



Agenda

Downtown Service Location Review Committee

February 25, 2025

3:30 pm

Council Chambers, Town Hall

175 Queen Street East, St. Marys

YouTube Link - <https://www.youtube.com/channel/UCzuUpFqxcEI8OG-dOYKteFQ>

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**

RECOMMENDATION

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

4. **ACCEPTANCE OF MINUTES**

3

RECOMMENDATION

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

5. **REPORTS**

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

RECOMMENDATION

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 the following minor edits:

- (to be filled in at the meeting if only minor edits are identified)

OR

THAT the draft space needs assessment for 14 Church Street be referred back to staff and the project consultants to be updated with the following changes:

- (to be filled in at the meeting if material changes are identified)

6. UPCOMING MEETINGS

TBD - Future meetings will be at key milestones of the project.

7. ADJOURNMENT

RECOMMENDATION

THAT this meeting of the Downtown Service Location Review Committee be adjourned at _____ pm.



MINUTES
Downtown Service Location Review Committee

December 18, 2024
6:00 pm
Municipal Operations Centre
408 James Street South, 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

1. CALL TO ORDER

The Chair called the meeting to order at 6:06 pm.

2. DECLARATION OF PECUNIARY INTEREST

None.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Mayor Strathdee

Seconded By Andrea Macko

THAT the December 18, 2024 Downtown Service Location Review Committee agenda be accepted as presented.

CARRIED

4. ACCEPTANCE OF MINUTES

Moved By Councillor Pridham

Seconded By Paul King

THAT the March 15, 2023 Downtown Service Level Review Committee meeting minutes be approved and signed by the Chair and the Secretary.

5. REPORTS

5.1 ADMIN 70-2024 Downtown Service Location Review - Project Update and Review of "Use Matrix"

Brent Kittmer presented an overview of ADMIN 70-2024, provided the committee with an update on Council's scope change for the project, and Introduced Ms. Angela Brayham as the project manager for the Downtown Service Location Review.

Ms. Brayham and the committee provided a round of introductions.

Ms. Brayham facilitated a conversation by the committee to review the "Use Matrix" that has been summarized and developed from the project stakeholder engagement.

The following list contains the priority uses to be shared with A+ Link to be considered in the next stage of development.

14 Church Street

- Library – Programming Space (could be shared with gallery or other community uses)
- Library – Adult Learning Space (could be shared with other community uses)
- Library – Maker Space / Art Studio Space (needs to incorporate maker space equipment / machines tools and have space for 10 – 15 people in an art class)
- Library – Private Study Space (could also be used as smaller multi-purpose / shared space)
- Library – Friends of the Library (storage in basement for books and costumes)
- Library / Gallery – Small gift shop
- Multi-Purpose Space (50 people for Lectures, meetings, small events, black box theatre, music practice room, exhibition space)
- Outreach Space / Meeting Space (2 to 5 people)
- Tourist Information (Could function together with gallery front desk / visitor services or library information / reception desk)
- Art Gallery – dedicated professional gallery space but could also be used for lectures or events (approximately 1000 square feet)

- Local Art Display – Dedicated space not needed. Art Gallery could host occasional local artist exhibitions. Multi-purpose space could also be used as temporary / occasional gallery space for local artists. Upstairs hallway could be used for local gallery exhibitions.
- Gallery / library staff office (for 3 – 4 staff)
- Flexible Office Space that could also be used as Municipal Office Space on second floor
- General Storage in basement for tables, chairs, and other meeting / event supplies
- Gallery Storage in basement for ladders, plinths, etc.

5 James Street

- Off-site Museum Exhibition space
- Destination Commercial Retail Unit Space / Leasable Tenant Office Space or Entrepreneur Space
- Municipal Staff Offices

Brent Kittmer reviewed the next steps in the project.

5.2 Discuss Tour of 14 Church Street North

Committee members indicated a desire to have a tour of 5 James Street North, the Library, and 14 Church Street North. Brent Kittmer will send out a poll to book a tour in early January.

6. **UPCOMING MEETINGS**

Brent Kittmer advised the committee members that the next meeting is expected to take place in February 2025.

7. **ADJOURNMENT**

Moved By Barb Tuer

Seconded By Andrea Macko

THAT this meeting of the Downtown Service Location Review Committee be adjourned at 8:12 pm.

CARRIED

Mary Smith, Chair

Brent Kittmer, Secretary

FORMAL REPORT

To: Chair and Members of the Advisory Committee

Prepared by: Brent Kittmer, Chief Administrative Officer

Date of Meeting: 25 February 2025

Subject: **ADMIN 07-2025 Downtown Service Location Review – Draft Space Needs Analysis**

PURPOSE

The purpose of this report is to present the Committee with a draft space needs analysis for 14 Church Street. Ms. Brayham will facilitate a conversation by the Committee to collect feedback to determine what, if any, edits need to be made to the analysis.

If there are only minor changes to be made, the goal is for the Committee to make a recommendation for Council to consider the space needs analysis. In the event there are material changes, the analysis will be referred back to A+Link and staff for further review.

RECOMMENDATION

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 the following minor edits:

- (to be filled in at the meeting if only minor edits are identified)

OR

THAT the draft space needs assessment for 14 Church Street be referred back to staff and the project consultants to be updated with the following changes:

- (to be filled in at the meeting if material changes are identified)

REPORT

At the December 18, 2024 meeting, the Committee reviewed a summarized list of possible uses that could be located at either of 14 Church Street North, or 5 James Street North. The list represented the summary of ideas collected from the public and staff in 2023. Through the course of review and discussion, the following short-list was recommended by the Committee:

14 Church Street

- Library – Programming Space (could be shared with gallery or other community uses)
- Library – Adult Learning Space (could be shared with other community uses)
- Library – Maker Space / Art Studio Space (needs to incorporate maker space equipment / machines tools and have space for 10 – 15 people in an art class)
- Library – Private Study Space (could also be used as smaller multi-purpose / shared space)
- Library – Friends of the Library (storage in basement for books and costumes)
- Library / Gallery – Small gift shop
- Multi-Purpose Space (50 people for Lectures, meetings, small events, black box theatre, music practice room, exhibition space)
- Outreach Space / Meeting Space (2 to 5 people)
- Tourist Information (Could function together with gallery front desk / visitor services or library information / reception desk)
- Art Gallery – dedicated professional gallery space but could also be used for lectures or events (approximately 1000 square feet)
- Local Art Display – Dedicated space not needed. Art Gallery could host occasional local artist exhibitions. Multi-purpose space could also be used as temporary / occasional gallery space for local artists. Upstairs hallway could be used for local gallery exhibitions.
- Gallery / library staff office (for 3 – 4 staff)
- Flexible Office Space that could also be used as Municipal Office Space on second floor
- General Storage in basement for tables, chairs, and other meeting / event supplies
- Gallery Storage in basement for ladders, plinths, etc.

