

# Environment and Local Government

Annual Report  
**2015–2016**

**Environment and Local Government  
Annual Report 2015–2016**

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, 2015, to March 31, 2016.

Respectfully submitted,



Honourable Serge Rousselle, Q.C.  
Minister

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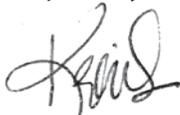
### **From the Deputy Minister to the Minister**

Honourable Serge Rousselle, Q.C.  
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 April 1, 2015, to March 31, 2016.

Respectfully submitted,



Kelli Simmonds  
Deputy Minister

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# Minister's message

During the 2015-2016 fiscal year, the Department of Environment and Local Government continued to administer legislation, collaborated with stakeholders on programs and initiatives, and remained focused on our commitment to support clean air and water as well as a safe and healthy environment.

The department engaged New Brunswickers on ways to strengthen and modernize legislation and on measures to address collectively a range of common interests. It conducted a series of initial consultations to begin developing a new water strategy and undertook consultations to gather stakeholder feedback on ways to strengthen animal protection laws. Much work was completed for a new climate change action plan, and collaborative work with stakeholders brought the province to the final stages to modernize the *Municipalities Act* and the *Community Planning Act*.

New Brunswickers were also encouraged to participate in public Environmental Impact Assessments (EIAs), such as the extensive consultation for the Sisson Mine project.

This year saw significant investments through the Environmental Trust Fund, with 232 projects receiving funding to protect the environment, increase environmental awareness, manage our waste, address climate change and build sustainable communities.

The department partnered with the federal government and municipalities to invest in improving water and wastewater infrastructure in every corner of the province through the Small Communities Fund.

The department also laid the groundwork for improved recycling in the province. The framework is now in place for a new electronic waste recycling program to be implemented. The department, through its partnerships, is now able to collect household batteries, keeping them from landfills.

As outlined in this year's annual report, the department made progress on a number of key priorities that will contribute to New Brunswick's effort to create jobs, maintain fiscal responsibility, and help families.

I wish to thank the department's staff for its hard work and dedication during the past year.



Honourable Serge Rousselle, Q.C.  
Minister of Environment and Local Government

# Deputy Minister's message

The 2015-2016 Annual Report outlines the measures and initiatives undertaken by the Department of Environment and Local Government from April 1, 2015, to March 31, 2016.

Through the administration of our legislation, the department worked on behalf of New Brunswickers to ensure the enforcement of and compliance with environmental legislation and regulations.

The department continued to provide integrated stewardship through planning and management of land use, zoning development, and waste management issues. In particular, this year the department worked to re-engineer the regulatory approach of the Impact Management Branch to include more regulatory programs, more oversight, a stronger auditing program and a more efficient and effective process for permit application and review.

Work continued to foster stronger communities by providing advice and support to municipalities, rural communities, and regional service commissions. The department provided support for communities wishing to amalgamate, and was integral in facilitating the regionalization of the newly formed York North Regional Fire Service.

This year, the department focused its efforts on increasing the transparency and access to information. It made data openly available through the online water quality data portal and the online air quality data portal. In addition, flood information was updated and centralized online.

Process improvements within the department saw significant savings, reduced waste and more efficient processes for the administration of local service districts. In addition, the department's Hydrology Centre received the KIRA award for innovation in the public sector for their work to improve River Watch.

This year, the department and its staff proudly advanced the mandate while contributing to a healthy environment, sustainable communities and a greener economy.

I thank the department's staff for its dedication and hard work during the past year.



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 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 2015-2016 fiscal year, the Department of Environment and Local Government focused on these strategic priorities through:

Working collaboratively with stakeholders toward the modernization of the *Municipalities Act* and the *Community Planning Act*.



Completing the process to issue an environmental impact assessment determination to Sisson Mines Ltd. for its project near Fredericton.



Earning a KIRA award for the River Ice Observation and Reporting System.



Launching an online air quality data portal to provide the public with near real-time access to ambient air quality information.



Updating flood information on the departmental website.



Achieving government approval to implement an Electronic Waste Extended Producer Responsibility program.



Re-engineering the regulatory approach of the Impact Management Branch to include more regulatory programs, more oversight, stronger auditing program and a more efficient and effective territorial based permit delivery model.



Participating in a major province-wide emergency preparedness exercise involving NB Power and the Point Lepreau Generating Station.



Launching the online water quality data portal to provide the public with data from the surface water monitoring network.



