

January 28, 2024

Members of the Arts Advisory Committee

co/ STAFF MEMBER

99A Advance Avenue

Napanee, Ontario K7R 3Y5

Dear Members of the Arts 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:

- **Market Square – Town Hall Renovations and Use:** Provide recommendations and advice to the Market Square Advisory Committee to assist them in their efforts to make the interior of Greater Napanee's historic Town Hall a centre for the arts by:
 - Recommending definitions of artist and artist groups to the Market Square Advisory Committee that can be used to identify the types of groups eligible to use the space.
 - Recommending a list of amenities that would be desirable in a refurbished first floor of Town Hall that would support non-permanent artistic endeavours and events, including visual arts, live performances, crafting, production, growing of product etc. Wherever possible, identify the purpose of each amenity and how it would support the arts community's use of the space.
 - Recommending a cost structure for artists and art-related groups to use Town Hall for events, workshops, gatherings and/or productions and a rationale for cost recommendations. Wherever possible, provide examples of similar uses and cost structures in other municipalities.

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.

- **Market Square – Cultural Preservation:** Make recommendations to Council on the types of attractions and events the Town of Greater Napanee should look at encourage in Town Square based on the experiences of other municipalities who have successfully implemented a town square model that supports, in part, the arts community. Include examples of successful municipalities wherever possible in your recommendations and, if possible, background information on how those successes that were achieved.
- **Showcasing Local Artists:** Recommend to Town Council ways the Town of Greater Napanee can use its facilities to showcase the efforts of local artists in the community by making their work intermittently accessible to residents and visitors on an ongoing basis.
- **Culture Days:** Participate in the Town’s annual Culture Days event using Town facilities, including but not limited to Greater Napanee’s historic Town Hall, which will be overseen by the Municipal Heritage Committee.

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 receives 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, Arts Advisory Committee