

Environment and Local Government

Annual Report
2014–2015

**Environment and Local Government
Annual Report 2014–2015**

Province of New Brunswick
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Transmittal letters

From the Minister to the Lieutenant-Governor

The Honourable Jocelyne Roy Vienneau
Lieutenant-Governor of New Brunswick

May it please your Honour:

It is my privilege to submit the Annual Report of the Department of Environment and Local Government, Province of New Brunswick, for the fiscal year April 1, 2014 to March 31, 2015.

Respectfully submitted,



Honourable Brian Kenny
Minister

From the Deputy Minister to the Minister

Honourable Brian Kenny
Minister of Environment and Local Government

Sir:

I am pleased to be able to present the Annual Report describing operations of the Department of Environment and Local Government for the fiscal year 2014–2015.

Respectfully submitted,



Kelli Simmonds
Deputy Minister

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Minister's message

Our government is committed to protecting and promoting the environment and strengthening our communities. A healthy environment and strong communities help set the stage to grow our economy, improve our quality of life and make our province a better place for families.

During the 2014–2015 fiscal year, the Department of Environment and Local Government continued to administer legislation and spearhead programs and initiatives that support clean air and water; a safe and healthy environment; and sustainable communities. The department continued to invite public engagement and collaborated with stakeholders to identify and address a range of common interests.

As outlined in this year's annual report, the department took several important steps to move New Brunswick forward.

A handwritten signature in cursive script that reads "Brian Kenny".

Honourable Brian Kenny
Minister of Environment and Local Government

Deputy Minister's message

The 2014–2015 annual report outlines the measures and initiatives undertaken by the Department of Environment and Local Government from April 1, 2014 to March 31, 2015.

Our mandate is to provide integrated stewardship through planning and management of land use, zoning development and waste management issues; ensure enforcement of and compliance with environmental legislation and regulations; and foster stronger communities by providing advice and support to municipalities, rural communities and regional service commissions as well as by providing the administration of local service districts.

This year, our goal was to achieve these mandated objectives while contributing to government's overall vision of creating jobs, addressing our fiscal situation, and helping families.

A handwritten signature in black ink, appearing to read 'Kelli Simmonds', written in a cursive style.

Kelli Simmonds
Deputy Minister

Strategic priorities

Strategy management

The Government of New Brunswick (GNB) uses a formal management system built on leading business practices to develop, communicate and review strategy. This process provides the public service with a proven methodology to execute strategy and continuously drive improvement.

The development of the strategy, using the formal management system, starts with a strategic vision of *Moving New Brunswick Forward*. This vision is anchored in four strategic themes which include:

1. **More jobs** — Creating the best environment for jobs to be generated by New Brunswickers, by businesses, by their ideas, by their entrepreneurial spirit, and by their hard work. This includes providing seamless support to businesses, leveraging new technologies and innovation by supporting research and development, and developing a skilled workforce by improving literacy and education.
2. **Fiscal responsibility** — Getting New Brunswick's fiscal house in order through a balanced approach to decrease costs and increase revenues.
3. **Best place to raise a family** — Designing social programs to make life more affordable and make New Brunswick the best place to raise a family.
4. **Smarter government** — Providing taxpayers with better value for their money by transforming the culture of government by eliminating waste and duplication, adopting new innovations in technology to improve services and savings, and improving accountability measures.

Highlights

During the 2014–2015 fiscal year, the Department of Environment and Local Government focused on these strategic priorities through:

Releasing the *New Brunswick Climate Change Action Plan 2014–2020* to enhance the resilience of New Brunswick to the impacts of climate change and to reduce greenhouse gas emissions.



Working with the regional service commissions to assess the state of solid waste management in the province.



Establishing the Administrative Agreement Between the Government of New Brunswick and the Government of Canada Regarding the Administration of the Wastewater Systems Effluent Regulations in New Brunswick — November 2012.



Continuing to work on an extended producer responsibility program for various waste streams.



Conducting 25 audits on projects determined under the Environmental Impact Assessment Regulation — *Clean Environment Act*.



Implementing an online application system for provisional permits under the Watercourse and Wetland Alteration Regulation — *Clean Water Act*.



Coordinating the Comprehensive Environmental Impact Assessment for the Sisson Mine project.



Amending the Barrier-Free Design Building Code Regulation under the *Community Planning Act* to make buildings more accessible to and usable by persons with physical disabilities.



Introducing and implementing an amended regulation to ban outdoor tethering of dogs at night; and continuing liaison with the New Brunswick SPCA and its stakeholders on public education and awareness efforts about animal protection.



Supporting three successful community restructuring projects: Atholville, Eel River and Chateau Heights. Each project included a feasibility study, public information initiatives and a successful plebiscite prior to incorporation.



Distributing \$4,513,214 to support 187 community-based projects through the Environmental Trust Fund.



Saving \$583,000 through continuous improvement initiatives, including process improvement projects and Waste Walks conducted throughout the department.

