

Prince Edward Island Human Rights Commission

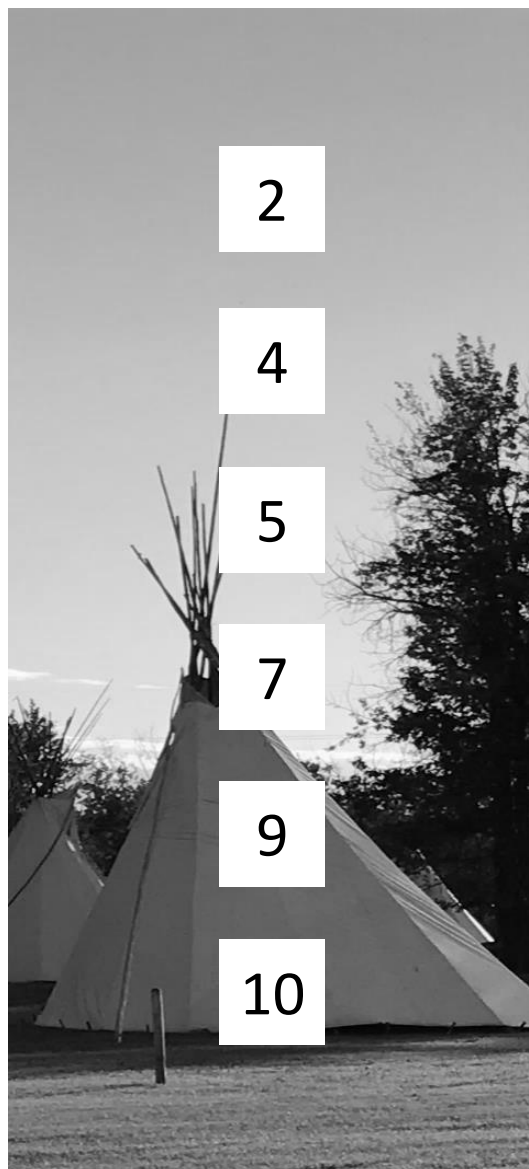


ANNUAL REPORT 2018-2019

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Front Cover: Wanda Robson receiving a 2018 Canadian \$10 bill featuring her sister Viola Desmond and the Canadian Human Rights Museum. Photo Credit: Karla Renic, University of King's College. More information about Viola Desmond: www.thecanadianencyclopedia.ca/en/article/viola-desmond

AN ORDINARY PERSON FROM NOVA SCOTIA

"Now, when a girl guide accepts a \$10 bill at a home in Red Deer, Alberta, there is an opportunity to tell Viola Desmond's story. When employees of a business in Souris, Summerside or Stratford are preparing a nightly deposit, there is an opportunity to tell Viola's story. All over Canada - in kitchens, schools, businesses, and churches - there will be opportunities for conversations about Viola Desmond: this ordinary person, from Nova Scotia's proud black community, who stood up for her rights!"

- Monique LeBlanc, Director, Atlantic Region, Bank of Canada

Message from the Chair

John Rogers



I am pleased to introduce the Annual Report of the Prince Edward Island Human Rights Commission for 2018-2019. The work we do takes place on Epekwitk, the unceded territory of the Mi'kmaq people.

The Commission receives its operational mandate from the PEI Human Rights Act. The purpose of the Act is the eradication of discrimination within our jurisdiction.

The Commission has weighty responsibilities that require adequate resources. It strives to fulfill its mandate by providing: a program of education, adjudication of complaints, responses to inquiries, and information to Government on current human rights trends.

Unfortunately, operating budgets have remained very tight in recent years. Although shortfalls have been covered by government injections, it has been difficult to plan for the long term.

For instance, our budget left us without a permanent Education Officer for many years. A permanent Education Officer is necessary to enhance our effectiveness in the delivery of an education program and to assist with the office workload.

Though government spending has its limits, it is ultimately a matter of priorities. We must place a high priority on spending which will create a society characterised by mutual understanding, dignity, and respect for all.

