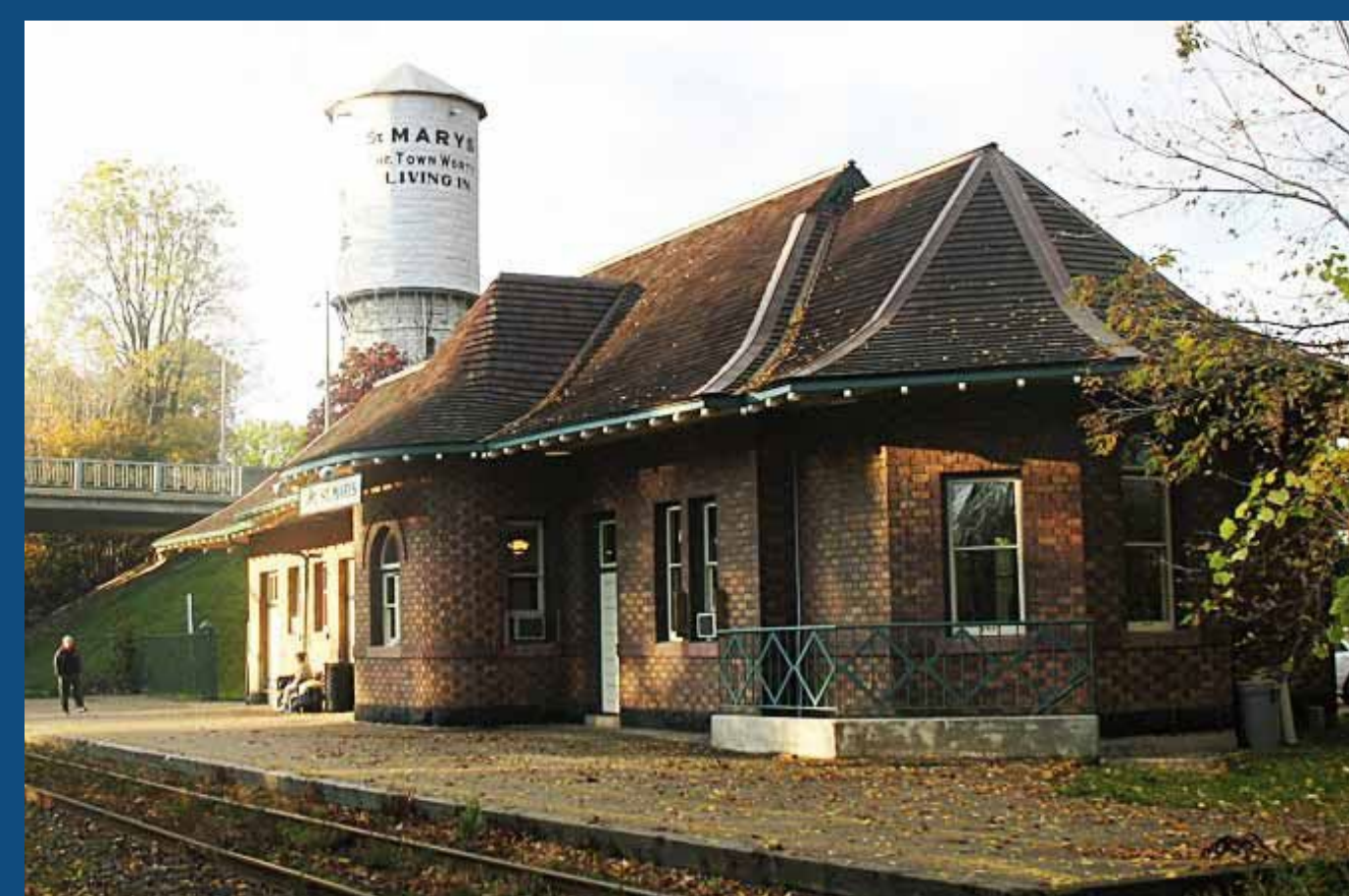


# ST. MARYS DOWNTOWN SERVICE LOCATION REVIEW AND MASTER PLAN





# ST. MARYS DOWNTOWN





**THEATRE  
(NEWLY ACQUIRED)  
14 CHURCH ST**

**PUBLIC LIBRARY  
15 CHURCH ST**

**TOWN HALL  
175 QUEEN ST E.**

**TRAIN STATION  
5 JAMES ST N.**

**MOC**  
↓

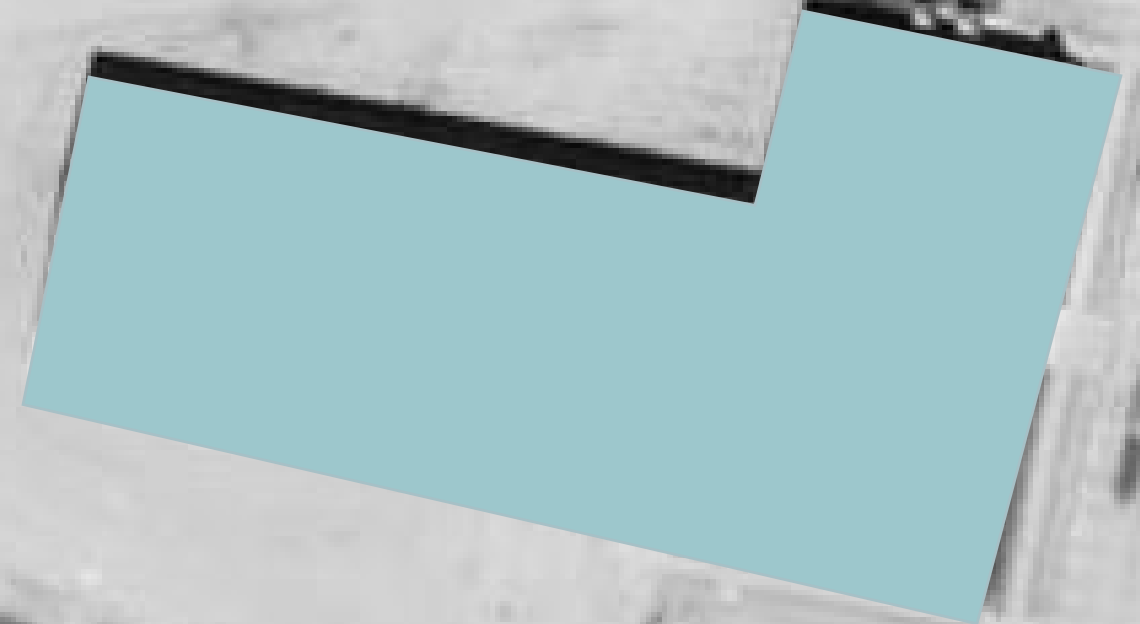
# CURRENT LOCATIONS

  
DOWNTOWN

**MUNICIPAL  
OPERATIONS  
BUILDING (MOC)**  
408 JAMES ST. S