Performance measures

More jobs	Measures
Strengthen capacity of communities	Percentage of New Brunswickers with sustainable local governments
Simplify permitting processes	Percentage of Watercourse and Wetland Alteration applications processed within established timeframes
Fiscal responsibility	Measures
Operate within the department's expenditure budget	Ratio of actual to budgeted expenditures
Best place to raise a family	Measures
Protect air, land and water	Compliance rate for conditions of Environmental Impact Assessment determinations
Smarter government	Measures
Ensure transparency and accountability	Percentage of initiatives/action plans on track

More jobs

Objective of the measure

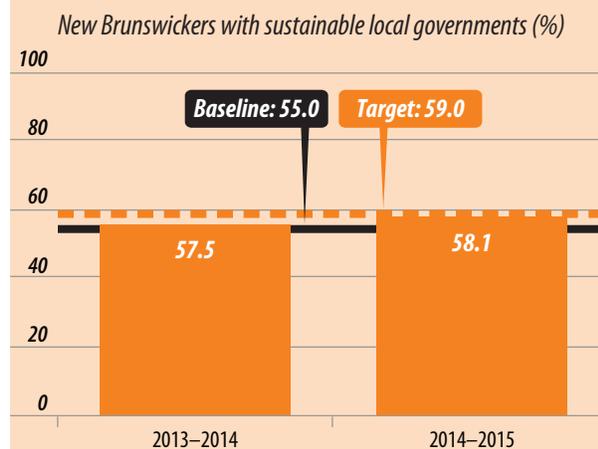
Strengthen capacity of communities.

Measure

Percentage of New Brunswickers with sustainable local governments.

Description of the measure

This measure reflects the number of people living in communities capable of sustaining an effective local government and providing a base level of services during the long term. For the purpose of this measure, “sustainable local governments” have been identified as those local governments serving 3,000 or more people and having a tax base of \$200 million or more.



Overall performance

By the end of 2014–2015, two restructuring projects meeting the targeted criteria were successfully completed, with a “yes” vote obtained through a plebiscite. This resulted in an increase of more than 3,000 people who will be living in a viable community once the restructuring process is complete (from 57.5 per cent of the population to 58.1 per cent).

Why do we measure this?

Strong communities are essential to providing necessary local services and promoting growth in the province.

Restructuring communities successfully makes them better able to provide essential services in a cost-effective way. This also gives more New Brunswickers a democratic voice at the local level.

What initiatives or projects were undertaken in the reporting year to achieve the outcome?

The department supported the following proposed community restructuring projects in 2014–2015:

- the proposed incorporation of Atholville with two Local Service Districts (LSDs);
- the proposed annexation of Chateau Heights to the City of Fredericton; and
- the proposed incorporation of Eel River with one LSD and a portion of three others.

The department supported the proposed rural communities in the Woodstock LSD area and the LSD of Dundas. Each project included a feasibility study, public information initiatives and a plebiscite. Two of the projects (Atholville and Chateau Heights) met the sustainability criteria, successfully completed the plebiscite phase and are being implemented. One project, Eel River, was successful but did not meet the sustainability criteria. The remaining two were not successful at the plebiscite stage.

The department also completed an improvement project to streamline community restructuring.

More jobs

Objective of the measure

Simplify permitting processes.

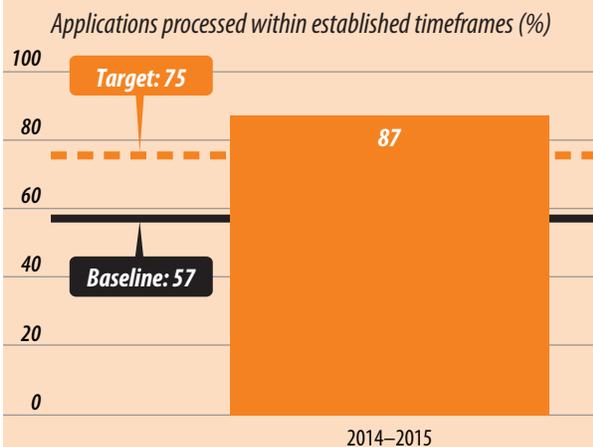
Measure

Percentage of Watercourse and Wetland Alteration applications processed within established timeframes.

Description of measure

The Watercourse and Wetland Alteration (WAWA) program is the highest-volume permitting program within the Environment Division, with more than 1,680 permits issued last year. About 78 per cent of the applications received were for straightforward projects. These had a processing timeframe of 10 working days. The remaining 22 per cent of the applications were more complex and had a turn-around timeframe of 40 working days.

This measure describes the department's effectiveness in turning around these applications quickly, so that it is providing strong client service while maintaining its environmental protection responsibilities.



Overall performance

In 2014-2015, 87 per cent of applications were processed within the targeted timeframes for this program.

Why do we measure this?

Meeting the department's target application processing time is essential to providing regulatory certainty and strong client service. Timely access is important to clients, as there can be financial consequences associated with delays in these typically construction-based projects.

What initiatives or projects were undertaken in the reporting year to achieve the outcome?

The department launched an electronic application system for Watercourse and Wetland Alteration (WAWA) permits in January 2015. This is the latest in a series of improvements implemented since a process improvement project was undertaken in 2012.

Fiscal responsibility

Objective of the measure

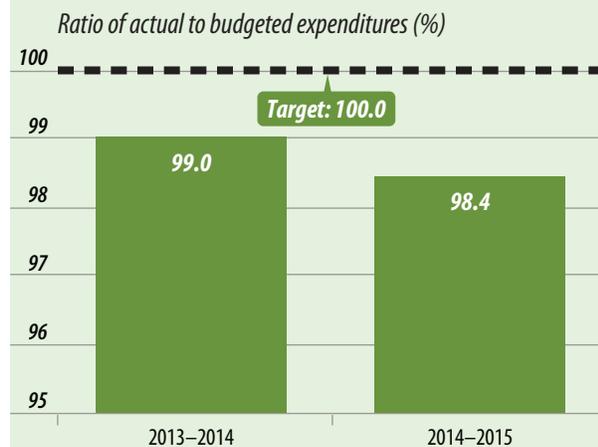
Operate within the department's expenditure budget.

