



Board Meeting Minutes

September 24, 2025 – 1:00 p.m. to 4:00 p.m.

September 25, 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: Denny Vautour (September 25)

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), Carol Veysey (Director, Policy and Hearing Representation), Micheal Freeze (Head Actuary & Director, Actuarial Services), Lynn Mehan-Carson (Manager of Corporate Communications), Mathew Hachey (Legal Counsel), Courtney Shannon (Board Liaison)

Guests: Scott Maxwell (Wounded Warriors), Minister - Alyson Townsend (PETL), Deputy Minister - Dan Mills (PETL), Assistant Deputy Minister - Mike Murray (PETL), Executive Assistant - Jim Hennesy (PETL)

1. Adoption of Agenda

The Board of Directors reviewed the agenda for the meeting dated September 24 - 25, 2025 as provided in the meeting materials.

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

That the Board adopt the agenda dated September 24 - 25, 2025 as presented.

2. Safety Moment

The Board discussed that it is currently cold and flu season and encouraged individuals to get the flu shot and take all preventative precautions.

3. Declaration of Conflict of Interest

The Chairperson asked if any members had a conflict of interest. No conflicts were declared.

4. Approval of Minutes dated June 4-5, 2025

The Board reviewed the minutes of the Board meeting dated June 4-5, 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 June 4-5, 2025, as presented.

5. 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.

6. Governance, People & Culture Committee Update

a. Chairperson's Report of August 28, 2025, Meeting

The Governance, People & Culture Committee Chair gave the Board an update of the meeting on August 28, 2025, as provided in the meeting materials.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board receive the Chairperson's report for information.

b. Board of Directors' Professional Development

The Board reviewed the 2026 professional development and noted to send any request to the Board Liaison.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board receive the Board of Directors' Professional Development for information.

c. Employer Representative – Recruitment

The Committee Chair gave the Board an overview of the recruitment process conducted by the Interview Committee and KBRS as provided in the meeting materials. The Committee Chair also moved a motion for the Board to provide an informed recommendation to the Department of Post Secondary Education, Training and Labour for the top three ranked selected candidates coming from the recruitment process.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board provide an informed recommendation to the Department of Post Secondary Education, Training and Labour for the top three ranked candidates.

d. Policy 41-002 Governance Statement – Appendix I

The Director, Policy and Hearing Representation gave the Board a quick overview of the proposed changes in Policy 41-002 Governance Statement – Appendix I as provided in the meeting materials.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board approve Policy 41-002 Governance Statement – Appendix I.

e. WHSCC & WCAT Final Report to Minister

The Director, Policy and Hearing Representation gave the Board a quick overview of the WHSCC & WCAT Act review as provided in the meeting materials.

One Member asked for clarification regarding the 30 days and wondered if it is WorkSafeNB's delay or the client's. Ms. Veysey indicated that the 30 days is in legislation, but that WorkSafeNB is seeking a legislative change to address the situation where WorkSafeNB is awaiting information from third parties.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board approve the Workplace Health & Safety Compensation Commission and Workers' Compensation Appeals Tribunal Act Final Report to Minister.

f. WCA Consultation Review

The Director, Policy and Hearing Representation gave the Board a presentation on the upcoming 2025 Compensation Acts review. She asked the Board if there was anything not listed that they would like to see addressed.

The President & CEO noted that if the Board would like to take until next the quarter meeting to think of any issues, this item can be revisited. The Board agreed and asked for this item to return on the December Board agenda.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board approve the current list of considerations for the Workers' Compensation

Act and will revisit further issues in the 4th Quarter.

g. Policy 21-505 0 Lump-sum Payouts of Compensation Benefits/Policy 21-505 – Advances of Compensation benefits

The Director, Policy and Hearing Representation gave the Board a brief overview of the proposed policy changes for Policy 21-505 – Lump-sum Payouts of Compensation Benefits and Policy 21-505 – Advances of Compensation Benefits as provided in the meeting materials.

One Member asked if lump-sum payout requests are typical. Ms. Veysey noted that no, it is not typical, most clients prefer the comfort of steady income. She did indicate that it is more common to approve advances, depending on the circumstances.

Another Member raised concern that those who have lost a partner may not be in sound mind to make such a decision. Ms. Veysey clarified that it is required for the individual to prepare a proposal with financial advice when requesting a lump-sum payout.

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

That the Board approve Policy 21-505 – Lump-sum Payouts of Compensation Benefits release 1.

