



*Department of Finance*

# ANNUAL REPORT

2017-2018



*Department of Finance*

# **ANNUAL REPORT**

2017-2018



**Prince Edward Island  
Department of Finance**

**Annual Report  
2017-2018**

**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, 2018.

Respectfully submitted,



Darlene Compton, *Minister*  
Department of Finance





# Table of Contents

---

	<b>Page</b>
Operating Principles Adopted by the Staff of the Department of Finance.....	1
Legislative Responsibilities Assigned to the Minister.....	3
Organizational Chart.....	4
Departmental Overview .....	5
Departmental Profile.....	5
Tour d’horizon du ministère .....	6
Profil ministériel .....	6
Department Financial Summary .....	8
Divisional Reports	
<b><i>Finance</i></b>	
Administration .....	9
Economics, Statistics and Federal Fiscal Relations.....	12
Office of the Comptroller.....	16
Taxation and Property Records.....	22
<b><i>Treasury Board Secretariat</i></b>	
Treasury Board Secretariat.....	25
Information Technology Shared Services.....	27
Appendices	
Appendix A – Department Expenditures.....	32
Appendix B – Other Expenditure Budgetary Responsibilities.....	36
Appendix C – Department Revenue.....	38







# **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 which 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.



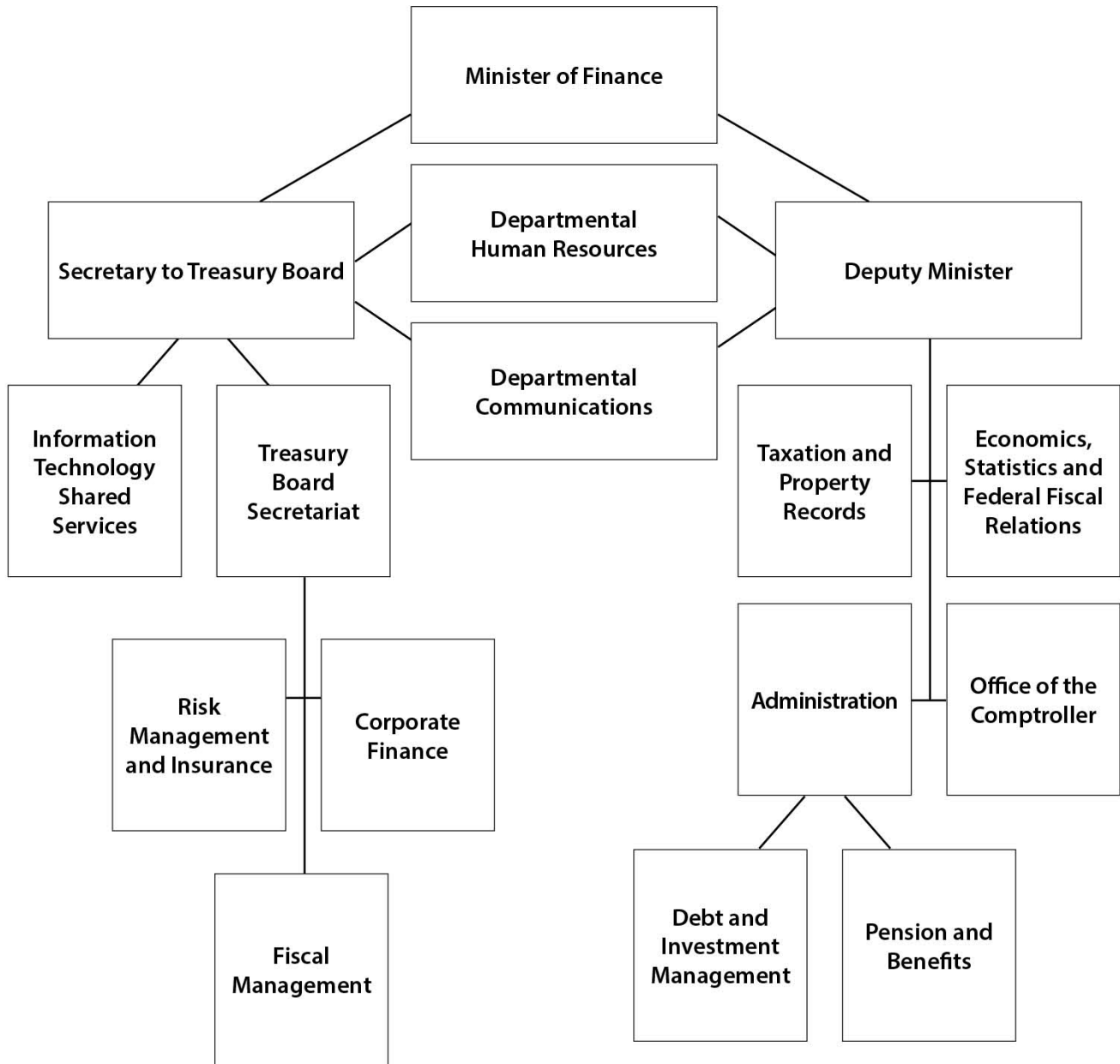
## Legislative Responsibilities Assigned to the Minister of Finance

