

Post-Secondary Education, Training and Labour

Annual Report
2017–2018

Post-Secondary Education, Training and Labour
Annual Report 2017-2018

Province of New Brunswick
PO 6000, Fredericton NB E3B 5H1 CANADA

www.gnb.ca

ISBN: 978-1-4605-1587-7 (Bilingual print edition)
ISBN: 978-1-4605-1588-4 (English version online)
ISBN: 978-1-4605-1589-1 (French version online)

ISSN: 1919-7675 (Bilingual Print version)
ISSN: 1920-7212 (English version online)
ISSN: 2368-8122 (French version online)

12085 | 2018.12 | Printed in New Brunswick

Transmittal Letters

From the Minister to the Lieutenant-Governor

To 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 Post-Secondary Education, Training and Labour, for the fiscal year April 1, 2017, to March 31, 2018.

Respectfully submitted,



Trevor A. Holder
Minister

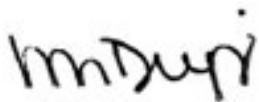
From the Deputy Minister to the Minister

Honourable Trevor A. Holder

Minister:

I am pleased to be able to present the Annual Report describing operations of the Department of Post-Secondary Education, Training and Labour, Province of New Brunswick, for the fiscal year April 1, 2017, to March 31, 2018.

Respectfully submitted,



Jean-Marc Dupuis
Deputy Minister

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Minister's message

The Department of Post-Secondary Education, Training and Labour plays an important role in empowering New Brunswickers with the skills and knowledge required to succeed and thrive here at home.

The department has a mandate to cultivate a well-educated, highly skilled and productive workforce and population through innovative programs and services that contribute to a prosperous province.

Whether it is helping New Brunswickers access post-secondary education, attracting and retaining newcomers, helping employers gain access to a skilled labour force or ensuring workers work in a fair, safe and inclusive environment, there is no doubt that this department is having a lasting impact on our population.

New Brunswick continues to face challenges, but government is committed to working with all citizens to find solutions, and to move forward in a positive manner.

I would like to offer our sincere thanks to our hardworking staff, whose continued support and dedication help improve our province every day.

A handwritten signature in blue ink, appearing to read 'T. Holder', is centered on the page.

Trevor A. Holder
Minister

Deputy Minister's message

The 2017-2018 Annual Report outlines measures and initiatives undertaken by the Department of Post-Secondary Education, Training and Labour from April 1, 2017 to March 31, 2018.

The department accomplished a number of key goals and objectives throughout the fiscal year. For a second year, the number of students accessing the Free Tuition Program increased. The program, which promotes access to public post-secondary education in New Brunswick, was complemented by the introduction of Tuition Relief for the Middle Class, a new non-repayable provincial bursary designed to make post-secondary learning more accessible through the provision of increased upfront financial assistance.

Memorandums of Understanding were signed with three of the province's four publicly-funded universities to provide stable tuition for students and predictable multi-year funding for these institutions.

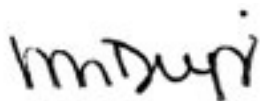
We also continued to implement and leverage the Atlantic Immigration Pilot to increase the number of newcomers working and settling in New Brunswick, almost doubling the number of immigrants we can bring to our province. As we increase immigration, we are also focusing on growing the number of francophone immigrants to ensure we maintain the unique linguistic balance of New Brunswick.

New Brunswick is also part of the Atlantic Apprenticeship Harmonization Project for the Atlantic Provinces. Apprenticeship stakeholders across the Atlantic provinces have been working collaboratively to develop common policies, processes and standards to harmonize apprenticeship training and certification requirements within Atlantic Canada. New Brunswick was pleased to play a leadership role by housing the Secretariat support for this effort for three years until March 31, 2018.

The department also undertook important regulatory amendments during the reporting period including: paid leave for individuals subject to domestic, intimate partner or sexual violence; first contract arbitration; the introduction of New Brunswick's first Family Day; new prohibited grounds of discrimination under the *Human Rights Act*; and new unpaid leave for those providing care to critically ill adults.

While New Brunswick will continue to face opportunities and challenges, I am confident that our team will continue to work together with stakeholders in various sectors to move us forward for the benefit of all New Brunswickers.

I am proud of the hard work and dedication of all our employees, whose commitment and passion help make our province a great place to live and work.



Jean-Marc Dupuis
Deputy Minister

Highlights

During the 2017-2018 fiscal year, the Department of Post-Secondary Education, Training and Labour, focused on several strategic priorities:

- In addition to seeing 6,405 students qualify for the Free Tuition Program, introduced Tuition Relief for the Middle Class which saw 1,406 students qualify for a non-repayable bursary.
- Signed Memoranda of Understanding with Mount Allison University, University of New Brunswick and Université de Moncton, ensuring stable funding, predictable tuition, pilot project funding and annual appearance before a legislative committee.
- Increased apprenticeship registrations by 19 per cent (186) and certificates issued by 8 per cent (92) over the previous year.
- Continued to work closely with the Department of Social Development to deliver the Experiential Learning and Employment Continuum, exceeding the target goal of clients served since the launch of the three-year initiative in 2016-2017.
- Increase involvement with First Nations and Indigenous groups on labour market, training and employment initiatives which saw \$3.45 million contributed for 75 projects to assist First Nation communities, Indigenous organizations and Indigenous individuals.
- Developed and delivered, through our public libraries, Indigenous themed programs for children and adults with a focus on books and films that support public awareness of Indigenous history, culture and reconciliation.
- Implemented the new Entrepreneurial Applicant Category of the Provincial Nominee Program, including measures for improved program outcomes, such as an Expression of Interest model. This new category consists of two streams: Entrepreneurial Applicant stream and the Post-Graduate Entrepreneurial stream.
- Attracted 1,542 immigrants under the Provincial Nominee Program and Atlantic Immigration Pilot representing an increase of 25 per cent over the 2016 calendar year.
- Introduced amendments under the *Occupational Health and Safety Act* aimed at preventing workplace violence and harassment will come into force April 1, 2019.
- Introduced amendments under the *Employment Standards Act* creating a leave for persons subject to domestic, intimate partner or sexual violence.

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, increase accountability and continuously drive improvement.

The development of the strategy, using the formal management system, starts with a strategic vision to move New Brunswick forward. This vision is anchored in five priority areas:

- **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. Growth efforts will be guided by the *New Brunswick Economic Growth Plan*, which focuses on strengthening the workforce; expanding innovation capacity; increasing the agility of government; fostering public and private investment in strategic infrastructure; and growing capital investment from the private sector.
- **Education** – Improving education as guided by two 10-year plans, *Everyone at Their Best* for the anglophone sector and *Donnons à nos enfants une longueur d'avance* for the francophone sector, that identify objectives for the early learning and education system and establish clear expectations for standards and performance. The areas of focus are: ensuring children and other learners develop the competencies they need to be successful in school and life; improving both literacy and numeracy skills for all learners; and working to make post-secondary education more accessible and affordable.
- **Families** – Creating a healthier and stronger New Brunswick by focusing on seven key areas: improving access to primary and acute care; promoting wellness; supporting those with mental health challenges; fostering healthy aging and support for seniors; advancing women's equality; reducing poverty; and providing support for persons living with a disability.
- **Federal and Aboriginal Relations** – Building stronger relationships with First Nations; strengthening action on climate change; and working with the federal government to maximize federal funding, including optimizing infrastructure funding and growing the workforce through immigration.
- **Smart Province** – Providing taxpayers with better value for their money by transforming the culture of government by eliminating duplication; adopting new innovations in technology to improve services and savings; and ensuring GNB has a ready workforce that has the skills, training, support, leadership and working environments it needs to thrive.

