

PEI HUMAN RIGHTS COMMISSION

2020-2021 ANNUAL REPORT



Created by Linda Gu, Grade 7, QCIS



Meet Our Team

Commissioners provide general oversight to Commission operations. Commissioners may be asked to conduct reviews of decisions to dismiss complaints and are assigned to listen to evidence and make decisions on complaints which are sent to a hearing. Commissioners do not work in the office, nor do they work directly with individuals who contact the Commission.

Commissioners (L-R):

Chair: Joanne Ings

Commissioners: Lori St. Onge, Carolyn Francis, Deborah Gross, Ryan Knockwood, Danté Bazard, Jean McCardle.



Staff (L-R):

Brenda Picard, Q.C., Executive Director; Lorraine Buell, Mediator/Intake Officer; Tom Hilton, Education Officer; Caroline Davison, Human Rights Legal Officer; Laura K. Bird, Project Manager; Sara Watson, Administrative Assistant; Amanda Blakeney, Human Rights Legal Officer.



Mail: PO Box 2000, Charlottetown PE C1A 7N8

Office: 53 Water Street, Charlottetown

Phone: 902-368-4180

Email: contact@peihumanrights.ca

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Did you Know?

The following information can be found on our new website:

- Information on Employer and Employee Rights and Responsibilities
- Curriculum Resources for Teachers
- Guides and Fact Sheets on Service Animals, Gender Identity and Expression, Sexual Harassment in the Workplace, etc.
- French Resources
- Upcoming Hearings

Message from the Chair

I am pleased to present the Annual Report of the PEI Human Rights Commission for 2020-2021.

I was honoured to be officially appointed Chair of the Commission by the Standing Committee on Health and Social Development in July 2020. A sincere thank you to former Chair, John Rogers, who led the Commission for five years of the 12 he served as Commissioner. His quiet and effective leadership is something I hope to emulate during my term.

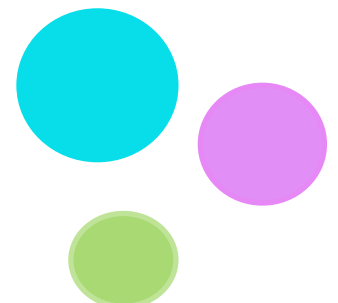
Two new Commissioners were appointed in December 2020: Danté Bazard and Jean McCardle. Their backgrounds and experiences bring additional depth to the Commission. Commissioners Carolyn Francis, Deborah Gross, Ryan Knockwood, and Lori St. Onge continue their terms of appointment.

To say it was a challenging year for the Commission would be an understatement. It was a year of adapting, refocussing, and moving forward as the “new normal” emerged. Our role in administering the PEI *Human Rights Act* did not change. Staff and Commissioners took the opportunity to expand our learning, to meet in new ways, and to understand and respond to COVID-19 influenced impacts on our work.

Our annual December 10th event marking the International Day of Human Rights was completely virtual through the development, creation, and delivery of the video “Rise Up: Defeat Discrimination”.

The Commissioners and staff jointly began internal capacity development planning in early 2020. A combination of questionnaires, group brainstorming, and facilitated discussion brought forward key areas to begin to focus on our shared concerns and priority actions. We are continuing this work to develop measurable actions and goals.

The growth and subsequent backlog in caseload numbers continues to be an area of concern. During this reporting year, some staff changes and the addition of a new Human Rights Legal Officer position are beginning to have an impact on the backlog numbers. We have identified reducing caseload numbers as a major priority in the new fiscal year.



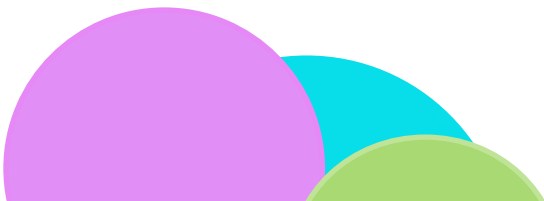
One of the opportunities arising from COVID-19 was increased online training opportunities for Commissioners and staff. Through the Canadian Association of Administrative Tribunals, we completed “Adjudication Skills for the 21st Century” and “Writing Effective Decisions”. The Canadian Association of Statutory Human Rights Agencies also began monthly virtual learning sessions which allow staff and Commissioners from across the country to share best practices and experiences.

