



# Department of Agriculture, Aquaculture and Fisheries

Annual Report  
2013-2014





# Department of Agriculture, Aquaculture and Fisheries

Annual Report  
2013-2014

---

**Department of Agriculture, Aquaculture and Fisheries**

**Annual Report 2013-2014**

Department of Agriculture, Aquaculture and Fisheries  
Government of New Brunswick  
P.O. Box 6000  
Fredericton, New Brunswick  
E3B 5H1  
Canada

Printed in New Brunswick

ISBN 978-1-4605-0651-6 (print edition)  
ISBN 978-1-4605-0652-3 (PDF: English)  
ISBN 978-1-4605-0653-0 (édition imprimée)  
ISBN 978-1-4605-0654-7 (PDF: française)

10028



---

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 Agriculture, Aquaculture and Fisheries,  
Province of New Brunswick, for the fiscal year April 1, 2013 to March 31, 2014.

Respectfully submitted,



Rick Doucet  
Minister

---

Rick Doucet  
Minister of Agriculture, Aquaculture and Fisheries

Sir:

I am pleased to be able to present the Annual Report describing operations of the Department of  
Agriculture, Aquaculture and Fisheries for the fiscal year 2013-2014.

Respectfully submitted,



Denis Caron  
Deputy Minister

---

---

---

---

# Table of Contents

Minister’s Message . . . . .	1
Deputy Minister’s Message . . . . .	2
Highlights . . . . .	3
Strategic Priorities. . . . .	5
Performance Measures. . . . .	7
Overview of Departmental Operations . . . . .	16
Industry Programs and Policy Division . . . . .	17
Regional Development Division . . . . .	17
Corporate Services Division . . . . .	19
Financial Information. . . . .	20
Summary of Staffing Activity . . . . .	21
Summary of Legislation and Legislative Activity . . . . .	22
Summary of Official Languages Activities. . . . .	23
Summary of Recommendations from the Office of the Auditor General. . . . .	24

---

---

---



---

# Minister's Message

The mission of the Department Agriculture, Aquaculture and Fisheries (DAAF) is to foster economic growth through leadership, focused programs and services to the sectors.

This past year, the Department brought about some significant changes in Acts and regulations to support our mission, particularly to improve the competitiveness of our seafood sector in the global marketplace with changes to the *Seafood Processing Act*, as well as to grow our organic sector here at home through a new Organic Grade regulation. A new *Marshland Infrastructure Maintenance Act* and General Regulation also came into force on February 1, 2014. It provides the authority for the Minister to continue to maintain, repair and construct marshland infrastructure located in Albert and Westmorland counties.

We also addressed, in partnership with the other Maritime Provinces, some of the challenges facing the lobster industry. The appointment of the Maritime Lobster Panel resulted in strategic recommendations for a sustainable future of the industry. At the Canadian Lobster Value Recovery Summit hosted by the Maritime Provinces, delegates endorsed a key recommendation for a levy to support the marketing of Canadian lobster.

In addition, the New Brunswick Buy Local Initiative was developed to improve collaboration between government departments and industry in highlighting the importance of supporting our farming, fishing and aquaculture sectors, as well as promoting the wide variety of local food and value-added products available in our province.

We are continuing to work together to build a better New Brunswick for everyone.

Rick Doucet  
Minister  
Agriculture, Aquaculture and Fisheries

---

# Deputy Minister's Message

The Department of Agriculture, Aquaculture and Fisheries was part of the second wave of departments to participate in the formal management system. This process is part of a cultural change to increase efficiency and accountability, improve services to the public, and streamline administration.

The Department underwent a restructuring to improve operations within the Department. The new structure better reflects DAAF's role in economic development and integrates operations with a consistent approach to service delivery for all sectors.

The department was under budget by \$1,908,700 as a result of less than anticipated program expenditures as well as savings in the wage bill and reduction in operating costs.

The Department is also presenting its annual report for the first time in the new format that was developed by the Executive Council Office. The report now focuses on performance reporting, which provides the structure for the Department to measure its progress on meeting its goals, in alignment with the strategic themes of the Province.

This new approach is ensuring that we will instill a permanent shift within government culture to keep us focused on the priorities that give the best results and the best value for taxpayers.

We are proud to be part of the transformation into a performance based organization.

Denis Caron  
Deputy Minister

---

# Highlights

The Department developed and implemented its first strategy map and balanced scorecard under the Performance Excellence Process.



In partnership with the potato industry, the Department completed a Strategic Development Plan for the New Brunswick Seed Potato Industry (2013-2018) to address current challenges and better position the sector for the future. Key result areas identified included improving seed potato quality, strengthening the competitive position of the New Brunswick seed potato sector and expansion and development of seed potato markets.



The Department participated to the New Brunswick Potato Industry Transformation Initiative which was launched by the potato industry to improve their competitiveness at both the grower and processing level.



The New Brunswick Buy Local Initiative was developed to improve collaboration between government departments and industry in highlighting the importance of supporting our farming, fishing and aquaculture sectors, as well as promoting the wide variety of local food and value-added products available in our province.



A new *Marshland Infrastructure Maintenance Act* and General Regulation came into force on February 1, 2014. It provides the authority for the Minister of Agriculture, Aquaculture and Fisheries to continue to maintain, repair and construct marshland infrastructure located in Albert and Westmorland counties.



