



# Department of Environment and Local Government

Annual Report  
2013-2014





# Department of Environment and Local Government

Annual Report  
2013-2014

---

**Department of Environment and Local Government  
Annual Report 2013-2014**

Published by:  
Department of Environment and Local Government  
Province of New Brunswick  
PO 6000, Fredericton NB E3B 5H1 CANADA

Printed in New Brunswick

ISBN 978-1-4605-0633-2 (bilingual print edition)  
ISBN 978-1-4605-0634-9 (PDF: English version)  
ISSN 2368-4429 (bilingual print edition)  
ISSN 2368-4437 (PDF: English version)

10041



---

## Transmittal Letters

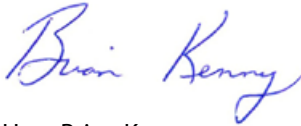
### From the Minister to the Lieutenant-Governor

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, 2013 to March 31, 2014.

Respectfully submitted,



Hon. Brian Kenny  
Minister

---

### From the Deputy Minister to the Minister

Honourable Brian Kenny  
Minister of the 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 2013-2014.

Respectfully submitted,



Kelli Simmonds  
Deputy Minister

---

---

---

---

# Table of Contents

Minister’s Message . . . . .	1
Deputy Minister’s Message . . . . .	2
Highlights . . . . .	3
Strategic Priorities . . . . .	4
<i>Strategy Management.</i> . . . . .	4
<i>The Perspectives of the Strategy Map.</i> . . . . .	4
<i>Departmental Strategy Map.</i> . . . . .	5
<i>Performance Measures</i> . . . . .	6
Overview of Departmental Operations. . . . .	12
<i>High-level organizational chart</i> . . . . .	12
<i>Division Overview and Highlights</i> . . . . .	12
Financial Information . . . . .	17
Summary of Staffing Activity . . . . .	19
Summary of Legislation and Legislative Activity . . . . .	20
Summary of Official Languages Activities . . . . .	23
Summary of Recommendations from the Office of the Auditor General. . . . .	24

---

---

---



---

# Minister's Message

During the 2013-2014 fiscal year, the Department of Environment and Local Government continued to work toward a healthy environment and sustainable communities, through several programs and initiatives highlighted in this report.

By consulting with the public and key stakeholders on issues of common interest, we have been able to make significant progress on our key objectives, including protection of our environment and assisting communities in restructuring options.



Honourable Brian Kenny  
Minister of Environment and Local Government

---

# Deputy Minister's Message

This annual report describes the operation of the Department of Environment and Local Government and outlines the initiatives undertaken during the 2013-2014 fiscal year, April 1, 2013 – March 31, 2014.

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, and providing the administration of local service districts.



Kelli Simmonds  
Deputy Minister

---

# Highlights

- Upgraded the monitoring and forecasting infrastructure within the NB Hydrology Centre for extreme events and River Watch conditions in response to 2012 flooding events.
- Implemented an electronic river ice observation and reporting system, to receive information from field observers in near real time.
- Reduced the amount of phosphorus discharged from land-based aquaculture facilities by 40% from 2011 levels.
- Continued implementation of the phased Environmental Impact Assessment (EIA) process for oil and natural gas development.
- Conducted audits of 27 oil and natural gas well pads in the province.
- Released an “Overview of Water Protection Measures for the Oil and Natural Gas Industry in New Brunswick”.
- Released the 2012-2013 Climate Change Progress Report.
- Co-ordinated 19 projects assessing vulnerabilities to climate impacts and developing adaptation options.
- Saved \$478,000 through continuous improvement initiatives, including process improvement projects and waste walks conducted throughout the department.
- Underspent the department’s operational budget by \$1,414,385.
- Distributed \$4,492,979 to support community-based projects through the Environmental Trust Fund.
- Completed 83 projects to relocate, flood-proof, or buy out homes affected by the 2012 flooding event affecting Perth-Andover and the Tobique First Nation.
- Began consultation on the renewal of the *Municipalities Act* and the *Community Planning Act*.
- Supported three community restructuring projects: the Rural Communities of Hanwell and Cocagne, as well as the Regional Municipality of Grand Tracadie-Sheila.
- Continued to support the newly established Regional Service Commissions.

---

# Strategic Priorities

## Strategy Management

The Government of New Brunswick (GNB) has implemented 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 in both public and private sectors to execute strategy.

The formal management system starts with a strategic vision. The government expresses its vision through the themes for a stronger economy and an enhanced quality of life while living within our means. This strategic vision is articulated through the strategy map, which is a tool to provide focus and overall direction for improvement.

## The Perspectives of the Strategy Map

The strategy map focuses on what's important to citizens: stimulating job creation and getting more people working; access to necessary programs and services; and providing value for their tax dollars.