5 James Street

- Off-site Museum Exhibition space
- Destination Commercial Retail Unit Space / Leasable Tenant Office Space or Entrepreneur Space
- Municipal Staff Offices

Since December 18, Ms. Brayham has facilitated meetings with A+Link and the Town's internal staff team to discuss how these uses might be fit into either location. Very early in the process it became apparent that there simply isn't enough space for all the uses above to be fit into the available locations. It also became apparent that the space needs for 14 Church and 5 James are interconnected and cannot be decided simultaneously. To simplify the process, the focus has been on 14 Church Street with an understanding that the space needs and uses for 5 James Street will be easier to determine once decisions are made about 14 Church Street.

The product of these meetings has been the development of a refined and prioritized list of the uses for 14 Church Street. Ms. Brayham has developed a detailed explanation of the space needs analysis for 14 Church Street, and her memo is attached to this report. This document will serve as the basis of the Committee's discussion on February 25. Through the meeting Ms. Brayham and staff are seeking the Committee's input on the draft space needs analysis and thoughts on any edits or changes that may need to be made.

To help Committee members visualize the space, A+Link has developed very preliminary concept drawings of how the square footage allocations listed in Ms. Brayham's memo could fit into 14 Church Street. These concept drawings are provided simply to help the conceptual conversation move along and should not be confused as to what the space will look like in the future. Meaning, the Committee does not necessarily need to focus its efforts and discussion on moving walls, washrooms, storage closets, etc. Developing proper conceptual designs will happen in the next step of the project once Council has approved the space needs analysis that is recommended by the Committee.

Finally, although staff and the Committee's work at this point is conceptual, admittedly it is difficult for the conversation not to stray to discussing how the building will function on a day-to-day operating basis. Staff noted this in their meetings, and developed a list of assumptions (shown below) to help them move on in their conversation. These assumptions are shared in the event they are helpful to the Committee:

- Who will own and operate the building?
 - For now, it will be assumed that it is a Town facility, and that overall day-to-day management of the facility will be the responsibility of the Town.
- Will there be tenancies in the building?
 - It is assumed that there will be no formal tenancies or rental agreements with third-parties. All uses will be those with a direct relationship with the Town.
- What will the hours of operation be?
 - It is too early to make this determination, but it can be assumed that as a community hub, the facility will be open to accommodate peak times of public use (typically evenings and weekends). Weekday hours could be 11:00 am – 7:00 pm, 12:00 pm – 8:00 pm, etc. Weekends could be Saturdays, 10:00 am – 6:00 pm.
- How will uses be scheduled? Who will staff the building? How many more staff will be needed?
 - Again, it is too early to make this determination, but the working assumption is that staffing and scheduling uses will need to be very interconnected.
 - It is assumed that the building will be scheduled through the Town’s central booking using Guest Services.
 - It is further assumed that all key partners in the building (Library, Adult Learning, Community Outreach, Tourism, Gallery, external agencies) will be involved in developing a schedule that provides them with regular and predictable hours of use in the building.
 - Under this approach, the responsibility of staffing the building would fall to the partner who is using the building using their existing compliment. For example, if the Library was to offer regular programming on Wednesdays from 11:00 am – 3:00 pm, they would be responsible for staffing the building during that time.
 - This approach will allow for the staffing needs of the building to be minimized but not eliminated. Invariably there will be spots in the schedule that will need to be staffed by newly hired positions.

FINANCIAL IMPLICATIONS

None at this time.

SUMMARY

As noted, project staff and the consultants are seeking feedback and input on the draft space needs analysis for 14 Church Street.

If there are only minor changes to be made, the goal is for the Committee to make a recommendation for Council to consider the space needs analysis and this would occur on March 18.

In the event there are material changes, the analysis will be referred back to A+Link and staff for further review.

STRATEGIC PLAN

The Town has invested in a number of strategic and master planning documents that articulate a need for the Town to invest in space in the downtown core for strategic reasons. These include:

- 2017 Strategic Plan:
 - ➔ Identify vacant spaces to host entrepreneurs and create an inventory.
 - ➔ Use vacant space in the downtown for entrepreneurs.

- ➔ Create a shared service centre for new business and to support retention activities.
 - ➔ Seasonally, rent storefront space in the core for Tourism and Economic Development Staff.
 - ➔ Create a permanent tourism hub/office in central location.
 - ➔ Promote local theatre and arts in the core by making an investment in space and programming.
 - ➔ Investigate opportunities to invest in space in the core to further promote and expand local arts, culture, and theatre.
 - ➔ Research the possibility of introducing business incubator(s) as part of the industrial strategy, including potential partners, budget, utilizing existing facilities, governance model etc.
 - ➔ If feasible, create a policy and budget to launch a municipal incubator. Develop a sectorial focus for its activities.
- St. Marys Public Library Space Needs
 - The Library completed a space needs study in 2017 that concluded the 20-year space need projection is approximately 10,500 square feet.
 - Library Space needs were revisited in 2024 with a conclusion that within a 10-year planning horizon the Library would benefit from a minimum of an additional ~2,700 ft²

OTHERS CONSULTED

Angela Brayham, Project Manager

Mike Holt, A+Link

Staff Project Management Team

ATTACHMENTS

1. Draft Space Needs Assessment
2. Preliminary Conceptual Drawings

Downtown Service Location Review
Overview of Space Needs Discussion

February 20, 2025

For: DSLR Committee:

Prepared By: Angela Brayham

Based on feedback from the DSLR Committee (December 18, 2024), Town of St. Marys Senior Staff Team (January 22, 2025, January 30, 2025, February 6, 2025, and February 10, 2025), a site visit by the DSLR Committee (January 23, 2025), and a review of the Version 2 Space Needs Analysis prepared by Mike Holt, a + Link Architecture on January 24, 2025, we have developed the following draft recommendations / revisions to the Space Needs Analysis.

Feedback from the DSLR Committee and from Stakeholder interviews conducted as part of the Station Gallery Feasibility Study indicate that there is community desire for a downtown cultural & community hub that is accessible, and can be used and enjoyed by the community-at-large. There is general agreement that most, if not all, of the public spaces should be multi-purpose. At this point 14 Church Street North (14 Church) is to be planned as a Town of St. Marys owned and operated Cultural & Community Hub with partners, rather than tenants. With possible partners to include, but not limited to, St. Marys Public Library, the Station Gallery, Adult Learning, and other community groups that may wish to program activities in the space.