JAMES ST. S

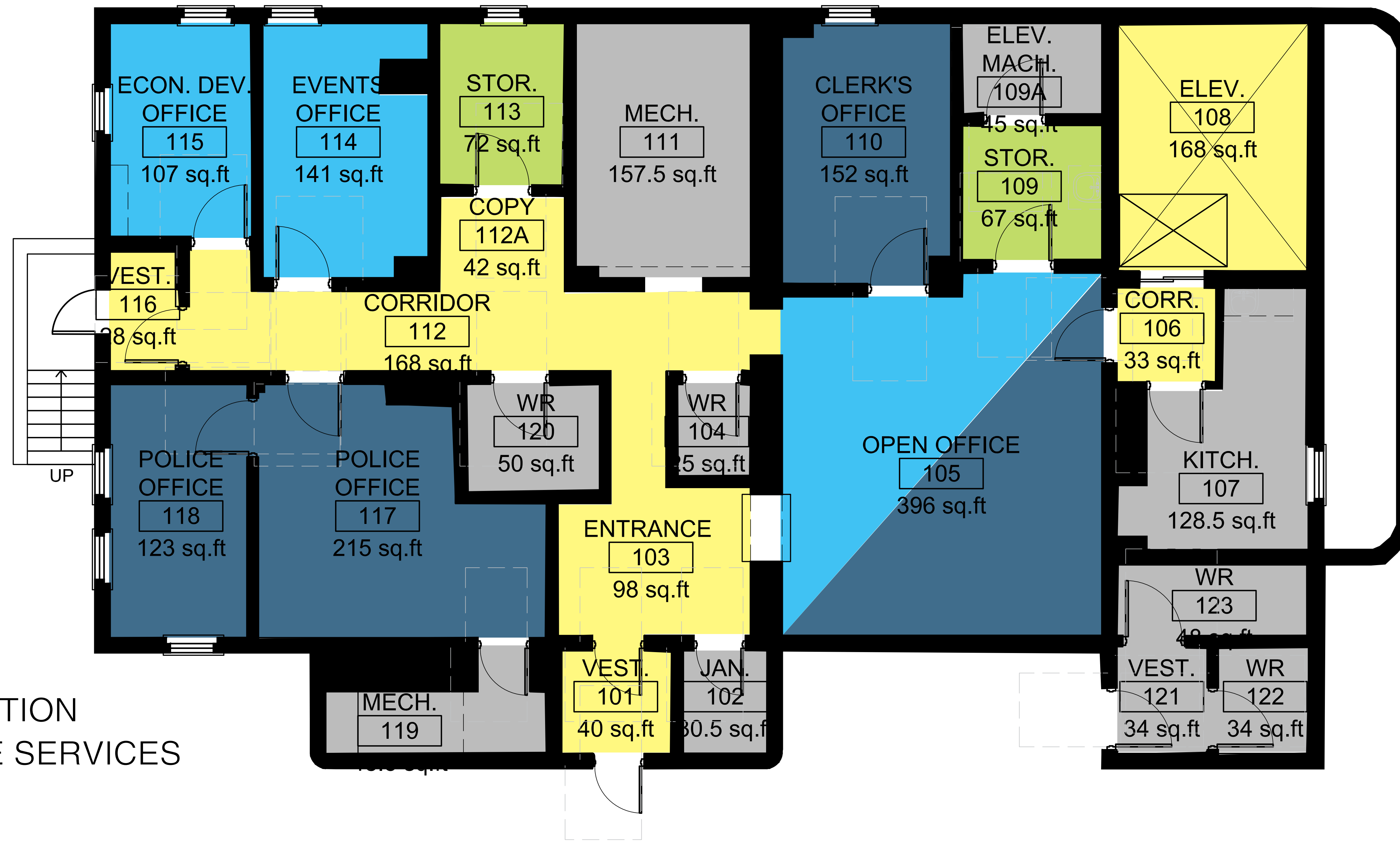
SOUTHVALE RD



- **ADMINISTRATION**
  - CLERK'S OFFICE
  - COMMUNITY DEVELOPMENT
  - HUMAN RESOURCES
  - POLICE
  - TOWN COUNCIL
- **CORPORATE SERVICES**
  - COMMUNICATIONS
  - ECONOMIC DEVELOPMENT & TOURISM
  - FINANCE
  - IT
  - SERVICE ONTARIO (*currently leased*)
  - VIA ATTENDANT
- **LIBRARY**
  - LIBRARY OPERATIONS
  - ADULT LEARNING & PROGRAMMING



**TOWN HALL**  
175 QUEEN ST E.



- ADMINISTRATION
- CORPORATE SERVICES
- LIBRARY
- STORAGE
- SERVICES + AMENITIES
- CIRCULATION

# TOWN HALL: GROUND FLOOR PLAN

USABLE AREA = 2,200 SF

- **ADMINISTRATION**

- CLERK'S OFFICE:

- Clerk (*current project to relocate office to 2nd Floor*)
- Legislative Services Assistant\*
- Policy Assistant\*

- POLICE

- **CORPORATE SERVICES**

- COMMUNICATIONS:

- Communications Specialist\*

- ECONOMIC DEVELOPMENT & TOURISM:

- Events Coordinator
- Tourism Coordinator (*contract position*)\*

*\*Staff located in Open Office*





- ADMINISTRATION
- CORPORATE SERVICES
- LIBRARY
- STORAGE
- SERVICES + AMENITIES
- CIRCULATION

# TOWN HALL: SECOND FLOOR PLAN

USABLE AREA = 2,300 SF

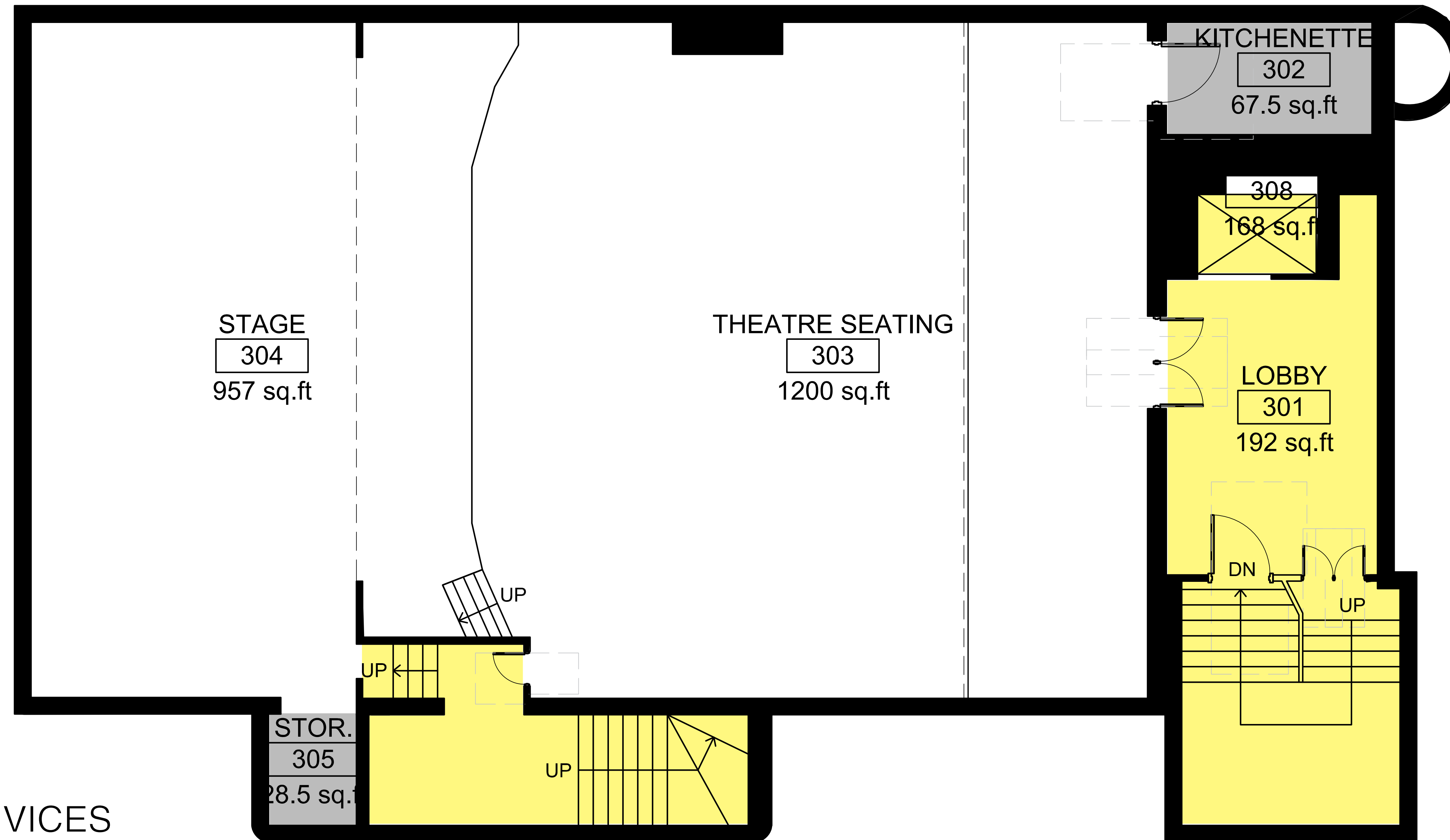
- **ADMINISTRATION**

- COMMUNITY DEVELOPMENT:

- Chief Administrative Officer
- Director of Human Resources
- Human Resources Generalist
- Payroll Specialist
- Community Outreach Worker