Facilitating the regionalization of the newly formed York North Regional Fire Service, combining the Millville and Keswick Valley fire departments.



Identifying savings of \$279,000 through Process Improvement projects and Waste Walks, including improved accounting processes for local service districts (LSDs).



Establishing a departmental committee in the development of a five-year Official Languages action plan.



Developing and successfully implementing an online application system for the Environmental Trust Fund, making it easier for applicants to access funding.

# Performance measures

<b>More jobs</b>	
Ensure that resource development is responsible.	Compliance rate for resource development sectors.
Simplify permitting processes.	Percentage of Watercourse and Wetland Alteration (WAWA) applications processed within established timeframes.
Strengthen capacity of communities.	Percentage of New Brunswickers with sustainable local governments.
<b>Fiscal responsibility</b>	
Operate within the department's expenditure budget.	Ratio of actual to budgeted expenditures.
<b>Best place to raise a family</b>	
Promote development in sustainable locations.	Number of communities with adaptation plans to adapt to the impacts of a changing climate.
<b>Smarter Government</b>	
Ensure transparency and accountability.	Percentage of initiatives/action plans on track.

## More jobs

### Objective of the measure

**Ensure that resource development is responsible.**

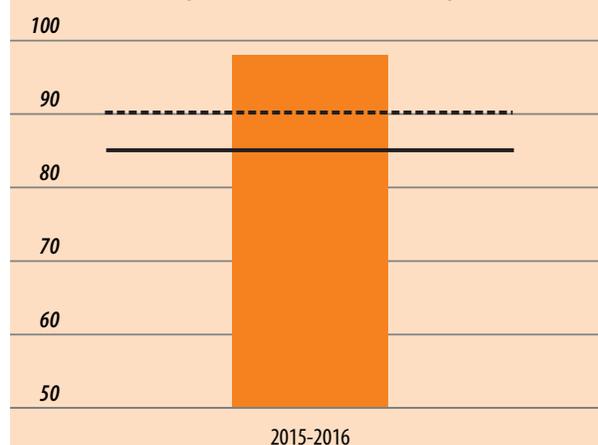
### Measure

**Environmental compliance rate for resource development sectors.**

### Description of measure

This measure describes the rate of proponent compliance with conditions imposed under the Environmental Impact Assessment (EIA) Regulation - *Clean Environment Act* and/or the Air Quality Regulation - *Clean Air Act* or the Water Quality Regulation - *Clean Environment Act*.

*Environmental compliance rate for resource development sectors.*



### Overall performance

Compliance with required conditions was very strong (98 per cent). The formal audits did identify areas for improvement, and changes were made by the proponents accordingly.

— Baseline: 85%  
- - - Target: 90%  
Actual: 98%

### Why do we measure this?

Resource development must be conducted in accordance with a number of conditions imposed by the department through a review under the Environmental Impact Assessment (EIA) Regulation and/or through an Approval to Construct/Operate issued under the Air Quality and/or Water Quality Regulation. These conditions are designed to avoid negative environmental impacts or reduce them to acceptable levels before they occur. Compliance with these conditions is critical for environmental protection, a key element of responsible resource development. The environmental 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 process was undertaken, and 37 facilities were selected for audit. Audits addressed conditions of Environmental Impact Assessments (EIAs) and Approvals for a variety of industries, including peat bogs, lumber and allied wood processing, quarries, pulp and paper mills, and mining facilities.

## More jobs

### Objective of the measure

*Simplify permitting processes.*

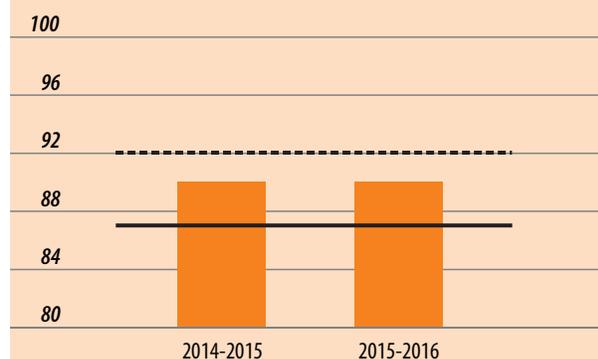
### Measure

*Percentage of Watercourse and Wetland Alteration (WAWA) 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. 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.

*Percentage of applications processed within established timeframes*



### Overall performance

In 2015-2016, 90 per cent of applications were processed within the targeted timeframes for this program.

