



# ONBOARDING BOOKLET

SHAPE THE  
*Future*

Last Updated May 2026

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# Welcome

Welcome to the Government of Prince Edward Island!

The government works to build a better future for our province and all who live in it and supports you through numerous opportunities for career growth and development.

There is always a lot to learn in a new job, not only about the duties related to your new role, but also about the organization processes, culture, and more. This Onboarding Booklet provides various resources and information that will help you settle into your new position.

The Government of PEI views onboarding as an ongoing learning experience rather than a one-time event. The 4C's approach to onboarding follows this approach in that it supports employees in the first months—to a year—of employment to ensure an in-depth integration into the workplace. The 4C's approach to onboarding covers:

- 1) Compliance: Understanding the policies and procedures of government.
- 2) Clarification: Understanding the roles and responsibilities of your position.
- 3) Culture: Understanding the organizational norms of government and its entities.
- 4) Connection: Creating connections within the team and across government.

Please note that this booklet is one of many resources available to you as a new employee including the complementary onboarding tile of PeopleSoft that will guide you through the important policies to know as a public servant. For any role-specific information, your supervisor will provide guidance and feedback during your time in the role.

Welcome to our team! We hope you have a productive and engaging start to your career with us.

# Public Service Values for the Provincial Civil Service

## *Respect-Integrity-Accountability-Excellence*

### Roles & Values of Public Service Employees

As public service employees, we are drawn together through our shared commitment to the social and economic prosperity of our province. You play an essential role in delivering quality service to Prince Edward Island citizens. The provincial government values strong leadership, teamwork, and respect for clients and employees. The opportunities you encounter within the PEI Public Service will help you achieve personal growth and high professional satisfaction.

### Role of the Civil Service Employee

- showing the highest degrees of integrity
- delivering the best administration possible
- supporting fair and transparent governance
- delivering high quality services
- providing stewardship of government funds that maximize cost-effectiveness and accountability
- improving the policymaking and service delivery abilities of government
- reflecting on one's roles and responsibilities.

### Meaning of Public Service

We know that being a public servant is a privilege and a responsibility, but what should the Island community really expect from their civil service? And as civil service employees, what should we expect from each other? The Public Service Commission Board saw an opportunity to link the expectations stated in many civil service policies, related legislation and internal documents to one framework that recognizes public expectations for the conduct of employees within the provincial civil service. A year of research, jurisdictional scans, and employee focus groups in the PEI civil service has led to the identification of four common guiding values.

**Respect** - The attitude of acceptance, civility and inclusion. As an employee of the Prince Edward Island Civil Service, I respect the citizens of my province and my Civil Service colleagues. I show respect for others in how I do my work every day by being considerate, civil, and inclusive.

**Integrity** - The quality of being non-partisan, honest, open and fair. As an employee of the Prince Edward Island Civil Service, I am committed to doing my work in a non-partisan, honest, open and fair way.

**Accountability** - The practice of being responsible, transparent, and willing to accept responsibility or to account for one's actions. As an employee of the Prince Edward Island Civil Service, I am responsible for my decisions and the quality of my work every day. I am able and willing to explain my work decisions, behaviour and performance.

**Excellence** - The desire to provide high levels of accuracy, proficiency and knowledge in performing our work and in delivering services to the public. As an employee of the Prince Edward Island Civil Service, I am committed to using my knowledge and experience to provide high quality service and products to our province's citizens and my colleagues in the public service.



