

CORPORATION OF THE CITY OF PORT COQUITLAM

PARKS & RECREATION COMMITTEE

A meeting of the Parks & Recreation Committee was held in the Committee Room at City Hall on January 10th, 1989 at 3:45 p.m.

In attendance were Alderman John Keryluk and Alderman George Laking.

Also in attendance was K. Janna Taylor, Parks & Recreation Director.

Item No. 1 1989 Fees & Charges

The committee reviewed the attached report from the Recreation Manager. There was general discussion around the necessity of maintaining or lowering the subsidy on the facilities. The Parks & Recreation Director indicated that in order to maintain the goal of existing subsidies and hopefully lowering them by 1%; that it would be necessary to adopt the proposed increases as outlined in Schedule "A".

Recommendation:

That the committee approve the proposed increases in Schedule "A" and that this be brought to Council for adoption.

Carried

Item No. 2 Kilmer House

The attached report was reviewed by the Parks & Recreation Committee. Discussion by committee members was around the issue of whether the Kilmer House was suitable for a community recreation facility or would it be more appropriate to sell the house.

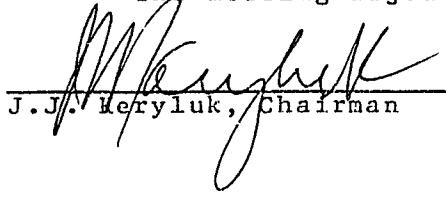
Recommendations:

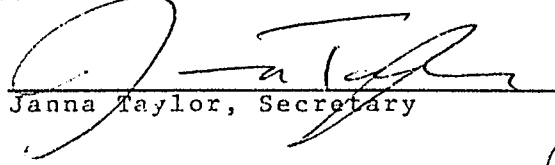
1. That the City of Port Coquitlam sell the Kilmer House with a heritage house designation.
2. That the City of Port Coquitlam explore the feasibility of building a fine arts centre.

Carried

ADJOURNMENT:

The meeting adjourned at 4:30 p.m.


J.J. Keryluk, Chairman


Janna Taylor, Secretary

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THE CORPORATION OF THE CITY OF FORT COQUITLAM

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COMMITTEE OF COUNCIL

TO: B.R. Kirk, City Administrator

FROM: K. Janna Taylor, Parks & Recreation Director

SUBJECT: 1989 Fees & Charges

Recommendation:

That the proposed rates in Schedule "A" be adopted for 1989.


Background & Comments:


If the Council adopts the proposed rates, as outlined in Schedule "A", the subsidy rates in our facilities will be reduced slightly.

As Council is aware, the Parks & Recreation Department has been attempting to reduce the subsidy rates on all our facilities. This reduction is being accomplished in several ways; a yearly increase in admission and rental rates, operating a more efficient maintenance program, concession revenues and program revenues.

Determining rates and admissions is always a difficult job due to the fact that we need to compare with other municipalities and sometimes these comparisons become difficult because we are not necessarily comparing apples to apples. Another difficulty is that of determining accurately what revenues we will generate; again there are so many variables; number of people attending, weather, and what is our competition from other communities.

Attached to this report are two reports from the Recreation Manager which supply further information as to what other communities are charging as well as an explanation as to the justification for the increases.


K. Janna Taylor,
Parks & Recreation Director



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SUBSIDY RATES

	1985	1986	1987	1988 est.	1989*
Hyde Creek	61%	60%	56%	56%	55%
Outdoor Pools	83%	82%	79%	76%	78%
PoCo Rec Centre	57%	57%	53%	56% (53%)	54% (51%)

Bracketed figures reflect recovery rates minus special maintenance items

* Please note that the 1989 proposed subsidy rate is based on the proposed recommended increases.