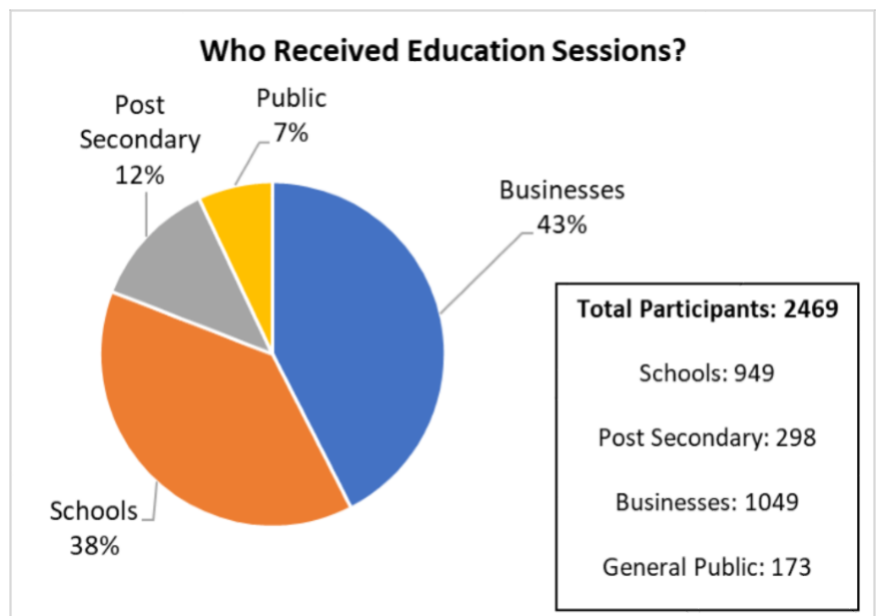
The work of the Commission is increasing dramatically. Social factors

such as the influx of newcomers to the province, the housing crisis, accessibility awareness, and the “Me Too” movement have precipitated the need for education and complaint resolution.

Requests for education presentations grew from sixty-six (66) in 2017-2018 to ninety-five (95) in 2018-2019.

The number of inquiries received at the Commission has risen to over five hundred (500).

Through all of this, the Commission has continued working to resolve ongoing formal complaints, fifty-seven (57) of which were filed this year. While this increased activity is a positive sign for human rights development, it places a great burden on the resources of the Commission.



The Commission's work is integral to the development of a healthy society. Justice Thomas Cromwell (Supreme Court of Canada) made the following statement in a congratulatory note to the PEI Human Rights Commission for its 40th anniversary:

We have become a society that embraces ethnic, gender, and religious diversity and in no small measure our human rights protections have helped us to do so. The work of building a society that is free from discrimination and embraces difference will never be completed and so the work of human rights commissions must and will go on, helping to form the society that we aspire to be. (Celebrating Our Journey of Human Rights, PEI Human Rights Commission, 2016)

I believe that the quality of tomorrow's society is dependent upon the values we instill in our peers today. The society that we aspire to is one that prioritises dignity and respect for all: the values embodied in the PEI *Human Rights Act*.

In closing, I want to express my appreciation to the Commission's staff for their dedication and hard work. The work of the Commission is never ending, and that is a good thing, because it signals the ongoing nature of human rights protection in the province. The staff members are Brenda Picard Q.C. (Executive Director), Jonathan Greenan (Human Rights Legal Officer), Lorraine Buell (Mediator/Intake Officer), and Thomas Hilton (Education Project Officer).

My appreciation also goes out to current Commissioners Carmen de Pontbriand, Joanne Ings, Lori St. Onge, Carolyn Francis, and Deborah Gross; and to George Lyle and Maurice Rio, whose terms ended in July of 2018. Thank you for your commitment to the advancement of human rights in the province.

"The Chartered Professionals in Human Resources PEI, were pleased to partner with the PEI Human Rights Commission to offer a session to members on preparing our organizations to thrive in the new reality of diversity. The Commission creates a welcoming and safe environment where participants feel comfortable interacting and asking questions. The approach of using case studies and examples to challenge thinking was effective and appreciated by the participants. Participants left the session feeling much more comfortable in navigating sensitive situations and seeing the Commission as a resource in making their organizations welcoming and supportive for all."

- Megan MacLean, BBA, CPHR, Chair, CPHR PEI Professional Development Committee Certificate Program

Message from the Executive Director

Brenda Picard, Q.C.



Education remains a top priority at the Commission. We encourage people to contact us any time they have questions, whether they are an employee, an employer, a service provider, or an individual who is concerned they may have been discriminated against. This discrimination may have happened at their place of work (paid or volunteer), when they were trying to get services from government or private business, or when they were renting an apartment or buying property.

Each year the number of calls we get increases. We help people understand what they might be able to do to resolve their issues, whether on their own or through the Commission's complaint process.

For example, concerns about available housing have led to a sharp increase in inquiries received by the Commission related to rental accommodations. Potential discrimination in housing is a serious issue that we help Islanders with regularly.

We know that the complaint process does not suit everyone, and we use our education mandate as a way of bringing ongoing concerns and issues to the public's attention.