Measure

Ratio of actual to budgeted expenditures.

Description of measure

This measure compares the department's actual expenses with the amount budgeted for that purpose. The ratio will exceed 100 per cent when spending is over-budget and be less than 100 per cent when spending is under-budget.



Overall performance

The department's 2014-2015 budget was set at \$136,903,000. After completion of several initiatives, along with close monitoring of expenditures, the department closed out the fiscal year at 1.6 per cent, or \$2.2 million, under budget.

Why do we measure this?

This indicator measures the ability of the department to manage its overall expenses as compared to budget. The department must ensure that expenses are managed in accordance with the budget and be prepared to take corrective action if expenses are projected to be over-budget during the year.

What initiatives or projects were undertaken in the reporting year to achieve the outcome?

The following actions contributed to achieving this target:

- Completion of process improvement projects and Waste Walks across the department, resulting in (among other things): reduced telecommunication costs and an improved claims processing system.
- Lower-than-anticipated expenditures for goods and services by local service districts.

Best place to raise a family

Objective of the measure

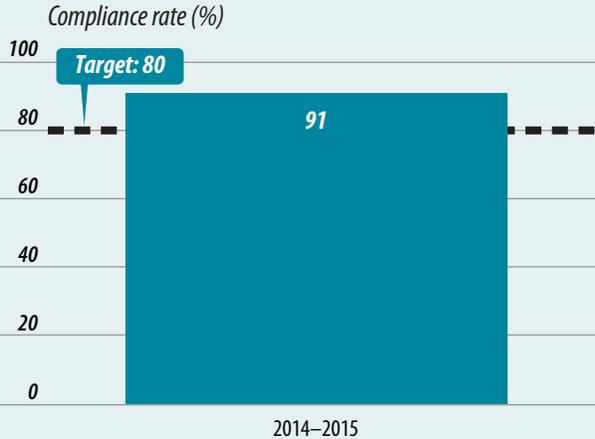
Protect air, land and water.

Measure

Compliance rate for conditions of Environmental Impact Assessment determinations.

Description of measure

This measure describes the rate of proponent compliance with conditions imposed under the Environmental Impact Assessment Regulation — Clean Environment Act.



Overall performance

Compliance with required conditions was strong for all facilities (91 per cent). The formal audits did identify areas for further improvement, and changes were made by the proponents accordingly.

Why do we measure this?

The Environmental Impact Assessment (EIA) is a process through which the environmental impacts potentially resulting from a proposed project are identified and assessed early in the planning process. Industries regulated through this process are required to follow a number of conditions to avoid negative environmental impacts or reduce them to acceptable levels before they occur. EIA therefore, represents a proactive, preventative approach to environmental management and protection. The compliance rate is key to understanding if these conditions are being followed and, consequently, if the desired environmental outcomes are being achieved.

What initiatives or projects were undertaken in the reporting year to achieve the outcome?

A formal audit protocol was developed, and 25 facilities were selected for audit. Audits addressed conditions of EIAs for a variety of industries, including campgrounds, subdivisions, upstream oil and gas and other industrial facilities.

Smarter government

Objective of the measure

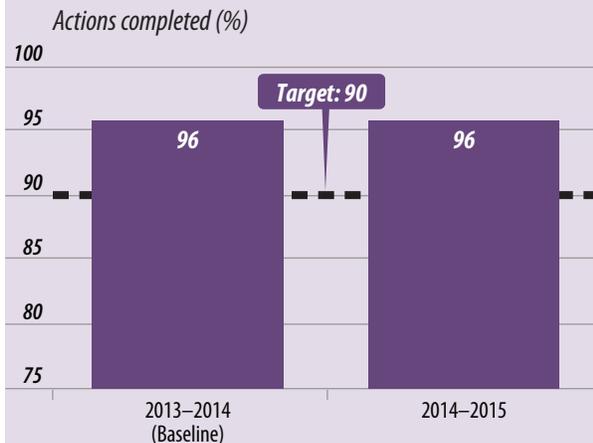
Ensure transparency and accountability.

Measure

Percentage of initiatives/action plans on track.

Description of measure

This measure tracks completion of initiatives and actions to drive the department's strategy.



Overall performance

The department undertook 27 actions to improve performance in strategic areas. Twenty-five of the actions identified at the beginning of the year were completed as scheduled and one was extended to 2015-2016, for a completion rate of 96 per cent of scheduled projects.

Why do we measure this?

Strategic improvement is driven by the completion of initiatives and actions. Tracking progress is important to respond to changing circumstances and ensure that the work is completed as planned.

What initiatives or projects were undertaken in the reporting year to achieve the outcome?