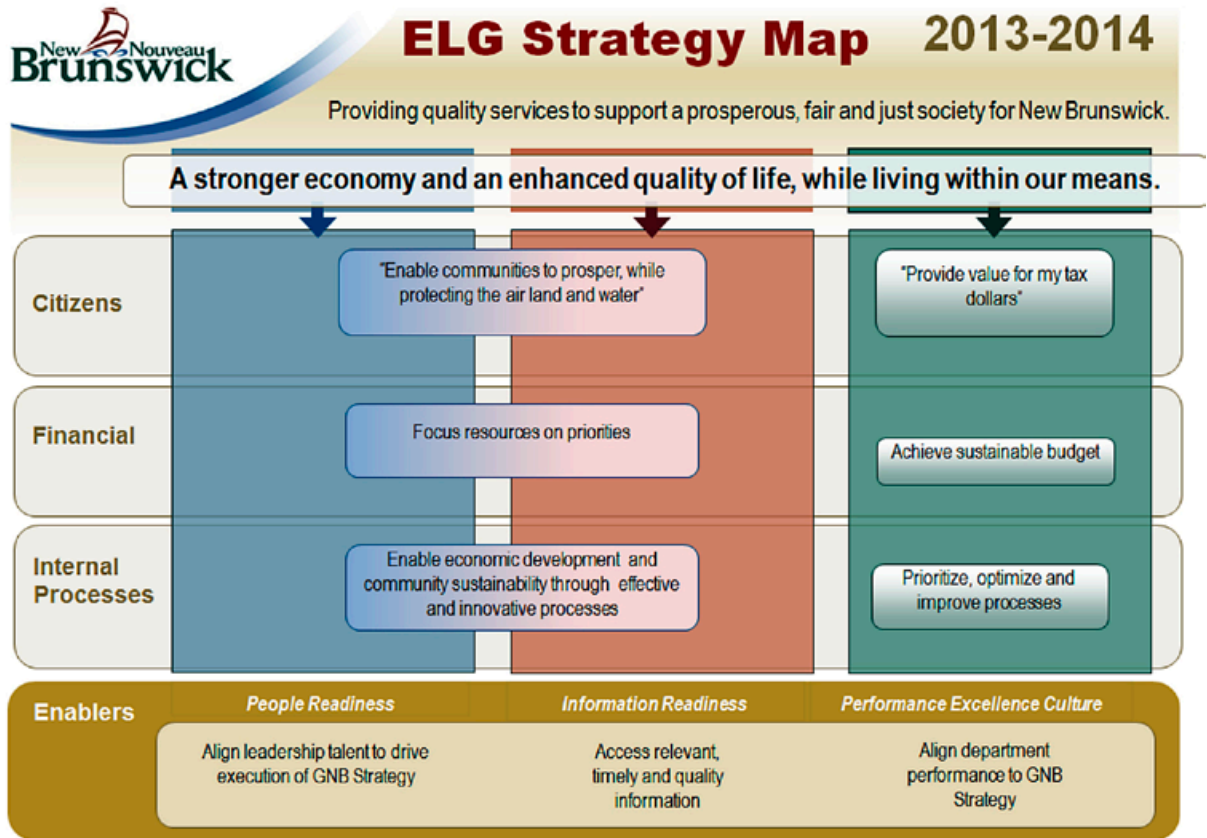
The financial perspective addresses the financial requirements needed to sustainably support the commitment to citizens, stretching across all three themes of the vision. The financial perspective focuses on supporting the private sector to stimulate growth, ensuring the government lives within its means by achieving a sustainable budget, and funding priority programs to contribute to an enhanced quality of life.

The internal processes are government's direct role in achieving the vision. They are the strategic improvements government needs to successfully implement the vision. Each department sets its own goals and priorities within the strategic themes to match its programs and specialized needs.

The enablers ensure that GNB is ready to execute the strategy through internal processes. Leaders and employees need to develop and demonstrate behaviours that engage others to ensure the success of strategic projects. Leaders need the right information at the right time to make strategic decisions, and the culture must align and recognize those who contribute to achievement of the strategy.

## Departmental Strategy Map

ELG's strategy map reflects our commitment to New Brunswickers' desire for a healthy environment and strong communities. In 2013-2014, ELG has focused on improving several key processes used to achieve these goals. The map also emphasizes how our work supports the government's overall vision of a stronger economy and enhanced quality of life, while living within our means. A strong emphasis on enablers ensures that we are prepared to execute the strategy as designed.



NB Public Service Values: competence – impartiality – integrity – respect – service

## Performance Measures

Strategic Theme: A Stronger Economy	Measures
Focus resources on priorities	Compliance rate of industry meeting ELG requirements for oil and natural gas
Enable economic development and community sustainability through effective and innovative processes	Number of community restructuring projects which meet the targeted viability criteria, that were successful
Strategic Theme: Enhanced Quality of Life	Measures
Enable communities to prosper while protecting the air, land, and water	Percent reduction in phosphorus from land based aquaculture facilities
Focus resources on priorities	Percent reduction in reporting time of river ice movement
Enable economic development and community sustainability through effective and innovative processes	Number of the approved actions of the Mitigation Report for Perth-Andover and Tobique First Nation implemented
Strategic Theme: Living Within Our Means	Measures
Achieve sustainable budget	Ratio of actual to budgeted expenditures
Enablers (HR, IT, Performance Excellence Culture)	Measures
Align department performance to GNB strategy	Percent of initiatives/action plans on track

### Strategic Theme: A Stronger Economy

#### Objective of the measure

Focus resources on priorities

#### Measure

Compliance rate of industry meeting ELG requirements for oil and gas development.

#### Description of measure

This measure describes the rate of industry compliance with conditions imposed by ELG on the development and operation of well pads in New Brunswick.

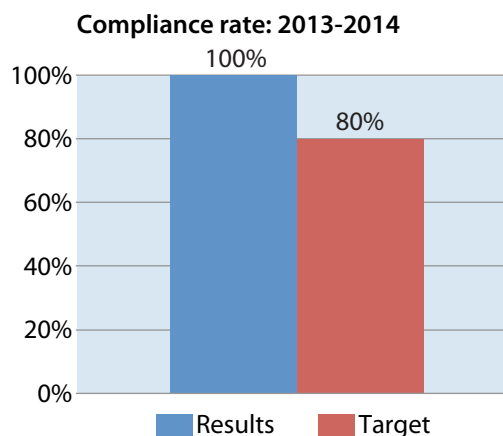
#### Overall performance

Compliance with required conditions was strong at all sites (100%). The formal audits did identify areas for further improvement and changes were made by industry accordingly.