Amendments were made to the *Seafood Processing Act* and General Regulation. The first set of amendments dealt with the licensing of buyers and tighter controls to preserve the quality of the fish arriving on the wharf. The second set of amendments are intended to improve the competitiveness of the industry in the global marketplace by supporting innovation, diversification of species, competitiveness and a focus on maintaining high quality products coming out of our processing plants.



The New Brunswick Wild Blueberry Sector Strategy 2013-2018 was developed to support producers in keeping pace with the growing worldwide demand for wild blueberries.



The Department assumed the lead role in the implementation of the New Brunswick Value-added Food Sector Strategy and the New Brunswick Bioscience Sector Strategy.



The Department met its Smart Regulation Initiative commitment of a 20 percent reduction in regulatory burden.



---

The Department supported industry participation in fish and seafood commercial trade initiatives for the promotion of New Brunswick fish and seafood products both at the national and international levels in order to increase New Brunswick exports in traditional and emerging markets (North America, Europe and Asia). The value of New Brunswick fish and seafood exports rose by \$44.26 million (4.6%) to reach \$1.01 billion in 2013.



The Department developed a new Organic Grade Regulation that ensures all organic products produced and/or processed and sold within New Brunswick will be certified organic products in accordance with the federal Organic Products regulations and the Canadian Organic Standards. New Brunswick is the third province in Canada to set standards for organic products sold only within the province.



Fisheries ministers from the Maritime provinces named a three-member independent Maritime Lobster Panel to examine the factors affecting lobster prices in Atlantic Canada. Recommendations received were discussed at the Canadian Lobster Value Recovery Summit which brought together more than 200 fishers, processors and industry experts. Delegates endorsed a levy to support the marketing of Canadian lobster.



The department was under budget by \$1,908,700 as a result of less than anticipated program expenditures as well as savings in the wage bill and reduction in operating costs.

---

# 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 is 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.

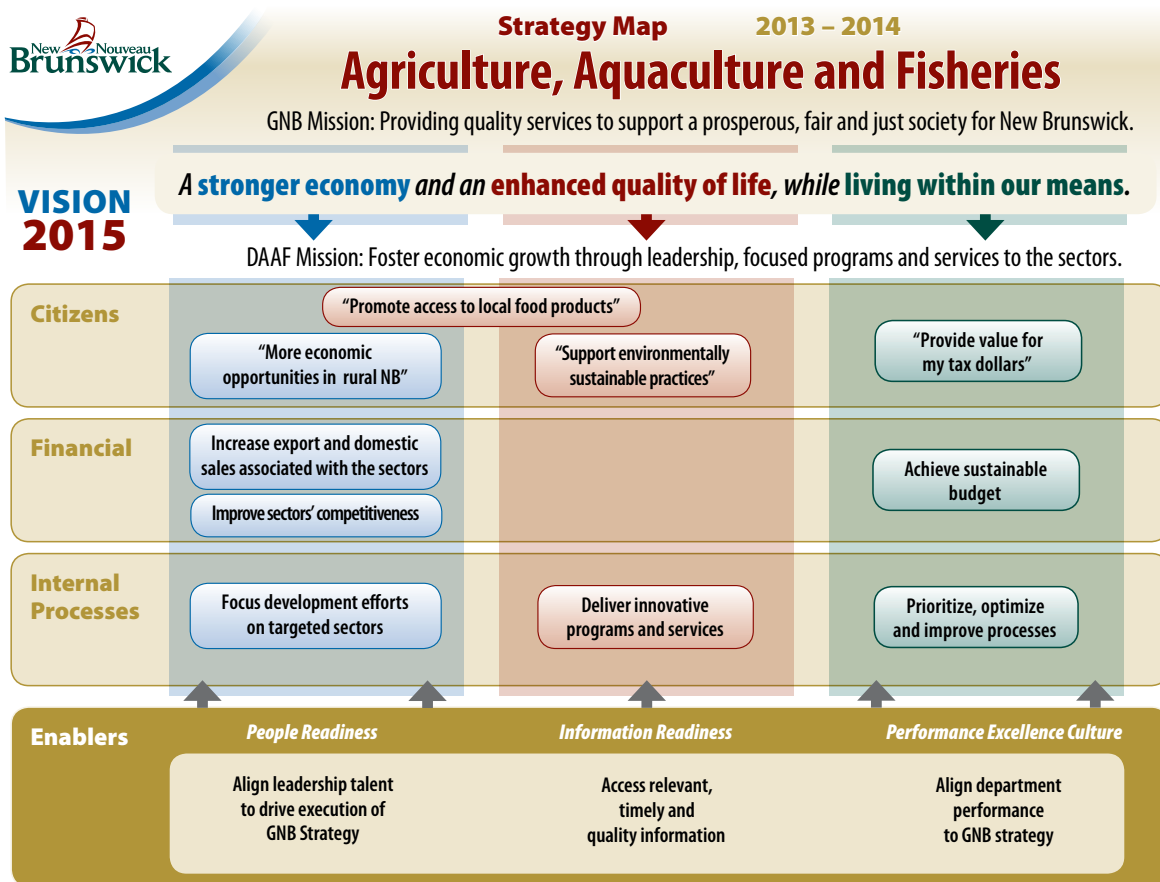
The internal processes are government's direct role in achieving the vision. They are the strategic improvements government needs to successfully implement to achieve the vision. Each department sets its own goals and priorities within the strategic themes to match its programs and specialized needs.

