



**MINUTES**  
**Downtown Service Location Review Committee**

February 25, 2025  
3:30 pm  
Town Hall, Council Chambers  
175 Queen Street East, St. Marys

Committee Members Present: Mayor Strathdee  
Councillor Pridham  
John Hergel  
Andrea Macko  
Paul King  
Mary Smith  
Barbara Tuer

Staff Present: Brent Kittmer, Chief Administrative Officer  
Angela Brayham, Project Management Consultant  
Jenna McCartney, Clerk

**1. CALL TO ORDER**

The Chair called the meeting to order at 3:30 pm.

**2. DECLARATION OF PECUNIARY INTEREST**

None

**3. AMENDMENTS AND APPROVAL OF AGENDA**

**Moved By** Councillor Pridham

**Seconded By** Andrea Macko

**THAT** the February 25, 2025 Downtown Service Location Review Committee agenda be accepted as presented.

**CARRIED**

**4. ACCEPTANCE OF MINUTES**

**Moved By** Paul King

**Seconded By** Councillor Pridham

**THAT** the December 18, 2024 Downtown Service Location Review Committee meeting minutes be approved and signed by the Chair and the Secretary.

**CARRIED**

## **5. REPORTS**

### **5.1 ADMIN 07-2025 Downtown Service Location Review – Draft Space Needs Analysis**

Brent Kittmer presented ADMIN 07-2025 report. Angela Brayham provided an overview of the information provided.

The Committee made the following suggestions to staff regarding future design considerations:

- Second entrance/egress on first floor
- Enhance façade to be aesthetically pleasing
- Remove term “kiosk” from design chart
- Increase opportunity for natural light on first and second floor
- Could one wider, singular stairwell replace the need for two
- Reduce the amount of corridor space and incorporate into meeting room space
- Offer as many spaces as possible with high ceilings

The Committee was of the consensus of the following minor edits for space needs:

- No consideration for a black box room
- Consider including a sound proof room
- Consider adding a fourth smaller room on the second floor
- Consider merging the 175 sq ft meeting room and the 130 sq ft meeting room both located on the second floor

**Moved By** Andrea Macko

**Seconded By** Paul King

**THAT** ADMIN 07-2025 Downtown Service Location Review – Draft Space Needs Analysis report be received for discussion; and

**THAT** the Downtown Services Location Review Committee recommends the draft space needs assessment for 14 Church Street be referred to Council with minor edits made by the Committee at the February 25, 2025 meeting.

**CARRIED**

**6. UPCOMING MEETINGS**

Staff will take the Committee recommendation to Council in March. Once additional vetting is required of Committee members, staff will connect with the Committee.

**7. ADJOURNMENT**

**Moved By** John Hergel

**Seconded By** Paul King

**THAT** this meeting of the Downtown Service Location Review Committee be adjourned at 4:40pm.

**CARRIED**

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Mary Smith, Chair

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Brent Kittmer, Secretary