



Department of Finance
ANNUAL REPORT

2019-2020



Prince Edward Island Department of Finance

Annual Report 2019-2020

Mandate

The mandate of the Ministry is to ensure that the financial, information technology and human resources required by Government are available, allocated in accordance with Government priorities, and used in an efficient and accountable way. The Ministry provides administrative, analytical and policy support to Treasury Board.

Minister's Message

The Honourable Antoinette Perry
Lieutenant Governor of Prince
Edward Island PO Box 846
Charlottetown, PE
C1A 7L9

May It Please Your Honour:

It is my privilege to present the
Annual Report of the Department of
Finance for the fiscal year ended
March 31, 2020.

Respectfully submitted,



Darlene Compton, *Minister*
Department of Finance



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Operating Principles Adopted by the Staff of the Department of Finance

Statement of Values

A Team Approach – We work together, sharing information to achieve departmental goals.

Service Quality – We provide our clients with the highest quality of service by seeking their input and advice and designing our services to best meet their needs.

Human Resource Development – We seek training and development opportunities that provide us with the appropriate skills to serve our clients.

Honesty, Integrity and Accountability – We perform our responsibilities in a competent and professional manner with the highest standard of ethical behaviour.

Mission Statement

The Department of Finance facilitates the effective and efficient management of Government's financial, information technology and human resources by:

- fostering a progressive approach to the management and development of human resources;
- overseeing the financial affairs of the Provincial Government;
- providing internal support services to public sector organizations;
- delivering quality information technology services to client departments across government; and
- leading and facilitating a government-wide emphasis on program effectiveness and accountability.

Management Philosophy

We believe in a management approach where we:

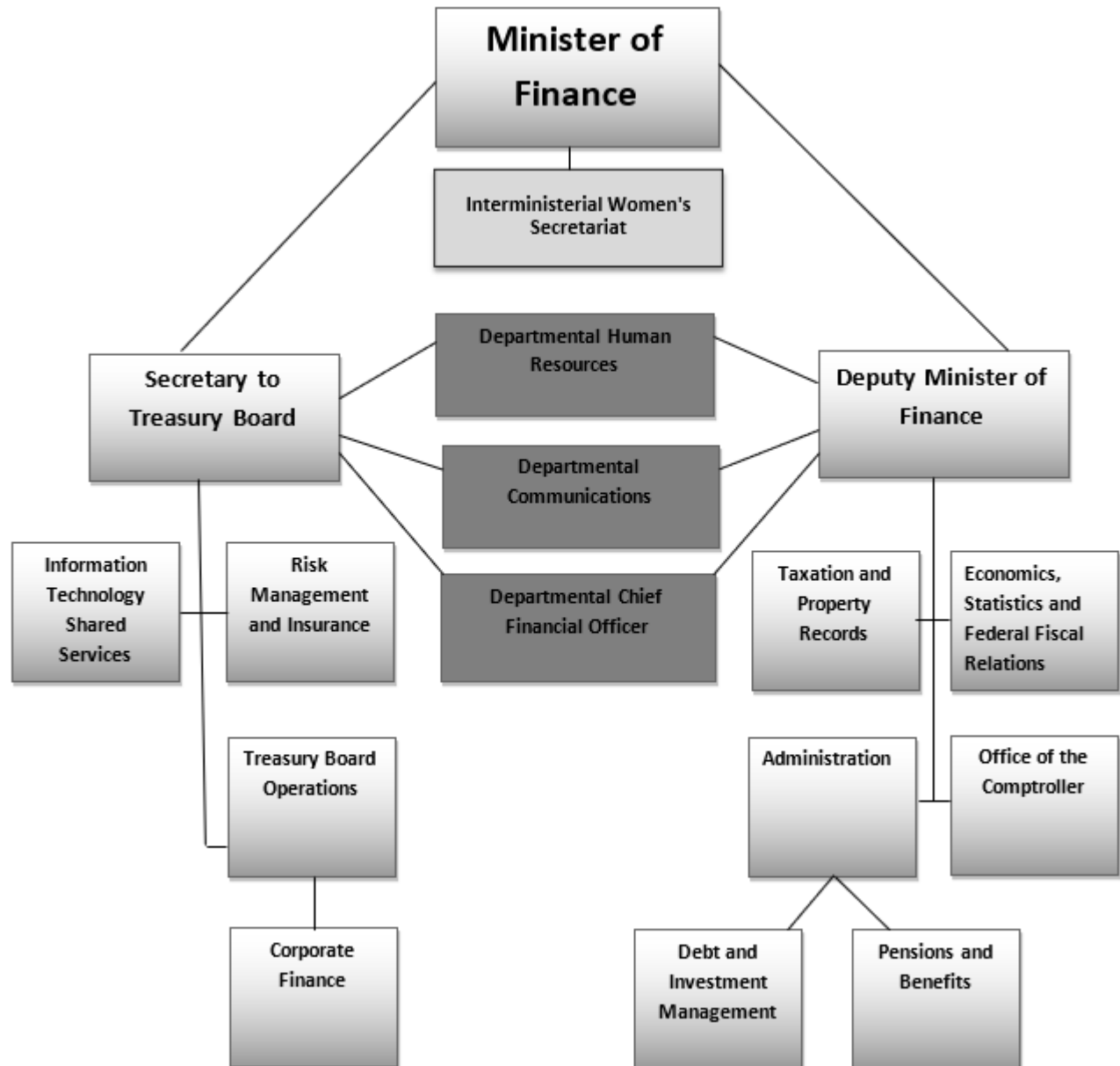
- challenge, encourage, empower, support, respect, train and develop employees;
- practice clear and open communication;
- consult and involve employees;
- place strong emphasis on client service;
- encourage a team approach;
- use resources wisely;
- recognize, support and conduct our affairs within the Government's agenda; and
- focus on the future.

Legislative Responsibilities Assigned to the Minister of Finance

As of March 31, 2020

Act	Division Responsible
<i>Advisory Council on the Status of Women Act</i>	Interministerial Women's Secretariat
<i>Appropriation Acts (Operating & Capital)</i>	Treasury Board Operations
<i>Atlantic Provinces Harness Racing Commission Act</i>	Deputy Minister's Office
<i>Cannabis Management Corporation Act</i>	PEI Liquor Control Commission
<i>Cannabis Taxation Agreement Act</i>	Economics, Statistics and Federal Fiscal Relations
<i>Civil Service Act</i>	PEI Public Service Commission
<i>Civil Service Superannuation Act</i>	Pensions and Benefits
<i>Climate Leadership Act</i>	Taxation and Property Records
<i>Community Development Equity Tax Credit Act</i>	Economics, Statistics and Federal Fiscal Relations
<i>Condominium Act</i>	Taxation and Property Records
<i>Deposit Receipt (Winding-up) Act</i>	Office of the Comptroller
<i>Environment Tax Act</i>	Taxation and Property Records
<i>Financial Administration Act</i>	Office of the Comptroller
<i>Financial Corporation Capital Tax</i>	Taxation and Property Records
<i>Gasoline Tax Act</i>	Taxation and Property Records
<i>Health Tax Act</i>	Taxation and Property Records
<i>Income Tax Act</i>	Economics, Statistics and Federal Fiscal Relations
<i>Liquor Control Act</i>	PEI Liquor Control Commission
<i>Loan Act(s)</i>	Debt and Investment Management
<i>Lotteries Commission Act</i>	Deputy Minister's Office
<i>Northumberland Strait Crossing Act</i>	Taxation and Property Records
<i>Public Purchasing Act</i>	Office of the Comptroller
<i>Public Sector Pay Reduction Act</i>	PEI Public Service Commission
<i>Queen's Printer Act</i>	IT Shared Services
<i>Real Property Assessment Act</i>	Taxation and Property Records
<i>Real Property Tax Act</i>	Taxation and Property Records
<i>Real Property Transfer Tax Act</i>	Taxation and Property Records
<i>Registry Act</i>	Taxation and Property Records
<i>Retail Sales Tax Act</i>	Taxation and Property Records
<i>Revenue Administration Act</i>	Taxation and Property Records
<i>Revenue Tax Act</i>	Taxation and Property Records
<i>Statistics Act</i>	Economics, Statistics and Federal Fiscal Relations
<i>Supplementary Appropriation Act(s)</i>	Treasury Board Operations
<i>Tobacco Tax Act</i>	Taxation and Property Records

Organizational Chart



Departmental Overview

Role/Mission

The Department of Finance facilitates the efficient, effective and accountable management of Government's financial, information technology and human resources. The mission is accomplished through a team approach – working together and sharing information to achieve departmental goals.

Departmental Profile

Economics, Statistics and Federal Fiscal Relations

The Economics, Statistics and Federal Fiscal Relations Division is responsible for fiscal, tax, statistical and economic policy advice and provides liaison with the Federal Government and the provinces on Federal/Provincial fiscal arrangements.

Office of the Comptroller

The Comptroller's Office is responsible for providing Comptrollership services including operating the Government's corporate accounting system and preparing the Public Accounts. It is also responsible for administering procurement services.

Taxation and Property Records

Taxation and Property Records administers the Province's property assessment, property tax and consumption tax legislation, ensuring legislation is applied fairly and consistently. The Division also maintains a provincial land registry, official provincial map boundaries and 911 emergency response civic address records.

Administration

Administration includes the Debt and Investment Management section, which is responsible for the Province's day-to-day banking, as well as management of the sinking fund, pension fund, loans and loan guarantees. It also includes the Pensions and Benefits section, which has fiscal, operational and policy responsibilities for employer-sponsored pension programs and retirement payments. Legislative coordination and planning falls under Administration. Administration is the liaison point for the Human Resources Section, which is assigned to the Department by the PEI Public Service Commission.

Treasury Board Secretariat

The Treasury Board Secretariat provides policy advice on Government expenditures and fiscal planning, develops the annual fiscal framework and prepares the Budget Estimates of Revenue and Expenditure. It includes Treasury Board Operations and Corporate Finance. The Risk Management and Insurance section reports to the Secretary to Treasury Board.

Information Technology Shared Services

Information Technology Shared Services (ITSS) is a strategic and technical organization essential for the delivery of digital growth initiatives, as well as the ongoing IT operational support to run Government's IT infrastructure and systems. ITSS works with partners to plan new and creative ways to prepare for the future and keep pace with the needs of clients and citizens. The vision for ITSS is forward-looking people, service, and technology. ITSS provides a broad range of services to Government Departments, Crowns and Agencies including hospitals and schools.

Interministerial Women's Secretariat

The Interministerial Women's Secretariat helps the provincial government to promote legal, social, economic and health equality for women. It works in partnership with women's organizations to develop projects, programs and services that will help women in Prince Edward Island.