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 Context

The Department of Agriculture, Aquaculture and Fisheries was part of the second wave of departments to participate in the performance excellence process. This process is part of a cultural change to increase efficiency and accountability, improve services to the public and streamline administration. The strategy map found below is a blueprint for describing, measuring and aligning the Department's focus. It provides the link with the strategic themes of the Government of New Brunswick and outlines the Department's priorities for 2013-2014. All projects undertaken by the Department each year align to at least one of the strategic themes set out by the province.

The map contains the department's mission statement, with specific objectives on where to focus improvement efforts.



NB PUBLIC SERVICE VALUES: COMPETENCE – IMPARTIALITY – INTEGRITY – RESPECT – SERVICE

# Performance Measures

Based on the strategy map, a framework that translates the organization's strategy into a set of objectives and performance measures is developed. This allows the department to measure progress in meeting objectives. The performance measures do not reflect all of the day-to-day operations of the department, but rather the strategic areas where it needs to focus improvement efforts. The following table summarizes some of the performance measures for the Department of Agriculture, Aquaculture and Fisheries for 2013-2014.

Strategic Theme: A Stronger Economy	Measures
Increase export and domestic sales associated with sectors	Exports – Fish and Seafood Products
	Farm Cash Receipts
Strategic Theme: Enhanced Quality of Life	Measures
Promote access to local food products	Number of agribusinesses that access government programs that support the promotion of local food
Deliver innovative programs and services	Value of total investments from agriculture programs
Strategic Theme: Living Within Our Means	Measures
Achieve sustainable budget	Ratio of actual to budgeted expenditures
	Dollars saved per continuous improvement
Enablers (HR, IT, Performance Excellence Culture)	Measures
Align department performance to Government of New Brunswick strategy	Average number of sick leave days in DAAF
	% of employee performance reviews completed

---

## A Stronger Economy: Increase export and domestic sales associated with the sectors

### Measure:

Exports (M\$) – Fish and Seafood Products

### Description of Measure:

This relates to exports of all fish and seafood products grown, produced, extracted or manufactured in New Brunswick, leaving the country (through Customs) for a foreign destination.

### Overall Performance

The Department exceeded the target set for 2013-2014 and reached sales of \$1,018,000,000 representing a historical performance of the industry.

**Baseline:** \$833,000,000

**Target:** \$900,000,000

**Actual:** \$1,018,000,000

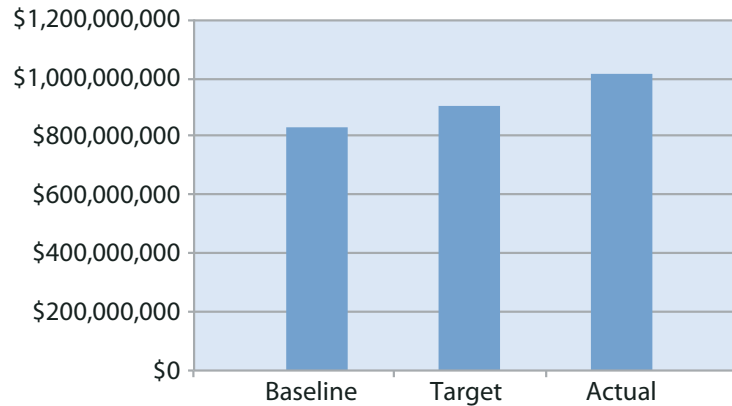
### Why do we measure this?

Fish and seafood exports are a key initiative within the Department of Agriculture, Aquaculture and Fisheries and are seen as an area for growth over the next decade. A concerted effort has been placed on marketing, specifically in overseas markets, to bolster the sector. Recent amendments to the *Seafood Processing Act* have also sought to strengthen New Brunswick companies and increase their ability to compete in those markets.

### What projects were undertaken in 2013-2014 to achieve this outcome?

A renewed effort within the Seafood Processing and Market Development Branch targeted markets and seafood shows which offer greater industry exposure. To that end, departmental staff and industry members attended five major seafood shows (Boston, Barcelona, Hong Kong, Brussels and China) to promote New Brunswick seafood. Amendments to the *Seafood Processing Act*, which focus on increased quality of seafood processed in the province, assist with entry into higher-end European markets.

**Fish and Seafood Exports**





---

## A Stronger Economy: Increase export and domestic sales associated with the sectors

### Measure:

Farm Cash Receipts

### Description of Measure:

Farm cash receipts measure the gross revenue of farm businesses in current dollars. They include sales of crops and livestock products (except sales between farms in the same province) and program payments.

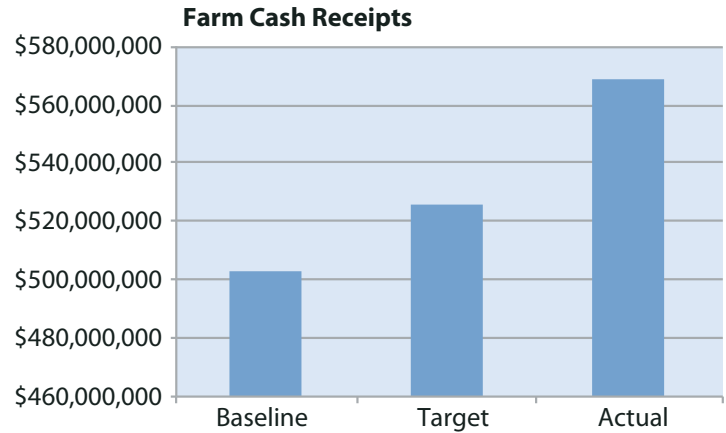
### Overall Performance

The Department exceeded the target set for 2013-2014 and attained \$569,600,000 in farm cash receipts.