There has been an expressed need for low or no cost meeting space for community groups, as well as space for lectures, talks, readings, and small performances. It has been suggested that there is a desire for space for youth, seniors, and other community members to hang out, gather, meet, and feel welcome in the downtown core. It is well documented that Public Libraries are the last free and accessible indoor spaces where community members are welcome. To meet this need, libraries are constantly innovating and providing an increased level of non-traditional programming to meet changing community need. Maker Spaces have become an integral part of the programs that a library offers. As technology becomes increasingly important in understanding the world in which we live, Maker and Digital Spaces play a vital role in the exploration of technology and creativity and help the community develop skills in not just the use of technology but also in creative thinking. Maker Spaces also serve individuals, small businesses, and community groups by making 3-D and large-format printing, vinyl cutters, and other equipment available and affordable. Small office /meeting space is needed that will accommodate adult learning, community members, community organizations, and in the future possible municipal offices. As the multi-purpose space on the second floor of the library is available, it was not felt that a medium sized multi-purpose space was necessary at 14 Church.

The revisions below are an attempt to incorporate feedback received to-date within the available space in the 14 Church. While discussion during the January 30th staff meeting included the potential of keeping the gallery at 5 James Street and possibly the Maker Space in the library, these two functions have been included in this current 14 Church space needs plans as they are both in keeping with the creative spirit of the space, help identify it as cultural / community hub and will aid in the animation and active use of the space.

Main Floor

Main Floor - Circulation

- Vestibule 65 sq ft
- Lobby + Public Corridor 500 sq ft

▪ Reception Desk	80 sq ft
▪ Elevator	100 sq ft
▪ Stair #1	250 sq ft
▪ Stair #2	250 sq ft
<i>Total Circulation</i>	<i>1245 sq ft</i>
Main Floor – Programming / Public Space	
▪ Large Multi-Purpose Programming Space	700 sq ft
▪ Community Social Gathering Space	375 sq ft
▪ Art Gallery	650 sq ft
▪ Market Space	125 sq ft
▪ Served	150 sq ft
▪ Teen Collection Space	-
<i>Total Programming / Public Space</i>	<i>2000 sq ft</i>
Main Floor - Restrooms	
▪ Universal Washroom	100 sq ft
▪ Unisex Washroom	40 sq ft
▪ Unisex Washroom	40 sq ft
<i>Total Washrooms</i>	<i>180 sq ft</i>
Main Floor – General	
▪ Storage	75 sq ft
<i>Total General</i>	<i>75 sq ft</i>
Main Floor Total sq ft	3500 sq ft
Main Floor Available sq ft	3500 sq ft

Notes to Main Floor Space / Use Allocation:

- It was suggested that the Reception Desk, Market Space, Served and Lobby / Public Corridor be incorporated together with the Community Social Gathering Space creating a larger, more open, and welcoming space for the community to gather as well as allow for reduced staffing as one staff member could provide reception duties, sales in the gift shop / market space, handle tourism inquiries, supervise entry into the gallery, etc. Combining these uses into a open-concept space could potentially provide 1000 sq ft of public space allowing more possibilities for how the community can use this space and also provide a larger space for lectures, large meetings, or other events. Being able to utilize this space for events has the potential to provide rental income.
- The pros and cons of having the Library’s Teen Collection move to the 14 Church. While it would give youth another reason to hang out in the space, there are security and operational logistics in having part of the collection off-site. It was suggested that rather than move the Teen Collection to 14 Church, a kiosk similar to that at the PRC be incorporated into the Community Social Gathering Space. It was agreed that for now, dedicated space for the collection, will not be incorporated into 14 Church planning.
- As the future of the gallery has not been finalized, it is recommended that the “gallery space” be created as a defined space with fixed plywood backed drywall finished walls, additional electrical receptacles at baseboard level, and fitted for flexible gallery lighting, ceiling level projection capabilities and security system. As it will basically be a 650 sq ft box, if it is decided that the gallery will not be located in this space, it could be easily transformed into an additional multi-purpose room. Ideally the gallery would be located in an area without windows, so as to maximize wall space. The door / entrance way needs to be of sufficient size to be able to move large scale artwork safely.

- Storage is always an issue, especially in programming spaces, therefore it was recommended that lockable cabinetry be installed along one wall of the Large Multi-purpose room. It was also suggested that a possible movable wall be installed so that the space could be divided.
- Market space / gift shop to be used by gallery, Friends of the Library and possibly tourism for St. Marys branded items. A space for tourism brochures or local marketing material could also be incorporated into this space.
- A small general storage closet was requested to house basic maintenance supplies.

Second Floor

Second Floor – Circulation

▪ Public Corridor	600 sq ft
▪ Elevator	100 sq ft
▪ Stair #1	250 sq ft
▪ Stair #2	250 sq ft
<i>Total Circulation</i>	<i>1200 sq ft</i>

Second Floor - Programming / Public Space

▪ Maker Space / Art Studio Classroom Space	700 sq ft
▪ Adult Learning – Classroom / Shared Computer Lab	400 sq ft
▪ Adult Learning – Office Space (2 people)	150 sq ft
▪ Community Meeting Space (10 - 12 people)	250 sq ft
▪ Meeting / Study Space (2 – 4 people)	90 sq ft
▪ Meeting / Study Space (2 – 4 people)	90 sq ft
<i>Total Programming / Public Space</i>	<i>1680 sq ft</i>

Second Floor - Office Space

▪ Shared Open Office Space (3 – 4 people)	200 sq ft
▪ Municipal Office Space	100 sq ft
▪ Municipal Office Space	100 sq ft
▪ Municipal Office Space	100 sq ft
<i>Total Office Space</i>	<i>500 sq ft</i>

Second Floor Restroom

▪ Unisex Barrier Free Washroom	70 sq ft
<i>Total Restroom</i>	<i>70 sq ft</i>

Second Floor – General

▪ Storage	50 sq ft
<i>Total General</i>	<i>50 sq ft</i>

Second Floor Total sq ft **3500 sq ft**

Second Floor Available sq ft **3500 sq ft**

Notes to Second Floor Space / Use Allocation:

- Maker Space / Art Studio Space to include space for storage and workspace for maker space equipment to include: large format printer, 3-D printer, vinyl cutter, 2 x sewing machines, sewing serger, printing press, and computer station in addition to a sink, easels, tables and chairs for 10 to 15 adults. This space will be used jointly by the library, art gallery, and other artists or community groups wanting to hold art classes or creative workshops.
- Adult Learning Classroom space to be used as a digital / computer lab when not being used by adult learning participants. Suggested size to accommodate 6 to 10 computer stations.
- Adult Learning study space to be shared jointly with general small study / meeting space
- Shared Open Office space to be used by Gallery, Tourism, or others needing permanent / temporary office space in the building. Could possibly be combined with Adult Learning office space as long as security for confidential files is maintained.

- Corridor walls to be used for display of local artists work as well as a bookshelf system for display / sale of books by Friends of the Library
- While no designated staff lunch room has been included, it is assumed that staff can use the servery and various meeting rooms or other public spaces if they wish to get away from their desk.
- A small general storage closet has been added for basic maintenance supplies.