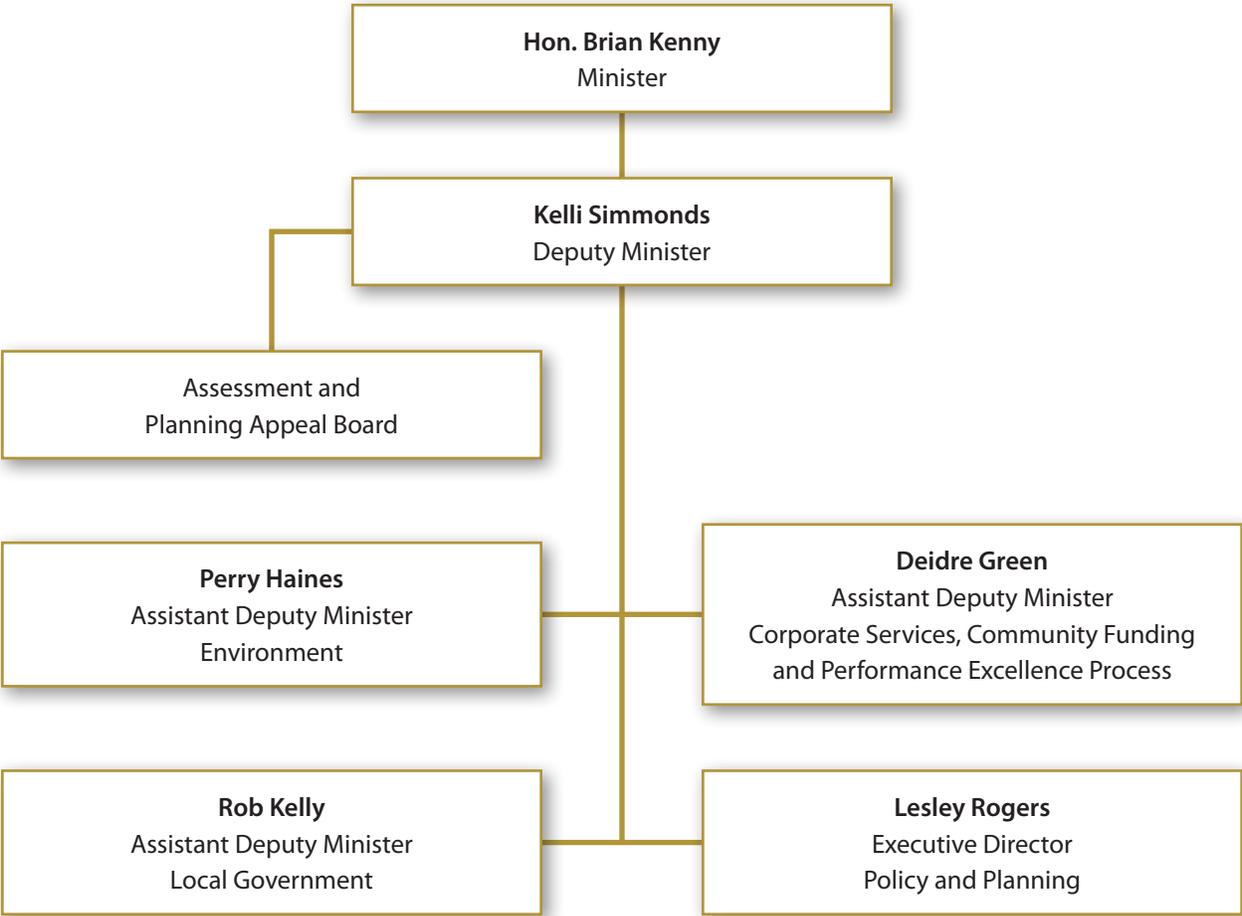
The department used the Performance Excellence Process to track completion of each strategic initiative/ action identified at the beginning of the year.

Overview of departmental operations

The mandate of the Department of Environment and Local Government is to provide integrated stewardship through planning and management of land use, zoning development and waste management issues; ensure enforcement of and compliance with environmental

legislation and regulations; and foster stronger communities by providing advice and support to municipalities, rural communities and regional service commissions as well as providing the administration of local service districts.

High-level organizational chart



Division overview and highlights

Environment

Overview

The **Environment Division** is primarily responsible for the administration of all environmental programs within the department. The division is guided by the seven acts and 22 regulations that form its mandate.

The **State of the Environment Branch** is composed of two integrated components. Analytical Services provides scientific testing services, while the remainder of the branch conducts monitoring, forecasting and reporting on air and water conditions in the province. The branch also has several federal/provincial agreements and partnerships in place that augment scientific assessment services. In addition, the branch provides scientific expertise to other areas of government.

The **Sustainable Development and Impact Evaluation Branch** is responsible for: Environmental Impact Assessment (EIA); Municipal Drinking Water Source Protection — Surface and Ground; Water Well Protection; Watercourse and Wetland Alteration (WAWA); Wetland Management; Coastal Protection; and Marine Planning. The branch is mandated to plan suitable development in the appropriate places and to ensure that it is undertaken using acceptable methods. It has responsibility for the environmental assessment of activities and developments before they are undertaken as well as for implementing programs to ensure, maintain and protect the quality and quantity of drinking water for future generations.

The **Impact Management Branch** regulates the construction and operation of specific activities to minimize impacts on the province's air, land and water environments. This is accomplished by using various regulatory tools and by administering a strong auditing program to assess compliance.

The **Program Operations and Enforcement Branch** provides local service delivery of some departmental programs and an inspection program through six regional offices. It also manages enforcement activities related to the acts and regulations under the department's mandate. The branch is responsible for the coordination of emergency management, including the department's emergency plan and on-call system.

The **Climate Change Secretariat** coordinates initiatives promoting greenhouse gas (GHG) emissions reduction and the adaptation to impacts of climate change. It is responsible for the development of New Brunswick's climate change action plans and coordinating their implementation. The secretariat engages most departments and agencies to ensure that actions on climate change are integral with governmental policies, programs and day-to-day decisions. The secretariat also engages a wide range of local government and non-government partners and stakeholders to encourage lower carbon investments and practices and climate adaptation activities.