As part of the Commission’s efforts to incorporate restorative justice initiatives into our work, some Commissioners and all staff received training in Transformative Mediation offered through Community Justice Initiatives in Kitchener, Ontario.

The Commission’s SHIFT project continues to support our education efforts in identifying sexual harassment in the workplace and training managers to effectively prevent and respond. Classroom resources have also been developed in partnership with the UPEI Faculty of Education.

In closing, I would personally like to take the opportunity to thank the Commissioners; our Executive Director, Brenda Picard; and all the staff at the Commission for their dedication and commitment to supporting and furthering human rights on Prince Edward Island.

Joanne Ings



Did You Know?

The Commission received 72 Covid-19 related inquiries.

- 72 represents 15% of inquiries.
- Eight inquiries were from employers / service providers.
- 64 were from individuals.
- 29 inquiries were related to the ground of Disability.
- Three inquiries were related to the ground of Family Status or Age.
- 40 inquiries were general and not related to a specific ground.

Executive Director's Report

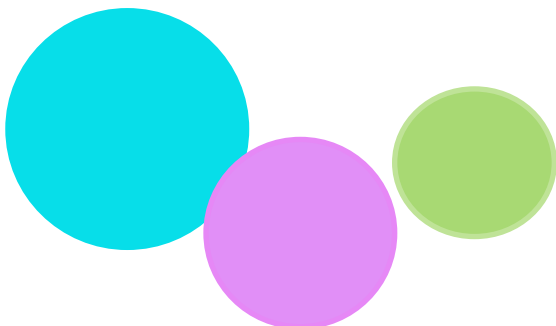
This has been a year marked by COVID-19 adjustments. Our office closed to the public temporarily and there was an initial reduction in inquiries and complaints between April and June; however, we continued to offer services over the phone and electronically. We restructured to allow for video conferencing options for meetings and education. While some staff remained working in the office through COVID-19 restrictions, those who worked remotely gradually returned to the office through the summer and into fall. We now remain open to the public by appointment only.

Staff took advantage of many learning opportunities through online learning platforms, including Restorative Justice Foundational training, Transformative Mediation, Collaborative Workplaces, Investigation Training, Unconscious Bias to Conscious Inclusion, and video-conference presentation skills.

We were very pleased to launch a new website in late September with the intention of making it easier for people to access our educational and complaint related materials. All of our French resources are combined in one place on the website and we continue to increase the amount of material available in French. We had over 11,000 unique pageviews in the first six months of the website.

In addition to new Commissioners, Danté Bazard and Jean McCardle, we added new staff to the Commission. In July, we welcomed Sara Watson as our Administrative Assistant. In February, Caroline Davison replaced Jonathan Greenan as our Human Rights Legal Officer and in March we added Amanda Blakeney as a second Human Rights Legal Officer. Lorraine Buell remains as our Mediator/Intake Officer, Tom Hilton as our Education Officer and Laura K. Bird as our Project Manager for the SHIFT Project. Our summer student in 2020 was Madison Ranta. We very much appreciate the internship program offered by the Dalhousie University Schulich School of Law, which has provided us excellent summer legal interns over the past three years. Personally, I want to thank all of the staff for their collaborative work with a focus on how we can improve the services we offer and the important work we do at the Commission.

Brenda Picard, Q.C.