Performance measures

Objectives	Measures
Education	
Make post-secondary education in New Brunswick accessible and affordable to New Brunswickers.	Number of eligible students for the Free Tuition Bursary.
	Number of eligible students for the Tuition Relief for the Middle Class program.
	Number of youth reached with the labour market information oriented personal development and career planning presentation.
Federal and Aboriginal Relations	
Grow the workforce through immigration.	Number of economic immigrants to come to New Brunswick through the New Brunswick Provincial Nominee Program, Express Entry and the Atlantic Immigration Pilot.
Smart Province	
Balance the provincial budget by 2020-2021.	Ratio of actual to budgeted expenditures.

Education

Objective of the measure

Make post-secondary education in New Brunswick accessible and affordable to New Brunswickers.

Measure

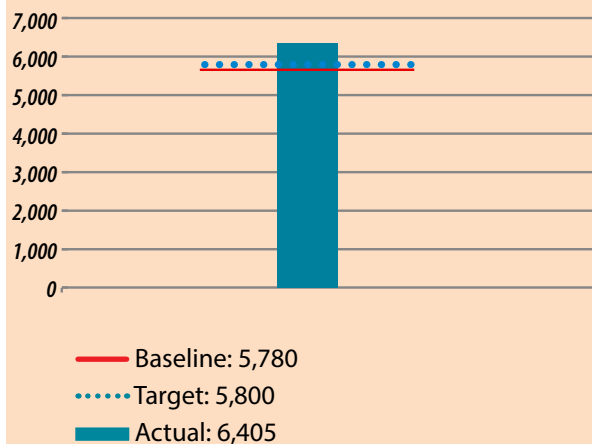
Number of eligible students for the Free Tuition Bursary.

Description of measure

The measure counts the number of students eligible to receive funding from the Free Tuition Bursary annually, including those who were eligible but who were fully funded through federal funding and thereby did not require funding from the Free Tuition Bursary.

Overall performance

Actual number exceeded the targeted amount slightly.



* This data is reported based on academic year – Aug. 1, 2017, to July 31, 2018.

Why do we measure this?

The Free Tuition Bursary was created to make post-secondary education accessible and affordable for New Brunswickers. Understanding program participation rates provides information on the effectiveness of this program by identifying the number of New Brunswick students accessing the funding.

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

Continued promotion and education related to the Free Tuition Bursary was the focus for 2017-2018. Information was provided to schools as well as through employment counselling services to ensure eligible New Brunswickers interested in post-secondary education were aware of the support available.

Education

Objective of the measure

Make post-secondary education in New Brunswick accessible and affordable to New Brunswickers.

Measure

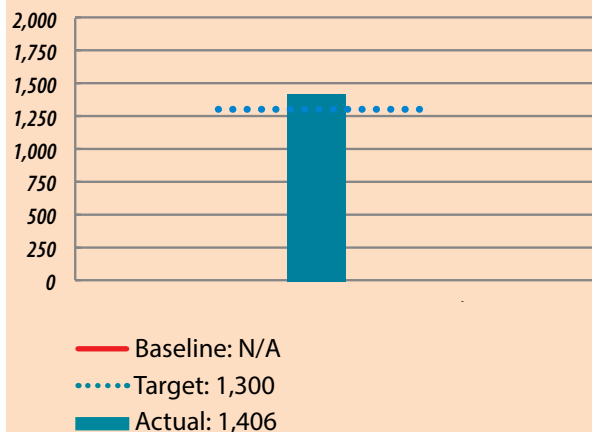
Number of eligible students for the Tuition Relief for the Middle Class program.

Description of measure

The measure counts the number of students eligible to receive funding from the Tuition Relief for the Middle Class program annually, including those who were eligible but who were fully funded through federal funding and thereby did not require funding from the Tuition Relief for the Middle Class program.

Overall performance

Actual number exceeded the targeted amount by eight per cent.



* This data is reported based on academic year – Aug. 1, 2017, to July 31, 2018.

Why do we measure this?

The Free Tuition Bursary was created to make post-secondary education accessible and affordable for New Brunswickers. Understanding program participation rates provides information on the effectiveness of this program by identifying the number of New Brunswick students accessing the funding.

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

Continued promotion and education related to the Free Tuition Bursary was the focus for 2017-2018. Information was provided to schools as well as through employment counselling services to ensure eligible New Brunswickers interested in post-secondary education were aware of the support available.

Education

Objective of the measure

Make post-secondary education in New Brunswick accessible and affordable to New Brunswickers.

Measure

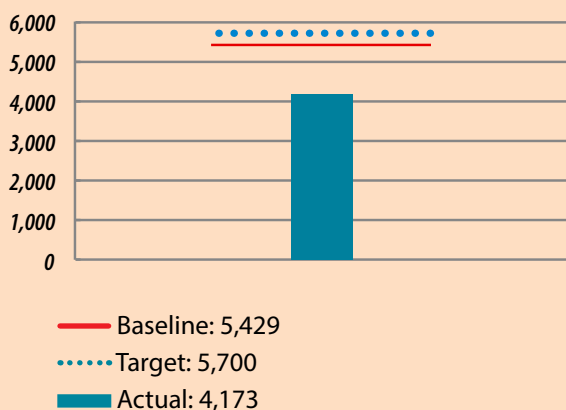
Number of youth reached with the labour market information oriented personal development and career planning presentation.

Description of measure

The measure counts the number of youth who received the labour market information presentation delivered to grades 9 and 10 (Anglophone and Francophone districts) through personal development and career planning presentations.

Overall performance

Presentations were delivered to 4,173 youth.



* This data is reported based on academic year – Aug. 1, 2017, to July 31, 2018.

Why do we measure this?

Providing information to New Brunswick's youth is an integral part in ensuring they have the right information about current and future labour market opportunities in New Brunswick. Ensuring this information is provided at grades 9 and 10 gives students an opportunity to make better informed decisions on post-secondary education and employment pathways.

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

The labour market information presentation and related information have continued to evolve since their inception. Partnerships have been developed with the regional employment and continuous learning staff to support increased delivery efforts around the province.

Federal and Aboriginal Relations

Objective of the measure

Grow the workforce through immigration.

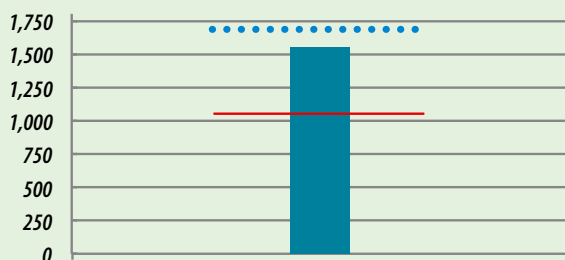
Measure

Number of economic immigrants to come to New Brunswick through the New Brunswick Provincial Nominee Program, Express Entry, and the Atlantic Immigration Pilot Project.

Description of measure

The measure is the sum of the number of immigrants nominated during the calendar year for permanent residency through the Provincial Nominee program and the Express Entry program. It excludes refugees. The measure includes only the primary applicant, not the spouse and family of the applicant (i.e., 1,900 workers landed through one of these programs could result in up to 5,000 immigrants when factoring the spouse and family). The Atlantic Immigration Pilot Project was launched in early 2017.

Overall performance



— Baseline: 1,050 (number of allocations)

..... Target: 1,696 (425 through the express entry program, and 625 through the Provincial Nominee program plus an additional 646 through the Atlantic Immigration Pilot)

■ Actual: 1,542 (530 through the express entry program, and 525 through the Provincial Nominee program) plus an additional 487 through the Atlantic Immigration Pilot Project)

*This data is reported based on 2017 calendar year to align with the federal reporting

Why do we measure this?

With New Brunswick's labour market declining in recent years, employers are finding it increasingly difficult to find workers to meet their labour market needs. Economic immigration (i.e., Immigrants with the education and skills required for the labour market) is foreseen as a key opportunity to address the gaps in our labour force.

