

# Justice and Office of the Attorney General

Annual Report  
**2018–2019**



**Justice and Office of the Attorney General  
Annual Report 2018-2019**

Province of New Brunswick  
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## Transmittal letters

### From the Minister to the Lieutenant-Governor

The Honourable Brenda Louise Murphy  
Lieutenant-Governor of New Brunswick

May it please your Honour:

It is my privilege to submit the annual report of the Department of Justice and Office of the Attorney General, Province of New Brunswick, for the fiscal year April 1, 2018 to March 31, 2019.

Respectfully submitted,



Honourable Andrea Anderson-Mason, Q.C.  
Minister of Justice and Attorney General

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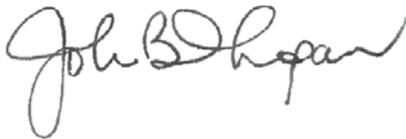
### From the Deputy Minister to the Minister

Honourable Andrea Anderson-Mason, Q.C.  
Minister of Justice and Attorney General

Madam:

I am pleased to be able to present the annual report describing operations of the Department of Justice and Office of the Attorney General for the fiscal year April 1, 2018 to March 31, 2019.

Respectfully submitted,



John B.D. Logan, Q.C.  
Deputy Minister and Deputy Attorney General



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# Minister's message

2018-2019 was another active and successful year for the Department of Justice and Office of the Attorney General.

It was a year of transition and adjustment for the Department as there was an election and a realignment that saw Justice and Office of the Attorney General ("JAG") brought back under the same banner for the first time since 2012-2013.

Despite the challenges that always come with change, the professionalism and dedication of our staff ensured that JAG continued to provide excellent service to New Brunswickers.

Groundwork was laid on a number of initiatives such as Family Law and Aboriginal cultural initiatives within New Brunswick Courts. I was very pleased to work together with the Chief Justice of New Brunswick, in establishing an Access to Justice Committee. The work done this year will go a long way to advancing future improvements to New Brunswick laws and to the services we provide to people involved in the legal system. I'm confident that we will see the results of this work over the coming years.

I thank all our hard-working staff and am extremely proud of what we've been able to accomplish in 2018-2019.

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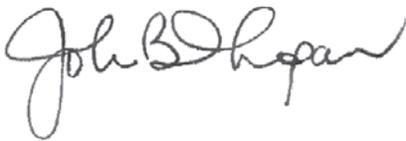
Honourable Andrea Anderson-Mason, Q.C.  
Minister of Justice and Attorney General

# Deputy Minister's message

The 2018-2019 Annual Report provides an overview and summary of departmental activities during the year.

The year saw a departmental realignment and reintegration of Justice (formerly grouped with the Department of Public Safety) with the Office of the Attorney General. Such reorganizations frequently come with institutional hurdles and resource challenges. I am pleased to state that with the cooperation and dedicated effort of the staff at all levels, the Department of Justice and Office of the Attorney General ("JAG") has made a successful transition and now provides all the services (legal and administrative) necessary to deliver Justice to the citizens of New Brunswick.

JAG has three lines of business as more particularly explained in this report. We have provided value for money to New Brunswick in safeguarding and promoting the Rule of Law and protecting the public interest. I would be remiss if I did not recognize and thank the employees of the Department who contribute to these high-level objectives each and every day.

A handwritten signature in black ink, reading "John B.D. Logan". The signature is written in a cursive, flowing style.

John B.D. Logan, Q.C.

Deputy Minister of Justice and Deputy Attorney General

# 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 government's roadmap for the future of New Brunswick that focuses on key priorities and the importance of public accountability.

## **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.

## **Dependable Public Health Care**

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

## **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.

## **Energized Private Sector**

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.

## **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, the Department of Justice and Office of the Attorney General focused on these strategic priorities through a variety of key activities, as outlined below.

- The Department of Justice merged with the Office of the Attorney General.
- Public Prosecution Services (PPS) managed 21976 prosecutions under the *Criminal Code* and the *Controlled Drugs and Substances Act* against adults and 1649 prosecutions under the *Youth Criminal Justice Act*.
- Public Prosecution Services continued its efforts to put in place a province-wide system of electronic disclosure. Two municipal police forces are now part of a pilot project on e-Disclosure and the results are overwhelmingly positive. Six other municipal police forces in the province are ready to join in. As for the RCMP, a similar pilot project has been in place in the Codiac region for some time now and will, hopefully, be expanded to the whole province in the coming months.
- The *Act Respecting the Surcharge Payable Under the Victims Services Act* was amended to ensure the provincial surcharge would withstand a Charter challenge
- The *Intimate Partner Violence Intervention Act* was proclaimed to provide new short-term protection measures that can help victims of intimate partner violence.
- Family Case Management was expanded in Family Division to the judicial district of Moncton.
- Amendments were made to the Rules of Court to add procedures for telephone and video conferences.

# Performance measures

The Department’s performance measures reflect its strategic objectives which support the Government of New Brunswick’s top priorities. These measures reflect the department’s strategic focus, therefore they do not measure all of the department’s activities.