I congratulate the businesses that have reached out to us for more information and we look forward to proactively approaching businesses

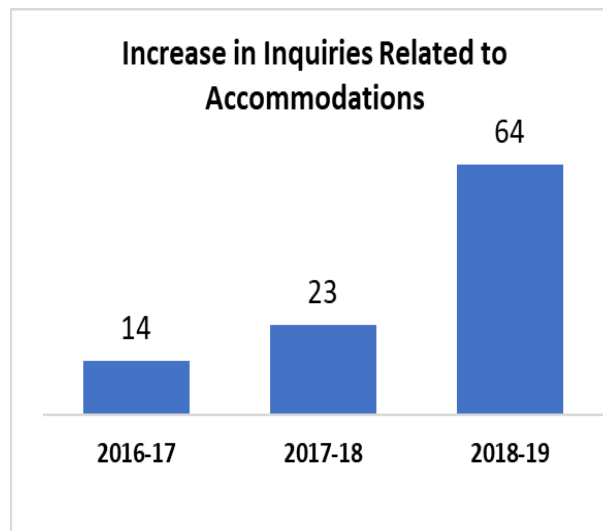
that would benefit from our education services. Education sessions are provided at no cost and are customized to each organization or business.

In addition, we encourage businesses to create diverse and inclusive workplaces. Having policies that accommodate needs is positive. Creating inclusive places which build diversity into the environment before it is needed is even better.

Using universal design concepts in building or renovation plans allow staff and clients with differing needs (e.g. wheelchairs or child strollers) to feel welcome in the business. The same is true of flexible work hours which can accommodate medical or religious needs without

having the employee stand out as getting "special treatment". Encouraging business owners, managers, and supervisors to be inclusive will be positive for employees, clients, and for the business itself.

Staff and commissioners have been busy this year preparing to host the 2019 National Human Rights Conference (June 26-27) in Charlottetown. Over 40 presenters were invited to provide Human Rights education and experience to participants from PEI and across Canada.



Education Project Officer Report

Thomas Hilton

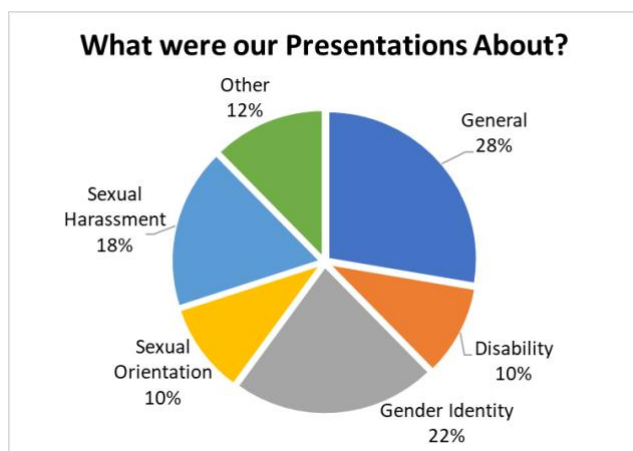
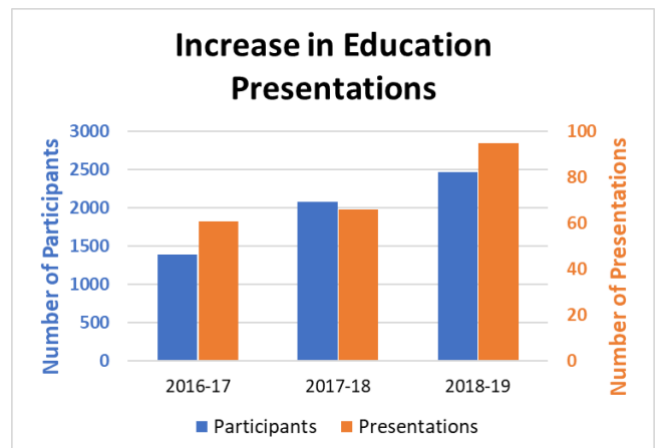


Over the past three fiscal years the Commission has experienced a dramatic increase in the number of education presentations it delivers. Education presentations are available to anyone for free.

The Commission attributes its expanding educational outreach to the following:

- Contracting a full-time Education Project Officer for the 2018-19 fiscal year.
- Requests for sexual harassment training increase of 64%.
- Requests for presentations on gender identity and gender expression from various divisions of both Health PEI and the Public Schools Branch increase of 280%.

Presentations are typically requested by community organizations, educators, students, and employers, or they arise as part of the complaint resolution process. This year the Commission worked with schools on policy development and best practices in relation to supporting gender diverse students and staff.



“The Public Schools Branch appreciates that the Human Rights Commission provided educational and informative professional development for our school principals and vice principals this year. The three sessions were invaluable and very well received by our staff. It is our mandate to provide safe, caring, and inclusive learning environments for our students and staff. We value the opportunity to work with our partners to assist our school leaders in developing and maintaining these important learning spaces.”