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

The Atlantic Immigration Pilot Project was launched. This pilot project is a collaborative effort between the federal government and New Brunswick, Newfoundland and Labrador, and Nova Scotia. The pilot is a three-year employer-driven immigration program to attract and retain global talent while supporting population growth and addressing labour shortages. Work under the program included employer recruitment as well as immigrant recruitment among skilled workers and international students.

Smart Province

Objective of the measure

Balance the provincial budget by 2020-2021.

Measure

Ratio of actual to budgeted expenditures.

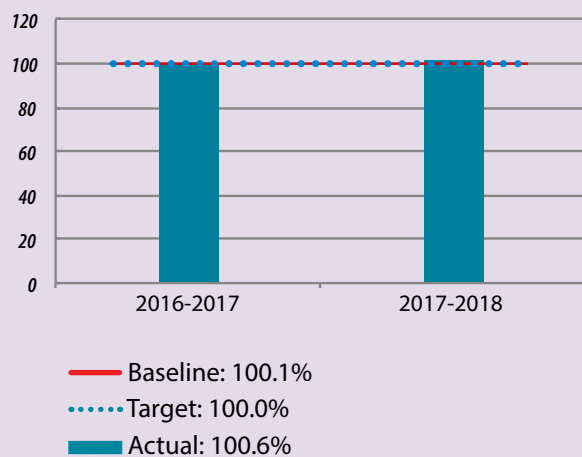
Description of measure

The ratio measures whether the department is adhering to the expense budget that it tabled at the beginning of the fiscal year. The ratio will exceed 100 per cent when spending is over-budget and will be less than 100 per cent when spending is under-budget.

Overall performance

The department's 2017-2018 gross ordinary account budget figure was \$623,735,155. Actual expenditures totalled \$627,224,942, for a variance to budget of \$3,489,787 (over-expenditure).

The variance was primarily due to increased expenditures under various employment programs resulting from additional federal funding. The department performed ongoing monitoring of expenses throughout the year to take corrective action when possible.



Why do we measure this?

New Brunswickers want assurances that their tax dollars add value and are spent appropriately. To ensure sustainable budgets during the long-term, departments need to provide programs and services to New Brunswickers while ensuring they function within their budget.

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

To achieve this target, the department completed the following project:

- The ongoing monitoring of expenses

Overview of departmental operations

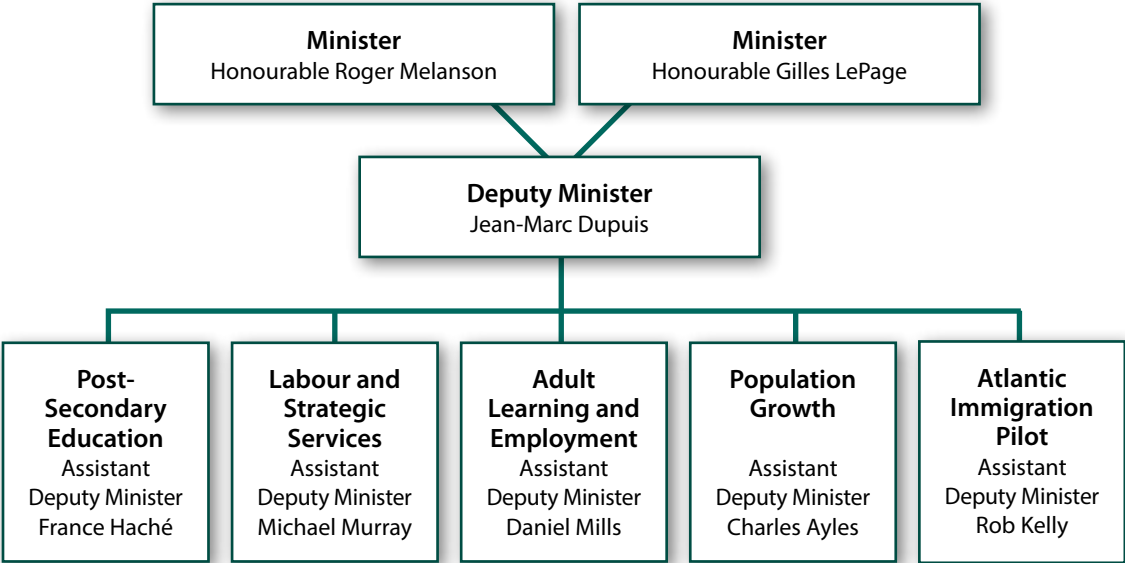
Mission

The mission of the Department of Post-Secondary Education, Training and Labour is to empower people with the skills and knowledge to succeed in New Brunswick as a place to live, learn and work in a fair, safe and inclusive environment. The department also aims to cultivate a well-educated, highly skilled and productive workforce and population through innovative programs and services that contribute to a prosperous province.

Vision

The vision of the department is a prosperous New Brunswick where post-secondary educational institutions, businesses and government collaborate to encourage innovation, diversity and employment opportunity.

High-level organizational chart



Please refer to page 22 for actual and budgeted expenditure information by division

Divisions overview and highlights

Post-Secondary Education Division

The **Post-Secondary Education Division** has the responsibility for overseeing the post-secondary education system, including public and private universities and colleges, the delivery of student financial assistance programs and the operation of the New Brunswick College of Craft and Design. The division provides funding to public institutions and works closely with them to further priority research and student-centred initiatives relating to broadening access to post-secondary education; developing experiential learning opportunities; ensuring successful pathways to graduation; and facilitating credit transfers among public institutions.

The division consists of the Post-Secondary Affairs and University Relations Branch, the Research and Strategic Initiatives Branch, the Student Financial Services Branch and the New Brunswick College of Craft and Design.

The **Post-Secondary Affairs and University Relations Branch** promotes post-secondary education in the province through working with post-secondary institutions. There are three main units within the branch: University Relations, College Relations and Private Occupational Training. The branch provides advice and guidance on the administration of the yearly funding to public universities through the Maritime Provinces Higher Education Commission. It supports and advises the Minister to fulfill GNB's responsibilities under the *New Brunswick Community College Act*. It is responsible for the administration of the *Private Occupational Training Act*. It regulates all private career colleges in the province and ensures that students are financially protected in the event of a college closure. In 2017-2018, 47 private colleges were registered, covering 3,215 students.

Highlights

- ◆ GNB invested \$95.2 million in the operations of the two community colleges.
- ◆ GNB invested \$224.8 million in the operations of the Maritime College of Forest Technology and the four public universities.
- ◆ GNB signed Memoranda of Understanding with Mount Allison University, University of New Brunswick and Université de Moncton, ensuring stable and predictable funding and tuition amounts for four years, as well as providing financial assistance enabling the institutions to produce pilot projects on topics of mutual interest. Negotiations with St. Thomas University were ongoing as of March 31, 2018.

The **Research and Strategic Initiatives Branch** promotes access to post-secondary education and training; fosters a culture of research and innovation in the province through public post-secondary institutions; and encourages transitions into the post-secondary sector and the workforce. It promotes inter-jurisdictional communication on post-secondary education issues and collaborates with other governments to align strategic priorities with the K-12 education sector. It provides policy advice related to the post-secondary education sector.

Highlights

- ◆ \$7.2 million was delivered to support research and innovation-related projects and programs, primarily through the New Brunswick Innovation Foundation, including the funding of 182 graduate scholarships and 112 research assistantship positions.

- ◆ \$2.6 million was provided to publicly funded post-secondary education institutions to support the development and implementation of pilot programs and other initiatives to increase access to post-secondary education for students, particularly from under represented groups such as First Nations and persons with disabilities.

The **Student Financial Services Branch** administers and delivers federal and provincial government student financial assistance programs. It encourages access to post-secondary education by providing needs-based student financial assistance to qualifying New Brunswick residents.

