

# Treasury Board

Annual Report  
**2018–2019**



**Treasury Board  
Annual Report 2018-2019**

Province of New Brunswick  
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## **Transmittal Letters**

### **From the Minister to the Lieutenant-Governor**

The Honourable Brenda Murphy  
Lieutenant-Governor of New Brunswick

May it please your Honour:

It is my privilege to submit the annual report of the Treasury Board, Province of New Brunswick, for the fiscal year April 1, 2018, to March 31, 2019.

Respectfully submitted,



Honourable Ernie L. Steeves  
Minister

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

Honourable Ernie L. Steeves  
Minister of the Treasury Board

Sir:

I am pleased to be able to present the annual report describing operations of the Treasury Board for the fiscal year April 1, 2018, to March 31, 2019.

Respectfully submitted,



Cheryl Hansen  
Deputy Minister



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# Minister's message

As Minister of Treasury Board, I am pleased to present you the 2018-2019 annual report.

Our government is committed to governing responsibly to ensure we have the ability to pay for and to provide the essential services New Brunswickers expect and deserve.

We are determined to tackle our six key challenges of restoring balanced budgets, ensuring a robust private-sector economy, delivering accessible health care and world-class education, while ensuring a high quality of life for all residents of New Brunswick.

I am proud of the important role Treasury Board has played this year to help us to address our financial and social challenges. The dedication and hard work of the employees is evident in the pages of this report.

Through the competence, impartiality, integrity and dedication of the department employees, our government was able to show leadership and to make the difficult but necessary decisions.

The department assisted our government with regard to identifying solutions to find efficiencies in departments, to adopt different ways of working to ensure we can continue to offer well-deserved public services that New Brunswickers expect.

None of this work would be possible without the department's fine staff and their dedication to making New Brunswick thrive.

I am encouraged by our province's progress, and I look forward to the additional successes that will be achieved in the coming year.

We must continue to build on our 2018-2019 successes while paying down the debt and moving our province towards economic prosperity.



Honourable Ernie L. Steeves  
Minister of Treasury Board

# Deputy Minister's message

I am incredibly proud of what the team at Treasury Board has achieved in 2018-2019. It was clearly a challenging year and many successes were achieved by developing and implementing financial decisions, policies and strategic initiatives for two different administrations.

Treasury Board is comprised of five divisions: Strategic Services; Office of the Chief Human Resources Officer; Office of the Comptroller; Budget and Financial Management; and Office of the Chief Information Officer. In addition, Treasury Board provides strategic direction regarding government's human resources, finances, risk, technology and information to client departments and organizations.

Treasury Board has played an essential role in developing the quarterly reports and the 2018-2019 capital and ordinary budgets.

The department completed several contracts with bargaining groups and entered into a new mandate of collective bargaining.

The success of Treasury Board is achieved through the ongoing commitment, and hard work of our talented team, and I am honoured to lead such a team. Everyday, Treasury Board employees work hard to deliver exceptional services in support of New Brunswick families and communities. We remain focused on our vision which is to strive to be trusted, agile, transparent and solution-focused.

I look forward to another great year ahead with the goal of improving services, driving efficiencies and delivering value for money for all New Brunswickers.

A handwritten signature in black ink that reads "Cheryl Hansen". The signature is written in a cursive, flowing style.

Cheryl Hansen  
Deputy Minister



# Top Government Priorities

## Strategy and Operations 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 our governments roadmap for the future of New Brunswick that focuses on key priorities and the importance of public accountability

### Our Top Priorities:

## Affordable and Responsive Government

Getting our financial house in order will make it possible for government to be responsive and provide sustainable high-quality public services for all New Brunswickers.

## Energized Private Sector

New Brunswickers deserve a sustainable, high-quality health-care system where they are able to access the services they need when they need them.

## A World-class Education

New Brunswick's young people need access to a world-class education, so they can make the most of their lives and compete in future job markets.

## Dependable Public Health Care

All New Brunswickers benefit from a thriving private sector. Increasing private sector investment, growing our labour force and being home to successful businesses of all sizes is good for our province.

## Vibrant and Sustainable Communities

Vibrant communities are places people want to call home. More vibrant and sustainable communities make for a more resilient province.

## A High-performing Organization

All New Brunswickers benefit when engaged and empowered civil servants use their talents and skills to make our province a better place.

# Highlights

## During the 2018-2019 fiscal year, Treasury Board focused on these strategic priorities through:

- **Digital New Brunswick Strategy:** This collaborative transformation strategy was publicly launched in April 2018. The Digital NB Strategy facilitates the delivery of efficient citizen-centered services to enable changes that will improve the way that we work, connect, and serve New Brunswickers. To better enable digital services to the public, the Office of the Chief Information Officer implemented a Digital Transformation team to focus on Proofs of Concept for public-facing services.
- **Employee Experience:** A positive employee experience is closely linked to employee engagement and organizational performance. New processes and metrics were established ensure all GNB employees are regularly given the opportunity to provide input into how to improve their experience at work and build more healthy and productive workplaces. Forty-five per cent of Part 1 employees responded to the 2018 GNB Employee Experience Survey (over 5,500 employees), compared to 32 per cent in 2017. The detailed results of the 2018 survey were provided to all departments, and additional support provided to leaders to assist in talking about and improving the employee experience with their teams.
- **Enterprise Resource Planning (ERP):** Co-lead with Service New Brunswick, the ERP solution will transform business processes in Human Resource Management, Financial Resource Management, Procurement/Supply Chain Management, and Collections. The Office of the Chief Information Officer supported the project in 2018-2019 with RFP evaluation, architecture work, data management, integration, contract negotiation and by providing general oversight of the project.
- **Health and Safety:** The Employee Safety and Wellness Unit undertook work to revise the Respectful Workplace policy (formerly the Workplace Harassment policy) and introduce the Prevention of Workplace Violence policy in response to new regulations under the *Occupational Health and Safety Act*. The new regulation requires employers to establish a code of practice for violence and harassment that specifically addresses assessment of risk, application and implementation, privacy, employee training, and review schedules in the place of employment. The unit also implemented a new Substance Use in the Workplace policy and provided on-line training to employees and people leaders. Previously, GNB did not have an Administration Manual policy that specifically addressed drug or alcohol use in the workplace. Cannabis legalization increased the need for clearly defined responsibilities and procedures that could be consistently applied to all parts of the Public Service.
- **People Strategy:** Lead by the Office of the Chief Human Resources Officer, Treasury Board officially launched GNB's five-year people strategy in support of the vision for a Proud, Productive and Professional Public Service. The main goals of the strategy are to build and sustain a healthy and productive workplace culture (a positive employee experience) to enhance employee engagement, which will improve organisational performance and help deliver on outcomes for residents and taxpayers. In support of these goals, several initiatives were identified and prioritized, and work began on developing supporting programs and processes.

# Performance measures

Affordable and sustainable government	Measures
Balance the provincial budget by 2021-2022	Ratio of actual to budgeted expenditures.
Innovative delivery of government services	Number for ASD Advisory Service engagements completed.
	Right to Information requests completed in 30/60 days.
High performing organization	Measures
Enhance employee involvement, commitment and productivity.	Percentage of Performance Agreements established and aligned to priorities (Part 1).
	Total number of paid sick days used (Part 1).