Additional Ministry Responsibilities

The Department of Finance is also responsible for administering the budget allocation for the following appropriation votes:

- Employee Benefits
- General Government
- Council of Atlantic Premiers
- Interest Charges on Debt

Tour d’horizon du ministère

Rôle/Mission

Le ministère des Finances facilite la gestion efficiente, efficace et responsable des ressources humaines, technologiques et financières du gouvernement. La mission s’accomplit par l’entremise d’une approche d’équipe permettant aux employés de travailler ensemble et de partager l’information afin d’atteindre les objectifs du ministère.

Profil ministériel

Économie, statistiques et relations financières fédérales

La Division de l’économie, des statistiques et des relations financières fédérales est responsable de donner des conseils stratégiques d’ordre financier, fiscal, statistique et économique et sert de liaison entre le gouvernement fédéral et les provinces en matière d’arrangements fiscaux fédéraux- provinciaux.

Bureau du contrôleur

Le Bureau du contrôleur est responsable d’offrir des services de contrôle, notamment assurer le fonctionnement du système de comptabilité du gouvernement et préparer les comptes publics. Il est également responsable d’administrer les services d’approvisionnement.

Imposition et registre des biens

La Division de l’imposition et du registre des biens administre les mesures législatives relatives à l’impôt foncier et à la taxe de consommation et s’assure que la législation est appliquée de manière équitable et uniforme. De plus, la Division maintient un registre foncier provincial, les limites officielles des cartes provinciales et les dossiers des adresses physiques du système d’intervention d’urgence 911.

Administration

L’administration comprend la Section de la gestion de la dette et des investissements qui est responsable des services bancaires journaliers de la province ainsi que de la gestion des fonds d’amortissement, du fonds de pension et des garanties de prêt. Elle inclut également la Section des pensions et des avantages sociaux qui a des responsabilités d’ordre fiscal, opérationnel et stratégique envers les programmes de pension offerts par l’employeur et les indemnités de retraite. La coordination et la planification législatives relèvent de l’administration.

Secrétariat du Conseil du Trésor

Le Conseil du Trésor donne des avis stratégiques sur la planification financière et sur les dépenses du gouvernement, établit le cadre financier annuel et prépare les prévisions budgétaires en matière de revenus et de dépenses. Cela comprend les opérations du Conseil du Trésor et les

finances ministérielles. La Section de la gestion des risques et de l'assurance fait rapport au Secrétaire du Conseil du Trésor.

Services partagés en technologie de l'information

La Division des services partagés en technologie de l'information forme une organisation stratégique et technique essentielle à la mise en œuvre d'initiatives de croissance numérique qui offre également l'appui opérationnel nécessaire en TI afin d'exploiter l'infrastructure et les systèmes informatiques du gouvernement. Elle travaille avec ses partenaires en vue de planifier de nouvelles façons créatives de préparer l'avenir et d'évoluer au même rythme que ses clients et les citoyens. La Division s'est dotée d'une vision avant-gardiste en matière de personnes, de services et de technologies. Elle offre un large éventail de services aux ministères, aux sociétés de la Couronne et aux organismes de la province, y compris les hôpitaux et les écoles.

Secrétariat interministériel aux affaires féminines

Le Secrétariat interministériel aux affaires féminines aide le gouvernement provincial à promouvoir l'égalité des femmes sur le plan juridique, social, économique et de la santé. Il travaille en partenariat avec les organisations féminines en vue d'élaborer des projets, des programmes et des services qui aideront les femmes de l'Île-du-Prince-Édouard.

Responsabilités additionnelles du ministère

Le ministère des Finances est également responsable d'administrer l'affectation budgétaire pour les crédits suivants :

- avantages sociaux;
- administration publique;
- Conseil des premiers ministres de l'Atlantique;
- frais d'intérêt sur la dette.

Department of Finance

Financial Summary

	Actual 2019/2020 \$	Estimate 2019/2020 \$
Expenditure by Division*		
Administration	2,093,136	2,235,800
Economics, Statistics and Federal Fiscal Relations	9,127,649	9,035,400
Office of the Comptroller	2,212,321	1,483,700
Taxation and Property Records	4,018,843	4,233,000
Treasury Board Secretariat	34,326,140	37,841,600
Total Department Expenditure	51,778,089	54,829,500
Other Budgetary Responsibilities**		
General Government	16,297,105	21,881,700
Interest Charges on Debt	124,582,226	128,018,200
Employee Benefits	59,826,609	60,081,800
Interministerial Women's Secretariat	664,389	661,200
Revenue***		
Federal Sources	681,422,889	667,205,700
Provincial Sources	1,059,517,528	1,072,884,200
Investment Income	5,473,312	4,349,000
Sinking Fund Earnings	11,172,159	10,600,000

***Detailed Expenditure information is included in Appendix A.**

**** Detailed Other Budget information is included in Appendix B.**

***** Detailed Revenue information is included in Appendix C.**

Administration

Role/Mission

Administration includes the Debt and Investment Management section, which is responsible for the Province's day-to-day banking, as well as management of the sinking fund, pension fund, loans and loan guarantees. It also includes legislative planning and the Pensions and Benefits section – which has fiscal, operational and policy responsibilities for employer-sponsored pension programs and retirement payments. Administration is the liaison point for the Human Resources Section, which is assigned to the Department by the PEI Public Service Commission.

Overview

Debt and Investment Management

The Debt and Investment Management Section is responsible for the Province's day-to-day banking. This section is also involved with the development of short, mid- and long-term debt management strategies. These strategies include making arrangements for cash management, project financing, issuance of public debt and asset/liability management for Crown corporation debt.

Sinking Fund

Attached to some semi-annual pay debentures of the Province is a provision for sinking fund payments used for principal repayment. These sinking funds, which are set aside annually, are also managed by the Debt and Investment Management Section. These monies are invested under guidelines set out in the *Financial Administration Act* and are tightly controlled by an internal Sinking Fund Policy which is reviewed on a regular basis.

Pension Fund

The pension monies for the funds are managed under an umbrella trust that is monitored and controlled by the Debt and Investment Management Section staff. Although the Section does not directly invest the pension monies as it does for the Sinking Fund, it does act as the manager of external managers. This work includes setting up and monitoring guidelines for investing monies and daily monitoring of assets and cash flows of the managers and the trust itself.

Loans

The Section is responsible for advancing loans to eligible entities in accordance with the Financial Administration Act. As part of the overall administration of the Province's loan portfolio, staff are in regular contact with Crown corporations and other entities to keep them informed of the changing market-based interest rates, to make arrangements for new or amended loans, and to ensure payments are made on existing loans. Staff are also responsible for developing and monitoring investment revenue amounts that are included in the Budget Estimates, quarterly forecasts and the year-end Public Accounts.

Loan Guarantees

This section administers loan guarantees provided by the Province to primarily Crown corporations. The Financial Administration Act is the enabling legislation that allows the Province to issue loan guarantees. The administrative duties include maintaining a record of guarantees issued, monitoring and confirming related balances, follow-up to ensure any required renewals are prepared, and generating a statement to be included in the Province's Public Accounts.

Pensions and Benefits

The Pensions and Benefits section has fiscal, operational and policy responsibilities for employer-sponsored pension programs and retirement payments. This section also has fiscal responsibility for Worker's Compensation, certain aspects of group insurance, and other employee benefits (i.e. vacation, sick leave, etc.).

The Pensions and Benefits section provides leadership and direction to both employees and employers across the public sector with regard to the administration of pensions. It takes a proactive role in keeping members up to date on their pension plan by offering information sessions to employees approaching retirement and other active members seeking additional information on their pension plan.

The Department of Finance is committed to providing ongoing education to its staff to ensure that a high level of knowledge and proficiency in the area of public sector pension benefits is maintained.

Report Highlights

Debt and Investment Management

Debentures

On September 18, 2019, the Province of Prince Edward Island issued \$100,000,000 debenture at a coupon of 2.65% that will mature on December 1, 2051. This was the first long term debenture issued by the Province since August 15, 2015. The proceeds from the debenture were used to fund a debenture that was maturing on September 24, 2019.

Canada Pension Plan Borrowing

The Province has borrowed \$140 million from the Canada Pension Plan. Beginning in July 2005, the Province rolled over maturities for a 30-year time period. The interest rates attached to the new refinancing are about one-half of the interest rates attached to the original debentures. By refinancing CPP debentures, the Province saves the fees that would be charged by the syndicate on a new issue. The CPP program has been shut down, so maturities will no longer be rolled over. At the end of the 2019/2020 fiscal year, the Province had \$125,666,000 CPP bonds outstanding.

Master Trust

The Master Trust holds the pension assets of civil service employees, teachers and MLAs. It has contracts with eleven investment managers (who invest the assets), one custodian (who holds, transfers and accounts for the assets), and one consultant/ performance measurement provider (who gives advice and informs the Joint Investment Advisory Committee and the Minister how the investments are performing). At the end of 2019-2020, Master Trust assets had a market value of \$2.977 billion.

Bond Rating

The Section is the focal point for all consultations with bond rating firms. During the 2019-2020 year, the Section provided information to three bond rating agencies. All three long-term credit ratings fall into the “A” category. The Province’s short-term credit rating is R-1 (low) and is considered by the Dominion Bond Rating Service to be prime credit quality.

Bonds and preferred stock which are rated “A” possess many favourable investment attributes and are to be considered as upper-medium grade obligations. The ratings for the Province continue to send a strong signal to Canadians that Prince Edward Island is a good and sound place for investment. On August 15, 2019, DBRS upgraded the Province’s Long-term rating from A(Low) to A.

Summary of Bond Ratings for PEI			
Bond Raters	Short-term Rating	Long-term Rating	Confirmation Date
Moody’s	–	Aa2	August 2019
DBRS	R-1 (low)	A	August 2019
S&P	A-1	A/Stable	October 2019

Pensions and Benefits

The Pensions and Benefits Section devotes the majority of its resources to the administration of the three registered pension plans that are sponsored by the Province: The Civil Service Superannuation Fund (CSSF), the Teachers' Superannuation Fund (TSF), and the MLA Pension Plan (MLA). The unit also manages several non-registered pension plans and other employer-sponsored benefit plans.

The CSSF has approximately 7,400 contributing members spread across 17 participating employers. There are about 4,800 individuals (retirees, surviving spouses and dependents) in receipt of monthly benefits from the CSSF. There are three participating employers to the Teachers' Superannuation Fund (TSF) with approximately 1,800 contributing members. There are also about 1,700 individuals in receipt of monthly benefits from the TSF. There are 26 active contributors in the MLA Pension Plan and about 99 individuals in receipt of monthly benefits. In the 2019-2020 fiscal year, the Section started legislative work on future amendments to modernize the *Civil Service Superannuation Act* and the *Teachers’ Superannuation Act*.

