



May 16, 2023

Mr. Erik Matchett  
Chair  
Recycle New Brunswick Board  
277 Main Street  
Fredericton, NB E3A 1E1

**Subject: RNB Mandate Letter**

Mr. Matchett:

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.

...2

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

<b>Priority Areas</b>	<b>Expected Result / Outcome</b>	<b>Timeline (see Note)</b>
Directives	<p>Compliance with all applicable provisions embodied in the Designated Materials Regulation filed under the <i>Clean Environment Act</i> of New Brunswick which includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>- the provisions related to the Tire Stewardship program.</li> <li>- the waste diversion programs using the extended producer responsibility model which includes: <ul style="list-style-type: none"> <li>o Paint, Oil &amp; Glycol;</li> <li>o Electronics, Packaging and Paper Products, and;</li> <li>o Pharmaceutical Products and Medical Sharps.</li> </ul> </li> </ul>	On-going
Business Plan	<p>Preparation and submission of a business plan for the upcoming fiscal year following best industry standards for business planning.</p>	<p>Before June 30, 2023, for the 2023 year.</p> <p>For every other year, before November 30<sup>th</sup> of the previous year to which the plan applies.</p>
Annual Report	<p>Preparation and submission of an annual report for the previous fiscal year in accordance with the requirements embodied in Section 11 of the Designated Materials Regulation filed under the <i>Clean Environment Act</i> of New Brunswick.</p>	Before July 1 <sup>st</sup> of each year.

Note: The Recycle NB fiscal year cycle is the calendar year.

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.