

Board Meeting Minutes

June 4, 2025 – 1:00 p.m. to 4:00 p.m.

June 5, 2025 – 9:00 a.m. to 12:00 p.m.

Head Office Boardroom/MS Teams

Attendees: Mel Norton (Chairperson), Brooke DeLong (Vice-Chairperson), Jason Green, Mike MacMullin, Jim Stanley, Chantal LaFleur, Gaetan Guerette, Denny Vautour, Adam Donnelly, Tim Petersen (President & CEO)

Regrets: None.

Staff Present for the Meeting: Lee Bell-Smith (General Counsel & Corporate Secretary), Carolyn MacDonald (Vice-President of Strategy & Finance), Laragh Dooley (Vice-President of People & Culture), Lisa Walker (Chief Information Officer), Mathew Hachey (Legal Counsel), Courtney St. Peter (Board Liaison)

Guest: Joanne Hay (Director of Health & Safety, Unifor), Malcom Campbell (Unifor Member), Jennifer Murray (Atlantic Regional Manager, Unifor), Lon Tiggelaar (Linea Solutions), Janet MacEachern (AWCBC), Caitilin Crowley (MNP)

1. Adoption of Agenda -

The Board reviewed the agenda for the meeting June 4 - 5, 2025 as provided in the meeting materials.

On motion, duly made, and seconded it was unanimously resolved:

That the Board adopt the agenda dated June 4 – 5, 2025 as presented.

2. Welcome Newly Appointed Vice-Chair

The Chairperson along with the Board welcomed the new Vice-Chairperson, Brooke DeLong.

3. Safety Moment

The Board discussed the importance of having the courage to address unsafe situations; “see something, say something”.

4. Declaration of Conflict of Interest

The Chairperson asked if any members had a Conflict of Interest. No conflicts were declared.

5. Approval of Minutes dated March 18-19, 2025

The Board reviewed the minutes of the Board meeting dated March 18 -19, 2025, as provided in the meeting materials.

On motion duly made, seconded, and carried it was unanimously resolved:

That the Board approve the minutes of the meeting dated March 18 -19, 2025, as presented.

6. Consent Agenda

a. 2025 Workplan

The Board reviewed the 2025 Workplan as provided in the meeting materials.

On motion duly made, seconded, and carried it was unanimously resolved:

That the Board receive the 2025 Workplan for information.

b. Mandate Letter Update

The Board reviewed the Mandate Letter update as provided in the meeting materials.

On motion duly made, seconded, and carried it was unanimously resolved:

That the Board receive the Mandate Letter update for information.

7. Modernization

a. BOD Monthly Progress Report

The Vice-President of People & Culture gave the Board an overview of the monthly modernization progress as provided in the meeting material.

One Member pointed out completion dates and ensuring the systems will all integrate with each other. Ms. Dooley reassured the Board that as of now there have been no issues with integration or system implementation and noted that staff do anticipate some bumps in the road, as any organization would. Ms. Crowley added that WorkSafeNB has taken the necessary time to ensure a successful implementation and began managing the integration risks early on.

Another Member asked if management had any plans to share their lessons learned through the WorkSafeNB modernization efforts. Ms. Dooley indicated that yes, there is a plan to bring forward lessons learned in the next quarter.

b. SPARC System Implementation Update

The Chief Information Officer presented an update on the SPARC implementation as provided in the meeting materials.

A Member asked if it would be possible to have a flow chart provided to the Board showing where the progress is and where it is leading to. The Vice-President of People & Culture noted that it was good idea to provide both to the Board but also for staff.

Another member asked if it would be possible to have some form of clarification of the modernization expenses and costs and Ms. Dooley indicated she will take this away.

c. Audit: Modernization Progress Report 2025 – Automated Reporting Process

The Board reviewed the Modernization Progress Report 2025 – Automated Reporting Process Audit as provided in the meeting materials.

d. Audit: Modernization Governance Audit 2024 – Board Structure Review

Lon Tiggelaar from Linea Solutions gave the Board a presentation of the Modernization Governance Audit 2024 – Board Structure Review.