Basement

Basement – Circulation

▪ Public Corridor	600 sq ft
▪ Elevator	100 sq ft
▪ Stair #1	250 sq ft
▪ Stair #2	250 sq ft
<i>Total Circulation</i>	<i>1200 sq ft</i>

Basement – Programming Space

▪ Friends of the Library – Processing / Work Space	400 sq ft
▪ Friends of the Library – Storage	250 sq ft
▪ Gallery – Storage / Work Space	400 sq ft
<i>Total Programming Space</i>	<i>1050 sq ft</i>

Basement Support Space

▪ General Storage	500 sq ft
▪ Janitor Room	150 sq ft
▪ Mechanical & Electrical Room	500 sq ft
▪ Elevator Machine Room	100 sq ft
<i>Total Support Space</i>	<i>1250 sq ft</i>

Basement Total sq ft **3500 sq ft**

Basement Available sq ft **3500 sq ft**

While decisions surrounding staffing are still somewhat premature at this point, this was discussed during the staff team meetings. As with staffing decisions, the hours of operation have not been determined, however, it was suggested that 14 Church needs to be open when the public is available to use the space. Therefore, it would need to be open evenings and weekends, not typical Town office hours. The library is currently open 10:30 – 8:00 Monday to Thursday, 10:30 – 5:00 Friday and 10:00 – 1:00 Saturday. The Old Post Office / Idea Exchange in Cambridge is open 10:00 – 8:30 Tuesday to Thursday, 10:00 – 5:30 Monday and Friday, 9:30 – 5:30 Saturday and 1:00 – 5:00 Sunday. A final decision on hours will depend on programming offered, however, it is assumed that the building will be open evening and weekend hours.

Minimum staffing needs were suggested as:

- one .5 FTE building / maintenance person for general cleaning and maintenance
- one to two FTE to cover front desk / reception / security / tourism. The idea would be that a front desk staff member would be available to welcome, direct, and provide information to visitors to the building during regular building hours. This position could be a combination of full and part-time hours.
- one to two FTE in Maker Space. The Maker Space needs to have someone available to supervise and assist makers during open hours. To minimize staffing costs, it was suggested that the gallery curator could have a workstation in the Maker Space. As curators also need to be off-site for occasional meetings with artists and when installing exhibitions a second part or full-time staff member would be needed for this space to help cover evening and weekends and when the curator needs to be off-site.

- Adult Learning currently have 2 FTE staff, however, their time is dedicated to working with clients / participants of their program, so they will not be available to assist with overall building staffing. 1

The Space Needs discussion has focused primarily on 14 Church. It is still undecided as to the best use for the Station at 5 James Street North. If the gallery were to relocate to 14 Church, the St. Marys Museum would possibly be interested in using the lobby / gallery space to install a panel based exhibition. This would be an unsupervised / staffed exhibition space. The museum would not put any artifacts or original work in this space. If the gallery were to stay at 5 James, it would require some updates / minor reconfiguration of the space to allow for better functioning. The main challenges in repurposing the Station are: limited parking, necessitated co-use of the main lobby space with the VIA ticket office and passenger waiting room, physical size, proximity to active train track, and somewhat hidden location. The most common uses for old train stations are: visitor centre, gallery or museum, coffee shop, community meeting room, event space, gift shop, craft brewery, or co-working space.

SPACE NEEDS ANALYSIS

ST. MARYS DOWNTOWN SERVICE MASTER PLAN

Project Address: 14 Church Street, St. Marys, Ontario & 5 James Street, St. Marys, Ontario

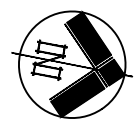
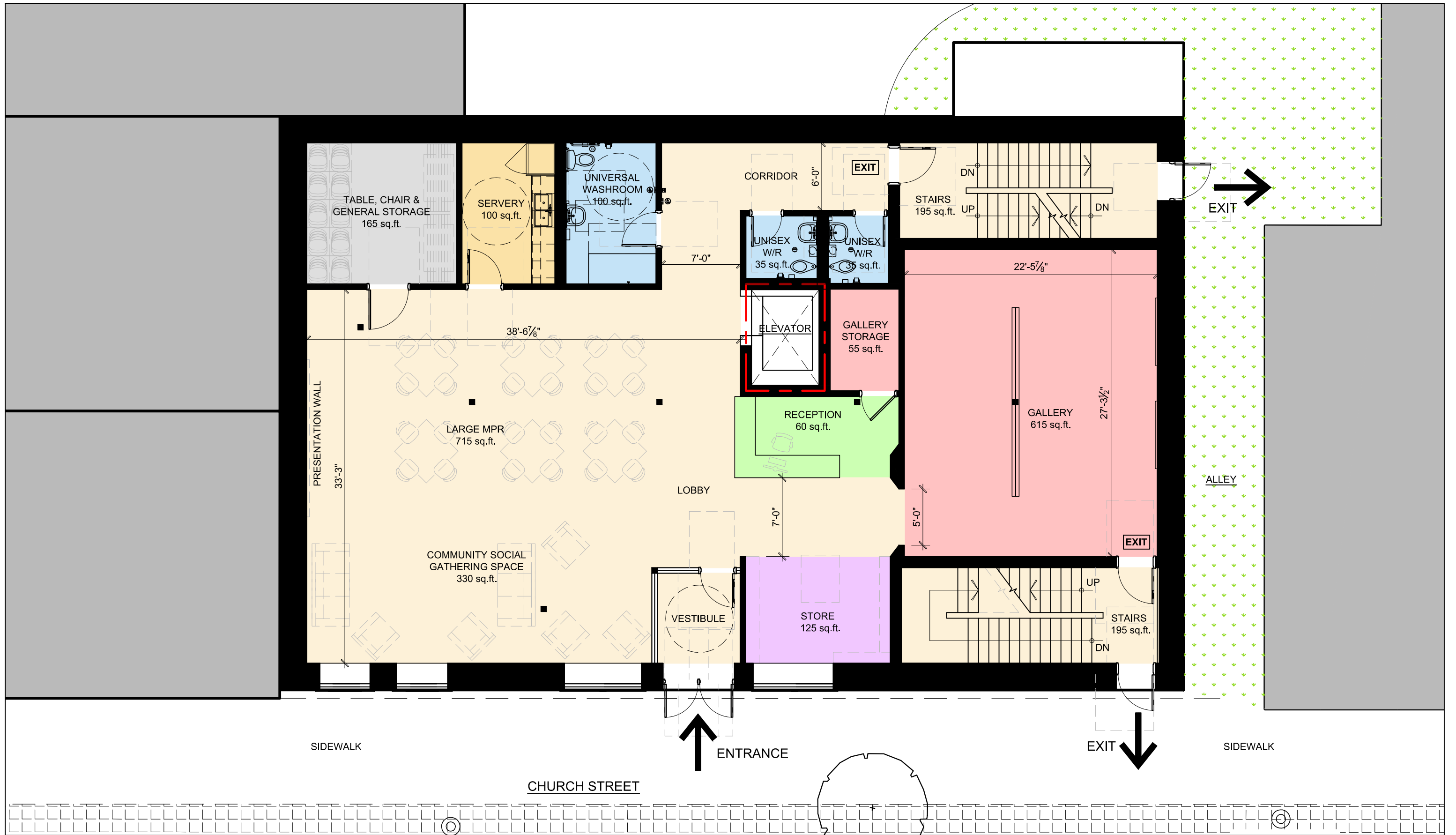
a+LINK Project #: 2241