Highlights

- Conducted a one-year assessment of outdoor air quality at l'École Champlain in Moncton.
- Coordinated 34 projects, assessing vulnerabilities to climate impacts and developing adaptation options for communities, infrastructure and natural resources.
- Emergency response and preparedness: maintained a state of readiness during the spring freshet; and responded to a number of transportation-related incidents.
- Participated in a number of emergency preparedness exercises (Canada/US Joint Atlantic Preparedness Team [Canuslant], Point Lepreau Generating Station, ports of Belledune, Miramichi and Saint John).
- Established waste diversion metrics for the province and regional landfills.
- Continued implementation of the protection programs for the province's municipal and private drinking water supplies, including the designation of wellfields in Fredericton Junction, Hillsborough, Miramichi, Saint-Louis-de-Kent and St. George.
- Ongoing development of the long-term wetland management strategy.
- Ongoing coordination of provincial participation in the National Energy Board process for the Energy East pipeline project.

Local Government

Overview

The **Local Government Division** is the primary point of contact between GNB and local communities. With a vision of fostering stronger communities, the division provides support and advisory services to municipalities, rural communities and regional service commissions and provides the administration of local service districts (LSDs).

The **Community Finances Branch** is responsible for providing advice and guidance relating to the financial aspects of local government entities (municipalities, rural communities, LSDs and commissions). The branch provides support for accounting, capital borrowing, budgeting and financial reporting services to communities. It also administers the debt portfolio for municipalities and commissions.

The **Local Government Services Branch** administers the delivery of services in unincorporated areas of the province (LSDs). The branch ensures the delivery of services such as fire protection, garbage collection and emergency measures in LSDs, through regionally based service administration. The branch works with LSD advisory committees, LSD volunteer fire departments, regional service commissions and recreational councils, as well as the public, to respond to local service needs and administer the delivery of services.

The **Community Restructuring Branch** provides guidance and support to a growing number of LSDs and municipalities in examining the potential incorporation and restructuring of rural communities and municipalities.

The **Provincial-Municipal Fiscal Policy Branch** supports the work of the Local Government Division in dealing with matters relating to provincial/municipal fiscal policy and providing expertise on community finances. The primary focus of the branch for the year was the project undertaken with the municipal associations to review the current system of fiscal arrangements between GNB and municipalities. The branch continued to support the new regional service commissions with respect to financial matters and represented the division as part of the departmental Strategic Program Review team.

The **Local and Regional Governance Branch** fulfills a provincial support and liaison function with municipalities, rural communities, regional service commissions and the New Brunswick SPCA. This involves

organizing workshops; developing resource materials; identifying best practices; coordinating provincial-local and provincial-regional meetings; coordinating various consultation activities; advising the local government community of departmental initiatives; providing advice on matters of governance and administration; and responding to general inquiries from the public regarding local government operations, as well as rules relating to Sunday shopping and prescribed days of rest.

The **Provincial and Community Planning Branch** works closely with regional service commissions and municipalities on all aspects of the *Community Planning Act* (CPA). The branch is also engaged with stakeholders in modernizing the CPA and attempting to advance provincial and regional planning.

Highlights

- Continued to support the transition to regional service commissions, including the development of a handbook describing the model, outlining roles and responsibilities and providing guidance on best practices.
- Adopted the National Building Code of Canada 2010 province wide effective Jan. 1, 2015.
- Hosted the Provincial/Territorial Planning Directors meeting in concert with the Canadian Institute of Planners Annual Conference.
- Distributed \$66 million in grants to the 108 municipalities and rural communities and \$5.6 million to the LSDs.
- Tendered 18 fire trucks for LSDs and one for a municipality that joined the tender.

Corporate Services, Community Funding, and Performance Excellence Process

Overview

The **Corporate Services, Community Funding and Performance Excellence Process Division** provides an effective service platform for the delivery of departmental programs, including human resources management activities, financial management, information technology development and support and the performance excellence process. It is also mandated with providing oversight and administration services to the federal/provincial Gas Tax Fund (GTF), the Environmental Trust

Fund (ETF) and the Building Canada Fund (BCF). It provides technical support and engineering advice to communities in addressing their infrastructure concerns.

The **Human Resources and Administration Branch** delivers a comprehensive range of human resource management services and administrative services to all branches/agencies of the department in support of the department's mission and strategic framework.

The **Corporate Finance Branch** provides budgeting, accounting, financial planning, monitoring and consulting services to the department. The branch co-ordinates the financial planning, budgeting and interim financial statement processes; provides financial information, analysis and advice to management and central agencies; and provides purchasing and vehicle management services. The branch also provides accounting services that include ensuring transactions are accurately reflected in the books of GNB, maintaining the departmental Financial Information System index, reconciling asset and liability accounts, and collecting and depositing revenue.

The **Information and Technology Management Branch** is responsible for ensuring the effective and efficient development, management and use of information technology, systems and records within the department. The branch ensures that department staff have reliable and secure access to information and technology resources when needed, as well as to continue to identify opportunities throughout the department where technology can be used to operational or strategic advantage. The branch consists of four key areas of focus: Records Management; Systems Development and Support; Operations; and Geographic Information Systems (GIS).

