



**TwoRivers
Gallery**

Two Rivers Gallery
725 Canada Games Way
Prince George BC
Canada V2L 5T1

February 1, 2020

Mayor and Council
City of Prince George
1100 Patricia Blvd
Prince George, BC
V2L 3V9

Dear Mayor and Council,

Two Rivers Gallery requests the following Resolution of Support to accompany our application to improve our Visitor services area and retail security and desk to Northern Development Initiative Trust for funding through the **Community Halls and Recreational Facilities** grant. A summary of the project is on the attached page.

"THAT the City of Prince George support Two Rivers Gallery's application to Northern Development's **Community Halls and Recreational Facilities** program for a grant of up to \$30,000.00 from the Prince George Regional Development Account to support the Visitor Services and Retail Upgrades.

Your support is requested in advance of the next NDIT Prince George Regional Advisory Committee meeting.

Sincerely,

Carolyn Holmes
Executive Director

Carolyn@tworiversgallery.ca, 250-614-7803



Visitor Services and Retail Upgrades

Two Rivers Gallery is committed to embracing inclusion and diversity throughout the organization. Through this project we will create a welcoming entrance lobby and front desk that is accessible for staff and clients of all needs. The upgrades will open up the lobby, creating a more functional reception area and linking the main desk to the Gallery Shop. This project will result in increased revenue through retail sales and facility rental income.

The improvements will include:

- Move the Visitor Services reception desk back towards the shop to open up the entrance and make it more welcoming for visitors and patrons
- Design and build a more welcoming Visitor Services reception desk that is accessible for staff and customers of all needs
 - Lower and accessible service counter on both sides
 - Includes storage space
 - Incorporates security monitor
 - Clear sight line to Gallery shop
- Design and build a functional desk/counter for Gallery shop
 - Lower and accessible service counter on both sides
 - Includes storage space
 - Clear sight line to Gallery shop
 - Service for wrapping
- Security gate so that the Gallery Shop can be closed during evening programs and event rentals