

November 13, 2025

Members of the Recreation Advisory Committee
co/ STAFF MEMBER
99A Advance Avenue
Napane, Ontario K7R 3Y5

Dear Members of the Recreation Advisory Committee,

On behalf of Greater Napane 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 and 2026 fiscal year. In accordance with the direction given by Council on November 10, 2025, the mandate and membership of the Aquatics Committee will be temporarily folded into your Committee's work for the remainder of this term. This decision will be revisited by the next term of Council in early 2027.

- **Expanding Recreation Partnerships:** Appreciating that the Town may seek to expand its recreational partnerships at a future date when finances permit, you are asked to research and review available recreation partnership models in municipal governments in Canada. With an aim of providing recommendations that highlight concrete examples, priority should be given to examples where the municipality provides the infrastructure and a third party such as a business or not-for-profit organization provides the programming.
- **Recommending Incremental Investments in Infrastructure:** The Town is currently servicing a significant amount of recreational infrastructure, including an arena, community halls, and sports fields. You are asked to provide examples of affordable and cost-effective recommendations to enhance existing recreational infrastructure with a focus on smaller and affordable solutions to improve user

experience. It is recommended that user surveys be conducted through your staff liaison and that examples in place in other municipalities be included in your recommendations wherever possible.

- **Improving Water Access in Downtown Napanee:** Understanding that the downtown waterfront is one of Greater Napanee's greatest assets and already has permanent motorized boat facilities, you are asked to make recommendations on how to enhance access to the Downtown waterfront for recreational users with priority given to human-powered water sports. Consideration should be given to avoid wherever possible conflicting use between boaters using existing infrastructure and those engaging in non-motorized recreation.
- **Recommendations for Sporting Event Attraction:** Using the successes of other communities as a guide, you are asked to provide example-informed recommendations on the types of sporting and recreational events that the Town of Greater Napanee should be seeking to attract, at little or no cost to the Greater Napanee taxpayer. Consideration should be given to events and initiatives that do not require additional infrastructure and prioritize the use of existing recreational assets.
- **Outdoor Rinks as a Recreation Service:** Investigate the operational requirements for the Town of Greater Napanee to provide outdoor rinks as a recreation service and identify locations where this service would see the greatest use. Make recommendations to Council regarding your findings.
- **Exploring Aquatics-Related Opportunities Outside Greater Napanee:** Appreciating that Greater Napanee does not have its own aquatics centre, you are asked to explore opportunities to make aquatics-related opportunities available to Greater Napanee residents, including opportunities for swimming, non-powered boating and other opportunities to take advantage of both the built and natural environments. Preference should be given to opportunities that may consider the Town in an administrative capacity but not as the service-delivery agent. Liaising with the Recreation Advisory Committee on these efforts is strongly encouraged.
- **Exploring Third-Party Aquatics Service Delivery Models in Other Municipalities:** Understanding that the Town does currently have the fiscal capacity to add aquatics infrastructure at its own expense, you are asked to explore public-private

partnerships that have successfully occurred in other Canadian municipalities of 20,000 people or less that have resulted in the construction and operations of a municipal pool. Examples of municipalities under 20,000 people who have achieved the construction of a pool through third-party funding mechanisms and operations via public-private partnerships should be prioritized.

- **Exploring Third-Party Grants Available for Aquatics Recreation:** You are asked to explore available grants and their related criteria that the Town of Greater Napanee should consider in the development of aquatics programming and the development of its aquatics facility one day. Available grants by government and non-government agencies both locally and nationally should be explored with preference given to granting opportunities that do not require significant capital contributions from the Town of Greater Napanee.

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, Recreation Advisory Committee