The **Performance Excellence Process/Standards Setting Branch** leads the adoption of GNB's Formal Management System in the department and undertakes various improvement projects. The branch uses best practices such as Lean Six Sigma and change management techniques to facilitate improvement projects and serves as a focal point for the development of operational standards, practices and guidelines. The branch leads the development and use of the department's Strategy Map, Balanced Scorecard and list of priority initiatives and actions to guide the department's strategic improvements. The branch is responsible for leading the implementation of daily management practices to manage and improve day-to-day activities.

The **Community Funding Branch** is responsible for the administration of funding programs targeted to community infrastructure, including the Building Canada Fund — Small Communities Component, and the GTF. The branch also manages and administers the ETF. This application-based program provides funding to municipalities, education institutions and private/not-for profit organizations for environmental projects that meet the criteria of the *Environmental Trust Fund Act*. The projects are funded from revenues that result from the *Beverage Containers Act* and the fees associated to the recycling of containers.

Highlights

- Negotiated a new federal/provincial infrastructure agreement for the Small Communities Fund. The agreement provides funding for municipalities with populations of less than 100,000. Projects are cost-shared between federal, provincial and municipal governments. The total three-level funding amount is \$117 million, to be spent in the next 10 years.
- Signed a new 10-year federal/provincial administrative agreement on the GTF, which provides municipalities, rural communities and unincorporated communities with funding in 18 categories of infrastructure projects. This agreement represents \$225.2 million provided by the Government of Canada to communities in New Brunswick during the first five years.
- Provided secretariat support to the federal/provincial management and oversight committees established for the management of the Canada/New Brunswick Building Canada Fund/Small Communities Component and the oversight of the GTF.
- Supported the Environmental Trust Fund Advisory Board in its functions and provided management and administrative support for the 2014–2015 funding program.
- Developed an online application system for provisional permits issued under the Watercourse and Wetland Alteration Regulation — *Clean Water Act*.
- Established and implemented departmental performance management systems and targets.
- Developed enhanced financial reporting to better facilitate decision-making.
- Led the department's Departmental Strategic Program Review team in support of the government-wide Strategic Program Review.

Policy and Planning Division Overview

The **Policy and Planning Division** has the responsibility to undertake research and policy development, legislative development, legal affairs analysis, public engagement and education in support of government initiatives and departmental operational objectives. The division provides right-to-information, information access and legislative co-ordination services.

The **Policy Branch** provides a range of policy-related services including information access; legislative co-ordination; research and policy development; regulatory and legislative proposal development; and intra- and inter-governmental connections.

The **Legislative Renewal and Legal Affairs Branch** oversees the facilitation of legislative and regulatory renewal, including modernization of statutes and regulations. It provides program delivery advisory support in the form of legislative research, interpretation and advice as well as the review of contracts, memoranda of understanding and agreements from a liability perspective. It acts as the departmental liaison with the Office of the Attorney General on legal matters, including the management of legal files, facilitating requests for formal legal opinions and advisory support and the compilation of materials for senior management in relation to the department's positioning.

The **Education and Engagement Branch** has the responsibility to develop and/or support public education initiatives aimed at capacity-building and behavioural change; oversee legislated consultative processes; manage the content of the department's website; and devise options for and support the delivery of non-legislated engagement. The branch serves as the departmental contact for matters relating to First Nations. In fulfilling its mandate, the branch liaises with other branches and divisions to identify and assess stakeholder needs, and it collaborates with other departments, stakeholders, the public and external organizations.

Highlights

- Continued efforts to modernize the *Municipalities Act* and the *Community Planning Act*.
- Participated on the Exotic Animal Task Force, which produced a report presented to the Minister of Natural Resources.
- Developed amendments to enhance animal protection regulations.
- Provided support to the public phases of the Environmental Impact Assessment (EIA) process for the Sisson Mine project.
- Continued management of the largest volume of access to information and privacy files within GNB.
- Supported GNB to negotiate final agreements with the Government of Canada for infrastructure funding.
- Coordinated the submission of 43 proposals to government for consideration throughout the year.

Financial information

Financial results 2014–2015 (000\$)

Department of Environment and Local Government					
Expenditures	Main estimates	Wage settlements	Budget	Actual	Variance
Corporate Services					
– Senior Management	497.0		497.0	592.0	-95.0
– Corporate Services	3,915.0	8.5	3,923.5	3,437.0	486.5
Local Government					
– Local Service District Expenditures	49,428.0	4.5	49,432.5	48,599.0	* 833.5
– Community Funding and Equalization Grant	66,623.0		66,623.0	66,497.0	126.0
– Municipal Fine Revenue Sharing Program	2,200.0		2,200.0	1,902.0	298.0
– Community finances	278.0	0.5	278.5	184.0	94.5
Environment					
– Environment Administration	281.0	0.5	281.5	214.0	67.5
– Program Operations & Enforcement	4,114.0	13.0	4,127.0	3,998.0	129.0
– Impact Management	2,883.0	20.0	2,903.0	2,793.0	110.0
– State of the Environment	2,612.0	6.0	2,618.0	2,618.0	0.0
– Sustainable Development and Impact Evaluation	1,696.0	4.0	1,700.0	1,586.0	114.0
– Climate Change Secretariat	894.0		894.0	746.0	148.0
Assessment and Planning Appeal Board	280.0	1.5	281.5	195.0	86.5
Community Funding	156.0	1.5	157.5	101.0	56.5
Local and Regional Governance	1,046.0	1.0	1,047.0	1,303.0	-256.0
Total Ordinary Budget	136,903.0	61.0	136,964.0	134,765.0	2,199.0
Total Capital (Local Service Districts)	500.0		500.0	476.0	24.0

* Lower-than-anticipated expenditures for goods and services by Local Service Districts.