<b>Affordable and sustainable government</b>	<b>Measures</b>
Reduce expenditures	Ratio of actual to budgeted expenditures
<b>High performing organization</b>	<b>Measures</b>
Enhance employee involvement, commitment and productivity	Percentage of employee performance reviews completed

## Affordable and sustainable government

### Objective of the measure

Reduce expenditures.

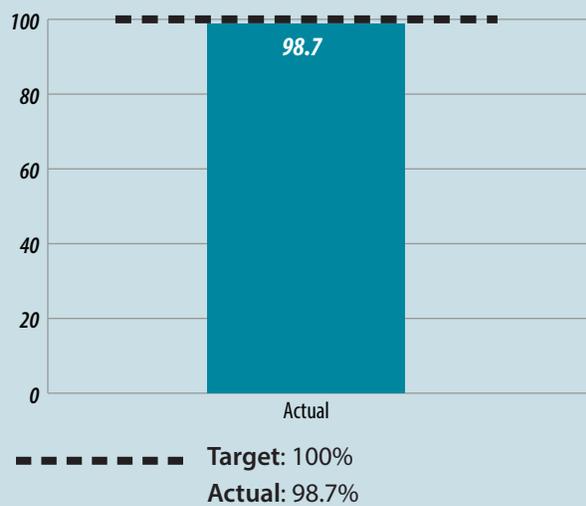
### Measure

Ratio of actual to budgeted expenditures.

### Description of measure

Percentage of total expenditures over total budget.

### Overall performance



### Why do we measure this?

This indicator measures the department's ability to manage its expenses against its budget. Department staff monitor this indicator throughout the year and take corrective action when necessary.

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

The Department of Justice and Office of the Attorney General was able to balance its operating budget in 2018-2019. The majority of costs within the department stem from salaries, with the other major expenditure coming from hiring outside legal counsel. These legal service costs are typically recovered from other departments. However, a significant amount for the fiscal year 2018-19 was expended by PPS as a result of large trials for which the Department absorbed the costs of outside legal counsel. Despite overspending in some areas, major variances offset each other. A surplus in Legislative Services due to vacancies, for example, covered off a deficit in Family Crown Services which was driven by operational requirements for Child Protection.

# High performing organization

## Objective of the measure

Enhance employee involvement, commitment and productivity.

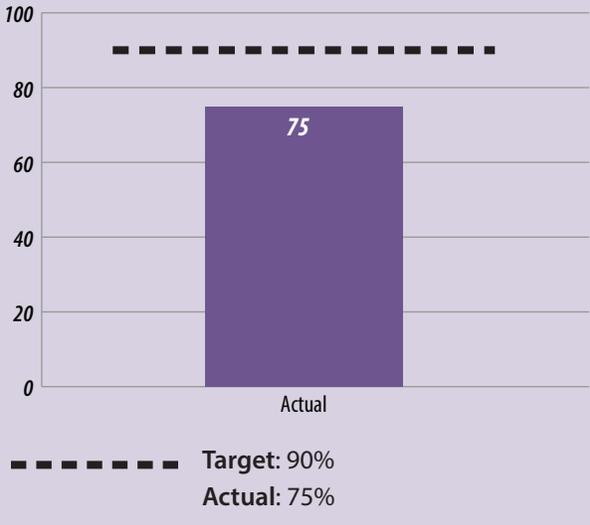
## Measure

Percentage of employee performance reviews completed.

## Description of measure

The completion of performance reviews will provide 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.

## Overall performance



## Why do we measure this?

Employees are entitled to receive their year-end performance reviews in a timely manner.

The completion of performance reviews provided an opportunity for managers and employees to discuss and review the accomplishment of work objectives, demonstrated competencies and overall individual employee contribution toward the overall strategy of JAG. By completing reviews, employees and their supervisors discussed strategic and organizational goals to increase organizational and individual performance.

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

Progress was regularly monitored and discussed with the department's senior management throughout the year.

# Overview of departmental operations

## Department mandate

The Department of Justice and Office of the Attorney General's mandate is to provide New Brunswick residents and businesses with access to an impartial justice system, to regulate social and commercial behaviours in legislation that reflects the policies of the elected government and to protect the public interest.

## Department outcomes

JAGs efforts are aligned to achieve three distinct outcomes:

1. Provide access to a robust and impartial justice system.
2. Develop and maintain effective legislation.
3. Provide legal advice and legal representation in accordance with the Rule of Law to protect the public interest.

## Department services

To carry out its mandate and achieve its outcomes, JAG provides services through five key service areas:

**Family Crown Services** – utilizes judicial processes to protect the most vulnerable members of our society. It independently and objectively determines whether there is enough evidence to initiate court proceedings in adult and child protection matters.