As of March 31, 2018

Act	Division Responsible
<i>Atlantic Provinces Harness Racing Commission Act</i>	Deputy Minister's Office
<i>Appropriation Acts (Operating &amp; Capital)</i>	Fiscal Management
<i>Civil Service Act</i> <i>Civil Service Superannuation Act</i> <i>Community Development Equity Tax Credit Act</i>	PEI Public Service Commission Pensions and Benefits Economics, Statistics & 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> <i>Financial Corporation Capital Tax Act</i>	Office of the Comptroller 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 & Federal Fiscal Relations
<i>Liquor Control Act</i> <i>Loan Act(s)</i> <i>Lotteries Commission Act</i>	PEI Liquor Control Commission Debt and Investment Management Deputy Minister's Office
<i>Northumberland Strait Crossing Act</i>	Taxation and Property Records
<i>Public Purchasing Act</i> <i>Public Sector Pay Reduction Act</i>	Office of the Comptroller PEI Public Service Commission
<i>Queen's Printer Act</i>	IT Shared Services
<i>Real Property Assessment Act</i> <i>Real Property Tax Act</i> <i>Real Property Transfer Tax Act</i> <i>Registry Act</i> <i>Retail Sales Tax Act</i> <i>Revenue Administration Act</i> <i>Revenue Tax Act</i>	Taxation and Property Records Taxation and Property Records Taxation and Property Records Taxation and Property Records Taxation and Property Records Taxation and Property Records 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

# Organizational Chart

---



# Departmental Overview

---

## Role/Mission

*The Department of Finance facilitates the efficient, effective and accountable management of Government's human, information technology and financial 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 and consumption tax legislation and ensures the legislation is applied fairly and consistently. The Division also develops and maintains land-related information systems and collects tax revenue.

#### **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.

#### **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 **Fiscal Management**, and **Corporate Finance**.

#### **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 our 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 établit et maintient des systèmes d'information foncière et perçoit les recettes fiscales.

### **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.

### **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 la **gestion financière et les finances ministérielles**.

### **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 2017/2018 \$	Estimate 2017/2018 \$
<b>Expenditure by Division*</b>		
Administration	25,751,405	25,952,300
Economics, Statistics and Federal Fiscal Relations	8,915,766	8,717,000
Office of the Comptroller	1,384,593	1,484,600
Taxation and Property Records	3,734,883	3,995,400
Treasury Board Secretariat	33,786,604	35,337,500
<b>Total Department Expenditure</b>	<b>73,573,251</b>	<b>75,486,800</b>
<b>Other Budgetary Responsibilities**</b>		
General Government	5,396,135	8,300,000
Council of Atlantic Premiers	63,302	188,400
Interest Charges on Debt	124,151,988	126,025,500
Employee Benefits	56,403,351	62,414,900
<b>Revenue***</b>		
Federal Sources	610,716,561	615,785,500
Provincial Sources	1,014,418,045	940,407,800
Investment Income	4,512,434	3,959,200
Sinking Fund Earnings	9,710,175	9,647,100

**\*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 the Pensions and Benefits section, which has fiscal, operational and policy responsibilities for employer-sponsored pension programs and retirement payments.*

## 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" which 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 (ie. 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 2017-2018 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.

#### **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 Minister of how the

investments are performing). At the end of 2017-2018, Master Trust assets had a market value of \$3.0 billion.

#### **Bond Rating**

The Section is the focal point for all consultations with bond rating firms. During the 2017-2018 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.

<b>Summary of Bond Ratings for PEI</b>			
<b>Bond Raters</b>	<b>Short-term Rating</b>	<b>Long-term Rating</b>	<b>Confirmation Date</b>
Moody's	–	Aa2	August 2017
DBRS	R-1 (low)	A (low)	August 2017
S&P	–	A/Stable	October 2017

### **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 7,200 contributing members spread across 15 participating employers. There are about 3,700 individuals (retirees, surviving spouses and dependants) 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 1,500 individuals in receipt of monthly benefits from the TSF.

There are 27 active contributors in the MLA Pension Plan and about 90 individuals in receipt of monthly benefits.

# 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, the Income Tax Collection Agreement, the Comprehensive Integrated Tax Coordination Agreement (HST), the Reciprocal 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 2019.

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 *2017 Budget Paper: Background Notes on the Economy* which consists of National and International Review, Provincial Highlights 2017, 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 2017.

