



Department of Finance
ANNUAL REPORT
2018-2019



Department of Finance

ANNUAL REPORT



Prince Edward Island Department of Finance

Annual Report 2018-2019

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, 2019.

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

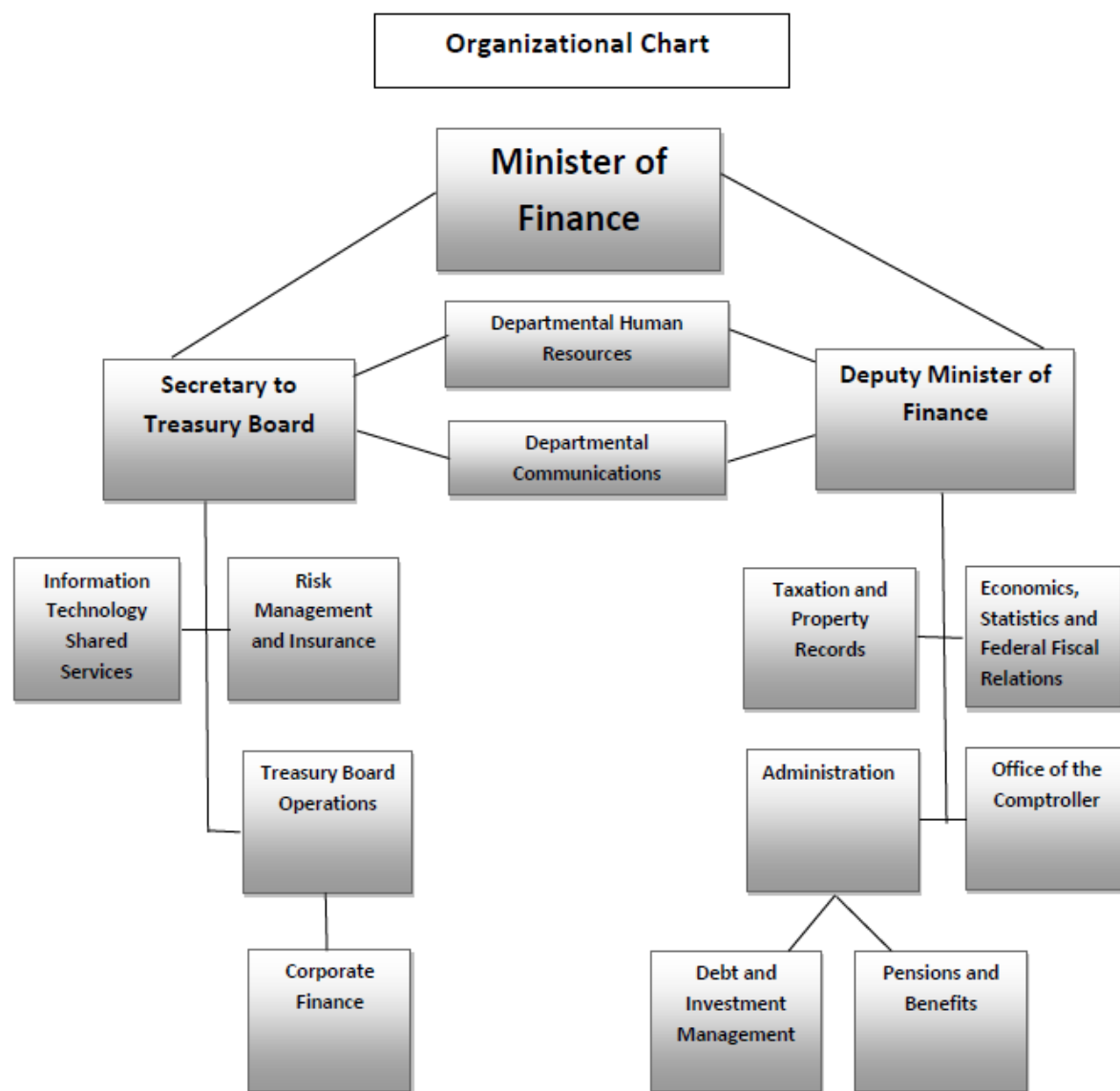
We believe in a management approach where we:

- 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, 2019

Act	Division Responsible
<i>Atlantic Provinces Harness Racing Commission Act</i>	Deputy Minister's Office
<i>Appropriation Acts (Operating & Capital)</i>	Treasury Board Operations
<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>	Fiscal Management
<i>Tobacco Tax Act</i>	Taxation and Property Records



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

The mandate of Information Technology Shared Services (ITSS) is to maximize the return on

investment for Government on internal information technology expenditures while assisting its clients in the delivery of information technology solutions. To satisfy the mandate of the Division, ITSS provides a broad range of services to Government departments, agencies, Crowns, hospitals and schools.

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

Le mandat de la Division des services partagés en technologie de l'information consiste à maximiser, pour le gouvernement, le rendement du capital investi à l'interne dans les technologies de l'information, tout en aidant ses clients à appliquer des solutions qui s'y rattachent. Pour respecter son mandat, la Division offre un large éventail de services aux ministères, aux organismes, aux sociétés de la Couronne, aux hôpitaux et aux écoles de la province.

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 2018/2019 \$	Estimate 2018/2019 \$
Expenditure by Division*		
Administration	2,080,123	2,305,700
Economics, Statistics and Federal Fiscal Relations	8,969,844	9,043,000
Office of the Comptroller	1,591,741	1,496,900
Taxation and Property Records	4,709,070	3,964,000
Treasury Board Secretariat	34,260,831	35,604,700
Total Department Expenditure	51,611,609	52,414,300
Other Budgetary Responsibilities**		
General Government	11,183,659	14,793,700
Interest Charges on Debt	124,812,735	127,250,100
Employee Benefits	57,178,808	60,963,800
Revenue***		
Federal Sources	650,491,787	649,037,500
Provincial Sources	1,034,327,417	987,257,300
Investment Income	4,928,268	4,304,700
Sinking Fund Earnings	10,515,084	10,216,000

***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

No new debentures were issued in 2018-2019 and there were no maturities.

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.

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 2018-2019, Master Trust assets had a market value of \$3.12 billion.

Bond Rating

The Section is the focal point for all consultations with bond rating firms. During the 2018-2019 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.

Summary of Bond Ratings for PEI			
Bond Raters	Short-term Rating	Long-term Rating	Confirmation Date
Moody’s	–	Aa2	August 2018
DBRS	R-1 (low)	A (low)	June 2018
S&P	–	A/Stable	October 2018

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 7,300 contributing members spread across 15 participating employers. There are about 4,400 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 1,700 contributing members. There are also about 1,700 individuals in receipt of monthly benefits from the TSF.

There are 27 active contributors in the MLA Pension Plan and about 93 individuals in receipt of monthly benefits.

Legislation passed during 2018/2019

An Act to Amend the Gasoline Tax Act

An Act to Amend the Income Tax Act

An Act to Amend the Income Tax Act (No. 2)

Appropriation Act (Capital Expenditures) 2019

Appropriation Act (Current Expenditures) 2018

Cannabis Management Corporation Act

Cannabis Taxation Agreement Act

Climate Leadership Act

Supplementary Appropriation Act 2018

Supplementary Appropriation Act (No. 2) 2018

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.

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 will come 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 *2018 Budget Paper: Background Notes on the Economy*, which consists of National and International Review, Provincial Highlights 2018, 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 2018.