Mr. Tiggelaar noted that each quarter the Board could allocate 45 minutes for focused discussion. He emphasized the importance of the Board remaining inquiry-based and encouraged members not to hesitate to ask questions. While Internal Audit brings forward valuable topics, Mr. Tiggelaar suggested that there should be clarity around the appropriate level of detail and attention, with discussions maintained at a strategic level. He highlighted that defining this scope tightly would add value and stressed the importance of the Board obtaining information at the right time rather than relying solely on advisors. Mr. Tiggelaar also proposed that ad hoc board meetings on select topics could be beneficial. He encouraged the Board to consider, over the next 90 to 180 days, what issues may arise and whether related education topics should be incorporated into the agenda.

The President & CEO agreed with adding 45 minutes to the Board agenda on the education topic and indicated that staff will bring forward a list of educational topics for

the Board's approval.

On motion duly made, seconded, and carried it was unanimously resolved:

That the Board receive the Modernization update for information.

Stakeholder Presentation – Unifor

Joanne Hay, Director of Health & Safety, Malcom Campbell, Unifor Member, and Jennifer Murray, Atlantic Regional Manager joined the Board to discuss their concerns with the Health & Safety culture within New Brunswick.

The Unifor representatives spoke about their ongoing efforts in supporting worker health and safety, with particular emphasis on psychological safety and the impact of workplace culture on workers. They highlighted gaps that arise when training is primarily delivered online, noting that important learning opportunities are sometimes lost, and expressed concern about the adequacy of training supervisors receive to ensure they can instruct workers safely and competently. They stressed the need for stronger in-person workplace health and safety training for students, workers, employers, and supervisors, and emphasized the importance of ensuring that Joint Health & Safety Committees are functional, well supported, and followed-up on by inspectors.

Unifor also raised concerns that WorkSafeNB's inspection staff are under resourced and the current workload is more reactive than proactive. They noted that this situation has led to missed opportunities for prevention and at times created the perception that inspectors are more aligned with employers than with workers. The representatives urged WorkSafeNB to consider greater staffing levels, more proactive inspections, and stronger enforcement measures to address workplace hazards.

The Board engaged with Unifor on a number of points, including the possibility of incorporating health and safety training into high school curriculum, the role of supervisors in accredited safety training, and the cultural change needed to shift attitudes away from accepting that injuries are "part of the job." Members acknowledged Unifor as a valuable resource for collaboration and agreed on the importance of open dialogue in strengthening workplace health and safety in New Brunswick.

The Chairperson and President & CEO thanked Unifor for coming in and indicated there would be further discussion in the future.

On motion duly made, seconded, and carried it was unanimously resolved:

That the Board receive the Stakeholder presentation from Unifor for information.

8. Policy

a. 27-007 – Prostheses, Orthoses, and Assistive Devices

The Board reviewed the proposed changes to Policy 27-007 as provided in the meeting materials.

Members raised concern over the warranty and wanted to ensure that clients facing warranty issues would be cared for. The Vice-President of Strategy & Finance reassured the Board that these claims would be worked through by the case worker who would communicate with the manufacturer. She also assured that if there was an instance where the warranty would not cover the issue, WorkSafeNB would cover the cost of repair.

Members asked to have some verbiage around indicating that WorkSafeNB will help the worker to access any warranty before paying for the repairs. Ms. MacDonald agreed and told the Board that management would bring this back with the amendments.

b. 25-008 – Clothing

The Board reviewed the proposed changes to Policy 27-007 as provided in the meeting materials.

Members asked if management could bring back the policy with the fee schedule attached for Member's reviewed before approving. Management agreed to bring the Policy back.

9. Legislative Updates

a. Benefit Improvements

The President & CEO provided the Board with a verbal update on the benefit improvements. He indicated that the benefits are awaiting royal assent and that most question he received were related to the additional cancers for firefighters.

b. Firefighters

The President & CEO provided the Board with a verbal update on his meeting with the Minister regarding the additional presumptive cancers for firefighters. Mr. Petersen indicated that he gave the Minister information such as costs, medical evidence, comparison to other jurisdictions, etc. He noted that the Minister received the information and asked to take it away and a meeting will be scheduled to continue the discussion.