— Baseline: 87%  
- - - Target: 92%  
Actual: 90%

### 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 expanded its electronic application system for Watercourse and Wetland Alteration (WAWA) permits in 2015-2016. This was the latest in a series of improvements implemented since a Process Improvement project was undertaken in 2012.

## More jobs

### Objective of the measure

**Strengthen capacity of communities.**

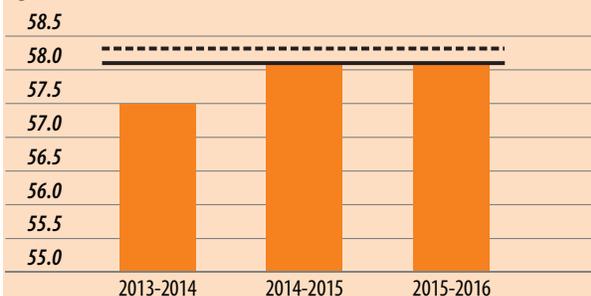
### Measure

**Percentage of New Brunswickers with sustainable local governments.**

### Description of 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. In 2015-2016, for the purpose of this measure, “sustainable local governments” were identified as those local governments serving 3,000 or more people and having a tax base of \$200 million or more. These criteria are being updated for subsequent years.

*Percentage of New Brunswickers with sustainable local governments*



### Overall performance

By the end of 2015-2016, three restructuring projects meeting the targeted criteria were successfully completed, but none received a “yes” vote in the plebiscite. This resulted in no gains, maintaining the percentage of the population living in a viable community at 58.1 per cent.

— Baseline: 58.1%  
- - - Target: 58.3%  
Actual: 58.1%

### 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 2015–2016:

- the proposed amalgamation of the Village of Sussex Corner with the Town of Sussex;
- the proposed amalgamation of the Village of Petit-Rocher with several local service districts (LSDs); and
- the proposed creation of a rural community including the villages of Clair, Baker-Brook, Lac Baker, Saint-François de Madawaska and St. Hilaire, and several LSDs.

Each project included a feasibility study, public information initiatives and a plebiscite. None of the projects was successful at the plebiscite stage.

## Fiscal responsibility

### Objective of the measure

**Operate within the department's expenditure budget.**

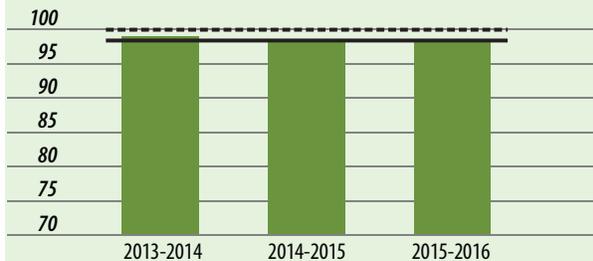
### Measure

**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.

*Ratio of actual to budgeted expenditures*



### Overall performance

The department's 2015–2016 budget, including appropriation transfers, was set at \$139,550,400. After completion of several initiatives, along with close monitoring of expenditures, the department closed out the fiscal year at 1.6 per cent, or \$2.18 million, under budget.

— Baseline: 98.4%  
- - - Target: 100%  
Actual: 98.4%

### 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 transportation costs and streamlined processes that allowed the department to reduce positions through attrition.
- Lower-than-anticipated Municipal and Community Property Tax Warrant.

## Best place to raise a family

### Objective of the measure

*Promote development in sustainable locations.*

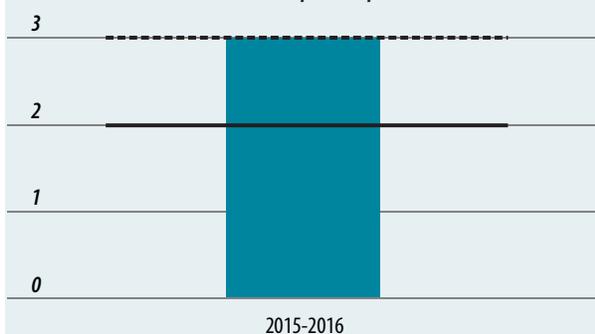
### Measure

*Number of communities with adaptation plans to adapt to the impacts of a changing climate.*

### Description of measure

This measure tracks community progress toward planning for and adapting to climate change. Adaptation planning begins with the completion of a vulnerability assessment which is then used by the community to guide adaptation efforts and ensure that critical vulnerabilities are addressed. This measure is seen as a first step toward understanding how well communities are preparing for climate change. Full resilience is a long-term goal. The proximate measure is whether a plan exists and the longer term measure is around the effectiveness and comprehensiveness of the plan.

