hour and for all disbursements</p> <p>IF CLAIM IS OVER \$3,000.00:</p> <p>Plan Pays: \$110.00 per hour to maximum of \$3,300.00 up to and including initial administrative tribunal hearing</p> <p>Bill Client: For subsequent legal services at \$110.00 per hour and for all disbursements</p> <p>Bill Client: For all legal services subsequent to initial administrative tribunal hearing (e.g. appeal to higher tribunal or court, or judicial review) at \$110.00 per hour</p>
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NOTE: Appeals - Bill Client \$110.00 per hour and all disbursements.

(Effective January 1, 2008)

SCHEDULE IX - SUMMARY ADVICE AND CONSULTATION

This Schedule only applies to those Plan Participants who have "Entry-Level PLUS" and "Mid-Level PLUS" benefits.

The "PLUS" designation refers to Summary Advice and Consultation to a maximum of two prepaid hours.

Entry-Level PLUS

The "Entry-Level PLUS" benefit is Wills & Estates Coverage (Schedule I) PLUS up to two prepaid hours for summary advice and consultation for all other personal legal services except real estate transactions and appeals.

PLAN PAYS: **\$110.00 per hour, to a maximum of \$220.00**

BILL CLIENT: **For all disbursements.**

Mid-Level PLUS

The "Mid-Level PLUS" benefit is Wills & Estates Coverage (Schedule I) and Real Estate Coverage (Schedule II) PLUS up to two prepaid hours for summary advice and consultation for all other personal legal services except appeals.

PLAN PAYS: **\$110.00 per hour, to a maximum of \$220.00**

BILL CLIENT: **For all disbursements.**

NOTE: *There are no Referral Benefits related to Schedule IX.*

(Effective January 1, 2008)

SCHEDULE X - MISCELLANEOUS NOTES

1. a) Bill hours in 0.1 hourly increments and itemize each activity (i.e. "line item account").
b) Bill Client \$110.00 per hour for all personal legal services not included in other parts of this Fee Schedule, unless otherwise indicated.
2. Agents may be used if Client consents and if agent bills in accordance with Fee Schedule.
3. Bill for travel time at \$110.00 per hour.
4. Bill for travel expense at 52 cents per kilometer.
5. Bill for faxes or photocopying at 25 cents per page.
6. The Co-operating Lawyer fee includes costs recovered. Therefore, when costs are recovered, bill Plan and/or Client in accordance with Fee Schedule and deduct the amount recovered for costs. If costs recovered exceed the Fee Schedule bill, apply excess to any disbursements paid for by the Client and/or the Plan, and retain the balance.
7. Contact Plan for coverage and fee information not indicated in Fee Schedule.

(Effective January 1, 2010)