Highlight

- ◆ Administered \$191.4 million in student financial assistance to 15,209 students
- ◆ 1,406 students qualified for the Tuition Relief for the Middle Class.
- ◆ 6,405 students qualified for the Free Tuition Bursary.

The **New Brunswick College of Craft and Design** has a provincial mandate to be a centre of excellence, building a community of professional practice through applied and entrepreneurial learning in craft and design. It offers two certificate programs (Foundation Visual Arts and Graduate Studies) and eight diploma programs (Aboriginal Visual Arts, Fashion Design, Textile Design, Ceramics, Jewellery/Metal Arts, Graphic Design, Integrated Media and Photography).

Highlights

- ◆ The college received an operating grant of \$3.3 million, yielding a seat capacity of 282 funded seats.
- ◆ There were 151 college graduates in 2017-2018.

Labour and Strategic Services Division

The **Labour and Strategic Services Division** is mandated to provide services to the public through the administration of various acts and regulations for which the department is responsible. The division supports the department through policy, ensuring consistency with government priorities and activities; research and analysis, including labour market information and program evaluations; labour market forecasts; environmental scans; and legislative and regulatory services. The division also provides corporate services for the delivery of programs by the operational branches of the department.

The division consists of Workplace Services (Industrial Relations and Employment Standards), Advocates' Services (Workers' Advocates and Employers' Advocates), Policy, Research and Labour Market Analysis Branch, Finance and Administration Branch, Information Management and Technology Services Branch, Performance Excellence Branch and the Human Resource Services Branch.

The **Workers' Compensation Appeals Tribunal** reports administratively to the Minister through the Assistant Deputy Minister of the Labour and Strategic Services Division. The division plays a key role in supporting appropriate partnership and dialogue with WorkSafeNB and industry stakeholders as they pertain to the development of legislative, regulatory and policy initiatives related to occupational health and safety and workers' compensation. The tribunal releases an annual report separate from the department.

Workplace Services (Industrial Relations) facilitates relations between labour and management in the private and quasi-public sectors by providing neutral, third-party assistance and preventive mediation services. It provides third-party assistance to help parties overcome impasses during negotiations through the appointment of a conciliation officer, mediation officer, conciliation board, arbitration board or a combination thereof. It also provides preventive mediation services to promote healthy labour relations between parties while a collective agreement is in force. The branch administers the

Industrial Relations Act and its regulations by promoting labour management relations in the unionized private and quasi public sectors of the province.

Highlights

- ◆ 19 labour disputes were settled with the intervention of the branch. The disputes occurred during the negotiation of collective agreements.
- ◆ 18 labour disputes were settled before strike or lockout action, one of which resulted in a work stoppage.
- ◆ 46 rights arbitrators were appointed and 14 grievances were mediated.
- ◆ The branch provided conciliation services in two disputes in the public sector.

Workplace Services (Employment Standards) promotes, oversees and enforces the *Employment Standards Act* and its regulations. The act, which applies to all provincially regulated employee/employer relationships, specifies the minimum standards of employment, such as minimum wage, overtime rates, hours of work, vacation pay as well as paid public holidays. The branch is responsible for representing the director at hearings before the New Brunswick Labour and Employment Board. A significant piece of the mandate is to raise awareness and educate employers, employees and students about their rights and responsibilities vis-à-vis the legislation. Staff conducts numerous educational sessions throughout the province to encourage better awareness of the act.

Highlights

- ◆ The minimum wage increased to \$11.25 per hour on April 1, 2018.
- ◆ 210 information sessions on the basics of the *Employment Standards Act* were held. The groups to whom these sessions were offered include students in public schools and post-secondary institutions, as well as stakeholders (employees/employers), professional associations and newcomers.

- ◆ The branch responded to 15,302 inquiries about employment-related concerns.
- ◆ The branch investigated 886 formal complaints and 45 audits.
- ◆ There were 69,716 individuals who visited the branch's website.
- ◆ Amendments under the *Employment Standards Act* creating a leave for persons subject to domestic, intimate partner or sexual violence.

Employment Standards activity

Fiscal year	Number of information sessions	Number of inquiries	Formal complaints investigated
2017-2018	210	15,302	886
2016-2017	167	13,141	707

Advocates Services (Workers' Advocates) is mandated under the *Workers' Compensation Act* to help injured workers and their dependants on matters related to claims for workers' compensation. Advocates help by providing information, advice and, when appropriate, representation at appeal hearings. The branch ensures appropriate workers' compensation and occupational health and safety legislation enforcement.

Highlights

- ◆ There were 388 new cases, 416 cases closed and 466 active cases.
- ◆ Advocates represented workers at 166 hearings before the Workers' Compensation Appeals Tribunal.

Advocates Services (Employers' Advocates) helps employers with workers' compensation matters through communication and consultation. It also provides engaged learning opportunities. The branch provides employers with specialized advice and representation on workers' compensation issues before WorkSafeNB. It provides specialized advice to employers on all aspects of workers' compensation and its governing legislation.

Highlights

- ◆ There were 263 new cases, 159 active cases and 174 closed cases.
- ◆ Advocates represented employers at 39 hearings before the Workers' Compensation Appeals Tribunal.

The **Policy, Research and Labour Market Analysis Branch** develops effective and strategic policy and research responses to a range of priorities and issues. It supports the department in decision-making and policy development through research, evaluation and analysis. The branch leads and supports policy development; develops labour market information; ensures the department meets its obligations under the *Right to Information and Protection of Privacy Act*; ensures GNB meets its obligations under international labour and human rights conventions; and ensures GNB addresses the obligations related to labour mobility outlined in chapter 7 of the Canadian Free Trade Agreement.

Highlights

- ◆ The department delivered an updated labour market information presentation, Let's Get Moving with Career Planning to high school students enrolled in the grade 9/10 Personal Development and Career Planning classes, reaching more than 4,000 students in the anglophone and francophone school districts.
- ◆ The department participated in its second provincial ChatterHigh competition. The online edu-game provides a platform where students, teachers and parents answer game questions related to labour market information, post-secondary education and careers in the province to earn points, resulting in cash prizes being awarded to schools across both education sectors in the province.
- ◆ To raise awareness of the importance of education and career planning for youth, among families and communities, the department piloted the Families and Communities as Career Coaches project. A website was launched in April 2017 along with an aggressive five-month marketing campaign.

- ◆ The department completed ten evaluation projects related to employment programs and services to ensure they met the needs of the labour market.
- ◆ Amendments under the *Occupational Health and Safety Act* aimed at preventing workplace violence and harassment will come into force April 1, 2019.

As a strategic business partner, the **Human Resources Services Branch** provides support and services to management and staff to increase organizational effectiveness and maximize performance while supporting the strategies and goals of the department. It is responsible for workforce planning, recruitment, classification, employee and labour relations, performance management, official languages, employee recognition as well as human resources strategy and programs. As of October 2016, operational and transactional Human Resources services falls under Service New Brunswick.

The **Finance and Administration Branch** manages the financial resources of the department, boards and commissions under the minister and provides audit assurance. It helps all branches achieve their program and service delivery objectives by providing support in such areas as financial management and reporting, facilities management, procurement, departmental information coordination, financial systems and internal audit.

Highlights

- ◆ Provided financial analysis and support to key government priorities.
- ◆ Re-established a departmental audit committee consisting of the deputy minister and several senior leaders in the department.
- ◆ Received and coordinated more than 4,732 Internet inquiries and coordinated responses to more than 813 pieces of correspondence received by the minister and the deputy minister.
- ◆ Transferred the Portfolio Debt Management unit to a new centralized collections unit in government.

The **Information Management and Technology Services Branch** provides leadership and guidance in the planning, design, development, quality assurance, risk management, implementation and support of information technology solutions and record management solutions with the department's vision and strategic plan. Some of the services are offered internally to the department while others are delivered by Service New Brunswick's Business Application Unit.