Regional Development Corporation	Actual
Canada/New Brunswick Infrastructure Program — RDC	256.0
Canada/New Brunswick Infrastructure Program — Capital Projects	31,839.0
Total Funding provided by Regional Development Corporation	32,095.0

Special Purpose Account					
Program	Carry over from previous year	Revenue	Total funding	Expenditures	Carry over to next year
Environmental Trust Fund	17,722.0	9,252.0	26,974.0	4,578.0	22,396.0

Revenues	Main estimates	Actual	Variance
Return on investment	8.0	20.0	12.0
Licences and permits	3,959.0	3,514.0	-445.0
Sale of goods and services	965.0	744.0	-221.0
Miscellaneous	2.0	105.0	103.0
Total Ordinary	4,934.0	4,383.0	-551.0

Summary of staffing activity

Pursuant to section 4 of the *Civil Service Act*, the Deputy Minister of the Department of Human Resources (DHR) delegates staffing to each deputy head for his or her respective departments. Please find below a summary of the staffing activity for 2014–2015 for the Department of Environment and Local Government.

Number of permanent and temporary employees, as of December 31 of each year		
Employee type	2014	2013
Permanent	235	238
Temporary	18	36
Total	253	274

The department advertised seven competitions, including two open (public) competitions and five closed (internal) competitions.

Pursuant to Section 15 and Section 16 of the *Civil Service Act*, the department made the following appointments using other processes to establish merit, than the competitive process:

Appointment type	Appointment description	Section of the <i>Civil Service Act</i>	Number
Specialized Professional, Scientific or Technical	An appointment may be made without competition when a position requires: <ul style="list-style-type: none"> – A high degree of expertise and training – A high degree of technical skill – Recognized experts in their field 	15(1)	0
Equal Employment Opportunity Program	Provides Aboriginals, persons with disabilities and members of a visible minority group with equal access to employment, training and advancement opportunities.	16(1)(a)	2
Department Talent Management Program	Permanent employees identified in corporate and departmental talent pools, who meet the four-point criteria for assessing talent, namely performance, readiness, willingness and criticalness.	16(1)(b)	0
Lateral transfer	The GNB transfer process facilitates the transfer of employees from within Part 1, Part 2 (School Boards) and Part 3 (Hospital Corporations) of the Public Service.	16(1) or 16(1)(c)	8
Regular appointment of casual/temporary	An individual hired on a casual or temporary basis under Section 17 may be appointed without competition to a regular properly classified position within the Civil Service.	16(1)(d)(i)	1
Regular appointment of students/apprentices	Summer students, university or community college co-op students or apprentices may be appointed without competition to an entry level position within the Civil Service.	16(1)(d)(ii)	0

Pursuant to Section 33 of the *Civil Service Act*, no complaints alleging favouritism were made to the Deputy Head of Environment and Local Government and no complaints were submitted to the Ombudsman.

Summary of legislation and legislative activity

Name of legislation and regulation	Effective date	Link to regulation
Amendments to the Regional Boundaries Regulation — <i>Regional Service Delivery Act</i> to change the names of the regional service commissions.	April 16, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-47.pdf
Amendments to the Garbage Collection Regulation — <i>Municipalities Act</i> to change the names of the regional service commissions.	April 16, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-48.pdf
Amendments to the Municipal Order — <i>Municipalities Act</i> to annex a portion of the LSD of the parish of Sussex to the Village of Sussex.	May 26, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-59.pdf
Amendments to the Local Service Districts Regulation — <i>Municipalities Act</i> to amend the plan showing the territorial limits of the LSD of the parish of Sussex.	May 26, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-60.pdf
Amendments to the Wellfield Protected Area Designation Order — <i>Clean Water Act</i> to remove one wellfield protected area (Coburg Road Well) from Schedule A.14, Village of Port Elgin.	June 30, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-63.pdf
Amendments to the Local Service Districts Regulation — <i>Municipalities Act</i> to annex a portion of the LSD of Pointe-de-Chêne to Shediac.	July 1, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-69.pdf
Amendments to the Municipalities Order — <i>Municipalities Act</i> to annex a portion of the LSD of Pointe-de-Chêne to Shediac.	July 1, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-70.pdf
Amendments to the Wellfield Protected Area Designation Order — <i>Clean Water Act</i> — to designate the wellfields of Miramichi (Rennie Road), Saint-Louis-de-Kent, Village of Hillsborough, Town of St. George and Village of Fredericton Junction.	Sept. 8, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-80.pdf
Amendments to the General Regulation — <i>Society for the Prevention of Cruelty to Animals Act</i> to enhance New Brunswick's dog protection regulations.	Dec. 1, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-98.pdf
Amendments to the Provincial Dog Regulation — <i>Municipalities Act</i> to enhance New Brunswick's dog protection regulations.	Aug. 18, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-99.pdf
Amendments to the Municipalities Order — <i>Municipalities Act</i> to annex a portion of the LSD of the parish of Lincoln to the City of Fredericton.	Aug. 18, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-100.pdf
Amendments to the Local Service Districts Regulation — <i>Municipalities Act</i> to annex a portion of the LSD of the parish of Lincoln to the City of Fredericton.	Aug. 12, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-101.pdf
Repeal of the Provincial Mobile Home Parks and Sites Regulation — <i>Community Planning Act</i> pursuant to the Smart Regulations Initiative.	Aug. 12, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-102.pdf
Amendments to the Municipalities Order — <i>Municipalities Act</i> pursuant to the Smart Regulations Initiative.	Aug. 12, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-103.pdf
Amendments to the Used Oil Regulation — <i>Clean Environment Act</i> pursuant to the Smart Regulations Initiative.	Aug. 12, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-104.pdf
Repeal of the Books Agents Exemption Regulation — <i>Municipalities Act</i> pursuant to the Smart Regulations Initiative.	Aug. 12, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-105.pdf
Amendments to the Barrier-Free Design Building Code Regulation — <i>Community Planning Act</i> to enhance the Barrier-Free Design Building Code.	Jan. 1, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-106.pdf