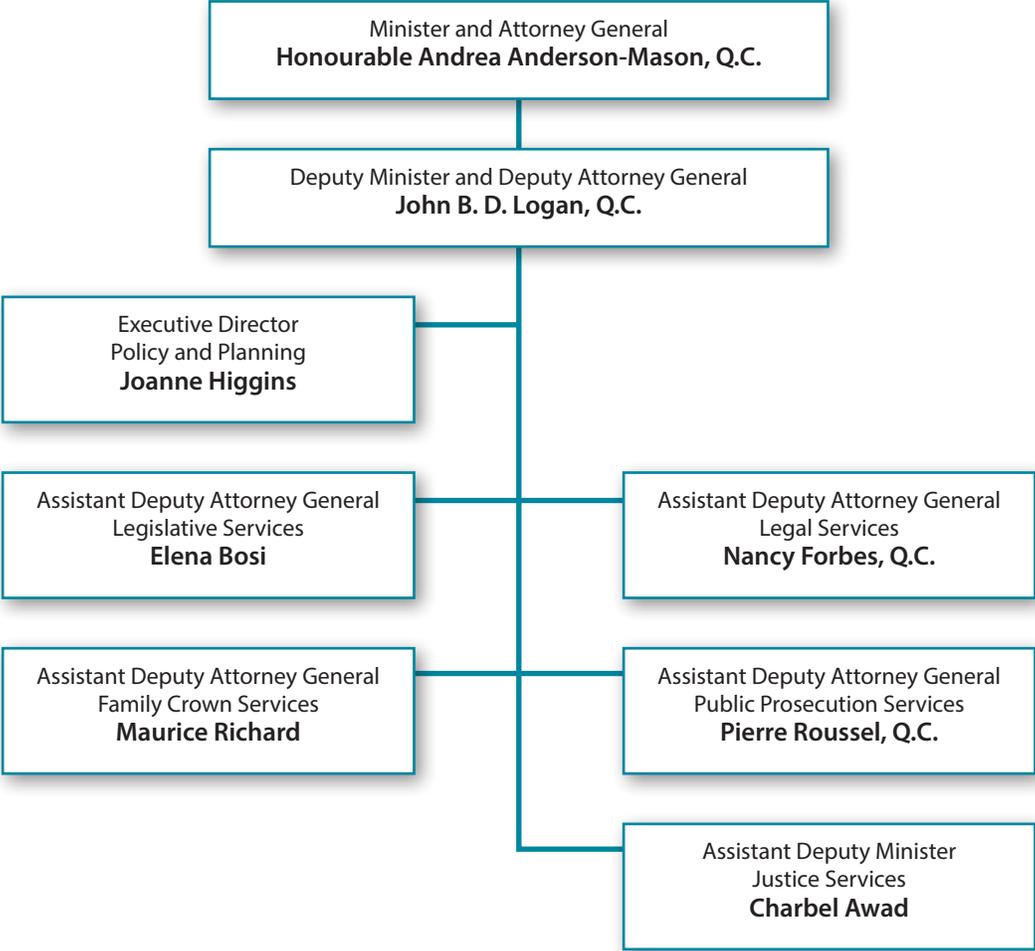
**Justice Services** – provides and supports access to an impartial justice system for New Brunswick residents and businesses. Its functions include the administration of the Courts, delivering specialized programs for court participants as well as ensuring the security of court facilities, staff and participants.

**Legal Services** – provides civil and constitutional legal advice and representation to all provincial government departments and related agencies.

**Legislative Services** – provides legislative drafting service for new or modified acts and regulations to all provincial departments and agencies. This line of business, often with participation from residents, businesses and agencies, identifies and modernizes outdated legislation.

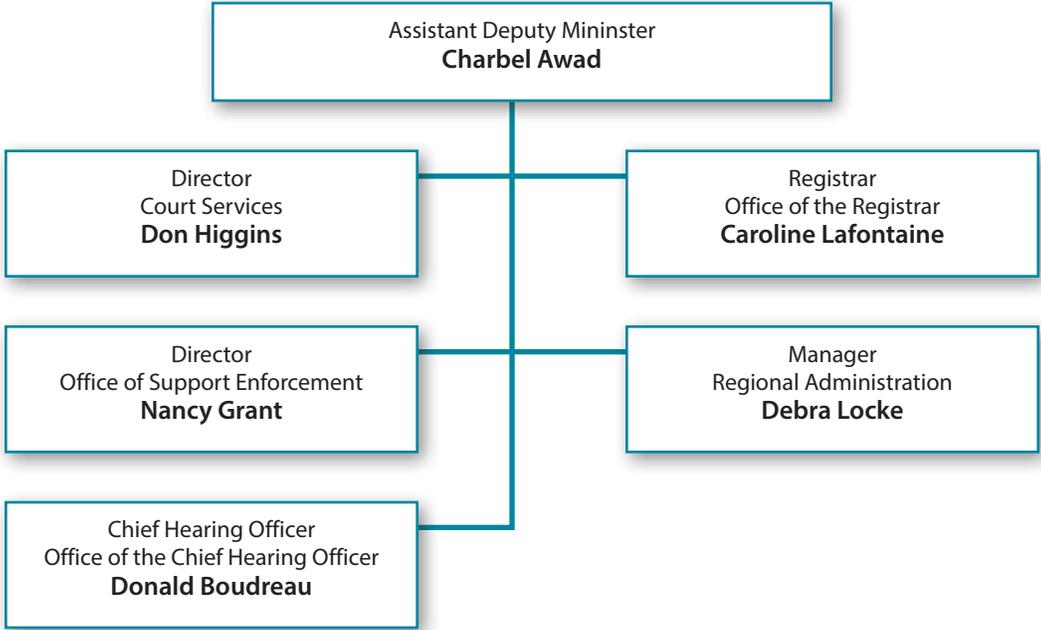
**Public Prosecution Services** – ensures the protection of all residents by providing prosecutorial services, on behalf of the Attorney General, under the direction of the Director of Public Prosecutions.