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Schedule A
1989 RENTAL RATES

Minor Hockey, Figure Skating, Ringette

	<u>Proposed Rates</u>	<u>1988 Rates</u>
Prime	32.50	(31.25)
Non-Prime	26.50	(24.00)

Junior B

Practices	44.00	(40.00)
Games	44.00	(40.00)

Commercial

Prime	87.50	(79.50)
Non-Prime	65.50	(59.75)

Dry-Floor User Rates

Minor Lacrosse	10.25	(9.25)
Intermediate Lacrosse	10.25	(9.25)
Junior B Lacrosse	12.50	(11.25)
Ball Hockey	22.00	(20.00)

Hyde Creek Pool Rental

Swim Team	19.25	(17.50)
Private Rental	30.00	(34.00) (up to 39 people)
plus		(50.50) (40-70 people)
staff		(68.00) (70+ people)

	<u>A</u> <u>Charges</u> <u>Waived</u>	<u>B</u> <u>Nominal</u> <u>Charge</u> <u>Prop. 1988</u>	<u>C</u> <u>Basic</u> <u>Charge</u> <u>Prop. 1988</u>	<u>D</u> <u>Commercial</u> <u>Charge</u> <u>Prop. 1988</u>
Arena Floor (Dry)	Free	33.50 (33.50)	67.00 (67.00)	100.50 (100.50)
Mabbett Room	Free	23.00 (22.50)	46.00 (45.50)	67.50 (68.00)
Young Room	Free	7.00 (6.50)	14.00 (13.50)	21.00 (20.00)
Gymnasium	Free	18.00 (17.00)	36.00 (34.50)	54.00 (51.50)
Lounge	Free	21.00 (20.00)	42.00 (40.50)	63.00 (60.50)
Meeting Rooms	Free	6.00 (5.50)	12.00 (11.00)	18.00 (16.50)
Work Rooms	Free	6.50 (6.00)	13.00 (12.00)	19.50 (18.00)
Terry Fox Library	Free	7.00 (6.50)	14.00 (13.50)	21.00 (20.00)
(meeting rooms)				
Kitchen Facility	Free	*21.00 (21.00)	-	-
		*per day		

1989 Public Admissions

	<u>Indoor</u> <u>Swimming</u> <u>Prop. 1988</u>	<u>Outdoor</u> <u>Swimming</u> <u>Prop. 1988</u>	<u>Skating</u> <u>Prop. 1988</u>
Tot	.75 (.75)	.50 (.50)	.75 (.75)
Child	1.00 (1.00)	.75 (.70)	1.00 (1.00)
Teen	1.50 (1.25)	1.00 (.90)	1.25 (1.25)
Adult	2.25 (2.00)	1.25 (1.25)	2.00 (2.00)
Senior	1.00 (1.00)	.75 (.70)	1.00 (1.00)
Family	4.00 (3.75)	n/a n/a	3.75 (3.75)
Book of 10 Tickets	15% (20%)	15% (20%)	15% (20%)

1989 Miscellaneous Charges

	<u>Prop.</u>	<u>1988</u>
Skate Rental	1.00	(1.00)
Helmet Rental	.25	(.25)
Lighted Fields	3.00/hr	(2.80/hr)
Beer Gardens	33.00	(30.00) per diamond per licensed day

** Prop. - 1989 Proposed Rates

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THE CORPORATION OF THE CITY OF PORT COQUITLAM

1983 01 10

MEMORANDUM TO: K. Janna Taylor, Parks & Recreation Director

MEMORANDUM FROM: Larry J. Wheeler, Recreation Manager

RE: 1989 Proposed Admission Rates & Rental Charges

Recommendation:

It is recommended that this report be accepted as information to be considered during discussions related to the 1989 Proposed Admission Rates & Rental Charges.

* * * * *


Purpose/Problem:

The purpose of this report is to provide information for consideration by the Parks & Recreation Committee during discussions related to the 1989 Proposed Admission Rates and Rental Charges.

History/Background

The Parks & Recreation Committee asked the department to analyze the implications of a 5% or 10% increase in admission rates. This request came as a result of a statement made in the fees and charges proposal "that fees and charges increases have generally been kept to 10% or below". This statement referenced the entire fees and charges document in general terms.

In more specific terms relative to pool admission rates; although the proposed increase varies for each target group (some being well over 10%), the overall proposed increase at Hyde Creek is approximately 6.5% and at the outdoor pools 5%.