- Parker Grimmer, Director, Public Schools Branch

Human Rights Day 2018

In collaboration with the Town of Stratford, on December 10, 2018, the Commission marked the 70th anniversary of the Universal Declaration of Human Rights and celebrated the Bank of Canada's new vertical \$10 bill featuring Canadian human rights icon, Viola Desmond of Halifax.

After a prayer by Elders Charlotte Morris and Margaret Labobe of Lennox Island First Nation, presentations were made by Monique Leblanc from Bank of Canada, and students and teachers from Queen Charlotte Intermediate, Charlottetown Rural, Bluefield, Three Oaks, and École Francois-Buote High Schools. The Honourable Antoinette Perry spoke to the audience about her experience.

"I have, in the past, felt the hurts of being treated disrespectfully when I would speak French. As I think about it now, I wonder if people thought that I was speaking about them and became defensive, lashing out with degrading remarks. I honestly feel that racist comments are often based more on ignorance or misinformation than on malicious intent. Lack of understanding can lead to fear of the unknown which, in turn can foster injustices. Today I celebrate the freedom of standing up for my own rights and those of others. I feel it a duty to promote the kinship of all human beings."

- The Honourable Antoinette Perry



2018 Provincial Heritage Fair Awards

The Commission encourages students to think about human rights issues. We gave 35 presentations to classes across the province. We also awarded prizes at the 2018 PEI Heritage Fair for human rights-themed projects in both English and French.

PEI Pride Parade

It is important to show support to the members of PEI's gender and sexually diverse populations. Once again the Commission collaborated with the Mi'kmaq Confederacy on a float for Pride. Always an encouraging and inspiring afternoon!

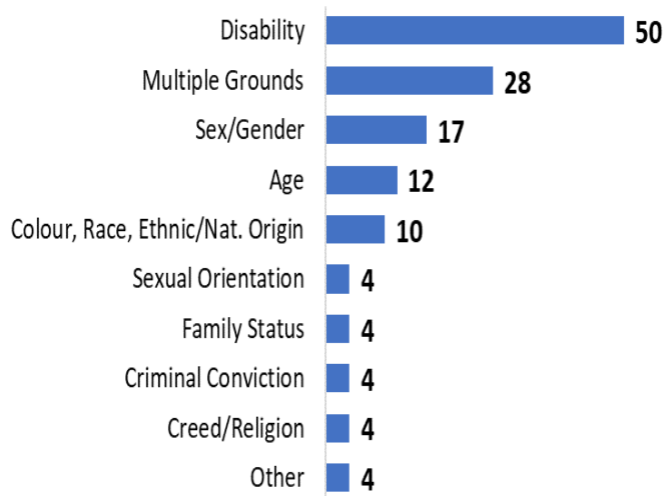
Activities of the Commission



Administer and Enforce the *Human Rights Act*

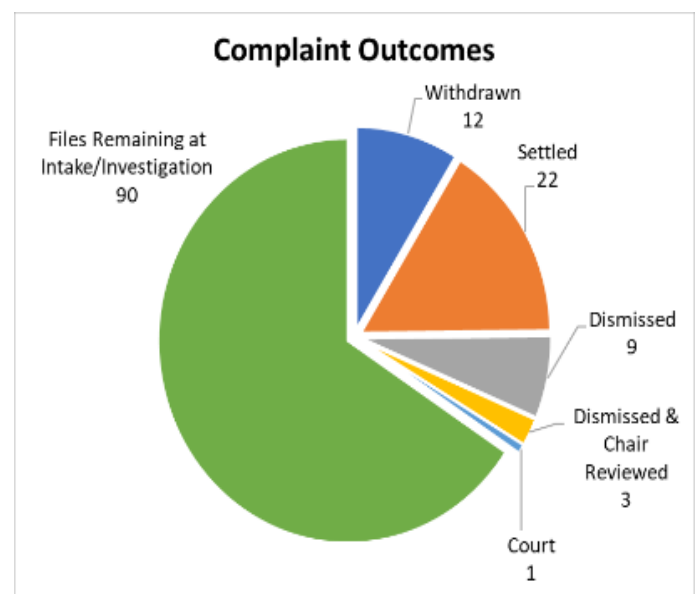
- Investigate complaints;
- Attempt to settle complaints;
- Dismiss, discontinue or refer complaints to a hearing; and
- Adjudicate complaints at Human Rights Panel's or Court hearings.