The Province's economic situation in 2018/2019 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 attended the federal/provincial Continuing Committee of Officials (CCO) Sub-Committee Meeting on Economic and Fiscal Issues. It also attended the Transfers Sub-committee 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 two Bills of proposed amendments to the *Income Tax Act*. The combined effect of the amendments resulted in a \$1,000 increase to the basic personal amount by to \$9,160, with proportionate increases to the spouse and equivalent to spouse amounts for the 2018 taxation year. The small business tax rate was reduced by 0.5% to 4.0% effective January 1, 2018, and a further 0.5% reduction to 3.5% effective January 1, 2019. In addition, technical amendments to the provincial age credit and adjusted income calculation were proposed to maintain commonality between the federal and provincial income tax systems on account of the federal tax changes. All of these proposed changes were approved by the Legislature.

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.

The Division provided policy support for the development of the provincial carbon pricing proposal, and represented the province on the Working Group on Carbon Pricing Mechanisms and Emission Intensive Trade Exposed Steering Committees, as outlined in the Vancouver Declaration by Canada's First Ministers.

In preparation for the legalization of Cannabis in mid-2018, the Division analyzed Cannabis taxation issues. Staff participated in internal policy analysis as well as participated in the F/P/T Working Group on Cannabis Taxation. 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

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. Four Community Economic Development Businesses were registered in 2018/2019.

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. The Division worked closely with the Department of Workforce and Advanced Learning on satisfying requirements for labour market information.

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, the online Community Accounts, 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 StatisticsCanada, and are archived by the Bureau's staff to form a local electronic library.

Staff responded to many specific requests in 2018/2019 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. The Division provided policy support and analysis on the implementation of this agreement.

Division 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 2016-18 CPP Triennial Review. In addition, work continued in the development of new CPP sustainability regulation 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

This section is responsible for the operation and maintenance of the Province's corporate accounting system and for 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 trigger 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 2018-2019. This included maintaining the FIS resource centre on the Province's internal web site 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.

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 Public Accounts for the year ended March 31, 2019, was completed and tabled with the Clerk of the Legislative Assembly on October 25, 2019. 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.

The 2018-19 Public Accounts included a new standard on Restructuring Transactions, which was adopted April 1, 2018. This did not result in significant impacts in the disclosures included in the financial statements.

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

The Financial System Support team undertook several projects to expand and enhance the financial system in 2018-19.

- In April 2019, configuration of P.E.I. Lotteries Commission was completed and the entity moved from a paper based system to an electronic system (Oracle Financials).
- Enhancements to the purchasing module began during the year to automate the process of sending purchase orders to vendors. This project is expected to be piloted in 2019-20.
- Modifications were made to the payroll interface to include staff of the newly created, P.E.I. Cannabis Management Corporation.
- A pilot project started with ITSS to use Oracle to track the movement of ITSS's computer inventory using Oracle's Inventory module. This project migrates inventory control from a paper-based system to an electronic system.

Routine patching was on-going throughout the fiscal year. The patching keeps the database and application current with Oracle licensing as well as to enhance any security features.

Accounts Payable and File Maintenance

The Accounts Payable section continued its focus on increasing electronic funds transfer (EFT) among Payees. A new Payee Registration form was created to improve and simplify the registration process.

Additionally, support was provided to both the Financial System Support team, with the configuration of P.E.I. Lotteries Commission, and to the Energy Efficiency section to register hundreds of new Payees for the rebate program.

