

Canadian Human  
Rights Tribunal



Tribunal canadien  
des droits de la personne

## Form PEA-4 – Notice of referral

### Part I: Referral

The purpose of this Notice is to refer a question of jurisdiction or an important question of law to the Canadian Human Rights Tribunal for determination under s. 162 of the *Pay Equity Act*.

Question of jurisdiction      Important question of law

Short name for the referral:

As the Pay Equity Commissioner, I am seeking an inquiry into the following question(s):

Bilingual summary of the referral suitable for posting on the Tribunal website pursuant to Rule 27(1)(a) of the *Rules Respecting Pay Equity*:

English summary:

French summary:

The Tribunal is best placed to answer the question(s) for the following reason(s):

### Part II: Commissioner or Commissioner's representative (if any)

Name:

Address:

Phone number:

Email address:

## **Part III: Parties' names, representation and contact information**

Please identify each party before the Commissioner to the matter in dispute, objection or complaint from which the referral derives. Please attach additional pages if more space is required.

**Please note:** parties before the Commissioner who are listed in this section and who wish to participate in the inquiry into the referral must file a Notice of Intention to participate within seven days of receiving this Notice of Referral and the Request for Directions. After seven days, a motion is required.

### **A. First party's contact information**

Provide the party's name. Provide the party's contact information if the party represented themselves. Provide the representative's contact information if the party was represented by a lawyer or non-legal representative before the Commissioner:

Party's name:

If represented, lawyer or non-legal representative's name:

Address:

Phone number:

Email address:

### **B. Second party's contact information**

Provide the party's name. Provide the party's contact information if the party represented themselves. Provide the representative's contact information if the party was represented by a lawyer or non-legal representative before the Commissioner:

Party's name:

If represented, lawyer or non-legal representative's name:

Address:

Phone number:

Email address:

### **C. Third party's contact information (if required)**

Provide the party's name. Provide the party's contact information if the party represented themselves. Provide the representative's contact information if the party was represented by a lawyer or non-legal representative before the Commissioner:

Party's name:

If represented, lawyer or non-legal representative's name:

Address:

Phone number:

Email address:

### **Part IV: Potential interested parties names, representation and contact information**

Please provide the name and contact information of any person or organization that the Commissioner considers to be a potential interested party with respect to the referral (if any). Please attach additional pages if more space is required.

**Please note:** those who are listed in this section and who are interested in being added to the inquiry into the referral as an interested party must submit a motion seeking the Tribunal's approval. The Tribunal will also post a summary of the referral on its website.

## **A. First potential interested party's contact information**

Provide the potential interested party's name. Provide the legal or non-legal representative's contact information if known or, if unavailable, provide the potential interested party's contact information:

Name:

Lawyer or non-legal representative's name (if known):

Address:

Phone number:

Email address:

## **B. Second potential interested party's contact information**

Provide the potential interested party's name. Provide the legal or non-legal representative's contact information if known or, if unavailable, provide the potential interested party's contact information:

Name:

Lawyer or non-legal representative's name (if known):

Address:

Phone number:

Email address:

## **Part V: Request for directions**

### **A. The Commissioner requests directions as to these proposals:**

- i. The following material is proposed to constitute the case to be determined in the inquiry into the referral:
- ii. The proposed timeline for the service and the filing of copies of the material is:
- iii. The proposed timeline for the service and the filing of the memoranda of argument is:
- iv. The requested date and time for the hearing of the inquiry into the referral is:
- v. The proposed role of the Commissioner in the inquiry into the referral is:

Reasons for this proposed role:

- vi. The preparation, service and filing of books of authorities should be in accordance with the Rules, or should be as follows:
- vii. The proposed procedure for hearing the inquiry into the referral is:
  - in person;
  - by videoconference;
  - by phone; or
  - in writing.

The reasons why a written inquiry is preferred are as follows:

## **B. Attached documents**

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

## **C. Comments**

### **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.
  - 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.
  - If you need additional space to complete this form, please add additional pages as required, clearly identifying the relevant section of the form.
  
- **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@tribunal.gc.ca](mailto:registry.office@tribunal.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.