Staff supported members that will be affected by new rules to spousal eligibility coming into effect on January 1, 2021. Under the change, members will be required to identify their spouse at the time of retirement. Only the person named at the time of retirement will be eligible to receive spousal survivor benefits.

The Section continued to communicate other important information to members of the Teacher's Superannuation Fund and the Civil Service Superannuation Fund through newsletters.

Legislation passed during 2019/2020

Appropriation Act (Current Expenditures) 2019

An Act to Amend the Income Tax Act

Supplementary Appropriation Act 2019

Appropriation Act (Capital Expenditures) 2020

Supplementary Appropriation Act (No. 2) 2019

Loan Act 2019

An Act to Amend the Climate Leadership Act

Human Resource Section

The Department's Human Resources Section is part of the PEI Public Service Commission and has been assigned to the Department of Finance to assist with building harmonious and mutually beneficial working relationships that promote wellbeing and productivity of all employees through the advice, support and assistance with regard to all aspects of human resources and labour relations.

The section ensures that human resource policies and programs are consistent and aligned with the Department's strategic direction, while also supporting the Department in advancing its mandate. It provides a full range of human resource services and support including human resource planning, classification, recruitment and selection, payroll, occupational health and safety, the employee assistance program, diversity and inclusion, learning and development, and French language training.

Human Resources Areas of Focus for 2019-2020:

- ✓ Developed and published a departmental Human Resource Plan
- ✓ Enhanced Succession Management strategies by identifying key areas and positions
- ✓ Regularly communicated and promoted learning opportunities available to employees (e.g., Pathways to Learning; Labour Relations Training; Leaders in Action Program; Mid-Level Leaders Program, etc.)
- ✓ Continued to encourage a supportive, safe, diverse, inclusive and respectful workplace.

Economics, Statistics and Federal Fiscal Relations

Role/Mission

The Economics, Statistics and Federal Fiscal Relations Division strives to provide research, analytical expertise, and advice at the highest professional standards to the Department and Government generally on a wide range of tax, statistical, economic policy and federal/provincial fiscal matters. The major focus of the Division is on federal transfer payments, income and sales tax issues, statistical reports and economics analysis for Government. The Division's role includes responsibility for analyzing, researching, and publishing key statistical information/data, and in disseminating statistics across Government. The Division represents the Province in discussions with the Federal Government, provinces and territories on a variety of key federal/provincial fiscal arrangements, supports the Minister and Deputy Minister of Finance at high-level meetings on these subjects, and promotes the interests of Prince Edward Island in public and academic circles.

Report Highlights

Federal Fiscal Relations includes interprovincial work on fiscal transfers, the equalization program and revenue forecasting. The most prominent aspects of federal/ provincial fiscal arrangements are:

- Equalization;
- Canada Health Transfer;
- Canada Social Transfer;
- Income Tax Collection Agreement;
- Comprehensive Integrated Tax Coordination Agreement (HST);
- Reciprocal Taxation Agreement;
- Coordinated Cannabis Taxation Agreement;
- infrastructure funding;
- Fiscal Stabilization; and
- Statutory Subsidies.

Extensive liaison with the Federal Department of Finance and the Canada Revenue Agency is involved with this work.

Federal Provincial Fiscal Issues/Transfers

The Division conducted analysis and provided advice on changes to the federal transfer programs. The Division has been active in the reviewing and analysis of the federal transfer programs, which began in 2015. This renewal came into effect in the 2019/20 fiscal year. Extensive input into the Budget Address was also provided.

Provincial Economics

This section provided up-to-date economic information for senior officials, both in the

department and in wider government, for numerous functions throughout the year. It also continues to provide broader analytical support to other government departments, agencies and commissions. The Division provided support to the Premier's Forum on the Economy of Prince Edward Island.

The section prepared the *2019 Budget Paper: Background Notes on the Economy*, which consists of National and International Review, Provincial Highlights 2019, the Prince Edward Island Economy, Detailed Industry Analysis and Summary Statistics. The reports provided analytical support to the drafting of the Budget speech. The section also produced the *Provincial Economic Update* in the fall of 2019.

The Province's economic situation in 2019/2020 was presented to the following bond rating agencies: Moody's, DBRS, and Standard and Poor's. A presentation on the Island's economic and fiscal situation was delivered at the Bank of Montreal Annual Government Finance Conference. The section continues to work with the Canada Mortgage and Housing Corporation regarding housing market information and attends the Atlantic Provinces Economic Council's Outlook conference.

The section hosted the federal/provincial Continuing Committee of Officials (CCO) Sub-Committee Meeting on Economic and Fiscal Issues in June 2019 at Brudenell. It also attended the Transfers Subcommittee meetings. It continues to participate in the Federal-Provincial Labour Market Information Network and liaises with other Federal government departments on various topics.

Tax Policy Issues

The Division provided significant advice regarding income tax matters for the Spring Provincial Budget.

The Division assisted in the development of proposed amendments to the *Income Tax Act*. The amendments resulted in;

- an \$840 increase to the basic personal amount to \$10,000, with proportionate increases to the spouse and equivalent to spouse amounts,
- a \$1,000 increase to the phase-out threshold for the Low-Income Tax Reduction to the new amount of \$18,000, and
- the small business tax rate being reduced by 0.5% to 3.0%

All of these proposed changes were approved by the Legislature and took effect January 1, 2020.

Economic and fiscal analysis and advice were provided to the Minister as well as the rest of government more generally, on new Federal Budget tax measures and changes, and the associated impacts on the Provincial Government and Island residents.

Staff participated in, and provided advice to, a new interdepartmental coordinating committee on increasing the uptake of federal and provincial tax-based benefits. This work resulted in a plan to expand access for Islanders who are at risk of or missing out on federal and provincial programs and benefits that require filing a current tax return. The planned events for late March and early April of 2020 were cancelled due to the COVID-19 pandemic.

The Division began work to analyze the impact of taxation policies on low income islanders as recommended in the Poverty Reduction Action Plan for Prince Edward Island (2019-2024). This work is ongoing.

The Division continued to provide policy support for the development of the provincial carbon pricing proposal. Its representation and work on the Emission Intensive Trade Exposed Steering Committee concluded in early 2019, and the division participated in meetings concerning the voluntary portion of the Output Based Pricing System.

The sale and consumption of recreational cannabis was legalized in Canada on October 17, 2018. A Coordinated Cannabis Taxation Agreement was reached with the federal government in summer of 2018. The *Cannabis Taxation Agreement Act* was approved during the fall sitting of the Legislature. Provincial tax revenue from legal cannabis sales began in March 2019 and the Division monitored this revenue during the year.

Working in conjunction with the PEI Securities Office, the Division continued the Community Economic Development Investment Business program, creating new economic opportunities in rural PEI. One Community Economic Development Business was registered in 2019/2020.

Grants to individuals totaling \$8.478 million occurred in 2019/20. This amount included the refundable provincial sales tax credit to low- and modest-income households and the First Nations HST rebate totaling just over \$8.002 million, and the refundable provincial tax credit for volunteer firefighters at \$476 thousand.

The Division also worked with the Canada Revenue Agency on the annual changes and updates of their internal systems, income tax forms and guides, which relate to the administration of PEI's Income Tax System. The Division represents the Province on several different Federal/Provincial/Territorial income tax committees, of which Federal membership includes the Department of Finance Canada and the Canada Revenue Agency. These different committees deal with a large slate of tax policy issues relating to income, sales and commodity taxation and includes such things as inter-provincial tax allocation, data and information sharing issues, legislative issues, tax avoidance issues, administration issues, national policy and coordination issues and, generally, any other items affecting the Canadian income tax system at a provincial or federal level.

Statistics Bureau

The Statistics Bureau is striving to establish a strong identity and direction as it carries out its legislated mandate, principally: to collect, compile, analyze, abstract and publish statistical information relating to a variety of activities and conditions in the province. Designated as the Province's official 'statistics finder,' the Statistics Bureau has primary responsibility for consolidating Government's statistical program.

Staff developed versatile, broadly scoped statistical products that highlighted population numbers, demographic and income characteristics of the population, employment status and housing conditions, among others.

As recommended in the Poverty Reduction Action Plan for Prince Edward Island (2019-2024), Bureau staff began planning to strengthen community accounts to support communities to identify their assets and areas for opportunity.

Staff continued to develop key information for departments, including further research and development of the demographic model.

The Bureau's statistical activities include:

- Dissemination strategy for management and the Province;
- Demographic forecasts;
- Statistical publications and reports with regular updates on the website;
- Representation at Statistics Canada meetings;
- Maintenance of databases and report storage facilities;
- Responses to public and Government department requests including participation in special projects; and
- Analysis of specific statistical concerns.

A variety of statistical products were publicly available through the Government's website, and through regularly published reports such as the *Annual Statistical Review*. Government's website continues to be a valuable dissemination tool for the Statistics Bureau, with content frequently updated as new statistics become available. The Bureau also uses the website to disseminate its regular publications, such as the *PEI Economy Progress Report*. Staff prioritized the establishment of a comprehensive dissemination strategy that includes provisions for release schedules.

As the provincial focal point for Statistics Canada, the Bureau is responsible for communicating and disseminating information from this Federal Government agency to the Provincial Government and its agencies, as well as the public. Most data-related documents are now published electronically by Statistics Canada and are archived by the Bureau's staff to

form a local electronic library.

The Division worked closely with the Department of Workforce and Advanced Learning on satisfying requirements for labour market information. At the onset of the Covid-19 pandemic in March 2020, the Division also did extensive work estimating the impact of the pandemic on the PEI labour force.

Staff responded to many specific requests in 2019/2020 from most government departments, as well as numerous requests for statistics from the public.

The population model continues to be a sought-after tool for population projection, as demonstrated by numerous requests for data and projections for the Province and its counties. A detailed Input-Output model, made possible by a bilateral agreement between Statistics Canada and the province, enables the Statistics Bureau to provide a more thorough analysis of the provincial economy.

The Statistics Bureau worked with Statistics Canada to update the geographies used to produce community statistics for the 2021 Census. This work received input from Municipal Affairs and Justice and Public Safety. Moving forward, the Statistics Bureau's focus will be on strengthened coordination to fulfill its mandate as an impartial, centrally located statistical resource for Government, business and the greater public.

Canada Pension Plan

Responsibilities include advice to the Minister and Deputy on CPP financial and policy issues. This included the Canada Pension Plan Investment Board (CPPIB).