# High-level organizational chart



# Division overview and highlights

## Justice Services



### Overview

The Justice Services Division provides access and support to an impartial and efficient justice system for all New Brunswick residents. This division contains four branches:

- Court Service Branch
- Regional Administration Branch
- Office of the Registrar
- Office of Support Enforcement

The Court Services Branch supports the New Brunswick court system—the Court of Queen’s Bench Family Division and Trial Division, Small Claims Court, Probate Court, Provincial Court and Youth Justice Court. The Branch provides court attendance scheduling, order production, case file management, registry services and other administrative services in support of the Judiciary and the public. The branch is also responsible for the delivery of specialized court programs including the Healing to Wellness Court, Domestic Violence Court, Family Case Management, Family Law Information Center, Mental Health Docket and the Court Case Management Triage Officer. Court Services also serves as the liaison to other agencies and departments for court related issues and initiatives.

The Regional Administration Branch supports all programs and services administered by the Justice Services Division. This includes invoice management, central payment processing, transcription management, translation request processing, interpretation services booking, court technology support and Judiciary special expenses support.

The Office of the Registrar supports the Court of Appeal and its judiciary by providing guidance to the public and lawyers regarding the Rules of Court, order/judgement production, case file management and other administrative services including conducting hearings as authorized by legislation and the Rules of Court. This branch also serves as the New Brunswick registry for all bankruptcies and divorces, processes interjurisdictional applications for the establishment or variation of family support orders and processes all New Brunswick adoptions.

The Office of Support Enforcement is responsible for enforcing family support provisions (Child Support Payment and Spousal Support) in court orders and agreements in accordance with the *Support Enforcement Act* by using progressive enforcement actions to ensure compliance. Enforcement may include garnishing wages,

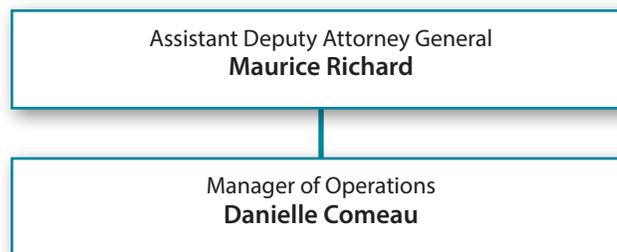
reporting the defaulting payer to credit reporting agencies, passport revocation or denial, and in some cases, suspension of the payer's driver's license.

### Highlights

- ◆ Established the role of the Hearing Officers. Hearing Officers preside over emergency intervention hearings, family case management hearings and small claims hearings.

- ◆ Implemented expedited hearings for Emergency Intervention Orders by Hearing Officers.
- ◆ Expanded Rule 81 (Family Case Management and Family Law Information Center) in Moncton, in September 2018.

## Family Crown Services



### Overview

The Family Crown Services Division seeks justice according to law and to do so firmly but fairly with an ingrained sense of dignity. It achieves this objective with a contingent of 16 Family Crown prosecutors, one manager of operations and six permanent administrative assistants located in six regional offices. The Assistant Deputy Attorney General oversees all division staff.

The division performs a quasi-judicial function by independently and objectively determining whether enough evidence exists to initiate court proceedings in adult and child protection matters under section 7 of the Canadian Charter of Rights and Freedoms. In addition, the division provides services to other Government of New Brunswick departments and services:

- Representing the Department of Social Development in subrogated support and private custody, access and support matters involving a government interest;
- Representing the Director of Support Enforcement in judicial support enforcement matters;
- Acting as the agent of the Attorney General in the civil aspects of international child abduction under the International Child Abduction Act; and
- Acting in interjurisdictional matters under the Divorce Act and under the Interjurisdictional Support Orders Act.