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

That the Board approve Policy 21-505 – Advances of Compensation Benefits release 5 and rescind Policy 21-505 – Advances of Compensation Benefits release 4.

h. Request for Approval of WorkSafeNB Representative – Dean’s Advisory Committee on Occupational Medicine at Dalhousie

The President & CEO gave the Board an overview of a request WorkSafeNB received from the Dean’s Advisory Committee on Occupational Medicine at Dalhousie looking for a worker representative to serve on their committee.

Mr. Petersen asked if there would be any Worker Representatives on the Board who would be interested in serving on this advisory committee. Mr. Stanley indicated that he had a conversation with The Chief Medical Officer and offered willingness to serve if the Board agreed. The Board agreed Mr. Stanley would be a great fit for the role.

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

That the Board approve Mr. Jim Stanley to serve on the Dean’s Advisory Committee on Occupational Medicine at Dalhousie.

7. Stakeholder Presentation – Wounded Warriors

Scott Maxwell, CEO of Wounded Warriors provided to the Board a presentation of the on-going efforts at Wounded Warriors. Mr. Maxwell took a moment to thank the Board and WorkSafeNB for their partnership, without whom Wounded Warriors - Atlantic Division would not be able to do what it is able to do.

The Board and President & CEO thanked Mr. Maxwell for the tremendous work Wounded Warriors does. Mr. Petersen said that WorkSafeNB looks forward to seeing Wounded Warriors at the Health & Safety Conference as well as growing the partnership.

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

That the Board receive the Stakeholder Presentation from Wounded Warriors for information.

8. Meet with Minister Townsend

The Board of Directors met with Minister Alyson Townsend, Deputy Minister Daniel Mills, and Assistant Deputy Minister and discussed ongoing efforts and topics that are top of mind for the Board.

The President & CEO and Chairperson provided introductory remarks and thanked the Minister and her team for their on-going support over the years, without whom workers and employers would not have the changes that have recently been established.

Minister Townsend thanked the Board for allowing her to join the meeting and noted that she is still getting caught up on all WorkSafeNB items due to her time out of office. She did note that she was disappointed that the government stopped the labour circle program and is considering the option of bringing that program back.

One Member indicated that they would encourage to bring back a meeting that used to occur between the Federation of Labour, the Minister of Labour, and the Premier. They noted that these meetings were looked at as an “idea meeting”. Minister Townsend noted that she believed this was one of the reasons she was appointed to the Department of Labour, due to her background in mediation and suspect this may come back as well.

Members asked **for** updates on the current recommendations to assist correctional officers, and the Deputy Minister responded that work is ongoing but challenging because the government oversees WorkSafeNB while also employing correctional officers, creating concerns around workforce needs and budget changes.

The Board thanked the Minister and her team for taking the time to have a discussion and providing updates.

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

That the Board receive the discussion with Minister Townsend for information.

9. Welcome Back

The Chairperson provided welcome-back remarks and called the meeting back to order.

10. Finance & Investment Committee Update

a. Chairperson’s Report of September 11, 2025, Meeting

The Committee Chair gave the Board a brief update of the meeting on September 11, 2025, as provided in the meeting materials.

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

That the Board receive the Chairperson’s report for information.

b. 2026 Rate Setting & Admin Budget

i. 2026 Administrative Budget

The Committee Chair provided the Board with the recommendation on the 2026 Administrative Budget as provided in the meeting materials.

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

That the Board approve the 2026 Administrative Budget of \$85.6M.

ii. 2026 WCA Assessment Rate

The Committee Chair provided the Board with the recommendation on the 2026 *Workers’ Compensation Act* assessment rate as provided in the meeting materials.

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

That the Board approve the 2026 Workers' Compensation Act assessment rate of \$1.10 per \$100 of assessable payroll.

iii. Performance Refund

The Committee Chair provided the Board with the recommendation on the Performance Refund as provided in the meeting materials.

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

That the Board approve the performance refund and distribution of \$53.2M to New Brunswick Employers.

iv. 2026 FCA Rate

The Committee Chair provided the Board with the recommendation on the 2026 Firefighters' Compensation Act assessment rate as provided in the meeting materials.

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

That the Board approve the 2026 Firefighters' Compensation Act assessment rate of \$220 per firefighter.

11. Audit Committee Update

a. Chairperson's Report for September 4, 2025, Meeting

The Committee Chair gave the Board a brief update of the meeting on September 4, 2025, as provided in the meeting materials.

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

That the Board receive the Chairperson's report for information.

