

January 28, 2024

Members of the Market Square Advisory Committee

co/ STAFF MEMBER

99A Advance Avenue

Napanee, Ontario K7R 3Y5

Dear Members of the Market Square Advisory Committee,

On behalf of Greater Napanee Town Council, I would like to thank you for continuing to support our community by supporting our decision-making process.

As outlined in our Advisory Committee Bylaw, your committee's core function is to provide advice and any other support services specifically outlined in this mandate letter.

In the course of your work, you are encouraged to research and seek the advice of third parties in your information gathering and to let those parties know that while you do not represent the Town, you are a body authorized to provide advice to Town Council for their consideration.

The following are the areas the Town Council would like your advice and assistance on for the 2025 fiscal year:

- **Interior Town Renovation Project:** You are tasked with making recommendations to Council on the look and feel of the first-floor interior of Town Hall and the types of uses that should be accommodated and prioritized. In addition to your committee's research, you are asked to:
  - *Gather community input* by designing and carrying out a consultation effort to collect ideas and items of consideration relevant to the interior renovation of Town Hall. These ideas should support the recommendations you put forward and that were adopted by members of Town Council. It is strongly encouraged that you make use of the Town's public engagement platform through the Town's staff liaison to gather information from the broader community and seek input from interested stakeholder groups that would be most likely to make use of the facility. You are encouraged to seek the advice and counsel of other advisory committees in this work and to get their perspectives and advice on the information you collect.
  - *Work with relevant advisory committees* to gather and consider their recommendations when identifying key considerations for the renovations of

the first floor of Town Hall.. In particular, you are asked to work with the Arts Advisory Committee and the Municipal Heritage Committee to ensure the elements of their mandate – definitions of artists and arts groups, amenities needed in Town Hall to support artists, and items of historical significance – are reflected in your final recommendations to Town Council for the interior renovation and terms of use for the facility.

- **Town Hall – Terms of Use for Community Groups:** Your committee is responsible for developing recommendations for terms of use for the first floor of Town Hall, including:
  - Recommendations on eligibility for the types of groups, including artists and non-profit groups, who will be eligible to book the facility and the types of uses that will receive priority.
  - Recommendations on a cost structure for using the facility, recognizing both individual groups' ability to pay, the limited financial resources available to the Town and your previous recommendations that highlight a desire for the Town to achieve cost recovery.
  - Recommendations on how long each group should be permitted to use the space for a dedicated purpose with the understanding that your committee's recommendations as adopted by Council recommend intermittent use and the facility will need to accommodate the needs of multiple users.

It is anticipated that your group will be asked to undertake similar work for the Town Square – the front of Town Hall – in the 2026 fiscal year to align with renovation work anticipated to take place at that time.

We appreciate that the above items will require a significant amount of time and effort to achieve, and the Town would like to extend its gratitude in advance for volunteering your skills and expertise to these efforts.

While the items in this mandate letter remain the priority, your committee retains the ability to recommend to Council that additional areas of advice or responsibilities be added to your mandate should your committee feel they have the capacity to do so. Any additional responsibilities could be adopted provided they do not hinder your ability to achieve the primary goals outlined in this mandate letter and receive the endorsement of the majority of Town Council members.

We invite the 2025 chair of your advisory committee to acknowledge Town Council's direction to your committee, which will be posted publicly on the Town's website.

Sincerely,

Mayor, Town of Greater Napanee

Chair, Market Square Advisory Committee