## Pre-Boarding Checklist

Prior to beginning employment—or in the first days of your employment—your supervisor and HR team will have the following items finalized:

- Letter of Offer
- Logistics of workplace (place of work, hours of work, parking, etc.)
- Payroll set up
- Equipment set up (laptop, phone, other)

## Onboarding Checklist

In the first weeks of employment, you will have a meeting with your supervisor to discuss:

- Setting up your workspace along with location to keep coats, bags, office supplies, lunches, etc.
- Personal standards of conduct of the department
- The job duties of your role, communication preferences, etc.
- Take a tour of the office (if applicable) to meet your colleagues and find the location of important areas such as kitchen, washrooms, and cafeteria (if applicable)
- Expectations, duties and responsibilities
- Overview of orientation and mandatory training modules
- Structure and flow of information through the relevant areas
- Occupational Health and Safety protocols and policies
- How records are stored for your division (g drive, OneDrive, filing cabinets)
- Mission/mandate of the department/division and how your role aligns and contributes
- Hybrid work options
- Attendance and punctuality
- Training and development opportunities
- Connecting with IT to set up any technical requirements such as printers, VPNs, etc.
- Supports such as Employee Assistance Program

## Online Self-Directed Training

In the first weeks of employment, ensure you complete the following self-directed training:

- Record Information Management training (2 Hours) ([RIM 101](#))
- Unconscious Bias Webinar (2.5 Hours) ([Unconscious Bias in the Workplace Webinar](#))
- Gender-based Analysis Plus (2.5 Hours) ([GBA+](#))
- Reconciliation Training (2 Hours) ([Reconciliation Training](#))
- Review the various policies and procedures (below)

## Contact List

### Supervisor(s)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Director(s)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Manager(s)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### HR Manager(s)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### HR Payroll

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### HR/Finance Admin Officer(s)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## IT Service Desk

Email: [servicecentre@gov.pe.ca](mailto:servicecentre@gov.pe.ca)

My Equipment ID:

## Maintenance

Email: [pwmaintenance@gov.pe.ca](mailto:pwmaintenance@gov.pe.ca)

## PeopleSoft

Name: [peoplesoft@gov.pe.ca](mailto:peoplesoft@gov.pe.ca)

Phone: 902 894 0303

## Employee Assistance Program

Name: [eap@gov.pe.ca](mailto:eap@gov.pe.ca)

Phone: 902 368 5738

## Organizational Policies

The Government of Prince Edward Island has human resource and labour relations policies that you must familiarize yourself with. Below are links to all policies as well as descriptions of the most referenced policies. Please review all policies linked below.

### Conflict of Interest Policy

Public trust in government depends to a large degree on the honesty, integrity, fairness and good faith of civil service employees. This trust is compromised when an employee's interest and the public interest conflict.

Conflict of interest exists in any situation in which an employee either for themselves, or some other person(s), attempts to promote a private or personal interest which actually or apparently: interferes with the objective exercise of the employee's duties in the civil service; and/or is advanced or enhanced because of the employee's position with the government.

Link to policy: [Conflict of Interest](#)

### Social Media Policy

The purpose of this policy is to establish the Government of Prince Edward Island's expectations of employees to interact responsibly when using social media as a work duty, when using personal social media during work time, and when using personal social media during non-work time. The following are Do's and Don'ts for social media use:

#### DO

- Contribute to conversations by liking and sharing Government posts
- Be up front about who you are and what you do
- Be professional, always consider the code of ethics
- Take your time, pause before you post
- Ensure work is your focus when on the job, personal social media activity is only on break or outside of work
- Speak with your supervisor if you see something online of concern or have any questions

#### DON'T

- Post items that could negatively reflect the Employer
- Repeat, post or share anything about clients or confidential information
- Vent or air work related complaints or issues
- Rely on privacy controls to keep you out of trouble
- Do not compromise personal safety/IT security

Link to policy: [Social Media](#)

## Occupational Health & Safety

Government, as an employer, values the health and safety of employees. It is, therefore, the policy of the Government of Prince Edward Island to take every precaution that is reasonable in the circumstances, to protect employee health and safety and ensure that workplaces are safe and healthy for employees.

Link to website: [Occupational Health and Safety Website](#)

Link to policy: [9.01 Occupational Health and Safety Policy](#)

Link to reporting: [Incident and Accident Reporting Procedures](#)

## Smoking in the Workplace

All employees are responsible to adhere to the Smoking in the Workplace No Smoking Policy. This includes but is not limited to e-cigarettes.