**Baseline:** This is a new method of tracking compliance, so no comparable baseline is available.

**Target:** 80%

**Actual:** 100%



---

### Why do we measure this?

The oil and natural gas industry is required to follow a significant number of conditions when developing and operating well pads, to ensure that the environment is protected. The compliance rate is key to understanding if these conditions are being followed and, consequently, if the desired outcomes are being achieved.

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

A formal audit protocol was developed for the auditing of oil and natural gas well pads. Audits addressed conditions of Environmental Impact Assessments and Approvals for well pads at all stages of development.

Staff worked co-operatively with other agencies, including WorkSafe NB, the Department of Energy and Mines, and the Department of Public Safety. Twenty-seven well pads were audited, representing 85% of all oil and natural gas well pads in the province.

## Strategic Theme: A Stronger Economy

### Objective of the measure

Enable economic development and community sustainability through effective and innovative processes

### Measure

Number of community restructuring projects which meet the targeted viability criteria, that were successful.

### Description of measure

This measure reflects the number of community restructuring projects that were successfully completed during the year. Successful completion is indicated by a "yes" vote in a plebiscite.

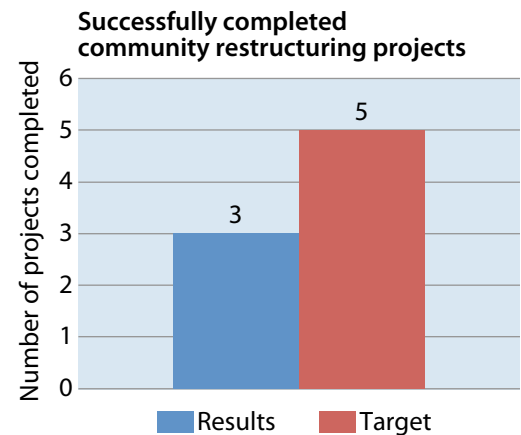
### Overall performance

By the end of 2013-2014, three restructuring projects were successfully completed. This resulted in an increase of more than 17,200 people living in a viable community (From 55.2% of the population to 57.5%).

**Baseline:** 0 in 2013-2014

**Target:** 5

**Actual:** 3



### Why do we measure this?

Successful community restructuring projects strengthen our communities, allowing them to provide essential services to their residents, in a cost-effective manner. This also gives more New Brunswickers a democratic voice at the local level.

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

The department supported five proposed community restructuring projects in 2013-2014, including the Rural Communities of Hanwell and Cocagne, the Regional Municipality of Grand Tracadie-Sheila, the proposed incorporation of Lincoln, and the proposed amalgamation of several communities in Kings County. These projects each included a feasibility study, public information initiatives, and a plebiscite. Three of the projects (Rural Communities of Hanwell and Cocagne, and the Regional Municipality of Grand Tracadie-Sheila) successfully completed the plebiscite phase and were implemented. The remaining two were not successful at the plebiscite stage.

---

## Strategic Theme: Enhanced Quality of Life

### Objective of the measure

Enable communities to prosper, while protecting the air, land and water

### Measure

Percent reduction in phosphorus from land based aquaculture facilities.

### Description of measure

This measure describes the reduction of phosphorous discharged in the effluent of land-based aquaculture facilities.

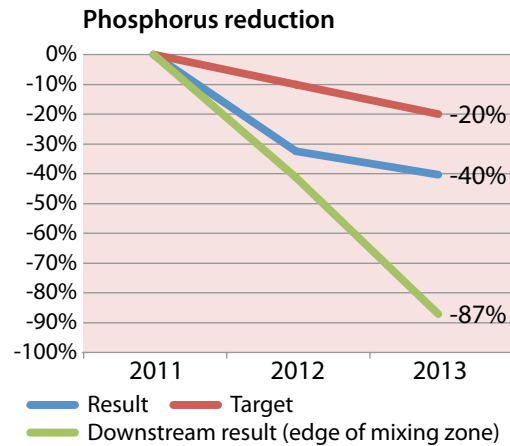
### Overall performance

We have seen a 40% reduction in phosphorus released from these facilities since 2011, representing a decrease in average concentration from 0.21 ppm to 0.13 ppm. This has led to an 87% reduction in the level of phosphorus downstream of these facilities.

**Baseline:** 0% reduction (2011)

**Target:** 20% reduction

**Actual:** 40% reduction (-0.08 ppm on average)



### Why do we measure this?

When present in elevated concentrations, phosphorus can adversely impact water quality. This in turn, affects the overall health of our watercourses. Land-based aquaculture facilities are a source of phosphorus discharges. By reducing levels from this sector, receiving rivers and lakes are better able to maintain good water quality.

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

The following projects assisted in exceeding target results for this measure:

- Completed a review of the Industry Code of Practice for managing phosphorus in effluent.
- Required that facilities complete Nutrient Management Plans describing how they will reduce their phosphorus discharge and implement the plans once complete.
- Monitored results to ensure compliance.



## Strategic Theme: Enhanced Quality of Life

### Objective of the measure

Focus resources on priorities

### Measure

Percent reduction in reporting time of river ice movement.

### Description of measure

This measure reflects the speed at which river-ice observers can communicate their field observations to ELG.