2018/2019			
	ORGS	Number	Amount
System Vendors New		5,941	
System Vendors Updated		2,932	
Vendor Sites New	FIS	4,747	
	ISM	2,054	
	LMDA	1,168	
	MEPS	219	
	ESB	340	
	FSB	90	
Vendor Sites Updated	FIS	4,840	
	ISM	4,296	
	LMDA	956	
	MEPS	630	
	ESB	785	
	FSB	163	
All Invoices Processed	FIS	126,730	\$1,642,547,547
	ISM	150,644	\$69,075,312
	LMDA	17,125	\$23,263,000
	MEPS	23,791	\$7,131,946
	ESB	19,214	\$29,154,169
	FSB	3,266	\$3,719,794
Batches Process	FIS	13,050	
	ISM	1,510	
	LMDA	63	
	MEPS	259	
	ESB	727	
	FSB	277	
Payments Issued - Cheque	FIS	3,464	\$28,719,830
	ISM	27,735	\$18,247,299
	LMDA	91	\$524,845
	MEPS	895	\$187,677
	ESB	616	\$2,885,431
	FSB	114	\$196,016
Payments Issued - Electronic	FIS	58,852	\$1,603,629,540
	ISM	48,143	\$52,649,943
	LMDA	12,923	\$22,738,556
	MEPS	20,460	\$6,976,415
	ESB	7,714	\$25,994,693
	FSB	1,949	\$3,233,608
Payments Issued – Internal Clearing	FIS	177	\$22,357,989

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 general public to apply and pay for government services online.

New services added include permits for the Department of Communities Land and Environment and application forms for the Department of Education, Early Learning and Culture. Online Transactions increased 20% during the year.

Total write-offs in 2018/19 approved by Treasury Board for general government trade receivables amounted to \$103,414 for 53 accounts.

	2018/19		2017/18	
	Number	Amount	Number	Amount
Invoices Issued	18,883	\$1,679,864,547	16,937	\$1,514,900,416
Online Transactions	40,171	\$3,272,079	33,464	\$2,942,172
Deposit Batches Processed-CAD	10,487	\$1,599,679,202	10,772	\$1,445,122,229
Deposit Batches Processed-USD	433	\$2,025,847	463	\$1,896,483

Procurement Services

The section processes purchase orders through the Oracle Financial System, on behalf of government departments. This year, a total of 12,413 purchase orders were created, with a dollar value of \$37,736,074.

There were 303 Tenders and RFPs issued for the year, with a combined dollar value of \$109,564,190. In addition, the section also posted 171 tender ads and notices for the MASH (Municipalities, Academic Institutions, School Boards, and Health 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 \$3,861,702 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 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.

Pan-Atlantic Collaborative/ Joint Procurement continues to be an important initiative. Procurement Services is actively working with other provinces to identify joint procurement projects.

	2018/2019		2017/2018	
	Number	Amount	Number	Amount
Purchase Orders Issued	12,413	\$37,736,074	11,599	\$30,385,643
Tenders Processed	303	\$109,564,190	290	\$53,556,105
RFPs Processed	91	\$81,905,171	27	\$32,381,149
Purchase Card Transactions	21,130	\$3,861,702	16,942	\$2,931,429

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, bonafide farm and farm use.
- Defending real property assessment appeals filed with the Island Regulatory Appeals Commission.

Report Highlights

Climate Leadership Act and Regulations

Developed and introduced new legislation and related regulations for collection of a carbon levy effective April 1, 2019. This work also included the development of the policy, procedures and communications required to implement the new tax regime.

Cannabis Facility Assessment

The Division researched and applied best practices, standards and methodologies to the assessment of new high tech cannabis facilities.

Municipal Amalgamation

The Division completed all steps necessary to administer property assessment and tax on behalf of amalgamated municipalities including – the Rural Municipality of North Shore, Rural Municipality of Central Prince, Town of Three Rivers, and the Rural Municipality of Brackley.

Depreciation Methodology Review

The Division, under the guidance of the International Property Tax Institute (IPTI), completed a comprehensive review of property depreciation methodologies and identified a path for future enhancements

Other Accomplishments

- Expanded use of the Multi-Tax Administration System (MTAS) to include administration of the carbon levy.
- Finalized carbon levy sharing agreements with First Nation Bands.
- Explored options for enhanced marked fuel compliance.
- Hosted the Canadian Directors of Assessment (July 2019).
- Collaborated with federal government stakeholders on procedures for shared responsibility where federal property is leased and taxed outside the federal Payment in Lieu of Taxes (PILT).
- Enhanced the Municipal Assessment and Property Charges Online (MAPCO) system to support multiple municipal rate groups.
- Applied interim mass appraisal depreciation methodology at year end 2018.
- Developed procedures for audit of Land Transfer Tax to be self-assessed by corporations.
- Began preparations for hosting the annual meeting of the Interprovincial and Territorial Tax Conference (September 2020).