Link to policy: [Smoke-Free Workplace Policy](#)

## Scent Reduction Policy

The Government of Prince Edward Island and the PEI Union of Public Sector Employees have collaborated to create a policy to provide a scent reduced environment within the Civil Service. Please respect your colleagues and contribute to a scent reduced environment.

Link to policy: [Scent Reduction Policy](#)

## Drug, Alcohol and Medication Policy

All employees are expected to report to perform their assigned duties safely and acceptably without any limitations due to the inappropriate use or after-effects of use of alcohol, drugs, or medications (whether prescribed, non-prescribed or over the counter), including cannabis, as reporting to work while impaired or not fit for work can pose a serious health and safety risk to employees, the public and other persons in the workplace.

Link to policy: [Drug, Alcohol and Medication Policy](#)

## Diversity and Inclusion Policy

All public service employees have an obligation to support and respect **workplace diversity** and help to create a welcoming and inclusive workplace by working cooperatively towards Government's diversity and inclusion goals.

Government understands that diversity encompasses dimensions such as age, skin color, gender, gender identity, national origin, ethnicity and physical/mental disability, as well as economic status, sexual orientation, political beliefs, education levels, family status, thinking styles, geographic location, first language and others.

Link to policy: [Diversity and Inclusion Policy](#)

## Respectful Workplace Policy

The Government of Prince Edward Island is committed to providing a workplace in which all persons can expect to be treated with dignity, fairness, and respect. Disrespectful behaviour, discrimination, bullying and/or harassment can undermine an individual's self-respect, erode mental health and adversely affect their work performance and well-being. It is the responsibility of every employee to be committed to demonstrating respect in the workplace to protect the psychological health and safety of employees.

Link to policy: [Respectful Workplace Policy.pdf](#)

Other important policies and procedures include:

Employment Policies and Procedures:

- [Employment Contracts](#)
- [Criminal Reference Check](#)
- [Labour/Management Relations](#)
- [Civil Service Act](#)

Workplace Policies and Procedures:

- [Remote Work Guidelines](#)
- [Violence in the Workplace Policy](#)
- [Working Alone Policy](#)
- [Hours of Work](#)
- [Flexible Work Arrangements](#)

Learning and Training:

- [Corporate Learning](#)
- [French Language Training](#)
- [French Language Proficiency Evaluations \(Évaluation de la compétence en français\)](#)

Confidentiality and Freedom of Information:

- [Freedom of Information and Protection of Privacy Act](#)
- [Disclosure of Employee Personal Information](#)
- [Public Interest Disclosure and Whistleblower Protection](#)
- [Fraud Awareness and Reporting](#)

Occupation Health and Safety:

- [AED \(Automated External Defibrillation\) PEI Government Administration Complex Policy](#)

Conflict of Interest:

- [Conflict of Interest](#)
- [Conflict of Interest Policy - Questions and Answers](#)

Technology:

- [IT Internal Acceptable Use Policy](#)
- [IT Security and Electronic Devices](#)

# Employment Information and Expectations

## PeopleSoft

As a self-service employee, you will have access to the PeopleSoft HRMS system. This allows you to manage leave requests, update personal information (e.g., address, phone number), view pay advice, and check leave and compensatory time balances.

You can use all the self-service features, such as entering leave or viewing and printing your paystub. PeopleSoft is compatible with Mozilla Firefox or Google Chrome.

You should receive an email from your departmental payroll and benefits coordinator when you are set up with access to PeopleSoft.

There are several instructional videos within PeopleSoft to help you navigate the system. They can be accessed from Employee Self Service, then click on User Video.

If you have any questions surrounding PeopleSoft or having difficulty with the system, please contact your department payroll and benefits coordinator or the PeopleSoft Helpdesk at [PEOPLESOFT@gov.pe.ca](mailto:PEOPLESOFT@gov.pe.ca).

## UPSE CIVIL Collective Agreement

A Collective Agreement is a written contract between the employer and a union that outlines many of the terms and conditions of employment for employees in the bargaining unit. Members of the PEI Civil Service are represented by the Union of Public Sector Employees (UPSE).