**Baseline:** \$502,800,000

**Target:** \$525,900,000

**Actual:** \$569,600,000



### Why do we measure this?

Farm cash receipts are seen as a strong indicator of the health and growth of the agricultural sector. Increases in annual farm cash receipts indicate that the province is investing in the proper areas related to innovation, research and other programs deemed essential to the industry.

### What projects were undertaken in 2013-2014 to achieve this outcome?

The signing of Growing Forward 2, a federal-provincial program designed to supply cost-shared funding to industry in areas of greatest need, was a strong contributor to industry's success.

---

# Enhanced Quality of Life: Promote access to local food products

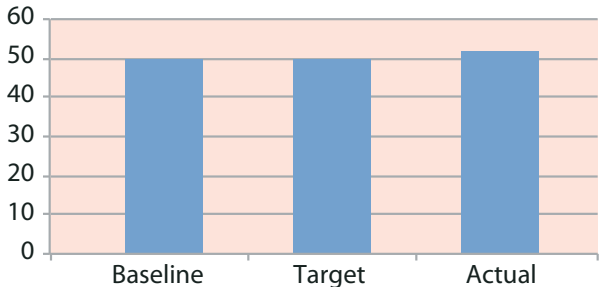
**Measure:**

The number of agri-businesses that access government programs that support the promotion of local food.

**Description of Measure:**

Assistance is provided by the department to build and enhance New Brunswick domestic market channels to increase the sale and consumption of New Brunswick-produced agri-food products within the province. This program assisted agri-food businesses to increase their capacity to: improve visibility, attract a wider range of clientele, increase promotional activity, and facilitate product development and associated market launch.

**Number of agri-businesses that accessed program in support of local food promotion**



**Overall Performance**

The Department exceeded the target set for 2013-2014 and completed 52 projects.

**Baseline:** 50

**Target:** 50

**Actual:** 52

**Why do we measure this?**

Programs targeted at increasing local food production and sales are seen as a key driver to increase consumption of nutritious, high-quality locally produced fruits and vegetables. This is a lead measure (driver) that ensures we increase consumption of local products.

**What projects were undertaken in 2013-2014 to achieve this outcome?**

The elements within the program included: Road Signage, Promotion, Agri-tourism, New Product Development/Market Launch, Marketing Groups and Organizations-Establishment and Capacity Building, and Pilot Element - New Brunswick Food Harvest Fundraising.

---

## Enhanced Quality of Life: Deliver innovative programs and services

### Measure:

Value of total investments from agriculture programs

### Description of Measure:

Through federal / provincial programs and provincial-only programs, funding is provided annually to producers to assist with various activities / initiatives on their individual farms. This measure quantifies the value of the projects undertaken and includes investments by the Department as well as investments by industry and other financial partners.

### Overall Performance

The Department exceeded the target set for 2013-2014 and helped administer programs with a total value of \$13,079,663.

**Baseline:** \$11,500,000

**Target:** \$11,500,000

**Actual:** \$13,079,663

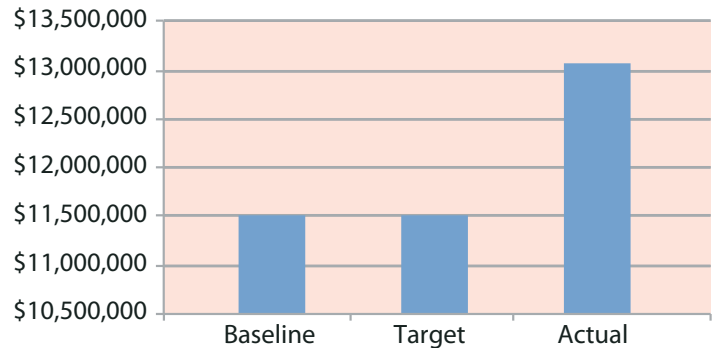
### Why do we measure this?

Industry relies on the timely provision of programs in order to help them increase the productivity and profitability of their farms. Our ability to administer these programs is key to their success.

### What projects were undertaken in 2013-2014 to achieve this outcome?

The signing of Growing Forward 2, a federal-provincial program designed to supply cost-shared funding to industry in areas of greatest need, was a strong contributor to this growth. In addition, several programs under the federal / provincial Agriculture Futures Initiative were developed and delivered to support industry.

**Value of total investments from agriculture programs**



---

## Living Within our Means: Achieve sustainable budget

### Measure:

Ratio of actual to budgeted expenditures

### Description of Measure:

The ratio measures whether the Department is over or under budget. The ratio will exceed 100 percent when spending is over budget and will be less than 100 percent when expenditures are under budget.

