



*Department of Finance*

# ANNUAL REPORT

2015-2016



**Prince Edward Island  
Department of Finance**

**Annual Report  
2015-2016**

**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

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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, 2016.

During the period covered by this report, I served as Minister.

Respectfully submitted,

A handwritten signature in cursive script that reads "Allen F. Roach." The signature is written in black ink and is positioned above the printed name.

Allen F. Roach, *Minister*  
Department of Finance



# Table of Contents

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	<b>Page</b>
Operating Principles Adopted by the Staff of the Department of Finance.....	1
Legislative Responsibilities Assigned to the Minister.....	2
Organizational Chart.....	3
Departmental Overview .....	4
Departmental Profile.....	4
Tour d’horizon du ministère .....	5
Profil ministériel .....	6
Department Financial Summary .....	7
Divisional Reports	
<b><i>Finance</i></b>	
Economics, Statistics and Federal Fiscal Relations.....	8
Office of the Comptroller.....	12
Taxation and Property Records.....	18
Administration .....	21
<b><i>Treasury Board Secretariat</i></b>	
Treasury Board Secretariat .....	24
Information Technology Shared Services .....	26
Appendices	
Appendix A – Department Expenditures .....	32
Appendix B – Other Expenditure Budgetary Responsibilities.....	35
Appendix C – Department Revenue.....	37



# **Operating Principles Adopted by the Staff of the Department of Finance**

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## ***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.



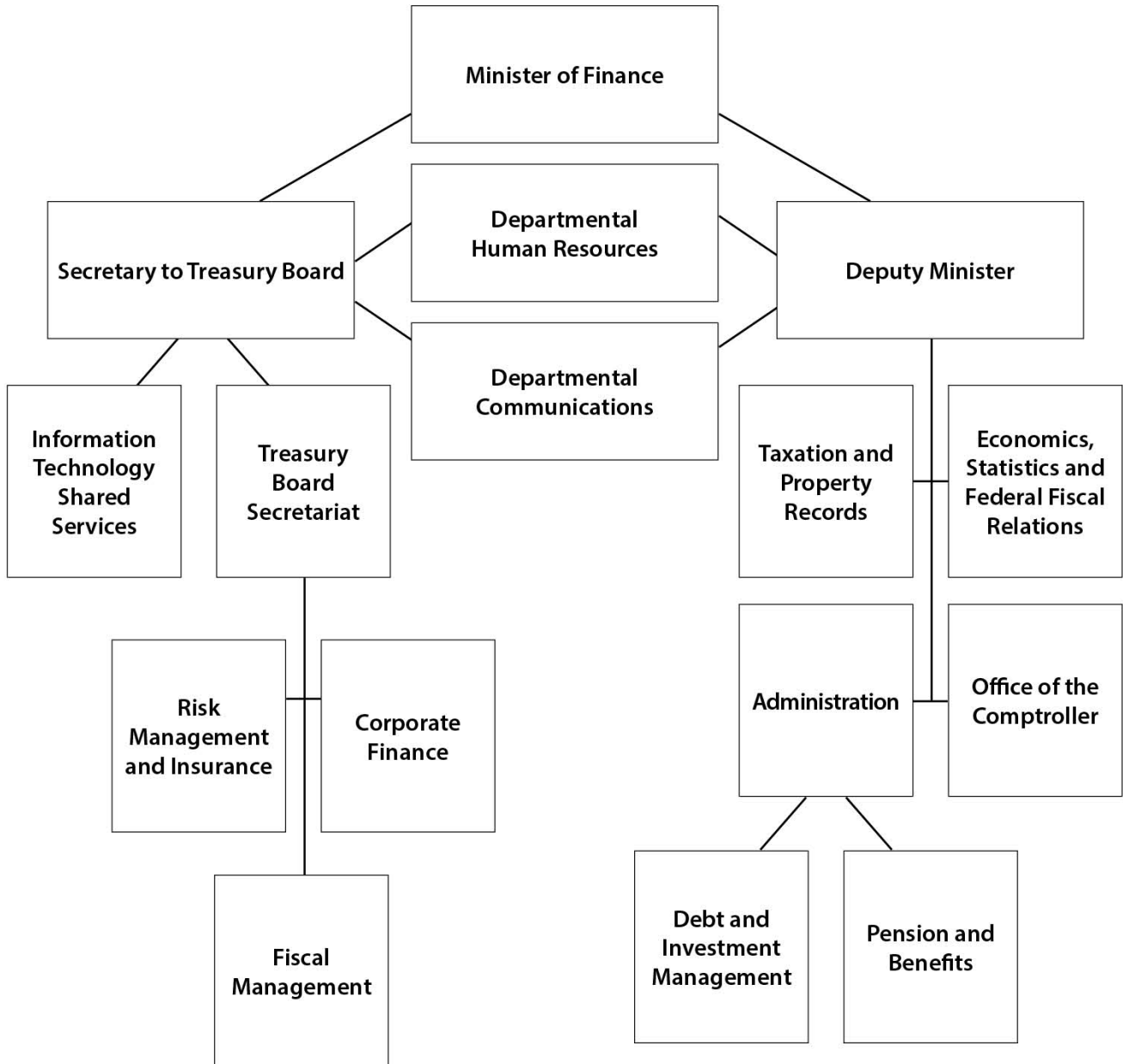
## Legislative Responsibilities Assigned to the Minister of Finance