## Affordable and sustainable government

### Objective of the measure

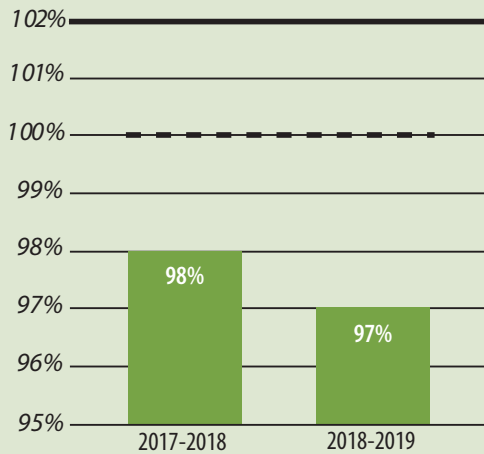
Balance the Provincial Budget by 2021-2022.

### Measure

Ratio of actual to budgeted expenditures.

### Description of measure

The ratio measures whether the department is over-budget or under-budget on expenditures. The ratio will exceed 100 per cent when expenses are over-budget and be less than 100 per cent when under-budget.



### Overall performance

The department was successful in managing expenditures to be under-budget.

### Overall

- Baseline: 102%
- - - Target 2017-18: 100%
- Actual 2017-18: 98%
- - - Target 2018-19: 100%
- Actual 2018-19: 97%

### Why do we measure this?

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

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

The department was diligent in monitoring spending to find administrative efficiencies and savings.

## Affordable and sustainable government

### Objective of the measure

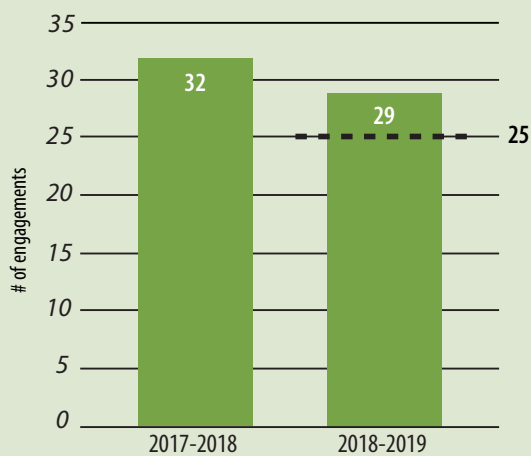
Innovative delivery of government services.

### Measure

Number of ASD Advisory Services engagements completed.

### Description of measure

This measure is a count of the number of ASD engagements completed annually across government.



### Overall performance

The team exceeded the target number of assessments for 2018-2019. This result is driven by overall project management performance; staff vacancy rate; and project size, complexity and strategic priority.

— Baseline: N/A

- - - Target 2017-18: Engagement targets were established in 2017-2018 for years going forward.

■ Actual 2017-18: 32

- - - Target 2018-19: 25

■ Actual 2018-19: 29

### Why do we measure this?

Measured by the Strategic Services division; ASD engagement/assessment benefits vary significantly by project, but typically lead to one or more of the following opportunities for government: cost savings, cost avoidance, revenue, risk mitigation, and/or improved program outcomes.

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

The team developed and implemented several operational and product improvements, including:

- a more robust project intake evaluation process;
- improved report template;
- one-page executive summary template and process for time sensitive or narrow scope advisory reviews; and
- daily management.

## Affordable and sustainable government

### Objective of the measure

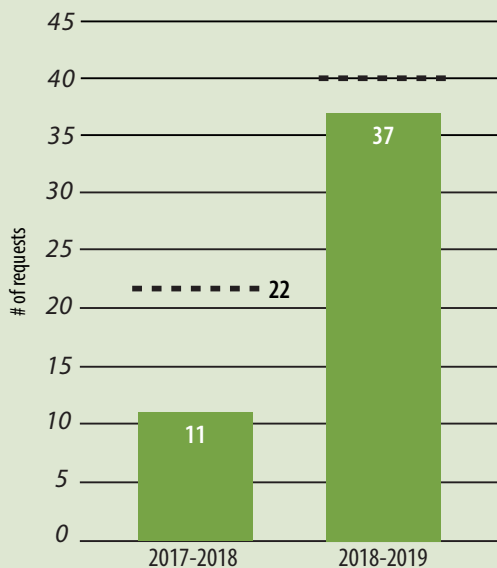
Innovative delivery of government services.

### Measure

Right to Information (RTI) requests completed within 30/60 days.

### Description of measure

A count of the number of RTI requests completed within the 30 days or 60 days (extension) deadlines determined by the *Right to Information and Protection of Privacy Act (RTIPPA)*.



### Overall performance

Treasury Board continues initiatives to decrease the cycle-time for processing RTI requests, and champion open government by improving our efforts to assist applicants in a clear and accurate manner.

- Baseline: N/A
- - - Target 2017-18: 22 (total # of requests received).
- █ Actual 2017-18: 11
- - - Target 2018-19: 40 (total # of requests received).
- █ Actual 2018-19: 37

### Why do we measure this?

Under the *Right to Information and Protection of Privacy Act*, all applicable public bodies shall respond to a written request for information within 30 days, unless there is reasonable cause (as determined by the Act) to extend that deadline for response to 60 days.

## High performing organization

### Objective of the measure

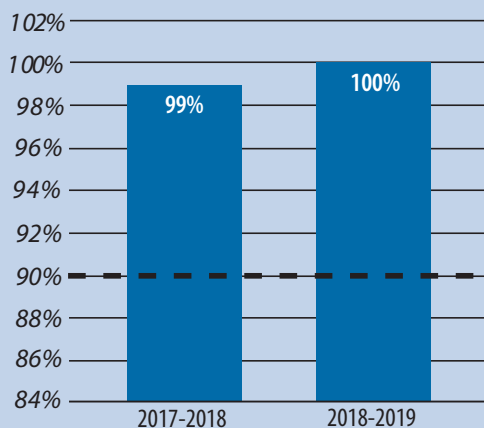
Enhance employee involvement, commitment and productivity.

### Measure

Percentage of Performance Agreements established and aligned to priorities (Part 1).

### Description of measure

The preparation of an employee performance agreement, Section 1 of the “performance agreement”, at the beginning of the performance review period will provide an opportunity for managers and employees to identify, agree and set work objectives and measures based on priorities and overall business results.



### Overall performance

Treasury Board was successful in completing 100 per cent of our employee performance agreements. This metric is calculated according to the number of performance agreements established each quarter divided by the total cumulative number of performance agreements eligible that quarter.



### Why do we measure this?

By preparing performance agreements both strategic and organizational objectives will be cascaded through the organization to increase both organizational and individual performance.

## High performing organization

### Objective of the measure

Enhance employee involvement, commitment and productivity.

