Toolkit for Participating in the PEI Pre-Budget Consultation

For the 2027-2028 Provincial Operating Budget

The PEI government is inviting Islanders to participate in the Pre-Budget Consultations for the 2027-2028 Operating Budget. This is a critical opportunity for nonprofit organizations to voice their priorities, share insights, and influence the allocation of resources that will shape the province's future.

Nonprofits play a vital role in PEI's social and economic landscape, delivering essential services and fostering community well-being. Your participation ensures that the needs and perspectives of the nonprofit sector are considered in budgetary decisions.

This toolkit is designed to guide nonprofits through the consultation process, providing step-by-step instructions, tips for creating effective submissions, and resources to support your participation. A sample submission template is included at the end.

The Two Provincial Budgets

The provincial government releases two types of budgets each year: the Capital Budget and the Operating Budget.

Capital Budget

- Typically released in the fall each year.
- Debated in the fall sitting of the Legislature.
- Outlines spending on capital expenses such as roads, schools, health care centres, energy supply equipment and telecommunications.

Operating Budget

- Typically released in late winter or spring.
- Debated in the winter and spring sitting of the Legislature.
- Outlines spending on government programs, most departmental spending, grants, public sector salaries and more.

Please note: The pre-budget consultation gathers feedback on the **Operating Budget** only. Recommendations about programs, grants, services and departmental spending belong in this process. Requests for buildings, roads or other infrastructure are part of the Capital Budget and follow a different timeline.

Understanding the Pre-Budget Consultation

The Pre-Budget Consultation is a process where the PEI government engages with residents, organizations and stakeholders to gather input on priorities and ideas for the upcoming 2027-2028 Operating Budget. The operating budget determines how the government allocates resources to programs, services and initiatives across the province.

It is also a chance to show government departments, including the Department of Finance and Affordability, the reality of your operations and your mission. Survey responses, emails and submissions are shared with the relevant departments for their consideration.

Why Should Nonprofits Participate?

- Your input can shape policies and funding decisions that directly affect your organization and the communities you serve.
- Bring attention to the challenges and opportunities within the nonprofit sector.
- Engage with government officials and other stakeholders to build partnerships and networks.

How to Participate in 2027-2028

There are three ways to take part in the consultations for the 2027-2028 Operating Budget. Full details are on the provincial website at princeedwardisland.ca/en/service/pre-budget-consultations-2027.

1. In-person sessions for PEI residents

The Minister and Deputy Minister of Finance and Affordability are hosting four in-person information and public engagement sessions. No registration is required.

Location	Date and time	Venue
Charlottetown	November 16, 6:00 pm to 8:00 pm	Jack Blanchard Hall, 7 Pond St, Charlottetown
Mill River	November 23, 6:00 pm to 8:00 pm	Mill River Resort, 180 Mill River Resort Rd, Route 136, Woodstock. Simultaneous French translation available.
Linkletter (just west of Summerside)	November 30, 5:00 pm to 7:00 pm	Linkletter Community Centre, 1670 Route 11, Linkletter Rd, Linkletter
Georgetown	December 7, 6:00 pm to 8:00 pm	King's Playhouse, 65 Grafton St, Georgetown

Participants will be asked to share their views on two questions:

1. What should be the Government of Prince Edward Island's top three priorities?
2. What government-led initiatives can help address affordability, strengthen public services, support economic growth, and maintain long-term fiscal sustainability?

2. Virtual presentations for organizations and stakeholder groups

Organizations and stakeholder groups can give a **five-minute Zoom presentation** to the Minister and Deputy Minister of Finance and Affordability.

- **Date:** Monday, November 23, 11:30 am to 1:00 pm, with simultaneous French translation available. Say if you would like to take part in French.
- **Session 1:** 11:30 am to 12:00 pm
- **Session 2:** 12:00 pm to 12:30 pm
- **Session 3:** 12:30 pm to 1:00 pm
- **To register:** email budgetsubmissions@gov.pe.ca with your preferred session time.
- **Registration deadline:** November 18, 2026.

3. Online survey or written submission for everyone

Residents, organizations, businesses, community groups and other stakeholders can share ideas and priorities for the 2027-2028 Operating Budget:

- **Online survey:** gov.questionpro.ca/prebudget
- **Written submission by email:** budgetsubmissions@gov.pe.ca

Deadline for survey responses and email submissions: January 10, 2027

Survey responses, emails and written submissions will be shared with the relevant PEI government departments for consideration as part of the budget planning process.

Key Dates and Deadlines

- **November 16, 2026:** In-person session, Charlottetown
- **November 18, 2026:** Registration deadline for virtual presentations
- **November 23, 2026:** Virtual presentations for organizations (11:30 am to 1:00 pm) and in-person session, Mill River
- **November 30, 2026:** In-person session, Linkletter
- **December 7, 2026:** In-person session, Georgetown
- **January 10, 2027:** Deadline for survey responses and email submissions
- **Late winter or spring 2027:** 2027-2028 Operating Budget expected to be released

Steps to Participate

Step 1: Get Informed

- **Gather data:** Collect information about your organization's impact, programs and the needs of your community.
- **Read previous submissions:** Review past pre-budget consultation reports (for example, the 2026-27 Pre-budget Consultations report) to understand expectations and what government heard.