The Division assisted and advised the Minister in the triennial review of the Canada Pension Plan.

In June 2016, Canada's Finance Ministers agreed to an enhancement to the CPP that would phase-in starting January 2019. The Division provided policy support and analysis on the implementation of this agreement.

Staff worked with federal and provincial officials to finalize the CPP enhancement plus amendments to the CPP social benefits that were agreed to during the 2019-21 CPP Triennial Review. In addition, work continued to finalize CPP sustainability regulations related to the enhancement along with a technical amendment to the child rearing provisions and amendments to better manage CPP premium overpayments.

Office of the Comptroller

Role/Mission

The Office of the Comptroller is responsible for establishing and maintaining financial control over the receipts and disbursements of Government, and for the provision of financial information to departments and agencies. It maintains the Province's financial records and produces the Public Accounts for annual presentation by the Minister of Finance to the Legislature and general public.

Overview

Office of the Comptroller

Accounting

This section is responsible for the operation and maintenance of the Province's corporate accounting system, as well as the preparation of the consolidated financial statements and the operating fund financial statements that form the Public Accounts.

The accounting section works with departments to ensure accurate recording of transactions, both revenue and expenditure, and the proper management of supporting documentation for those transactions. It provides support and monitors financial transactions for accuracy as well as assisting users with reporting requirements. It oversees and manages a number of processes that interface with the financial system.

The section plays a role in managing revenue from the Government of Canada, monitoring agreements to ensure that transactions are recorded properly and that amounts due are collected efficiently.

Financial System Support

This section is responsible for the support necessary to operate, maintain and ensure security over the Government's corporate financial information system (FIS) as well as maintenance of the various service level and maintenance agreements. Through a help desk and user meeting approach, procedural and functional support is provided to financial system users.

This section is also responsible for the management of system development projects to ensure that the system standards and security are met, and the business processes are maintained or enhanced, as well as responding to financial corporate reporting needs.

Accounts Payable and File Maintenance

This section is responsible for the timely and accurate processing of Government payments through a decentralized payment system, and the records management of all supporting financial

documentation. It provides various administrative functions relating to accounts payable and payment issuance as well as activities pertaining to Government bank account transactions. It administers the provincial corporate procurement card program, which includes training and support for departmental card users, managerial approvers and senior financial personnel.

The section also produces payments for a number of programs including; ISM - the Province's social services case management system, LMDA - Labour Market Development Agreement and MEPS - Maintenance Enforcement Program. Periodic electronic file transfers from these programs prompt the payments.

Accounts Receivable

This section is responsible for the decentralized accounts receivable function within the Government's corporate accounting system. It is also responsible for establishing the protocol and providing direction for the processing of Government revenues. These duties involve the accurate and timely recording of revenues received and of amounts due to the Province.

The section oversees a number of electronic interfaces from other IT systems; it reconciles deposits and payments in the Province's bank accounts to amounts recorded in the financial system.

Procurement Services

This centralized function is responsible for the timely and economical procurement of goods and services. The section also oversees the policy and issuance of Provincial corporate procurement cards. It represents the Province on Committees for the Atlantic Procurement Agreement and the Agreement on Internal Trade.

Report Highlights

Accounting

Staff provided guidance and support to FIS users in a number of areas in 2019-20. This included maintaining the FIS resource centre on the Province's internal website and responding to individual inquiries. Office representatives also participated in the monthly Chief Financial Officers' meetings, providing updates and responding to questions from that management group.

Volume I of the Public Accounts for the 2019/2020 fiscal year was tabled with the Clerk of the Legislative Assembly January 15, 2021, Volume II was tabled on January 26, 2021, and Volume III was tabled January 29, 2021.

The Accounting Section continued its ongoing review and evaluation of changes, and proposed changes to Public Sector Accounting Board (PSAB) standards. These changes have an impact on the content and presentation of information in the Province's Public Accounts.

Additional standards have been approved by PSAB and will take effect in future iterations of Public Accounts. These Standards include PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation, PS 3041 Portfolio Investments, PS 3280 Asset Retirement Obligations, PS 3450 Financial Instruments, and PS 3400 Revenue.

Financial System Support

Considerable effort is made each year to keep the Province's financial system up to date and responsive to the needs of users. This includes software upgrades, implementation of new software functionality, working with users on improving processes and ongoing work with interface systems which transfer information into and out of our system.

The Financial System Support team undertook several projects to expand and enhance the financial system in 2019-20.

In February 2020, ITSS moved its computer inventory system to Oracle's inventory module after a successful pilot project. As time permits, additional assets will be moved to the module. Enhancements to the purchasing module continued in 2019-20 and purchase orders began being automatically emailed to vendors. This improvement streamlined the procurement process and reduced the need to confirm deliveries with vendors.

The Financial System team began preparing to upgrade Oracle's database near the end of the year. This project ensures the Province maintains a good standing with Oracle Support. It is expected to be completed in 2020-21.

Routine patching was also on-going though out the fiscal year. The patching is done to keep the database and application current with Oracle licensing as well as to enhance any security features.

Accounts Payable and File Maintenance

Accounting Payable staff continued focusing on electronic enhancements to improve efficiencies throughout departments and the section. This included adding a data load process to save manually keying 900 invoices a month, electronically storing signature cards for easier access/review, and modifying templates to permit staff greater independence during the payment run process. Internal audit controls were enhanced to include a review of specific threshold limits.

Near the end of the fiscal year, staff transitioned to an essential services model, after the World Health Organization declared a COVID-19 global pandemic. Staff shifted to working remotely, where possible, and focused on issuing support payments.

2019/2020			
	ORGS	Number	Amount
System Vendors New		5,765	
System Vendors Updated		2,963	
Vendor Sites New	FIS	4,834	
	ISM	1,754	
	LMDA	1,115	
	MEPS	187	
	ESB	330	
	FSB	70	
	LOT	13	
Vendor Sites Updated	FIS	4,470	
	ISM	2,276	
	LMDA	937	
	MEPS	338	
	ESB	486	
	FSB	110	
	LOT	0	
All Invoices Processed	FIS	142,655	\$1,794,703,213
	ISM	166,381	\$82,481,525
	LMDA	16,759	\$20,766,512
	MEPS	21,884	\$7,203,072
	ESB	19,052	\$27,937,792
	FSB	3,007	\$2,879,558
	LOT	28	\$3,293,531
Batches Process	FIS	13,186	
	ISM	1,513	
	LMDA	58	
	MEPS	259	
	ESB	675	
	FSB	264	
	LOT	19	
Payments Issued - Cheque	FIS	2,982	\$35,320,707
	ISM	29,936	\$20,069,083
	LMDA	47	\$118,402
	MEPS	554	\$123,369
	ESB	485	\$2,908,624
	FSB	79	\$114,234
	LOT	3	\$4,898
Payments Issued - Electronic	FIS	66,527	\$1,861,900,802
	ISM	57,351	\$64,451,433
	LMDA	12,696	\$20,649,685
	MEPS	19,558	\$7,126,903
	ESB	8,112	\$25,456,117
	FSB	1,908	\$3,014,563
	LOT	24	\$3,298,633

Accounts Receivable

The section continued to provide guidance on accounts receivable and revenue management to departments during the year.

Accounts Receivable staff worked with departments and the Web Digital Office to expand online services to allow the public to apply and pay for government services online. In 2019-20, the P.E.I. Business and Corporate Registry moved online and began offering e-services. The number of online transactions increased 46% from the previous year.

	2019/20		2018/19	
	Number	Amount	Number	Amount
Invoices Issued	21,477	\$1,673,529,881	18,883	\$1,679,864,547
Online Transactions	58,678	\$4,881,028	40,171	\$3,272,079
Deposit Batches Processed-CAD	9,438	\$1,890,851,444	10,487	\$1,599,679,202
Deposit Batches Processed-USD	469	\$1,795,299	433	\$2,025,847

Procurement Services

The section processes purchase orders through the Oracle Financial System, on behalf of government departments. This year a total of 12,675 purchase orders were created, with a dollar value of \$40,002,728.

There were 235 Tenders and RFPs issued for the year, with a combined dollar value of \$36,980,859. In addition, the section also posted 238 tender ads and notices for the MASH (Municipalities, Academic Institutions, School Boards, and Heath Authorities) sector.

The section remains active in assisting and advising departments with their tendering requirements, while maintaining the *Public Purchasing Act* and ensuring Trade Agreements are followed.

The Government PCard program continues to be the preferred method of payment for low volume purchases and continues to replace Local Purchase Orders (LPOs). The PCard program processed \$4,404,217 in transactions during the year.

Procurement Services continues to provide support and advice on procurement as it relates to domestic and international trade agreements. Several procurement presentations were made to departments and Crown Corporations throughout the year.

The Government of Prince Edward Island has entered into an agreement with the Public Works and Government Services Canada to allow PEI to access Standing Offers and Supply Arrangements established for use by federal departments. In addition, Pan-Atlantic Collaborative/ Joint Procurement continues to be an important initiative. Procurement Services is actively working with other provinces to identify joint procurement projects.

	2019/2020		2018/2019	
	Number	Amount	Number	Amount
Purchase Orders Issued	12,675	\$40,002,728	12,413	\$37,736,074
Tenders Processed	235	\$36,980,859	303	\$109,564,190
RFPs Processed	81	\$30,469,946	91	\$81,905,171
Purchase Card Transactions	20,812	\$4,404,217	21,130	\$3,861,702

Taxation and Property Records

Role/Mission

The Taxation and Property Records Division:

- ensures fairness in the application of provincial tax and fee legislation, the administration of programs, and the collection of revenue;
- produces provincial, municipal and fire district real property assessment rolls using standards of equity and uniformity; and
- develops, implements and maintains land registration, boundary mapping and toponymy (place name) records.

The role/mission of the Division requires that services be coordinated and integrated with federal, provincial and municipal Governments and the private sector.

Overview

Taxation and Property Records

Taxation and Property Records administers the Province's property assessment, property tax and consumption tax legislation ensuring legislation is applied fairly and consistently. The Division also maintains and provides stakeholder access to provincial land registration records.

Division Structure

Taxation and Property Records is organized into three sections – **Administration**; **Tax Administration and Compliance**; and **Real Property Services**.

Administration

This section is responsible for:

- Providing overall administration of Taxation and Property Records including monitoring and reporting of provincial revenues, expenditure control, reconciliation of major revenue accounts and preparation of the annual budget.
- Reconciling and remitting property tax payments to municipalities, fire districts and IWMC.
- Facilitating the dissemination of tax information via hard copy brochures and websites for use by internal and external stakeholders.
- Administering stakeholder access to on-line land information systems.