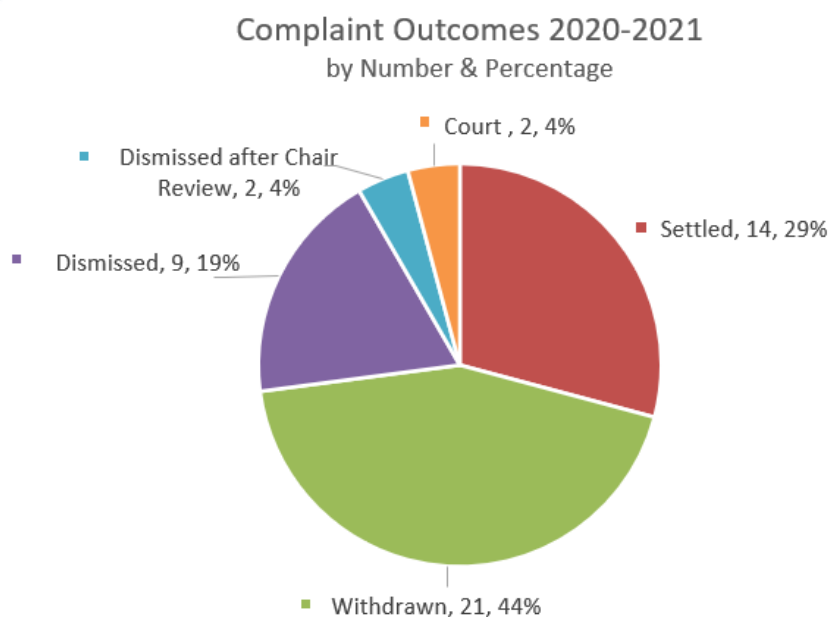
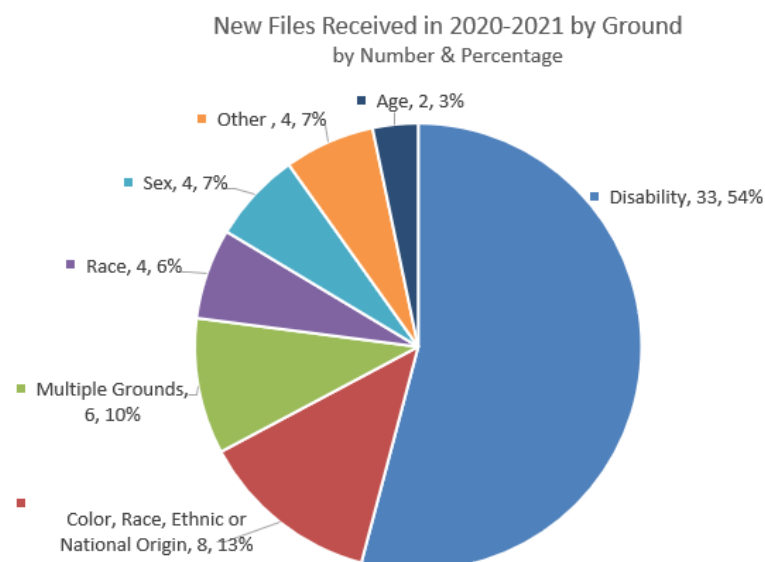


What We Do



Administration and Enforcement the *Human Rights Act*

- Investigate complaints;
- Attempt to settle complaints;
- Dismiss, discontinue, or refer complaints to a hearing; and
- Adjudicate complaints at Human Rights Panels, the Supreme Court of PEI, and the PEI Court of Appeal.



Mediation & Dispute Resolution

This is an option at any stage in the complaint process. The Commission's Mediator works with parties who are interested in mediation or settlement discussions to attempt a resolution at the earliest opportunity. Settlement discussions will also happen during the investigation and may be resolved with the investigator or may be referred back to the mediator. Of our cases closed in this year, 73% were settled or withdrawn.

Adjudication

Two matters were closed this year following court proceedings. *Ayangma v. HRC & ELSB*, 2019 PECA 20 and *Olumide v. Police Commissioner & HRC*, 2020 PESC 31 & 2021 PECA 4. Mr. Olumide's complaint in the area of services available to the public and the ground of race was dismissed. The Supreme Court dismissed his application for judicial review under Rule 2.1 as being "frivolous, vexatious, or an abuse of the process of the court". Mr. Olumide appealed that decision and the Respondents made a motion to quash. The appeal was quashed with the court stating "none of the grounds of appeal could possibly succeed" and "further, the application for judicial review and the notice of appeal are vexatious in content."

Advise Government

The Commission advises the PEI government on human rights issues. This could include suggestions, recommendations, or requests made by organizations or individuals.

Following our request, the word "crippling" was removed from post-adoption information forms.