The Province's economic situation in 2017/2018 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 a package of proposed amendments to the *Income Tax Act* to increase the basic personal amount by 2 per cent to \$8,160 with proportionate increases to the spouse and equivalent to spouse amounts for the 2017 taxation year.

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 also 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.

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. Five Community Economic Development Businesses were registered in 2017/2018.

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 their requirements for labour market information.

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

The Division's Population Projection Report formed the basis of the Premier's Population Strategy.

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 Statistics Canada, and are archived by the Bureau's staff to form a local electronic library.

Staff responded to many specific requests in 2017/2018 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.

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.



# 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 the preparation of the consolidated financial statements and the operating fund financial statements which 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 which 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.

### 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 centralized 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 amounts due to the Province. The section oversees a number of electronic interfaces from other IT systems; it reconciles amounts deposited to the Province's bank account 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.

### **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 meetings 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.

### **Corporate Administration**

This section is responsible for performing all accounting functions for revenues and expenditures for the department.

---

## ***Report Highlights***

---

### **Accounting**

Staff provided guidance and support to FIS users in a number of areas in 2017-2018. Included was the presentation of the Public Service Commission Learning and Development training session - "Financial Management in the PEI Government", 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.

An amendment was made to the Financial Administration Act in 2017, changing the submission deadlines for Public Accounts to the Legislative Assembly. During an election year,

the statutory filing deadline is on or before August 31. During other years, the statutory filing deadline is on or before October 31.

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, 2018 was completed and tabled with the Clerk of the Legislative Assembly on October 31 2018.

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.

Included in as part of the 2017-18 Public Accounts were new standards in the areas of “Related Party Transactions”, “Inter- entity Transactions”, “Assets, Contingent Assets and Contractual Rights”. A new note was included in the Public Accounts detailing the future revenue expectations as a result of our “Contractual Rights”.

Additional standards are approved by the Public Sector Accounting Board (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 Systems**

During this fiscal year, we implemented Pre-Authorized Debit functionality which allows us to pull monies owed to the Province from customer’s bank accounts when an arrangement is made with that customer. This is another tool in the collection of receivables.

We also implemented two new IExpense reports to support the PCard transactions that flow through this module. The reports include a Credit Card Log as well as a listing of credit card transactions that remain unprocessed by Pcard holders.

Another step forward for Oracle users was the upgrade of Java Webstart. This enhancement was released in January of 2018. This new functionality allows users to login to Oracle using any of the browsers; Firefox, Chrome or Internet Explorer.

Finally, we migrated all of Self Insurance Risk Management transactions to its own ledger for reporting purposes.

The following projects were started during the 17-18 fiscal year

- Database Upgrade from 11g to 12c
- Configuration of an Entity to track the Lotteries Commissions financials
- Preliminary work on purging transactional data from the Oracle FIS database

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

### **Accounts Payable and File Maintenance**

Work continued on the three phased approach to converting payments from cheque to electronic, which began the previous fiscal year. The focus during this fiscal year was on Phase 2, to achieve a target of 90% electronic payments for government’s core vendors (excluding special groups identified to be part of Phase 3). This target was met in the fall of 2017, and efforts continue to ensure that this level is maintained. Once the Phase 2 target was met, work began on Phase 3. Working with the Family and Human Services a plan was developed to convert social assistance payments from cheques to electronic, by focusing the specific needs of different client groups.

Towards the end of the fiscal year, work began on an internal control project, which aims to verify that accounts payable batches and invoices that are entered in the financial system are correct and are following the appropriate procedures and policies.

As well, during the year effort was put into reviewing existing processes within Payment Processing to ensure that our office was being as efficient as possible and that invoices were being paid in a timely manner.

**2017/2018**

	<b>ORGS</b>	<b>Number</b>	<b>Amount</b>
<b>System Vendors New</b>		3,742	n/a
<b>System Vendors Updated</b>		2,040	n/a
<b>Vendor Sites New</b>	FIS	2,843	n/a
	ISM	1,243	n/a
	LMDA	1,219	n/a
	MEPS	246	n/a
	ESB	372	n/a
	FSB	82	n/a
<b>Vendor Sites Updated</b>	FIS	3,268	n/a
	ISM	1,710	n/a
	LMDA	546	n/a
	MEPS	351	n/a
	ESB	394	n/a
	FSB	106	n/a
<b>All Invoices Processed</b>	FIS	117,131	\$1,519,551,566
	ISM	135,589	\$57,662,427
	LMDA	18,290	\$24,284,818
	MEPS	23,503	\$7,153,772
	ESB	20,169	\$27,001,906
	FSB	2,861	\$3,081,631
<b>Batches Process</b>	FIS	13,168	n/a
	ISM	1,332	n/a
	LMDA	67	n/a
	MEPS	258	n/a
	ESB	700	n/a
	FSB	237	n/a
<b>Payments Issued - Cheque</b>	FIS	4,795	\$36,468,325
	ISM	26,633	\$16,593,076
	LMDA	147	\$828,222
	MEPS	1,224	\$246,871
	ESB	901	\$3,810,023
	FSB	257	\$340,933
<b>Payments Issued - Electronic</b>	FIS	50,975	\$1,451,620,398
	ISM	41,413	\$41,364,097
	LMDA	13,741	\$23,519,685
	MEPS	19,605	\$6,900,323
	ESB	7,884	\$23,388,240
	FSB	1,583	\$2,738,253
<b>Payments Issued – Internal Clearing</b>	FIS	212	\$18,365,529