Comparison of Division Activity Over the Three-year Period – 2016-2019

	2016/2017	2017/2018	2018/2019
Tax payments received in offices	273,399	277,108	276,711
Documents registered and interpreted (Registry of Deeds office)	17,519	17,948	18,250
New parcels (property) created	716	857	862
Subdivision plans filed	651	724	702
Registered tax exempt permit applications (farmers and fishermen)	2,284	2,216	2171
Properties assessed (as of municipal rolls date)	106,742	107,526	108,391
Property assessment referrals (first-level appeal)	372	362	397
Appeals to IRAC (property assessment related)	3	6	3
Provincial market value assessment (as of municipal rolls date)	\$12.1 billion	\$12.4 billion	\$13 billion
Market value of exempt properties (as of municipal rolls date)	\$1.1 billion	\$1.1 billion	\$1.2 billion
New construction reviews and new accounts (property assessed value)	\$145 million	\$194 million	\$316.7 Million
Number of regular audits completed	8	9	16
Regular audit assessments	\$6,100	\$11,800	\$18,155
Number of special assessments issued	70	71	62
Special assessments	\$82,700	\$61,600	\$118,614
Tax Revenue	\$217 million	\$226 (1) million	\$232 Million
Registry Office Revenue	\$2.9 million	\$3.1 million	\$3.1 Million
Beverage Container Deposit Revenue	\$7.3 million	\$7.7 million	\$8 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 project 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) 2019. For the Spring sitting, the section provided the 2019 Budget Address, the Operating Estimates of Revenue and Expenditure and the Appropriation Act (Current Expenditures) 2019, 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 (ITSS)

Role/Mission

IT Shared Services is dedicated to building a strong technology infrastructure and delivering quality services to client departments and agencies across Government.

Overview

Information Technology Shared Services (ITSS)

ITSS was formed on April 1, 2006, as the result of a Cabinet decision to consolidate all IT resources across Government within a single work unit. To satisfy the mandate of the branch, ITSS provides a broad range of services to Government departments and agencies. ITSS is divided into divisions.

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 the 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.

Application Development team develops new information technology applications on behalf of clients.

Clinical Information System (CIS) team supports the largest information technology system in Government that supports 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 Government of PEI information systems. Enterprise business analytics is a role of this unit.

Project Management Office 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.

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 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.

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, and 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, security and standards for IT and IT service delivery, developing the overall information technology architecture of Government and implementing security practice through the Office of Information Protection.

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. The Web Digital Office is located at the Atlantic Technology Centre.

The Web Digital Office collaborates with departments and agencies to develop new digital initiatives that will support the increasing number of online services it can offer to Island citizens and businesses. The Web Digital Office continues to enhance princeedwardisland.ca and has partnered with Elections PEI to launch and support their new website. In the 2018-2019 fiscal year, the Web Digital Office partnered with the Courts of PEI and the Legislative Assembly to launch their new websites.

Document Publishing Centre and PEI Mail

The office of the *Queen's Printer* 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 2018-2019, it completed 3,692 work order requests and 6,517,418 print 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 time-lines. A private sector delivery partner operates under a tendered contract. In 2018-2019, Government's mail volume was 716,339 mail pieces.