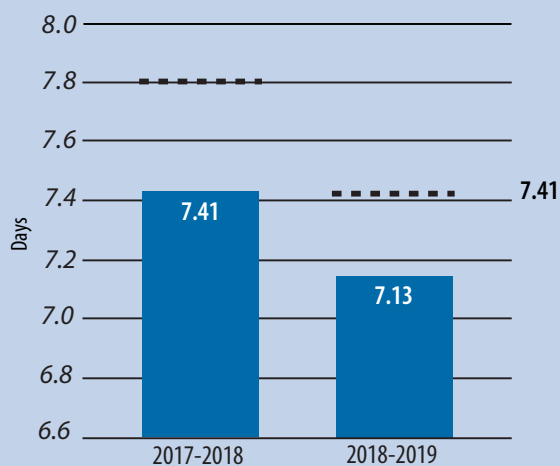
### Measure

Total number of paid sick days used (Part 1).

### Description of measure

In 2012, GNB set a goal to reduce sick leave usage by 20 per cent in government by March 31, 2015.

Treasury Board continues to monitor this metric to ensure sustainability (and re-introduce improvement initiatives if needed) and ongoing comparison across jurisdictions.



### Overall performance

Overall performance is measured by the average number of paid sick days used in the fiscal year. GNB sustained reduced sick day usage with an average of 7.13 days.

- maintain department average leave days
- - - Target 2017-18: 7.8
- Actual 2017-18: 7.41
- - - Target 2018-19: 7.41
- Actual 2018-19: 7.13

### Why do we measure this?

Treasury Board will continue to monitor this metric to ensure sustainability and ongoing comparison across jurisdictions.



# Overview of departmental operations

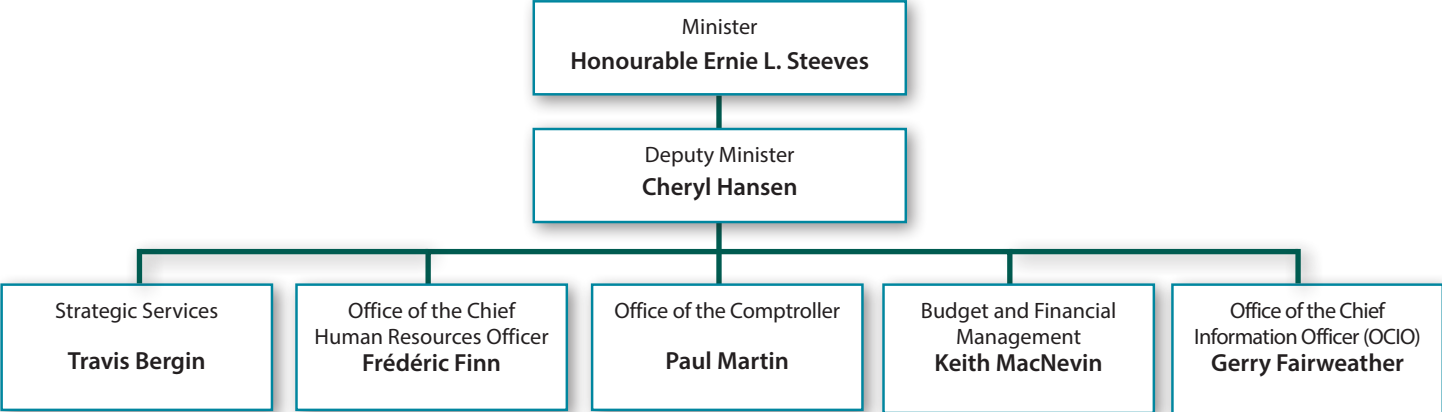
In April 2016, government merged the Department of Human Resources (DHR) and parts of the Department of Finance (FIN), the Executive Council Office (ECO) and Service New Brunswick (SNB) into one new department called Treasury Board.

The Minister of the Treasury Board is also the Chair of the Treasury Board Cabinet Committee. The Deputy Minister of Treasury Board is also the Secretary to the Treasury Board Cabinet Committee and holds the powers and duties assigned under the *Civil Service Act* held by the former Deputy Minister of Human Resources.

Treasury Board supports the Executive Branch of government in its decision-making and provides strategic direction regarding government’s human resources, finances, risk, technology and information to client departments and organizations.

Treasury Board consists of the following five divisions: Strategic Services; Office of the Chief Human Resources Officer; Office of the Comptroller; Budgets and Financial Management; and Office of the Chief Information Officer.

## High level organizational chart



# Division overview and highlights

## Strategic Services

### Overview

The **Strategic Services** division supports the development of GNB policies and long-term strategies for financial, human resource, technology and information management; leads departmental Performance Excellence activities; completes assessments of government programs and initiatives; supports departmental financial services and coordinates employee experience and internal communications activities.

The Strategic Services division is comprised of the three units: Policy and Performance Excellence; ASD Advisory Services; and Employee Experience and Internal Communications.

The **Policy and Performance Excellence unit** is responsible for strategy development and implementation, as well as monitoring and reporting on strategic plans and government priorities. The unit also provides legislative coordination, policy and planning services, and process documentation coordination. In addition, the unit is responsible for providing guidance and coaching in the development and execution of the department's strategic plan and to provide Lean Six Sigma process improvement support.

The **ASD Advisory Services** unit collaborates with clients and subject matter experts across government to evaluate program delivery models, complete due diligence on major expenditure decisions and explore revenue generation opportunities.

The **Employee Experience and Internal Communications unit** provides internal communications guidance and support, coordinates employee engagement events and activities, and develops associated strategies and materials.

### Highlights

- ◆ Facilitated or provided Lean Six Sigma Black Belt or Green Belt support to 20 continuous improvement projects or initiatives, in areas such as: Employee Health and Safety, Enterprise Risk Management, People Strategy, Enterprise Resource Planning (ERP), Daily Management and Waste Walks.
- ◆ Coordinated 40 requests under the *Right to Information and Protection of Privacy Act*.
- ◆ Coordinated 18 Memorandums to Executive Council (MECs).
- ◆ Contributed to a successful employee experience by development and delivery of five employee orientation sessions with an overall participation rate of 89 per cent.
- ◆ Completed approximately 29 ASD Advisory Services assessments.

### Key Performance Indicators

- ◆ Percent of legislative activities on track (includes legislation, MECs and house briefings).
- ◆ Number of Alternative Service Delivery assessments completed.

## Office of the Chief Human Resources Officer (OCHRO)

### Overview

The Office of the Chief Human Resources Officer (OCHRO) provides strategic direction and policy, program and accountability framework for the recruitment, compensation, development, safety, wellness and management of, and relationship with, GNB's workforce.

OCHRO provides advice and support to the Treasury Board Cabinet committee in fulfilling its statutory responsibilities, powers and duties as the employer for Parts 1, 2 and 3 of the Public Service under the authorities of the *Financial Administration Act* and the *Public Service Labour Relations Act*. In addition, OCHRO oversees the human resource management functions in GNB.

OCHRO also provides advice and support to the Treasury Board Cabinet committee and to the Secretary to Treasury Board in fulfilling their respective statutory responsibilities, powers and duties under the authorities of the *Civil Service Act*. In addition, OCHRO oversees the recruitment and employee development functions in GNB, the application of the merit principle for appointments, and the integrity of hiring practices.

The division includes 34 positions organized in three branches: Employee Relations Branch, Total Compensation and Benefits Branch, and Talent, Organizational Development and Wellness Branch.