**Accounts Receivable**

This section manages the revenue, accounts receivable and bank reconciliation functions for the Province.

Accounts receivable implemented a pilot project in the year to electronically scan cheque deposits. This process has resulted in more timely deposits of revenue while saving staff time. The pilot project is expected to be expanded throughout government in 2018-19.

Pre-Authorized Debit was successfully initiated through the financial information system. This function assisted in improved collections, customer service and modernized receipt methods.

Accounts Receivable staff manage the e-Services payment interface. e-Services are provincial services accessible through the internet. In 2017/18, there was an increase of 25% in transactions and 16 new services were added. In addition, Interac Online, Visa Debit and Debit MasterCard were offered as new payment methods through e-Services. This provided customers with additional alternatives to pay online.

Total write-offs in 2017/18 approved by Treasury Board for general government trade receivables amounted to \$46,701 for 79 accounts.

	2017/18		2016/17	
Invoices Issued	16,937	\$1,514,900,416	16,121*	\$1,328,435,827*
Deposit Batches Processed-CAD	10,772	\$1,445,122,229	10,313*	\$1,515,888,549*
Deposit Batches Processed-USD	463	\$1,896,483	477	\$1,868,872
E-services Transactions Processed	33,464	\$2,942,172	26,808	\$2,325,531

(\*) Adjusted figures

**Procurement Services**

The section processes purchase orders through the Oracle Financial System, on behalf of government departments. This year a total of 11,599 purchase orders were created, with a dollar value of \$30,385,643.

There were 290 Tenders and RFPs issued for the year, with a combined dollar value of \$53,556,105. In addition, the section also posted 181 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 Trade Agreements are followed.

The Government PCard program continues to have significant volume of \$2,931,429. This program continues to decrease the low volume purchases being processed. The section continues to see a significant decrease in the volume of Local Purchase Orders (LPO) books being issued.

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.

	<b>2017/2018</b>		<b>2016/2017</b>	
	<b>Number</b>	<b>Amount</b>	<b>Number</b>	<b>Amount</b>
Purchase Orders Issued	11,599	\$30,385,643	12,375	\$28,092,271
Tenders Processed	290	\$53,556,105	198	\$21,423,938
RFPs Processed	27	\$32,381,149	25	\$1,363,634
Purchase Card Transactions	16,942	\$2,931,429	11,863	\$2,413,195

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.

# Taxation and Property Records

## Role/Mission

*The mandate of Taxation and Property Records Division is to ensure fairness and equity in the application and collection of provincial tax and fee revenues, and equity and uniformity in the production of provincial, municipal and fire district real property assessment rolls.*

*The Division is also mandated to develop, implement and maintain land-related information systems in the area of Corporate Geomatics, Registry of Deeds and Toponymy – the study of place names.*

*The mandate 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 and consumption tax legislation and ensures the legislation is applied fairly and consistently to the collection of tax revenue.

The Division also develops and maintains land-related information systems.

### 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.

- Interpreting consumption tax legislation and responding to tax payer inquiries.

### 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.
- 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 which 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**

### **Aerial Digital Photography Integration**

The aerial digital photography team has completed desktop reviews on over 18,000 properties identifying quality improvement recommendations for approximately 5,800. The Division is working on securing approval for implementation approaches.

### **Replacement of Tax Collection System**

The Division replaced the legacy AMANDA tax collection system with the Multi-Tax Administration System (MTAS). AMANDA was used for PST and Environment Tax administration. The new system provides flexibility and provides standard processes for all existing and/or new taxes and fees.

### **Municipal Tax Credit System Implementation**

The Division completed all steps necessary to reintroduce a tax credit system as agreed between the Province and respective municipalities. This work required amendments to the *Real Property Tax Act*, development of new tax credit regulations, transition of municipal payments from the grant system to the credit system and implementation of a new planning tax credit.