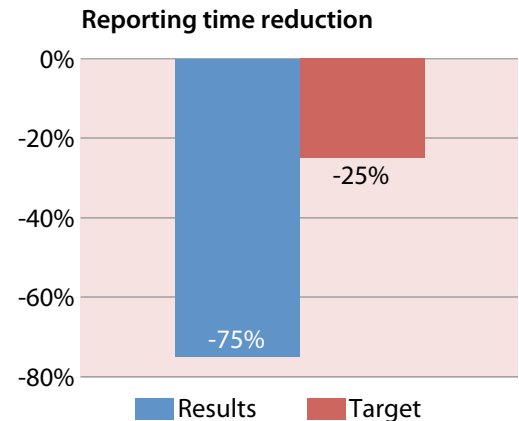
### Overall performance

The response time for river ice observers was significantly shortened in all cases. Although reporting time varies from site to site, an overall reduction of approximately 75% was achieved.

**Baseline:** Up to 33 hours (paper-based system)

**Target:** 25% improvement

**Actual:** 75% improvement



### Why do we measure this?

Direct observation of ice conditions in the field are critical to assessing the potential for ice movement and tracking ice jam movement and flood risk during the spring freshet period. Faster reporting of these observations improves river flow forecasting and enhances emergency preparedness communications and response activities through River Watch. This, in turn, can enhance efforts directed at ensuring public safety and the security of critical infrastructure.

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

ELG implemented a field observer-operated electronic river ice observation and reporting system, to receive information in near real time. This system includes a map-based reporting function and automatic notifications for ice jams. It replaced the previous paper/fax/phone based system.

## Strategic Theme: Enhanced Quality of Life

### Objective of the measure

Enable economic development and community sustainability through effective and innovative processes

### Measure

Number of the approved actions of the Mitigation Report for Perth Andover and Tobique First Nation implemented.

### Description of measure

This measure tracks the implementation of approved actions put forward in the Mitigation Report for Perth Andover and Tobique First Nation, throughout GNB.

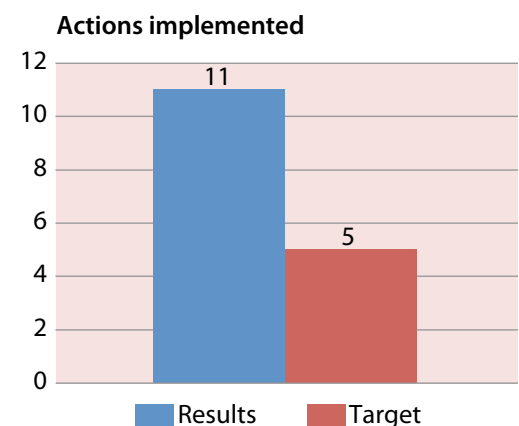
### Overall performance

The pace of implementing approved actions was faster than expected, due to strong co-operation from all involved, including several government departments.

**Baseline:** 1

**Target:** 5

**Actual:** 11



---

### Why do we measure this?

The "Mitigation Report for Perth Andover and Tobique First Nation" identified nine potential action areas and related actions to reduce the vulnerability of these communities to future flooding events. By monitoring progress on actions in these areas, we ensured that the recommendations were implemented. Implementation of these actions was critical to reducing the impact of future floods in these communities and communities throughout the province.

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

The following projects assisted in exceeding target results for this measure:

- Implementation of monitoring and forecasting enhancements
- Development of the Provincial Flood-Risk Reduction Strategy
- Completion of flood-proofing, buy-outs and relocation of homes in the flood area (83 properties)
- Provision of corporate oversight for other GNB projects

The lessons learned from this event are also being used to better address flooding and storm surge issues across the province. This is informing the development of a Provincial Flood Risk Policy, undertaken as part of the Provincial Flood Risk Reduction Strategy, released in May 2014.

## Strategic Theme: Living Within Our Means

### Objective of the measure

Achieve sustainable 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 percent when spending is over-budget and be less than 100 percent when spending is under-budget.

### Overall performance

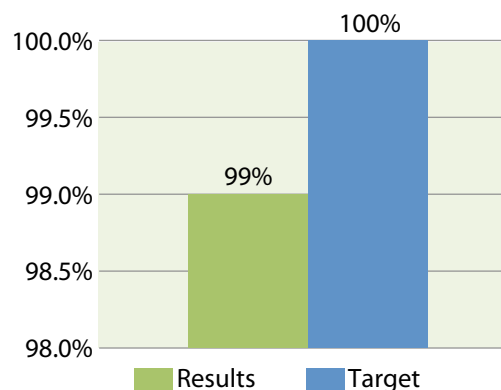
The Department's 2013-2014 budget was set at \$138,527,300. After completion of several initiatives, along with close monitoring of expenditures, the department closed out the fiscal year 1%, or \$1.414 million under budget.

**Baseline:** 97.4%

**Target:** 100%

**Actual:** 99.0%

Ratio of actual to budgeted expenditures



### 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 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 processing times for applications for an approval to construct or operate

- improved turn-around times to provide property-based information to clients
- improved management of executive correspondence
- cancellation of unneeded phone lines, and
- reduced cost of garbage collection in unincorporated areas.
- Realignment of work to reduce the number of management positions required

## Strategic Theme: Enablers

### Objective of the measure

Align departmental performance to GNB strategy

### Measure

Percent of scorecard initiatives/action plans on track.

### Description of measure

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

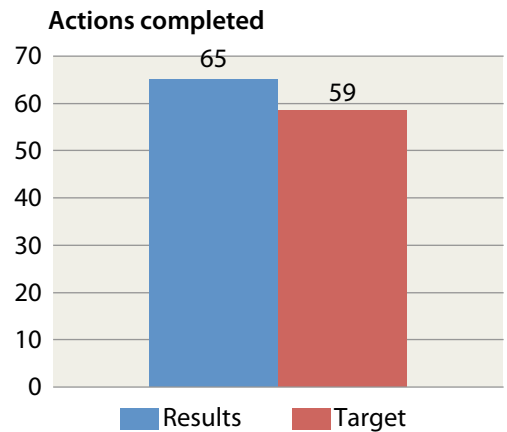
### Overall performance

The department undertook 68 actions designed to improve performance in strategic areas. Ninety-six percent (65) of the actions identified at the beginning of the year were completed.