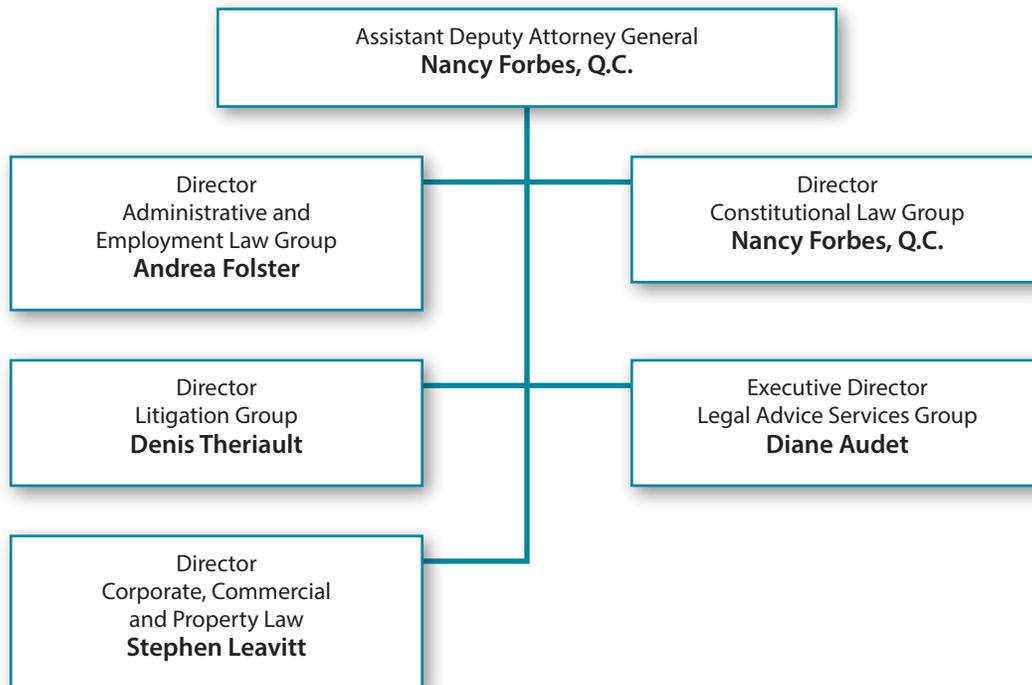
Family Crown Services seeks to obtain a just outcome while protecting the most vulnerable members of society and balancing the rights of opposing parties to fundamental justice. The division performs these functions while considering the Canadian Charter of Rights and Freedoms, language rights, Aboriginal rights and the current statutes and case law.

The division provides services under the Hague Convention on the Civil Aspects of International Child Abduction. It has dealt with several incoming requests from foreign states for the return of children wrongfully removed from or wrongfully retained in Canada. It has also processed outgoing requests for the return of New Brunswick children wrongfully removed from New Brunswick or wrongfully retained in a foreign state. Additionally, Family Crown Counsel has responded to inquiries from New Brunswick residents or their lawyers seeking to prevent international child abduction.

## Highlights

- ♦ Child and adult protection applications account for approximately 70 per cent of the total workload of Family Crown Services. During the 2018-2019 fiscal year, Family Crown Services filed 425 Child Protection Applications—a 35% increase in the number of cases over five years. Besides the increased case volume, the level of complexity of such cases has also increased.
- ♦ Child support issues and Judicial Enforcement proceedings litigated by the Family Crown prosecutors account for approximately 30 per cent of the total workload of Family Crown Services. This litigation assists those receiving income assistance in obtaining child support orders and contributes to the successful recovery of income assistance costs by the Government of New Brunswick (through the Office of Support Enforcement) each year.

## Legal Services



### Overview

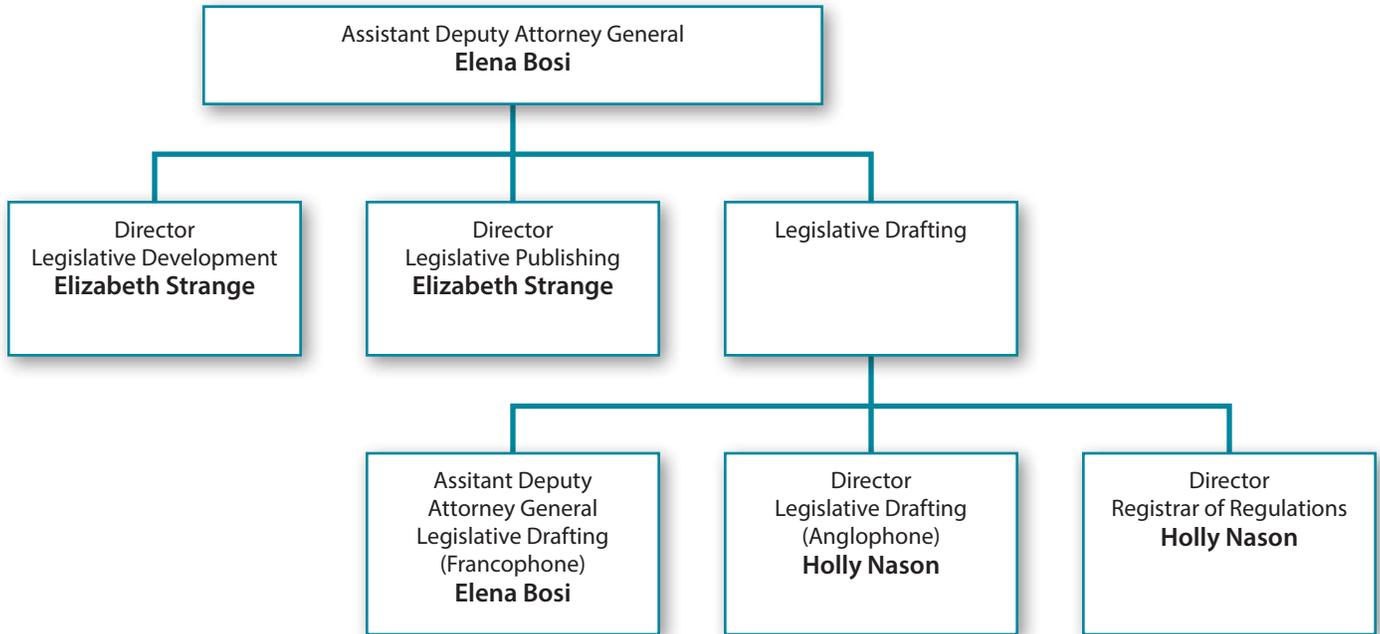
Legal Services provides legal advice and legal representation to departments and agencies in all matters not pertaining to prosecution of offences, legislative drafting and the services provided by Family Crown Services. The legal advice and representation services provided by the division's professional staff assists the Attorney General of New Brunswick in the fulfilment of her constitutionally mandated role as Chief Law Officer of the Crown and legal advisor to government.