As of March 31, 2016

Act	Division Responsible
<i>Appropriation Acts (Operating &amp; Capital)</i>	Fiscal Management
<i>Civil Service Act</i>	PEI Public Service Commission
<i>Civil Service Superannuation Act</i>	Pensions and Benefits
<i>Community Development Equity Tax Credit Act</i>	Economics, Statistics & Federal Fiscal Relations
<i>Condominium Act</i>	Taxation and Property Records
<i>Deposit Receipt 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 Act</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 & 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>Atlantic Provinces Harness Racing 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>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 & Federal Fiscal Relations
<i>Supplementary Appropriation Act(s)</i>	Fiscal Management
<i>Tobacco Tax Act</i>	Taxation and Property Records

# Organizational Chart

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# Departmental Overview

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## 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, Corporate Finance and Risk Management and Insurance**.

### **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":

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

# Tour d'horizon du ministère

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## 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, les finances ministérielles ainsi que la gestion des risques et les assurances.**

### **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 2015/2016 \$	Estimate 2015/2016 \$
<b>Expenditure by Division*</b>		
Administration	24,499,548	24,527,000
Economics, Statistics and Federal Fiscal Relations	7,776,075	7,583,200
Office of the Comptroller	1,409,728	1,467,300
Taxation and Property Records	3,518,511	3,982,400
Treasury Board Secretariat	30,824,238	32,770,100
<b>Total Department Expenditure</b>	<b>68,028,100</b>	<b>70,330,000</b>
<b>Other Budgetary Responsibilities**</b>		
Council of Atlantic Premiers	188,392	188,400
Employee Benefits	61,814,131	55,632,800
General Government	5,891,277	6,300,000
Interest Charges on Debt	127,925,187	127,016,400
<b>Revenue***</b>		
Federal Sources	561,849,935	564,948,500
Provincial Sources	892,446,391	873,056,100
Investment Income	5,353,766	5,252,700
Sinking Fund Earnings	8,995,228	8,915,400
Employee Benefits	-	202,900

**\*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.**

# 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 harmonized 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 was active in reviewing and analyzing the renewed federal transfer programs which came into effect 2014/2015. Planning for the 2019 renewal of federal transfer programs began in the summer of 2015. Support was provided to the Minister and

Deputy on federal/provincial initiatives relating to the development of Pooled Retirement Pension Plans (PRPPs), improving financial literacy of Canadians, and proposals for a modest, fully-funded, phased-in approach to increase coverage and adequacy of Canada Pension Plan benefits. Technical support was provided to the Province's representative for Ontario's Technical Advisory Group on Retirement Security.

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 *2015 Budget Paper: Background Notes on the Economy* which consists of National and International Review, Provincial Highlights 2015, 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 2015.

The Province's economic situation in 2015/2016 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 attend the Canada Mortgage and Housing Corporation Industry Roundtable and 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 proposed amendments to the *Income Tax Act* to increase the existing amounts and threshold for the provincial Low Income Tax Reduction program and to introduce a new additional amount for seniors.

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.

Working in conjunction with the PEI Securities Office, the Division continued the introduction and rollout of the new Community Economic Development Investment Business program, creating new economic opportunities in rural PEI. Three Community Economic Development Businesses were registered in 2015/2016.

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, analyse, 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 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 2015/2016 from most, if not all, government departments, as well as numerous requests for statistics from the public sector.

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.

It provided technical and policy support to the Minister and Deputy regarding proposals for a modest, fully-funded, phased-in approach to

increase coverage and adequacy of Canada Pension Plan benefits and gave technical support to the Province's representative on the Ontario Technical Advisory Group on Retirement Security, which was developing a made in Ontario Retirement Pension Plan.

# 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. The Office is also responsible for the administration of the Public Purchasing Act.*

## **Overview**

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. It also manages a Student Loan portfolio of overdue accounts.

### **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.

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## ***Report Highlights***

### **Accounting**

Staff provided guidance and support to FIS users in a number of areas in 2015-2016. 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.