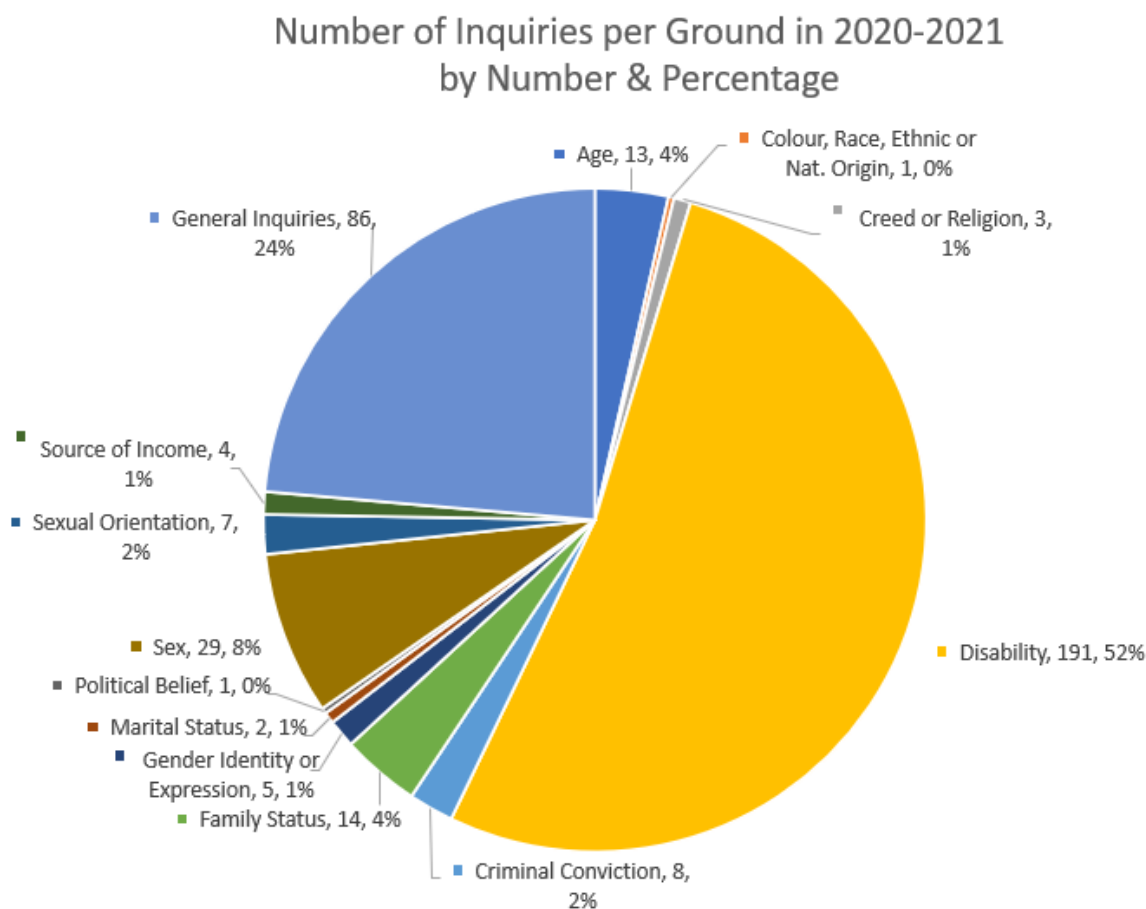
We requested that the PEI *Human Rights Act* be amended to include the ground of Genetic Characteristics. We continue to consult on this.

We consulted on a technical review of the new Violence and Harassment Convention, 2019 (C190) as adopted at the 2019 International Labour Conference.

Develop & Conduct Public Education and Information

We believe that education is key to eliminating barriers to full/equal participation in society and preventing discrimination from happening. Our education and public information activities can range from answering inquiries to the development of presentations, programs and materials for the public. The Education Officer's report on page 11 provides a snapshot of the year's program activities.

In 2020-2021 we received 465 inquiries by phone, email, or in person. Of those, 101 did not relate to a protected ground. The following chart shows the breakdown of the remaining inquiries by ground.



Did You Know?

- We dedicated 9,903 minutes, 165 hours or 22 business days to responding to inquiries.
- Inquiries lasted anywhere from 5 minutes to 90 minutes.
- The average length of time for an inquiry took 20 minutes.

Complaint Statistics

One-hundred-fifteen (**115**) complaints were carried over from previous years and sixty-one (**61**) complaints were received in 2020-21, resulting in a total of one-hundred-seventy-six (**176**) open complaints. During this fiscal year, forty-eight (**48**) complaints were closed, leaving one-hundred-twenty-eight (**128**) complaints carried over to the 2021-2022 fiscal year. Most complaints arise in the area of employment, while the most common ground of alleged discrimination is disability. The same is true for inquiries received by the Commission.