The division consists of five practice groups: Litigation Group; Administrative and Employment Law Group; Corporate, Commercial and Property Law Group; Legal Advice Services Group; and Constitutional Law Group.

The practice group mode of service delivery is designed to encourage the sharing of knowledge among group members. The particular mode of service delivery implemented in Legal Services retains sufficient flexibility to accommodate the delivery of services in a cross-disciplinary environment. It thereby allows the Attorney General to take full advantage of in-house resources to expedite resolution of matters submitted to her.

The increasing complexity of legal matters dealt with by solicitors of Legal Services on behalf of the Executive Branch of government requires a certain degree of specialization on their part. The practice group mode of service delivery combined with a collegial approach to the practice of law has been determined as the most effective model for the delivery of legal services.

## Legislative Services



### Overview

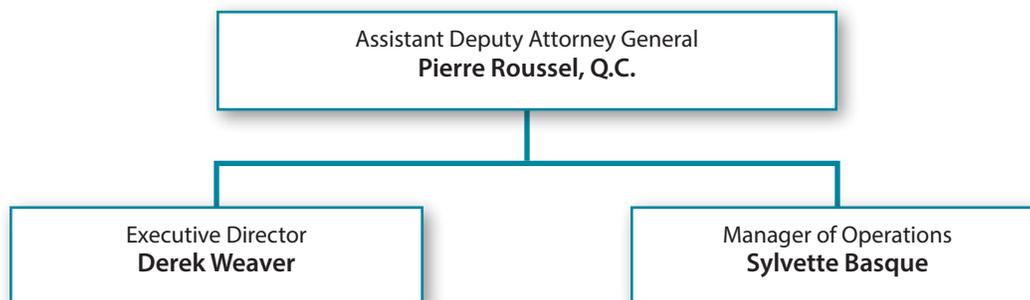
Legislative Services provides a central legislative drafting service in both English and French to all departments and agencies. The division provides advice to the Attorney General, the Deputy Attorney General, the Executive Council Office and Cabinet on all legislative matters before the Officials Committee and the Policy and Priorities Committee. It carries out law reform projects for the Office of the Attorney General.

The Registrar of Regulations is located within the division and discharges the responsibilities of that office as provided by the *Regulations Act*. The Legislative Publishing Unit discharges the responsibilities of the Queen's Printer as provided by the *Queen's Printer Act*, including the publication and distribution of all public acts and regulations.

### Highlights

- ♦ As this was a transition period, going from one government to another, Legislative Services was only asked to draft 11 bills during the period.
- ♦ During the transition period, the focus was put on more administrative items which, between April 1, 2018, and March 31, 2019, resulted in 69 regulations being drafted and filed with the Registrar of Regulations.

## Public Prosecution Services



### Overview

The mission of Public Prosecution Services is to seek justice according to law and to do so firmly but fairly, and with an ingrained sense of dignity, in search of the truth.

PPS achieves its objective with a contingent of 66 Crown prosecutors and 30 administrative support staff, including regional directors located in six regions as well as specialized prosecutions, all of which are overseen by an Assistant Deputy Attorney General, an Executive Director and a Manager of Operations.

PPS performs a quasi-judicial function whereby it independently and objectively determines whether there is sufficient evidence to pursue a prosecution in any given investigation carried out by a policing agency. Where a prosecution is commenced, PPS is responsible to obtain a just outcome while protecting the rights of charged persons and obtaining the participation of victims and other vulnerable persons without exposing them to undue hardship or abuse.