In May, 2015 an amendment was made to the Treasury Board Policy and Procedures Manual. Section 23.01 - Tangible Capital Assets was changed with the addition of a new asset category "Major Building Improvements". The new category was required to properly account for building renovations which meet two criteria; the cost is greater than \$75,000 and the expected

useful life of the renovation is greater than ten years. This change came about as a result of the transfer of School Board capital assets on April 1, 2013. Prior to this transfer, the types of major building improvements that occasionally take place with schools was very rare.

In April 2015, the Office of the Comptroller was asked to implement a process for the public disclosure of expenses incurred by Ministers, Deputy Ministers and other senior Government officials. Staff of the Office of the Comptroller developed a reporting process which captured designated expenses for designated senior management and prepared a monthly report. This report is for those officials working within Government's financial information system (FIS) For those officials working outside of FIS a process was developed to receive monthly reports in the same format. Working with staff at ITSS a process for posting the monthly reports to the Province's web-site was developed. The

first public disclosure reports were posted on the web-site on June 30, 2015. The Comptroller also prepared a policy for the public disclosure of expenses and he implemented an audit process to ensure that the policy is followed.

Considerable effort is used 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.

Government restructuring occurred in May, 2015 with a significant number of changes to departments including the transfer of a number of programs between departments. The change was effective April 1, 2015 for financial reporting purposes. Staff of the Office of the Comptroller made the necessary changes to the organization structure in FIS and oversaw other tasks required such as payroll mapping, updating delegated signing authorities, changing the procurement approval hierarchy etc. Staff also worked on the restatement of the March 31, 2015 Public Account numbers so the reporting of departmental expenses would be comparable to the new format in 2016.

Volume 1 of the Public Accounts for the year ended March 31, 2016 was completed and released in December 2016. The only change in financial statement presentation for 2015-2016 was in the Notes to the Consolidated Financial Statements where the presentation of information and schedules related to pensions and other employee obligations was split into two separate notes with Pensions in Note 10 and Other Employee Benefit Plans in Note 11.

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. A change to the Handbook effective April 1, 2013 was; amendments to Section PS 3450 "*Financial Instruments*". Discussion took place on proposed changes to the Handbook including; "*Restructuring*", "*Related Party Transactions*" and "*Assets, Contingent Assets and Contractual Rights*".

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

An initiative by the new administration called Public Disclosure of Expenses was developed and implemented early in the fiscal year. This initiative involved capturing detailed transaction information of specific expense categories as well as reporting on these transactions on a monthly basis.

This functionality led to us exploring ways to capture the receipt image to publicly disclose as well. A project was started to examine the functionality of a module called IExpenses. This is an online employee travel expense module that will eliminate paper expense claims and allow us capture the receipt images. The module was configured and testing began during this fiscal year in an effort to implement the functionality that the module offers.

Another initiative that gained momentum in the fiscal year was an effort to reduce payments by cheque. The form to collect vendor information was overhauled and implemented to aid in this initiative. As well, we began to analyze who or what kind of programs was receiving payments by cheque so that targeting certain pockets of vendors would be possible.

Finally, we began working on a treasury board submission to mandate payment by electronic means.

Lastly, we began working on using more of the Cash Management functionality to provide a more automated way of reconciling the various governments' bank accounts.

	2015/2016		2014/2015	
	Number	Amount	Number	Amount
System Vendors new	4,872	n/a	4,463	n/a
System Vendors updated	6,782	n/a	6,347	n/a
Vendor Sites new	7,477	n/a	7,526	n/a
Vendor Sites updated	7,477	n/a	7,528	n/a
Invoices Processed	314,434	\$1,651,837,060	314,646	\$1,757,100,806
Batches Processed	17,396	n/a	17,901	n/a
Procurement Card Transactions	10,265	\$2,152,708	10,138	\$2,104,595
Payments Issued – Cheques	56,226	\$98,545,064	61,399	\$103,850,194
Payments Issued - Electronic	113,742	\$1,034,092,381	113,111	\$1,115,978,941
Payments Issued – Internal Clearing	184	\$14,492,187	237	\$14,780,918

### Accounts Receivable

This section manages the revenue and Accounts Receivable functions for the Province and the bank reconciliation for several bank accounts.

The bank reconciliation process for our USD bank account was transferred to an automated process through the financial information system. This project made the reconciliation process more efficient. The remainder of the bank accounts are intended to be transferred to this process in 2016/17.

Considerable work was done to prepare for the E-service's web renewal project in an effort to place more government services online with the option to pay.

The first Treasury Board submission for write offs under the Accounts Receivable policy was submitted during the year.

	2015/2016		2014/2015	
	Number	Amount	Number	Amount
AR Invoices	1,807	\$13,131,817	1,704	\$35,651,458.06
Receipt Batches	10,379	n/a	10,467	n/a
Eservices Transactions	21,986	\$1,882,744	15,328	1,356,907

## Procurement Services

The section processes purchase orders through the Oracle Financial System, on behalf of government departments. This year saw an increase in the dollar value of purchase orders created. A total of 13,329 purchase orders were created, with a dollar value of \$34,623,845.