NUMBER OF COMPLAINTS by AREA and PRIMARY GROUND							
Ground of Discrimination	Carried over from Previous Year			Received in 2020-21			Total
	Employment & Volunteer Work	Services and Facilities	*Other & Multiple Areas	Employment & Volunteer Work	Services and Facilities	*Other & Multiple Areas	
Age	1	1		1		1	4
Association							0
Colour, Race, Ethnic/National Origin	5	6	3	6	5	1	26
Creed/Religion	2	1	1		1		5
Criminal Conviction	6						6
Disability	38	19	1	11	18	4	91
Family Status	3			1			4
Gender Expression/Gender Identity		1					1
Marital Status							0
Political Belief	1						1
Sex (including pregnancy and harassment)	8	1	1	3	1		14
Sexual Orientation	1						1
Source of Income						1	1
Filing a Complaint/Giving Evidence				1			1
Multiple Grounds	8	7		4	2		21
Total Number of Complaints	73	36	6	27	27	7	176

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

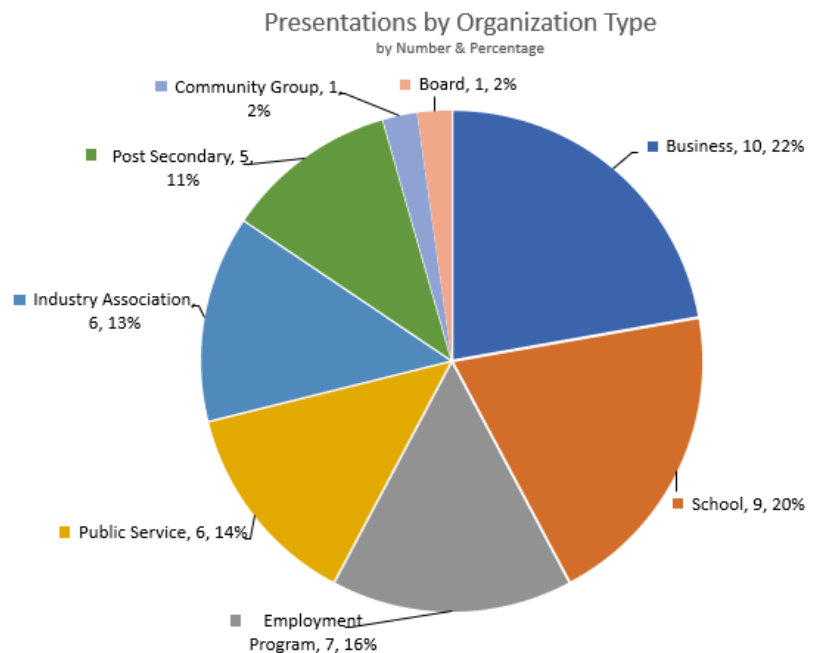
Multiple ground files are identified under the primary ground where focus of the complaint primarily relates to one ground. Some complaints do fall under multiple grounds.

Education Officer's Report

COVID-19 illuminated this one fact: the Commission can quickly and successfully adapt its public education delivery systems. We pre-recorded presentations to university and college students, delivered virtual and telephone presentations, worked with a filmmaker on a Human Rights Day video (which has received more than 400 views to date), and we continued to offer education in-person. Despite COVID-19 restrictions, we were able to reach more than 800 participants via 46 education initiatives.

COVID-19 also afforded the opportunity to look inward, take stock, and ask big-picture questions such as:

- How do we move from reactive to proactive public education programming?
- What educational needs are going unmet?
- How do we evaluate the human rights knowledge participants acquire from our programming?
- How do we broaden the reach of our message? To this end, we had the pleasure of working with Franklin Liu and Yujin Chen, two UPEI M.Ed. students, who translated education materials into Mandarin during their practicums with us.



Tom Hilton

**HUMAN RIGHTS DAY 2020
VIRTUAL CELEBRATION**
WWW.PEIHUMANRIGHTS.CA

Due to COVID-19 restrictions, our annual Human Rights Day celebration was held virtually and available to view on our YouTube channel.