### Overall Performance

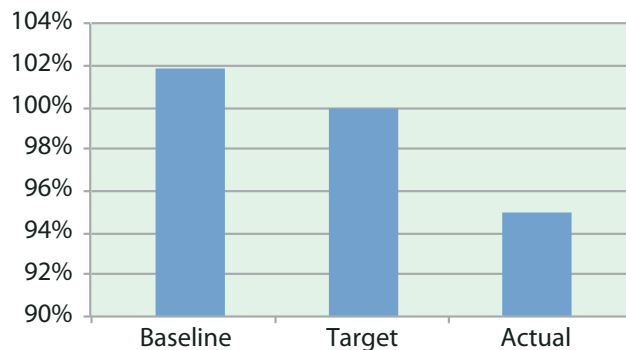
The Department of Agriculture, Aquaculture and Fisheries' 2013-2014 budget was set at \$40,118,200. As a result of less than anticipated program expenditures and after completion of several initiatives, along with close monitoring of expenses, the Department closed out the fiscal year 4.8%, or \$1,908,700 under budget.

**Baseline:** 101.9%

**Target:** 100%

**Actual:** 95%

**Ratio of actual to budgeted expenditures**



### Why do we measure this?

This indicator measures the ability of the provincial government to manage its overall expenses as compared to the budget. The provincial government 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 2013-2014 to achieve this outcome?

While program expenditures were less than anticipated, the Department also carried out active government renewal initiatives, as well as managed attrition and staffing of current and new positions to achieve the target.

---

## Living Within our Means: Achieve sustainable budget

### Measure:

Dollars saved through continuous improvement efforts

### Description of Measure:

This measure targets savings (including revenue generation activities, hard-cost avoidance and hard-cost reduction) resulting from Lean Six Sigma projects and related continuous improvement efforts. This measure encompasses all Lean Six Sigma activities such as Lean Six Sigma projects, waste walks and Kaizen events.

### Overall Performance

The Department exceeded the target set for 2013-2014 and reported \$500,468 in savings.

**Baseline:** New measure

**Target:** \$500,000

**Actual:** \$500,468

### Why do we measure this?

The projects undertaken to manage expenditures indicate that there was room for increased efficiency and smarter management in 2013-2014.

### What projects were undertaken in 2013-2014 to achieve this outcome?

The following projects assisted in meeting departmental continuous improvement targets:

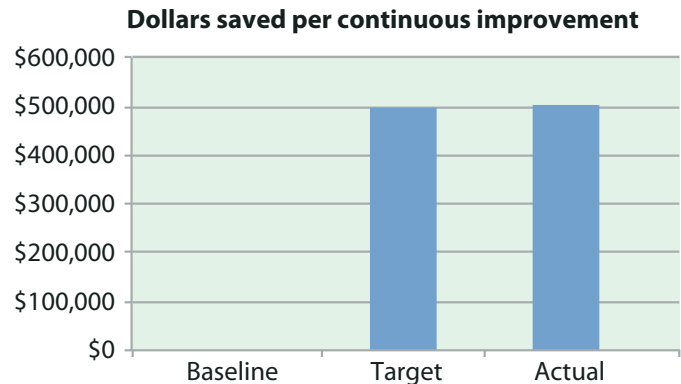
**Veterinary pharmaceutical inventory tracking** – a new inventory tracking system is being developed to decrease the inventory levels within the Department, thereby decreasing financial waste related to costs associated with excess inventory.

**Fleet vehicle rationalization** – a new process was initiated that increased access of fleet vehicles to all staff and decreased other vehicle usage in areas of highest cost (i.e. use of personal car).

**Veterinary Field Services** – reviewed regional assignments for veterinary field services and implemented a new method of assessing workloads within regions.

**Application Development Timelines** – reviewed workload within the Information and Technology Branch to determine how to expedite project delivery and improve communication with internal clients.

**Waste walks** – a group of employees was educated on the 12 types of waste and were asked to apply this knowledge to find waste in their respective processes/work environment. These waste walk improvements resulted in a savings of \$62,523.



---

## Enablers: Align Department performance to Government of New Brunswick strategy

### Measure:

Average number of sick leave days in the Department of Agriculture, Aquaculture and Fisheries

### Description of Measure:

Government has set a 20% reduction target in sick leave usage by March 31, 2015 (3-year target) for employees in Parts I, II and III of the Public Service.

### Overall Performance

The Department exceeded the target set for 2013-2014 and reported a 28% reduction in sick leave over the baseline from the previous year.

**Baseline:** 8.68 average sick leave days

**Target:** 7.33 average sick leave days

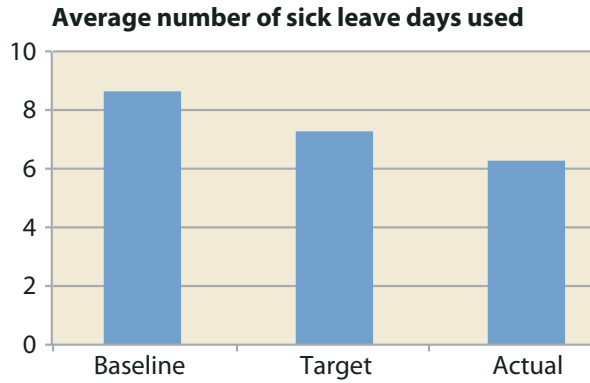
**Actual:** 6.25 average sick leave days

### Why do we measure this?

The Department of Human Resources determined that there is a high sick leave rate in Parts I, II, and III of the public service resulting in high costs to government. Lower absenteeism, and in particular, sick leave usage within certain employee groups, will result in significant savings for government and will help reduce costs associated with lost productivity, as well as staff replacement costs.

