

May 23, 2023

Mr. Mel Norton, Chair
WorkSafeNB Board of Directors
 1 Portland St., P.O. Box 160
 Saint John, N.B. E2L 3X9

RE: WSNB Mandate Letter

Mel Norton,

In our roles, we are entrusted to provide the province with the absolute best service possible. It is a privilege that we each share, and it is at the core of what we do and why we are here.

This letter provides an updated overview of your responsibilities for the year ahead, and I look forward to all that we can accomplish together with our shared vision and purpose.

As a Crown body under the *Accountability and Continuous Improvement Act*, I expect that you and your board will apply sound governance principles guided by effective strategy that delivers on your mandate.

As government, we are dedicated to ensuring the needs of residents are put first. Guiding us in our work is a collective focus on our overall priorities, including:

- energized private sector;
- vibrant and sustainable communities;
- affordable, responsive, and high-performing organization;
- dependable public health care;
- world-class education; and,
- environment.

It is government's expectation that the Corporation work through the Department of Aboriginal Affairs for advice and support on the Crown's Duty to Consult obligations throughout all initiatives.

Through your leadership as Chairperson, I expect the Board to deliver upon the priority areas outlined below:

Priority Areas	Expected Result / Outcome	Timeline
WorkSafeNB priority initiatives	Continue to provide semi-annual updates to the Department of Post-Secondary Education, Training and Labour on the implementation of Task Force Recommendations and the Auditor General's Recommendations, Phase I, "Governance" and Phase II, "Management of Injured Workers' Claims".	No later than March 31 st , annually; and no later than September 30 th , annually
	WorkSafeNB will propose any necessary essential legislative and/or regulatory amendments to ensure that workplaces in New Brunswick are healthy and safe, including but not limited to legislative and regulatory amendments to improve workers' safety occupational hygiene and the harmonization of standards work initiated	No later than March 31 st annually

by the Regulatory Reconciliation and Cooperation Table (RCT) established under the Canada Free Trade Agreement (CFTA).

Continue to conduct five-year comprehensive reviews of WorkSafeNB's enabling legislation beginning with the governance piece in 2024 with a view to providing me with a statement of any changes that the Commission recommends.

Initiated January 1, 2024

Completed by January 1, 2026

Conduct the comprehensive review of the Workers' Compensation Act, the Firefighters' Compensation Act, the Blind Workers' Compensation Act, the Silicosis Compensation Act and corresponding regulations and submit a report on the reviews to the Minister of Post-Secondary Education, Training and Labour, including a statement of any changes that the Commission recommends.

Initiated January 1, 2025

Completed by January 1, 2026

Continue to advance the modernization agenda approved by WorkSafeNB's Board of Directors and report to the Minister semi-annually on its progress.

Every six months

Collaborate with Treasury Board and department Deputy Ministers as required to help build a stronger health and safety culture within the provincial public sector.

Report annually

Annual plans

Please ensure that your annual plans are presented to me for my approval and signature. Ensure that they are in compliance with the statutory obligations in the *Accountability and Continuous Improvement Act*.

No later than March 30th, annually

Ensure that it is published on your website.

Annual report

Please ensure that WorkSafeNB's annual reports - including an update on the status of Auditor General recommendations provided to the corporation in the past 5 years - are submitted to me and I shall lay the annual reports before the Legislative Assembly. Ensure that they are in compliance with the statutory obligations in the *Accountability and Continuous Improvement Act*.

No later than June 15, annually

I have every confidence that we have a team that is prepared to lead with fairness, focus and to make tough and balanced decisions to keep our province moving forward. It is an honour to serve the people of New Brunswick.