#### *Number of communities with adaptation plans*



### Overall performance

The baseline for 2015-2016 was two communities with adaptation plans (Dieppe and Moncton). As of March 31, 2016, three communities had approved Climate Change Adaptation Plans. The Village of Port Elgin approved its Climate Change Adaptation Plan in February 2016. It established a committee to oversee the implementation of the plan.

———— Baseline: 2

- - - - - Target: 3

Actual: 3

### Why do we measure this?

This measure is seen as a first step toward understanding how well communities are preparing for climate change. Knowing the state of adaptation planning allows the department to better direct its efforts to ensure New Brunswickers are prepared for a changing climate.

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

The Climate Change Secretariat continues to engage communities in the adaptation planning process, with support from the Environmental Trust Fund and building on the foundation created by the Regional Adaptation Collaborative and work of the Atlantic provinces.

## Smarter government

### Objective of the measure

**Ensure transparency and accountability.**

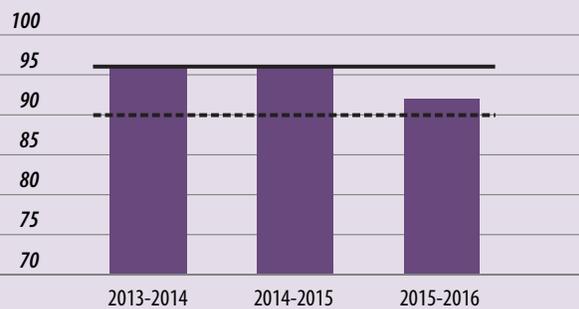
### Measure

**Percentage of initiatives/action plans on track.**

### Description of measure

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

#### Actions completed



### Overall performance

The department undertook 26 actions to improve performance in strategic areas. Twenty-four of the actions identified at the beginning of the year were completed as scheduled and two were extended to 2016-2017, for a completion rate of 92 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?

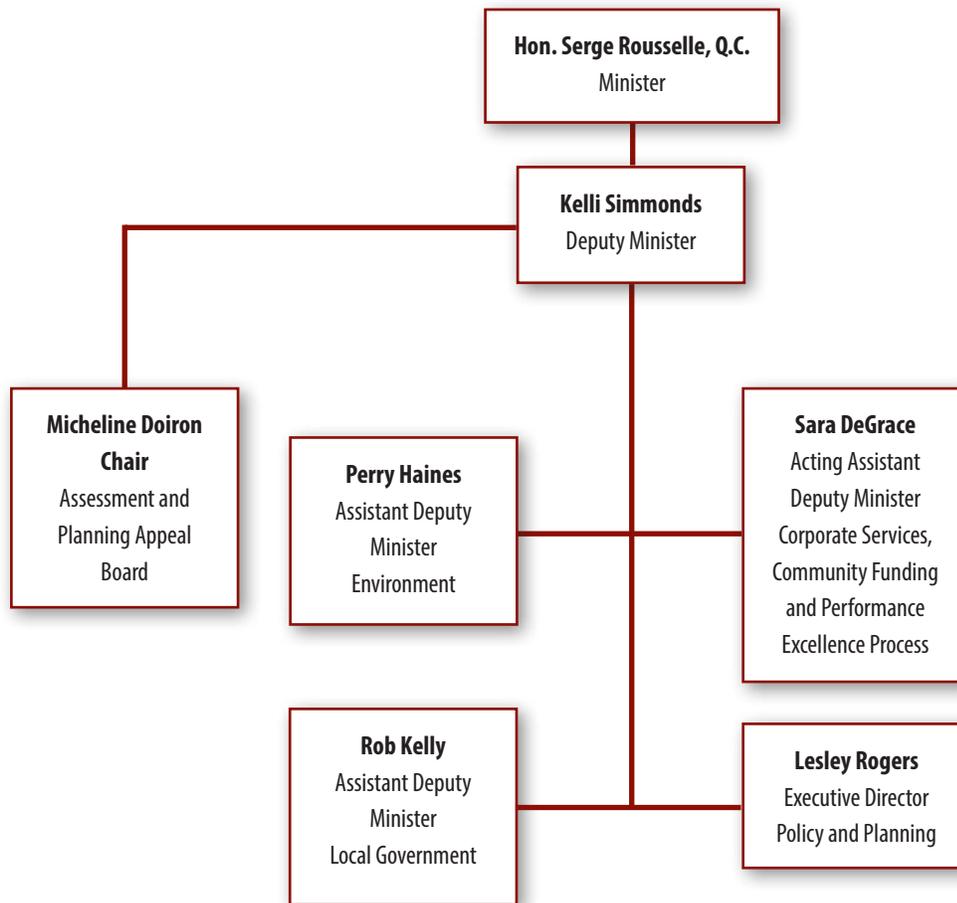
The department used the Performance Excellence process within its Formal Management system to track completion of each strategic initiative/action identified at the beginning of the year.

