
SECTION 3

TREASURY BOARD

3.02 SUBMISSIONS TO TREASURY BOARD

AUTHORITY: TREASURY BOARD

ADMINISTRATION: TREASURY BOARD SECRETARIAT

EFFECTIVE DATE: DECEMBER 2023

3.02 SUBMISSIONS TO TREASURY BOARD

(1) PURPOSE

Items of business may be submitted to Treasury Board for consideration and action. These will generally be matters of a financial, personnel, internal government management nature, or as more adequately described in Part I of the *Financial Administration Act* (FAA). To ensure that a request to Treasury Board is handled as expeditiously and efficiently as possible, the following policy and procedures should be followed.

(2) APPLICATION

The application of this policy is referenced to the Schedules of the FAA and applies as follows:

- Schedule “A” - Departments except the Legislative Assembly
- Schedule “B” - Crown corporations
- Schedule “C” - Education Authorities
- Schedule “D” - Commissions,

except to the extent that their enabling legislation may incorporate alternate requirements such as Ministerial or Board Authority.

While this policy **does not apply** to the Legislative Assembly or Reporting Entities subject to alternate legislation, **the spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies. Reporting Entities that develop policies differing from Treasury Board policy require approval of Treasury Board.

(3) POLICY

A formal Treasury Board submission is required when submitting any request for approval to Treasury Board.

From time-to-time entities are directed to provide information to Treasury Board that does not require a formal Treasury Board submission. Examples include: a copy of a final signed agreement, an updated policy, and program criteria, etc. If entities are unsure as to whether a formal Treasury Board submission is required, they should consult their Budget Analyst.

Treasury Board submissions must be signed by the respective Minister and Deputy Head.

Submissions that directly impact or require direction from other ministries, departments or Reporting Entities must be prepared as a joint submission and signed by all respective Ministers and Deputy Heads.

Treasury Board submissions must be initialed by the respective Director of Finance/Chief Financial Officer and Communications Officer. Initialing indicates agreement with the information presented in the submission and consideration of further reaching implications

of the request. The review and initialing should be completed prior to providing the submission to the Minister and Deputy Head for signing.

Submissions that recommend approval of items related to Indigenous-specific programs and initiatives, including, for example, agreements with Indigenous organizations, must be initialled by the Deputy Minister of Priorities and Intergovernmental Affairs, or their designate.

Submissions will not be considered to be formally submitted for consideration until all initialing and signatures have been completed.

(4) PROCEDURE

(a) SUBMISSIONS

- (i) Treasury Board submissions are to be forwarded to the Treasury Board Secretariat Operations Section of the Treasury Board Secretariat. The Secretary to Treasury Board, in consultation with the Treasury Board Secretariat Operations staff, will prepare the Treasury Board meeting agenda.
- (ii) Submissions regarding the creation, conversion or transfer of position(s) must be signed by the Minister(s) and Deputy Head(s) concerned and submitted to the PEI Public Service Commission for review prior to being forwarded to Treasury Board. The Public Service Commission will append, to the original submission, its recommendation on the subject and forward it to Treasury Board. Human Resource Managers should be included in the preparation of any submissions having staffing implications.
- (iii) Treasury Board Secretariat Operations staff will assist departments, agencies or boards in the style and format of submissions. It is encouraged to provide draft submissions to their Budget Analyst for review prior to authorization by the Minister and Deputy Head.
- (iv) The Memorandum to Treasury Board form (Attachment 3.02-I), in electronic format, is available from Treasury Board Secretariat Operations staff and online.

(b) TIMING

- (i) A scanned signed Treasury Board submission, including all supporting documentation, must be delivered on **Friday by 12:00 noon, two weeks in advance** of the Department's target meeting, to be considered for inclusion on the targeted meeting agenda.
- (ii) The submission and supporting documentation must be of sufficient detail to support the decision being recommended for approval. Submissions lacking

adequate detail will not be considered by Treasury Board. Decisions on the adequacy of the material presented by departments will be made by the Secretary to Treasury Board, in consultation with Treasury Board Operations staff.

- (iii) Notwithstanding 4(b)(ii) above, Treasury Board Secretariat Operations staff may contact the department for additional information about the submission. If such additional material is supplied by noon on the Friday preceding the regular Wednesday Treasury Board meeting, then the submission may be placed on that week's agenda.
- (iv) Signed submissions with appropriate supporting documentation will be distributed to the Chairperson and Members of Treasury Board prior to the regular Wednesday meeting.
- (v) At the discretion of the Secretary to Treasury Board, matters of extreme urgency, which have not met the deadline, may be placed on the agenda.
- (vi) Changes in the submission due date, as a result of holidays or other scheduling pressures, will be communicated as they arise.

(c) FORMAT

- (i) Attachment 3.02-I is the standard format for the preparation of submissions to Treasury Board.
- (ii) The categories to be addressed in every submission are:
 - 1.0 RECOMMENDATION(S)
 - 2.0 BACKGROUND
 - 3.0 ENVIRONMENTAL IMPLICATIONS
 - 4.0 INFORMATION MANAGEMENT AND TECHNOLOGY IMPLICATIONS
 - 5.0 FACTORS
 - 6.0 FINANCIAL IMPLICATIONS
 - 7.0 CONTACT(S)
 - 8.0 ATTACHMENT(S)
- (iii) Attachment 3.02-II is a guideline for information to be addressed by departments in submissions to Treasury Board.
- (iv) Departments must attach all other pertinent documents to the submission.

(d) DISPOSITION OF TREASURY BOARD MINUTES/DECISIONS

- (i) The Secretary to Treasury Board will prepare a Minute of Treasury Board for each agenda item. The Minutes will normally be distributed by Friday following the Treasury Board meeting to the:

1. Minister(s) and the Deputy Head(s) of the Department(s) initiating the request;
 2. Premier's Office and the Clerk of the Executive Council
 3. Office of the Comptroller;
 4. Office of the Auditor General; and
 5. Director of Finance/Chief Financial Officer of the entity(ies) initiating the request.
- (ii) A summary of Treasury Board decisions will be distributed to the Ministers not sitting on Treasury Board.
- (iii) If an item is deferred by Treasury Board due to lack of information, the respective Budget Analyst will consult with the appropriate department(s) to obtain the additional information required by Treasury Board.
- (iv) Items recommended to Executive Council by Treasury Board will be forwarded to Executive Council by the Secretary to Treasury Board. These items will normally be considered by Executive Council the week following the Treasury Board meeting.
- (v) Treasury Board will communicate Executive Council's decision to the Department(s) initiating the request.
- (vi) Executive Council decisions may result in the public issuance of an Order-in-Council (OIC); departments should work directly with the Executive Council Office regarding the issuance of OICs.

(5) INTERPRETATION

In cases where an interpretation is required, such should be referred to the Secretary to Treasury Board, or their delegated officer, who will make the interpretation or refer the matter to Treasury Board, if a Treasury Board decision is deemed necessary.