Report Highlights

Enterprise Initiatives

Developed

- Government's Information Management and Information Technology (IMIT) Strategic Plan

Implemented:

- Continued the implementation and continuous improvement of princeedwardisland.ca
 - Email subscription service for alert and advisory notification
 - Drupal Multisite Strategy
 - Modernized website platform for builds of new websites
 - New Drupal 8 website templates with local IT vendor
 - New Elections PEI website
 - Expanded the online service framework functionality to offer services with 'fetch' and 'view' components.
 - Modernization of Food Premises Inspection Reports, Wind Energy, Insurance Agent and Adjuster search, etc.
 - Public search for Lobbyist Registry
 - Marked Fuel Permit Search
 - User Experience study: Citizen First 8 PEI Jurisdictional Report
 - Trained and supported over 100 web content administrator and online service users
 - Piloted and demonstrated success with automated testing for princeedwardisland.ca and online services
- 19 new datasets to the Open Data platform
- Universal Wireless across all government buildings
- Unified Communications Pilots for Government users and the Service Centre staff to

allow for VoIP technology and enhanced service solutions. This technology makes it possible to make phone calls from internet-connected devices and includes one number reachability, personal video conference technology and screen sharing. This project also allowed ITSS to implement Quality of Service (QoS) on both local and wide-area networks (LAN/WAN) to prioritize network traffic.

- Government moved away from the Blackberry standard for mobility hardware and provided users with a number of Apple and Android devices from which to choose.
- Started the implementation of a Web-Helpdesk system as ITSS's Service Centre ticketing tool

Departments

Economic Development and Tourism

Implemented:

- New on-line grants for Innovation PEI

Updated:

- Club booking system for the Provincial golf courses, reservations centre and business office

Upgraded:

- Finance system for Tourism, Innovation PEI and eight other organizations
- Client management database and associated workstations
- BioFood Technology Centre ESHA's Genesis R&D Product Development and Labelling Software

Education, Early Learning and Culture

Implemented:

- Replaced Public Schools Branch People Transportation Manager (PTM) Busing Web application
- On-site technical support for Pan Canadian Assessment Program (PCAP) standardized tests of reading, math, and science skills for Grade 8 students at 27 schools

Deployed:

- Chromebooks: 3,600 devices and 116 charging carts at 25 high schools and intermediate schools across the Province
- to all teachers across the Province, desktop application that allows users to quickly access all their cloud drive files on demand, directly from their computer
- Bring-Your-Own-Device (BYOD) wireless network for teachers and staff in all 62 schools across the Province

Developed:

- Request for Proposals (RFP) for Collections Management System for the Museum and Heritage Foundation
- RFP for replacement Student Information System for Education, Early Learning and Culture (EELC), the Public Schools Branch, and the French Language School Board

Executive Council

Coordinated:

- Transfer of the Creative Services storage items to the new storage solution

Finance

Implemented:

- Manage Secure File Transfer (MSFT)
- 2018 tax updates for Pensions and Benefits
- Enterprise Business Intelligence Proof of Concept deliverables including dashboards for Tourism Indicators, Water Quality Score Indicators, Building Permits, Children's Report excerpts
- Electronic solution and provided mobile devices to the Joint Advisory Committee

Developed:

- New Administration System for Taxation and Property Records application to replace the current systems to manage Environment (Tire) Tax, Beverage Container Fee, 911 Cost Recovery Fee and Retail Sales Tax (RST)

Upgraded:

- Banking Link
- Financial Information System (FIS) Database upgrade

Family and Human Services

Implemented:

- Financial Assistance Program into Integrated Services Management (ISM)
- New software so AccessAbility Support workers can use interRai assessment tools
- Grandparent and Care Provider program for Child and Family Services into ISM

Transportation, Infrastructure and Energy

Implemented

- Changes to Driver's License and Registrations to compensate for the Federal Carbon Tax
- Document and data capture system for Highway Safety
- IT aspects of staff moved to a new location
- Modems digital road signs to remotely provide up-to-date warnings and information to drivers

Upgraded

- Scale management application server and eight sites to the newest version
- AutoCAD server and desktops for the Capital Projects and Public Works and Planning Divisions
- Servers and databases for the Fleet System
- System that provides physical security for multiple buildings
- Servers housing databases for multiple applications