**Baseline:** 89%

**Target:** 90%

**Actual:** 96%



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

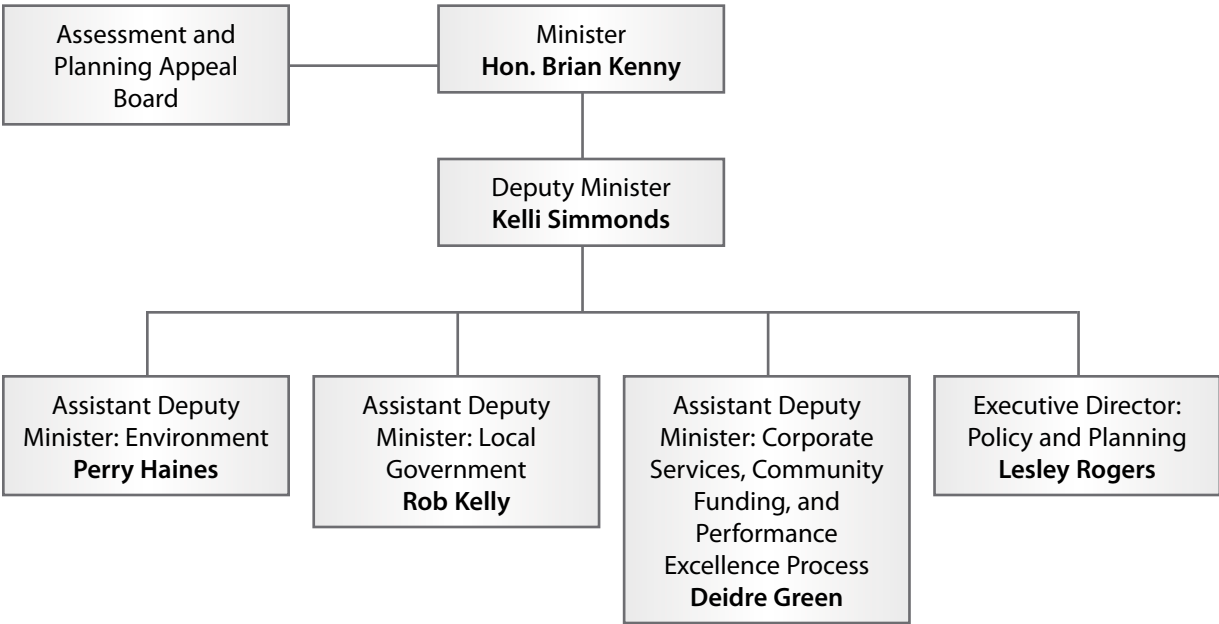
The department used the Performance Excellence Process to track completion of each strategic initiative/action identified at the beginning of the year.

---

# Overview of Departmental Operations

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, and providing the administration of local service districts.

## High-level organizational chart



## Division Overview and Highlights

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

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, communication, and the performance excellence process. It is also mandated with providing oversight and administration services to the federal/provincial Gas Tax Fund, the Environmental Trust Fund, and the Building Canada Fund. This division also 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 which includes ensuring that transactions are accurately reflected in the books of the Province, maintaining the departmental Financial Information System index, reconciling assets 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. It is the mandate of the IT (Information Technology) Branch to ensure that departmental staff has 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 is comprised of four key areas of focus: Records Management; Systems Development and Support; Operations; and Geographic Information Systems (GIS).

The **Communications Branch** provides strategic advice and support to the minister, senior management, and all divisions of the department on day-to-day internal and external communications issues. The branch is responsible for providing information to the media and the general public on departmental programs and initiatives. This includes issuing news releases and organizing news conferences, assisting with public engagement activities, and ensuring the departmental website reflects the current programs and services of the department. Communications develops written materials for all divisions of the department as required, including speeches, news releases, backgrounders, presentations, web content, and correspondence. Work also continues with communications colleagues at municipal, provincial and federal levels on issues of common interest.

The **Performance Excellence Process/Standards Setting Branch** leads the adoption of the Performance Excellence Process in the department and undertakes various improvement projects. The branch uses best practice methodologies such as Lean Six Sigma to facilitate improvement projects and serves as a focal point for the development of operational standards, practices, and guidelines. The branch also leads the development and use of ELG's Strategy Map, Balanced Scorecard, and list of priority initiatives and actions to guide the department's strategic improvements.

The **Community Funding Branch** is responsible for the administration of funding programs targeted to community infrastructure, including the Municipal Rural Infrastructure Fund (MRIF), the Building Canada Fund – Communities Component (BCF-CC), and the Gas Tax Fund (GTF). The branch also manages and administers the Environmental Trust Fund. 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:**

- Provided secretariat support to the Federal-Provincial Management and Oversight Committees established for the management of the Canada/New Brunswick Municipal/ Rural Infrastructure Fund, the oversight of the Canada/New Brunswick Building Canada Fund – Communities Component and the oversight of the Gas Tax Fund.
- Supported the ETF Advisory Board in its functions and provided management and administrative support for the 2013-2014 funding program.
- Collaborated with other divisions to achieve a 73% improvement in turn-around time for information requests regarding remediation files.

---

## Environment

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 which 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; Municipal Drinking Water Source Protection – Surface and Ground; Water Well Protection; Watercourse and Wetland Alteration; 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 implementing the province's drinking water protection programs to ensure that drinking water quality and quantity are maintained for future generations.