Highlights

- ◆ Completed reports and surveys for both the workers' and employers' advocates information system.
- ◆ Completed the migration of the employment development images to the total records information system HPRM and eliminated the legacy imaging system.
- ◆ Completed the tuition relief for the middle class program and the alignment with the federal fixed student contribution on provincial assistance program for the student financial services branch.
- ◆ Completed the Atlantic Immigration pilot program component of the immigration New Brunswick system.
- ◆ Actively participated in the development project of a new Atlantic Apprenticeship management system.

The **Performance Excellence and Strategic Planning Branch** provides cross-departmental leadership in strategic planning and in the comprehensive implementation of the Formal Management system. Formal Management is intended to change the culture of government and how government works while providing the best possible value for taxpayers. It provides a structured approach to Strategy Management, Initiative Management, Daily Management, Process Management and Performance Management. The branch leads the development of and facilitates the implementation of the strategic plan as well as implements and oversees a departmental-wide planning and accountability model.

Highlights

- ◆ 46 employees were trained as Waste Walkers, generating more than \$75,000 in savings.
- ◆ Continued refinement of branch work plans and the planning and accountability system.

Adult Learning and Employment Division

The Adult Learning and Employment Division is mandated to support the development of human resources by supporting the delivery of adult literacy and learning programs and services; recognizing achievement of competencies; developing and providing public library services to help New Brunswickers' informational, educational, recreational and cultural needs; and delivering programs and services that assist unemployed New Brunswickers acquire the skills and employment experience necessary to secure full-time employment and that assist employers find the right individuals for their jobs.

Canada-New Brunswick Labour Market Agreements

1. Under the Labour Market Development Agreement, GNB served 11,302 active employment insurance claimants, helped 8,808 active claimants gain employment, and identified \$29.13 million in savings for the Employment Insurance account. The total number of clients served under the agreement was 14,352.
2. Under the Job Fund Agreement, GNB served 3,512 clients.

The Department of Post-Secondary Education Training and Labour completed negotiations of an amended Labour Market Development Agreement and a new Workforce Development Agreement that replaces and combines the Job Fund Agreement and the Labour Market Agreement for Persons with Disabilities.

Atlantic Workforce Partnership

The Council of Atlantic Premiers established the Atlantic Workforce Partnership. It is enabling provinces to work together to improve skills training, promote apprenticeship opportunities; recruit and retain

immigrants; and build on the strengths of communities to meet new economic challenges and opportunities. Priority areas identified within the Atlantic Workforce Partnership action plan include: attraction and immigration; apprenticeship harmonization; federal labour market programs; labour market information; business supports; and youth initiatives.

The division consists of the Employment and Continuous Learning Services Branch, the Apprenticeship and Occupational Certification Branch and the New Brunswick Public Library Services.

The **Employment and Continuous Learning Services Branch** provides employment programs, services and continuous learning opportunities to New Brunswickers with the vision to strategically align programs, resources and learning opportunities so they consistently meet clients' labour market needs. The branch ensures that programs and services provided by the department are responsive to the needs of job seekers, adult learners and employers; that new initiatives are developed when a gap in service is identified; and that local staff has the tools and supports required to help clients with their training and employment needs. The branch is responsible for increasing literacy and workplace essential skills.

Highlights

- ◆ The branch continued to work closely in partnership with the Department of Social Development to deliver the Experiential Learning and Employment Continuum. In 2017-2018, 66 per cent of participants that completed the program transitioned to full-time employment immediately after completing the program. The target goal was exceeded with a total of 449 participants served since the launch of this three-year initiative in 2016-2017.
- ◆ The branch continued to increase its involvement with First Nations and Indigenous groups on labour market, training and employment initiatives. In 2017-2018, the department contributed \$3.45 million for 75 projects to assist First Nation communities, Indigenous organizations and Indigenous individuals.
- ◆ The branch continued to explore innovative approaches to filling skills shortages. For example, the Southwest Region delivered a local strategic initiative, using the Training and Skills Development program and the Workplace Essential Skills program in the Sussex area where a partnership was established between the department, the Department of Social Development, the New Brunswick Community College and the Kiwanis Nursing Home.
- ◆ The Student Employment and Experience Development (SEED) program was further improved and continued to provide students with work experience related to their skills, which enhanced the student's employment prospects upon completion of their studies.

Training in workplace essential skills

Year	Number of learners	Number of initiatives
2017-2018	1,361*	119
2016-2017	1,304	117
2015-2016	1,367	85

* Of the 1,361 individuals engaged in training, 395 were employed, 966 were unemployed.

Programs	Number of individuals assisted by programs		
	2017-2018	2016-2017	2015-2016
Self-Employment Benefit	348	359	388
Student Employment and Experience Development	1,610	1,614	1,439
Training and Employment Support Services	537	825	678
Training and Skills Development	7,487	7,429	7,324
Work Ability	474	470	470
Workforce Expansion	698	818	1,048
One-Job Pledge	496	488	522
Youth Employment Fund	1,559	1,428	1,482

The **Apprenticeship and Occupational Certification Branch** provides quality apprenticeship learning, life-long skill development and certification opportunities in designated occupations that are standardized, current and relevant to the needs of industry and its workforce. Through its regional operations, the branch provides these services to thousands of skilled trade apprentices and tradespeople by scheduling level training opportunities, validating curriculum and working to ensure those performing work in the various sectors have the proper qualifications. The branch ensures that the skilled trades workforce has the skills and knowledge necessary to function effectively in the labour market. It identifies training needs in conjunction with industry, develops programs in the 50 occupations for which apprenticeship training is offered and provides certification services in the 69 designated occupations.

Highlights

- ◆ In 2017-2018, apprenticeship saw an increase of 186 registrations. There were 1,180 registrations compared to 994 in the previous year.
- ◆ There were 1,301 certificates issued in 2017-2018, an increase from the 1,209 issued the previous year.
- ◆ The goal of harmonizing trades training on the Atlantic and national levels continued. By the end of 2017-2018, the branch had substantively aligned 60 per cent of the national Red Seal trades in four key areas. Atlantic work on harmonization for the 21 key components identified saw the completion of phase one harmonizing 10 trades with phase two for six new trades started.
- ◆ The branch's learning strategist continued to be the envy of the country when it comes to assisting apprentices with learning gaps through their level training. The role aimed at identifying apprentices who require interventions or exam accommodations to set them up for success while attending level training continues to show success in our Red Seal Exam pass rates outperforming the national average making New Brunswick apprentices 11 per cent more likely to pass their final exam when compared to the rest of the country.

New Brunswick Public Library Service is responsible for providing, under the *New Brunswick Public Libraries Act* and *New Brunswick Public Libraries Foundation Act*, public library services that enrich the social, cultural and economic vitality of communities by opening doors to lifelong learning for all. The branch is responsible for collection development; management of the provincial catalogue; library systems and information technology management, development and support; and development and delivery of library programs and services for all ages. The branch works with participating municipalities and school districts (in the case of public-school libraries), local library boards, partners and stakeholders. It provides access to a provincial collection of two million items in a variety of formats through one provincial library card as well as services and programs for people of all ages that promote reading, literacy, education and lifelong learning. The services consist of 65 service points (52 public libraries, 11 public-school libraries, one virtual branch and one library services-by-mail branch) managed through five library regions and one provincial office.

Highlights

- ◆ Public libraries held library card membership drives to promote library programs and services by reaching people in new venues – parks, family resource centres, pow-wow's, community fairs and recreation centres.
- ◆ Public libraries began delivering workshops in their communities on *Every Child Ready to Read / Chaque enfant préparé à la lecture* – an evidence based program for delivering children's programs focused on the principles of singing, reading, writing, talking and playing. Libraries gave workshops to parents/caregivers as well as community groups who provide services to children – e.g. daycares, family resource centres.
- ◆ Public libraries developed and delivered Indigenous themed programs for children and adults with a focus on books and films that support public awareness of Indigenous history, culture and reconciliation.