To view our video, please visit:
youtube.com/watch?v=V6miV7TTvpM

THE PEI HUMAN RIGHTS COMMISSION
PRESENTS

RISE UP:
DEFEAT DISCRIMINATION

SHIFT Project Manager's Report

SHIFT: Changing Workplace Culture

The Workplace Sexual Harassment Project was branded as **SHIFT**, with a logo that represents having conversations to raise awareness and provide education in order to create workplaces that are safe, respectful, productive, and equipped to prevent and deal with occurrences of sexual harassment.



Materials

A French translation of the document, *“Developing a Workplace Sexual Harassment Policy and Procedures”* was added to the website.

Staff created four unique workshops for employers, managers, and human resource professionals: **The Big Picture, Let's Talk, A Manager's Toolkit, and Investigations.**

Workshops

Virtual presentations dominated 2020. Staff quickly learned how to lead engaging workshops via Zoom, and both the Summer 2020 and Fall 2020 workshop series were delivered online. There were 22 presentations offered to 177 participants.

In-person workshops took place whenever COVID-19 protocols could be followed and were customized for specific workplaces.

High School Project

In the latter part of the year, a joint venture with the UPEI Faculty of Education had students, Tessa Janes and Lindsay Barton, doing their practicum with the SHIFT project. They were tasked with preparing lesson plans for “Career Explorations and Opportunities 10” that addressed the student curriculum outcomes and sexual harassment in the workplace. A high school steering committee with representatives from the Public Schools Branch, Commission Scolaire de Langue Français, Department of Education and Lifelong Learning, PEI Teacher's Federation, and UPEI is helping guide the high school project.

Restorative Justice

SHIFT, along with other PEIHRC staff and Commissioners, has taken part in many hours of training and discussion on restorative justice theory and practices with the goal of using these skills to help resolve issues and restore productive, safe workplaces.

Laura K. Bird

Audited Financial Statements

Prince Edward Island Human Rights Commission

Financial Statements

March 31, 2021

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

Original signed by Brenda Picard

Brenda J. Picard, Q.C.
Executive Director

June 23, 2021

June 23, 2021

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, 2021, and the statements of operations and accumulated surplus, changes in net financial assets 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, 2021, 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.

Arsenault Best Cameron Ellis

Chartered Professional Accountants

Prince Edward Island Human Rights Commission

Statement of Financial Position

As at March 31, 2021

	2021 \$	2020 \$
Assets		
Financial assets		
Cash	85,325	35,457
HST receivable	5,895	4,142
Grants receivable - Government of Canada (note 11)	29,811	36,964
	<u>121,031</u>	<u>76,563</u>
Liabilities		
Accounts payable and accrued liabilities (note 3)	51,210	44,403
Deferred revenue (notes 4 and 5)	60,000	-
	<u>111,210</u>	<u>44,403</u>
Net financial assets	<u>9,821</u>	<u>32,160</u>
Contingent liability (note 9)		
Non-financial assets		
Prepaid expenses	2,967	3,663
Tangible capital assets (note 10)	23,588	21,826
	<u>26,555</u>	<u>25,489</u>
Accumulated surplus	<u>36,376</u>	<u>57,649</u>

Approved on behalf of the Prince Edward Island Human Rights Commission

original signed by Joanne Ings, Chair

Original signed by Carolyn Francis, Commissioner

Prince Edward Island Human Rights Commission
Statement of Operations and Accumulated Surplus
For the year ended March 31, 2021

	Budget (Unaudited) \$	2021 \$	2020 \$
Revenue			
Grants - Province of Prince Edward Island (note 5)	659,500	550,000	493,300
Grants - Government of Canada: SHP project funding (note 11)	183,400	176,995	115,474
Other grants	3,000	6,045	3,240
In-kind contributions (note 8)	-	7,500	5,000
CASHRA	-	-	68,278
	845,900	740,540	685,292
Expenses			
CASHRA	-	-	59,314
Commissioner per diems	32,000	19,034	16,966
Conferences and training	10,000	7,664	2,400
Equipment	4,000	4,537	2,638
Hearing expenses	3,000	-	-
Dues and fees	6,000	5,446	4,445
Miscellaneous	4,000	1,161	1,751
Office and special projects	20,000	14,852	13,981
Photocopying	6,000	4,228	4,755
Professional fees	7,500	8,101	8,661
Project - SHP (note 11)	159,500	153,095	71,564
Rent	33,000	23,000	23,000
Salaries and benefits (notes 7 and 8)	542,400	502,988	422,118
Travel - staff	7,000	1,043	3,024
- commissioners	7,500	519	2,636
Telephone	4,000	6,653	4,045
Amortization	-	7,113	5,542
	845,900	759,434	646,840
	-	(18,894)	38,452
Other expenses			
Loss on disposal of tangible capital assets	-	(2,379)	-
	-	(21,273)	38,452
Annual surplus (deficit)	-	(21,273)	38,452
Accumulated surplus - Beginning of year	57,649	57,649	19,197
Accumulated surplus - End of year	57,649	36,376	57,649