The Commission had 137 open files this year. These complaints alleged discrimination on the following grounds:



Mediation and Dispute Resolution

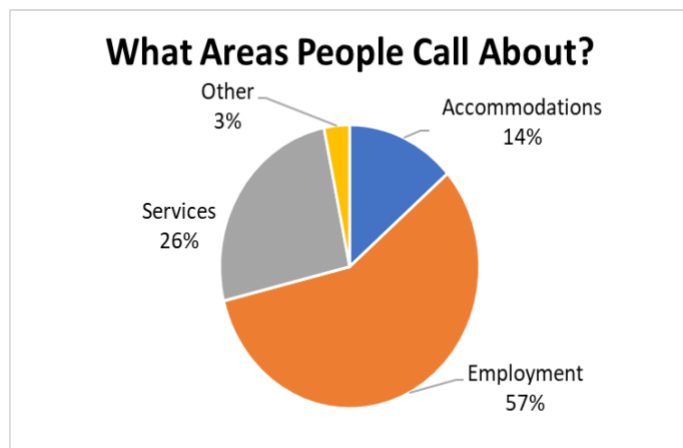
A vital part of our case management is dispute resolution. The Commission's Mediator/Intake Officer makes an initial assessment of the file to determine if the parties might be interested in discussing mediation or settlement. This option is provided at all stages of the process, from before a response to the complaint is filed, up to the point of a decision on whether to refer the matter to a panel.



During this fiscal year, twenty-two (22) complaints were settled through mediation or settlement discussions. Fifteen (15) of these related to employment, four (4) related to accommodations and three (3) related to services available to the public. Most of these complaints named sex/sexual harassment as the ground of discrimination. Also, twelve (12) complaints were withdrawn because of either: information arising through the complaint process, informal settlement, or abandonment.

Develop and Conduct Public Education and Information

Please see our Education Project Officer Report for additional details on this part of our mandate. Part of our education involves answering questions related to human rights information that we get by phone, e-mail, and in person. Throughout this year we received over 500 inquiries.



Adjudication

No matters were referred to Panel.

One complaint proceeded to Judicial Review. A decision was issued in December 2018.

Ayangma v. Eastern School Board & PEIHRC, 2018 PESC 52 (CanLII)

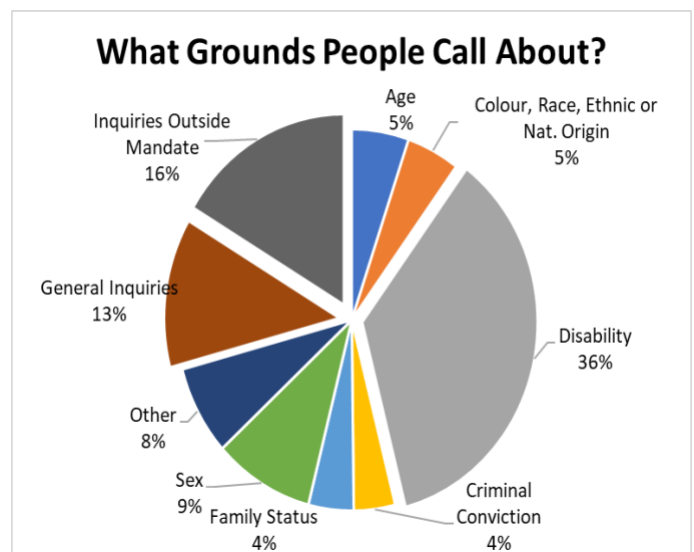
This decision was appealed to the Court of Appeal and a decision was issued in July 2019.

Ayangma v HRC & EL SB, 2019 PECA 20 (CanLII)

Advise Government

The Commission advises government on suggestions, recommendations and requests made by private organizations and individuals. As an example, the Commission provided advice to government on human rights implications relating to the challenges of trans patients in getting access to health care.

We also report to government on the business and activities of the Commission.



Complaint Statistics 2018-2019

Eighty (80) matters were carried over from previous years and fifty-seven (57) complaints were received in 2018-2019, which resulted in a total of one hundred thirty-seven (137) open files. During this fiscal year forty-four (44) complaints were closed, leaving ninety-three (93) complaints carried over to 2019-2020 fiscal year.

Number of Complaints in Area and Ground							
Carried over from previous years				Received in 2018-2019			
Ground of Discrimination	Employment & Volunteer Work	Services/ Facilities	*Other & Multiple Areas	Employment & Volunteer Work	Services/ Facilities	*Other & Multiple Areas	Total
Age	2	3		4	1	2	12
Colour, Race, Ethnic/National Origin	6		1	2	1		10
Creed/Religion	2	2					4
Criminal Conviction				4			4
Disability	21	7	3	11	8		50
Family Status	2	1			1		4
Gender Expression/ Gender Identity		1					1
Marital Status							
Political Belief	1						1
Sex (including Pregnancy and Harassment)	9	1	1	4	1	1	17
Sexual Orientation	1	1	1	1			4
Source of Income						1	1
Filing a Complaint/ Giving Evidence				1			1
Multiple Grounds	7	5	2	8	3	3	28
Total Number of Complaints	51	21	8	35	15	7	137

Most complaints arise in the area of employment, while the most common ground of discrimination is disability. The same is true for inquiries received by the Commission. For more information on our complaint process or education opportunities please refer to our website – www.peihumanrights.ca.