PPS performs these functions while taking into account the Canadian Charter of Rights and Freedoms, language rights, Aboriginal and treaty rights and the applicable statutes and case law. In the performance of its duties, they are required at all times to balance the obligation to function at a high level in determining and seeking the public interest with the obligation to make every effort to remain within its budgetary restraints.

### Highlights

- ♦ The e-Disclosure pilot project that was expanded to two municipal police forces last year is working well. Other municipal forces are ready to join in.
- ♦ The Branch prosecuted two mega criminal trials. Although one trial concluded during the year, additional staffing and other resources were required.

# Financial information

**Table 1: Ordinary Expenditure status report by branch**

Fiscal year ending March 31, 2019 (\$000)

Branch	Main Estimates	Appropriation Transfers	Final Budget	Actual	Variance over (under)
Administration	366	0	366	624	258
Policy & Planning	668	0	668	485	(183)
Family Crown	2,667	4	2,671	2,439	(232)
Prosecutions	9,691	13	9,704	10,358	654
Legislative Services	2,766	18	2,784	2,493	(290)
Legal Services	4,766	35	4,801	4,547	(255)
Regional Court Services	8,676	90	8,766	8,129	(637)
Judiciary	8,013	0	8,013	8,833	820
Registrar	1,446	0	1,446	1,451	5
Justice Head Office	3,691	0	3,691	3,597	(94)
Office of Support Enforcement	2,382	1	2,383	2,062	(322)
Hearing Officers	1,225	0	1,225	793	(432)
Legal Aid	8,401	0	8,401	8,420	19
<b>Total</b>	<b>54,758</b>	<b>160</b>	<b>54,918</b>	<b>54,230</b>	<b>(688)</b>

**Table 1: Ordinary Expenditure status report**

Fiscal year ending March 31, 2019 (\$000)

<b>Sales of Goods and Services</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance over (under)</b>
<b>General</b>			
1863 Queen's Printer	140	168	173
1817 Administration Fees (Provincial Offences Procedure Act)	6	6	5
1833 Certified Copies of Documents - Fees	4	5	5
1836 Divorce - Fees	200	166	169
1837 Probate Court	1,268	1,787	1,722
1838 Court Transcripts - Fees	80	98	111
1873 Appeal Court Fees	11	14	12
1875 Court of Queen's Bench - Filing Fees	520	480	574
1892 Small Claims Fees	181	169	139
1895 Office of Support Enforcement	35	57	49
1898 Certificates of Conviction	21	0	0
<b>Fines and Penalties</b>			
2112 Provincial Courts - Fines - Criminal Code	1,100	1,016	889
2113 Prov. Courts - Fines - Provincial &	250	606	279
<b>Municipal Statutes</b>			
2115 Court of Queen's Bench - Fines	5	5	2
2117 Contraventions Act - Fines	2	11	17
2122 Bail Forfeitures	5	6	(1)
2121 Court cost recoveries	10	12	53
<b>Miscellaneous</b>			
2299 Other Miscellaneous Revenue	38	57	69
2223 Public Intervenor - Recoveries	234	315	105
<b>Conditional Grants - Canada</b>			
Central Government Services			
2417 Criminal Legal Aid	2,575	2,556	2,556
<b>Total</b>	<b>6,685</b>	<b>7,531</b>	<b>6,929</b>

# Summary of staffing activity

The department advertised 27 competitions, including 15 open (public) competitions and 12 closed (internal) competitions.

The department also made use of the available alternative processes to establish merit as described below:

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)	1
Equal Employment Opportunity Program	Provides Aboriginals, persons with disabilities and members of a visible minority group with equal access to employment, training and advancement opportunities.	16(1)(a)	0
Department Talent Management Program	Permanent employees identified in corporate and departmental talent pools, who meet the four-point criteria for assessing talent, namely performance, readiness, willingness and criticalness.	16(1)(b)	0
Lateral transfer	The GNB transfer process facilitates the transfer of employees from within Part 1, 2 (school boards) and 3 (hospital corporations) of the Public Service.	16(1) or 16(1)(c)	5
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)	1

Pursuant to section 33 of the *Civil Service Act*, no complaints alleging favouritism were made to the Deputy Head of the Department of Justice and Office of the Attorney General and no complaints were submitted to the Ombud.

# Summary of legislation and legislative activity

Bill #	Name of legislation	Date of Royal Assent	Summary of changes
12	<i>An Act Respecting the Surcharge Payable Under the Victims Services Act</i>	March 29, 2019	<i>An Act Respecting Victim Fine Surcharges</i> amended both the Victims Services Act and the Provincial Offences Procedures Act to provide that the imposition of the victim fine surcharge is discretionary and takes into consideration the circumstances of the individual and their ability to pay the surcharge during sentencing. These amendments were made to ensure the provincial surcharge would withstand a Charter challenge.
47	<i>Intimate Partner Violence Intervention Act</i>	March 31, 2017	Proclaimed May 1, 2018 the <i>Intimate Partner Violence Intervention Act</i> provides new short-term protection measures that can help victims of intimate partner violence. The Act also designates the public bodies who will assist victims in completing an application for an emergency intervention order.