### What projects were undertaken in 2013-2014 to achieve this outcome?

Managers were trained in the corporate "Attendance Support" program, and used those tools to help assist staff in managing sick leave usage.



---

## Enablers: Align Department performance to Government of New Brunswick strategy

### Measure:

Percentage of employee performance reviews completed

### Description of Measure:

The completion of performance reviews will provide an opportunity to align and cascade goals throughout the organization to drive business results and evaluate execution of overall strategy against individual performance.

### Overall Performance

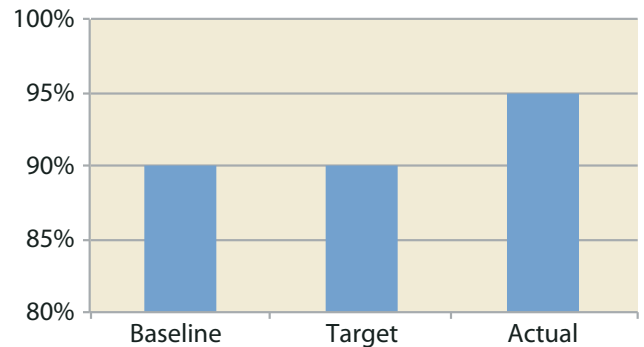
The Department exceeded the target set for 2013-2014 and reported a 95% completion rate for all performance reviews.

**Baseline:** 90% performance reviews completed

**Target:** 90% performance reviews completed

**Actual:** 95% performance reviews completed

**Percentage of performance reviews completed**



### Why do we measure this?

It is important for staff to be provided with an annual review of their work plan to deliver feedback on aspects of their jobs that were done well and areas that require improvement.

### What projects were undertaken in 2013-2014 to achieve this outcome?

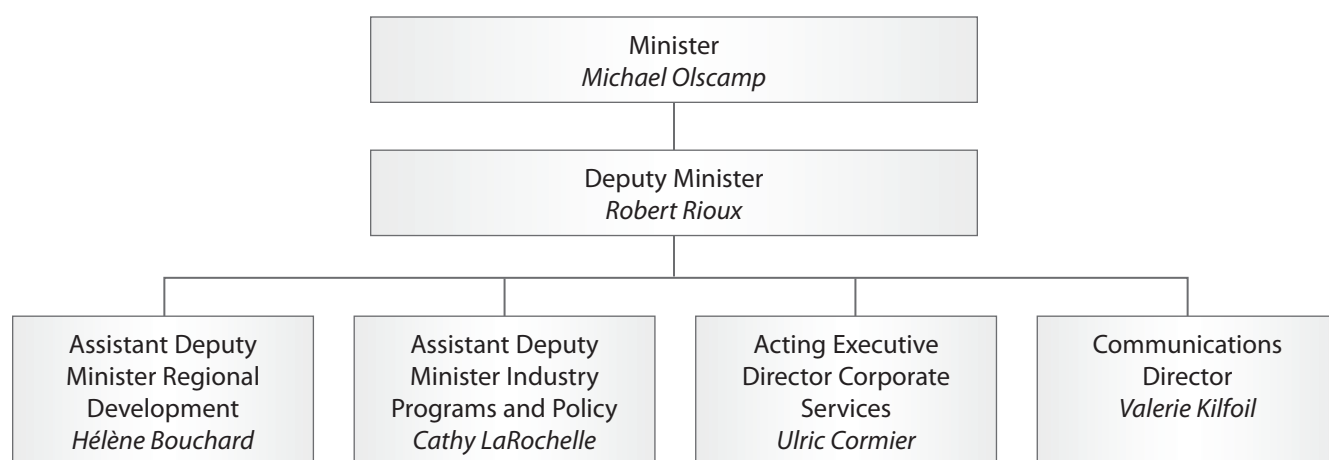
An initiative began in the Department to align our divisional, branch and individual work plans to our departmental strategy map, allowing staff to see how the work they do ties into the strategic direction of the Department.

---

# Overview of Departmental Operations

The mission of the Department Agriculture, Aquaculture and Fisheries (DAAF) is to foster economic growth through leadership, focused programs and services to the sectors.

In 2013-2014, the Department employed up to 253 individuals on a full time, casual or contract basis. This was down from 277 in 2012-2013.





---

## Industry Programs and Policy Division

The **Industry Program and Policy Division** has two primary objectives: 1) To coordinate industry financial programs and regulatory functions; and 2) To develop and implement policies and strategies to support competitive agriculture, aquaculture and fisheries sectors.

The **Industry Financial Programs Branch** provides financial assistance to the agriculture, aquaculture and fisheries industries under various funding programs.

The **Leasing and Licensing Branch** fosters responsible leasing and / or licensing related activities under various departmental Acts. It also administers the province's Marine Service Centres.

The **Innovation and Market Development Branch** provides strategic direction, services and programs in support of value-added food and market development.

The **Sector Specialist Services Branch** provides specialist advice and services to industry.

The **Strategic Planning and Program Development Branch** provides expertise in the areas of inter-jurisdictional coordination, strategic planning, legislation and policy and program development.