** Other and Multiple Areas include: Accommodations, Lease or Sale of Property, Membership in Employee or Professional Organizations, and Advertisements and Publications.*

Prince Edward Island Human Rights Commission

Financial Statements

March 31, 2019

Management's Report

Management's Responsibility for the Financial Statements

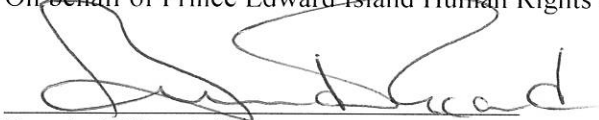
The financial statements have been prepared by management in accordance with Canadian public sector accounting standards and the integrity and objectivity of these statements are management's responsibility. Management is responsible for the notes to the financial statements and ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is responsible for implementing and maintaining a system of internal control to provide reasonable assurance that reliable financial information is produced.

The Board of Commissioners is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control. The Board reviews internal financial reports on a regular basis and externally audited financial statements annually.

The financial statements have been audited by Arsenault Best Cameron Ellis, independent external auditors appointed by the Commission. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of Prince Edward Island Human Rights Commission



Brenda J. Picard, Q.C.
Executive Director

June 18, 2019



June 18, 2019

Independent Auditor's Report

To the Commissioners of Prince Edward Island Human Rights Commission

Opinion

We have audited the accompanying financial statements of Prince Edward Island Human Rights Commission, which comprise the statement of financial position as at March 31, 2019, and the statements of operations and accumulated surplus (deficit), changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Prince Edward Island Human Rights Commission as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of Prince Edward Island Human Rights Commission in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises Management's Annual Report.

Our opinion on the financial statements does not cover the other information and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

Management's Annual Report is expected to be made available to us after the date of the auditor's report. If, based on the work we will perform on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing Prince Edward Island Human Rights Commission's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate Prince Edward Island Human Rights Commission or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Prince Edward Island Human Rights Commission's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Prince Edward Island Human Rights Commission's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Prince Edward Island Human Rights Commission's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Prince Edward Island Human Rights Commission to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Other Matters

The financial statements of the Prince Edward Island Human Rights Commission for the year ended March 31, 2018 were audited by another auditor who expressed an unmodified opinion on those financial statements on June 19, 2018.

Arsenault Best Cameron Ellis

Chartered Professional Accountants

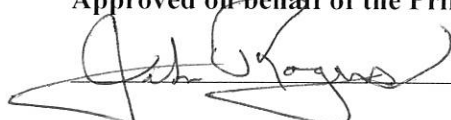
Prince Edward Island Human Rights Commission

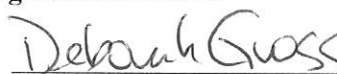
Statement of Financial Position

As at March 31, 2019

	2019 \$	2018 \$
Assets		
Financial assets		
Cash	2,455	45,212
Accounts receivable (note 3)	2,480	825
Grants receivable - Province of Prince Edward Island (note 5)	30,000	-
	<u>34,935</u>	<u>46,037</u>
Liabilities		
Accounts payable and accrued liabilities (note 4 and 5)	<u>21,991</u>	<u>45,135</u>
Net financial assets	<u>16,001</u>	<u>902</u>
Contingent liabilities (note 9)		
Non-financial assets		
Prepaid expenses	3,196	6,110
Tangible capital assets (note 10)	3,058	-
	<u>6,254</u>	<u>6,110</u>
Accumulated surplus	<u>19,197</u>	<u>7,012</u>

Approved on behalf of the Prince Edward Island Human Rights Commission

 Chairman

 Commissioner

Prince Edward Island Human Rights Commission

Statement of Operations and Accumulated Surplus (Deficit)

For the year ended March 31, 2019

	Budgeted (Unaudited) \$	2019 \$	2018 \$
Revenue			
Grants - Province of Prince Edward Island (note 5)	493,000	470,000	440,821
Other grants	10,000	8,255	33,150
In-kind contributions (note 8)	-	5,000	-
	503,000	483,255	473,971
Expenses			
Commissioner per diems	32,000	14,003	17,314
Conferences and training	5,500	4,016	4,058
Equipment	2,000	2,345	2,205
Hearing expenses	3,000	-	-
Dues and fees	3,300	3,888	3,873
Miscellaneous	2,500	1,498	1,459
Office and special projects	10,000	13,385	11,870
Photocopying	5,000	4,328	3,459
Professional fees	1,600	3,275	300
Project - Canada 150	-	-	30,000
Rent	23,000	23,000	23,000
Salaries and benefits (notes 5, 7 and 8)	398,400	386,809	344,469
Travel - staff	7,000	7,133	3,662
- commissioners	7,500	4,873	5,654
Telephone	2,200	2,177	2,244
Amortization		340	-
	503,000	471,070	453,567
Annual surplus	-	12,185	20,404
Accumulated surplus (deficit) - Beginning of year		7,012	(13,392)
Accumulated surplus - End of year		19,197	7,012