For those in unionized positions, the [Civil Collective Agreement](#) can be used as a guide. For information on joining the union, please see the agreement. This includes access to discounts, events, and educational sessions.

## Health and Dental Benefits

The Public Sector Group Insurance Plan (PSGIP) provides life and disability insurance as well as health, dental, and travel coverage for members of the Province of PEI public sector. Details of the plan and premiums are at the [My Benefit Plan website](#).

## Pension/Retirement

All permanent employees are automatically enrolled in the Public Sector Pension Plan (PSPP), which provides you with a lifetime monthly payment upon retirement. The Plan uses a formula to determine how much pension you will receive when you retire. The government matches the employee contributions to their pension plans. More information on the plan or how it's calculated can be found on the [PSPP Website](#).

If you have questions or concerns regarding pension/retirement you can send them directly to the Pension's office by phone 902-368-4200 or email [peipspp@gov.pe.ca](mailto:peipspp@gov.pe.ca).

## Severance and Retiring Pay

A lump sum payment given at the time of severance or retirement based on years of service and maximum allowable service years calculated at the hourly rate in effect at the time of severance.

## Travel Regulations and Policies

Information on [In Province Travel](#) as well as [Out of Province Travel](#) can be found on the [Treasury Board Home Page](#).

## Personal Dress and Appearance

Employees are expected to maintain a clean, professional appearance at all times. Check with your supervisor regarding the dress and footwear code in your department.

## Initial Probationary Period

Each new employee may be subject to probation. Clarify with your supervisor the parameters of your specific probation period.

This may include but is not limited to those entering the classified division, except provisional employees, who shall undergo a probationary period of 1,000 hours. For more information on those who've completed probation as a casual division employee, see Article 37.06(e) or speak with your supervisor.

## Pay Periods

Paid two weeks in arrears every second Thursday (covers from Sunday to Saturday)

The PeopleSoft HRMS system can provide you with safe and secure access to your personal pay and leave information.

## Pay Rates (step increments)

Most employees start at the entry step of the level assigned to their job classification. Step increases occur after approximately one year of service (after 1950 paid hours) and will move you to the next step in the pay scale until the maximum rate of pay is reached for that classification

## Performance Management

Performance Management enables on-going performance conversations with your supervisor. Once a year, you and your supervisor will organize a [Performance Management discussion](#).

## Resources for Employees

The Government of PEI recognizes that the health and safety of its employees is of upmost importance and strives to make every effort to provide employees with a safe and healthy work environment.

### Employee Assistance

**The Employee Assistance Program** is available to employees. More information can be found at [Employee Assistance Program | Public Service Commission \(gpei.ca\)](#).

**Mental health resources** can be found at [You Matter PEI](#).

**Information on the various department** can be found on the [Government of Prince Edward Island Website](#).

**Information on employment resources** can be found on the [Public Service Commission Website](#).

Employees can view and apply for **employment opportunities** through [JobsPEI Website](#).

### Ergonomic Information

A properly adjusted workstation allows you to adopt a natural and comfortable posture. Speak with your supervisor if you require any additional support to set up your workstation.

## Pathways to Learning and Training & Development

### *Pathways to Learning*

- The public service is always changing! Employees are invited to explore the Pathways for Learning that are available to support you in your career with the PEI Civil Service.

Courses are listed online at [Learning and Development](#)

### *French Language Training*

- Opportunities to learn and practice your French Language skills ranged from half day workshops to conversation groups to online courses.
  - Offerings are available at [French Language Proficiency](#)

### *Training and Development Fund*

- Any eligible government employee who initiates a learning opportunity that will enhance their current job skills or potential future responsibilities relevant to the public service may apply to the Development and Training Fund for up to \$2,500 per fiscal year.
  - [Development and Training Fund \(Unionized\)](#)
  - [Development and Training Fund \(Excluded\)](#)

## Subscribing to News Releases

- You can subscribe to receive government alerts, such as office delays due to snowfall, directly to your work email and/or personal email. There are various options available for signing up for different types of alerts and news stories. Subscribing to all news stories is an effective way to stay informed about the activities of other government departments. Additionally, receiving alerts about government delays or closures can be very useful for planning your commute in the mornings.
- Here is the link to subscribe: [Subscribe to Government Subscription Service | Government of Prince Edward Island](#).
- Even without subscribing to government news, you can always check out the latest news releases here: [News | Government of Prince Edward Island](#).