The **Employee Relations Branch** is responsible for leading all collective bargaining and provincial-level labour management activities with the 25 bargaining units across Parts 1, 2 and 3 of the Public Service. The branch is also responsible for grievance arbitrations for bargaining and non-bargaining employees; managerial and confidential exclusions from collective bargaining; the designation of essential services in the events of strike; and strike management. In addition, the branch provides, as required, specialized consulting services and advice to Treasury Board and Cabinet respecting labour relations matters for Part 4 of the Public Service and the broader public sector.

The **Total Compensation and Benefits Branch** is responsible for the terms and conditions of employment for management and non-bargaining employees, deputy ministers and ministerial staff. The branch establishes the job classification systems and framework for Parts 1, 2 and 3 of the Public Service and conducts job evaluation and pay equity studies. The branch is also responsible for pay plans; compensation and other HR related policies (e.g. paid and unpaid leaves); and for corporate research and business intelligence, such as wage bill, workforce size, and absenteeism. The policy and governance responsibilities for government sponsored pension and employee benefits plans also reside within this branch.

The **Talent, Organizational Development and Wellness Branch** is responsible for the policies, programs and processes for appointments to the civil service pursuant to the *Civil Service Act*, including the oversight of the merit-based principle and the integrity of hiring practices. The branch is also responsible for the broader scope of policies and programs to foster a positive employee experience such as recruitment and staffing, employee experience through leadership development, performance management, official languages, workplace equity and diversity, workplace health and safety, and employee wellness across Part 1 of GNB.

## Highlights

- ◆ Developed a new workplace accident investigation process for Part 1 departments through a Lean Six Sigma project.
- ◆ Updated the Respectful Workplace (formerly Workplace Harassment) policy and developed a new Prevention of Workplace Violence policy in response to new regulations under the *Occupational Health and Safety Act*.
- ◆ Implemented a new Substance Use in the Workplace policy and provided on-line training to employees and people leaders.
- ◆ Established a new mental health toolkit and educational opportunities to support positive mental health in the workplace.
- ◆ Delivered over 4,500 flu shots to GNB employees.
- ◆ In 2018, GNB launched a five-year people strategy in support of the vision for a Proud, Productive and Professional Public Service. The Strategy's main goals are to build and sustain a healthy and productive workplace culture (a positive employee experience) to enhance employee engagement which will improve organisational performance and help deliver on outcomes for residents and taxpayers. In support of these goals, several initiatives were identified and prioritized, and work began on developing supporting programs and processes.

- ◆ Signed a service agreement for employee benefits administration services with Vestcor.
- ◆ Launched a campaign to promote and encourage the purchase of leave without pay for Part 1 employees.
- ◆ Conducted 2018 GNB employee experience survey which had a 45 per cent response rate (over 5,500 employees) compared to 32 per cent in 2017 and produced the employee Net Promoter Score (eNPS), see Key Performance Indicators section below.
- ◆ Provided detailed results of the employee experience survey to all departments and provided support to leaders for improving the employee experience including the establishment of a process and accountability metrics to ensure all employees are regularly given the opportunity to provide input into how to improve their experience at work.
- ◆ A community engagement pilot was launched in two GNB departments with the intent to encourage, support and celebrate the positive impact civil servants have in the communities they serve. After five months, the results of this pilot included: **508 hours** volunteer time donated; **27 organizations** supported; celebration and acknowledgement of GNB colleagues; and physically active logged for **3,055 minutes**.

### Grievances

- ◆ The Employee Relations Branch is responsible for receiving the referral of unresolved grievances to adjudication and further pursuing their resolution or, in cases where there is no resolution, their hearing at adjudication. The following table summarizes the adjudication activity in 2018-2019.

	Referrals to adjudication carried from previous years	New referrals to adjudication	Grievances withdrawn or settled	Adjudication decisions rendered
Part 1	204	89	52	2
Part 2	100	86	33	1
Part 3	303	165	164	5
<b>Total</b>	<b>607</b>	<b>340</b>	<b>249</b>	<b>8</b>

### Status of sick leave usage

- ◆ Sick leave usage continues to be monitored with the goal to sustain the significant reductions made during 2012-2016. The Part 1 average decreased from 7.41 paid sick leave days to 7.13 days in 2018-2019. The median in Part 1 was 2.7 paid sick leave days.

### Key Performance Indicators

- ◆ **Recordable Incident Rate:** To support the objective of improving the culture of safety and reducing the number of workplace incidents, the Recordable Incident Rate (RIR) was established as a KPI for Part 1 departments. The RIR represents the number of employees per 100 who experienced a workplace incident in a 12-month period. **The RIR for the 2018 calendar period was 4.37; a slight increase over the 2017 rate of 4.23.**
- ◆ **Employee Net Promoter Score (eNPS):** eNPS measures employee loyalty, which is a product of the workplace culture. It measures the likelihood of whether an employee would be willing to recommend their organization as a place to work. eNPS is calculated, using the annual employee experience survey by subtracting the percentage of detractors (answered “neither agree or disagree, disagree or strongly disagree”) from the percentage of promoters (answered “strongly agree”) when asked if they would recommend their organization as a place to work. The scoring scale spans from -100 to +100. **GNB’s eNPS in 2018 was -15 compared to -12 in 2017. The eNPS for Treasury Board was +8.**
- ◆ **Employee Experience Improvement Plans on Track:** As part of the new annual employee experience cycle (which includes collecting feedback via the employee survey and sharing results for discussion with teams) leaders are responsible to work with their teams on continuously improving the overall employee experience (and as a result, engagement). Leaders do this by enabling their teams to create employee experience improvement plans, supporting the completion of identified actions to improve their lives at work and revisiting these plans on a regular basis to maintain momentum.

This was the first year that employee experience improvement plans were required.

**In 2018-2019, 29 per cent of work teams in GNB had employee experience plans in place and on track; 100 per cent of work teams at Treasury Board had employee experience plans in place and on track.**

- ♦ **Workplans Established and Reviewed:** As part of performance management, all employees are expected to be provided with a work plan, a mid year review and an annual review. This provides an opportunity for managers and employees to discuss, review and assess the accomplishment of work objectives, demonstrated competencies and overall individual employee contribution against GNB's business results. **In 2018-2019, 100 per cent of Treasury Board employees and 39 per cent of GNB employees had a workplan established and reviewed.**

## Office of the Comptroller

### Overview

The Office of the Comptroller provides leadership in accounting and internal auditing services to various government organizations to encourage the effective management of government resources.

The Comptroller is the chief accountant and internal auditor for the Government of New Brunswick. The Comptroller reports to the Deputy Minister of Treasury Board and is required under the *Financial Administration Act* to:

- control the processing of all accounting transactions relating to the operations of the Consolidated Fund of the province and report on the results of these operations on behalf of the Minister of Treasury Board; and
- provide assurance that management systems, procedures and internal controls operate economically and efficiently and that program results are achieved through effective compliance with established legislative authority, policies, plans and regulations.

The Office of the Comptroller consists of Administrative Services, Accounting Services, Audit and Consulting Services and Enterprise Risk Management.

**Administration Services** consists of the Comptroller and administrative support. This section gives overall direction to the office in carrying out the legislated responsibilities of the Comptroller. In addition, this section provides secretarial and information management support for the office.