# 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 effective enforcement of, and compliance with, environ-

mental legislation and regulations; and foster stronger communities by providing effective consultation and liaison with municipal governments on governance issues and providing the administration of local service districts.

## High-level organizational chart



# Division overview and highlights

## Environment Division

The **Environment Division** is primarily responsible for the administration of all environmental programs within the department. The division is guided by the six acts and 23 regulations that form its mandate.

The division consists of the State of the Environment Branch, the Sustainable Development and Impact Evaluation Branch, the Impact Management Branch, the Program Operations and Enforcement Branch and the Climate Change Secretariat.

The **State of the Environment Branch** is inclusive of two integrated components. Analytical Services provides scientific testing services to clients from around the province, while the remainder of the branch conducts monitoring, forecasting and reporting on both air quality and water quality/quantity conditions in the province. The branch has several federal/provincial agreements and partnerships in place that augment scientific assessment services in addition to national committee work, including the Canadian Council of Ministers of the Environment (CCME) and the International Joint Commission. The branch provides scientific expertise to other areas of government and works with watershed groups from around the entire province.

The **Sustainable Development and Impact Evaluation Branch** is responsible for: Environmental Impact Assessments (EIAs); 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 environ-

ments. 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 the reduction of greenhouse gas (GHG) emissions 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

- ◆ *Concluded the environmental impact assessment review of the Sisson Mine Ltd. project.*
- ◆ *Supported the Canadian delegation at COP21.*
- ◆ *Hosted workshops to discuss Blue Green Algae concerns, a new water strategy and volunteer monitoring.*
- ◆ *Continued to upgrade and renew infrastructure within the Hydrology Centre for flow and flood forecasting purposes.*
- ◆ *Conducted a four-month assessment of air quality near the Bathurst Regional Airport.*
- ◆ *Deployed emergency radiological monitoring equipment at several air quality monitoring stations across the province.*

- ◆ *Participated in proposed regulatory changes to the Beverage Container Program and other initiatives designed to make the program more effective in the short and long term.*
- ◆ *Established a revised version of the Standard Operating Procedure (SOP) on Environmental Monitoring for the Marine Aquaculture Program in the province.*
- ◆ *Coordinated 47 projects, assessing vulnerabilities to climate impacts and developing adaptation options for communities, infrastructure and natural resources as well as developing areas for greenhouse gas (GHG) reductions.*

## Local Government Division

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, a regional municipality and regional service commissions and provides the administration of local service districts (LSDs).

The division consists of the Community Finances Branch, the Provincial-Municipal Fiscal Policy Branch, the Provincial and Community Planning Branch, the Local and Regional Governance Branch and the Local Government Support Services Branch.

The **Community Finances Branch** is responsible for providing advice and guidance relating to the financial aspects of local government entities (municipalities, rural communities, regional municipalities, 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, rural communities, regional municipalities and commissions as well as provides secretariat services to the Municipal Capital Borrowing Board.

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 provides expertise on community finances.

The **Provincial and Community Planning Branch** is responsible for the administration of the *Community Planning Act* (CPA) and associated regulations to guide development in New Brunswick. The branch provides guidance and support to regional service commissions and municipalities in the administration of the CPA and associated regulations.

The **Local and Regional Governance Branch** fulfils a provincial support and liaison function with municipalities, rural communities, regional service commissions and the New Brunswick SPCA. This involves advising the local government community of departmental initiatives; providing advice on matters of governance and administration to local governments and regional service commissions; working with the four municipal associations; and responding to general inquiries regarding areas such as local government operations and animal protection issues.

The **Local Government Support 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, solid waste 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 branch is also responsible to work with communities that want to undertake community restructuring projects.