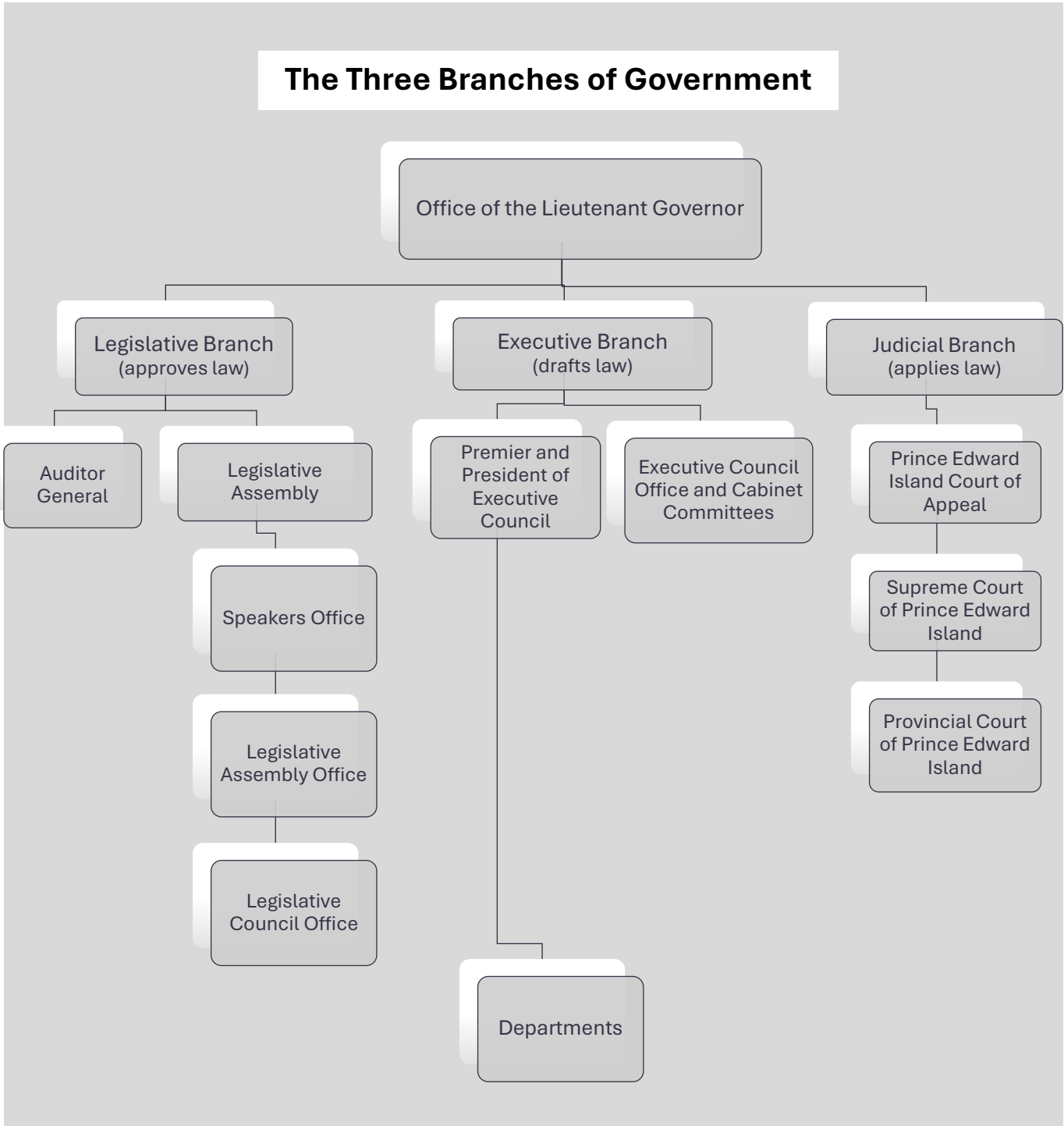
## Designated Holidays

- New Year's Day
- Islander Day (3<sup>rd</sup> Monday in February)
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Gold Cup Parade Day, or civic holiday on the 1<sup>st</sup> Monday in August, depending on location
- Labour Day