BUILDING NAME	FLOOR	DIVISION / DEPT. NAME	ROOM / AREA NAME	AREA (sq.ft.)	DRAFT REVISED AREA	AREA (m2)	NOTES / COMMENTS / SPECIAL FEATURES	ADJACENCY / PROXIMITY	OCCUPANCY / CAPACITY
14 CHURCH STREET									
CHURCH STREET	1ST	CIRCULATION	VESTIBULE	65.00	65.00	6.04	<ul style="list-style-type: none"> Main Entrance - At Existing Double Doors <ul style="list-style-type: none"> Principal Entrance Fire Fighters' Entrance Barrier-free Entrance = B/F Operator Bright, Welcoming How would Client like to Control / Secure the Entrance? 	EXTERIOR LOBBY	
CHURCH STREET	1ST	CIRCULATION	LOBBY + PUBLIC CORRIDOR	500.00	500.00	46.45	<ul style="list-style-type: none"> Access to Elevator Access to Stairs - Exit Through the Lobby Access to the Universal B/F Washroom & Washrooms <ul style="list-style-type: none"> For Public Use Connected to Public Corridor Fire Separation between Tenants 	VESTIBULE RECEPTION	
CHURCH STREET	1ST	CIRCULATION	RECEPTION DESK VISITOR SERVICES	80.00	80.00	7.43	<ul style="list-style-type: none"> 1 PERSON Desk / Workstation / Computer Built-in millwork Centrally Located to Serve - TOURISM, LIBRARY, GALLERY Welcome and Security Point Integrated into Lobby? 	LOBBY LIBRARY GALLERY	1
CHURCH STREET	1ST	GALLERY	GALLERY SPACE	650.00	650.00	60.39	<ul style="list-style-type: none"> 59 PEOPLE Dedicated professional gallery space but could also be used for lectures or events (approx. 1000 sq ft) Main Floor Performance Space? Therefore, this needs to be a proper gallery exhibition space which is open to and accessible to the public and can host a variety of art media including sculpture and media art. Walls need to be plywood and drywall construction to support various media, it would need to be wired to accommodate ceiling projectors, have flexible gallery lighting, and receptacles along the baseboard. While some lectures and events could be accommodated in this space, it is not a multi-purpose / programming space. It is still up in the air as to who would operate this space. More than 60 People = 2 Exits Required 		59
CHURCH STREET	1ST	GATHERING	COMMUNITY SOCIAL GATHERING SPACE	250.00	375.00	23.23	<ul style="list-style-type: none"> 30 PEOPLE Library / Community – Socializing / Seating Area Small tables and chairs, sofas, etc. The Library currently has 20 to 30 students who hang out at the library every day at noon There is no social gathering space in the downtown core that is not a private business. Integrated into Lobby - Using the Leftover Space 	LOBBY	30
CHURCH STREET	1ST	LIBRARY	COLLECTIONS - TEEN	200.00	-	18.58	<ul style="list-style-type: none"> Relocation of Teen Collection from Library 5 to 6 Bays of Books Staff recommendation to use a kiosk 		

CHURCH STREET	1ST	MARKET SPACE	MARKET SPACE / GIFT SHOP	150.00	125.00	13.94	<ul style="list-style-type: none"> • Currently the gallery has a small gift shop adjacent to but separate from the gallery / exhibition space. • This is important as it has the potential to bring in earned revenue. • The library and friends of the library have also indicated that a small gift shop is desirable. • A combined gallery / library gift shop could be located adjacent to a front desk. 		
CHURCH STREET	1ST	MEETING SPACE	MEETING / STUDY SPACE (SMALL)	80.00	-	7.43	<ul style="list-style-type: none"> • 2-4 PEOPLE • Small Pod / Outreach Space / Meeting Space / Private Study Area (3 to 4 small offices preferably with glass front walls to accommodate 2 to 10 people for private or small group study, small meetings, gaming, music room, etc.) • Table and Chairs 	LARGE MULTI-PURPOSE ROOM	4
CHURCH STREET	1ST	MEETING SPACE	MEETING / STUDY SPACE (SMALL)	80.00	90.00	7.43	<ul style="list-style-type: none"> • 2-4 PEOPLE • Table and Chairs 	LARGE MULTI-PURPOSE ROOM	4
CHURCH STREET	1ST	MEETING SPACE	MEETING / STUDY SPACE (SMALL)	80.00	90.00	7.43	<ul style="list-style-type: none"> • 2-4 PEOPLE • Table and Chairs 		4
CHURCH STREET	1ST	MEETING SPACE	MEETING / STUDY SPACE (LARGE)	180.00	250.00	16.72	<ul style="list-style-type: none"> • 10 - 15 PEOPLE • Table and Chairs 		10
CHURCH STREET	1ST	PROGRAMMING SPACE	LARGE MULTI-PURPOSE ROOM	700.00	700.00	65.03	<ul style="list-style-type: none"> • 59 PEOPLE • Large multi-purpose space to accommodate 40 – 59 individuals seated. • This would be used for; <ul style="list-style-type: none"> • Speaker series • Friends of the Library Series • Movie Series • Be available for other non-profit groups; <ul style="list-style-type: none"> • The Gallery • Community meetings, lectures, small events • Potential black box theatre • Performance Space • A/V Ready • Secure Space - Lockable 	LOBBY	59
CHURCH STREET	1ST	PROGRAMMING SPACE	MEDIUM MULTI-PURPOSE ROOM	400.00	-	37.16	<ul style="list-style-type: none"> • 40 PEOPLE • Medium multi-purpose space to accommodate 15 to 30 individuals seated. • This would be used for; <ul style="list-style-type: none"> • Early On Program • Literacy program • After School program • Dungeon & Dragon Group • Be available for other non-profit groups; <ul style="list-style-type: none"> • The Gallery • Community meetings, lectures, small events • A/V Ready • Secure Space - Lockable 		30
CHURCH STREET	1ST	SERVERY	SERVERY	150.00	150.00	13.94	<ul style="list-style-type: none"> • Small Kitchen • Millwork Cabinetry • Sink, Dishwasher, Refrigerator • Used for Events • Used for Staff 		