The **Farm Products Commission** provides management and administrative support in the monitoring of commodity boards under the provisions of the *Natural Products Act*.

### Industry Programs and Policy Division Highlights

Developed policies and procedures for the New Brunswick Wildlife Damage Compensation Program which provides agricultural producers with compensation for damage to crops and livestock caused by wildlife.

Supported Really Local Harvest / La Récolte de Chez Nous farm-to-cafeteria project that supplies more than 8,000 students in District scolaire francophone Sud with local food.

Legislative amendments were made to the *Natural Products Act*. Outcomes included raising the standard of milk quality and bringing New Brunswick milk standards equivalent to the National Dairy Code.

Amendments were made to the *Seafood Processing Act* and General Regulation with the aim of preserving the quality of the fish arriving on the wharf and improve the competitiveness of the industry.

In partnership with the potato industry, a Strategic Development Plan for the New Brunswick Seed Potato Industry (2013-2018) was developed to better position the sector for the future and to address current challenges.

The *New Brunswick Wild Blueberry Sector Strategy*, a new five-year strategy to support producers in keeping pace with the growing worldwide demand for wild blueberries, was released.

## Regional Development Division

The **Regional Development Division** provides strategic direction, targeted programs and services in support of economic development opportunities related to the agriculture, aquaculture and fisheries sectors.

The delivery of programs and services is done through offices in the following regions:

**Northwest region** through offices in Grand Falls and Wicklow.

**Northeast region** through offices in Bathurst, Tracadie-Sheila, and Shippagan, including the New Brunswick Aquarium and Marine Centre.

**Southwest region** through offices in St. George.

---

**Southeast region** through the office in Bouctouche. This office also has responsibility for processing and market export functions for the province.

**Central region** through offices in Fredericton, Sussex and Moncton. This region also has responsibility for the maintenance of marshland and infrastructure.

The Regional Development Division also includes the **Fisheries Resource Management Branch**, through the office in Caraquet, providing management of programs and service delivery to the fishery and seafood processing sectors as well as strategic direction with respect to fisheries management approach throughout the province.

The **Animal Health Services Branch** provides services and programs focused on maintaining livestock and aquatic animal health, as well as food safety and quality awareness and implementation. The branch includes veterinary field services complemented by specialized in-clinic and laboratory diagnostic services.

### **Regional Development Division Highlights**

The Department participated to the New Brunswick Potato Industry Transformation Initiative which was launched by the potato industry to remain competitive in today's potato market

Assisted with the improvement of the Shippagan Marine Service Centre infrastructure, which included the purchase of a 200 ton boat lift and the dredging work to provide a safe access to vessels.

Pre-identification of suitable crown land for wild blueberry development.

Assisted in the implementation and audit of Standard Operating Procedures by five oyster growers.

Provided 8,722 on-farm visits by departmental veterinarians which were supported by the Provincial Veterinary Laboratory for diagnostic work.

The Fish Health Section continued to provide surveillance and testing for Infectious Salmon Anemia (ISA) for Atlantic salmon and MSX for oysters. No virulent forms for either disease were detected by the Provincial Fish Health Laboratory.

The Provincial Dairy Laboratory performed a total of 57,457 tests for a variety of parameters, including milk composition (fat, protein and lactose), somatic cell counts, and analysis of dairy solids (cheese, butter, etc).

A panel of experts was commissioned by the Maritime Provinces to explore the relationship between lobster wharf prices and market conditions, viability thresholds, as well as options for mechanisms to establish pre-season price, marketing and promotion, and the stabilization of shore price. The report contained a total of 33 recommendations.

As part of the stakeholder engagement process resulting from the recommendations of the Maritime Lobster Panel, the Maritime Provinces Fisheries Ministers, in collaboration with the Lobster Council of Canada (LCC), hosted a Lobster Value Recover Summit. This event brought together lobster sector stakeholders, federal and provincial government partners, and topic specific experts to review and debate the recommendations from the report.

---

## Corporate Services Division

The **Corporate Services Division** is responsible for providing direction and administrative support in matters of human resources, accounting, budgeting, financial control and information technology and communication services to support the continued development of the agriculture, fisheries and aquaculture sectors.

The **Human Resources Branch** assists and supports senior management, directors and managers in the effective management of their human resources within the scope of departmental guidelines and policies.

The **Financial Services Branch** facilitates the efficient use of the financial resources available to deliver departmental programs.

The **Information and Technology Branch** facilitates the efficient use of information and technology and implements strategic information handling, systems support and systems development initiatives related to enhancing the business activities of the Department.

The **Continuous Improvement Unit** helps review processes within the Department and provides staff with tools to increase efficiencies and remove roadblocks in their respective work areas.

The **Enforcement Branch** ensures compliance with Acts administered by the Department through the provision of enforcement services.

### Corporate Services Division Highlights

Provided support in achieving a budget surplus on the department's expenditure.

Information technology systems were upgraded and modernized as part of the migration of server infrastructure to the new Government of New Brunswick Data Center.

359 enforcement activities were conducted and seven (7) court cases relating to charges or lawsuits were initiated.

The Department was successful in reaching its target of \$500,000 in continuous improvement savings, allowing those savings to be reinvested in priority areas within the Department.