### **Other Accomplishments**

- Monitored tax policy directions for Carbon Tax.
- Communicated protocols for acceptance of electronic credentials when used by International Fuel Tax Agreement carriers.
- Facilitated amendments to the *Real Property Tax Act* to streamline processes for tax sale on mobile homes.
- Improved services to municipal stakeholders by automating the application process for use of MAPCO.
- Completed assessment value uniformity review for all condominium properties.
- Introduced a new mechanism for delivery of assessment rolls to provincial fire districts.
- Began preparations for hosting the annual meeting of the Canadian Directors of Assessment in July 2019.



**Comparison of Division Activity  
Over the Three-year Period – 2015-2018**

	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
Tax payments received in offices	269,927	273,399	277,108
Documents registered and interpreted (Registry of Deeds office)	15,560	17,519	17,948
New parcels (property) created	658	716	857
Subdivision plans filed	596	651	724
Registered tax exempt permit applications (farmers and fishermen)	2,364	2,284	2,216
Properties assessed (as of municipal rolls date)	106,121	106,742	107,526
Property assessment referrals (first-level appeal)	346	372	362
Appeals to IRAC (property assessment related)	8	3	6
Provincial market value assessment (as of municipal rolls date)	\$11.8 billion	\$12.1 billion	\$12.4 billion
Market value of exempt properties (as of municipal rolls date)	\$1.1 billion	\$1.1 billion	\$1.1 billion
New construction reviews and new accounts (property assessed value)	\$170 million	\$145 million	\$194 million
Number of regular audits completed	9	8	9
Regular audit assessments	\$199,000	\$6,100	\$11,800
Number of special assessments issued	39	70	71
Special assessments	\$28,000	\$82,700	\$61,600
Tax Revenue	\$213 (1) million	\$217 (1) million	\$221 (2) million
Registry Office Revenue	\$2.5 million	\$2.9 million	\$3.1 million
Beverage Container Deposit Revenue	\$7.2 million	\$7.3 million	\$7.7 million

(1) Re-stated

(2) Annual property tax revenues have been reduced by \$4.6M due to the implementation of the municipal tax credit system in January 2018

# 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. The Secretariat is also responsible for Risk Management and Insurance and Information Technology Shared Services.*

## **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 which protects public

sector assets and programs, and controls losses when they occur by providing a professional claims management service to our clients and the public we serve.

The focus is on providing risk management and insurance advice on a daily basis which is essential to the many programs our 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) 2017. For the Spring sitting, the section provided the 2017 Budget Address, the Operating Estimates of Revenue and Expenditure and the 2017 *Appropriation Act* (Current Expenditures 2017), 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/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 four 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, from administrative to mission critical. The Division is also responsible for managing IT projects on behalf of ITSS and clients.

The Division 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 application infrastructure support - including installing, configuring, tuning, troubleshooting, securing, and modernizing Government of PEI information systems. Enterprise business analytics is also maintained by this unit.

*Project Management Office* plans, executes, manages, and controls information technology projects for 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.

### **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.

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 2017-2018, 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 2017-2018 government mail volume was 698,454 mail pieces.

## Report Highlights

---

### Agencies, Boards and Commissions

#### Health PEI

- Implemented:
  - Pacemaker Management System for Cardio-Respiratory and Internal Medicine Services at Queen Elizabeth Hospital (QEH)
  - Wait Times Display and Online information for Emergency Department Kings County Memorial Hospital (KCMH)
  - Closed Circuit TV system, Door Access Control System, Personal Safety Call System, Central Command and Control Post for security personnel for Hillsborough Hospital
  - PEI Health Card changes in the Medicare application
  - Medical Dictation and Transcription service for all acute care facilities
- Upgraded:
  - Electroencephalography (EEG) software at QEH and added remote access for neurologists in off-site clinics
  - Radiology Information System for Diagnostic Imaging
  - Electrocardiography (ECG) Carts to Wireless at QEH, Souris Hospital and KCMH
  - Barco Monitors Quality Assurance Software for Diagnostic Imaging
  - AegisPOC (Point of Care system to interface with CIS and patient bedside glucometers) application upgrade for QEH Lab
  - Unity Real Time application and database for QEH Lab to capture instrument quality control data
  - Raiser's Edge application upgrade for Prince County Hospital (PCH) and Queen Elizabeth Hospital (QEH) Foundations
- WinPak card access system for PCH
- ARIA application for the Cancer Treatment Centre
- ICore application servers
- Revised Integrated Claim System (ICS) and ICore to reflect Physician Contract changes
- Replaced Asset Manager System, for work orders for Maintenance and Biomedical staff to fix equipment/devices for hospitals and manors, with Megamation hosted solution
- Expanded:
  - Video conferencing for interprovincial, out of province collaboration and clinical consultations for Community Hospital O'Leary, QEH Psychiatry, PCH and Western Hospital Hemodialysis Departments
  - Linear Accelerator at the Cancer Treatment Centre
- Piloted PageGate Message System for QEH to replace outdated pager system
- Coordinated IT aspects of:
  - Requests for Proposals (RFP) for Instrument Tracking System for the QEH SPD (Sterile/Processing/Decontamination) Department
  - New Linear Accelerator and facility expansion at the Cancer Treatment Centre
- Completed:
  - Monthly scheduled patches on ICS and the Drug Information System (DIS).
  - Printer optimizations at QEH and Hillsborough Hospital