- ◆ New Brunswickers celebrated the Canadian Library Month in October 2017 with the theme *A visit will get you thinking / Une visite : ça fait réfléchir*. The public participated in programs and services that focused on the resources and technology they can access at their library.
- ◆ Five library resource centres continued operating seven days a week as part of a pilot project.
- ◆ Public library patrons were able to check out free passes to New Brunswick Museum and the Beaverbrook Art Gallery with their library card, in addition to Kings Landing Historical Settlement, and Village historique acadien.

Population Growth Division

The **Population Growth Division** is responsible for implementing GNB policies to contribute to the demographic and economic growth of New Brunswick by attracting and retaining immigrants, repatriating, increasing francophone immigration and supporting multiculturalism.

The division consists of the Federal-Provincial-Territorial Relations and Research Branch, the Immigration Operations Branch, the Immigration, Settlement and Multiculturalism Branch and the Employer Outreach Unit.

The **New Brunswick Human Rights Commission** reports administratively to the Minister through the Assistant Deputy Minister of the Population Growth Division. The division plays a key role in supporting appropriate partnership and dialogue with stakeholders as they pertain to the development of legislative, regulatory and policy initiatives. The commission releases an annual report separate from the department.

The **Research and Federal-Provincial-Territorial Relations Branch** coordinates a strategic approach to federal-provincial-territorial relations; administers and monitors the Canada-New Brunswick Immigration Agreement and the Canada-New Brunswick Agreement on the Atlantic Immigration Pilot Program; represents GNB on various immigration and policy federal-provincial-territorial working groups; disseminates information about population growth trends and policy

to other areas of the department, other government departments and the public; leads annual evaluations of provincial immigration programming; and provides research and policy support to senior staff. Through the Atlantic Workforce Partnership, it partners with Atlantic counterparts to promote regional opportunities and increase immigration to the region.

Highlights

- ◆ Led targeted stakeholder consultations on the development of a renewed Population Growth Strategy for New Brunswick.
- ◆ Began implementing the new Canada-New Brunswick Immigration Framework Agreement, including the only French-speaking Immigrant Annex in Canada and the Memorandum of Understanding on Information Sharing.
- ◆ Led bilateral negotiations with the federal government and began implementation of the new Canada-New Brunswick Agreement on the Atlantic Immigration Pilot, including monitoring and administering an extensive new reporting schedule. This includes continued collaboration with Atlantic counterparts and the federal government to ensure the successful operation of the Atlantic Immigration Pilot.
- ◆ Developed a framework for and conducted the first annual evaluation of the Provincial Nominee Program.

The **Immigration Operations Branch** provides operational support to the division ensuring the efficient operation of provincial immigration programs in accordance with the Canada-New Brunswick Immigration Agreement and the Canada-New Brunswick Agreement on the Atlantic Immigration Pilot. It manages and monitors the Provincial Nominee Program and Atlantic Immigration Pilot applications by entering and tracking them in an electronic database.

Highlights

- ◆ More than 1,700 applications were received through the PNP.
- ◆ Coordinated the integration of the Atlantic Immigration Pilot into Biznet.

The **Immigration, Settlement and Multicultural Branch** manages applicant files related to immigration and the settlement and integration of immigrants in the province. The branch manages the Provincial Nominee Program and Atlantic Immigration Pilot applications and implements actions to attract francophone newcomers and skilled workers living elsewhere in Canada through developing, organizing and implementing domestic and international promotion and recruitment events.

Highlights

- ◆ There were 1,542 nominations under the following streams:
 - Atlantic Immigration Pilot: 487
 - Skilled Worker with Employer Support: 370
 - Skilled Worker with Family Support: 27
 - Strategic Initiative: 114
 - Express Entry: 530
 - Entrepreneurial Stream: 14
- ◆ Implemented the new Entrepreneurial Applicant Category of the Provincial Nominee Program, including measures for improved program outcomes, such as an Expression of Interest model. This new category consists of two streams, the Entrepreneurial Applicant stream and the Post-Graduate Entrepreneurial stream. Under this category, the branch also selected five designated immigration representatives to help recruit qualified business applicants to the province.
- ◆ The Francophone Unit participated in multiple promotion and attraction activities. As a result, 21 per cent of all certificates were issued to French-speaking immigrants in 2017-2018.

- ◆ The Skilled Worker Unit participated in a number of attraction and promotion events aimed at helping New Brunswick employers fill their labour needs. The Skilled Worker Unit conducted employer recruitment activities in the Middle East (Egypt, United Arab Emirates, Qatar), Hong Kong, Philippines, United Kingdom, Poland, Ukraine, Romania and the United States, in partnership with various Canadian embassies, consulates, Immigrant Settlement Agencies, and municipalities.

The **Employer Outreach Unit** manages the employer engagement aspects of the Atlantic Immigration Pilot by working with employers and other stakeholders to meet the objectives laid out in the Atlantic Growth Strategy as well as the New Brunswick Economic Growth Plan. It leverages existing economic development partners and employer networks to identify employers interested in addressing their labour market needs through immigration, with an emphasis on employers' commitment to newcomers' settlement supports.

Highlights

- ◆ The Atlantic Immigration Pilot continued to engage and designate employers, allowing them to use the pilot to address their labour market needs. 76 employers were designated over two months during the fiscal year.
- ◆ The unit has hosted or attended over 100 employer engagement events and information sessions to inform employers about the Atlantic Immigration Pilot.

Financial information

Departmental Gross Revenue (000's)

For the fiscal period ending March 31, 2018

	Budget	Actual	Variance over/ (under)	Notes
Other Interest Income	\$20,346.0	\$19,711.1	(\$634.9)	
Licenses and Permits	\$2,333.0	\$1,753.1	(\$579.9)	
Sale of Goods and Services	\$4,208.0	\$3,291.3	(\$916.7)	
Miscellaneous Revenue	\$17,500.0	\$27,308.0	\$9,808.0	(1)
Conditional Grants – Canada	\$117,513.0	\$124,061.2	\$6,548.2	(2)
Totals – Ordinary Revenue	\$161,900.0	\$176,124.7	\$14,224.7	

Explanations for variances greater than \$1 million are found as Notes on page 23.

Special Purpose Revenue (000's)

For the fiscal period ending March 31, 2018

	Budget	Actual	Variance over/ (under)	Notes
Canada Student Loans Program	\$1,732.0	\$1,531.4	(\$250.6)	
Library Trust Fund	\$300.0	\$518.6	\$218.6	
Recoverable Projects	\$350.0	\$214.1	(\$85.9)	
Totals – Special Purpose Revenue	\$2,382.0	\$2,264.1	(\$117.9)	

Explanations for variances greater than \$1 million are found as Notes on page 23.

Departmental Gross Expenditures (000's)

For the fiscal period ending March 31, 2018 (000's)

	Budget	Actual	Variance over/ (under)	Notes
Post-Secondary Education Division				
Post-Secondary Education	\$172,877.2	\$171,676.4	(\$1,200.8)	(3)
Labour and Strategic Services Division				
Corporate Services	\$3,213.3	\$3,131.9	(\$81.4)	
Labour and Policy	\$8,239.6	\$7,129.6	(\$1,110.0)	(4)
Adult Learning and Employment Division				
NB Public Libraries	\$15,956.1	\$15,979.6	\$23.5	
Adult Learning	\$12,188.0	\$12,058.4	(\$129.6)	
Employment Development	\$23,117.5	\$15,878.0	(\$7,239.5)	(5)
Canada-NB Job Fund Agreement	\$10,382.0	\$15,960.1	\$5,578.1	(6)
Canada-NB Labour Market Development Agreement	\$89,219.2	\$95,038.7	\$5,819.5	(7)
Population Growth Division				
Population Growth	\$8,242.2	\$7,703.7	(\$538.5)	
Maritime Provinces Higher Education Commission	\$280,300.0	\$282,668.5	\$2,368.5	(8)
Totals – Ordinary Expenditures	\$623,735.1	\$627,224.9	\$3,489.8	

Explanations for variances greater than \$1 million are found as Notes on page 23.