Tax Administration and Compliance Services

This section is responsible for:

- Providing the administration and interpretation of provisions within consumption tax legislation and related regulations.
- Processing consumption tax returns, consumption and property tax payments and bank deposits.

- Preparing annual and amended property tax bills.
- Administering various tax programs such as seniors tax deferral, grants-in-lieu of property taxes, and marked fuel.
- Facilitating tax compliance activity, including collections and activity, performing consumption tax audits and International Fuel Tax (IFTA) and International Registration Plan (IRP) audits.
- Maintaining the Provincial Civic Address Program and Property Line Program and providing property-related geomatics products and services to other Government departments and agencies, and to the private sector.
- Operating the provincial land registry system, interpretation of all land-related documents and the provision of property mapping for Prince Edward Island.

Real Property Service

This section is responsible for:

- Assessing all real property in the Province on an annual basis at the market value assessment.
- Maintaining a taxable value assessment for owner occupied residential property.
- Producing annual provincial, municipal and fire district assessment rolls that form the basis for levying property taxes, dues and fees.
- Administering assessment programs such as reappraisal, new construction and referral.
- Supporting tax credit programs such as provincial tax credit, bona fide farm and farm use.
- Defending real property assessment appeals filed with the Island Regulatory Appeals Commission.

Report Highlights

Climate Leadership Act – Rate Increase

Implemented Year Two rates, effective April 1, 2020, as per agreement with Federal Government.

Gasoline Tax Act – Rate Reduction

Implemented a reduction in tax rates under the Gasoline Tax Act effective January 1, 2020 in anticipation of the carbon levy increase, effective April 1, 2020.

COVID-19 Strategic and Operational Planning

Identified COVID-19 strategic options and facilitated required decisions and legislative amendments for 1) release of the 2020 Notice of Property Assessment and Notice of Property tax; 2) tax relief associated with collections and audit activity; and 3) virtual land document registration. Formulated and implemented comprehensive operational plans for delivery of essential tax and land registry services during the period of lockdown.

Marked Fuel Compliance

Developed and implemented a Marked Fuel Compliance work plan. Completed Phase One, program development, to be rolled-out in partnership with Highway Safety Division over the next two fiscal years.

Vape Tax Investigation

Identified vape tax options and contracted required resources to draft tax policy, legislation, regulations and procedures.

Marked Fuel – Farm Trucks

Drafted required legislative and regulatory amendments to extend the use of marked fuel to farm trucks.

Other Accomplishments

- Implemented updated Municipal Tax Credit rates.
- Facilitated Interprovincial and Territorial Tax Conference Executive Committee decision to cancel the 2020 conference in Charlottetown.
- Provided on-line assessment and registry data for Statistics Canada and CRA in support of their respective mandates.
- Facilitated resolution of long-term property tax arrears where federal property is leased and taxed outside the federal Payment in Lieu of Taxes (PILT).
- Identified, assessed and taxed vacation rental properties floating in the Charlottetown Harbour.
- Provided support for Energy PEI by analyzing the impact of wind turbines on property assessment.
- Endorsed and identified required resources for the GeoLinc upgrade project.
- Participated in GIS Steering Committee establishing ESRI (Environmental Systems Research Institute) as a standard.

Comparison of Division Activity Over the Three-year Period – 2017-2020

	2017/2018	2018/2019	2019/2020
Tax payments received in offices	277,108	276,711	280,184
Documents registered and interpreted (Registry of Deeds office)	17,948	18,250	18,322
New parcels (property) created	857	862	1049
Subdivision plans filed	724	702	734
Registered tax-exempt permit applications (farmers and fishermen)	2,216	2171	2205
Properties assessed (as of municipal rolls date)	107,526	108,391	109,379
Property assessment referrals (first-level appeal)	362	397	300
Appeals to IRAC (property assessment related)	6	3	4
Provincial market value assessment (as of municipal rolls date)	\$11.4 (1) billion	\$11.9 (1) billion	\$12.5 billion
Market value of exempt properties (as of municipal rolls date)	\$1.1 billion	\$1.2 billion	\$1.2 billion
New construction reviews and new accounts (property assessed value)	\$194 million	\$222 (1) Million	\$190 Million
Number of regular audits completed	9	16	12
Regular audit assessments	\$11,800	\$18,155	13,905
Number of special assessments issued	71	62	36
Special assessments	\$61,600	\$118,614	41,514
Tax Revenue	\$226 million	\$232 Million	\$239 Million
Registry Office Revenue	\$3.1 million	\$3.1 Million	\$3.2 Million
Beverage Container Deposit Revenue	\$7.7 million	\$8 million	\$8.2 million

(1) Re-stated

Treasury Board Secretariat

Role/Mission

The Treasury Board Secretariat's primary responsibility is to provide policy advice on Government expenditures and fiscal planning, develop the annual fiscal framework and prepare the Budget Estimates of Revenue and Expenditure. . It includes Treasury Board Operations and Corporate Finance. The Risk Management and Insurance section and IT Shared Services report to the Secretary to Treasury Board.

Overview

Budget Management and Treasury Board Operations

This section is comprised of three distinct sections: **Budget Management; Treasury Board Operations;** and **Corporate Finance.**

Budget Management

The Budget Management section is responsible for the preparation and co-ordination of the Capital and Operating Budgets, which assist Government in the overall financial direction for the Province. This section also provides technical support and policy advice on various aspects of Government fiscal planning.

Under the direction of Government, the Budget Management section prepares the annual Estimates of Revenue and Expenditure for capital and operating funding; develops, implements and reviews budgetary systems and quarterly forecasts; manages the appropriation control system; and formulates and implements expenditure restrictions and control policies as directed by Treasury Board and/or Executive Council. The Budget Management section also assesses and monitors all financial, personnel, administrative proposals and issues for overall budgetary impacts.

Treasury Board Operations

The Treasury Board Operations section provides:

- analytical, consultative and administrative services to Treasury Board;
- consultative services to departments and agencies on policy, operational and administrative matters;
- Government's administrative policies to ensure consistency and efficiency;
- support for departments'/agencies' progress toward an improved accountability and reporting framework; and
- leadership and/or participation in special projects and/or initiatives identified by the departments or Treasury Board.

Corporate Finance

The Corporate Finance Section provides financial support for each department. The Section prepares departmental estimates, forecasts and processes actual revenue and expenditure transactions.

Risk Management and Insurance

The Risk Management and Insurance Section is responsible for developing, implementing and maintaining Government risk management and insurance or self-insurance programs, with the goal of eliminating or minimizing the potential for loss to Government departments, Crown corporations, agencies, commissions, hospitals and school boards/districts.

The objective is to provide a quality service that protects public sector assets and programs, and controls losses when they occur by providing a professional claims management service to clients and the public. The Division's focus is on providing risk management and insurance advice on a daily basis – which is essential to the many programs its clients deliver to the general population.

Report Highlights

Budget Management and Treasury Board Operations

Budget Management provided the Capital Estimates of Revenue and Expenditure for tabling in the Fall sitting of the Legislative Assembly along with the Appropriation Act (Capital Expenditures) 2020. For the Spring sitting, the section provided the 2020 Budget Address, the Operating Estimates of Revenue and Expenditure and the Appropriation Act (Current Expenditures) 2020, as well as the Supplementary Estimates. These documents were created with input from all departments, agencies and Crown corporations, and are presented on a consolidated basis.

Treasury Board Operations

During the year analytical, consultative and administrative support to Treasury Board was provided on an ongoing basis. As well, special projects and/or initiatives on behalf of Treasury Board or the Department of Finance were undertaken. As Treasury Board Operations, staff of the division maintained linkages with the Executive Council Office, Policy Board and the Operations Committee.

During the past fiscal year, divisional staff represented Treasury Board on various committees including the Agricultural Insurance Corporation and the Land Use Coordinating Committee. Staff took part in monitoring the Government Loan Guarantee Program and represented Treasury Board on collective bargaining negotiating teams.

Accountability

The section promotes compliance with the accountability reporting requirements of the Financial Administration Act and Treasury Board policy through consultations and meetings with departments and agencies and through directors' forums.

Treasury Board Policy and Procedures

The Budget Management and Treasury Board Operations sections are responsible for the research, development and maintenance of corporate administrative and operational policies, and the distribution of these through the Government's Intranet.

Staff of the section continue to monitor and enhance services to users by drafting new corporate policies and revising existing policies in collaboration with departments responsible for their administration.

Information Technology Shared Services

Role/Vision/Mission

ITSS is a strategic and technical leader for the delivery of digital growth initiatives, as well as the ongoing IT operational support to run Government's IT infrastructure and systems. ITSS provides print production and mail services for the Government of PEI.

ITSS's vision is "Forward-looking People, Service, and Technology". As an IT team, we:

- *Value all members of our team, showing respect and accountability every day;*
- *Promote a forward-looking direction by valuing skill set development and innovation;*
- *Share responsibility and proper governance through collaboration; and*
- *Are agile and responsive.*

ITSS's Mission is "Our Team proudly delivers quality IT expertise and advice to our partners to make citizen and business centric service possible."

Overview

Information Technology Shared Services (ITSS)

ITSS has been evolving from a primarily operational support organization to becoming a strategic driver to leverage Information Management (IM) and IT to foster innovation.

ITSS leads the development of digital government that is a commitment of placing people at the center of every government program, service, process and policy and to delivering simpler, faster and more easily accessible services for the people, communities and businesses.

As a shared service, our emerging growth area is to provide an enterprise approach for delivery on digital initiatives in an agile manner that balances access to information with data privacy and security. The role of ITSS as a strategic and technical leader is essential for the delivery of digital growth initiatives. ITSS provides the ongoing IT operational support to run Government's IT infrastructure and systems. Our targets are to have timely access to the information and resources Islanders need daily, to eliminate barriers facing Islanders in accessing those services, and to be ever mindful of the impact on the climate when delivering on priorities.

ITSS is a client focused, knowledgeable, and adaptable organization that enables the success of Government and, above all, serves Islanders.

Office of COO

The Office of the Chief Operating Officer is responsible to ensure the ITSS team works collectively, balancing security, agility and adaptability with the appropriate Information Management and Information Technology standards. ITSS is responsible for ongoing IT operations within Government; and to lead digital government under ITSS's three pillars, People, Service and Technology.

Business Application Services

The Business Application Services Division is responsible for developing new, and maintaining and enhancing current, information technology systems. The divisional staff provide daily support of systems used by Government of PEI staff in the delivery of a full spectrum of services to Islanders. The Division is also responsible for managing IT projects on behalf of ITSS and clients. It consists of five sections.