CHURCH STREET	1ST	STORAGE	GENERAL STORAGE		75.00				
CHURCH STREET	1ST	VERTICAL CIRCULATION	ELEVATOR FIRST FLOOR	100.00	100.00	9.29	<ul style="list-style-type: none"> Elevator Area - First Floor • Fire Separation 	LOBBY	
CHURCH STREET	1ST	VERTICAL CIRCULATION	STAIRS #1 FIRST FLOOR	250.00	250.00	23.23	<ul style="list-style-type: none"> Stair #1 - First Floor • Fire Separation 	EXTERIOR LOBBY	
CHURCH STREET	1ST	VERTICAL CIRCULATION	STAIRS #2 FIRST FLOOR	250.00	250.00	23.23	<ul style="list-style-type: none"> Stair #2 - First Floor • Fire Separation 	EXTERIOR	
CHURCH STREET	1ST	WASHROOMS	UNIVERSAL WASHROOM	100.00	100.00	9.29	<ul style="list-style-type: none"> All Gender - Barrier-free • 1 Sink + 1 Toilet • B/F Operator • Space for Adult Change Table 		
CHURCH STREET	1ST	WASHROOMS	UNISEX WASHROOM	40.00	40.00	3.72	<ul style="list-style-type: none"> All Gender • 1 Sink + 1 Toilet 		
CHURCH STREET	1ST	WASHROOMS	UNISEX WASHROOM	40.00	40.00	3.72	<ul style="list-style-type: none"> All Gender • 1 Sink + 1 Toilet 		
CHURCH STREET	2ND	ADULT LEARNING	CLASSROOM / Computer Lab	300.00	400.00	27.87	<ul style="list-style-type: none"> • 6 PEOPLE • 6 Workstations with Computers and Bookshelves • Printer / Photocopier 	ADULT LEARNING SPACE - SHARED OFFICE	8
CHURCH STREET	2ND	ADULT LEARNING	SHARED OFFICE	120.00	150.00	11.15	<ul style="list-style-type: none"> • 1.2 PEOPLE • Shared Office Space for 2 educators • 2 Workstations with Computers • Small seating / meeting area (table and 2 chairs, or small loveseat / table / chair) 	ADULT LEARNING SPACE - CLASSROOM	2
CHURCH STREET	2ND	CIRCULATION	PUBLIC CORRIDOR	600.00	600.00	55.74			
CHURCH STREET	2ND	MAKER SPACE	MAKER SPACE	400.00	700.00	37.16	<ul style="list-style-type: none"> • 10 to 15 PEOPLE • Maker Space / Art Studio Space • Incorporate maker space equipment / machines / tools plus • Ample space to create • Have space for 10 – 15 people in an art class • Ideally on the Main Floor • Millwork Storage + Countertops • Sink 		15
CHURCH STREET	2ND	OFFICES	SHARED STAFF OFFICES Gallery & Tourism	200.00	200.00	18.58	<ul style="list-style-type: none"> • 3 to 4 PERSON • Gallery / Tourism Staff Office • 3-4 Workstations • Enclosed Shared Office 	TOWN & GALLERY	4
CHURCH STREET	2ND	OFFICES	MUNICIPAL / TENANT OFFICE	100.00	100.00	9.29	<ul style="list-style-type: none"> • 1 PERSON • 1 Workstation 		1
CHURCH STREET	2ND	OFFICES	MUNICIPAL / TENANT OFFICE	100.00	100.00	9.29	<ul style="list-style-type: none"> • 1 PERSON • 1 Workstation 		1
CHURCH STREET	2ND	OFFICES	MUNICIPAL / TENANT OFFICE	100.00	100.00	9.29	<ul style="list-style-type: none"> • 1 PERSON • 1 Workstation 		1
CHURCH STREET	2ND	STORAGE	GENERAL STORAGE		50.00				

CHURCH STREET	2ND	VERTICAL CIRCULATION	ELEVATOR SECOND FLOOR	100.00	100.00	9.29	<ul style="list-style-type: none"> Elevator Area - Second Floor Potential Head Room implications for Hoist Beam at 2nd Floor? • Fire Separation 		
CHURCH STREET	2ND	VERTICAL CIRCULATION	STAIRS #1 SECOND FLOOR	250.00	250.00	23.23	<ul style="list-style-type: none"> Stair #1 - Second Floor • Fire Separation 		
CHURCH STREET	2ND	VERTICAL CIRCULATION	STAIRS #2 SECOND FLOOR	250.00	250.00	23.23	<ul style="list-style-type: none"> Stair #2 - Second Floor • Fire Separation 		
CHURCH STREET	2ND	WASHROOMS	UNISEX B/F WASHROOM	70.00	70.00	6.50	<ul style="list-style-type: none"> All Gender - Barrier-free • 1 Sink + 1 Toilet • B/F Operator 		
CHURCH STREET	BASEMENT	CIRCULATION	PUBLIC CORRIDOR	600.00	600.00	55.74			
CHURCH STREET	BASEMENT	FRIENDS OF THE LIBRARY	STORAGE	200.00	250.00	18.58	<ul style="list-style-type: none"> Storage in Basement - F2 Occupancy • Room for storage of Books. 	LIBRARY	
CHURCH STREET	BASEMENT	FRIENDS OF THE LIBRARY	PROCESSING	400.00	400.00	37.16	<ul style="list-style-type: none"> • Room for Receiving, Sorting and Packing 	LIBRARY	
CHURCH STREET	BASEMENT	STORAGE	GENERAL STORAGE	250.00	500.00	23.23	<ul style="list-style-type: none"> • General Storage for tables, chairs, and other meeting / event supplies • 100 Chairs • 20 Tables • A/V Storage 		
CHURCH STREET	BASEMENT	STORAGE	GALLERY STORAGE	250.00	400.00	23.23	<ul style="list-style-type: none"> • Gallery Storage in basement for ladders, plinths, etc. 		
CHURCH STREET	BASEMENT	SUPPORT SPACE	JANITOR ROOM	80.00	150.00	7.43	<ul style="list-style-type: none"> • Mop Sink • Cleaning Supplies • Fire Separation 		
CHURCH STREET	BASEMENT	SUPPORT SPACE	MECHANICAL & ELECTRICAL ROOM	500.00	500.00	46.45	<ul style="list-style-type: none"> • Furnace System? • Electrical Service, Disconnect and Panels • Communication Panel • Plumbing Systems, Water Meter • Boilers • A/C Units at Exterior? 		
CHURCH STREET	BASEMENT	VERTICAL CIRCULATION	ELEVATOR BASEMENT FLOOR	100.00	100.00	9.29	<ul style="list-style-type: none"> Elevator Area - Basement • Elevator is recommended, particularly due to Book Weight • Pit below Basement. Waterproofing • Adjacent to Machine Room in Basement • Fire Separation 		
CHURCH STREET	BASEMENT	VERTICAL CIRCULATION	ELEVATOR MACHINE ROOM	100.00	100.00	9.29	<ul style="list-style-type: none"> • Sump • Fire Separation 		
CHURCH STREET	BASEMENT	VERTICAL CIRCULATION	STAIRS #1 BASEMENT FLOOR	250.00	250.00	23.23	<ul style="list-style-type: none"> Stair #1 - Basement • Fire Separation 		
CHURCH STREET	BASEMENT	VERTICAL CIRCULATION	STAIRS #2 BASEMENT FLOOR	250.00	250.00	23.23	<ul style="list-style-type: none"> Stair #2 - Basement • Fire Separation 		