### ***Innovation PEI***

- Implemented the Public School Branch job advertisements application to display in Jobs PEI
- 

### ***Public Service Commission***

- Completed:
  - Update for PeopleSoft Update Managers (PUM) which manage the product lifecycle and stay current at a lower cost
  - Tax update for Great Plains and for Pension and Benefits
- Upgraded:
  - People Tools for each of the PeopleSoft environments

### ***Enterprise Initiatives***

- Continued the implementation of princeedwardisland.ca through a new model of private and public co-location of human resources in a team format
- Completed the migration all departments and four Crowns to princeedwardisland.ca
- Continued the implementation of the web strategy which includes the focus of service anytime, anywhere and on any device
- Increased the number of Submit and Pay micro services by 20 individual services, 21 business services, 13 open government services
- Received over 24,000 online submissions since the site went live.
- Incorporated forms to facilitate public engagement for feedback, opinion and access to service
- Completed user experience focus groups in both French and English to validate and improve user experience
- Lead PEI's component of the Citizens First 8 study
- Launched an open data platform that has 50 open data sets
- Completed content audits for plain language, timeliness and accuracy of information based on common standards for all web services from any department
- Increased the use of data analytics on the website

- Launched a corporate business intelligence proof of concept project with Government and HealthPEI

### ***Departments***

#### ***Communities, Land and Environment***

- Developed and implemented a link for online submissions for Electrical permits, Electrical licensing, Plumbing permits and LP Gas permits

#### ***Economic Development and Tourism***

- Upgraded:
  - Adagio for Tourism, Innovation PEI, Finance PEI, Bio Food Technology Centre, and the Atlantic Technology Centre
  - Upgraded Elizabeth Stewart Hands and Associates (ESHA) Genesis R & D Product Development and Labelling Software for the Biofood Technology Centre
  - The Exceptional Assistant (TEA) system, which included the database and the workstation client software
- Assisted Tourism with: moving their data from the old NAS data storage system to the new Isilion storage technology, inventorying IT equipment and software, and deactivating user accounts
- Completed the IT set-up for the new Charlottetown Visitor Information Centre at Founders Hall
- Implemented new public online system supporting the new 'Expression of Interest' model to manage the intake of Provincial Nominee Program (PNP) applications

#### ***Education, Early Learning and Culture***

- Completed:
  - Replacement of more than 80 Printers Schools
  - Wiring and connection of the government network to Beaconsfield
  - Wireless Internet access for the Heritage Carriage House
  - Wireless network install for the Aubin Arsenault Building
- Expanded the wireless network coverage in the Summerside Holman Building

- Coordinated:
  - IT portion of the Capital Build for Three Oaks High School
  - IT portion of the Capital Build for Ecole La Belle Cloche
  - IT portions of the Student Well Being joint initiative between Education Early Learning and Culture; Health and Wellness and; Justice and Public Safety for staff located at the Westisle and Montague Families of Schools
- Implemented the Moodle education portal for Records Management online training
- Upgraded the KOHA Library System
- Upgraded all schools to new Active Directory Domain with new Windows 7 computers and Google Chrome books complete with wireless and new devices in all schools

#### ***Family and Human Services***

- Revised and implemented changes related to the Child Care Subsidy in Integrated Service Management (ISM)
- Implemented the new:
  - Senior Independence Initiative into ISM
  - Out of Home Care for Child Protection into ISM

#### ***Finance***

- Upgraded the middleware for the Oracle E-Business Suite (EBS) to leverage the Java Web Start technology to provide browser independent architecture

#### ***Justice and Public Safety***

- Upgraded hardware for:
  - Courtsmart (audio recording system) in Charlottetown and Georgetown at Courts
  - Fully Automated Court Technology System (FACTS)
- Implemented iLaws into Legislative Counsel Office
- Developed and implemented a new case management application for the intake decision process and the management of the case files through the Courts

#### ***Transportation, Infrastructure and Energy***

- Upgraded hardware and software of Waste Watch client and Customer One application
- Developed a new driver's license module for batch creation and printing
- Implemented the new driver license and voluntary ID card system with a new vendor (Gemalto)