A primary responsibility of **Accounting Services** is the preparation of the annual financial statements of the Government of New Brunswick, including the publication of both volumes of the Public Accounts and supplemental information on the department's website.

Accounting Services is responsible for the ongoing operation of corporate financial systems used to record the transactions reported in the consolidated financial statements of the Government of New Brunswick.

Accounting Services provides accounting advice to departments, Treasury Board, staff and government agencies; interpretation of emerging accounting standards and their impact on the Government of New Brunswick; and information for the prospectus for Government of New Brunswick bond issues. In addition, Accounting Services operates and maintains the corporate financial information system.

**Audit and Consulting Services** assists GNB in managing public resources by providing various internal assurance and consulting services as well as identifying opportunities for operational efficiencies and cost savings. Assurance reviews include: financial audits, compliance audits, information systems audits, operational (performance) reviews, and forensic accounting reviews. Consulting services include providing advice and consultation related to the assessment, analysis, impact and mitigation of risk across a variety of projects, program areas and departments.

The **Enterprise Risk Management** section of the Office of the Comptroller encourages risk management excellence in government through leadership, guidance, monitoring, review and reporting.

## Highlights

- ◆ Prepared annual reporting of the Public Accounts, Volumes I and II.
- ◆ Provided quarterly public reporting of senior executive travel.
- ◆ Provided reporting and support to the government audit committee.
- ◆ Conducted performance audits in support of strategic priorities.
- ◆ Participated in the annual federal, provincial and territorial Comptrollers' conference and the Eastern Comptrollers conference.
- ◆ Participated as a member on the CPA Canada, Public Sector Accounting Board Employment Benefits Task Force.

## Key Performance Indicators

- ◆ Issuance of the March 31, 2018, annual audited financial statements by September 30 as set out in legislation.

## Budget and Financial Management

### Overview

The mission of the **Budget and Financial Management Division** is to promote the effective and efficient use of the financial resources of government and to provide secretariat services to the Treasury Board.

This is achieved through two core business areas: Budget Preparation and Expenditure Monitoring; and Treasury Board Secretariat services.

The **Budget and Expenditure Monitoring Branch** plays a key role in developing expenditure budgets and implementing multi-year expenditure plans in keeping with the stated fiscal objectives of the government. These plans are continually monitored so that changes in the fiscal forecast can be anticipated and responded to appropriately.

The **Treasury Board Secretariat Branch** provides secretariat services to the Treasury Board and acts as the liaison between the board and government departments and agencies. Employees of the division consult with departments and agencies on issues that are to be brought to the attention of the board. These issues are analyzed to assess financial and human resource implications, and to determine any additional information that board members may require to make informed decisions.

## Highlights

- ◆ Coordinated the preparation of the 2019-2020 capital estimates tabled on December 11, 2018 and the main estimates tabled on March 19, 2019.
- ◆ Supported the Department of Finance in the preparation of the budget speech.
- ◆ Prepared quarterly fiscal updates in cooperation with the Department of Finance and completed the expenditure analysis to prepare the major variance section of the province's financial statements.
- ◆ Provided secretariat services to approximately 60 Treasury Board meetings, several which were joint meetings with other Cabinet Committees, resulting in 184 decisions being issued to departments and agencies. This compares to 90 Treasury Board meetings and 210 decisions being issued in the previous year.

## Office of the Chief Information Officer (OCIO)

### Overview

**OCIO** is a division of Treasury Board that focuses on information as a valuable resource. It supports Treasury Board's vision by "Enabling the delivery of high-value personalized services through technology to citizens and other stakeholders in a seamless, secure, and cost-effective manner," offering services to clients within government and the public.



Seventy-eight highly-skilled staff members help OCIO support its mandate of “Government-wide strategic leadership, planning and oversight of the management of information, technology, risk, and digital innovation to enable the business of a smarter government.”

The division consists of three distinct branches: Digital Office Branch, Cyber Security Branch, and Provincial Archives and Corporate Information Management.

The **Digital Office (DO) Branch** includes the IT Strategy and Governance Unit, the Digital Transformation Team, the Access to Information Unit, and the Chief Privacy Officer. The branch oversees the Digital NB Strategy and provincial support for compliance with the *Right to Information and Protection of Privacy Act* (RTIPPA). The branch performs these functions through: the strategic alignment process, participation on project specific steering committees, as a champion for access, privacy and digital innovation within government, setting strategic direction, and developing partnered strategies with internal and external stakeholders. A specialized digital transformation team provides innovative digital solutions for GNB departments to improve and modernize the delivery of their services.

The **Cyber Security Branch** was formed as a direct result of the focus on Cyber Security in the Digital NB Strategy, and following the Enterprise Risk Management Branch’s move to the Office of the Comptroller. The Cyber Security unit performs governance, monitoring and policy creation for all of GNB in information security while also offering operational services in the areas of forensics, vulnerability assessments, and incident response. A Cyber Security Strategy to support this work is being developed.

The **Provincial Archives and Corporate Information Management Branch** offers public-facing services to meet the government’s obligations under the *Provincial Archives Act*. To do so, it collects, preserves, and makes available for research, documents and records bearing upon the history of New Brunswick. A unit of the Provincial Archives – the **Corporate Information Management Unit** - provides advice and assistance in records and information management to all government departments, agencies, corporations, and commissions. Under provincial legislation, records management

policies, and procedures apply to all records, in any form, which are created or received in the administration of public business.

## Highlights

- ◆ Digital New Brunswick Strategy – GNB publicly launched the consultative (7000+ New Brunswickers) strategy in April 2018, and Digital NB won a KIRA Award in May. OCIO created a digital scorecard to track thirty activities in the seven pillars identified within the strategy. To better enable digital services to the public, OCIO implemented a Digital Transformation team to focus on Proofs of Concept for public-facing services across Part 1 departments.
- ◆ Improved Information Management – April 1, 2018, amendments to *The Right to Information and Protection of Privacy Act* (RTIPPA) came into effect to allow information to be shared between public bodies when providing “common or integrated services, programs or activities”. As well, sections were added to strengthen obligations on public bodies to protect the information they manage and share. Together, these changes will support more effective service delivery and address recognized gaps in the current legislation.
- ◆ Central Processing for Access Requests – RTIPPA amendments supported the establishment of a new Access to Information (ATI) Unit in September 2018, to process right to information (RTI) requests centrally on behalf of provincial departments including coordinating one of the largest RTI requests in recent memory for which they helped process more than 40,000 pages of information. The viability of the central processing of RTI requests was assessed throughout the centralization process.

