

January 28, 2024

Members of the Municipal Heritage Committee

co/ STAFF MEMBER

99A Advance Avenue

Napanee, Ontario K7R 3Y5

Dear Members of the Municipal Heritage 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 the 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:

- **Market Square:** Provide recommendations and advice to the Market Square Advisory Committee to assist them in their efforts to make the interior of Greater Napanee's Town Hall a centre for community user groups by:
 - Recommending any historic elements that should be considered for preservation in the building renovations to ensure cultural heritage is preserved.
 - Recommend public education elements into the renovation design that will educate and inform residents about the history of the building and its cultural significance in the community.

- **Historical People and Places Registry:** Provide a list and accompanying explanations of Greater Napanee's most important historical sites and people that may not be currently known or have wide public awareness. The list, or registry, can be used to inform communications content and inform future programming opportunities for the Town. The committee can make use of the Town's community engagement platform, through its staff liaison, to include members of the broader community. Recommendations on how best to highlight Greater Napanee's

historical people, places and things to visitors and residents once the registry is completed are strongly encouraged.

- **Visual and Information Awareness of Greater Napanee's History:** Provide recommendations and advice to Council on ways in which it can incorporate known artefacts and images of historical significance in its heavily used facilities - specifically 99 Advance Avenue, Town Hall and the Best and Bash Centre - to expose residents and visitors to the history of Greater Napanee. Focus should prioritize spaces accessed by the public and efforts made to ensure a wide lens is used to explain Greater Napanee's history to ensure various groups and events are highlighted. In appreciating that a complete historical registry outlined in this mandate letter will take time to compile, it is anticipated that visual and information awareness recommendations will come forward in stages.
- **Act as the Primary Resource for the Town on Matters Related to Heritage:** In line with the Ontario Heritage Act, act as the primary resource for information and knowledge for Council, administration and the community on matters related to heritage planning and conservation, including but not limited to the conservation of cultural heritage resources, applications for repeal of designations, construction, alterations, and removal or demolition of heritage properties and matters relating to the conservation and designation of heritage properties and districts by the Ontario Heritage Act and other relevant plans, policies, regulations, guidelines and standards. It should be understood by the committee that such advice will be requested in writing from the Town Clerk after such advice has been specifically requested by members of Town Council.
- **Plan and Implement Culture Days Celebration:** Working with the Arts Advisory Committee, you are tasked with planning and delivering Greater Napanee's Culture Day event.

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 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, Municipal Heritage Advisory Committee