Prince Edward Island Human Rights Commission

Statement of Changes in Net Financial Assets

For the year ended March 31, 2021

	Budget (Unaudited) \$	2021 \$	2020 \$
Net financial assets - Beginning of year	32,160	32,160	12,944
Annual surplus (deficit)	-	(21,273)	38,452
Decrease (increase) in tangible capital assets - net	-	(1,762)	(18,768)
Decrease (increase) in prepaid expenses	-	696	(468)
	-	(22,339)	19,216
Net financial assets - End of year	32,160	9,821	32,160

Prince Edward Island Human Rights Commission

Statement of Cash Flows

For the year ended March 31, 2021

	2021 \$	2020 \$
Cash provided by (used in)		
Operating activities		
Annual surplus (deficit)	(21,273)	38,452
Items not affecting cash		
Amortization	7,113	5,542
Loss on disposal of tangible capital assets	2,379	-
	(11,781)	43,994
Net change in non-cash working capital items		
Increase in HST receivable	(1,753)	(1,662)
Decrease (increase) in grants receivable - Government of Canada	7,153	(36,964)
Decrease in grants receivable - Province of Prince Edward Island	-	30,000
Increase in accounts payable and accrued liabilities	6,807	22,412
Increase in deferred revenue	60,000	-
Decrease (increase) in prepaid expenses	696	(468)
	61,122	57,312
Capital activity		
Purchase of tangible capital assets	(11,254)	(24,310)
Increase in cash	49,868	33,002
Cash - Beginning of year	35,457	2,455
Cash - End of year	85,325	35,457

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2021

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) HST receivable

HST receivable is recorded at cost.

c) Grants receivable

Grants receivable are recognized in the period in which the transaction or event that gave rise to the grant occurred.

d) Prepaid expenses

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

e) 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.

f) Deferred revenue

Revenue that has been received in advance of services being rendered are recorded as deferred revenue until the Commission discharges the obligations that led to the collection of funds.

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2021

g) Tangible capital assets

Tangible capital assets are recorded at cost.

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

Computer hardware	5 years
Furniture and equipment	5 years
Leasehold improvements	5 years

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

h) Revenues

Transfers from the Province of Prince Edward Island and Government of Canada (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.

i) Expenses

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

j) Financial instruments

(i) Measurement of financial instruments

Prince Edward Island Human Rights Commission's financial instruments consist of cash, HST receivable, grants receivable - Government of Canada 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.

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2021

(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 (deficit). 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 (deficit).

(iii) Risks

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

- a) Credit risk: The Commission is exposed to credit risk in connection with the collection of its grants receivable. The Commission mitigates this risk by performing continuous evaluation of its grants receivable.
- b) Liquidity risk: The Commission's exposure to liquidity risk is dependent on the collection of 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.

k) 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 grants receivable and the estimated life of tangible capital assets. Actual results could differ from those estimates.

Since March 31, 2020, the outbreak of COVID-19 (coronavirus) has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures have caused material disruption to businesses globally resulting in an economic slowdown, and global equity markets have experienced significant volatility and weakness. The duration and impact of the COVID-19 outbreak is unknown at this time, as is the outcome of government and central bank interventions.

In management's estimation, these events have not had a material impact on the carrying value of assets and liabilities reported in these financial statements as at March 31, 2021. The duration and impact of the COVID-19 pandemic remains unclear at this time. Therefore, it is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Commission for future periods.