Clinical Information System (CIS) team supports the largest information technology system in Government in the delivery of health care services to Islanders. Staff are involved in managing the day-to-day operations of the system, and in planning for the future of the system.

Data Services team provides information technology data application infrastructure support - including installing, configuring, tuning, troubleshooting, securing, and modernizing. Enterprise business intelligence solutions are managed and maintained within this unit.

Project Management Office team plans, executes, and manages information technology projects in collaboration with client departments, focusing on capital projects and corporate initiatives.

System Support team coordinates and supports the information systems throughout Government, Health (except CIS), and Education. This includes providing client account management, maintaining a portfolio of all of Government's IT investments and priorities, and providing day-to-day direction and planning required to ensure that the information technology systems function in an effective and efficient basis.

Document Publishing Centre and PEI Mail team includes the Queen's Printer and publishes the Royal Gazette and the Acts and Regulations of the Province. It is responsible for all official publishing of the Legislative Assembly. Publications include the Journal of the Legislative Assembly, Hansard, various Budget documents, the Speech from the Throne, Public Accounts and reports from the Auditor General. The Queen's Printer publishes all official legislation, annual reports, and various departmental documents as required to be printed by law, or otherwise, at the expense of the Province. In 2019-2020, it completed 4,017 work order requests and 6,539,457 impressions.

PEI Mail is responsible for the Provincial Government's centralized interoffice courier mail. It provides daily province-wide mail delivery and pick-up to most Government offices, sorting and distribution of incoming and outgoing mail to meet courier timelines. A private sector delivery partner operates under a tendered contract. In 2019-2020, Government's mail volume was 688,215 mail pieces.

Business Infrastructure Services

The Business Infrastructure Services Division is responsible for providing leadership in the planning, operation, and support of network communications and the deployment of server and storage, desktops, laptops, tablets, audio visual systems and printing assets. This Division is responsible for providing voice and email services, and for providing client and technical support across Government through logging and tracking incidents and requests, telephone support, and onsite technical assistance. The Business Infrastructure Services Division consists of three sections.

Infrastructure Operations team maintains connectivity and deployment of IT assets for approximately 350 sites across the Province. This section is responsible for maintaining IT infrastructure operations on a daily basis and proactively monitoring the Government IT environment and assets.

Infrastructure Projects team implements new infrastructure components into the IT environment for both system improvement and client innovation projects.

Service Centre team is a 365/24/7 first level support for all client departments including Health PEI, Public Schools Branch, French Language School Board as well as other Crowns and Agencies. Service Centre also provides support for the implementation of new technology.

Corporate Operations, Finance and Planning

The Corporate Operations, Finance and Planning Division is responsible for ensuring responsible and accountable investment and financial management for all of ITSS.

Enterprise Architecture Services

Enterprise Architecture Services Division is responsible for providing IT governance support, setting corporate policy for IT and IT service delivery, developing the overall information technology architecture of Government, planning and implementing security practices through the Office of Information Protection and developing information technology applications on behalf of clients with the Application Development team. This division responded swiftly to security events that occurred this year. The Application Development team is currently working within EAS to develop applications required for Digital Government and Digital Health initiatives.

Web Digital Office

The Web Digital Office was established as an operational unit in July 2016. It includes internal ITSS team members collaborating with expertise from the local IT vendor community to develop new, innovative ways to address the increasing demand for online Government services. Located at the Atlantic Technology Centre, it collaborates with departments and agencies to develop new digital initiatives that will support the increasing number of online services offered to Island citizens and businesses.

The Web Digital Office continues to enhance princeedwardisland.ca and Government's overall online web presence while working with departments and agencies to train and support their Web Content Administrators and develop online services for Islanders. In 2019-2020, the WDO joined with the Department of Education and Lifelong Learning and select public schools to implement the School Website Pilot Project. The pilot project focuses on developing new websites for the schools while developing web standards, design and governance that can assist in future migration of more schools.

Email Migration Project Team

This team is currently working on the migration of Government's email system from GroupWise to Microsoft platform. With the implementation of MS Office 365, there will be corresponding work to ensure an appropriate electronic document management system is also selected.

Report Highlights

Enterprise Initiatives

Developed:

- Information Technology Shared Service (ITSS) Strategic Plan
- Started a multi-year project to replace the email system

Coordinated:

- Statement of Work for Architecture of an Information Access Layer to support integration of applications and services moving forward
- COVID helpline to facilitate citizen access to Health, Mental Health, Business and Social Development and Housing services
- Initiation of Phase 5 of Data Strategy to further grow the collective awareness and to help ensure that data is managed and used as an enterprise asset.

Implemented:

- Continuous improvement on a number of services on princeedwardisland.ca
 - Developed online public consultation tool
 - Modernized website platform for builds of new websites
 - Completed migration of Courts of PEI and Legislative Assembly websites
 - Began migration of websites for the PEI Museum and Heritage Foundation and the PEI Human Rights Commission
 - Expanded the online service framework functionality to offer services with 'verify' 'fetch' and 'view' components
 - Trained and supported over 200 department and agency Web Content Administrators and online service users

- Expanded automated testing for princeedwardisland.ca, additional websites and online services
- As Prince Edward Islanders faced the arrival of COVID-19, princeedwardisland.ca was integral in the response ensuring that Islanders had access to timely, credible and accurate COVID-19 information
- IM and IT necessary for a remote workforce which had an impact on connectivity, hardware and access to software
 - Provisioned and supported multiple communication and collaboration tools along with a significant deployment of laptops, tablets, and mobility devices
 - In support of remote work and Government workflow processes, increased usage of Apple and Android tablets
- Significant network infrastructure enhancements have been performed to support the adoption of Unified Communication technologies
- Continual improvements in Security Posture
- Response to a significant security incident
- Expansion and technology refresh of Government's storage and backup environments
- Secure external file sharing and collaboration toolsets
- Expansion of Government wireless services to enhance public sector agility
- Competitive process for Government telephone services and started the move to a new vendor
- Enterprise Survey Tool

Departments

Agriculture and Land

Implemented:

- Replacement print management devices for the Forestry Offices

Economic Development and Tourism

Coordinated:

- IT requirements for the new Office of Immigration in Summerside
- Move of Charlottetown Visitor Information Centre to 2nd floor of Founder's Hall
- RFP for the Point of Sale system for the Mark Arendz Provincial Ski Park at Brookvale
- Statement of Work and vendor selection for a Tourism PEI's application

Implemented:

- New module for the accounting software project

Updated:

- Club Booking System for the Provincial golf courses, reservations centre and office
- Accounts Receivables software for Tourism, Innovation PEI and eight other organizations
- Modernized Worker's Compensation Appeal Tribunal Decision online service

- Server and application for the Food Tech Centre refrigeration system
- Client management database workstations to latest version

Education and Lifelong Learning

Coordinated:

- Library Self-Checkout System Request for Standing Offer for Public Library Services
- Collections Management System RFP for the Museum and Heritage Foundation
- Public Archives and Records Office relocation

Deployed:

- 3450 Chromebooks and 83 charging carts at 37 high, intermediate, and elementary schools across the Province
- 950 Laptops at 15 high and intermediate schools across the province

Implemented:

- An online program to help students in Grades K-8 Math
- Centralized School Energy Management Systems to connect energy management systems at schools across the Island to the Government network infrastructure, allowing the Public Schools Branch (PSB) maintenance staff and private contractors to ensure the schools heating and air handling systems are operating as efficiently as possible
- Bring Your Own Device (BYOD) infrastructure for schools
- BYOD wireless network access for students at one high school
- Provided wireless internet access for 284 school-owned devices to be used for Resource Programing and Support Province-wide
- Virtual Care solution: a remote, secure, video-enabled solution is now available to student service and student well-being workers to cope with COVID-19 limitations
- School Pilot Project to migrate public school websites from WordPress to a Drupal content management system

Environment, Water and Climate Change

Implemented:

- Fire Weather Index (FWI) online service
- Contaminated Site Online Search
- Report a Concern online service integration with complaint management system
- Projects Under Environmental Review (Undertakings) online service

Executive Council

Coordinated:

- New office IT requirements for the Child Advocate Office

Implemented:

- Public consultation tool for princeedwardisland.ca and Drupal websites

- Maintenance and support for justthefactspei.ca and farmerstalk.ca
- Software for Communications and Public Engagement Group

Finance

Implemented:

- Pre-budget online consultation
- Business Process Redesign Projects for Student Well-Being, Mobile Integrated Health (Senior Check-in), Children with Complex Needs, Home Care Technology, Child Well-Being, Digital Identity Prototype, Enterprise Integration Platform and Colorectal Cancer Diagnostic Navigation Program

Developed:

- New websites for civil service and teacher superannuation to be launched later in 2020

Health and Wellness

Coordinated:

- IT and interoperability current state and plan for the Mental Health & Addictions Capital Redevelopment and Master Planning
- RFP to procure an Electronic Medical Record (EMR) solution

Implemented:

- Vaccine ordering for physicians' online service
- Registration of tanning equipment online service

Justice and Public Safety

Coordinated:

- Move of the Public Trustee and Public Guardian to the Family Law Centre
- Installation of new family law tools for the Supreme Court

Deployed:

- Nine new printers to the Provincial and Prince County Correctional Center

Implemented

- Online Lobbyist Registry for Division of Consumer, Corporate and Insurance
- New Courts website for all three levels: Provincial, Supreme and Court of Appeal
- PEI Business/Corporate Registry search online service
- Business Process workflows for all levels of Courts: Provincial, Supreme and Court of Appeal
- Business Process workflows for Child Support Guidelines Office
- Vital Statistics System Replacement Request for Proposals for Consumer, Corporate and Insurance

Upgraded

- Vital Statistics Production and Test database servers
- Software upgrade for Access and Privacy Services Office

Legislative Assembly

Coordinated:

- Software upgrades and new laptops for the Auditor General's Office

Social Development and Housing

Developed:

- The AccessAbility Program for Social Programs into Integrated Services Management

Implemented:

- Community Care Facility rate increases, and food rate increases for Social Assistance clients into Integrated Services Management
- Child Care Subsidy Calculator online service
- Toll-free phone number for Social Programs

Transportation, Infrastructure and Energy

Coordinated:

- Requirements gathering for the Construction Analysis and Tracking System
- Requirements gathering for the Office of Energy Efficiency Residential Client Database
- Upgrade of the Highway Pavement Management Application database

Implemented:

- Scale Management Application for the IWMC Customer Service Center
- Technical changes required to accommodate the changes in the carbon levy legislation
- Pilot site for fleet data entry by Mechanic staff in Summerside
- New Interprovincial Records Exchange tunnel and virtual gateway
- Online service to Find a Network of Excellence Contractor

Upgraded

- Scale Management Application for IWMC
- Single Window Access Technology application server
- AutoCAD desktop and server

Agencies, Boards and Commissions

Health PEI

Coordinated:

- COVID-19 Screening/Assessment Clinics in Charlottetown and Summerside
- An automated registration that will allow all patients to self-register at the Queen Elizabeth Hospital (QEH) and Prince County Hospital (PCH)

Implemented:

- Chronic Disease Program Registry application for Primary Care with the modules for COPD, CCSP and Smoke Cessation live

- Online Health Card Services Renewal
- Wireless internet for Hillsborough Hospital
- New Infection Prevention and Control application
- 600 Wireless Smart Infusion Pumps and management system to all Health PEI facilities
- Teleradiology pilot solution to leverage the service of remote radiologists
- Emergency Department wait time online services (QEH, PCH, Kings County Memorial Hospital, Western Hospital)
- Palliative Patient Symptom Assessment (ESAS-r) online service
- Surgical Instrument Tracking System that is integrated with the medical device reprocessing equipment for the QEH Sterile Processing Department
- Birthing Simulator for the QEH for education for nursing and physician staff/students
- Pharmacy Automated Dispensing Cabinets at QEH and PCH

Replaced:

- Messaging System for PCH to replace outdated pager system

Upgraded:

- Latest version of the Integrated Claim System (ICS) and tools of Medicare Claims
- Health Financial System (HFS) application
- Software for new med carts at the QEH
- Pneumatic Tube System for PCH
- Instrument Manager System for QEH Chemistry Lab

Public Service Commission

Coordinated:

- Requirements gathering for the Learning Management System project (Civil and Health)
- Threat Risk Assessment completed for module of the HR people management application

Implemented:

- Employee Satisfaction Survey
- Migration to the new search engine for the HR people management application

Upgraded:

- Hardware Replacement for the HR people management application
- Tools within the HR people management application

Interministerial Women's Secretariat

Role/Mission

The Minister's Mandate Letter directs her to "Continue as a strong advocate for all women and girls, advancing equality and opportunity for women through Government policies, programs and services and through consultation with stakeholders both internally and externally." The Interministerial Women's Secretariat provides assistance to the Minister Responsible for the Status of Women and the provincial government to promote the legal, health, social and economic equality of women

Overview

The Secretariat works in partnership with women's organizations and the community to develop projects, programs and services that benefit women from Prince Edward Island. The Interministerial Women's Secretariat:

- Assists the minister and government in the promotion and protection of gender equality.
- Provides assistance to the provincial government to promote the legal, health, social and economic equality of women.
- Partners with community on projects that promote the status of women and develop projects, programs and services that benefit women from Prince Edward Island.
- Funds the Advisory Council on the Status of Women.
- Offers grant funding to community projects that benefit women from Prince Edward Island.

Report Highlights

FPT Forum

The Interministerial Women's Secretariat provides staff support (through the Senior Officials Forum and Task Teams) for the Minister Responsible for the Status of Women at the Federal-Provincial-Territorial (FPT) Forum. The mandate of the Federal-Provincial-Territorial (FPT) Forum of Ministers Responsible for the Status of Women is:

- to share knowledge and information with an aim to advance equality between women and men; and
- to undertake collaborative initiatives, as agreed upon by consensus, on issues related to the enhancement of women's equality that concern all jurisdictions.

The FPT Status of Women forum provides FPT Ministers with a collective and unique opportunity to lead and influence change on current and emerging issues related to women's equality and the status of women in Canada. Through the Forum, FPT Ministers:

- Have a platform for sharing information on current initiatives, future priorities, best practices and challenges related to the enhancement of women's equality;
- Lead and/or inspire action in areas for which all Ministers Responsible for the Status of Women have a defined mandate or primary responsibility, which contribute to meaningful change in the lives of women and girls;
- Have a distinct and visible public profile and are able to speak with a "common voice" to raise awareness and inspire action on issues of shared concern related to women's equality and the status of women in Canadian society, while taking into account that jurisdictions have their own specific approaches and priorities in addressing those issues;
- Are broadly acknowledged as influential on issues of interest across FPT jurisdictions, which can enhance stakeholder and public support for initiatives within or across jurisdictions aimed at enhancing equality between women and men; and
- Can draw on the proceedings of the Forum to build support and move forward on priorities within their own jurisdictions.

The 37th annual meeting of the Federal-Provincial-Territorial (FPT) Ministers Responsible for the Status of Women was held in December 2019 in Victoria, British Columbia.

Ministers heard from experts who joined the meeting in person and via videoconference, including Colette Acheson, Executive Director for the Whitehorse Chamber of Commerce, Rhonda Barnet, Chair of the Canadian Manufacturers & Exporters National Board of Directors and Chief Operation Officer for Steelworks Design, and Dominic Barton, Global Managing Director for McKinsey & Company. The experts provided advice to jurisdictions to help improve the participation of women in the economy. Ministers were also joined by Randy Boissonnault, Member of Parliament for Edmonton Centre and Special Advisor to the Prime Minister of Canada on LGBTQ2 issues, who outlined what the federal government is doing to support LGBTQ2 peoples and non-binary individuals across the country.

For the second year in a row, in a gathering prior to the FPT meeting, Ministers received presentations from National Indigenous Leaders and Representatives (NILRs), which provided an opportunity to share information and co-build progress on some of the most important issues facing First Nations, Métis and Inuit women. Those who attended included representatives from the Assembly of First Nations, Congress of Aboriginal Peoples, Inuit Tapiriit Kanatami, Native Women's Association of Canada, Pauktuutit Inuit Women of Canada and Women of the Métis Nation. Meetings featured a roundtable discussion focused on the safety and security of Indigenous women and girls, followed by a community visit to Carcross/Tagish First Nation.

Atlantic Forum

The Interministerial Women's Secretariat also supports the Minister Responsible for the Status of Women at the Atlantic Ministers Responsible for the Status of Women Forum and is a member of the Atlantic Senior Officials Forum.

Cybersafe Care

The Cybersafe Care website was launched on February 17th, 2020, Islander Day. Cybersafe Care is a project of the Interministerial Women's Secretariat, Province of Prince Edward Island. The Cybersafe Care website includes information on gaming, social media, cyberbullying, as well as recommended resources for help. It is designed to be a supportive information resource for parents, caregivers and educators. The goal is to provide reliable information (including PEI specific info) to caregivers in their journey to keep youth cybersafe and cybersmart.

Advisory Council on the Status of Women

The Minister Responsible for the Status of Women and the Interministerial Women's Secretariat regularly meet with representatives from the Advisory Council on the Status of Women. According to the Advisory Council on the Status of Women Act, the Council shall consist of nine members appointed by the Lieutenant Governor in Council (5.1). The members of the Council shall be appointed for a term of not less than two and not more than three years (5.2). A member is eligible for reappointment for a second term of not less than one and not more than two years (5.3). Anyone who has served on the Council for a period of four years or more is ineligible for reappointment (5.4). There were five appointments to the Advisory Council on the Status of Women this year.

Gender and Diversity Analysis (GDA), Promotion, and Training

The IWS provides advice and support to government departments on using a gender and diversity lens. GDA training sessions are held, as requested, and through the Public Service Commission. An internal to government guide was created and is regularly updated to assist all members of the provincial civil service to incorporate gender and diversity analysis in their work.

Grants

The Interministerial Women's Secretariat Grant is an annual request for proposal process. Incorporated non-profit organizations from Prince Edward Island whose mandates align with the promotion of the legal, health, social and economic equality of women are eligible for funding. Individual projects (i.e., projects that are forwarded by individuals not affiliated with a non-profit organization) are not eligible. In order to enhance the capacity for all organizations in the community, preference may be given to project-based organizations that do not have established core-funding provided by the Federal or Provincial government. The objective of the Interministerial Women's Secretariat grant is to provide project funding to:

- Support organizations that provide direct services and programs for the benefit of women and girls in Prince Edward Island; and/or
- Support projects that enhance awareness, education and social action on women's legal, health, social and economic equality; and/or
- Support the capacity of women's organizations that promote women's equality through advocacy, research and policy development.

The 2020 Interministerial Women's Secretariat Grants recipients were:

My Body, My Choice – The PEI Association for Community Living received \$11,885 to develop a series of educational sessions focused on helping women with intellectual disabilities better understand personal relationships and their own sexual health. A large portion of the workshop focused on cyber-safety and include information about predators, setting boundaries, and staying safe in the online dating world.

The Girls Adventure in Leadership Program– The Adventure Group received \$9,500 to provide girls age 9 - 14 the opportunity to engage with peers in a positive, inclusive environment, strengthening their ability to become leaders in the community. The goal was for participants to develop leadership skills, build self-confidence, help others, and develop healthy relationships by engaging in adventure-based activities.

Retaining Women in Trades in PEI – The Women's Network PEI received \$17,000 to work directly with women in the trades to better understand why they have stayed or left their industries. Recently, PEI has more women entering the trades, but they are not being retained. This research project will identify strategies for supporting retention of women in trades in PEI.

Translating Women's Post-Secondary Student Leadership into Future Political Success – The Coalition for Women in Government received \$17,000 to engage both present and past post-secondary student executives and current elected officials to enhance awareness, education and social action on women's leadership in PEI.

Aboriginal Women's Association – The Aboriginal Women's Association received \$20,380 to engage the Indigenous women's community in PEI to enhance awareness and social action on the Missing and Murdered Indigenous Women and Girls (MMIWG) Final Report's Calls for Justice. The project intent was to positively impact and benefit the equality of all Indigenous women in PEI.

Youth group for young girls of colour to be and grow together – The Sierra Club received \$9,850 to provide leadership development opportunities to young girls of colour. Inspired by the Women's Luncheon during Black History Month that saw a group of Black and Indigenous People of Colour come together to support one another and be supported, the Black Cultural Society and Sierra Club wanted to create that same kind of space for young BIPOC in PEI.

The Violence Against Women Prevention Grant provided funding to community organizations for innovative project creation that will enhance awareness, education and action towards the prevention of violence against women.