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Although the fees and charges document and the budget are not prepared simultaneously, any increase or decrease in the admission rates does effect the subsidy rate. Over the last several years, the subsidy rates for the indoor pool have been declining (from 61% in 1985 to an estimated 56% in 1988). The 1989 budget proposes a subsidy of approximately 55%. This facilitates the department's objective of eventually reaching a subsidy level under 50% similar to what many indoor pool facilities in other communities have attained.

The trend is similar for the outdoor pools, with the subsidy rates declining from 82% in 1985 to an estimated 76% in 1988. However, outdoor pool returns are directly related to the weather therefore the 1989 budget proposes a subsidy of 78%. This maintains the department's objective of gradually reducing the subsidy rate and therefore our reliance on the tax base.

In summary, each budget is built with the objective of improving performance over the previous year.


Alternatives:

This is an information report and therefore contains no alternatives. It is anticipated that the information provided will facilitate further discussion.

Discussion/Justification:

Indoor Pool Admissions:

- * The subsidy rate in 1988 is estimated at 56%. The proposed 1989 budget allows for a subsidy of 55%, an improvement of 1%.
- * The proposed increase in admission rates varies from 9% to 20% depending on the target group. This was done to maintain some level of similarity in fee structures with other pools in the area. However, when reviewed as a whole the proposed increase averages 6.5%.
- * The 1989 wage increase for union staff equals 5%. Aquatic facilities are staff intensive.
- * In broad terms, this means that the proposed admission fee increases keeps the budget approximately 1% ahead of inflation. This 1% equals the reduction being proposed for the subsidy.


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* A reduction of 1% in the proposed admission charges would allow us to reduce the proposed adult rate by approximately \$.05 (to \$2.20) and the teen rate by \$.05 (to \$1.45). This would reduce our proposed revenue admissions by approximately \$450.00 and would increase our subsidy by approximately 1%. In summary, every 1% reduction in the proposed average increase in admission fees equals approximately a 1% increase in the subsidy rate and vice versa.

* It is also important to note that the comparative information from other communities, supplied in the fees and charges report, summarizes admission rates for 1988 or 1988/1989. Therefore, it can be anticipated that some of these rates may be going up in January or September/89.

Outdoor Pool Admissions:

* The subsidy rate in 1988 is estimated at 76%. The proposed 1989 budget allows for a subsidy of 78%. This proposed rate is an improvement of 1% over 1987.

Note:


In 1988, we enjoyed an ideal operating season. Some rainy periods which allowed us to save on staff costs and lots of hot, sunny days which attracted customers.

Therefore, the budget is always prepared with a moderate summer in mind.

* The proposed increase in admission rates varies from 0% to 11% depending on the target group. The range in fee structures has been proposed to stay in line with surrounding communities. However, when reviewed as a whole the proposed increase averages 5%.

* This proposed admission increase keeps our rates even with inflation. We are also projecting a small (+7%) additional increase in admission revenues as a result of innovative programming.

* It is also important to note that the comparative information from other communities, supplied in the fees and charges report, summarizes admission rates for 1988 or Fall 88/Winter 89. Therefore, it can be anticipated that some of these rates may be going up in January or September, 1989.


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Facility Rental Rates:

- * The Parks & Recreation Committee members should be made aware that many community organizations have been forewarned that rental rates could be increased by up to 10%

Summary/Conclusion:

The proposed fees and charges schedule was developed after thoroughly researching similar schedules in surrounding communities. It has been designed to start addressing some of the discrepancies that now exist while still being fair and reasonable. It has also been designed to minimize the effects of inflation and to continue to reduce our reliance on the tax base.

Larry J. Wheeler
Report Writer
Larry J. Wheeler

Director's Concurrence
K. Janna Taylor

RF
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THE CORPORATION OF THE CITY OF PORT COQUITLAM

1988 12 14

MEMORANDUM TO: K. Janna Taylor, Parks & Recreation Director

MEMORANDUM FROM: Larry J. Wheeler, Recreation Manager

RE: 1989 Proposed Admission Rates & Rental Charges

Recommendation:

It is recommended that the attached proposed schedule of admission rates and rental charges (Schedule A) be adopted and that a full review and revision of the existing fees and charges policy be conducted for presentation to Council in early 1989.