- ◆ Policy Development – OCIO continues to update GNB IT related policies. Building on the work done on GNB Cloud Policies, GNB has actioned the revamping of its IT Policies from a both a content and format perspective. The Email and Information Management policy areas have been identified as priorities. Significant effort was also made to modernize GNB’s Cybersecurity policies and directives, by determining industry best practice and creating new directives that align with GNB’s business needs. Once approved, these new polices will be updated in the Governments Administration Manual.
- ◆ Digital Transformation Projects – OCIO partnered with GNB departments on several projects. The MyLabs mobile application, which demonstrates the power of digital identification by providing patients with access to their lab results in real-time, was approved for continued use as a proof of concept mobile digital service. OCIO also used a citizen-centric approach to successfully provide improved digital services via the web. We assisted Opportunities New Brunswick through improvements to their labour and employment FAQ site, and Social Development with the creation of the Senior Navigator proof of concept site.
- ◆ Enterprise Resource Planning (ERP) project – OCIO continued to support GNB’s ERP project in 2018-19. Highlights include: RFP evaluation, ERP architecture work, ERP data management, ERP integration, project oversight. OCIO played a key role supporting the contract negotiations phase of the project. OCIO also supported the creation of the implementation RFP which will be a key milestone in the next fiscal year.
- ◆ Digitization Services project –The Provincial Archives invested in hardware and software to move away from microfilming, and towards scanning and digital preservation. This project worked to ensure for GNB a scalable, secure cloud-based solution to build on in the years ahead. The new solution will enable the long-term storage and preservation of digital assets.
- ◆ Cybersecurity training: – New training, first piloted within OCIO then Treasury Board, with external partner Beauceron ensured that all GNB staff will be aware of their cyber responsibilities.
- ◆ Cybersecurity Network of Excellence (NOE) – OCIO established the NOE to improve the delivery of cyber security services to GNB users. A Cyber Security Steering Committee (CSSC) was established in 2018-2019 to help the business better align with OCIO policy and strategy. It provides a monthly forum business partners to review GNB cyber security performance and provide recommendations to:
  - foster collaboration on cyber projects and cyber service delivery;
  - standardize tools and approaches to cyber security;
  - manage cyber security risk; and
  - improve communications between cyber security professionals throughout GNB.
- ◆ The Provincial Archives has always benefitted from volunteer help and community support. These efforts mean more of New Brunswick’s documentary heritage is available to the public and education system, while helping to build a skilled workforce. Here are some community engagement accomplishments from 2018-2019:
  - The Archives provided growth opportunities to cohorts such as students and recent graduates by participating in an impressive number of work programs, including: Youth Employment Fund; Workability; Let’s Work; Jobs Unlimited; Canada Summer Jobs; Young Canada Works for Heritage Institutions; SEED; and Capital Regional Mental Health Association.
  - Through the employment programs listed above, the Cultural Policy, and the Associates of the Provincial Archives, 20 student workers were hired for various parts of the year.
  - In conjunction with the Diocese of Fredericton and the New Brunswick Genealogical Society, the Archives launched a crowd sourcing effort to index over 700 digitized early, Anglican Church registers.
  - The Archives continues to participate in many community events throughout the province and make presentations on CBC Shift twice per month.



- ◆ The Archives celebrated its 50th anniversary with an exhibit, music night, tin-type event and exhibit, and an artist in residence performance.
- ◆ The Archives averages more than one acquisition from the private sector per business day.
- ◆ The New Brunswick Labour History website, developed by UNB and U de M, was added to the Archives website.

### Key Performance Indicators

- ◆ The Digital NB scorecard tracks progress on activities which advance the Digital NB Strategy. The table below contains the total progress for each strategic area:

Digital NB Strategic Area	% Complete 2018-2019
Re-imagined Services and Programs	100%
People Powered	96%
Information As A Game Changer	47%
Business & Technology Modernization	100%
Enterprise Risk Management	99%
Cyber Safe	98%
Success Through Leadership	60%
<b>Total Progress</b>	<b>86%</b>

- ◆ The Digital Transformation Team completed two citizen-centric Proof of Concept projects. One involved improving Social Development's delivery of services to New Brunswick Seniors and the other assisted Opportunities New Brunswick by improving their public website to provide information about labour and employment opportunities in New Brunswick.

- ◆ TB's RTIPPA requests increased in 2018-2019:

	2016-2017	2017-2018	2018-2019	
Total Number of Requests	3	23	40	
Number of requests by response type	Granted	1	6	10
	Partially granted	0	7	13
	Denied	0	3	1
	Other (e.g., Transferred, Withdrawn, Ongoing, etc.)	2	7	16

\*TB was established in January 2017. Additional statistical information regarding information requests filed under the *Right to Information and Protection of Privacy Act (RTIPPA)* can be found in the RTIPPA Annual Reports, published [here](#).

- ◆ RFP Feedback to departments:

	Fiscal 2016-2017	Fiscal 2017-2018	Fiscal 2018-2019
Number of RFP's	28	39	16
Dollar value	\$3,475,965	\$21,820,000	\$25,083,949

◆ Monitoring and Reporting – number of business requests serviced:

Services		2016-2017	2017-2018	2018-2019
Monitoring & Reporting	Threat Risk Assessments	3	3	3
	Abbreviated Risk Assessments	3	7	10
	Security Opinions	1	17	18
	Forensics Investigations	9	14	8
	Vulnerability Scans	11	12	25
	Penetration Testing	0	2	3
	Business Continuity Planning Requests	0	0	10
	Security Operations Centre Requests	34	16	23
	Security Operations Centre Incidents	34	554	606
	Number of Staff	8	6	8

◆ Provincial Archives Statistics:

Performance indicators		2016-2017	2017-2018	2018-2019
Monitoring & Reporting	Retrievals (archives)	8,326	9,643	8,694
	Research visitors PANB	2,903	2,872	2,881
	Research inquiries	3,875	3,433	3,476
	Page views	22,314,811	23,969,990	23,014,628
	Unique visitors	269,288	324,191	396,355
	Digital conversions (pages)	6,535	8,453	33,571
	Records Centre retrievals to departments	9,074	9,217	8,385
	Records Centre boxes in	12,884	10,747	9,323 boxes
	Records Centre boxes eliminated	8,632	6,474	4,609 boxes
	Boxes to Government Records unit	2,141	1,896	1,024
	Direct GNB transfers to Government Records unit Outreach events attended	1,117	1,170	864
	Outreach events attended	41	60	61
	Accessions Private Sector	281	254	280
	Monetary Appraisals	50	66	47
	Preservation treatments	4,200	8,500	6,000
	Conservation treatments	150	350	300

# Financial information

	Total Budget	2018-2019 Actuals	Variance	% of Budget
Office of the Chief Human Resources Officer (OCHRO)	2,989,000	2,681,165	307,835	90%
Office of the Comptroller	2,707,000	3,270,309	(563,309)	121%
Office of the Chief Information Officer (OCIO)	7,680,000	7,064,519	615,481	92%
Budget and Financial Management	899,000	745,923	153,077	83%
Strategic Services	2,067,000	2,058,226	8,774	100%
<b>TREASURY BOARD</b>	<b>\$16,342,000</b>	<b>\$15,820,142</b>	<b>\$521,858</b>	<b>97%</b>

# Summary of staffing activity

Pursuant to section 4 of the *Civil Service Act*, the Secretary to Treasury Board delegates staffing to each Deputy Head for his or her respective department(s). Please find below a summary of the staffing activity for 2018-2019 for Treasury Board.

Number of permanent and temporary employees as of Dec. 31 of each year		
Employee type	2018	2017
Permanent	160	142
Temporary	18	17
<b>TOTAL</b>	<b>178</b>	<b>159</b>

Treasury Board advertised 27 competitions, including 20 open (public) competitions and seven closed (internal) competitions.

