

Board Meeting Minutes

March 18, 2026 – 1:00 p.m. to 4:00 p.m.

March 19, 2026 – 9:00 a.m. to 12:00 p.m.

Head Office Boardroom/MS Teams

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

Staff Present for the Meeting: Lee Bell-Smith (General Counsel & Corporate Secretary), Laragh Dooley (Vice-president of People & Culture), Carolyn MacDonald (Vice-president of Strategy & Finance), Lisa Walker (Chief Information Officer), Carol Veysey (Director of Policy & Hearing Representation), Matthew Hachey (Legal Counsel), Jennifer Keir (Director of Business Transformation, Innovation & Improvement), Courtney Shannon (Associate Corporate Secretary)

Guests: Caitlin Crowley (MNP), Wendy Griffin (Deloitte), Roxanne Fairweather (Women for 50%), Mary Schryer (Women for 50%), Dorothy Shephard (Women for 50%), Elizabeth Weir (Women for 50%), Josee Rioux-Walker (Women for 50%), Michelle Cook (Women for 50%)

March 18, 2026

1. Adoption of Agenda

The Board reviewed the agenda for the meeting dated March 18 & 19, 2026, as outlined in the meeting materials. The Chairperson asked if Members had any concerns with the proposed agenda. No concerns were noted.

On motion, duly made, seconded, and carried, it was unanimously resolved:
That the Board adopt the Agenda for the meeting dated March 18 & 19, 2026, as presented.

2. Safety Moment

The Board discussed being careful when driving and urged caution that others on the road may not be paying attention.

3. Declaration of Conflict of Interest

The Chairperson asked if Members had any conflicts to declare based on the agenda and meeting materials.

No conflicts were declared.

4. Approval of Minutes dated December 10 & 11, 2025

The Board reviewed the minutes for the meeting dated December 10 & 11, 2025, as provided in the meeting materials. The Chairperson asked if Members noticed any errors or omissions. None were noted.

On motion, duly made, seconded, and carried, it was unanimously resolved:
That the Board approve the December 10 & 11, 2025 meeting minutes as presented.

5. Consent Items:

a. 2025 Workplan

The Board review the completed 2025 workplan, as outlined in the meeting materials.

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

The Board receive the completed 2025 workplan for information.

b. 2026 Workplan

The Board reviewed the 2026 workplan, as outlined in the meeting materials. The Chairperson noted that changes were made to reflect when the WCAT chair and Minister will come to speak with the Board.

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

The Board receive the amended 2026 workplan for information.

c. Mandate Letter

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.

d. IWAC 2025 Annual Report

The Board reviewed the Injured Workers' Advisory Committee's 2025 annual report, as provided in the meeting materials.

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

The Board receive the IWAC 2025 Annual Report for information.

6. Policies

a. Vehicle Modification

The Director of Policy & Hearing Representation gave the Board a brief overview of the proposed changes in the vehicle modification policy, as provided in the meeting materials.

The Board discussed the implication of taxes on the injured worker and asked if there was anything that could be done to avoid this burden. Staff indicated that while WorkSafeNB would like to relieve this burden, it is a requirement of CRA. Members asked if management could contact CRA and discuss possible solutions. Management agreed and will bring back any information.

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

that:

The Board approves Policy 21-402 Vehicle Modifications, release 4 and rescinds Policy 21-402, release 3.

b. Occupational Disease

The Director of Policy & Hearing Representation gave the Board a brief overview of the proposed changes in the occupational Disease policy, as provided in the meeting materials.

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

The Board approve Policy 21-111 – Occupational Disease, release 4 and rescind Policy 21-111 – Occupational Disease, release 3.

c. Hearing Loss Data

The Board reviewed the hearing loss data that was previously requested, as provided in the meeting materials.

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

The Board receive the hearing loss data for information.

7. Audit Committee Update

a. Chairperson’s report of meeting dated February 24, 2026

The Audit Committee Chairperson gave the Board a brief overview of the meeting held on February 24, 2026, as provided in the meeting materials.

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

The Board receive the Audit Committee report from the meeting of February 24, 2026, for information.

8. Governance, People & Culture Committee Update

a. Chairperson’s report of meeting dated February 25, 2026

The Governance, People & Culture Committee Chairperson gave the Board a brief overview of the meeting held on February 25, 2026, as provided in the meeting materials.

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

The Board receive the Governance, People & Committee report from the meeting of February 25, 2026, for information.

b. Directive 41-002.1 – Member Appointment & Re-appointment

The Director of Policy & Hearing Representation gave the Board a brief overview of the new proposed directive as well as the jurisdiction scan on recruitment.

Members discuss the proper layout of the Interview Committee structure, agreeing that whichever stakeholder group is being recruited, those should be the members sitting on the interview committee as well as having an observing member from the opposite stakeholder group sitting in to provide robust

conversations a decision making.

Members discussed the current requirement process for re-offering members and agreed that they should not undergo a full recruitment process. There was discussion focused on ensuring that the member who is re-offering is a well-performing board member. It was agreed that re-offering members will need to provide a recommendation letter from their stakeholder group and must go through some form of a performance evaluation.

Ms. Veysey indicated that the noted amendment will be made and brought back to the Board for approval.

c. *Workers' Compensation Act Review*

The President & CEO indicated that while the original plan was to go over staff recommendations on items for the *Workers' Compensation Act* review, Mr. Petersen indicated that he recently had a meeting with the Deputy Minister and Assistant Deputy Minister on the topic of a larger legislative reform. Mr. Petersen said that the PETL has suggested that WorkSafeNB combine all 6 acts into one overall act as well as providing the Board with more authority.