Agencies, Boards and Commissions

Health PEI

Implemented:

- Immunization Registry application, which is a central database of all immunizations for PEI
- Analyzer for Queen Elizabeth Hospital (QEH) Microbiology Lab
- Messaging System in production for QEH to replace outdated pager system
- Point of Care system upgrade (system interfaces with patient bedside glucometers and the Clinical Information System (CIS))
- First phase of Advanced Care Documentation initiative through CIS, starting with all the Emergency Departments – future phases to include critical care areas and nursing units
- Replacement of glucometers devices (approximately 265) for hospitals and long term care facilities
- Door swipe card access system upgrade for QEH and some areas of the Hillsborough Hospital
- Medical Vacuum System (acts as an outlet for suction in patient) for Souris Hospital
- Birthing Simulator for QEH
- Secure zone setup for vendor remote support of hematology analyzers at Kings County Memorial Hospital (KCMH), Prince County Hospital (PCH) and Souris Hospital
- Migration of software used for fundraising and capturing donor information to cloud vendor solution for the QEH Foundation
- Latest version of the Integrated Claim System (ICS) and tools
- Electronic reciprocal billing interface with ICS and Health Financial System (HFS)

Upgraded:

- Servers for an application that is used at the Cancer Treatment Center (CTC)

Public Service Commission

Implemented:

- On-line exam software to assist with screening for new PEI Liquor Control Commission cannabis positions
- Electronic T4 slips for Government employees
- Requirements gathering with various recruiting partners (Civil, Health, and the Public School Board) for the Gateway Project

Upgraded:

- HR people management database
- New interim website for Civil Service employees

Appendix A

Department of Finance

Expenses by Division

	Actual 2018/2019 \$	Estimate 2018/2019 \$
ADMINISTRATION		
General		
Administration	11,709	11,000
Equipment	739	1,000
Materials, Supplies & Services	7,028	16,100
Salaries	390,939	401,800
Travel & Training	44,258	56,200
	454,673	486,100
Debt and Investment Management		
Administration	6,400	6,100
Equipment	859	4,000
Materials, Supplies & Services	4,001	11,900
Professional Services	99,500	104,300
Salaries	376,611	376,500
Travel & Training	7,967	15,600
	495,338	518,400
Pensions and Benefits		
Administration	12,426	14,500
Equipment	2,122	4,600
Materials, Supplies & Services	9,047	8,100
Salaries	1,086,125	1,263,300
Travel & Training	20,392	10,700
	1,130,112	1,301,200
Total Administration	2,080,123	2,305,700

	Actual 2018/2019 \$	Estimate 2018/2019 \$
ECONOMICS, STATISTICS AND FEDERAL FISCAL RELATIONS		
Economics, Statistics and Federal Fiscal Relations		
Administration	140,283	120,000
Equipment	-	1,700
Materials, Supplies & Services	1,442	4,900
Professional Services	57,363	63,000
Salaries	424,331	430,400
Travel & Training	21,239	23,000
Grants	8,325,186	8,400,000
Total Economics, Statistics and Federal Fiscal Relations	8,969,844	9,043,000
OFFICE OF THE COMPTROLLER		
Comptroller/Accounting/Procurement		
Administration	19,860	27,000
Debt	1,875	-
Equipment	2,011	5,700
Materials, Supplies & Services	2,722	5,600
Professional Services	206,315	25,600
Salaries	1,354,180	1,419,600
Travel & Training	4,778	13,400
Total Office of the Comptroller	1,591,741	1,496,900
TAXATION AND PROPERTY RECORDS		
Taxation and Property Records		
Administration	84,088	99,400
Debt	1,110,940	200,000
Equipment	9,567	15,000
Materials, Supplies & Services	62,170	64,000
Professional Services	29,910	81,000
Salaries	3,335,305	3,417,900
Travel & Training	77,090	86,700
Total Taxation and Property Records	4,709,070	3,964,000