Prince Edward Island Human Rights Commission

Statement of Changes in Net Financial Assets (Debt)

For the year ended March 31, 2019

	2019 \$	2018 \$
Net financial assets (debt) - Beginning of year	902	(16,355)
Annual surplus	12,185	20,404
Decrease (increase) in prepaid expenses	2,914	(3,147)
	15,099	17,257
Net financial assets - End of year	16,001	902

Prince Edward Island Human Rights Commission

Statement of Cash Flows

For the year ended March 31, 2019

	2019 \$	2018 \$
Cash provided by (used in)		
Operating activities		
Annual surplus	12,185	20,404
Item not affecting cash		
Amortization	340	-
	12,525	20,404
Net change in non-cash working capital items		
Increase in accounts receivable	(1,655)	(94)
Increase in grants receivable - Province of Prince Edward Island	(30,000)	-
Increase (decrease) in accounts payable and accrued liabilities	(23,144)	3,048
Decrease (increase) in prepaid expenses	2,914	(3,147)
	(39,360)	20,211
Investing activity		
Purchase of tangible capital assets	(3,397)	-
Increase (decrease) in cash	(42,757)	20,211
Cash - Beginning of year	45,212	25,001
Cash - End of year	2,455	45,212

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2019

1 Purpose of the Organization

The Prince Edward Island Human Rights Commission (the Commission) is a corporate body established under section 16(1) of the Human Rights Act of Prince Edward Island. The Commission is responsible for administering and enforcing the *Human Rights Act* and providing education and public information in the field of human rights. The Commission also inquires into and endeavours to effect a settlement of any complaint of a violation of the *Human Rights Act* filed with the Commission as prescribed by the Act.

The Commission is a non-taxable entity under the provisions of the federal *Income Tax Act*.

2 Summary of significant accounting policies

Basis of accounting

These financial statements have been prepared in accordance with Canadian public sector accounting standards. Since the Commission has no unrealized remeasurement gains or losses attributed to foreign exchange, derivatives, portfolio investments, or other financial instruments, a statement of remeasurement gains and losses is not prepared.

a) Cash

Cash consist of balances on deposit with a financial institution.

b) Accounts receivable

Accounts receivable are recorded at cost less any specific provision when collection is in doubt.

c) Prepaid expenses

Prepaid expenses are charged to expense over the periods expected to benefit.

d) Accounts payable and accrued liabilities

Accounts payable and accrued liabilities are recorded for all amounts due for work performed and goods or services received during the year.

e) Tangible capital assets

Tangible capital assets are recorded at cost provided the threshold of \$2,000 is met. Tangible capital assets purchased that do not meet the threshold are expensed.

The cost of tangible capital assets is amortized on a straight-line basis over their estimated useful life as follows:

Computer - hardware

5 years

Amortization is calculated at one-half of the normal annual rate in the year of acquisition; no amortization is recorded in the year of disposal.

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2019

f) Revenues

Transfers from the Province of Prince Edward Island (revenues from non-exchange transactions) are recognized as revenue when the transfer is authorized, any eligibility criteria are met, and a reasonable estimate of the amount can be made.

Revenues from other grants are recognized in the period in which the transaction or event that gave rise to the revenue occurred. Revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

g) Expenses

Expenses are recorded on an accrual basis in the period in which the transaction or event that gave rise to the expense occurred.

h) Financial instruments

(i) Measurement of financial instruments

Prince Edward Island Human Rights Commission's financial instruments consist of cash, accounts receivable, grants receivable - Province of Prince Edward Island and accounts payable and accrued liabilities.

The Commission initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument. This fair value amount is then deemed to be the amortized cost of the financial instrument.

The Commission subsequently measures all its financial assets and financial liabilities at amortized cost.

(ii) Impairment

For financial assets measured at cost or amortized cost, the Commission determines whether there are indications of possible impairment. When there is an indication of impairment, and the Commission determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in annual surplus. A previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may not be greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in annual surplus.