12. Mandate Letter Update

The Vice-President of Strategy & Finance gave the Board an overview of the Mandate letter updates as provided in the meeting materials. She highlighted the new items pointing specifically to environment and air quality, consultation with indigenous communities, procurement, and diversity on the Board.

The President & CEO highlighted the modernization reporting requirement and emphasized ongoing progress and regular discussions on fostering a positive health and safety culture within government organizations, fulfilling obligations under the Act and addressing funding provided by the Government.

One Member indicated that they heard the Department of Post Secondary Education, Training and Labour will give grants to business and request business and budget plans but not a health & safety plan. They asked if management could investigate this. Management noted they would follow up with this request.

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

That the Board receive the Mandate Letter Update for information.

13. President & CEO Accountability Report

The President & CEO gave the Board an overview of his accountability report as provided in the meeting materials.

Mr. Petersen gave the Committee a quick update on the WorkSafeNB upcoming events such as the Annual General Meeting and the Health & Safety Conference.

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

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

14. Policies

a. 25-007 Protheses, Orthoses and Assistive Devices & 25-008 – Clothing

The Director, Policy and Hearing Representation gave the Board a brief overview of the policies coming back from the second quarter meeting as provided in meeting materials.

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

That the Board approve proposed Policy 25-007 Protheses, Orthoses, and Assistive Devices, release 4; and rescind Policy 25-007 Protheses, Orthoses and Assistive Devices, release 3.

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

That the Board approve proposed Policy 25-008 Clothing, release 6; and rescind Policy 25-008 Clothing and Footwear, release 5.

15. Stakeholder Presentation Discussion

The Vice-President of People & Culture gave the Board the background on how WorkSafeNB communicated with its stakeholders as provided in the meeting materials. She asked to hear from Board Members on who they would like to see at the Board in 2026. She noted that there has been attempts to have the New Brunswick Teachers Association join the Board but has been delayed due to scheduling, they will be added to the 2026 list.

Members indicated they would like to see groups such as the first responder sector, CUPE, transportation sector, construction and contractor sector, fisheries, First Nations, educational assistants, Cities of New Brunswick, Saint John Energy, and hospitality sector. One Member noted that there is a new president of the Federation of Labour, and it could be worthwhile having them present again in 2026.

The Chairperson asked the Board the number of presentations they would like to see per meeting agenda. Member indicated it could be dependent on the content on the agenda.

16. Modernization

a. Quarterly Progress Report

The Vice-President of People & Culture gave the Board an update on the third quarter modernization efforts as provided in the meeting materials.

One Member asked for the projected costs. Ms. Dooley indicated that WorkSafeNB is projecting to be at the top of the budget but are still waiting for confirmation for Oracle. She also noted that WorkSafeNB was able to get three systems in one which could provide savings.

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

That the Board receive the Quarterly Progress Report for information.

b. One Page Update

The Vice-President of People & Culture walked the Board through a one-page update for Modernization as provided in the meeting materials.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board receive the Modernization One-Page Update for information.

c. SPARC System Implementation Update

The Chief Information Officer gave the Board an update on the SPARC System implementation efforts as provided in the meeting materials.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board receive the SPARC System Implementation Update for Information.

d. List of Education Topics

The Vice-President of People & Culture gave the Board the results of a survey she had previously sent to gauge what education the Board would like to see, related to the Modernization efforts as provided in the meeting materials.

Overall, the Board was supportive of the education to be conducted by internal staff as part of the modernization quarterly update. One Member also suggested bringing back the annual planning session that was done at the Board.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board receive the List of Education Topics for Modernization.

17. New Business

One Member asked if the Minister would receive the minutes from today's meeting. The President & CEO noted that while WorkSafeNB does not specifically provide it to PETL, all approved minutes are available for the public on the external website.

Another Member asked if the idea of conducting Board meetings in other regions of the Province, noting that it would help with the Members who are always travelling to Saint John.

A Member suggested that WorkSafeNB should consider putting on a Joint Occupational Health & Safety Committee seminar to help inform both employers and employees of the importance of these committees.

18. In-camera

a. Regular

An in-camera session was held.

b. CEO Performance Review

An in-camera session was held.

The chair brought the board out of camera and called for a motion.

On motion duly made, seconded, and carried it was unanimously resolved:
That the Board approve the 2024 President & CEO performance review as presented in the meeting materials.

Adjourned

Motion (and seconded) to adjourn at 11:35 a.m. on September 25th, 2025.