- National Day for Truth and Reconciliation (September 30<sup>th</sup>)
- Thanksgiving Day
- Remembrance Day
- Christmas Eve Afternoon (4 hours)
- Christmas Day
- Boxing Day

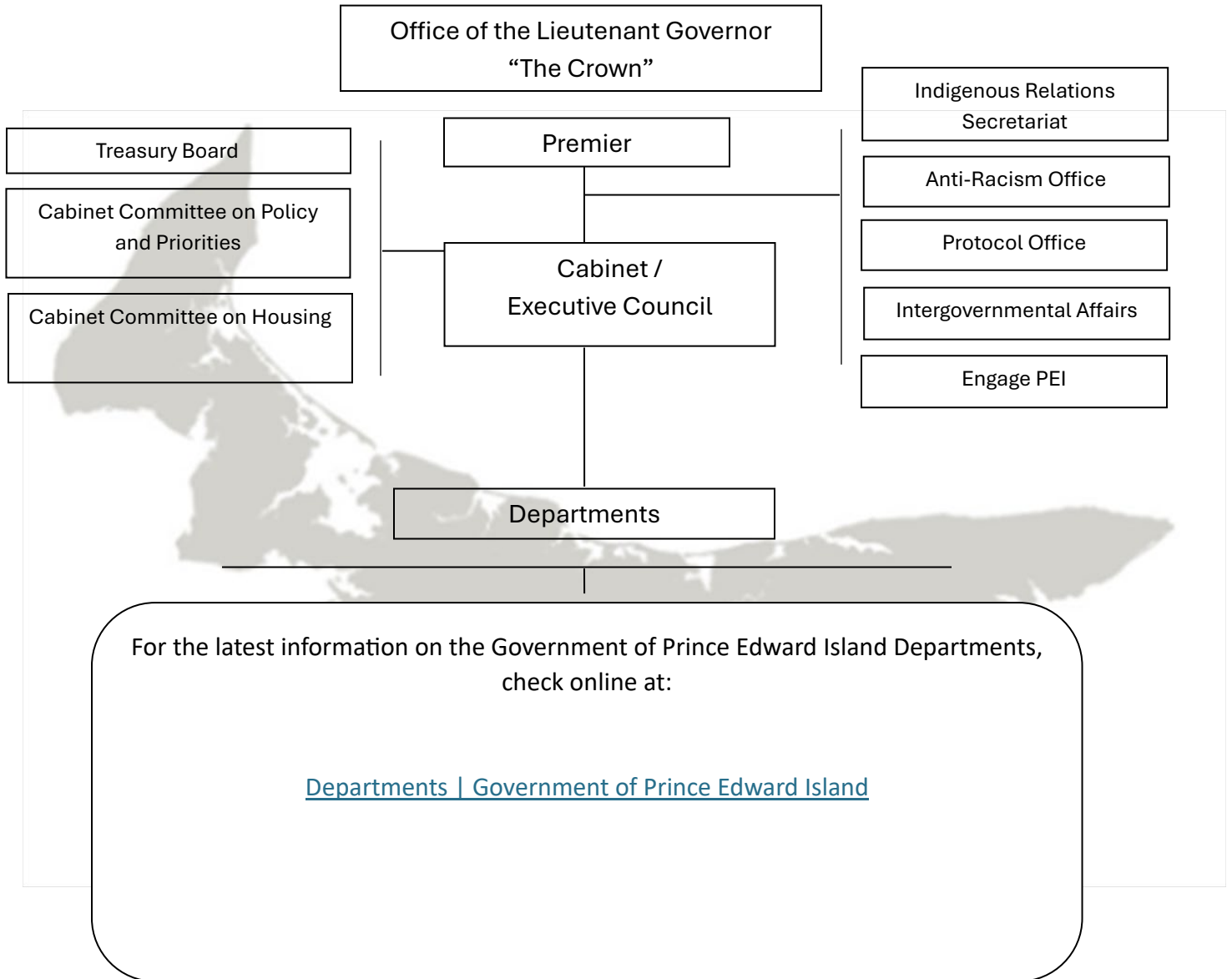
If the statutory holiday falls on the weekend, offices will be closed the following Monday in recognition of the holiday.