To improve communications, a Coordinator of the Department's internet and intranet sites was established to oversee and manage these communication portals.

### Communications Branch

The Communications Branch is responsible for activities related to the Department's external communication. Responsibilities include: 1) Providing advice to the minister and senior managers on communications issues; 2) Developing communication strategies; 3) Managing media and public relations; and 4) Promoting the Department's initiatives to the public.

### Communications Branch Highlights

The branch developed and coordinated the Buy Local Initiative and Buy Local summer tour.

---

# Financial Information

## Departmental Expenditure

### Status Report by Primary

Fiscal Year Ending March 31, 2014

	Budget (\$000)	Actual (\$000)
Personal Services . . . . .	18,790.2	18,485.2
Other Services . . . . .	4,021.0	3,782.3
Materials And Supplies . . . . .	521.0	752.6
Property And Equipment . . . . .	18.0	215.3
Contributions, Grants And Subsidies . . . . .	14,586.0	14,938.7
Debt And Other Charges. . . . .	2,182.0	35.4
<b>Total . . . . .</b>	<b>40,118.2</b>	<b>38,209.5</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 Agriculture, Aquaculture and Fisheries.

The department advertised 14 competitions, including seven open (public) competitions and seven closed (internal) competitions.

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

Appointment type	Appointment description	Section of the Civil Service Act	Number
Specialized Professional, Scientific or Technical	An appointment may be made without competition when a position requires: <ul style="list-style-type: none"> <li>• a high degree of expertise and training</li> <li>• a high degree of technical skill</li> <li>• recognized experts in their field</li> </ul>	15(1)	0
Equal Employment Opportunity Program	Provides Aboriginals, persons with disabilities and members of a visible minority group with equal access to employment, training and advancement opportunities.	16(1)(a)	0
Department Talent Management Program	Permanent employees identified in corporate and departmental talent pools, who meet the four-point criteria for assessing talent, namely performance, readiness, willingness and criticalness.	16(1)(b)	4
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)	0
Regular appointment of casual/temporary	An individual hired on a casual or temporary basis under section 17 may be appointed without competition to a regular properly classified position within the Civil Service.	16(1)(d)(i)	0
Regular appointment of students/apprentices	Summer students, university or community college co-op students or apprentices may be appointed without competition to an entry level position within the Civil Service.	16(1)(d)(ii)	0

---

# Summary of Legislation and Legislative Activity

Bill #	Name of legislation	Date of Royal Assent	Link to Bill
Bill 28 Chapter 1	Act to Amend the <i>Seafood Processing Act</i>	February 19, 2014	<a href="http://www.gnb.ca/0062/acts/BBA-2014/Chap-1.pdf">http://www.gnb.ca/0062/acts/BBA-2014/Chap-1.pdf</a>
Bill 36 Chapter 5	Act to Amend the <i>Natural Products Act</i> and Fresh Fruit and Vegetable Regulation	March 26, 2014	<a href="http://www.gnb.ca/0062/acts/BBA-2014/Chap-5.pdf">http://www.gnb.ca/0062/acts/BBA-2014/Chap-5.pdf</a>
Bill 68	<i>Marshland Infrastructure Maintenance Act</i>	June 21, 2013	<a href="http://www.gnb.ca/legis/bill/file/57/3/bill-68-e.htm">http://www.gnb.ca/legis/bill/file/57/3/bill-68-e.htm</a>

# Summary of Official Languages Activities

<b>Introduction</b>	<i>The Department of Agriculture, Aquaculture and Fisheries developed an Action Plan 2011-2014 including strategic means for all sectors of activity in the Government Plan on Official Languages.</i>
<b>Focus 1</b>	<i>Ensure access to service of equal quality in English and French throughout the province: All outcomes proposed for this Focus were completed in 2011-2012 fiscal year of the Departmental Action Plan.</i>
<b>Focus 2</b>	<i>An environment and climate that encourages, for all employees, the use of the official language of their choice in their workplace: The Department offers, on an ongoing basis, the option to all employees to have performance reviews, day-to-day activities and small meetings in the language of choice. This has been ensured through staff participation, next level manager participation or HR Branch involvement.</i>
<b>Focus 3</b>	<i>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)? For example, did you hold public consultations? The Department has reviewed on an ongoing basis its language profiles to ensure adequate delivery of services to its two linguistic communities.</i>
<b>Focus 4</b>	<i>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: The Department ensured all employees were informed about the Act and the policies and regulations governing their interactions with clients through information sessions completed in 2012-13. Department staff must complete mandatory i-modules training on Official Languages.</i>
<b>Conclusion</b>	<i>As a follow-up to the 2013 GNB Employee Engagement Survey, the Department's Senior Management held Dialogue sessions throughout the province offering these meetings in both official languages and setting the stage for employees to apply their acquired knowledge when dealing with colleagues, teams and clients.</i>

---

# Summary of Recommendations from the Office of the Auditor General

Name and year of audit area with link to online document	Recommendations	
	Total	Adopted
Veterinary Services – Accounts in Arrears (2013) Recommend a matching process be undertaken to identify provincial employees with past due accounts for veterinary services or with any other amounts in arrears. <a href="http://www.gnb.ca/oag-bvg/2013v2/agrepe.pdf">http://www.gnb.ca/oag-bvg/2013v2/agrepe.pdf</a> (page 189)	1	0