## HIGHLIGHTS

- ◆ *Distributed \$67 million in grants to the 107 municipalities, rural communities and regional municipalities and \$6.3 million to the LSDs.*
- ◆ *Worked with stakeholders to promote provincial and regional planning.*
- ◆ *Initiated the planning for the 2016 Municipal Orientation program.*
- ◆ *Consulted with the New Brunswick SPCA and other stakeholders on how to strengthen animal protection in New Brunswick.*

- ◆ Received 18 new fire trucks that were tendered in the previous year for LSD fire departments, an initiative that saved local taxpayers money.
- ◆ Released a new fire policy for LSD fire departments.

## Corporate Services, Community Funding and Performance Excellence Process Division

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 division consists of the Human Resources and Administration Branch, the Corporate Finance Branch, the Information and Technology Management Branch, the Performance Excellence Process/Standards Setting Branch and the Community Funding Branch.

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 coordinates 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 Gas Tax Fund (GTF). The branch also manages and administers the Environmental Trust Fund (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 with the recycling of containers.

## HIGHLIGHTS

- ◆ *Trained managers on the completion of the new performance agreement forms and reviewed and updated competency profiles as appropriate.*
- ◆ *Designed online portals for air and water quality data to allow New Brunswickers to access timely information about their environment.*
- ◆ *Led the department's team in support of the government-wide Strategic Program Review and coordinated the execution of selected projects.*
- ◆ *Participated on the federal/provincial management and oversight committees established for the administration of the Canada/New Brunswick Building Canada Fund-Small Communities Component and the oversight of the Gas Tax Fund (GTF).*
- ◆ *Supported the Environmental Trust Fund (ETF) Advisory Board in its functions and provided management and administrative support for the 2015-2016 funding program.*

## Policy and Planning Division

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. Additionally the division provides right-to-information services, information access and legislative co-ordination services.

The division consists of the Policy Branch, the Legislative and Legal Affairs Branch and the Education and Engagement Branch.

The **Policy Branch** provides a broad range of policy related services including information access, legislative coordination, research and policy development, regulatory and legislative development, and intra-/inter-governmental connections.

The **Legislative and Legal Affairs Branch** 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, providing operational and policy advisory support and the compilation of materials for senior management in relation to department 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, devise options for non-legislated engagement, and support stakeholder recognition and public outreach activities, including substantial engagement with First Nations communities. In fulfilling its mandate, branch staff maintains the department's Internet site, liaises with divisions to identify and assess stakeholder needs, and collaborates with other departments and external organizations.

## HIGHLIGHTS

- ◆ *Undertook consultation and continued work on the renewal of the Municipalities Act and the Community Planning Act.*
- ◆ *Initiated a formal process to develop a provincial water strategy, including an engagement process with stakeholders and First Nations communities.*
- ◆ *Provided support to the public engagement phase of the Sisson Mine project Environmental Impact Assessment (EIA) review, including a component specific to First Nation communities.*
- ◆ *In collaboration with the Environment Division, enhanced the Extended Producer Responsibility concept by the inclusion of electronic waste under the Designated Materials Regulation.*
- ◆ *Provided support to the Climate Change Secretariat to advance the commitment to enhance the Climate Change Action Plan.*
- ◆ *Continued management of a large volume of access to information and privacy files within GNB.*

# Financial information

Financial results 2015-2016 (000\$)					
Department of Environment and Local Government					
Expenditures	Main estimates	Wage settlements	Budget	Actual	Variance
<b>Corporate Services</b>					
Senior Management	552.0	2.7	554.7	522.6	32
Corporate Services	3,486.0	32.2	3,518.2	3,630.0	(112)
<b>Local Government</b>					
Local Service District Expenditures	48,428.0	9.5	48,437.5	50,149.7	(1,712)*
Community Funding and Equalization Grant	66,791.0		66,791.0	66,902.7	(112)
Municipal and Rural Community Property Tax Warrant	3,000.0		3,000.0	344.0	2,656**
Municipal Fine Revenue Sharing Program	2,200.0		2,200.0	1,966.0	234
Community Finances	249.0	3.6	252.6	264.4	(12)
Local & Regional Governance	1,281.0	10.9	1,291.9	1,225.2	67
<b>Environment</b>					
Environment Administration	481.0	2.3	483.3	369.0	114
Program Operations	3,854.0	32.7	3,886.7	3,770.7	116
Impact Management	3,166.0	29.1	3,195.1	2,711.3	484
State of the Environment	2,383.0	19.9	2,402.9	2,538.4	(135)
Sustainable Development and Impact Evaluation	2,153.0	14.4	2,167.4	1,742.2	425
Climate Change Secretariat	893.0	5.4	898.4	739.9	159
<b>Assessment and Planning Appeal Board</b>	312.0	2.5	314.5	327.0	(13)
<b>Community Funding</b>	152.0	4.2	156.2	166.4	(10)
<b>Total Ordinary Budget</b>	139,381.0	169.4	139,550.4	137,369.5	2,181
<b>Total Capital (Local Service Districts)</b>	1,000.0		1,000.0	996.2	4
(figures in thousands)					