Step 2: Prepare Your Submission

- **Plan your message:** Who are you, what do you do, and why? Treat this submission as a way to introduce government to your organization and cause. Explain why the issue matters and make the case for your solutions.
- **Align with priorities:** Put yourself in government's shoes. Link your recommendations to current government strategic plans, the Speech from the Throne or Ministerial Mandate Letters.
- **Provide evidence:** Support your proposals with qualitative or quantitative data. Include examples and data that show the problem and how your recommendations offer solutions.
- **Use clear language:** Write in a clear, professional tone and avoid jargon.

Step 3: Submit Your Input

- Email your written submission to budgetsubmissions@gov.pe.ca by January 10, 2027.
- Register by November 18, 2026 to give a five-minute virtual presentation, or attend an in-person session.
- No time or staff capacity for a full submission? The online survey at gov.questionpro.ca/prebudget is a quicker option.

Step 4: Share Your Brief

- After you submit, share your brief widely to show your work and engage supporters in your advocacy: post it on social media, publish it on your website, and include it in your newsletter.
- Share it with CSN too, so we can identify sector priority areas.

Step 5: Watch and React to the Budget

- Watch the Operating Budget presentation to see if any of your priorities were included. If you wish, release a statement reacting to the provincial budget.

Step 6: Start Planning for Next Year

- It can take years of sustained effort for government to adopt your recommendations, so don't lose hope after one year. Note what worked and what didn't, and adjust your approach for next year.

Strategies for an Effective Submission

- Keep it **concise** and use **plain language** where possible.

- **Assume the reader does not know** what your organization does. Explain it using clear examples and project work.
- **Work with partner organizations** across the province on shared recommendations.
- **Align your key recommendations** with current government strategic plans. Bonus points if you refer to something in the Speech from the Throne or a Ministerial Mandate Letter.
- **Check out past pre-budget consultation documents** to see what government heard and acted on.
- **Use additional advocacy:** run a strategic social media campaign, publish an opinion piece, or do an interview with local media during pre-budget season.
- **Build relationships:** Connect with public service employees and request meetings with government throughout the year, not only during the consultation.

Help Inform CSN's Submission

- Complete the Community Sector Pre-Budget Submission Input 2026 survey (available through CSN).
- Share your own pre-budget submission with CSN to help us identify priority areas.
- Contact our Director of Policy and Research directly to provide written input: soutram@csnpei.com

Resources

- Pre-Budget Consultations 2027: princeedwardisland.ca/en/service/pre-budget-consultations-2027
- Online survey: gov.questionpro.ca/prebudget
- 2026-27 Pre-budget Consultations report (what residents shared last year): princeedwardisland.ca
- Provincial Budget: Operating Budget and Capital Budget pages: princeedwardisland.ca
- CSN general inquiries: info@csnpei.com. Join our newsletter for the CSN Policy Corner section.

Sample Pre-Budget Submission Template

This template follows the typical format of a strong pre-budget submission: a cover page, a one page overview, and additional content. Replace the text in brackets with your own information. Tips in the shaded boxes are guidance only; remove them before you submit.

Part 1: Cover Page

[Organization logo]

[Name of Organization]

Pre-Budget Submission for the 2027-2028 Provincial Operating Budget

Submitted to the Department of Finance and Affordability, Government of Prince Edward Island

[Date of submission]

Tip: Include four things on the cover: your logo, your organization's name, the purpose of the submission, and the date.

Part 2: One Page Overview

Executive Summary

[Name of Organization] is a [type of organization] that [what you do] for [who you serve] across [region]. Each year we [key reach figure, for example: support 450 Islanders]. This submission sets out [number] recommendations that would help [the outcome you want], in line with government's commitment to [priority from a strategic plan, the Speech from the Throne or a Mandate Letter].

Key Recommendations

1. [Recommendation 1: a clear action, the department responsible, and the cost if known. Example: Provide multi-year operating funding of $X through the Department of Y to sustain Z program.]
2. [Recommendation 2]
3. [Recommendation 3]

Critical Statistics

- [Statistic that shows the size of the need][1]
- [Statistic that shows your impact or return on investment][2]
- [Statistic about demand, wait lists or staffing][3]

Footnotes and Links

1. [Source, year, link] 2. [Source, year, link] 3. [Source, year, link]

Tip: Keep this overview to one page. Busy readers may read only this page, so put your strongest recommendations and numbers here.

Part 3: Additional Content

Recommendations Continued

For each recommendation, explain: the issue, who it affects, what you propose, the expected cost, the expected result, and how it links to a government plan or commitment.

Additional Context

[Who you are and what you do, explained for a reader who has never heard of your organization. Include a short example, story or project that shows your work in action. Mention any partner organizations that support these recommendations.]

Key Word Usage

[Use the same words government uses: names of departments, programs, strategies and priorities. This year government is asking about affordability, public services, economic growth and long-term fiscal sustainability, so show which of these each recommendation supports. Repeat key terms consistently so your recommendations are easy to find and sort.]

Contact Information

[Name], [Title]
[Organization]
[Email] | [Phone]
[Website]

Tip: Submissions may be reviewed with search or AI tools, so clear key words help your recommendations reach the right department. Submissions to government may also be subject to Freedom of Information and Protection of Privacy (FOIPP) requests, so do not include confidential or personal information you would not want made public.

Before you submit, check that your submission:

- Focuses on the Operating Budget (programs, grants, services, salaries), not capital projects.
- Explains who you are as if the reader knows nothing about you.
- Has clear, costed recommendations backed by evidence.
- Links to government plans, the Speech from the Throne or Mandate Letters.
- Uses plain language and stays concise.
- Is sent before the deadline, and shared with CSN and your supporters afterward.