	Actual 2018/2019 \$	Estimate 2018/2019 \$
TREASURY BOARD SECRETARIAT		
Administration		
Administration	9,514	19,200
Equipment	4,383	5,000
Materials, Supplies & Services	2,019	5,000
Professional Services	-	10,000
Salaries	745,580	751,000
Travel & Training	916	8,600
	762,412	798,800
Corporate Finance		
Administration	19,728	42,400
Equipment	753	1,000
Materials, Supplies & Services	3,230	3,900
Salaries	4,745,758	4,808,300
Travel & Training	19,178	33,800
	4,788,647	4,889,400
Information Technology Shared Services		
Administration	1,190,582	1,216,700
Equipment	284,467	337,200
Material, Supplies and Services	8,387,902	8,132,300
Professional Services	3,568,870	3,742,300
Salaries	14,911,439	16,090,000
Travel and Training	366,512	398,000
	28,709,772	29,916,500
Total Treasury Board Secretariat	34,260,831	35,604,700
Total Finance	51,611,609	52,414,300

Appendix B

Department of Finance

Other Expenditure Budgetary Responsibilities

	Actual 2018/2019 \$	Estimate 2018/2019 \$
General Government		
Miscellaneous General	114,890	250,000
Grants	1,899,006	2,000,000
Government Insurance Program	1,866,911	1,891,000
Contingency Fund and Salary Negotiations	7,302,852	10,652,700
Total General Government	11,183,659	14,793,700

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 includes grants-in-lieu of property tax and other miscellaneous grants.

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 2018/2019	Estimate 2018/2019
	\$	\$
Interest Charges on Debt		
Debentures	101,646,066	101,644,800
Loans and Treasury Notes	3,500,937	5,820,000
Promissory Notes for Pension Funds	19,085,309	19,085,300
Bank Charges	580,423	700,000
Total Interest Charges on Debt	124,812,735	127,250,100

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 2018/2019	Estimate 2018/2019
	\$	\$
Employee Benefits		
Medical/Life Benefits	348,265	354,400
Employees' Future Benefits	19,237,552	21,687,100
Government Pension Contribution	37,250,004	38,551,300
Pension Management	342,987	371,000
Total Employee Benefits	57,178,808	60,963,800

Appendix C

Department of Finance

Revenue

	Actual 2018/2019 \$	Estimate 2018/2019 \$
Federal		
Equalization	418,793,000	418,793,000
Canada Health Transfer	159,523,000	156,972,000
Canada Social Transfer	58,548,000	57,640,000
Infrastructure Program	11,222,216	11,000,000
Statutory Subsidy	684,541	684,500
Other	1,721,030	3,948,000
Total Federal Revenue	650,491,787	649,037,500
Provincial		
Personal Income Tax	388,079,899	379,600,000
Harmonized Sales Tax	306,820,105	293,300,000
Real Property Tax	123,087,155	122,600,000
Corporate Income Tax	93,587,169	70,300,000
Gasoline Tax	37,308,180	38,000,000
Health Tax on Tobacco	30,486,736	33,000,000
Health Tax on Liquor	20,451,108	20,000,000
Real Property Transfer Tax	7,338,581	6,500,000
Beverage Container	6,884,006	6,800,000
Corporation Capital Tax	5,927,989	5,600,000
Private Vehicle Sales	4,713,253	4,400,000
Registry of Deeds Fees	3,087,379	3,000,000
Environmental Tax	1,333,569	1,000,000
Cannabis Tax	1,136,077	623,000
Recycled Materials	1,092,582	800,000
Revenue Tax	28,374	-
Other	2,965,255	1,734,300
Total Provincial Revenue	1,034,327,417	987,257,300
Investment Income	4,928,268	4,304,700
Sinking Fund Earnings	10,515,084	10,216,000
Total Revenue	1,700,262,556	1,650,815,500