If you observe a religious holiday not included in the list of designated holidays, please talk to your supervisor about substituting your religious holidays for those days. For more details, please refer to article 22.01(b) of the collective agreement.

# Government of Prince Edward Island Structure



## Executive Branch 2025



The Government of Prince Edward Island also consists of several agencies, boards, and commissions, including:

- Finance PEI
- Health PEI
- Innovation PEI
- Office of Immigration
- Public Service Commission
- Tourism PEI
- PEI Liquor Control Commission
- PEI Cannabis Management Corporation

You can find more information online about [Agencies, Boards and Commissions](#)



## Government Processes

The Government of Prince Edward Island operates through a structured framework of executive and legislative bodies, each with specific roles and responsibilities that interrelate to ensure effective governance and administration. The **Executive Council**, led by the Premier and appointed by the Lieutenant Governor, is the primary authority for policy setting, decision making, and managing public business. It establishes government priorities, develops the budget, determines the legislative agenda, and oversees the implementation of government programs and regulations.

The **Executive Council Office** is a provincial government department responsible for supporting the Premier and Executive Council, also known as Cabinet. The Executive Council Office provides administrative services for the Executive Council, Policy Review Committee and Cabinet Committee on Policy and Priorities (CCOPP).

The **Treasury Board**, chaired by the Minister of Finance, manages financial administration, including budgeting, expenditure reviews, and financial management policies. It prepares the estimates of revenue and expenditure and oversees public service administration.

The **Cabinet Committee on Policy and Priorities (CCOPP)** aligns policy and legislative work with fiscal and intergovernmental agendas, reviewing submissions and making recommendations to the Cabinet.

The **budget process** assigns financial resources to government departments, facilitating operational plans and allowing the government to announce its programs and revenue measures.

The **Legislative Assembly (LA)** the parliament of Prince Edward Island, enacts legislation, approves financial proposals, and holds the Premier and Cabinet accountable. It allows public debate and is elected for a term of five years, with the ability to be dissolved earlier by the Lieutenant Governor on the Premier's advice.

The Government of Prince Edward Island incorporates four **policy lenses**: (1) Climate Change; (2) Anti-Racism Impact; (3) Gender Diversity Worksheet; (4) Indigenous Considerations and Duty to Consult to provide structured frameworks for evaluation of potential impacts of policies and programs from various perspectives, helping to identify and mitigate unintended consequences. These recourses can be found online at [Executive Council Office | Government of Prince Edward Island](#). When working with First Nations or other Indigenous organizations, it is advisable to contact the [Indigenous Relations Secretariat](#) for more information.