Special Purpose Expenditures (000's)

For the fiscal period ending March 31, 2018

	Budget	Actual	Variance over/ (under)	Notes
Canada Student Loans Program	\$2,225.0	\$1,916.6	(\$308.4)	
Library Trust Fund	\$300.0	\$393.2	\$93.2	
Recoverable Projects	\$640.0	\$319.8	(\$320.2)	
Totals – Special Purpose Expenditures	\$3,165.0	\$2,629.6	(\$535.4)	

Explanations for variances greater than \$1 million are found as Notes on page 23.

Summary of Special Operating Agency (SOA) New Brunswick College of Craft and Design College Admission Services Revenue and Expenditures (000's)

For the fiscal period ending March 31, 2018

	Budget	Actual	Variance over/(under)	Notes
Opening Balance	\$1,135.4	\$1,135.4		
Revenue				
Return on Investment	\$2.0	\$2.2	\$0.2	
Sales of Goods and Services	\$1,238.0	\$1,987.9	\$749.9	
Miscellaneous Revenues	\$3.0	\$4.3	\$1.3	
Transfer from Department	\$3,740.0	\$3,927.4	\$187.4	
Total – Revenue	\$4,983.0	\$5,921.8	\$938.8	
Expenditures	\$4,983.0	\$5,605.9	\$622.9	
Surplus (Deficit) for the year	\$0.0	\$315.9	\$315.9	
Closing Balance	\$1,135.4	\$1,451.3		

Explanations for variances greater than \$1 million are found as Notes on page 23.

Notes

Note 1 – Miscellaneous Income

The variance is primarily due to greater than anticipated retention of deposits under the Immigrant Entrepreneur Program, as well as prior year recoveries.

Note 2 – Conditional Grants - Canada

The variance is primarily due to additional revenue received in 2017-2018 for the Canada-New Brunswick Job Fund Agreement and the Labour Market Development Agreement.

Note 3 – Post-Secondary Education

The variance is primarily due to lower than anticipated uptake for the Timely Completion Benefit under the Student Financial Assistance program.

Note 4 – Labour and Policy

The variance is primarily due to savings in salary and travel due to a reduction in the number of planned hearings by the Workers Compensation Appeals Tribunal, as well as savings in professional costs and short-term position vacancies in various areas.

Note 5 – Employment Development

The variance is primarily due to an internal reallocation of eligible expenditures to the Canada-NB Job Fund Agreement as a result of changes to federal employment agreements.

Note 6 – Canada-NB Job Fund Agreement

The variance is primarily due to increased expenditures in employment programs resulting from additional federal funding, as well as an internal reallocation of eligible expenditures from the Employment Development program due to changes to federal employment agreements.

Note 7 – Canada-NB Labour Market Development Agreement

The variance is primarily due to uptake in the Employment Services and Training and Skills Development programs. Additional revenue was received under the Labour Market Development Agreement.

Note 8 – Maritime Provinces Higher Education Commission

The variance is due to increased funding provided to the universities in 2017-2018.

NOTE: The Annual Report was prepared prior to the publication of the Official 2017-2018 Financial Statements, Volume 2, as stated in the Province of New Brunswick Public Accounts document. Consequently, the financial information reported herein may not reflect the final audited figures as reported in Public Accounts.

Summary of Expenditures – Employment, Literacy and Workplace Essential Skills programs 2017-2018 (000s)

Employment Programs	Canada-NB Job Fund Agreement	Employment Development	Canada-NB Labour Market Development Agreement	Total
Work Ability	\$854.1	\$856.0	\$528.9	\$2,239.0
Workforce Expansion	\$6,819.4	\$3,632.4	\$15,443.7	\$25,895.5
Training and Skills Development	\$3,965.3		\$42,431.1	\$46,396.4
Student Employment and Experience Development	\$631.8	\$5,101.9	\$1,559.0	\$7,292.7
Employment Services	\$548.8	\$4,245.2	\$22,887.8	\$27,681.8
Older Workers Initiative		\$270.0		\$270.0
CALNET Academic	\$2,050.0			\$2,050.0
Community Access Learning	\$100.8			\$100.8
Subtotal Programs	\$14,970.2	\$14,105.5	\$82,850.5	\$111,926.2
Administration	\$989.9	\$1,772.5	\$12,188.2	\$14,950.6
Total Employment Programs Expenditures	\$15,960.1	\$15,878.0	\$95,038.7	\$126,876.8
2017-2018 Budget	\$10,382.0	\$23,117.5	\$89,219.2	\$122,718.7
Variance over/(under)	\$5,578.1	(\$7,239.5)	\$5,819.5	\$4,158.1

Summary of staffing activities

Pursuant to section 4 of the *Civil Service Act*, the Secretary to the Treasury Board delegates staffing to each Deputy Head for his or her respective departments. Please find below a summary of the staffing activities for 2017-2018 for the department.

Number of permanent and temporary employees as of December 31 of each year			
Employee type		2017	2016
Permanent		691	701
Temporary		186	196
TOTAL		877	897

The department advertised 108 competitions, including 36 open (public) competitions, 71 closed (internal) competitions and one intra-departmental competition.

Pursuant to sections 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"> – a high degree of expertise and training – a high degree of technical skill – recognized experts in their field 	15(1)	0
Equal Employment Opportunity Program	Provides Aboriginals, persons with disabilities and members of a visible minority group with equal access to employment, training and advancement opportunities.	16(1)(a)	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)	0
Lateral transfer	The GNB 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)	12
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)	5
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 the department and no complaints were submitted to the Ombud.

Summary of legislation and legislative activities

Bill #	Name of legislation	Date of Royal Assent	Summary of changes
51	<i>An Act to Amend the Human Rights Act</i> http://www1.gnb.ca/legis/bill/editform-e.asp?ID=1319&legi=58&num=3	May 5, 2017	The amendments to the <i>Human Rights Act</i> added new prohibited grounds of discrimination, address inequalities in protection, modernized the language of the Act, and improved the handling of complaints.
67	<i>An Act Respecting Family Day</i> http://www1.gnb.ca/legis/bill/editform-e.asp?ID=1337&legi=58&num=3	May 5, 2017	This Bill created a new paid holiday for workers in New Brunswick, which will occur every third Monday in February.
3	<i>An Act to Amend the Public Service Labour Relations Act</i> http://www1.gnb.ca/legis/bill/editform-e.asp?ID=1347&legi=58&num=4	Dec. 20, 2017	This Bill corrected a wording inconsistency between the French and English versions of the Act.
4	<i>An Act to Amend the Industrial Relations Act</i> http://www1.gnb.ca/legis/bill/editform-e.asp?ID=1348&legi=58&num=4	Dec. 20, 2017	The amendments to the <i>Industrial Relations Act</i> introduced a process for first contract arbitration, which provides an accessible remedy for the parties when bargaining has reached an impasse.
44	<i>An Act to Amend the Employment Standards Act</i> http://www1.gnb.ca/legis/bill/editform-e.asp?ID=1388&legi=58&num=4	March 16, 2018	The amendments to the <i>Employment Standards Act</i> introduced changes to leave provisions to mirror the federal government's changes to the <i>Employment Insurance Act</i> will provide New Brunswick employees with job protection when they are receiving Employment Insurance benefits. It also introduced domestic violence leave provisions to align New Brunswick with four other jurisdictions that currently provide leave for persons experiencing domestic violence.