Regional Development Corporation	Actual
Canada / New Brunswick Infrastructure Program - RDC	175.1
Canada / New Brunswick Infrastructure Program - Capital Projects	50,867.8
Total Funding Provided by Regional Development Corporation	51,042.9

Special Purpose Account					
Program	Carry Over from Previous Year	Revenue	Total Funding	Expenditures	Carry over to Next Year
Environmental Trust Fund	22,396.0	8,815.8	31,211.8	7,910.9	23,300.9

Revenues	Main Estimates	Actual	Variance
Return on Investment	15.0	21.4	6.4
Licenses and Permits	3,620.0	3,565.1	-54.9
Sale of Goods and Services	877.0	745.8	-131.2
Miscellaneous	2.0	1.7	-0.3
<b>Total Ordinary</b>	<b>4,514.0</b>	<b>4,334.0</b>	<b>-180.0</b>

\*Higher than anticipated expenditures for goods and services in Local Service Districts

\*\* Amount paid as warrants was higher than municipal revenues due to assessment adjustments.

# Summary of staffing activity

Pursuant to section 4 of the *Civil Service Act*, the Deputy Minister of the Department of Human Resources delegates staffing to each Deputy Head for his or her respective departments. Please find below a summary of the staffing activity for 2015-2016 for the Department of Environment and Local Government.

Number of permanent and temporary employees, as of Dec. 31 of each year		
Employee type	2015	2014
Permanent	230	235
Temporary	25	18
<b>TOTAL</b>	<b>255</b>	<b>253</b>

The department advertised four competitions, including one open (public) competition, three closed (internal) competitions (one in-service and two intradepartmental).

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

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"> <li>– a high degree of expertise and training</li> <li>– a high degree of technical skill</li> <li>– recognized experts in their field</li> </ul>	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)	0
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)	1
Lateral transfer	The GNB transfer process facilitates the transfer of employees from within Part 1, 2 (school boards) and 3 (hospital corporations) of the Public Service.	16(1) or 16(1)(c)	4
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)	0
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 regulation	Effective date	Summary of changes
Municipalities Order – <i>Municipalities Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2015/2015-12.pdf">http://www.gnb.ca/0062/acts/BBR-2015/2015-12.pdf</a>	May 15, 2015 – effective date of Order July 1, 2015 – effective date of annexation	The amendments provided for the annexation of the local service districts of St. Arthur and Val D’Amours, a portion of the Village of Tide Head and a portion of the local service district of Blair Athol to the Village of Atholville.
Local Service Districts Regulation – <i>Municipalities Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2015/2015-16.pdf">http://www.gnb.ca/0062/acts/BBR-2015/2015-16.pdf</a>	May 27, 2015	The amendments provided for the additional service of non-fire related rescue within the local service district of the parish of Kingston and a portion of the parish of Westfield and removed the service of first aid and ambulance services from the local service district of the parish of Kingston.
Local Service Districts Regulation – <i>Municipalities Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2015/2015-17.pdf">http://www.gnb.ca/0062/acts/BBR-2015/2015-17.pdf</a>	May 27, 2015	The amendments provided for the additional service of non-fire related rescue within the local service district of the parish of Saint-Paul.
Regional Municipality of Grand Tracadie-Sheila Regulation – <i>Municipalities Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2015/2015-21.pdf">http://www.gnb.ca/0062/acts/BBR-2015/2015-21.pdf</a>	June 10, 2015	The amendments provided for a change in the name of the regional municipality of Grand Tracadie-Sheila to Tracadie.
Municipalities Order – <i>Municipalities Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2015/2015-35.pdf">http://www.gnb.ca/0062/acts/BBR-2015/2015-35.pdf</a>	Aug. 7, 2015 – effective date of Order Sept. 1, 2015 – effective date of annexation	The amendments provided for the annexation of the local service district of the parish of Dalhousie, a portion of the local service district of Dalhousie Junction, a portion of the local service district of McLeods and the local service district of Dundee to the Village of Eel River Crossing.
Local Service Districts Regulation – <i>Municipalities Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2015/2015-56.pdf">http://www.gnb.ca/0062/acts/BBR-2015/2015-56.pdf</a>	Oct. 23, 2015	The amendments provided for the additional service of non-fire related rescue to the local service districts of the parish of Kent and Upper Kent.
Designated Materials Regulation – <i>Clean Environment Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2015/2015-57.pdf">http://www.gnb.ca/0062/acts/BBR-2015/2015-57.pdf</a>	Oct. 23, 2015	The amendments provided for the new Electronic Waste Stewardship Program.
Municipalities Order – <i>Municipalities Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2015/2015-63.pdf">http://www.gnb.ca/0062/acts/BBR-2015/2015-63.pdf</a>	Jan. 1, 2016 – effective date of Order and annexation	The amendments provided for the annexation of a portion of the City of Bathurst to Beresford.
Groups of Municipalities and Rural Communities Regulation – <i>Community Funding Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2016/2016-4.pdf">http://www.gnb.ca/0062/acts/BBR-2016/2016-4.pdf</a>	Feb. 15, 2016	The amendments provided for municipal restructuring in the Village of Atholville and the Village of Eel River Crossing.
Local Service Districts Regulation – <i>Municipalities Act</i> <a href="http://www.gnb.ca/0062/acts/BBR-2016/2016-23.pdf">http://www.gnb.ca/0062/acts/BBR-2016/2016-23.pdf</a>	April 1, 2016	The amendments provided for the additional service of non-fire related rescue to the local service district of Grande-Digue.