The **Impact Management Branch** regulates the construction and operation of specific activities in order to minimize impacts on the province's air, land, and water environments. This is accomplished by using various regulatory tools and through 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, and manages enforcement activities related to the Acts and Regulations under the department's mandate. The branch is also responsible for the co-ordination of emergency management including the department's emergency plan and on-call system.

The **Climate Change Secretariat** coordinates initiatives of the province in promoting greenhouse gas (GHG) emissions reduction and adaptation to the impacts of climate changes. It is responsible for the development of the New Brunswick Climate Change Action Plan and co-ordinating its implementation. The Secretariat engages most government 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 as well as building in adaptation to climate impacts.

### Highlights:

- Continued implementation of the phased EIA process for oil and gas development proposals
- Continued implementation of the protection programs for the province's municipal and private drinking water supplies including designation of wellfields in Miramichi, Saint John and Tracadie-Sheila
- Reduced the application processing time for approvals by 59%.
- Responded to the Wapske train derailment in January.
- Conducted a consultation with First Nations and a broad range of stakeholders along with extensive research in preparation for a renewed Climate Change Action Plan.
- Supported research and consultations of stakeholders in the development of a Flood Risk Reduction Strategy.

---

## Local Government

The **Local Government Division** is the primary point of contact between the province 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.

The **Community Finances Branch** is responsible for providing advice and guidance relating to the financial aspects of local government entities (municipalities, rural communities, local service districts and commissions). The branch provides support for accounting, capital borrowing, budgeting and financial reporting services to New Brunswick 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, or local service districts (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 general 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 local governance renewal dealing specifically with matters relating to provincial/municipal fiscal policy. In the Fall of 2013, government committed to work with the municipal associations to review provincial/municipal fiscal arrangements. The branch also continues to support the new regional services commissions with respect to financial matters.

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, development of resource materials, preparation of policies and best practices, coordination of various provincial-local and provincial-regional meetings, coordinating various consultation activities, 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** is responsible for advancing the concepts of provincial and regional planning, and provides input for changes to the *Community Planning Act*. It also works closely with Regional Service Commissions and municipalities on all aspects of the *Community Planning Act*.

### Highlights:

- Supported three successful community restructuring projects for the Rural Communities of Hanwell and Cocagne, as well as the Regional Municipality of Grand Tracadie-Sheila. These projects each needed a feasibility study, public information initiatives, and a successful plebiscite prior to incorporation.
- Continued to support the successful transition to the Regional Service Commissions.
- Co-ordinated multiple information sessions on the role of council and staff for potential candidates in the newly established regional municipality and the two new rural communities.

---

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

The **Legislative Renewal and Legal Affairs Branch** oversees the facilitation of legislative renewal and modernization of statutes and regulations, and promotion and oversight of 'smart regulations' initiatives. It also 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 behavioral change, oversee legislated consultative processes, devise options for non-legislated engagement, and support stakeholder recognition and public outreach activities. 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:

- Consulted on the renewal of the *Municipalities Act* and the *Community Planning Act*.
- Released an "Overview of Water Protection Measures for the Oil and Natural Gas Industry in New Brunswick".
- Facilitated amendments to the *Municipalities Act* to create a Regional Municipality.
- Provided oversight and co-ordination of GNB efforts to respond to the flood event in Perth-Andover/Tobique First Nation.
- Served as co-lead in the development and implementation of the Oil and Natural Gas Blueprint with the Department of Energy and Mines.
- Finalized work on the Flood Risk Reduction Strategy.

## Assessment and Planning Appeal Board

The Assessment and Planning Appeal Board functions independently from the department, but for administration purposes, such as staffing and budget allocation, it is aligned with the Department of Environment and Local Government.

The board is responsible for hearing appeals and rendering decisions on the following:

- Property Assessment Appeals;
- Appeals of Land Use and Planning decisions; and
- Appeals of Local Heritage Review Board decisions under the *Heritage Conservation Act*.

The board conducts hearings through 11 regional panels, which are convened as and where required throughout the province.



# Financial Information

## Financial Results 2013-2014 (000's)

Expenditures	Main Estimates	Wage Settlements	Budget	Actual	Variance
<b>Corporate Services</b>					
Senior Management	497.0	0.0	497.0	572.8	-75.8
Corporate Services	3,676.0	4.0	3,680.0	3,689.8	-9.8
<b>Local Government</b>					
Local Service District Expenditures	48,177.0	0.9	48,177.9	47,578.8	599.1 <sup>1</sup>
Community Funding and Equalization Grant	66,552.0	0.0	66,552.0	66,206.3	345.7
Municipal Fine Revenue Sharing Program	2,200.0	0.0	2,200.0	2,038.5	161.5
Community Finances	394.0	0.2	394.2	237.7	156.5
Capacity Building	152.0	0.0	152.0	0.0	152.0
<b>Environment</b>					
Environment Administration	291.0	0.1	291.1	241.8	49.3
Program Operations and Enforcement	4,263.0	13.0	4,276.0	4,066.7	209.3
Impact Management	2,839.0	53.0	2,892.0	3,289.3	-397.3
State Of The Environment	3,320.0	12.3	3,332.3	3,009.6	322.7
Sustainable Development and Impact Evaluation	2,226.0	5.4	2,231.4	1,520.3	711.1 <sup>2</sup>
Climate Change Secretariat	994.0	0.0	994.0	846.4	147.6
<b>Assessment &amp; Planning Appeal Board</b>	280.0	0.3	280.3	304.5	-24.2
<b>Community Funding</b>	2,347.0	7.9	2,354.9	2,942.6	-587.7 <sup>3</sup>
<b>Local and Regional Governance</b>	1,289.0	0.2	1,289.2	1,614.2	-173.0
<b>Total Ordinary Budget</b>	<b>139,497.0</b>	<b>97.3</b>	<b>139,594.3</b>	<b>138,159.3</b>	<b>1,435.0</b>
<b>Local Service Districts</b>	730.0	0	730.0	729.1	
<b>Total Capital</b>	<b>730.0</b>	<b>0</b>	<b>730.0</b>	<b>729.1</b>	<b>0.9</b>

### Notes:

- 1 Lower than anticipated expenditures for goods and services by Local Service Districts as well a departmental reorganization.
- 2 Variance due to departmental reorganization.
- 3 Increased expenditures due to cost of the Perth Andover Residential Relocation and Flood Proofing Program.

