

## **PAY EQUITY HEARINGS TRIBUNAL**

### **CONSULTATION POLICY**

The Pay Equity Hearings Tribunal has established an Advisory Committee whose mandate is to function as a consultative group for the Tribunal. The Committee is composed of members of the labour and management bar, legal representation from the Pay Equity Office and the Ontario Bar Association (Labour and Employment Section) and is intended to act as a resource to the Tribunal for consultation and feedback regarding:

- (i) Tribunal policies;
- (ii) Tribunal practices;
- (iii) Tribunal rules;
- (iv) Tribunal practice directions

The Chair and Tribunal Solicitor participate in meetings of the Advisory Committee. The Committee meets once a year, or as necessary.

The Terms of Reference are attached.

Members of the Advisory Committee are selected as described in the Terms of Reference.

The names and contact information for members of the Advisory Committee are posted on the Tribunal's website, as are the Minutes of the most recent committee meeting.

The Chair and Vice-Chairs attend and speak at pay equity conferences and seminars. The Chair also regularly meets with stakeholders throughout the community.

Notices to the community, appointments and other items of interest are communicated through the Tribunal's website.

All Tribunal decisions are posted on publicly accessible databases, notably CanLII (a free service) and Quicklaw (by subscription).

**TERMS OF REFERENCE  
FOR THE  
PAY EQUITY HEARINGS TRIBUNAL ADVISORY COMMITTEE**

1. The PEHT has established a PEHT Practice Advisory Committee (the “Committee”) whose mandate is to function as a resource to the PEHT for consultation and feedback regarding:
  - a. PEHT policies;
  - b. PEHT practices;
  - c. PEHT rules;
  - d. PEHT practice directions; and
  - e. PEHT services.

The Committee’s focus is on the effectiveness of the above in carrying out the PEHT’s mandate to provide a fair, just and expeditious process for the resolution (by way of mediation or adjudication) of proceedings before it.

2. The Committee is not intended to be a forum for the discussion of:
  - a. the merits of individual cases;
  - b. substantive issues of law; or
  - c. proposed or possible legislative amendments, white papers or regulations.
3. The Committee shall be available to the PEHT for consultation regarding PEHT appointments.
4. The Committee shall be composed of the following members:
  - a. the PEHT chair and counsel to the Tribunal;
  - b. four (4) persons who appear or represent parties before the PEHT with two taken from those who regularly appear or represent employers and two taken from those who regularly appear or represent employees. The choice of these representatives should take into consideration the need to respect the diversity of consumers using the PEHT resolution services;
  - c. a representative from the Pay Equity Office (PEO);
  - d. a member of the executive of a relevant section of the Ontario Bar Association (“OBA”) who is not employed as an arbitrator, PEHT member or otherwise as an adjudicator who shall sit as an ex-officio member of the Committee.
5. The inaugural Committee members will serve at the invitation of the Chair. In order to ensure continuity on the Committee one of the inaugural Committee members representative of employers and one of the inaugural Committee members representative of employees will be asked to serve a three year

term. The second inaugural Committee member representative of employers and the second inaugural Committee member representative of employees will be asked to serve a two year term. Members may be invited by the Chair to serve a second two (2) year term. Subsequent members of the Committee will be selected by the departing committee members. Departing committee members who represent employers must select a replacement who appears on behalf of or represents employers at the PEHT. Departing committee members who represent employees must select a replacement who appears on behalf of or represents employees at the PEHT.

6. The Committee shall meet at least once a year. The Committee may meet more frequently at the request of the Chair. The establishment of the Committee does not prevent the Chair from consulting with other members of the public.
7. At the invitation of the Chair persons who are not committee members may attend Committee meetings in whole or in part.
8. Members of the community will be made aware of the Committee's meetings and discussions through minutes which will be posted on the PEHT website.
9. In order that the Committee may function in an atmosphere that encourages candour, members of the Committee and any persons invited to attend Committee meetings will maintain reasonable discretion and confidentiality with respect to Committee discussions.