There were 293 Tenders and RFPs issued for the year, with a combined dollar value of \$29,598,600. 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, \$2,152,708. 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 related 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 presently working with the Public Works and Government Services Canada to enter in an agreement that will allow PEI to access Standing Offers and Supply Arrangements established for use by federal departments.

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

	2015/2016		2014/2015	
	Number	Amount	Number	Amount
Purchase Orders Issued	13,329	\$34,623,845	13,726	\$26,824,046
Tenders Processed	260	\$21,434,701	222	\$10,827,114
RFPs Processed	33	\$8,163,899	26	\$2,093,241
Purchase Card Transactions	10,265	\$2,152,708	10,138	\$2,104,595

## **Financial Information System**

There was a government-wide initiative to upgrade workstation operating system to a standard of Windows 7 and Active Directory. This involved the testing of Oracle printers and interfaces to ensure that the functionality was not interrupted. This was rolled out department by department.

In addition, work was done to research the system requirements for new Oracle servers and those purchases were made. The servers will be used for a Production and Testing environment and were necessary as the old servers had been commissioned over 9 years ago. A project was started to migrate the Oracle database and users to the new servers and this was on-going through the remainder of the fiscal year.

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.

Development work was also started on an Internal Audit of the banking information that is added to a Supplier record; enhancing the current Invoice Pre-Audit Report that is used to support the Payables Invoices that are entered into FIS; and SWAT changes to improve how we reconcile these transactions in the bank



# 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 co-ordinated 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 and tax, consumption tax and land registry legislation and ensures the legislation is applied fairly and consistently. The Division also develops and maintains land-related information systems used by internal and external stakeholders.

### Division Structure

In April 2013, the Harmonized Sales Tax (HST) replaced Revenue Tax (PST) in Prince Edward Island. In April 2015, the second and final wave of staff was transferred to the Canada Revenue Agency (CRA). The Division also responded to Management Plan requirements by reviewing essential services provided by positions that would remain vacant. The various sections within the Division were re-aligned to reflect the transition of staff and the Management Plan expectations.

### 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.

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## ***Report Highlights***

### **Harmonized Sales Tax (HST) Transition**

Taxation and Property Records managed the transition steps required in year two of Harmonized Sales Tax implementation. At a high level, steps included:

- Providing support and facilitating a seamless transfer for the second and final wave of staff moving to CRA as of April 1, 2015.
- Implementing changes to the Division mandate, roles and responsibilities and organizational requirements to meet new Divisional expectations.
- Completing workspace renovations to support the new organizational requirements of the Division.

### **Management Plan Measures**

The Division implemented new management plan measures contributing to the overall government plan toward deficit elimination.

Taxation and Property Records management plan measures for 2015/2016 included:

- Committing to salary reductions equal to 5 vacant positions.
- Re-distributing critical components of the Manager, Real Property Services section position to existing staff as additional duties in support of Management Plan objectives.

### Other Accomplishments

- Began integration of the use of digital imagery for property reappraisal.
- Digitized all Real Property Services procedures.
- Formalized procedures for qualification for the Provincial Tax Credit program.
- Developed and facilitated formal approval of a retention schedule for all property assessment and tax records.
- Implemented streamlined work processes for post-dated cheques and cash register functionality.
- Proposed legislative/regulation amendments to clarify the retroactive correction of errors on the Assessment Roll.

### Comparison of Division Activity Over the Three-year Period – 2013-2016

	2013/2014	2014/2015	2015/2016
Tax payments received in offices	324,918	263,167	269,927
Documents registered and interpreted (Registry of Deeds office)	17,851	14,549	15,560
New parcels (property) created	545	641	658
Subdivision plans filed	555	541	596
Registered revenue tax vendors	n/a	n/a	n/a
Registered tax exempt permit applications (farmers and fishermen)	2,490	2,338	2,364
Properties assessed (as of municipal rolls date)	105,530	105,597	106,121
Property assessment referrals (first-level appeal)	414	300	346
Appeals to IRAC (property assessment related)	6	6	5
Provincial market value assessment (as of municipal rolls date)	\$11.2 billion	\$11.5 billion	\$11.8 billion
Market value of exempt properties (as of municipal rolls date)	\$1.0 billion	\$1.09 billion	\$1.1 billion
New construction reviews and new accounts (property assessed value)	\$180 million	\$181 million	\$170 million
Number of regular audits completed	125	170	9
Regular audit assessments	\$3.2 million	\$4.0 million	\$199,000
Number of special assessments issued	23	72	39
Special assessments	\$42,000	\$145,000	\$28,000
Tax Revenue	\$209 million	\$210 million	\$216 million
Registry Office Revenue	\$2.3 million	\$2.3 million	\$2.5 million
Beverage Container Deposit Revenue	\$6.8 million	\$7.2 million	\$7.2 million

# 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.

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## ***Report Highlights***

### **Debt and Investment Management**

#### **Debentures**

A ten year debenture for \$125 Million was issued on August 25, 2015 at 2.35%. A 20 year debenture for \$75 Million at 8.5% matured on October 27, 2015.