On motion duly made, seconded, and carried, it was resolved that:

The Board receive the Legislative update for information.

10. Welcome Back

The Chairperson welcomed back the Board and called the meeting to order.

11. President & CEO Accountability Report

The President & CEO gave the Board an overview of the President & CEO accountability report as provided in the meeting materials. Mr. Petersen touched on a range of topics such as youth safety initiative, Steps for Life events, the upcoming AWCBC Governance Summit, and labour Mobility harmonization.

One Member asked whether fatalities were included in the scorecard under severity, and the President & CEO clarified they are tracked separately. The Member stressed that fatalities should be reported at the strategic level to ensure focus is maintained, noting that every fatality is preventable and that the Board must continue to evaluate where progress is lacking. The President & CEO agreed and confirmed that fatalities would be added to the reporting framework and included in the Annual Report.

On motion duly made, seconded, and carried it was unanimously resolved:

That the Board receive the President & CEO Accountability Report for information.

12. Stakeholder Presentation – AWCBC

Janet MacEachern, CEO of the Association of Workers' Compensation Boards of Canada (AWCBC) provided the Board with a presentation on the organization's 2023–2026 Strategic Plan.

She outlined priorities in knowledge sharing, national leadership, and communication, including efforts to deliver data-driven insights, support interjurisdictional agreements, and expand outreach through the website, social media, and newsletters. Members asked what to expect at the upcoming AWCBC Governance Summit and Ms. MacEachern explained that it would feature sessions on topics such as artificial intelligence and workplace culture, along with valuable networking opportunities across jurisdictions.

One member asked if all jurisdictions are currently involved with the interjurisdictional agreement and Ms. MacEachern confirmed that all jurisdictions currently participate in the Interjurisdictional Agreement, which is closely tied to ongoing discussions on labour mobility.

On motion duly made, seconded, and carried it was unanimously resolved:

That the Board receive the Stakeholder Presentation from AWCBC.

13. Audit Committee Update

a. Chair Report from Meeting of May 21, 2025

The Audit Committee Chair presented the report as provided in the meeting materials.

On motion, duly made, seconded, and carried it was unanimously resolved that:

The Board receive the Audit Committee Chair's report for information.

b. 2024 Year End WCA

The Audit Committee Chair provided the recommendation from the Audit Committee on the *Workers' Compensation Act* 2024 Year End as provided in the meeting materials.

On motion, duly made, seconded, and carried it was unanimously resolved that:

The Board approve the 2024 Year End for the Workers' Compensation Act.

c. 2024 Year End FCA

The Audit Committee Chair provided the recommendation from the Audit Committee on the *Firefighters' Compensation Act* 2024 Year End as provided in the meeting materials.

On motion, duly made, seconded, and carried it was unanimously resolved that:

The Board approve the 2024 Year End for the Firefighters' Compensation Act.

14. Annual Report

The Vice-President of People & Culture presented the 2024 WorkSafeNB Annual Report as provided in the meeting materials.

Ms. Dooley noted New Brunswick's strong safety performance while emphasizing that further progress is needed. She also explained that enforcement orders will no longer be included in the Health & Safety Index, since their presence had been lowering the score even though enforcement is intended to drive safety.

One Member asked whether enforcement orders should be viewed as positive tools, comparing them to seatbelt laws where enforcement saves lives. The President & CEO agreed and explained that removing orders from the Index was intended to prevent the perception that writing more orders was negative.

Another Member asked whether long-duration claims were included in the reporting. Ms. Dooley confirmed they are fully captured, with no exclusions, although other jurisdictions vary in their approach.

On motion, duly made, seconded, and carried it was unanimously resolved that:

The Board approve the 2024 WorkSafeNB Annual Report.