Name of legislation and regulation	Effective date	Link to regulation
Amendments to the Fire Prevention and Inspection Regulation — <i>Fire Prevention Act</i> to enhance the Barrier-Free Design Building Code.	Jan. 1, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-107.pdf
Amendments to the National Building Code Designation Regulation — <i>Metric Conversion Act</i> to adopt the National Code of Canada 2010.	Jan. 1, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-108.pdf
Amendments to the Provincial Building Regulation, 2002 — <i>Community Planning Act</i> to adopt the National Code of Canada 2010.	Jan. 1, 2015	http://www.gnb.ca/0062/acts/BBR-2014/2014-109.pdf
Consequential amendments to the Rural Community of Kedgwick Regulation — <i>Municipalities Act</i> in light of the incorporation of Kedgwick.	Aug. 18, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-143.pdf
Consequential amendments to the Provincial Subdivision Regulation — <i>Community Planning Act</i> in light of the incorporation of Grand Tracadie-Sheila.	Aug. 18, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-144.pdf
Consequential amendments to the Board Regulation — <i>Regional Health Authorities Act</i> in light of the incorporation of Grand Tracadie- Sheila.	Aug. 18, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-145.pdf
Consequential amendments to the Schedule A — <i>Regional Health Authorities Act</i> in light of the incorporation of Grand Tracadie-Sheila.	Aug. 18, 2014	http://www.gnb.ca/0062/acts/BBR-2014/2014-146.pdf
Amendments to the Regional Boundaries Regulation — <i>Regional Service Delivery Act</i> to change the name of the Regional Service District 12 to Western Valley Regional Service Commission.	March 26, 2015	http://www.gnb.ca/0062/acts/BBR-2015/2015-3.pdf

Summary of Official Languages activities

Introduction	The Department of Environment and Local Government supports the use of both Official Languages in the workplace and supports second-language training. The department continued with activities outlined below that focused on four sectors found in the original GNB <i>Plan on Official Languages</i> .
Focus 1	<p>Ensure access to service of equal quality in English and French throughout the province.</p> <p>Departmental objective: To ensure that all written and oral communication with clients was in their Official Language of choice.</p> <p>Activities included: Ensuring that frontline employees received iLearn training on Language of Service and reviewing signage to ensure that Active Offer signage is displayed at critical service points.</p>
Focus 2	<p>An environment and climate, that encourages, for all employees, the use of the Official Language of their choice in their workplace.</p> <p>Departmental objective: To ensure that employees were provided their personnel services in their Official Language of choice.</p> <p>Activities included: New hires were asked their preference for their personnel services and a notation was made in their personnel files for future reference.</p>
Focus 3	<p>What strategic means did your department implement to ensure that new and revised government programs and policies took into account the realities of the province's Official Language communities (promotion of official languages)?</p> <p>Departmental Objective: To ensure that all departmental communications, programs and policies take into account Official Language considerations.</p> <p>Activities included: Preparing a special section on Official Languages for the department's annual report which emphasized the department's commitment, reported on departmental second-language training initiatives and any complaints that may have been received during the period.</p>
Focus 4	<p>Ensure Public Service employees have a thorough knowledge and understanding of the <i>Official Languages Act</i>, relevant policies, regulations, and the province's obligations with respect to Official Languages.</p> <p>Departmental Objective: To ensure employees are informed about the <i>Official Languages Act</i> with regard to their personal rights as well as their obligations regarding interaction with the public.</p> <p>Activities included: Included a section on Official Languages in the annual Employee Performance Review Form that verifies the employee has read and understood the Language of Service Policy (AD-2919) and the Language of Work Policy (AD-2920). As well, the department supports in-house, second-language training which increases the skills of employees and improves their ability to deliver services in both Official Languages.</p>
Conclusion	The department recognizes its obligations under the <i>Official Languages Act</i> and related policies and makes a conscious effort to provide quality services to our staff and clients in both Official Languages.

Summary of recommendations from the Office of the Auditor General

Name and year of audit area with link to online document	Total	Adopted
Wastewater Commissions 2011 – Vol. 1 http://www.gnb.ca/OAG-BVG/2011v1/2011v1-E.ASP	7	6
Solid Waste Commissions 2012 – Vol. 2 http://www.gnb.ca/OAG-BVG/2012v2/2012v2-E.ASP	13	13

Report on the *Public Interest Disclosure Act*

Under Section 18(1) of the *Public Interest Disclosure Act*, the chief executive shall prepare a report of any disclosures of wrongdoing that have been made to a supervisor or designated officer of the portion of the Public Service for which the chief executive officer is responsible. The Department of Environment and Local Government did not receive any disclosure(s) of wrongdoings in the 2014–2015 fiscal year.