Mr. Petersen urged to the Board that this would take time and the improvements currently being sought would be put on hold until the act merger is completed. The timeline that was provided by the PETL is Fall 2027 or Spring 2028.

Members noted the amount of work that would have to go into merging all the acts and raised concerns with this project conflicting with modernization efforts and amount of workforce needed. Mr. Petersen ensured the Board that he and his team feel as though it would not conflict with modernization and currently WorkSafeNB has the bandwidth to *perform* the merger.

One Member highlighted the risk in not having the merged act approved by cabinet before the next election. Mr. Petersen agreed that it is a risk, but the Minister's office is confident with the timing.

The President & CEO noted that management would bring back a consultation proposal at the next Board meeting with more information on what this process will look like.

d. *CEO Performance Review (In-Camera)*

An in-camera session was held.

9. *Modernization*

a. *SPARC Update*

The Vice-President of People & Culture, Chief Information Officer and business partners from MNP and Deloitte gave the Board a presentation on the SPARC system update, as provided in the meeting materials.

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

The Board receive the SPARC Update for information.

b. Change Request – Front-End-Client Interface – New Website

The Vice-president of People & Culture gave a brief overview the change request on the front-end client interface, as outlined in the meeting materials. She indicated that it is recommended that the Board approve the allocation of funds from modernization funding to market a website re-design.

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

The Board approve the allocation of funds from the modernization funding to proceed to market for website re-design.

c. Change Request – SPARC Finance & HR

Chief Information Officer gave the Board a brief overview of the change request for the Finance & HR systems, as outlined in the meeting materials.

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

The Board approves the allocation of funds from the modernization funding to support the inclusion of Oracle within the expanded SPARC system.

d. Quarterly Report

The Vice-President of People & Culture gave the Board a high-level quarterly update on the Modernization efforts, as provided in the meeting materials.

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

The Board receive the Modernization Quarterly Update for information.

10. Finance & Investment Committee Update

a. Chairperson’s report of meeting dated February 26, 2026

The Finance & Investment Committee Chairperson gave the Board a brief overview of the meeting that was held on February 26, 2026, as provided in the meeting materials.

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

The Board receive the Finance & Investment Committee report from the meeting of February 26, 2026, for information.

Policy 34-200 – Investment Goals & Objectives

The Finance & Investment Committee Chairperson gave the Board a high-level overview of the proposed changes within Policy 34-200 - Investment Goals & Objectives, as outlined in the meeting materials.

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

The Board approve the revision to Policy 34-200 – Investment Goals & Objectives.

Committee Investment Advisor

The Finance & Investment Committee Chairperson gave the Board a high-level overview of the proposed role of the potential Investment Advisor and the

discussion held at Committee level.

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

The Board receive the Committee Investment Advisor update for information.

March 19, 2026

11. Welcome Back & Continuation of Agenda

The Chairperson welcomed back Members and called meeting to order.

12. President & CEO Accountability Report

The President & CEO gave the Board a brief overview of his accountability report, as outlined in the meeting materials.

Members asked for further clarification on the definition of severe. The Vice-president of People & Culture noted that it is defined as a life altering injury or death.

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

The Board receive the President & CEO accountability report for information.

13. 2026 Annual Plan

The President & CEO gave the Board a brief overview of the proposed 2026 Annual Plan, as provided in the meeting materials.

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

The Board receive the 2026 Annual Plan for information.

14. 2025 Annual Performance Review

General Counsel & Corporate Secretary provided the Board with an update on the 2025 annual performance review. He noted that the Governance, People & Culture Committee asked to have further details on how this review would be conducted and the possibility of an annual or bi-annual meeting between members and the Board Chairperson.

Mr. Bell-Smith indicated that more information would be brought to the Governance, People & Culture Committee at the second quarter meeting.

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

The Board receive the 2025 annual performance review for information.

15. Board Membership Analysis 2016 – Present

The Associate Corporate Secretary provided the Board a brief overview of the analysis conducted, as provided in the meeting materials. She noted that while it was not indicated on the attached chart, Brooke DeLong was appointed April 2025, filling the vacant Vice-chairperson position.

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

The Board receive Board Membership Analysis 2016 to Present for information.

16. Stakeholder Presentation – Women for 50%

A Non-partisan organization, Women for 50%, provided the Board a presentation on

their mission on bringing equal gender representation to Provincial MLA's. In 2014 there was only 16% women elected as MLAs and in 2024 it went up to 35% with the first woman elected Premier. The Women highlighted the rising rate of harassment women are facing while running for and serving in political positions.

Members asked the women what their representation looks like in terms of political party and language barriers. Ms. Fairweather noted that they have members from all political parties, wanting diversity within the legislature. She also indicated that Women for 50% are very diverse in both official languages and anything that goes out to the public is translated.

One Member asked for clarification on where the 80% of harassment on women come from. Ms. Schryer noted that most come from municipalities and it is a mixture of internal, external and social media which has become a huge issue with harassment with not many avenues to avoid it.

The Board asked what WorkSafeNB could do to help the Women for 50% and their mission. Ms. Schryer indicated the best help is to spread the word of their organization, indicating that all voices matter.

Both the President & CEO and Chairperson thanked the women for taking time to come in to speak with the Board and sharing their personal experiences. Mr. Petersen committed to working with the non-partisan group in whatever capacity is possible.

On motion duly made, seconded, and carried, it was unanimously resolved that:
The Board receive the Women for 50% presentation for information.

17. New Business

There was no new business.

18. In-Camera

An in-camera session was held.

Motion (and seconded) to adjourn on March 19, 2026, at 12:08 p.m.