Purpose/Problem

The purpose of this report is to provide information and a recommendation for consideration by the Parks & Recreation Committee regarding a proposed schedule of admission rates and rental charges for 1989.

History/Background:

The schedule of admission rates and rental charges has in the past been reviewed and revised on an annual basis. My understanding is that the rates have been typically been adjusted by an amount roughly equal to inflation. In 1987, the rates were frozen at 1986 levels. For 1989, the proposed increases are not being related to inflation. This is to permit larger increases in areas where we have typically been lagging behind. However, in all cases, increases have been limited to a maximum of approximately 10%.

Attached (Schedule B) is a copy of the fees and charges policy adopted in 1983. The attached proposed schedule of Admission Rates and Rental Charges is consistent with the terms of this policy.


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Alternatives:

The Parks & Recreation Committee may choose to adopt, amend or reject the proposed schedule of admission rates and rental charges, prior to submitting a recommendation to City Council.


Intergovernmental Involvement:

The proposed schedule of admission rates and rental charges was prepared after having researched similar schedules in Port Moody, Coquitlam, Maple Ridge, Burnaby and New Westminster (Schedule C, D, and E).

Discussion/Justification:

The Parks & Recreation Committee should be aware of the following points of consideration when reviewing this proposed schedule:

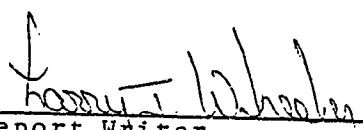
- * Although several areas are lagging well behind the market place, increases will be introduced gradually to try and minimize the impact on the users. (In most cases this increase has been kept to 10% or less).
- * The proposed schedule of admissions and rental charges is consistent with our efforts to reduce our reliance on the tax base.
- * The proposed schedule recognizes differing service levels available at different comparable facilities (i.e. although our service at Hyde Creek Pool is very good, it is recognized that swimmers with more for the additional opportunities).
- * In the past indoor swimming and skating admissions have always been the same. This year it is being proposed that some swimming admissions be increased. However, it is not desirable to increase public skating admission rates. As a result this changes our ticketing system. Therefore it is recommended that the proposed indoor swimming admission be modified effective July 1, 1989.

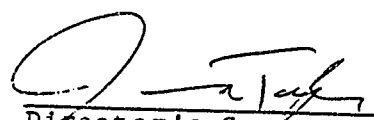

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- * The discount for 10 tickets is being reduced from 20% to 15% rounded to the nearest 25¢. Our objective is to eventually reduce this rate to 10%.
- * Although the percentage increases in most areas are not that great, (approximately 10%), the impact is the greatest in the areas where the highest dollar values are involved. Typically, these areas are the ones that need the most attention. However, the Parks & Recreation Committee may want to propose a two stage implementation (January 1, 1989 and July 1, 1989) to help soften the impact.
- * The proposed schedule of fees and charges should allow us to ensure that participants are still receiving "value for their recreation dollar" while increasing our share of "user revenues".
- * During the review process, it became very apparent that the fees and charges policy itself needs to be reviewed. The purpose of reviewing this policy would be to establish a consistent basis on which admission and rental schedules can be developed that is related to operating costs and recovery objectives.

Summary/Conclusion:

The attached fees and charges schedule was developed after thoroughly researching similar schedules in surrounding communities. It has been designed to start addressing some of the discrepancies that now exist while still being fair and reasonable. The 1989 Schedule is designed to ensure that participants will still feel that they are receiving a good value for their recreation dollar.


Report Writer
Larry J. Wheeler


Director's Concurrence
K. Janna Taylor


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BACKGROUND INFORMATION
Schedule B

Subject - Facility Rentals

Policy on Fees & Charges

1983

General Principles of Charging


For many years there was widespread acceptance of the view that public park and recreation services should be free, or almost free to all potential users. The rationale for this provision has been that recreation, like education is a basic human need and should be available to all. But as recreation facilities have become more elaborate and expensive and as the type of activities offered have become more diversified, a system of imposing charges to support these services is more important.