<b>Regional Development Corporation</b>	<b>Actual</b>
Non-Capital Development Projects – RDC	311.3
Canada/New Brunswick Infrastructure Program – RDC	212.0
Canada/New Brunswick Infrastructure Program – Capital Projects	46,511.5
<b>Total Funding Provided by Regional Development Corporation</b>	<b>47,034.8</b>

### **Special Purpose Account**

<b>Program</b>	<b>Carry over from previous year</b>	<b>Revenue</b>	<b>Total Funding</b>	<b>Expenditures</b>	<b>Carry over to next year</b>
Environmental Trust Fund	17,317.8	8,991.6	26,309.4	8,493.0	17,816.4

<b>Revenues</b>	<b>Main Estimates</b>	<b>Actual</b>	<b>Variance</b>
Return on Investment	8.0	17.7	9.7
Licenses and Permits	3,892.0	3,544.1	-347.9
Sale of Goods and Services	943.0	862.6	-80.4
Miscellaneous	2.0	0.1	-1.9
<b>Total Ordinary</b>	<b>4,845.0</b>	<b>4,424.5</b>	<b>-420.5</b>

# 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 their respective departments. Please find below a summary of the staffing activity for 2013-2014 for the Department of Environment and Local Government.

The department advertised seven competitions, including one open (public) competition and six closed (internal) competitions.

Pursuant to section 15 and 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"> <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)	1
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)	2
Lateral transfer	The Government of New Brunswick transfer process facilitates the transfer of employees from within Part I, II (School Boards) and III (Hospital Corporations) of the Public Service.	16(1) or 16(1)(c)	3
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)	11
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

# Summary of Legislation and Legislative Activity

Name of Legislation	Date of Royal Assent	Link to Bill
Amendments to the <i>Municipalities Act</i> to enable the establishment of a new local governance model for communities, regional municipalities	June 21, 2013	<a href="http://www.gnb.ca/legis/bill/pdf/57/3/Bill-53.pdf">http://www.gnb.ca/legis/bill/pdf/57/3/Bill-53.pdf</a>
Name of Legislation and Regulation	Effective Date	Link to Regulation
Amendments to the <i>Municipalities Order – Municipalities Act</i> to annex a portion of the local service district of the parish of Hampton to Hampton	June 1, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-42.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-42.pdf</a>
Amendments to the <i>Local Service Districts Regulation – Municipalities Act</i> in light of the annexation of a portion of the local service district of the parish of Hampton to Hampton	June 1, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-43.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-43.pdf</a>
Amendments to the <i>Municipalities Order – Municipalities Act</i> to annex a portion of the local service district of the parish of Shediac (including Shediac Island) and a portion of the local service district of Scoudouc Road to Shediac	June 28, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-44.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-44.pdf</a>
Amendments to the <i>Local Service Districts Regulation – Municipalities Act</i> in light of the annexation of a portion of the local service district of the parish of Shediac (including Shediac Island) and a portion of the local service district of Scoudouc Road to Shediac	June 28, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-45.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-45.pdf</a>
Amendments to the <i>Local Service Districts Regulation – Municipalities Act</i> to add the service of non-fire related rescue to the local service district of the parish of Saint David	September 16, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-60.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-60.pdf</a>
Amendments to the <i>Environmental Impact Assessment Regulation – Clean Environment Act</i> to address discrepancies between the French and English versions of the regulation	October 15, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-69.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-69.pdf</a>
Amendments to the <i>Wellfield Protected Area Designated Order – Clean Water Act</i> to designate the wellfields of Miramichi (Miller Avenue and Mitchell Street wells), Saint John (Harbourview Subdivision) and Tracadie-Sheila	November 18, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-70.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-70.pdf</a>
Amendments to the <i>Municipalities Order – Municipalities Act</i> to annex a portion of the local service district of the parish of Sussex to the Village of Sussex Corner	December 16, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-79.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-79.pdf</a>