#### ***Workforce and Advanced Learning***

- Upgraded SkillsPEI case management system and hardware
- Implemented for SkillsPEI case management system:
  - BI Publisher as the new reporting tool.
  - Jira ticketing system to manage development efforts and daily support
  - Dual Assessments within the Student Loan's case management system
  - Wide Area Network (WAN) between the primary external service provider and the system
  - Two new program lines
- Upgraded WorkPEI system
- Piloted the Apprentice Management System to replace the existing legacy system



# Appendix A

## Department of Finance

### *Expenses by Division*

	Actual 2017/2018	Estimate 2017/2018
	\$	\$
<b>ADMINISTRATION</b>		
<b>General</b>		
Administration	9,931	16,300
Equipment	2,811	1,000
Materials, Supplies & Services	13,409	12,100
Salaries	397,177	387,700
Travel & Training	50,063	56,200
	<b>473,391</b>	<b>473,300</b>
<b>Debt and Investment Management</b>		
Administration	5,132	6,100
Equipment	-	4,000
Materials, Supplies & Services	3,571	12,300
Professional Services	96,000	110,000
Salaries	373,968	373,800
Travel & Training	10,683	15,600
	<b>489,354</b>	<b>521,800</b>
<b>Pensions and Benefits</b>		
Administration	12,042	18,000
Equipment	2,426	5,100
Materials, Supplies & Services	9,657	8,100
Salaries	1,179,840	1,309,000
Travel & Training	10,205	10,700
	<b>1,214,170</b>	<b>1,350,900</b>
<b>Municipal Grants</b>		
Municipal Grants	<b>23,574,490</b>	<b>23,606,300</b>
<b>Total Administration</b>	<b>25,751,405</b>	<b>25,952,300</b>

Actual	Estimate
2017/2018	2017/2018
\$	\$

### **ECONOMICS, STATISTICS AND FEDERAL FISCAL RELATIONS**

#### **Economics, Statistics and Federal Fiscal Relations**

Administration	139,840	120,000
Equipment	-	1,700
Materials, Supplies & Services	1,702	2,900
Professional Services	59,193	63,000
Salaries	405,708	406,400
Travel & Training	21,734	23,000
Grants	8,287,589	8,100,000
<b>Total Economics, Statistics and Federal Fiscal Relations</b>	<b>8,915,766</b>	<b>8,717,000</b>

### **OFFICE OF THE COMPTROLLER**

#### **Comptroller/Accounting**

Administration	18,874	24,500
Equipment	517	2,800
Materials, Supplies & Services	3,297	4,100
Professional Services	5,961	25,600
Salaries	1,071,116	1,122,200
Travel & Training	4,868	10,300
	<b>1,104,633</b>	<b>1,189,500</b>

#### **Procurement**

Administration	2,427	5,500
Equipment	1,494	2,900
Materials, Supplies & Services	2,687	3,200
Salaries	272,599	280,400
Travel & Training	753	3,100
	<b>279,960</b>	<b>295,100</b>

#### **Total Office of the Comptroller**

<b>1,384,593</b>	<b>1,484,600</b>
------------------	------------------

### **TAXATION AND PROPERTY RECORDS**

#### **Taxation and Property Records**

Administration	80,740	117,200
Debt	204,549	200,000
Equipment	12,374	6,000
Materials, Supplies & Services	45,860	72,400
Professional Services	28,001	101,000
Salaries	3,292,762	3,423,300
Travel & Training	70,597	75,500
<b>Total Taxation and Property Records</b>	<b>3,734,883</b>	<b>3,995,400</b>

Actual	Estimate
2017/2018	2017/2018
\$	\$

## TREASURY BOARD SECRETARIAT

### Administration

Administration	8,241	7,600
Equipment	741	1,000
Materials, Supplies & Services	867	2,000
Salaries	385,993	415,500
Travel & Training	3,679	7,500
	<b>399,521</b>	<b>433,600</b>

### Fiscal Management

Administration	7,326	15,500
Equipment	-	4,700
Materials, Supplies & Services	246	24,700
Professional Services	-	10,000
Salaries	327,973	327,800
Travel & Training	2,825	5,000
	<b>338,370</b>	<b>387,700</b>

### Corporate Finance

Administration	22,382	53,800
Equipment	972	1,000
Materials, Supplies & Services	4,415	3,900
Salaries	4,436,010	4,869,500
Travel & Training	13,046	70,400
	<b>4,476,825</b>	<b>4,998,600</b>

### Information Technology Shared Services

Administration	562,027	550,000
Equipment	453,502	288,400
Material, Supplies and Services	7,626,184	7,967,700
Professional Services	3,621,325	3,683,200
Salaries	14,426,343	15,118,000
Travel and Training	378,905	408,800
	<b>27,068,286</b>	<b>28,016,100</b>