While the collection of a fee for service has become more and more acceptable, most agencies are of the opinion that basic services should still be free to the public. One writer says the following about fees and charges:

"I assume we all believe that there is considerable individual and public benefit from involvement in quality leisure experience. Hopefully, any service we provide can be construed as a quality experience; consequently, it would seem that we should be interested in as much participation as possible. Since a fee is undoubtedly a deterrent to exercising one's prerogative to participate, it would seem logical that a no-fee policy is the desirable level of charge. Some may argue that anyone can afford a small fee - the question is at what level does the small fee deprive even one individual from participating. Economists tell us that (in very simple terms) demand decreases as price increases".

A no-fee policy is considered ideal. However, it is not practical if we wish to continue to provide our present standard of service to the community. Bill Young, Parks & Recreation Director of Saanich, says this about fees and charges:

"That fees and charges be only established as a result of economic necessity and that establishing fees and charges for facilities and activities be done in a manner to enable and encourage maximum participation at the broadest economic levels."


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The Criteria for Charging

The question to be addressed now is not whether to charge, but instead, when to charge. The following points will provide the direction required.

1. Like education, health or safety, recreation is a basic human need and should be available to all.
2. The concept of public recreation as a municipal government function justifying tax support is based on the provision of basic services which can be enjoyed by the majority of the population.
3. Each financial policy should be reviewed in terms of its discriminatory effect on all segments of the population.
4. The kinds of services entailing a fee or charge should be reviewed periodically in terms of aims, objectives and long range planning of the department.
5. Children, senior citizens and others with little discretionary power relating to the payment of fees for recreation services, should have an opportunity to participate at little or no charge in certain basic activities.
6. Complete subsidy for leadership, supplies equipment and facilities would seriously limit the scope of recreation services regardless of the size of the budget.

Rate Structure for Room Rentals

A.	Charges Waived	Nil
B.	Nominal Rental Charge	50% of Basic
C.	Basic Charge	-
D.	Commercial	150% of Basic


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BACKGROUND INFORMATION
Schedule C
Public Admissions

Indoor Swimming Classification	Port Coquitlam		Market Comparison			
	1988	1989 Proposed	New West *	Coquitlam *	Port Moody *	Maple Ridge 1988 (1989)
Tot	.75	.75	n/a	n/a	-	1988 (1989)
Child	1.00	1.00	1.10	1.10	-	n/c under 3
Youth	1.25	1.50	1.75	1.65	-	1.30 (1.30)
Adult	2.00	2.25	2.75	2.35	-	1.55 (1.60)
Senior	1.00	1.00	1.10	1.10	-	2.40 (2.45)
Family	3.75	4.00	n/a	1.10 each	-	1.30 (1.30)
Books of 10	20%	15%	20%	20%	-	4.45 (4.55)
						1.10 ea 10%

Outdoor Swimming Classification	Port Coquitlam		Market Comparison			
	1988	1989 Proposed	New West *	Coquitlam *	Port Moody *	Maple Ridge 1988 (1989)
Tot	.50	.50	n/a	.70	.75	.85 (.85)
Child	.70	.75	.50	.65	1.10	1.10 (1.00)
Youth	.90	1.00	.75	1.25	1.50	1.60 (1.60)
Adult	1.25	1.25	1.00	.70	.75	.85 (.85)
Senior	.70	.75	.50	n/a	n/a	n/a (3.20)
Family	n/a	n/a	n/a	10%	20%	10% (10%)
Books of 10	20%	15%	20%	20%	-	10%
Books of 10	20%	15%	20%			

Public Skating Classification	Port Coquitlam		Market Comparison			
	1988	1989 Proposed	New West *	Coquitlam *	Port Moody *	Maple Ridge 1988 (1989)
Tot	.75	.75	1.00	1.00	.75	.85 (1.00)
Child	1.00	1.00	1.25	1.25	1.10	1.10 (1.25)
Youth	1.25	1.25	2.00	2.00	1.50	1.60 (2.00)
Adult	2.00	2.00	1.00	1.00	.75	.85 (1.00)
Senior	1.00	1.00	1.00 each	1.00 each	.70 each	3.20 (3.50)
Family	3.75	3.75	20%	10%	10%	20% (10%)
Books of 10	20%	15%				

* Fall 88/Winter 89 rates (These rates may increase Sept 89)