### **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 2015-2016, Master Trust assets had a market value of \$2.6 billion.

### **Bond Rating**

The Section is the focal point for all consultations with bond rating firms. During the 2015-2016 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 2015
DBRS	R-1 (low)	A (low)	November 2015
S&P	–	A/Stable	October 2015

**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.

# 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.*

## **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.

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## Report Highlights

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### **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) 2015. For the Spring sitting, the section provided the 2015 Budget Address, the Operating Estimates of Revenue and Expenditure and the 2015 *Appropriation Act* (Current Expenditures 2015), 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 Co-ordinating 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 - administrative to mission critical - of services to Islanders. 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, including the Government of PEI website. The section's staff develop systems written in various programming languages.

**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** team plans, executes, manages, and controls information technology projects for client departments. This includes managing the information technology aspects of Capital build projects and corporate initiatives. The Project Management Office has developed a project management methodology and standardized templates to support the management of projects.

**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 each/all the Government department 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 to provide 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 operations on a daily basis.

**Infrastructure Projects** team implements new infrastructure components into the IT environment. This team also executes the implementation of all infrastructure components for client lead 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 providing IT governance support, setting corporate policy, security and standards for IT service delivery to Government, ensuring ongoing planning and research into best practices for IT services in the future, ensuring responsible and accountable investment and financial management, and participating on Federal, Provincial and Territorial committees.

**Enterprise Architecture Services**  
Enterprise Architecture Services Division is responsible for setting Government-wide standards in IT, developing the overall information technology architecture of Government and implementing security practice through the Office of Information Protection.

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## ***Report Highlights***

### **Agriculture and Forestry**

#### *Agricultural Insurance Corporation*

- Detailed business and functional design for the re-development of the application which provides insurance payments for farmers.

#### *Agriculture Policy and Regulatory Division*

- Completed detailed specifications for a new Java application to replace a vendor system to track farm registrations for the department.

#### *Marine Fisheries and Seafood Services*

- Completed review and requirements gathering on a new fish licensing system to track buyers, processors and peddlers of seafood.

### **Auditor General's Office**

- Updated the accounting system for the end-of-year information and mid-year tax information to generate support documents and provide to users.

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

#### *Environment*

- Implemented the IT application for licensing for plumbers, mechanical contractors and power engineers.
- Completed a new plumbing permit and inspection IT application.
- Completed detailed specifications for boiler and pressure vessel inspections to enable the incorporation into the department's IT application.

## **Economic Development and Tourism**

- Updated loan management software for Finance PEI.
- Updated the latest version of loan management software for Innovation PEI.

### *Economic Trade, Policy and Strategy*

- Updated the next release of the food formulation and labeling software system.

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

### *Learning and Early Childhood Development*

- Completed the Instructional Development and Assessment Division pilot at several schools to allow for online testing.
- Completed 17 schools' upgrades to new desktop operating systems and domain.
- Updated the French Language School Board bussing software to a new release, and applied patches.
- Completed the development of the Early Years Center application used to track statistics at Government sponsored centers.
- Completed the Instructional, Development and Assessment reports regarding student assessment.
- Completed enhancing the student marks system merge/archiving functions for data within the database.
- Completed the conversion of curriculum management database to incorporate new hardware.
- Implemented the requirements from English Language School Board pertaining to school incident reporting combining two school boards to one school board.
- Completed a new application for English as an Additional Language to track incoming immigrant families, testing and school information for over 3,600 students.
- Completed the pilot of a tool in the classroom between students and teachers.

## **Executive Council**

- Completed a software update of the translation services system for Acadian and Francophone Affairs.

- The Web Renewal Project completed the first phase of the build and content rewrite in preparation for a June 2016 launch of Government's new website.

### *Queens Printer and Document Publishing*

- Completed print shop software changes to the shipping labels report for the Print Shop.

## **Family and Human Services**

### *Child and Family Services*

- Completed the upgrade of the integrated services management database.
- Completed the move of application and database to new virtual servers.
- Implemented the income tax transfer system to allow Housing Division staff to access income tax information for their housing grant program applicants/clients.
- Completed the generation of the T5-007 for the 2015 year.
- Completed three system rate changes for Social Assistance and Child and Family Services programs.
- Completed numerous system assessments and report modifications for Financial Assistance, Disability Support, Child Care Subsidy, and Child Protection.
- Completed the planning and execution phase for the replacements of the consolidated print management solution for Family and Human Services.