## Executive Council

Executive Council consists of the Premier, who may be the President, and not less than seven or more than eleven other persons appointed by the Lieutenant Governor on advice of the Premier. Their responsibilities include:

- responsible for the administration of public business in the province. It is the PEI government's authority for policy setting and decision making
- establishes government priorities, objectives and policies
- responsible for initiating, revising or terminating government programs
- develops the budget for consideration by the Legislative Assembly
- determines government's legislative agenda
- exercises authority delegated to the Lieutenant Government in Council (e.g., the authority to make or approve regulations, to make appointments)

More information about Executive Council can be found here: [Executive Council Office | Government of Prince Edward Island](#)

## Executive Council Office

The Executive Council Office provides administrative services for the Executive Council and its committees. Its mandate is to:

- ensure that the province's interests are represented in international, national and regional discussions
- support the Minister responsible for Indigenous Relations and Anti-Racism
- provide strategic communications planning and departmental communications across government
- administer Engage PEI, a program providing for public application and appointment to various agencies, boards and commissions of the provincial government
- provide advice and administrative service to the Executive Council and to its committees
- coordinate and/or organize legal, traditional administrative or ceremonial requirements (e.g. swearing ministers into office)
- maintain the various records associated with the province's executive arm
- provide research, analysis and advice on economic and social policy and intergovernmental affairs

Further information about the Executive Council Office can be found here: [Executive Council Office](#)

## Treasury Board

The Treasury Board is chaired by the Minister of Finance and has statutory authority under the *Financial Administration Act*.

- Treasury Board is responsible for:
  - general policy on the administration and organization of the public service of Prince Edward Island.
  - estimates of Capital and Operating Revenue and Expenditure, review expenditure plans and programs and recommend priorities in respect thereof
  - financial management, including estimates, expenditures, financial commitments, accounts, fees or charges for the provision of services or the use of facilities, rentals, licenses, leases, revenues from the disposition of property, and procedures by which departments or reporting entities manage, record and account for revenues received or receivable from any source; and
  - such other matters as may be referred to it by the Lieutenant Governor in Council

Treasury Board Policies and Procedures Manual: The Manual contains detailed information on financial and administrative issues. The Treasury Board Manual can be found here:

[Treasury Board Policies and Procedures Manual](#)

## Cabinet Committee on Policy and Priorities (CCOPP)

The Cabinet Committee on Policy and Priorities is responsible for directing and overseeing the policy and legislative work (acts and regulations) required to fulfill government's plan, and to align it with fiscal and intergovernmental agendas. The Committee also reviews Executive Council submissions related to board appointments and land transactions and makes recommendations to the Cabinet.

The latest structure and membership can be found here: [Meet Cabinet](#)

## What is a Budget

The budget is the estimates of revenue and expenditure that detail spending plans by the Government of Prince Edward Island to operate each department for the next fiscal year (April 1 to March 31), incorporating operational, strategic, staffing and other such plans into common language. responsible budgeting must provide adequate direction and control, yet sufficiently flexible to accommodate problems or changing financial conditions. It is also:

- part of the management process which assigns financial resources to organizational units (departments and agencies) so they can carry out their operational plans
- an ongoing process and may be referenced by a different title during the cycle (forecasting, projecting, etc.)
- the commonly accepted vehicle for government to announce its programs and revenue measures

## The Legislative Assembly

The [Legislative Assembly \(LA\)](#) is the parliament of Prince Edward Island, primarily responsible for enacting legislation, approving the financial proposals of government, holding the Premier and Cabinet accountable for their actions and debating public issues. In simple terms, the LA has three primary functions: to enact legislation (pass laws), to grant supply (approve the budget), and to allow public debate in an unencumbered setting.

- The LA is elected for a statutory term of five years but may be dissolved at any time within that period by the Lieutenant Governor on the advice of the Premier. The Legislature currently has 27 seats
  - This directory contains a list of members of the Prince Edward Island Legislative Assembly: [LA Members](#)

For more information on our government structure or public service, we encourage you to sign up for the ongoing Pathways for Learning courses that are free to all government employees. Some examples of related courses offered are:

- [How Government Works: Structure and the Budget Process](#)
- [Public Service Values and Ethics](#)
- [Writing for Government: Executive Council Memos, Treasury Board Memos and Briefing Notes](#)



## Contact Information

The Province of Prince Edward Island  
Public Service Commission  
105 Rochford Street  
Charlottetown, PE C1A 3T7  
Phone : 902-368-4080

[PrinceEdwardIsland.ca](http://PrinceEdwardIsland.ca)