15. Board Planning

a. Review 2025-2029 Strategic Plan

The Director of Corporate Strategy gave the Board a refresher on the 2025-2029 Strategic Plan as provided in the meeting materials.

Members asked to have a definition provided of “severity” for reference and the President & CEO indicated that will be provided.

On motion, duly made, seconded, and carried it was unanimously resolved that:
The Board receive the 2025-2029 Strategic plan review for information.

b. Board Legislation, Policy & Stakeholder Priorities

The Board reviewed the Board Legislation, policy and stakeholder priorities as provided in the meeting materials.

On motion, duly made, seconded, and carried it was unanimously resolved that:
The Board approve the Board Legislation, Policy & Stakeholder Priorities.

16. Fatality Review Committee Update

a. Chairperson’s Report of Committee Meeting dated May 13, 2025

The Committee Chair gave the Board an overview of his report for the Fatality Review Committee meeting of May 13, 2025, as provided in the meeting materials. The Committee Chair noted that all fatalities were avoidable and thanked the Committee and staff for the efforts towards small business and psychological safety.

On motion, duly made, seconded, and carried it was unanimously resolved that:
The Board receive the Fatality Review Committee Chair’s report for information.

17. Governance, People & Culture Committee Update

a. Chairperson’s Report of Committee Meeting dated May 14, 2025

The Committee Chair gave the Board an overview of his report for the Governance People & Culture Committee meeting of May 14, 2025, as provided in the meeting materials.

On motion, duly made, seconded, and carried it was unanimously resolved that:
The Board receive the Governance, people & Culture Committee Chair’s report for information.

b. 5-Year Market Scan Salary Comparison Results & Recommendations

The Committee Chair gave the Board an overview of the 5-year market scan and the salary comparison results as provided in the meeting materials. The Committee discussed management’s recommendation to position the non-bargaining pay structure at 55th percentile. Following discussion, the Committee agreed that positioning at P60 would best support recruitment, retention and alignment considerations and strategies.

On motion, duly made, seconded, and carried it was unanimously resolved that:
The Board approve the use of a public-private comparator group within Atlantic Canada.
The Board approve positioning the non-bargaining pay structure at the 60th percentile relative to that comparator group.

c. WHSCC & WCAT Act Review

The Board reviewed the proposed changes WHSCC & WCAT Act as provided in the meeting materials.

One Member noted that for the next revision minds should be turned to thinking about changing the language in the legislation to more plain language. They noted that there is a lot of confusion with legislation due to the complicated language used.

On motion, duly made, seconded, and carried it was unanimously resolved that:

The Board approve the final recommendation for the legislative changes to the Workplace Health, Safety and Compensation Commission and Workers' Compensation Appeals Tribunal Act for submission to the Minister.

18. Finance & Investment Committee Update

a. Chairperson's Report of Finance & Investment Committee Meeting dated May 29, 2025

The Committee Chair gave the Board an overview of his report for the Finance & Investment Committee meeting of May 29, 2025, as provided in the meeting materials.

One member asked if there was any intention to find an advisor for the Finance & Investment Committee. The President & CEO indicated the conversation should be had at Committee level and that it will be brought forward at the Q3 meeting.

On motion, duly made, seconded, and carried it was unanimously resolved that:
The Board receive the Chair's Report for the Finance & Investment Committee meeting dated May 29, 2025.

b. Policy 34-205 – Statement of Investment Philosophy & Beliefs

The Board reviewed the proposed revisions to Policy 34-205 – Statement of Investment & Beliefs as provided in meeting materials.

On motion, duly made, seconded, and carried it was unanimously resolved that:
The Board approve the revisions to Policy 34-205 – Statement of Investment Philosophy & Beliefs and related appendices.

19. New Business

The Board discussed the importance of allocating adequate time on the agenda for stakeholder presentations and ensuring materials are provided in advance. Members agreed that these measures would allow for more meaningful and comprehensive discussions.

20. In-camera

An in-camera session was held.

Adjourned

Motion (and seconded) to adjourn at 12:04 p.m. on June 5th, 2025.