



## **Form PEA-2 – Response to appeal**

Please fill out and sign this form if you have been served with an application for appeal relating to a decision or order of the Pay Equity Commissioner and you are responding to it. Refer to the Important Information section ([below](#)) and the [Canadian Human Rights Tribunal Rules Respecting Pay Equity](#) when completing this form. Please follow the instructions carefully and provide detailed information where requested.

- **Time limit:** Upon receipt of an Application for Appeal, responding parties have 14 days to submit a response.

### **Part I: Decision being appealed**

#### **A. Number identifying the Pay Equity Commissioner's decision**

Part I of the Application for Appeal identifies the decision being appealed by number and date.

**Number:**

**Date of the order or decision:**

### **Part II: Representation and contact information**

- Provide the Respondent's contact information below.
- If the Respondent is an organization, provide the name of the organization and the name and contact information of an individual who will be able to respond on behalf of the organization.

## **A. Respondent**

Type: organization    individual

Respondent's name:

## **B. Representation**

Do you have legal or other representation? Yes    No

Who will communicate with the Tribunal about this appeal? Select only one option:

Respondent    Lawyer for the Respondent    Non-lawyer representative

Specify:

## **C. Contact information**

If you are representing yourself at the Tribunal, please provide your contact information:

Name:

Address:

Phone number:

Email address:

## **D. Representative contact information:**

If you will be represented at the Tribunal by a lawyer or a non-lawyer representative, please provide the lawyer's or representative's contact information:

Name of lawyer or representative (First name, Last name):

Name of organization (ex: Law firm):

Business address:

Phone number:

Email address:

## **Part III: Position on the appeal and relief sought**

### **A. Position**

Outline your position on the appeal and the evidence to support your position. Ensure that you describe what you want the Tribunal to do as a result of this appeal. The Tribunal may, by order, confirm, vary or rescind the decision or order to which the appeal relates or refer the decision to which the appeal relates back to the Pay Equity Commissioner for redetermination.

## **B. Cross appeals**

Do you cross appeal? Yes    No

If yes, please explain the grounds, evidence to support those grounds and relief sought.

## **Part IV: The hearing**

### **A. Requesting an oral or written hearing**

The appeal will occur by written submissions unless the Tribunal approves an oral hearing.

If the appellant has requested an oral hearing in the Application for Appeal, do you consent? Yes    No

If the appellant has not requested an oral hearing in the Application for Appeal, do you request an oral hearing? Yes    No

If consenting to or requesting an oral hearing, please explain why in detail and answer the following questions.

a. Do you consent to a virtual hearing? Yes    No

b. Do you prefer a hearing by phone, by videoconference or in person?

c. If in person, indicate where you would want the hearing to be located:

d. Please indicate any restrictions on time or date:

e. Why do you consent to or request an oral hearing?

## **B. Official language of choice for appeal**

English    French

Do you require interpretation services? Yes    No

If yes, please let us know the type of interpretation:

## **C. Accessibility arrangements for the hearing**

Please tell us if you need any specific arrangements to participate fully in the type of hearing sought (in writing, in person, by videoconference or by telephone). Examples include, but are not limited to, wheelchair access, access to a room with videoconferencing equipment, or audio or visual accommodations. We want to ensure that everyone can participate in our proceedings on an equal basis.

Accessibility requirements:

## **D. Seeking permission to introduce new evidence**

In an appeal, a party must have permission from the Tribunal before introducing new evidence.

Do you seek permission to introduce new evidence? Yes    No

If yes, please explain the basis for the request:

## **E. Attached documents**

Provide a list of the documents you are filing together with this form.

## F. Questions

### G. Declaration

I declare that, to the best of my knowledge, all the information I provided as part of my Response to Appeal is true.

### Important information

- **Accessibility (alternative arrangements):** The Tribunal is committed to providing an inclusive and accessible environment in which everyone has equitable access to our services. Please advise the Registry if you require any alternative arrangements to meet your individual needs during this appeal process.
- **Filing:**
  - Please review the [Canadian Human Rights Tribunal Rules Respecting Pay Equity](#) before completing this form.
  - You can file this form by email, by mail, by fax or by delivering it in person. Emailing your application to the email address designated by the Registry is the fastest and preferred way to send us information). The Tribunal anticipates that e-filing will soon be another option.
  - For filing by email, please sign this document electronically prior to filing it with the Tribunal if possible. Alternatively, you may print, sign and file a scanned copy of the document with

the Registry. If you need help with this, please contact our Registry.

- **Change of contact information or representative:** Please notify the Tribunal right away of any change in your contact information or if you change your representative.
- **Forms:** The Tribunal's forms may be obtained by emailing the Registry at [registry.office@chrt-tcdp.gc.ca](mailto:registry.office@chrt-tcdp.gc.ca) or by calling 613-995-1707 or toll free at 1-844-899-3604.
- **Ask for help:** If you have any trouble filling out the form, contact the Registry at the following email: [registry.office@chrt-tcdp.gc.ca](mailto:registry.office@chrt-tcdp.gc.ca) or call 613-995-1707 (toll free: 1-844-899-3604).
- **Privacy:** If you file personal information with the Tribunal, it may be accessible to the public through the open court principle unless you request, and the Tribunal approves, a confidentiality order.