

February 24, 2026

Members of the Trail Development Advisory Committee

co/ STAFF MEMBER

99A Advance Avenue

Napanee, Ontario K7R 3Y5

Dear Members of the Trail Development 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 and in carrying on the good work of the Ad Hoc Advisory Committee on Trails (Ad Hoc Committee).

Your mandate is a direct result of the recommendations made by the Ad Hoc Committee, and you are requested to provide informed advice to help the Town ensure its investments of time and money meet the broader needs of the community.

You are specifically requested to:

- Make recommendations as to what type of amenities (lighting, recreational equipment, benches, etc.) best support the development of in-Town trails, as detailed in the 2026 Budget.
- Make recommendations to Town Council on how best to promote the use of in-Town trails, including signage and promotional strategies used successfully by other communities.
- Should there be a request from Town Council through resolution, advise on plans to connect Greater Napanee to the Cataraquai Trail in Strathcona.

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

You are encouraged to research and seek the advice and experience 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.

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 2026 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, Trail Development Advisory Committee