## **Finance**

### *Office of the Comptroller*

- Completed financial information system Java update.

### *Information Technology Shared Services (Internal and Enterprise initiatives)*

- Migrated all the Core Government departments to the Active Directory Environment.
- Completed a project to provide three wireless zones (Business Closed, Guest Open and Public Open) across key sites in the Province by upgrading wireless infrastructure.

- Upgraded and installed the project management software for IT Shared Services to improve reporting on information technology projects and systems via analytical reports and dashboards.
- Completed Email Modernization Assessment report.
- Continued Computer for Schools deployment.
- Completed Microsoft License review/audit.
- Completed Request for Proposals for network and intrusion detection prevention systems.
- Completed patching process work flow process and roles.
- Completed upgrade of the firewall security environment.
- Completed the upgrade and capacity increase of the storage backup environment.
- Completed the upgrade of the virus protection environment.

#### *Pension and Benefits*

- Upgraded the accounting software.

### **Health and Wellness**

#### *Finance and Corporate Management*

- Implemented upgraded wireless infrastructure.

#### *Chief Public Health Office*

- Completed the design and specifications to add customized disease forms to the communicable disease system to track and report on all diseases and illnesses for the Chief Public Health Office.
- Completed several updates to the communicable diseases database.
- Implemented Food Premise Inspections Reports online (Environmental Health).
- Completed several updates to the Environmental Health information system.

#### *Health Policy and Programs*

- Completed a new Java application which manages several data components for patients with colorectal cancer where the system imports data from four separate

health databases to provide the user with a complete patient list and real time lab results.

### **Health PEI**

- Applied software patches to the financial system and the claims/drug system.
- Upgraded claim/ drug system.
- Upgraded Java version on the financial system.
- Upgraded handheld inventory application in the financial system.
- Implemented the “wait times” display for patients in the Western Hospital Emergency Department waiting room to see real-time information on length of time to see a physician.
- Upgraded/replaced video surveillance software and hardware at the Queen Elizabeth Hospital (QEH) to fix errors, meet storage capacity requirements of video footage, and to ensure interoperability.
- Implemented software system for the Provincial Peritoneal Dialysis Program, enabling patients to perform dialysis therapy from home and eliminating the need for regular visits to a dialysis unit.
- Upgraded the pneumatic tube system software/hardware at QEH.
- Implemented therm carts on Health PEI network and Nutrition Services software to monitor/track the status of food and beverages served to inpatients.
- Replaced outdated network infrastructure to cloud video conferencing service at Western Hospital, Prince County Hospital (PCH), QEH and Souris Hospital for the Provincial Telestroke Initiative.
- Upgraded picture archive system at QEH and implemented image vault storage solution to manage/archive echocardiography images.
- Completed a server and application upgrade for the provincial safety management system.
- Completed numerous form and event updates for the provincial safety management system.

- Implemented lab community software solution at QEH Immunology Lab to support the ImmunoCAP lab instrument.
- Completed several upgrades to the PEI cancer registry system.
- Completed an upgrade for fundraising software for the QEH Foundation and PCH Foundation.
- Completed an upgrade of workload measurement software at PCH.
- Implemented workload measurement software for Physical Medicine and Rehabilitation at QEH.
- Completed workload measurement software server hardware upgrades.
- Completed a trial of remote monitoring system for vitals for Unit 1 at QEH.
- Established a Client Registry Governance Committee.
- Completed an upgrade of the client registry database.
- Completed numerous system assessments, and report modifications for Long Term Care Subsidy, Public Health Nursing, Home Care, Community Nutrition, Asthma Clinic, Community Mental Health and Addictions, Speech Language Pathology and Audiology, Chief Health Office, and Infection Control.
- Created data dictionaries and data extracts for Health PEI.
- Implemented the income tax transfer system to support the Long Term Care Subsidy Program.

### **Justice and Public Safety**

#### *Consumer, Labour, and Financial Services*

- Completed an upgrade of security certificates with federal partners which allows for secure transfer of birth and death notifications on the vital statistics system.
- Completed an upgrade of the vital statistics system database.

#### *Legal Aid*

- Completed detailed specifications for a system to track and maintain case files for the Legal Aid section.

### **Legislative Assembly**

- Implemented a desktop notification solution.

### **Public Service Commission**

- Completed the managers dashboard in human resource management software.
- Created a custom Record of Employment (ROE) process to allow for the creation of mass ROE's for the Education sector.

### **Transportation, Infrastructure and Energy *Capital Projects***

- Completed implementing the construction analysis and traffic monitoring systems and migrated databases to new virtual servers.

#### *Land and Environment*

- Completed implementing the land management system application and migrated the database server to a new virtual server.

#### *Finance and Human Resources*

- Completed the travel claims application and migrated the database server to new virtual server.

