

Office of the Mayor
99-A Advance Avenue, Napanee, ON K7R 3Y5 www.greaternapanee.com

March 1, 2023

Councillor Bill Martin
Chair, Municipal Heritage Committee
c/o Brandt Zätterberg, General Manager of Community & Corporate Services
99A Advance Ave
Napanee, Ontario K7R 3Y5

Dear Chair:

On behalf of Greater Napanee Town Council, I would like to extend my thanks to you and your committee members for the dedication, expertise, and skills with which you serve the residents of and visitors to the Town of Greater Napanee.

The expectations of Greater Napanee residents are identified through their elected representatives, the members of the Town Council. Your contributions advance the community priorities of all residents, and through your work, you are supporting community engagement through dialogue and facilitation.

This Mandate Letter, which I am sending in my capacity as Mayor, on behalf of the Town Council, communicates expectations for your committee. It sets out focused initiatives where Town Council have deemed community engagement to be a priority in this calendar year.

The Duties of your Municipal Heritage Committee are clearly defined in By-law No. 2003-55, being a by-law to enact a Municipal Heritage Committee. Notwithstanding those duties, Council's goals for your committee's work over this year include:

- **Market Square:** This Council and the community place high value on its 1856 Market House & Town Hall and look to create a cultural hub at Market Square. Your committee will advise Council on the heritage and culture within the Market Square precinct and provide information, relevant to your mandate, to the Market Square Advisory Committee, the Recreation Advisory Committee, and the Arts Advisory Committee.
- **Riverfront with Downtown area:** This Council and the community place high value on its "downtown" riverfront; its historic contribution to manufacture and transportation of goods and its current role in recreation and leisure activities. Your committee will advise Council on the heritage and culture associated with

the Napanee riverfront while providing information, relevant to your committee, to the Recreation Advisory Committee and the Arts Advisory Committee.

While these priorities are important to Council, we are hopeful that the Committee members will bring their own perspectives and ideas to their work over the coming year, and do not intend for this letter to limit the scope of work of the Committee.

As Committee Chair, you are required, upon resolution of your committee, to sign the Mandate Letter to acknowledge Town Council's direction to your committee. The signed Mandate Letter will be posted publicly on the Town's website.

On behalf of the Town of Greater Napanee, I would like to acknowledge your leadership in ensuring community engagement remains a cornerstone of this municipality.

Sincerely,



Mayor, Town of Greater Napanee

For Committee Chair Signature:

Sylvia Cowhy
Victoria Whitland

Date signed: April 27, 2023