DATE: 2025-02-21

SCALE: 1/8"=1'-0"

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14 Church Street, St. Mary's, Ontario
Concept Plan
Ground Level

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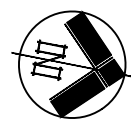


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SK1-1



CHURCH STREET



DATE: 2025-02-21

SCALE: 1/8"=1'-0"

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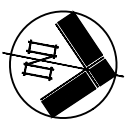
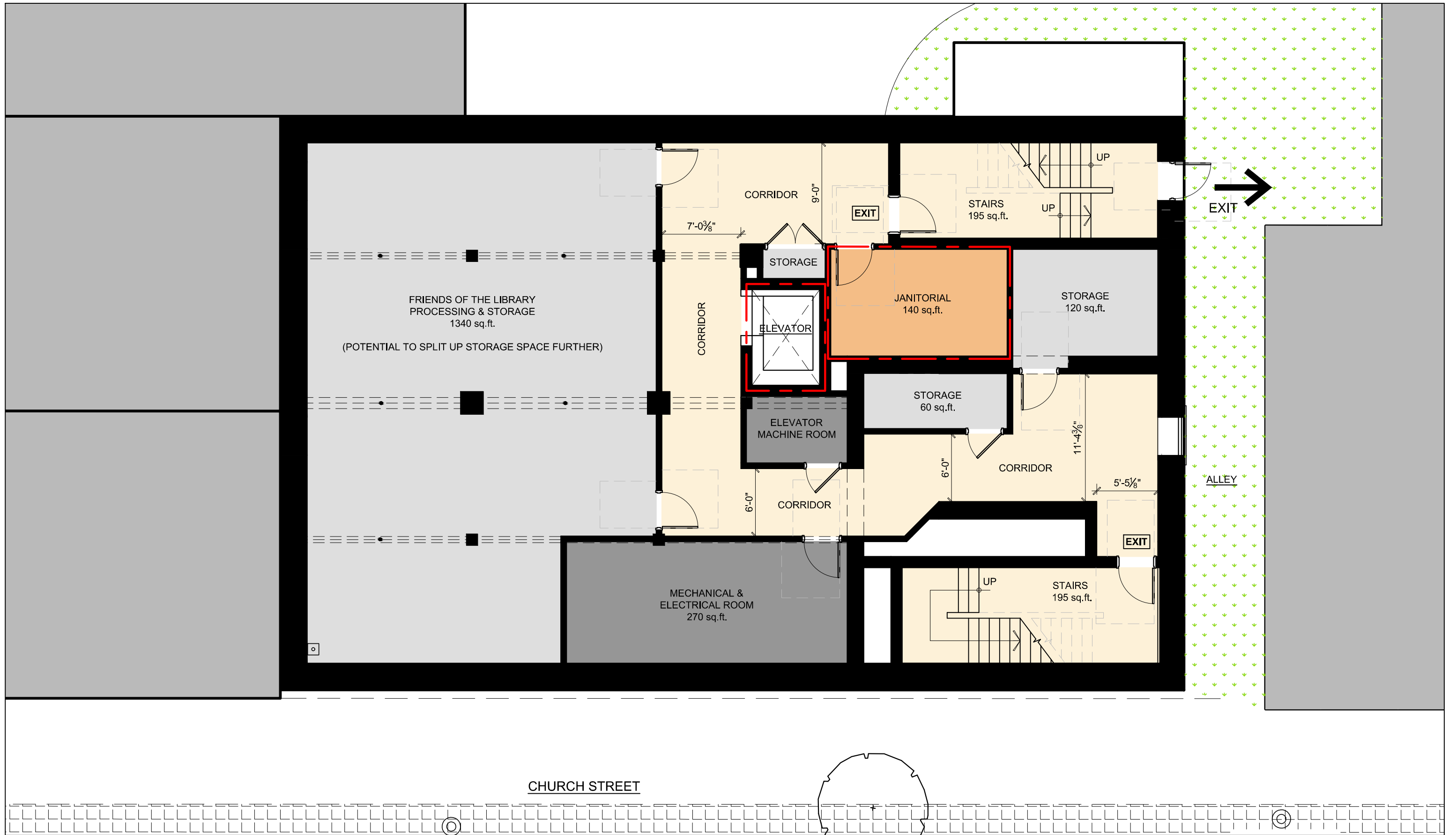
14 Church Street, St. Mary's, Ontario
Concept Plan
Second Level