Document Generation

The IWS creates documents and information guides that are distributed within government and to the community at large. This includes:

- ***Honouring Our Differences: Gender and Diversity Analysis*** (one internal to government, one for community organizations and a new guide was created for Agencies, Boards and Commissions). The purpose of the guides is to promote use and understanding of Gender and Diversity Analysis (GDA) tools for government and in the wider Prince Edward Island community. The manuals introduce the basics of using a gender and diversity lens. It includes an introduction to the concepts of sex, gender and diversity, and it provides a gender and diversity checklist.
- ***Information Guide for People in an Abusive Relationship 2019***
This guide provides fullsome information about services available to victims of violence (and abusers) as well families, friends and neighbours who want to help. This resource is utilized by departments such as Family and Human Services, Justice and Public Safety, and Health for their clients and at workshops/training sessions. The name of the guide was updated to be more inclusive of the transgender population (was previous framed as women and men in an abusive relationship).
- ***Guidelines for Addressing Family Violence and the Workplace*** (in partnership with other departments)
This handbook was updated from a PEI Provincial Government Workplaces document to include all businesses in the province to help them recognize and respond to employees affected by family violence. The suggestions contained in this handbook are intended as guides to raise awareness about the dynamics of family violence and potential impacts on the workplace; provide specific guidelines for managers and supervisors to help them support employees affected by family violence; and provide information to help keep employees safe and prevent family violence situations from escalating into a workplace hazard.
- ***Stillbirth and Miscarriage Support Kits*** – annual update
The IWS provides support kits to hospitals and Health Department staff (and others) for parents who have lost a child due to early infant death and women who have experienced a miscarriage. Within the kits, there are a number of resources, including literature and a list of community resources. This provides a valuable tool for mothers and fathers to deal with their personal loss, and also contains information about physical and emotional health.

- ***Perimenopause, Menopause, and You***

This resource from the PEI Interministerial Women's Secretariat benefited from the input of Health PEI, Public Health and Family Nutrition, representatives of the Women's Wellness and Sexual Health Program, the PEI Advisory Council on the Status of Women, PEERS Alliance, Women's Network PEI, Laura Abdallah from Picadilly Acupuncture & Apothecary, and naturopathic doctors Dr. Kali Simmonds and Dr. Lana McMurrer.

Training and Events

The Interministerial Women's Secretariat provides Gender and Diversity Analysis (GDA) training, and hosts/partners/supports other departments and community groups on events and initiatives including:

- International Women's Day Event 2019
- Women's History Month 2020
- Family Violence Prevention Week 2019
- Youth Poetry Slam

Committees and Intergovernmental Initiatives

The IWS participates in committees and intergovernmental initiatives to represent the Province of Prince Edward Island, to support government and community in its work, and to help provide a gender and diversity lens. Examples of committee and intergovernmental initiative engagement includes the following:

- Atlantic Domestic Homicide Review Network
- Atlantic Senior Officials Forum
- CONNECT Project Advisory Committee
- Coalition for Women in Government (Ex-Officio)
- Director's Forum Advisory Group
- Director's Forum
- Diversity Advisory Committee
- Early Years Centres Adjudication Committee
- Enhanced Emergency Sexual Assault Services (EESAS) - Chair
- Equality Report Card Committee - Government Response - Chair
- FPT Senior Officials Responsible for the Status of Women Forum + Working Groups
- Family Violence Prevention Week Committee
- Justice Options for Women who are Victims of Violence (Ex-Officio)
- Poverty Reduction Cross-Departmental Secretariat
- Premier's Action Committee on Family Violence Prevention
- Premier's Action Committee on Family Violence Prevention - Administration Committee
- Premier's Action Committee on Family Violence Prevention Youth Engagement Working Group – Chair

Appendix A

Department of Finance

Expenses by Division

	Actual 2019/2020 \$	Estimate 2019/2020 \$
ADMINISTRATION		
General		
Administration	16,742	11,000
Equipment	2,333	1,000
Materials, Supplies & Services	6,407	16,100
Salaries	394,586	388,500
Travel & Training	48,452	56,200
	468,520	472,800
Debt and Investment Management		
Administration	7,7774	7,500
Equipment	365	4,000
Materials, Supplies & Services	3,729	10,500
Professional Services	102,700	104,300
Salaries	306,912	346,300
Travel & Training	10,725	15,600
	432,205	488,200
Pensions and Benefits		
Administration	14,714	13,600
Equipment	2,234	4,000
Materials, Supplies & Services	6,912	9,600
Salaries	1,159,675	1,236,900
Travel & Training	8,876	10,700
	1,192,411	1,274,800
Total Administration	2,093,136	2,235,800

	Actual 2019/2020 \$	Estimate 2018/2019 \$
ECONOMICS, STATISTICS AND FEDERAL FISCAL RELATIONS		
Economics, Statistics and Federal Fiscal Relations		
Administration	131,195	143,000
Equipment	302	1,700
Materials, Supplies & Services	4,740	5,900
Professional Services	58,815	63,000
Salaries	442,790	438,600
Travel & Training	11,963	22,000
Grants	8,477,844	8,361,200
Total Economics, Statistics and Federal Fiscal Relations	9,127,649	9,035,400
OFFICE OF THE COMPTROLLER		
Comptroller/Accounting/Procurement		
Administration	23,524	27,000
Equipment	3,808	5,700
Materials, Supplies & Services	4,983	5,600
Professional Services	902,828	25,600
Salaries	1,271,863	1,406,400
Travel & Training	5,315	13,400
Total Office of the Comptroller	2,212,321	1,483,700
TAXATION AND PROPERTY RECORDS		
Taxation and Property Records		
Administration	85,230	99,900
Debt	425,505	300,000
Equipment	3,074	20,000
Materials, Supplies & Services	74,963	74,000
Professional Services	32,164	106,000
Salaries	3,330,835	3,545,600
Travel & Training	67,072	87,500
Total Taxation and Property Records	4,018,843	4,233,000

	Actual 2019/2020 \$	Estimate 2019/2020 \$
TREASURY BOARD SECRETARIAT		
Administration		
Administration	14,205	17,300
Equipment	545	5,000
Materials, Supplies & Services	3,121	4,000
Professional Services	-	10,000
Salaries	832,120	811,100
Travel & Training	1,071	7,100
	851,062	854,500
Corporate Finance		
Administration	22,157	33,100
Equipment	-	1,000
Materials, Supplies & Services	3,749	3,900
Salaries	4,751,350	4,929,800
Travel & Training	12,134	30,800
	4,789,390	4,998,600
Information Technology Shared Services		
Administration	1,373,447	1,234,500
Equipment	316,266	292,200
Material, Supplies and Services	6,091,407	8,968,200
Professional Services	4,837,214	3,989,200
Salaries	15,674,028	17,120,400
Travel and Training	393,326	384,000
	28,685,688	31,988,500
Total Treasury Board Secretariat	34,326,140	37,841,600
Total Finance	51,778,089	54,829,500

Appendix B

Department of Finance

Other Expenditure Budgetary Responsibilities

	Actual 2019/2020 \$	Estimate 2019/2020 \$
General Government		
Miscellaneous General	145,814	250,000
Grants	1,905,494	2,000,000
Government Insurance Program	2,067,003	1,979,000
Contingency Fund and Salary Negotiations	12,178,794	17,652,700
Total General Government	16,297,105	21,881,700

Explanation Notes:

Miscellaneous General provides funding for the Premier's and Minister's out-of-province travel, cabinet meetings, protocol-related expenses and unanticipated expenditures realized.

Miscellaneous Grants are grants-in-lieu of property tax.

Government Insurance Program provides insurance coverage to all Government departments, and many Crown corporations, agencies and commissions.

Contingency Fund: This allocation was used by Government for unanticipated or unusual costs that occurred throughout the fiscal year but had not been budgeted.

	Actual 2019/2020	Estimate 2019/2020
	\$	\$
Interest Charges on Debt		
Debentures	100,601,463	101,671,200
Loans and Treasury Notes	4,949,589	7,231,900
Promissory Notes for Pension Funds	18,415,032	18,415,100
Bank Charges	616,142	700,000
Total Interest Charges on Debt	124,582,226	128,018,200

Explanation Notes:

Interest: Appropriations provided for the funding of interest cost associated with monies borrowed by the way of issuance of Provincial Debentures, Treasury Notes, as well as borrowing through the use of bank lines of credit and loans from the Federal Government and the Canada Pension Plan.

	Actual 2019/2020	Estimate 2019/2020
	\$	\$
Employee Benefits		
Medical/Life Benefits	357,169	381,000
Employees' Future Benefits	24,321,058	21,346,700
Government Pension Contribution	34,737,422	37,984,200
Pension Management	410,960	369,900
Total Employee Benefits	59,826,609	60,081,800

	Actual 2019/2020	Estimate 2019/2020
	\$	\$
Interministerial Women's Secretariat		
Administration	2,671	4,500
Equipment	2,518	-
Materials, Supplies and Services	36,035	37,300
Salaries	159,180	154,700
Travel and Training	10,886	15,600
Grants		
Advisory Council on the Status of Women	210,000	210,000
Women's Secretariat Grants	243,099	239,100
Total Interministerial Women's Secretariat	664,389	661,200

Appendix C

Department of Finance

Revenue

	Actual 2019/2020 \$	Estimate 2019/2020 \$
Federal		
Equalization	419,015,000	419,015,000
Canada Health Transfer	170,776,000	167,228,000
Canada Social Transfer	60,942,000	60,415,000
Infrastructure Program	24,042,293	19,800,000
Statutory Subsidy	684,541	684,500
Other	5,963,055	63,200
Total Federal Revenue	<u>681,422,889</u>	<u>667,205,700</u>
 Provincial		
Personal Income Tax	409,854,622	419,715,000
Harmonized Sales Tax	330,172,296	311,700,000
Real Property Tax	128,424,735	127,844,000
Corporate Income Tax	65,145,721	85,650,000
Gasoline Tax	29,156,727	29,600,000
Health Tax on Tobacco	28,291,566	31,000,000
Health Tax on Liquor	21,250,232	20,000,000
Carbon Tax	13,081,837	12,533,000
Real Property Transfer Tax	7,659,854	7,000,000
Beverage Container	7,250,024	6,880,000
Corporation Capital Tax	4,624,655	6,500,000
Private Vehicle Sales	4,739,998	4,800,000
Registry of Deeds Fees	3,216,034	3,100,000
Environmental Tax	1,393,420	1,100,000
Cannabis Tax	1,430,043	2,500,000
Recycled Materials	969,557	1,100,000
Revenue Tax	28,575	-
Other	2,827,632	1,862,200
Total Provincial Revenue	<u>1,059,517,528</u>	<u>1,072,884,200</u>
 Investment Income	<u>5,473,312</u>	<u>4,349,000</u>
 Sinking Fund Earnings	<u>11,172,159</u>	<u>10,600,000</u>
 Total Revenue	<u><u>1,757,585,888</u></u>	<u><u>1,755,038,900</u></u>