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BACKGROUND INFORMATION
Schedule D
Rental Rates

Classification	Port Coquitlam		Market Comparison			
	1988	1989 Proposed	New West	Coquitlam	Port Moody	Maple Ridge 1988 (1989)
Ice Rental						
Minor Hockey, Ringette & Figure Skat						
Prime	31.25	32.50	27.30-45.50	33.00	32.50*	25.65(31.50)
Non-prime	24.00	26.50	14.00	24.00	32.50*	25.65(31.50)
Junior B						
Practises	40.00	44.00	n/a	n/a	n/a	n/a
Games	40.00	44.00	n/a	n/a	n/a	n/a
Commercial						
Prime	79.50	87.50	91.00	87.50	92.50*	42.50/55.00
Non-prime	59.75	65.50	48.00/64.50	62.50	65.50*	(48.00/58.00)
Dry Floor User Rates						
Minor Lacrosse	9.25	10.25	13.00	12.00	10.00	19.35(23.50)
Int. Lacrosse	9.25	10.25	13.25/15-game	15.00	n/a	19.35(23.50)
Jr B Lacrosse	11.25	12.50	n/a	n/a	n/a	34.20(40.00)
Ball Hockey	20.00	22.00	15.50	30.00	23.00	34.20/48.00
door Pool Rental	17.50	19.25				(40.00/50.00)
Swim Team	34.00	37.50 plus	n/a	24.50	-	12.15
Private Rent	up to 39 people	staff costs		40.00 plus	-	38.00(41.00)
	50.50 40-70 people			staff costs		27.00
	68.00 70+ people					29.00 + staff cost

Port Moody is considering a 5% increase in ice rental rates for Sept 1989
* Fall 88/Winter 89 rates. May increase in Sept 1989

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BACKGROUND INFORMATION

Classification	Port Coquitlam		Market Comparison			
	1988	1989 Proposed	New West	Coquitlam	Port Moody	Maple Ridge
Nominal/Basic						
Arena Floor Dry**	33.50/67.00 (268) (536)	33.50/67.00	310 n/a day	25.00/35.00hr (300) (425)	280.00/day	25.50/hr
Habbett Room**	22.50/45.50 (180) (364)	23.00/46.00	295/420	40.00/80.00 (320) (560)	235/455	n/a
Young Room**	6.50/13.50 (52.02) (104)	7.00/14.00	210/300	24.00/45.00 (190) (330)	195/340	378/450
Lounge**	20.00/40.50	21.00/42.00	210/300	31.00/62.00 (190) (330)		
Assembly**	17.00/34.50 (136) (276)	18.00/36.00	295/420	40.00/80.00 (320) (560)	235/455	
Meeting Rooms**	5.50/11.00 (44) (88)	6.00/12.00	38.50/59.00	9.00/16.50 (66) (115)	80/120	
Work Rooms**	6.00/12.00 (48) (96)	5.50/13.00	38.50/59.00	9.00/16.50 (66) (115)	80/120	
Terry Fox Library	6.50/13.50 (52) (104)	7.00/14.00	38.50/59.00	9.00/16.50 (66) (115)	80/120	
Use of Kitchen	21.00	21.00				


** Fee Comparison is difficult to impossible due to the uniqueness of each facility. All comparisons are "best estimates"

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BACKGROUND INFORMATION

Schedule K
Miscellaneous Charges

Classification	Port Coquitlam		Market Comparison			
	1988	1989 Proposed	New West	Coquitlam	Port Moody	Maple Ridge
Skate Rental	1.00	1.00	1.25	1.50	1.30	1.25 (1.25)
Helm. Rentals	.25	.25	Free	.25	n/a	.30 (.30)
Light and Field	2.80/hr	3.00/hr	24.50 lights	25/hr		10/hr
Tournament (Bee Gardens)	30/day	33/day	\$61 licensed day	\$90 licensed day		
						1.30 + tax .35 + tax
						\$75 1st day \$50 2nd day


JAN 10 1989

THE CORPORATION OF THE CITY OF PORT COQUITLAM

1989 01 10

MEMORANDUM TO: Alderman J.J. Keryluk
Alderman G.R. Laking

MEMORANDUM FROM: K. Janna Taylor, Parks & Recreation Director

SUBJECT: Kilmer House

The issue of what to do with Kilmer House has been handed over to the Parks & Recreation Committee for discussion and recommendation back to council.