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SK1-2



DATE: 2025-02-21
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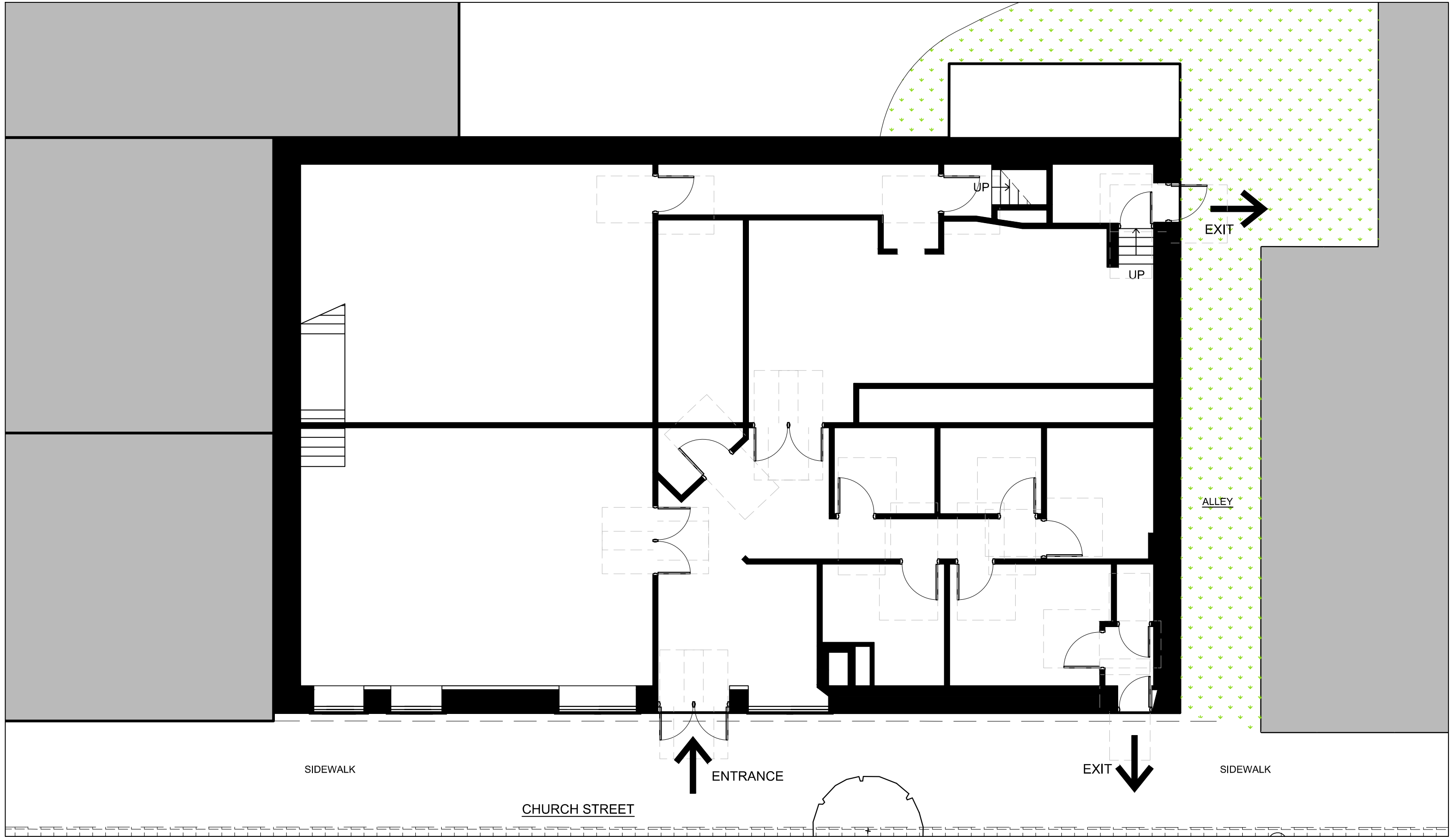
14 Church Street, St. Mary's, Ontario
Concept Plan
Basement Level

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SK1-3



SIDEWALK

CHURCH STREET

ENTRANCE ↑

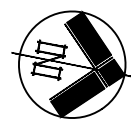
EXIT ↓ SIDEWALK

EXIT →

ALLEY

UP

UP



DATE: 2025-02-21

SCALE: 1/8"=1'-0"

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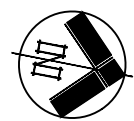
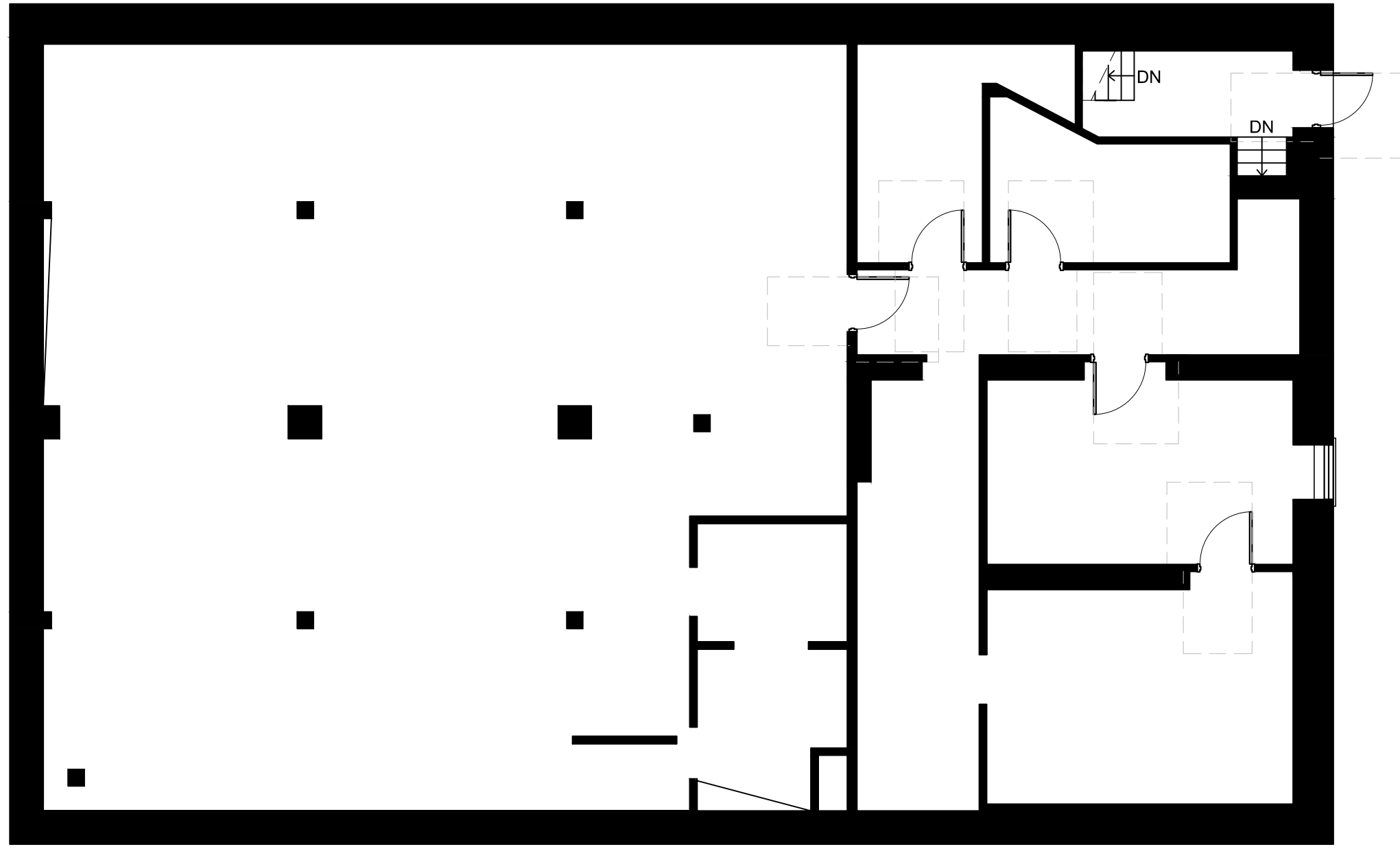
14 Church Street, St. Mary's, Ontario
Existing Plan
Ground Level

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EX1-1



DATE: 2025-02-21

SCALE: 1/8"=1'-0"

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14 Church Street, St. Mary's, Ontario
Existing Plan
Basement Level

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EX1-2