To view all Department of Environment and Local Government acts and regulations, visit:  
<http://laws.gnb.ca/en/deplinks?subjectnumber=31>

# 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 developed a five-year Official Languages action plan that incorporated objectives and activities within each of the four sectors of activity (focus) found in the GNB's *Plan on Official Languages – Official Bilingualism: A Fundamental Value*.

## Focus 1

Ensure access to service of equal quality in English and French throughout the province.

### Department objective:

To ensure that all written and oral communication with clients was in their Official Language of choice.

### Activities included:

- Providing employees with an opportunity to complete a profile identifying their linguistic capability and gathering valid copies of language certificates for their official file.
- Providing the opportunity to 25 employees to pursue second-language training.
- Reviewing all departmental linguistic team profiles to ensure the availability of services in both Official Languages.

## Focus 2

An environment and climate that encourages, for all employees, the use of their Official Language of choice in their workplace.

### Department objective:

To ensure that departmental employees have a good understanding of the Language of Work Policy and are provided the opportunity to work in the Official Language of their choice.

### Activities included:

- Ensuring that employees received training through iLearn module on Language of Work and monitoring completion rates.
- Organizing Lunch and Learn sessions to provide opportunities to departmental employees to participate in their Official Language of choice.

### **Focus 3**

New and revised government programs and policies will take into account the realities of the province's Official Language communities.

#### **Department objective:**

To ensure that all departmental communications, programs and policies take into account Official Language considerations.

#### **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.

### **Focus 4**

Ensure public service employees have a thorough knowledge and understanding of the *Official Languages Act*, relevant policies, regulations and GNB's obligations with respect to Official Languages.

#### **Department objective:**

To ensure that departmental employees have a good understanding of the Language of Service policy and are able to apply it appropriately with our clients.

#### **Activities included:**

- To ensure that employees received training through iLearn module on Language of Service and monitoring completion rates.
- Including information about the *Official Languages Act* and policies in the orientation to all new employees.

### **Conclusion**

The department recognizes its obligations under the *Official Languages Act* and related policies and makes a conscious effort to provide quality services to our staff and clients in both Official Languages. The department was able to create a greater awareness and demonstrated a greater consciousness of use of both Official Languages in small and large meetings.

### **Official Languages complaints**

In 2015-2016, the department did not receive any Official Languages complaints.

# Summary of recommendations from the Office of the Auditor General

Name and year of audit area with link to online document	Recommendations	
	Total	Adopted
Wastewater Commissions 2011 – Vol. 1 <a href="http://www.gnb.ca/OAG-BVG/2011v1/2011v1-E.ASP">http://www.gnb.ca/OAG-BVG/2011v1/2011v1-E.ASP</a>	7	6
Solid Waste Commissions 2012 – Vol. 2 <a href="http://www.gnb.ca/OAG-BVG/2012v2/2012v2-E.ASP">http://www.gnb.ca/OAG-BVG/2012v2/2012v2-E.ASP</a>	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 2015-2016 fiscal year.