(iii) Risks

Transacting in financial instruments exposes the Commission to certain financial risks and uncertainties. These risks include:

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2019

- a) Credit risk: The Commission is exposed to credit risk in connection with the collection of its accounts and grants receivable. The Commission mitigates this risk by performing continuous evaluation of its accounts and grants receivable.
- b) Liquidity risk: The Commission's exposure to liquidity risk is dependent on the collection of accounts and grants receivable or raising of funds to meet commitments and sustain operations. The Commission controls liquidity risk by management of working capital and cash flows.

i) Use of estimates

The preparation of these financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant items subject to such estimates and assumptions include the valuation of accounts and grants receivable and the estimated life of tangible capital assets. Actual results could differ from those estimates.

3 Accounts receivable

	2019 \$	2018 \$
Accounts receivable	435	-
HST receivable	2,045	825
	<hr/> 2,480	<hr/> 825

4 Accounts payable and accrued liabilities

	2019 \$	2018 \$
Accounts payable and accrued liabilities	7,887	759
Province of Prince Edward Island (note 5)	-	36,095
Accrued vacation pay	14,104	8,281
	<hr/> 21,991	<hr/> 45,135

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2019

5 Related party transactions

The Commission had the following transactions with the Province of Prince Edward Island:

	2019	2018
	\$	\$
Grants from the Province	470,000	440,821
Other grants	-	5,000
	<hr/> 470,000	<hr/> 445,821

There is a grant receivable - Province of Prince Edward Island in the amount of \$30,000 at March 31, 2019 (2018 - nil) and payable to the Province of Prince Edward Island for nil at March 31, 2019 (2018 - \$36,095). Included in salaries and benefits is salary expense of \$58,551 (2018 - \$118,169) and benefit expenses of \$9,629 (2018 - \$20,378) related to staff seconded from the province.

6 Contractual obligations

The minimum aggregate lease payments for operating leases over the next three years are as follows:

	\$
Year ending March 31, 2020	25,820
2021	24,410
2022	5,750

7 Employee Benefits

(a) Sick Leave

All employees are credited 1.5 days per month for use as paid absences in the year, due to illness or injury. Under existing employment agreements, employees are allowed to accumulate unused sick day credits each year up to the allowable maximum. With approval, accumulated credits may be used in future years to extent that the employee's illness or injury exceeds the current year's allocation.

(b) Pension Benefits

Civil Service Superannuation Fund pension plan

Effective April 1, 2018, employees of the Commission began to participate in the Province of Prince Edward Island's Civil Service Superannuation Plan (the Plan) which is a multi-employer defined benefit pension plan. The Commission made contributions of \$22,940 in fiscal 2019 to match employee contributions to the plan of 8.09% of their pensionable salary up to the year's maximum pensionable earnings plus 9.75% of pensionable salary in excess of the year's maximum pensionable earnings. Any unfunded liability is the responsibility of the Province of Prince Edward Island and therefore no liability has been recognized in these financial statements.

Prince Edward Island Human Rights Commission

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Defined contribution pension plan

Employees of the Commission participated in a defined contribution pension plan until March 31, 2018. The Commission made contributions amounting to 8.09% on that part of the salary on which Canada Pension Plan contributions were made and 9.75% on salary when Canada Pension Plan contributions were not required. These contributions were paid to a Registered Retirement Savings Plan (RRSP) as selected by the employee. The plan is managed by the employees.

(c) Retirement Allowances

The Commission provides a retirement allowance to its permanent employees. The amount paid to eligible employees at retirement is equal to one week's pay for every year of service to a maximum of 30 weeks. The benefit costs and liabilities related to the allowance are the responsibility of the Commission. The province has agreed to fund these liabilities and accordingly the Commission has not estimated the liability and no liability has been recognized in these financial statements.

8 In-kind contributions

During the year the Commission received in-kind contributions for salaries and benefits expenses in the amount of \$5,000 (2018 - nil).

9 Contingent liabilities

(a) Sick leave

The use of accumulated sick days for sick leave compensation ceases on termination of employment and there is no obligation to settle these amounts with cash payments. Consequently, no liability has been recorded in these financial statements for sick leave.

However, there is a contingent liability for unused sick leave time during employees' working years. At March 31, 2019, this contingent liability for accumulated but unused sick leave was \$172,685.

(b) Legal matters

The Commission is named as Plaintiff in a Statement of Claim dated September 21, 2018. No liability has been accrued as there is no financial amount claimed in the action. The matter is being handled by the Province's Risk Management and Insurance.

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2019

10 Tangible capital assets

A continuity of tangible capital assets for the year ended March 31, 2019 is as follows:

Cost

	Balance at March 31, 2018	Additions	Transfers/ disposals	Balance at March 31, 2019
Computer hardware	-	3,398	-	3,398

Accumulated amortization

	Balance at March 31, 2018	Additions	Transfers/ disposals	Balance at March 31, 2019
Computer hardware	-	340	-	340
Net book value	-			3,058