#### *Highway Maintenance*

- Completed analysis of work processes associated with the ticketing process vehicle management system and migrated the database to new virtual servers.

#### *Highway Safety*

- Implemented enhancements to the driver vehicle system.
- Implemented enhancements and new reports for the records management system.
- Implemented mobile access for vehicle enforcement officers.
- Implemented a real-time system interface to provide insurance driver abstracts.
- Migrated Motor Vehicle Inspection, carrier management, International Registration Program, enforcement officer tracking and collision and accident reporting applications and database servers to new virtual servers.

### *Access PEI*

- Implemented enhancements and applied fixes to the Access PEI System.

### **Island Waste Management Corporation**

- Completed the analysis of work process within IWMC in preparation for future system upgrades.

### **Workforce and Advanced Learning**

- Completed the Request for Proposals for the apprenticeship workplace partnership application to address the initiatives set out by the Atlantic Provinces. PEI partnered with Nova Scotia, New Brunswick, Newfoundland and Labrador and Manitoba on a joint application to track apprenticeship.
- Upgraded client service management software

# Appendix A

## Department of Finance

### *Expenses by Division*

	Actual 2015/2016 \$	Estimate 2015/2016 \$
<b>ADMINISTRATION</b>		
<b>General</b>		
Administration	10,559	18,300
Equipment	677	1,000
Materials, Supplies & Services	8,221	10,100
Salaries	343,006	364,500
Travel & Training	37,678	56,200
	<b>400,141</b>	<b>450,100</b>
<b>Debt and Investment Management</b>		
Administration	5,636	15,100
Equipment	1,185	4,000
Materials, Supplies & Services	6,723	5,300
Professional Services	104,900	101,000
Salaries	401,667	411,200
Travel & Training	6,439	15,600
	<b>526,550</b>	<b>552,200</b>
<b>Pensions and Benefits</b>		
Administration	17,652	16,300
Equipment	6,605	5,100
Materials, Supplies & Services	14,184	3,200
Salaries	1,122,343	1,096,100
Travel & Training	18,877	10,700
	<b>1,179,661</b>	<b>1,131,400</b>
<b>Municipal Grants</b>		
Grants	22,393,196	22,393,300
	<b>22,393,196</b>	<b>22,393,300</b>
<b>Total Administration</b>	<b>24,499,548</b>	<b>24,527,000</b>
<b>ECONOMICS, STATISTICS AND FEDERAL FISCAL RELATIONS</b>		
Administration	113,062	110,000
Equipment	6,512	1,700
Materials, Supplies & Services	1,718	2,900
Professional Services	29,506	22,500
Salaries	326,647	352,400
Travel & Training	16,477	17,000
Grants	7,282,153	7,076,700
<b>Total Economics, Statistics and Federal Fiscal Relations</b>	<b>7,776,075</b>	<b>7,583,200</b>

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**OFFICE OF THE COMPTROLLER****Comptroller/Accounting**

Administration	21,614	22,500
Equipment	1,640	2,800
Materials, Supplies & Services	4,329	4,600
Professional Services	1,222	27,100
Salaries	1,107,650	1,118,000
Travel & Training	6,039	10,300
	<b>1,142,494</b>	<b>1,185,300</b>

**Procurement**

Administration	3,249	5,500
Equipment	-	2,900
Materials, Supplies & Services	1,539	3,200
Salaries	262,271	267,300
Travel & Training	175	3,100
	<b>267,234</b>	<b>282,000</b>

**Total Office of the Comptroller****1,409,728**      **1,467,300****TAXATION AND PROPERTY RECORDS**

Administration	88,261	119,400
Debt	143,294	200,000
Equipment	3,784	6,000
Materials, Supplies & Services	68,197	104,300
Professional Services	76,995	160,000
Salaries	3,070,532	3,296,200
Travel & Training	67,448	96,500
<b>Total Taxation and Property Records</b>	<b>3,518,511</b>	<b>3,982,400</b>

**TREASURY BOARD SECRETARIAT**

Administration	3,958	7,600
Equipment	833	1,000
Materials, Supplies & Services	306	2,000
Salaries	386,445	396,600
Travel & Training	2,502	7,500
	<b>394,044</b>	<b>414,700</b>

**Fiscal Management**

Administration	13,675	15,500
Equipment	169	4,700
Materials, Supplies & Services	2,523	26,700
Professional Services	-	10,000
Salaries	312,307	218,700
Travel & Training	3,215	5,000
	<b>331,889</b>	<b>280,600</b>



**Risk Management and Insurance**

Administration	4,150	5,600
Equipment	-	800
Materials, Supplies & Services	2,535	1,600
Professional Services	61,010	63,000
Salaries	204,521	200,300
Travel & Training	3,985	5,600
	<b>276,201</b>	<b>276,901</b>