Name of Legislation and Regulation	Effective Date	Link to Regulation
Amendments to the <i>Local Service Districts Regulation – Municipalities Act</i> in light of the annexation of a portion of the local service district of the parish of Sussex to the Village of Sussex Corner	December 16, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-80.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-80.pdf</a>
Amendments to the <i>Designated Materials Regulation – Clean Environment Act</i> to enable the application of recycling fees to a broader range of tires	December 20, 2013	<a href="http://www.gnb.ca/0062/acts/BBR-2013/2013-82.pdf">http://www.gnb.ca/0062/acts/BBR-2013/2013-82.pdf</a>
Amendments to the <i>Municipalities Order – Municipalities Act</i> to annex a portion of the local service district of the parish of New Bandon to Bertrand	January 20, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-4.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-4.pdf</a>
Amendments to the <i>Municipalities Order – Municipalities Act</i> to annex a portion of the local service district of the parish of Woodstock to Woodstock	March 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-21.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-21.pdf</a>
Amendments to the <i>Local Service Districts Regulation – Municipalities Act</i> in light of the annexation of a portion of the local service district of the parish of Woodstock to Woodstock	March 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-22.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-22.pdf</a>
Amendments to the <i>Potable Water Regulation – Clean Water Act</i> to transfer the responsibility for the management and approval of public water supply system sampling plans from the Department of Health to the Department of Environment and Local Government	March 28, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-26.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-26.pdf</a>
A new <i>Rural Community of Hanwell Regulation – Municipalities Act</i> to incorporate the rural community of Hanwell	March 28, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-30.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-30.pdf</a>
Amendments to the <i>General Regulation – Assessment and Planning Appeal Board Act</i> in light of the incorporation of the rural community of Hanwell	May 23, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-31.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-31.pdf</a>
Amendments to the <i>Local Service Districts Regulation – Municipalities Act</i> in light of the incorporation of the rural community of Hanwell	May 23, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-32.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-32.pdf</a>
Amendments to the <i>Region Boundaries Regulation – Regional Service Delivery Act</i> in light of the incorporation of the rural community of Hanwell	May 23, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-33.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-33.pdf</a>
A new <i>Rural Community of Cocagne Regulation – Municipalities Act</i> to incorporate the rural community of Cocagne	March 28, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-43.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-43.pdf</a>
Amendments to the <i>Local Service Districts Regulation – Municipalities Act</i> in light of the incorporation of the rural community of Cocagne	May 23, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-44.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-44.pdf</a>
Amendments to the <i>General Regulation – Assessment and Planning Appeal Board Act</i> in light of the incorporation of the rural community of Cocagne	May 23, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-45.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-45.pdf</a>

Name of Legislation and Regulation	Effective Date	Link to Regulation
Amendments to the <i>Region Boundaries Regulation – Regional Service Delivery Act</i> in light of the incorporation of the rural community of Cocagne	May 23, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-46.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-46.pdf</a>
A new <i>Regional Municipality of Grand Tracadie-Sheila Regulation – Municipalities Act</i> to incorporate the regional municipality of Grand Tracadie-Sheila	March 28, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-34.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-34.pdf</a>
Amendments to the <i>Local Service Districts Regulation – Municipalities Act</i> in light of the incorporation of the regional municipality of Grand Tracadie-Sheila	July 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-35.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-35.pdf</a>
Amendments to the <i>Municipalities Order – Municipalities Act</i> in light of the incorporation of the regional municipality of Grand Tracadie-Sheila	July 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-36.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-36.pdf</a>
Amendments to the <i>Groups of Municipalities and Rural Communities Regulation – Community Funding Act</i> in light of the incorporation of the regional municipality of Grand Tracadie-Sheila	July 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-37.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-37.pdf</a>
Amendments to the <i>General Regulation – Assessment and Planning Appeal Board Act</i> in light of the incorporation of the regional municipality of Grand Tracadie-Sheila	July 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-38.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-38.pdf</a>
Amendments to the <i>Wellfield Protected Area Designation Regulation – Clean Water Act</i> in light of the incorporation of the regional municipality of Grand Tracadie-Sheila	July 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-39.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-39.pdf</a>
Amendments to the <i>Region Boundaries Regulation – Regional Service Delivery Act</i> in light of the incorporation of the regional municipality of Grand Tracadie-Sheila	July 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-40.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-40.pdf</a>
Amendments to the <i>Vehicle Dimensions and Mass Regulation – Motor Vehicle Act</i> in light of the incorporation of the regional municipality of Grand Tracadie-Sheila	July 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-41.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-41.pdf</a>
Amendments to the <i>School Districts and Subdistricts Regulation – Education Act</i> in light of the incorporation of the rural community of Cocagne and the regional municipality of Grand Tracadie-Sheila, respectively.	May 23, 2014/ July 1, 2014	<a href="http://www.gnb.ca/0062/acts/BBR-2014/2014-42.pdf">http://www.gnb.ca/0062/acts/BBR-2014/2014-42.pdf</a>

---

# Summary of Official Languages Activities

## Introduction

The Department of Environment and Local Government has an Official Languages Action Plan. This plan has activities which focus on the four sectors of activity found in the GNB Plan on Official Languages.

### Focus 1

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

- **Departmental Objective:** To ensure that all written and oral communication with clients was in their language of choice.
- **Activities included:** Ensuring that front line employees received I-Learn training on Language of Service and reviewing signage to ensure that Active Offer signage is displayed at critical service points.

### Focus 2

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

- **Departmental Objective:** To ensure that employees were provided their personnel services in their language of choice.
- **Activities included:** New hires were asked their preference for their personnel services and a notation was made in their personnel files for future reference.

### Focus 3

What strategic means did your department implement in order 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)?

- **Departmental Objective:** Ensure a status report on Official Languages is prepared annually.
- **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 the province's obligations with respect to official languages.

- **Departmental Objective:** To ensure employees are informed about the *Official Languages Act* and the obligations with regard to interactions with the public.
- **Activities included:** Including a section on Official Languages on the annual Employee Performance Review Form which verifies that the employee has read the policies and understand them.

## 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 clients in both official languages. As well, the Department supports the use of both official languages in the workplace and supports second language training.

---

# Summary of Recommendations from the Office of the Auditor General

Name and year of audit area with link to online document	Recommendations	
	Total	Adopted
Environmental Trust Fund 2009 – vol. 3 <a href="http://www.gnb.ca/OAG-BVG/2009v3/2009v3-E.ASP">http://www.gnb.ca/OAG-BVG/2009v3/2009v3-E.ASP</a>	8	6
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>	8	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	11