



Activity Plan

2014-17

Public Safety
Appeal Board

Chair's Message

Dear Minister:

I am pleased to submit this Activity Plan for the activities of the Public Safety Appeal Board (the "board") for the fiscal years 2014-17. This plan is prepared in compliance with the *Transparency and Accountability Act* pursuant to which the board has been categorized as a Category 3 government entity and which requires the board to prepare a performance-based activity plan. In developing this plan, the board has considered the strategic direction of the Minister of Service NL. The board is accountable for the preparation of this plan and for the achievement of its objectives.

The board's primary objectives are the fair and efficient processing of appeals and the rendering of decisions which are clear, consistent and in accordance with the *Public Safety Act* and its associated regulations. I look forward to achieving these objectives throughout the 2014-17 planning period.

Regards,

A handwritten signature in blue ink, appearing to read "Robert Forbes".

Robert G. Forbes, P. Eng.

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Overview

The board is established under subsection 25(1) of the *Public Safety Act* (the “Act”) to hear appeals from persons who may be aggrieved by a decision of one of the Chief Inspectors related to the operations of various technical safety systems (e.g. electrical, boilers/pressure vessels, elevating devices). The board, after hearing an appeal, may confirm, revoke or vary the notice, order, decision or action of the Chief Inspector. The board is comprised of five members appointed by the Lieutenant-Governor in Council, upon recommendation by the Minister, and meets only when an appeal has been filed pursuant to section 26 of the Act.

Mandate

The board is an independent, quasi-judicial body which has the function of hearing and adjudicating an appeal. It meets when it has received an appeal pursuant to section 26 of the Act and is empowered to uphold, revise and/or revoke an order or action by the Chief Inspector. Decisions by the board are based on review of the written and oral submissions and documents. The board’s decisions may be appealed to the courts.

Values

In order for the board to fairly administer its mandate, it is important that a high level of trust and confidence in the independence of the board be maintained. In achieving its vision, the board has adopted the values of Service NL and will communicate these values to its stakeholders through the following action statements:

Integrity: Each individual engages in ethical behaviour and exercises the proper use of authority and responsibility.

Collaboration: Each individual supports others through communication and consultation with co-workers, industry partners and the public.

Accountability: Each individual accepts responsibility for their actions and is responsive to meeting public needs and delivering on departmental commitments in a timely, efficient and satisfactory manner.

Respect: Each individual accepts differences, embraces diversity and exercises a caring attitude in their encounters with others.

Excellence: Each individual demonstrates excellence in providing service to the public.

Primary Clients

The board's clients are the manufacturers, installers and/or operators of various systems (such as electrical, boilers/pressure vessels and compressed gas, elevating devices, and amusement rides) who believe they have been aggrieved by a decision of the Chief Inspector.

Vision

The board has adopted Service NL's vision for this planning cycle, which is as follows:

People in Newfoundland and Labrador living and working in healthy, fair and safe environments with access to efficient and responsive programs and services.

Mission

The board has adopted Service NL's mission for this planning cycle, which is as follows:

By March 31, 2017, Service NL will have enhanced program and service delivery through improved standards and regulatory processes that promote living and working in a healthy, fair and safe environment.

The board contributes to the department's mission by hearing appeals to ensure the fair and equitable application of its mandate as outlined in the legislation.

For Service NL's full mission statement, including its associated measures and indicators, please refer to Service NL's 2014-17 Strategic Plan available online at:

<http://www.servicenl.gov.nl.ca/publications>)

Objective

The following objective represents the focus of the board in each of the years of this plan and includes performance measurement information (i.e. measures and indicators) to assist the entity and the public in monitoring and evaluating success. The board's principal function is adjudicative. The Chairperson and the members fulfill this function.

Objective One: By March 31, 2015, the Public Safety Appeal Board will have processed all appeals it has received in accordance with the requirements of the Act.

Measure: All appeals processed

Indicators:

- Notice of appeal forwarded from the person who receives it to the Chairperson within 15 days of receipt of appeal.
- Appellant given at least 10 days notice regarding hearing of appeal.
- Appeals commenced not more than 90 days after notice in writing has been received by the Chairperson under subsection 26(2).
- Appeal considered and decided in a timely manner.
- Decision of appeal communicated to relevant parties in a timely manner.



Service NL