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

Appointment type	Appointment description	Section of the <i>Civil Service Act</i>	32
Specialized Professional, Scientific or Technical	An appointment may be made without competition when a position requires: <ul style="list-style-type: none"> <li>• a high degree of expertise and training</li> <li>• a high degree of technical skill</li> <li>• recognized experts in their field</li> </ul>	15(1)	0
Equal Employment Opportunity Program	Provides Aboriginals, persons with disabilities and members of a visible minority group with equal access to employment, training and advancement opportunities.	16(1)(a)	0
Department Talent Management Program	Permanent employees identified in corporate and departmental talent pools, who meet the four-point criteria for assessing talent, namely performance, readiness, willingness and criticalness.	16(1)(b)	1
Lateral transfer	The GNB transfer process facilitates the transfer of employees from within Part 1, 2 (school boards) and 3 (hospital corporations) of the Public Service.	16(1) or 16(1)(c)	1
Regular appointment of casual/temporary	An individual hired on a casual or temporary basis under section 17 may be appointed without competition to a regular properly classified position within the Civil Service.	16(1)(d)(i)	0
Regular appointment of students/ apprentices	Summer students, university or community college co-op students or apprentices may be appointed without competition to an entry level position within the Civil Service.	16(1)(d)(ii)	0

Pursuant to section 33 of the *Civil Service Act*, no complaints alleging favouritism were made to the Deputy Head of Treasury Board and no complaints were submitted to the Ombud.

# Summary of legislation and legislative activity

Treasury Board did not have any legislative activity during this reporting period.

The acts for which the department was responsible in 2018-2019 may be found at:  
<http://laws.gnb.ca/en/deplinks?subjectnumber=18>

# Summary of Official Languages activities

## Introduction

The Department of Treasury Board has many initiatives at the corporate level in addition to departmental initiatives. The department works in partnership with the Executive Council Office – Intergovernmental Affairs on the implementation of strategies and plans on Official Languages. GNB's *Plan on Official Languages – Official Bilingualism: A Fundamental Value* was launched in July 2015 and work is ongoing to support individual departmental action plans.

## Focus 1

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

- A practical guide on Official Languages was communicated to all Part 1 GNB employees.
- The Official Languages toolkit was communicated to all Part 1 GNB employees.
- Updates to the Policy and Guidelines on the Language of Service was undertaken.

## Focus 2

For all employees, an environment and climate that encourages the use of the Official Language of their choice in their workplace:

- The Guide on Effective Bilingual Meetings was communicated to Treasury Board employees.
- Updates to the Policy and Guidelines on the Language of Work was undertaken.
- A new initiative called "Le Café de Paris" was launched in Treasury Board to support learning or maintaining French at work. Le Café de Paris is an informal space that enables employees to interact orally in French, and to obtain tools and resources in a relaxed, non-traditional environment under the guidance of volunteers who are also Treasury Board employees.

## Focus 3

Strategic means to ensure that new and revised government programs and policies consider the realities of the province's Official Language communities:

- Treasury Board continues to ensure that official bilingualism is included as a fundamental value of the public service and is clearly included in the Code of Conduct of the employees of the Public Service.

## Focus 4

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

- Official Languages Coordinators in departments and agencies met regularly as part of a community of practice on Official Languages.
- A monthly newsletter features information on matters related to GNB's obligations with respect to Official Languages.

## Conclusion

During 2018-2019 a number of initiatives were completed at the corporate level. With one year remaining under GNB's *Plan on Official Languages – Official Bilingualism: A Fundamental Value*, most corporate initiatives in the plan have now been addressed. Official Languages continues to be a priority of Treasury Board and efforts continue to raise individual and departmental awareness about obligations and requirements associated with Official Languages.

# Summary of recommendations from the Office of the Auditor General

Section 1 – Includes the current reporting year and the previous year.

Name and year of audit area with link to online document	Recommendations
	Total
<b>Treasury Board</b> – Auditor General Concerns: New Brunswick's Fiscal Decline Continues Volume I (June 2018), Chapter 4, page 127 <a href="https://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2018V1/Agrepe.pdf">https://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2018V1/Agrepe.pdf</a>	2
<b>Office of the Comptroller</b> – Matters Arising from our Audit of the Financial Statements of the Province. Volume IV (November 2017), Chapter 3, pages 66 to 69 <a href="http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2017V4/Agrepe.pdf">http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2017V4/Agrepe.pdf</a>	3
<b>Office of the Chief Human Resources Officer</b> – Matters Arising from our Audit of the Financial Statements of the Province. Volume IV (November 2017), Chapter 3, page 67 <a href="http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2017V4/Agrepe.pdf">http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2017V4/Agrepe.pdf</a>	1
<b>Office of the Comptroller</b> - Performance report completed during 2017 on School District Purchase Cards, as well as our Follow up on Recommendations from Prior Years' Performance Audit Chapters. Volume V (November 2017) Chapter 2 pages 13 and 14 <a href="http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2017V5/Agrepe.pdf">http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2017V5/Agrepe.pdf</a>	2

Adopted Recommendations 2018	Actions Taken
<b>4.33 Volume I (June 2018), Chapter 4</b> We recommend Treasury Board prepare and submit Supplementary Estimates or Special Warrants before departments overspend their approved budgets.	Supplementary estimates and special warrants are obtained in accordance with the <i>Financial Administration Act</i> .
<b>4.34 Volume I (June 2018), Chapter 4</b> We recommend Treasury Board pursue legislative amendments to the <i>Financial Administration Act</i> to align with current accounting practices.	In progress. Treasury Board, Office of the Comptroller will review the <i>Financial Administration Act</i> and make appropriate recommendations based on our findings.
<b>Volume IV (November 2017), Chapter 3</b> <b>3.44</b> We recommend the Office of the Comptroller disclose on a plan-by-plan basis, pension and retirement allowance information in the financial statements.	Complete. On a go forward basis, the Office of the Comptroller has committed to disclosing pension and retirement allowance information on a plan by plan basis in the consolidated financial statements.
<b>Volume IV (November 2017), Chapter 3</b> <b>3.45</b> We recommend the Treasury Board – Office of the Human Resources Officer sign service level agreements with Vestcor for the administration of the Province's employee benefit programs.	Complete. The service agreement with Vestcor for administration services of employee benefit plans was signed in September 2018. The service agreement for administration services of sponsored pension plans was signed with Vestcor in May 2019.
<b>Volume IV (November 2017), Chapter 3</b> <b>3.46</b> We recommend the Office of the Comptroller communicate strict audit completion deadlines to Crown corporations and other government entities in advance of next year's audit.	Complete. The Office of the Comptroller will communicate audit completion deadlines to crown corporations and other government entities in advance of next year's audit.

