

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

March 1, 2023

Councillor Dave Pinnell Jr.
Chair, Market Square Advisory Committee
c/o Annie Manion, Manager of Community Economic Development
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 following will inform Council's goals for your committee's work over this year:

- **124 John Street:** The revitalization of the Market House & Town Hall and the Market Square is a priority of this council. The work required to position the Market Square as the cultural hub of Greater Napanee will require the concerted effort of volunteers, businesses, Council, and Town staff. Your committee will explore options and make recommendations to Council regarding physical changes to the 124 John Street and the Market Square precinct.
- **Market House:** Your and your committee are uniquely positioned to identify the short-term and long-term changes to the main floor of 124 John Street. These changes will support a broad range of community activities as identified by the Downtown and Arts Advisory Committees. You are not limited to the interior of the building as Town Council desires the Market Square to become a venue that celebrates the diversity of talents through visual arts, live performances, crafting, production, or the growing of product.

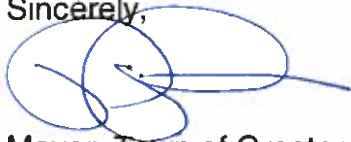
- **Council Chambers:** The second floor of 124 John Street will remain Council Chambers and the primary location for Council Members to engage with residents of Greater Napanee. Your committee will identify areas for improvement and recommend enhancements to Council.
- **Streetscape:** Town-owned infrastructure within the Market Square precinct will be enhanced during this term of Council. Your committee will explore opportunities to improve the aesthetic from both John and Centre streets. Working with the Downtown and Recreation Advisory Committees the Market Square will have a renewed focus concentrating on the original intent of the 1856 build.
- **Community Improvement Plan (CIP):** This Council is committed to encouraging improvements to buildings throughout the downtown and the municipality as a whole. As a starting point, your community is tasked with vetting and making recommendations from applications to a funded Market Square CIP.
- **Vendors' Market:** A sustainable vendors' market within the Market Square precinct is a desire of this Council. Your committee will seek partnerships for the establishment of a community-led for-profit selling opportunities in a defined area. Your committee will recognize that community-based non-profit activities/events recommended to Council by the Arts Advisory Committee will receive priority for space allocation.

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:



Date signed: May 15, 2023