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2021

3 Accounts payable and accrued liabilities

	2021 \$	2020 \$
Accounts payable and accrued liabilities	15,738	15,613
Accrued vacation pay	35,472	28,790
	<u>51,210</u>	<u>44,403</u>

4 Deferred revenue

Human Rights promotion:

	2021 \$	2020 \$
Deferred revenue - Beginning of year	-	-
Government grant received during the year	60,000	-
Amount recognized as revenue during the year	-	-
	<u>60,000</u>	<u>-</u>

During the year, the Province of Prince Edward Island provided the Commission with a \$60,000 grant with a stipulation that it be spent on increasing information and public awareness about universal human rights. As the grant was received near the end of the year, the Commission did not complete the stipulations imposed on the grant. Therefore, the grant has been recorded as deferred revenue until the stipulations imposed on the grant have been met.

5 Related party transactions

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

	2021 \$	2020 \$
Grants from the Province	<u>550,000</u>	<u>493,300</u>

There is deferred revenue recorded in the amount of \$60,000 from the Province of Prince Edward Island at March 31, 2021 (2020 - nil) (note 4).

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2021

6 Commitments

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

	\$
Year ending March 31, 2022	11,242
2023	2,846
2024	2,846
2025	2,846
2026	1,423

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. No actuarial valuation has been performed pertaining to this liability.

(b) Pension Benefits

Public Sector Pension Plan

Effective April 1, 2018, employees of the Commission began to participate in the Province of Prince Edward Island's Public Sector Pension Plan (the Plan) which is a multi-employer defined benefit pension plan. The Commission made contributions of \$32,126 in fiscal 2021 (2020 - \$29,130) 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.

(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 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 \$7,500 (2020 - \$5,000).

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2021

9 Contingent liability

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, 2021, this contingent liability for accumulated but unused sick leave was \$192,794 (2020 - \$191,810).

10 Tangible capital assets

A continuity of tangible capital assets for the year ended March 31, 2021 is as follows:

Cost

	Balance at March 31, 2020 \$	Additions \$	Disposals \$	Balance at March 31, 2021 \$
Computer hardware	13,869	11,254	3,398	21,725
Furniture and equipment	11,269	-	-	11,269
Leasehold improvements	2,570	-	-	2,570
	27,708	11,254	3,398	35,564

Accumulated amortization

	Balance at March 31, 2020 \$	Additions \$	Disposals \$	Balance at March 31, 2021 \$
Computer hardware	3,114	4,345	1,019	6,440
Furniture and equipment	2,254	2,254	-	4,508
Leasehold improvements	514	514	-	1,028
	5,882	7,113	1,019	11,976
Net book value	21,826			23,588

Prince Edward Island Human Rights Commission

Notes to Financial Statements

March 31, 2021

11 Sexual Harassment Project (SHP) Revenue and Expenditures

	Per the financial statements		
	April 1, 2020 to March 31, 2021 \$	Incurred April 1 to June 8, 2020 allowed by funder to be included in Year 1 budget \$	Allowable Project Expenditures in Year 2 \$
Revenue			
Grants - Government of Canada	176,995	(9,635)	167,360
Expenditures			
Salaries and benefits	93,756	-	93,756
Travel	204	-	204
Training	13,255	(1,594)	11,661
Office	10,969	-	10,969
Program delivery	11,620	-	11,620
Professional fees	8,041	(1,291)	6,750
Evaluation	11,250	(6,750)	4,500
Audit	4,000	-	4,000
	153,095	(9,635)	143,460
Year 2 project administration fees			23,900
Total project expenditures - Year 2 claim			167,360

The Commission signed a Project Funding Agreement under which the Government of Canada will contribute to the Commission for the costs of a project entitled "Providing information and education regarding sexual harassment in the workplace".

This is a five year agreement with a term from July 8, 2019 to March 31, 2024. Annual budgets are approved by the Government of Canada for eligible project expenditures on a fiscal year basis ending March 31.

Due to the impact of Covid-19 on eligible project expenditures incurred during fiscal 2020, the Government of Canada allowed the Commission to extend its spending on fiscal 2020 project grants until June 8, 2020. Eligible project expenditures incurred between April 1 - June 8, 2020 are recorded in the Commission's financial statements for the year ended March 31, 2021. These eligible project expenditures are disclosed in this note as a reduction to the totals for year 2 of the project.

Included in Grants receivable - Government of Canada on the statement of financial position is \$29,811 (2020 - \$36,964) in grant revenue to be received for eligible project expenditures incurred during the fiscal year