	<b>Actual 2017/2018 \$</b>	<b>Estimate 2017/2018 \$</b>
<b>Document Publishing Centre</b>		
Administration	674,871	672,600
Equipment	-	5,000
Materials, Supplies & Services	319,132	310,900
Professional Services	-	12,000
Salaries	497,185	499,100
Travel & Training	12,414	1,900
	<b>1,503,602</b>	<b>1,501,500</b>
	<hr/>	
<b>Total Treasury Board Secretariat</b>	<b>33,786,604</b>	<b>35,337,500</b>
	<hr/>	
<b>TOTAL FINANCE</b>	<b>73,573,251</b>	<b>75,486,800</b>
	<hr/>	

## Appendix B

### Department of Finance

#### *Other Expenditure Budgetary Responsibilities*

	Actual 2017/2018	Estimate 2017/2018
	\$	\$
<b>General Government</b>		
Miscellaneous General	161,035	250,000
Grants	1,905,817	1,999,300
Government Insurance Program	1,822,267	1,844,000
Contingency Fund and Salary Negotiations	1,507,016	4,206,700
<b>Total General Government</b>	<b><u>5,396,135</u></b>	<b><u>8,300,000</u></b>

**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 2017/2018	Estimate 2017/2018
	\$	\$
<b>Council of Atlantic Premiers</b>		
Council of Atlantic Ministers of Education and Training	-	15,300
Council of Atlantic Premiers Secretariat	63,302	63,500
Maritime Provinces Higher Education Commission	-	105,100
Atlantic Provinces Community College Consortium	-	4,500
<b>Total Council of Atlantic Premiers</b>	<b><u>63,302</u></b>	<b><u>188,400</u></b>

**Explanation Notes:**

The Council of Atlantic Premiers is funded by the four Atlantic Provinces. Contributions are based on population and upon the recommendation of the Regional Treasury Board.

	<b>Actual 2017/2018</b>	<b>Estimate 2017/2018</b>
	\$	\$
<b>Interest Charges on Debt</b>		
Debentures	101,803,471	101,432,700
Loans and Treasury Notes	2,004,278	4,162,200
Promissory Notes for Pension Funds	19,755,587	19,755,600
Bank Charges	588,652	675,000
<b>Total Interest Charges on Debt</b>	<b>124,151,988</b>	<b>126,025,500</b>

**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.

	<b>Actual 2017/2018</b>	<b>Estimate 2017/2018</b>
	\$	\$
<b>Employee Benefits</b>		
Medical/Life Benefits	309,893	329,700
Employees' Future Benefits	18,105,099	21,837,700
Government Pension Contribution	37,341,598	39,744,200
Pension Management	646,761	503,300
<b>Total Employee Benefits</b>	<b>56,403,351</b>	<b>62,414,900</b>

# Appendix C

## Department of Finance

### *Revenue*

	<b>Actual</b>	<b>Estimate</b>
	<b>2017/2018</b>	<b>2017/2018</b>
	<b>\$</b>	<b>\$</b>
<b>Federal</b>		
Equalization	390,163,000	390,163,000
Canada Health Transfer	152,961,000	155,422,000
Canada Social Transfer	56,608,000	56,408,000
Infrastructure Program	8,665,240	12,700,000
Statutory Subsidy	684,541	684,500
Other	1,634,780	408,000
<b>Total Federal Revenue</b>	<b>610,716,561</b>	<b>615,785,500</b>
<b>Provincial</b>		
Health Tax on Liquor	20,007,923	19,500,000
Health Tax on Tobacco	31,621,606	33,000,000
Real Property Tax	118,714,279	118,400,000
Revenue Tax	23,330	-
Gasoline Tax	38,322,472	38,000,000
Corporation Capital Tax	4,179,979	5,600,000
Environmental Tax	1,195,111	1,000,000
Real Property Transfer Tax	7,289,216	5,000,000
Harmonized Sales Tax	296,259,704	271,178,800
Personal Income Tax	381,416,312	373,000,000
Corporate Income Tax	98,124,153	60,000,000
Registry of Deeds Fees	3,100,759	2,600,000
Private Vehicle Sales	4,530,423	4,200,000
Beverage Container	6,822,348	6,505,400
Other	2,810,430	2,423,600
<b>Total Provincial Revenue</b>	<b>1,014,418,045</b>	<b>940,407,800</b>
<b>Investment Income</b>	<b>4,512,434</b>	<b>3,959,200</b>
<b>Sinking Fund Earnings</b>	<b>9,710,175</b>	<b>9,647,100</b>
<b>Total Revenue</b>	<b>1,639,357,215</b>	<b>1,569,799,600</b>