The report done by Toby Russell Buckwell & Partners estimates the total cost of refurbishing at \$227,250 (1988 dollars).

Presently the day care is housed in Kilmer House. We also have a letter from the Coquitlam Area Fine Arts Council as to how they would like to use Kilmer House as their "home". It would appear that the first decision to be made is what to do with the house.

Possible option:

- a) sell Kilmer House as is
- b) refurbish Kilmer House at a cost of \$227,250.
(please note money will also be required to be set aside for the outside landscaping)
- c) sell Kilmer House totally refurbished

There are no doubt other possible options.


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POSSIBLE OPTIONS FOR USE OF KILMER HOUSE

Option I

- a) turn building over to Coquitlam Area Fine Arts Council and evict Day Care

Under Parks & Recreation Department Auspices

Option II

- a) Day care remains in basement
- b) main floor to be utilized by Coquitlam Area Fine Arts Council
- c) upstairs to be used for offices by Coquitlam Area Fine Arts Council

Option III

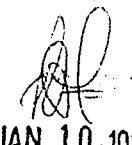
- a) day care utilize basement and main floor
- b) upstairs to be used for offices by Coquitlam Area Fine Arts Council

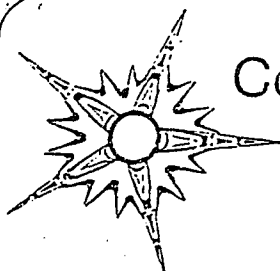
Option IV

- a) day care remains in basement
- b) Parks & Recreation department coordinate gallery on main floor and rental for workshops etc.
- c) upstairs to be utilized for Emergency Measures Coordination

There are obviously many combinations of the above options.

KJT/pg


JAN 10 1989



Coquitlam Area Fine Arts Council

Box 217, Port Coquitlam, B. C. V3C 3V7
(604) 931-8255

December 12, 1988

Mr. George Laking,
Port Coquitlam City Council,
2272 McAllister,
Port Coquitlam,
V3C 2A8

Dear Mr. Laking,

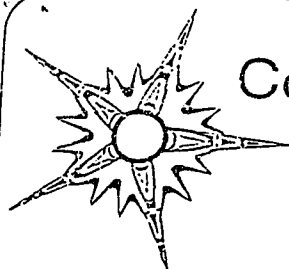
Further to my letter of November 10, 1988, Beulah Paugh and I were able to go and see Kilmer House and below are the ideas and recommendations we came up with. They are obviously not in detailed form at this point.

- A. Entrance way, main floor. Period furniture/old photos/quilts/costumes
- B. Room to left of entrance hall. Main gallery for hanging art work.
- C. Room to right of entrance hall. Secondary gallery space.
- D. Room to rear of Room C. Gallery shop - with archway through from room C.
- E. Kitchen to remain as partly kitchen/partly office for receiving work.
- F. Porch. Possible summer tea room.
- G. Basement. Workshop area for pottery group. Rehearsal space for amateur dramatic group. Meeting area for C.A.F.A.C. member groups. Storage space for same member groups.
- H. First floor bedrooms. Two smaller bedrooms for CAFAC offices. Bedroom with sink to be connected through to next bedroom would make fine classroom for art classes, costume construction or quilting gatherings. Storage space in existing storage area.

Apart from two areas (already mentioned) where we would like archways made to form two rooms into one, the only other structural consideration would be that in the rooms designated for gallery space, we would need substantial and attractive boarding totally

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covering in the window areas - both for additional hanging space and also to block out a large amount of daylight which is not good for artwork. The windows would remain exactly as they are and so there would be no change from the outward appearance. Electrical outlets around the house and correct lighting for the gallery rooms would also have to be taken into consideration.

Kilmer House is indeed a lovely house, with great potential for a centre of the arts. We look forward anxiously to hearing from you in the new year.

With all good wishes for the Christmas season.

Sincerely,

Gay Torlay
President

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