Regulatory amendments/new regulations

Reg #	Name of regulation	Date Filed	Summary of changes
2017-19	<i>Employment Standards Act</i> – Amendment to General Regulations http://www.gnb.ca/0062/acts/BBR-2017/2017-19.pdf	July 28, 2017	This regulatory amendment exempts athletes from several provisions of the <i>Employment Standards Act</i> while they are engaged in activities related to their athletic endeavours.
2017-20	<i>Employment Standards Act</i> – Amendment to Minimum Wage http://www.gnb.ca/0062/acts/BBR-2017/2017-20.pdf	July 28, 2017	This regulatory amendment exempts athletes from several provisions of the <i>Employment Standards Act</i> while they are engaged in activities related to their athletic endeavours.
2017-32	<i>Post-Secondary Student Financial Assistance Act</i> – Amendment to General Regulations http://www.gnb.ca/0062/acts/BBR-2017/2017-32.pdf	Sept. 7, 2017	This regulatory amendment removed the income criteria from the conditions of eligibility for a tuition bursary, effective May 1, 2017.
2018-21	<i>Public Service Labour Relations Act</i> – Amendment to Schedule of Act http://www.gnb.ca/0062/acts/BBR-2018/2018-21.pdf	Feb. 23, 2018	This regulatory amendment deleted “Ambulance New Brunswick Inc.” and replaced it with “EM/ANB Inc.” in the First Schedule of the <i>Public Service Labour Relations Act</i> (Part III).
2018-25	<i>Employment Standards Act</i> – Amendment to Minimum Wage https://www.gnb.ca/0062/acts/BBR-2018/2018-25.pdf	March 26, 2018	This regulatory amendment raised the minimum wage in New Brunswick to \$11.25 per hour, effective April 1, 2018.

The acts and regulations for which the department was responsible in 2017-2018 may be found at:
http://www2.gnb.ca/content/gnb/en/departments/attorney_general/acts_regulations.html

Summary of Official Languages activities

Introduction

The department continued to implement an action plan in response to GNB's Plan on Official Languages – *Official Bilingualism: A Fundamental Value*. The action plan is tailored to four specific focus areas: Language of Service, Language of Work, development of the two official linguistic communities, and knowledge of the *Official Languages Act* and other obligations. The action plan is managed by the Human Resources Services branch.

GNB's 2015 action plan has provided departments with various corporate initiatives to be undertaken during the next five years.

Focus 1

Activities that took place to meet the objective of Language of Service:

- Correspondence to all employees regarding the language of service with the link to the GNB toolkit for easy access to all Official Languages information.
- Ongoing consultation and discussions between human resources consultants and managers to best meet linguistic profile requirements and needs. The percentage of linguistic profile completion for 2017-2018 was 93 per cent.

Focus 2

Activities that took place to meet the objective of Language of Work:

- Second-language training offered to employees who met the requirements of the department's Second-Language Training Policy. Thirteen employees received second-language training in 2017-2018.
- Correspondence to all employees regarding the language of work policy and the link to the GNB toolkit for easy access to Official Languages information.

Focus 3

Activities that took place to meet the objective of promotion of Official Languages:

- The department's orientation program requires new employees to familiarize themselves with the *Official Languages Act* by completing the mandatory iLearn modules.
- The yearly Performance Management process required review of the *Official Languages Act* by all employees.
- Correspondence to all employees with the quick links to the *Official Languages Act* and toolkit.

Focus 4

Activities that took place to meet the objectives of knowledge of the *Official Languages Act*:

- The department's Official Languages coordinator attended quarterly meetings set up through the Treasury Board to remain knowledgeable and proactive on all activities regarding Official Languages.
- Correspondence to all employees regarding Official Languages requirements. Information consisted of links to the tool box, Official Language policies and the Intranet site with information about Official Languages.

Conclusion

The results achieved by various initiatives stemming from the action plan were a testament to their positive effect in raising awareness and acceptance of Official Languages within the department.

Summary of recommendations from the Office of the Auditor General

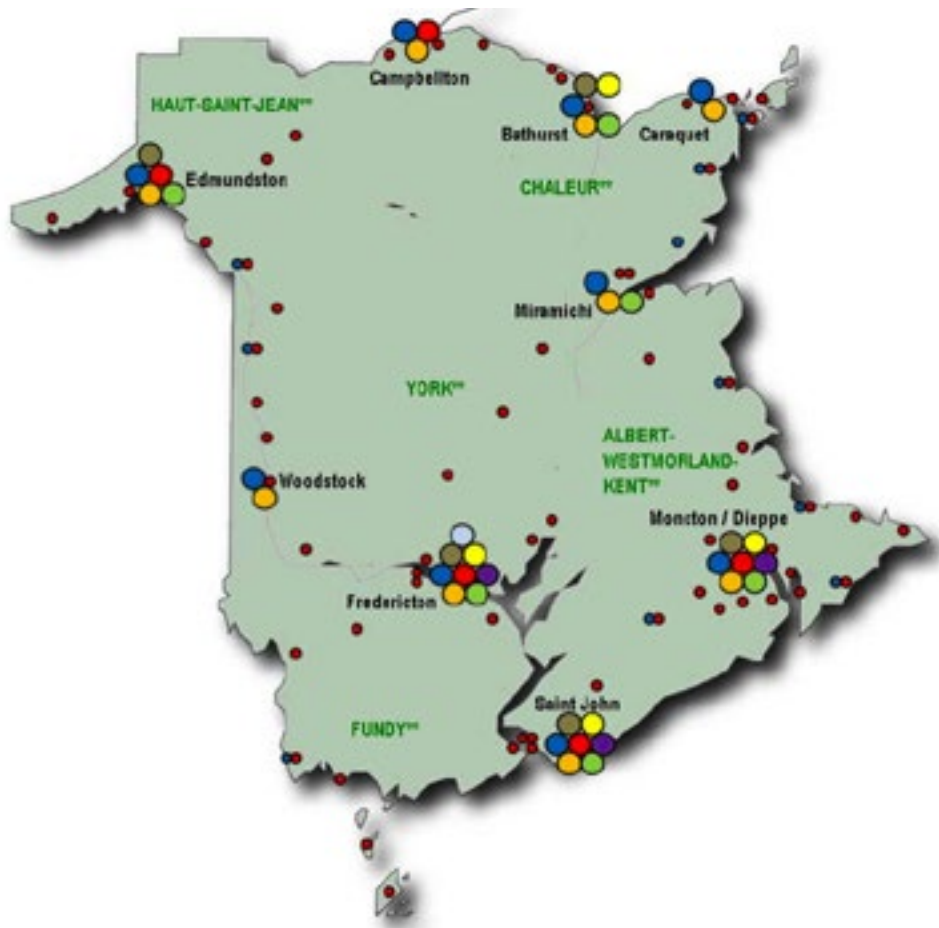
Not applicable for 2017-2018

Report on the *Public Interest Disclosure Act*

As provided 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 did not receive any disclosure(s) of wrongdoings in the 2017-2018 fiscal year.

Appendix A

Services and office locations of the department



- Employment and Continuous Learning Services ● Satellite offices *
- Apprenticeship and Occupational Certification
- Workers' Advocate
- Employers' Advocate
- Employment Standards
- Library region headquarters ● Public libraries**
- New Brunswick Human Rights Commission
- New Brunswick College of Craft and Design

* Employment and Continuous Learning Services has satellite offices in Shippagan, Tracadie, Neguac, Grand Falls, Perth-Andover, Sussex, St. Stephen, Richibucto, Sackville and Shediac.

** In addition to five library regions, New Brunswick has 63 public libraries as follows: 11 in Chaleur Region, 14 in York Region, 12 in Haut-Saint-Jean Region, 16 in Albert-Westmorland-Kent Region and 10 in Fundy Region.