Name of regulation	Effective date	Summary of changes
<i>Regulation 2018-34 under the Intimate Partner Violence Intervention Act</i>	May 1, 2018	Regulation made to govern procedures related to IPVI Act to provide new short-term protection measures to assist victims of intimate partner violence
<i>Regulation 2018-35 under the Judicature Act and Regulation 2018-36 Family Services Act</i>	June 1, 2018	Amendments to introduce new court procedures for Family Division, in Moncton, including new case management services
<i>Regulations 2018-38 and 2018-70 under the Statute Revision Act</i>	May 15, 2018 and July 11, 2018	Amendments of External Cross-references to Revised Statutes in Acts
<i>Regulations 2018-77, and 2018-78, under the Provincial Offences Procedure Act and the Judicature Act</i>	July 24, 2018	Amendments to the Rules of Court to add procedures for telephone and video conferences and to modify the application of the simplified procedure Rule.
<i>Regulation 2018-90 under the Provincial Offences Procedure Act</i>	Oct 17, 2018	Amendment to General Regulation to add the offences under the <i>Cannabis Control Act</i> .

The Acts for which the department was responsible in 2018-2019 may be found at:

[https://www2.gnb.ca/content/gnb/en/departments/jag/attorney-general/content/acts\\_regulations/content/annual\\_volumes\\_ofacts.html](https://www2.gnb.ca/content/gnb/en/departments/jag/attorney-general/content/acts_regulations/content/annual_volumes_ofacts.html)

# Summary of Official Languages activities

## Introduction

The Department of Justice and Office of the Attorney General has continued to implement its action plan previously submitted to Intergovernmental Affairs that includes strategic means for each of the four sectors of activity (focus) in GNB's *Plan on Official Languages Official Bilingualism: A Fundamental Value*.

## Focus 1

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

Objectives for 2018-2019:

- Ensure a bilingual offer of service is extended at first point of contact;
- Ensure a balance of linguistic capabilities to provide service in both official languages;
- Ensure bilingual signage is properly displayed at first point of contact;
- Ensure staff understand the requirement for bilingual voice mail messages;
- Ensure correspondence is provided in the client's official language of choice; and
- Generic correspondence is sent in both official languages.

Activities to meet objectives:

- As part of the employee orientation package, new hires are required to complete the training module on Language of Service;
- Review and update linguistic profiles as required;
- The Language of Service policy is reviewed yearly with employees during their annual work planning meeting;
- Correspondence is provided in the client's official language of choice; and
- Employees are reminded periodically as required of their obligations.

## Focus 2

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

Objectives for 2018-2019:

- Ensure performance reviews are conducted in the employee's official language of choice;
- Ensure an employee's computer is set up in their preferred language; and
- Ensure employees are given the opportunity to use their language of choice at meetings.

Activities to meet objectives:

- New hires are required to identify their preferred language for oral and written communications at point of hire;
- As part of the employee orientation package, new hires are required to complete the training module on Language of Work;
- The Language of Work policy is reviewed yearly with employees during their annual work planning meeting;
- Managers conduct performance reviews in their employee's official language of choice;
- During orientation, new employees are asked for their preferred language for computer set-up;
- Training is offered in both official languages; and
- Departmental communication is provided in both official languages.

### **Focus 3**

Strategic means taken to ensure the department took into account the realities of the province's official linguistic communities.

The impact on either official linguistic community and/or Official Languages requirements are factors that are considered in the design/development of policy

### **Focus 4**

Ensure Civil Service employees have a thorough knowledge and understanding of the *Official Languages Act*, relevant policies, regulations and GNB's official languages obligations:

Objectives for 2018-2019:

- Raise new employees' awareness of the Language of Work and Language of Service policies and remind current employees of their obligations through their yearly work planning meetings.

Activities to meet objectives:

- The department required all new employees to complete the GNB I-Learn modules on Language of Work and Language of Service;
- Current employees who had not yet completed the GNB I-Learn modules on Language of Service and Language of Work were asked to do so;
- All employees are informed of their obligations as part of their orientation program and/or through their work planning meetings.

### **Conclusion**

The department strives to provide quality service to all its clients in both official languages and supports the use of both official languages in the workplace. Only one complaint was received and promptly addressed. Ongoing efforts continue to raise individual and departmental awareness about our obligations regarding official languages. As well, five employees received second language training offered by GNB.

# Summary of recommendations from the Office of the Auditor General

The Office of the Auditor General has not issued any recommendations to the Department of Justice and Office of the Attorney General.

## Report on the *Public Interest Disclosure Act*

As provided under section 18(1) of the *Public Interest Disclosure Act*, the chief executive shall prepare a report of any disclosures of wrongdoing that have been made to a supervisor or designated officer of the portion of the public service for which the chief executive officer is responsible. The Department of Justice and Office of the Attorney General did not receive any disclosure(s) of wrongdoing in the 2018-2019 fiscal year.

