



Human Rights Commission Appointment Information

The Standing Committee on Communities, Land and Environment is responsible for recommending to the Legislative Assembly individuals to be appointed to the Prince Edward Island Human Rights Commission, which administers and enforces the Human Rights Act.

About the Human Rights Act – Prince Edward Island

The Preamble of the *Human Rights Act* states: “It is recognized in Prince Edward Island as a fundamental principle that all persons are equal in dignity and human rights without regard to age, color, creed, disability, ethnic or national origin, family status, gender expression, gender identity, marital status, political belief, race, religion, sex, sexual orientation or source of income.”

Under section 18 of the *Human Rights Act*, the Prince Edward Island Human Rights Commission is responsible to administer and enforce the *Act*, develop a program of public information and education to advance human rights principles, and investigate and adjudicate human rights complaints.

Human Rights Commissioner Duties:

1. Oversee the operations of the Commission;
2. With the Chairperson of the Commission, Commissioners provide guidance to the Executive Director and assist staff in the absence of the Executive Director;
3. Attend regularly scheduled Commission meetings (monthly) and, when assigned, attend training, and meetings of the Canadian Association of Statutory Human Rights Agencies (CASHRA);
4. When assigned by the Chairperson, adjudicate human rights complaints at panels, and conduct reviews of Executive Director decisions;
5. Attend public functions as a representative of the Commission;
6. Adhere to the conflict of interest and impartiality guidelines set out in the Commission’s Code of Conduct;
7. Act as an advocate for the interests of the Commission; and
8. Conduct education presentations on human rights, as required.

Human Rights Commissioner Qualifications:

1. Familiarity with the principles set out in the Preamble of the *Human Rights Act*;
2. While legal training is not necessary, a familiarity with principles of administrative law and legal procedures, through any combination of education, training, or experience;

3. Because most human rights complaints arise in the context of employment, Commissioner must have knowledge of employment and human resource management policies;
4. Proficiency in English, both oral and written is essential. Proficiency in French is an asset.
5. The ability to use Microsoft Office (Word) or Word Perfect, email and internet;
6. The ability to write detailed human rights decisions;
7. Knowledge of financial management;
8. The ability to read lengthy documents or series of documents and to organize them coherently;
9. The ability to make the time commitment necessary to attend Commission meetings, and to sit as panel members over numerous days;
10. The ability to listen to legal arguments and to make decisions on fact and law impartially; and
11. The ability to sit for long periods of time during human rights hearings.

Application Process:

If you are interested in serving as a commissioner on the Prince Edward Island Human Rights Commission, please send a letter of application and your résumé by April 7, 2017, to:

Standing Committee on Communities, Land and Environment
Office of the Clerk
197 Richmond Street
P.O. Box 2000
Charlottetown, PE C1A 7N8

or by email to assembly@assembly.pe.ca

For additional information, please contact the Office of the Clerk at 902-368-5970 or toll-free 1-877-314-5518.