**Corporate Finance**

Administration	29,588	53,800
Equipment	-	1,000
Materials, Supplies & Services	199	1,900
Salaries	4,501,585	4,774,100
Travel & Training	19,096	69,400
	<b>4,550,468</b>	<b>4,900,200</b>

**Information Technology Shared Services**

	518,696	521,600
Administration	283,794	720,700
Equipment	6,767,600	7,072,600
Material, Supplies and Services	3,614,175	4,080,600
Professional Services	13,707,858	14,078,300
Salaries	379,513	423,900
Travel and Training	<b>25,271,636</b>	<b>26,897,700</b>

**Total Treasury Board Secretariat**

<b>30,824,238</b>	<b>32,770,100</b>
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**TOTAL FINANCE**

<b>68,028,100</b>	<b>70,330,000</b>
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# Appendix B

## Department of Finance

### *Other Expenditure Budgetary Responsibilities*

	Actual	Estimate
	2015/2016	2015/2016
	\$	\$
<b>General Government</b>		
Miscellaneous General	117,831	250,000
Grants	2,110,118	2,173,300
Government Insurance Program	1,728,993	1,762,700
Contingency Fund and Salary Negotiations	1,934,335	2,114,000
<b>Total General Government</b>	<b>5,891,277</b>	<b>6,300,000</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.

The Contingency Fund is used by Government for unanticipated or unusual costs that occurred throughout the fiscal year but had not been budgeted.

	Actual	Estimate
	2015/2016	2015/2016
	\$	\$
<b>Council of Atlantic Premiers</b>		
Council of Atlantic Ministers of Education and Training	15,300	15,300
Council of Atlantic Premiers Secretariat	74,492	74,500
Maritime Provinces Higher Education Commission	94,100	94,100
Atlantic Provinces Community College Consortium	4,500	4,500
<b>Total Council of Atlantic Premiers</b>	<b>188,392</b>	<b>188,400</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</b>	<b>Estimate</b>
	<b>2015/2016</b>	<b>2015/2016</b>
	<b>\$</b>	<b>\$</b>
<b>Interest Charges on Debt</b>		
Debentures	104,647,988	104,743,500
Loans and Treasury Notes	1,485,704	4,157,600
Promissory Notes for Pension Funds	21,220,254	18,115,300
Bank Charges	571,241	-
<b>Total Interest Charges on Debt</b>	<b>127,925,187</b>	<b>127,016,400</b>

**Explanation Notes:**

Interest Appropriations are 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</b>	<b>Estimate</b>
	<b>2015/2016</b>	<b>2015/2016</b>
	<b>\$</b>	<b>\$</b>
<b>Employee Benefits</b>		
Medical/Life Benefits	301,047	291,400
Employees' Future Benefits	25,097,734	21,370,300
Government Pension Contribution	36,023,674	33,252,600
Pension Management	391,676	718,500
<b>Total Employee Benefits</b>	<b>61,814,131</b>	<b>55,632,800</b>

# Appendix C

## Department of Finance

### *Revenue*

	<b>Actual</b>	<b>Estimate</b>
	<b>2015/2016</b>	<b>2015/2016</b>
	<b>\$</b>	<b>\$</b>
<b>Federal</b>		
Equalization	360,999,000	360,999,000
Canada Health Transfer	139,497,000	139,960,000
Canada Social Transfer	52,975,000	53,305,000
Infrastructure Program	7,694,394	10,000,000
Statutory Subsidy	684,541	684,500
<b>Total Federal Revenue</b>	<b>561,849,935</b>	<b>564,948,500</b>
<b>Provincial</b>		
Health Tax on Liquor	18,723,751	18,419,000
Health Tax on Tobacco	32,926,368	32,000,000
Real Property Tax	111,805,944	111,500,000
Revenue Tax	343,302	-
Gasoline Tax	36,032,107	36,500,000
Corporation Capital Tax	4,636,497	5,600,000
Environmental Tax	1,151,228	1,000,000
Real Property Transfer Tax	4,777,333	4,600,000
Harmonized Sales Tax	240,463,883	251,170,800
Personal Income Tax	348,533,747	345,114,200
Corporate Income Tax	73,184,139	52,078,000
Registry of Deeds Fees	2,540,775	2,340,000
Private Vehicle Sales	4,126,789	3,500,000
Beverage Container	6,396,567	6,250,000
Other	6,803,961	2,984,100
<b>Total Provincial Revenue</b>	<b>892,446,391</b>	<b>873,056,100</b>
<b>Investment Income</b>	<b>5,353,766</b>	<b>5,252,700</b>
<b>Sinking Fund Earnings</b>	<b>8,995,228</b>	<b>8,915,400</b>
<b>Employee Benefits</b>	<b>-</b>	<b>202,900</b>
<b>Total Revenue</b>	<b>1,468,645,320</b>	<b>1,452,375,600</b>