<p><b>Volume IV (November 2017), Chapter 3</b>  <b>3.47</b> We recommend the Office of the Comptroller perform an accounting assessment of NB Power's classification as a Government Business Enterprise on an annual basis. This assessment should be retained for audit purposes and be available in advance of next year's audit. The analysis should include a discussion of accounting criteria, and updated model calculations for the reasonability model on an annual basis to ensure the deferred regulatory asset remains collectible.</p>	<p>Complete.  The Office of the Comptroller will perform the accounting assessment in accordance with the recommendation.</p>
<p><b>2.39 Volume V (November 2017), Chapter 2</b>  We recommend Treasury Board issue guidance for the application of government policy AD-2801 Travel Policy in regards to business meeting expenses.</p>	<p>The Office of the Comptroller has distributed guidance in regards to the appropriate use of the purchase card for travel related business meeting expenses. The Office of the Comptroller, in conjunction with the Office of the Chief Human Resources Officer, will assess the need for additional guidance related to the application of government policy AD-2801 Travel Policy in regards to business meeting expenses.</p>
<p><b>2.47 Volume V (November 2017), Chapter 2</b>  We recommend the Office of the Comptroller issue guidance for making online purchases, including the risks associated with online shopping and security precautions that should be taken.</p>	<p>In progress. The Office of the Comptroller agrees with this recommendation and will take measures to issue guidance for making purchases over the internet.</p>

Section 2 – Includes the reporting periods for years three, four and five.

Name and year of audit area with link to online document	Recommendations	
	Total	Adopted
<p><b>Office of the Comptroller</b> – Matters Arising from our Audit of the Financial Statements of the Province (2016) Volume IV, Chapter 4, pages 89 to 100  <a href="https://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2016V4/Agrepe.pdf">https://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2016V4/Agrepe.pdf</a></p>	12	8
<p><b>Office of the Comptroller</b> – Matters Arising from our Audit of the Financial Statements of the Province (2015) Volume III, Chapter 6, pages 136 to 146  <a href="http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2015V3/Agrepe.pdf">http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2015V3/Agrepe.pdf</a></p>	9	6
<p><b>Office of the Chief Information Officer</b> – Matters Arising from our Audit of the Financial Statements of the Province (2015) Volume III, Chapter 6, Page 131  <a href="http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2015V3/Agrepe.pdf">http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2015V3/Agrepe.pdf</a></p>	1	1
<p><b>Province of New Brunswick:</b> Observations on Pension Plan (2015)  Volume III, Chapter 3, pages 65 to 69  <a href="http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2015V3/Agrepe.pdf">http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2015V3/Agrepe.pdf</a></p>	5	4 (recommendation 3.56 is no longer relevant)
<p><b>Office of the Chief Information Officer</b> - Data Centre Power Interruption – Performance Audits (2014) Volume II, Chapter 3, pages 62 to 63  <a href="http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2014V2/Agrepe.pdf">http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2014V2/Agrepe.pdf</a></p>	3	3 – implementation is underway
<p><b>Office of the Comptroller</b> – Matters Arising from our Audit of the Financial Statements of the Province (2014) Volume I, Chapter 4, pages 86 to 96  <a href="http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2014V1/Agrepe.pdf">http://www.agnb-vgnb.ca/content/dam/agnb-vgnb/pdf/Reports-Rapports/2014V1/Agrepe.pdf</a></p>	10	8



# 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 Treasury Board received no disclosure of wrongdoing in the 2018-2019 fiscal year.

# Appendix A: Pension Plans

Plan	Year ending	* Number of members	Employee contributions	Employer contributions	** Number of pensioners-in-pay	Pension payroll	Pension Fund
<i>Members' Pension Act and Members' Superannuation Act</i>	31 March 2019	-	-	3,275,000	91	3,275,000	N/A
<i>Provincial Court Act and Provincial Court Judges' Pension Act</i>	31 March 2019	31	596,000	796,000	31	1,648,000	52,009,000
<i>Ombudsman Act</i>	31 March 2019	-	-	-	1	162,000	N/A
Pension Plan for management employees of NB School Districts	31 December 2018	-	-	-	104	1,313,000	3,459,000
Pension Plan for general labour, trades and services of NB School Districts	31 December 2018	2,158	3,687,000	9,593,000	1,747	21,996,000	370,911,000
Pension Plan for full time CUPE 2745 employees of NB School Districts	31 December 2018	1,035	1,206,000	1,716,000	522	4,681,000	88,263,000
Pension Plan for part-time and seasonal employees of the Province of NB	31 December 2018	9,254	2,628,000	2,628,000	N/A	NA	174,439,000

The following plans are no longer being reported as they are now the responsibility of independent Board of Trustees.

- Public Service Shared Risk Plan
- New Brunswick Teachers' Pension Plan
- Shared Risk Plan for Certain Bargaining Employees of New Brunswick Hospitals
- Shared Risk Plan for CUPE employees of New Brunswick hospitals

\* Number of members includes active, inactive and members on leave.

\*\* Number of pensioners-in-pay excludes deferred pensioners.

# Appendix B: Employee Benefits Summary

	Long-term Disability		Health and Dental		Deferred salary
	General	Nurses and CUPE 1251	Health	Dental	
Plan year ending	30 June 2019	30 June 2019	30 June 2019	30 June 2019	31 Dec 2018
Number covered *	13,628	6,370	41,189	42,008	17
Number of claims	473	508	N/A	N/A	N/A
Amount of claims	\$10,033,389	\$9,836,984	\$95,726,626	\$21,000,397	N/A
Disability reserves **	\$37,979,000	\$39,997,000	N/A	N/A	N/A
Disability waivers this year ***	158	171	362	356	N/A
Disability waivers total	473	508	412	405	N/A
Number of conversions †	N/A	N/A	N/A	N/A	N/A
Conversions charges ††	N/A	N/A	N/A	N/A	N/A

Group Life Insurance			Accidental Death and Dismemberment			Employee and Family Assistance Program	
Basic	Supplementary	Dependent	Basic	Supplementary	Voluntary	Employees	Dependents
30 April 2019	30 April 2019	30 April 2019	30 April 2019	30 April 2019	30 April 2019	31 March 2019	
37,959	14,509	16,365	37,959	14,509	15,606	46,468 <sup>(1)</sup>	
82	31	62	95	4	12	3,438 <sup>(2)</sup>	471 <sup>(2)</sup>
\$4,548,065	\$2,793,799	\$744,052	\$547,230	\$201,835	\$1,297,175	\$2,009,370 <sup>(3)</sup>	
\$92,241	\$298,524	N/A	N/A	N/A	N/A	N/A	N/A
420	197	221	420	197	215	N/A	N/A
1,468	675	757	1,468	675	741	N/A	N/A
41	3	0	N/A	N/A	N/A	N/A	N/A
\$156,640	\$31,686	\$0	N/A	N/A	N/A	N/A	N/A

## Notes:

\* Number covered: Number of employee participants covered, i.e., does not include spousal or child dependents. Health and Dental includes retiree participants.

\*\* Disability reserves: Estimated reserves to fund the future cost for those participants who are deemed disabled.

\*\*\* Disability waivers: Participants for whom premium contributions were waived due to disability.

† Conversions: At retirement, participants may convert their group life insurance coverage to an individual life insurance policy without the medical evidence requirement.

†† Conversion charge: A charge to the Group Life Plan when a participant elects to convert insurance.

(1) Number of participants covered for EFAP – includes eligible employees of Part 1, 2, 3 and other approved employer groups.

(2) EFAP claims are expressed in terms of accesses to the services.

(3) Program costs are calculated as rate per employee, per month.