- TOWN COUNCIL

- Council Chambers
- Mayor



- ADMINISTRATION
- CORPORATE SERVICES
- LIBRARY
- STORAGE
- SERVICES + AMENITIES
- CIRCULATION

# TOWN HALL: THIRD FLOOR PLAN



**PUBLIC LIBRARY**  
15 CHURCH ST

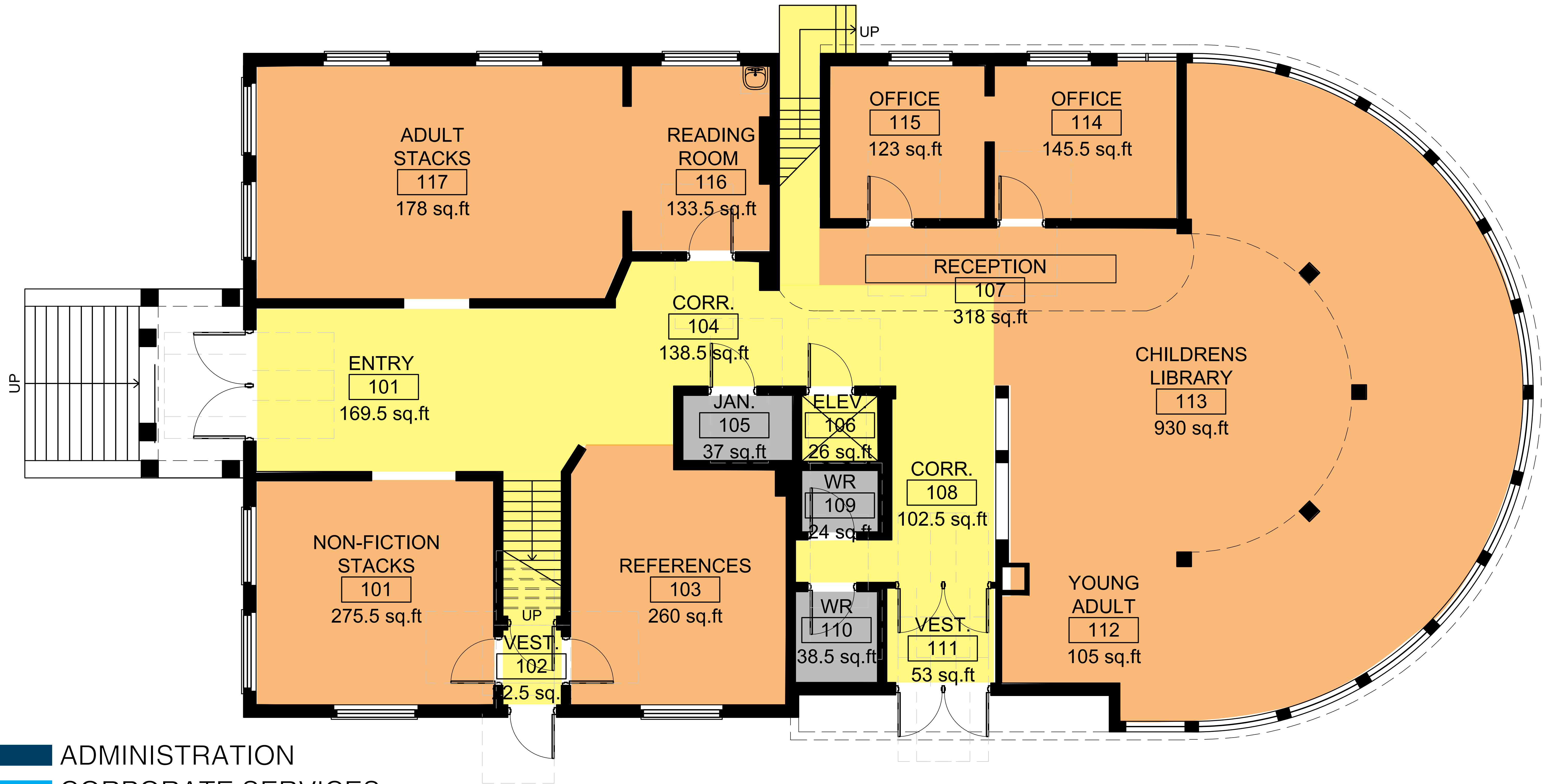
CHURCH ST. N

PEEL ST. N

KING ST. N

JAMES ST. N

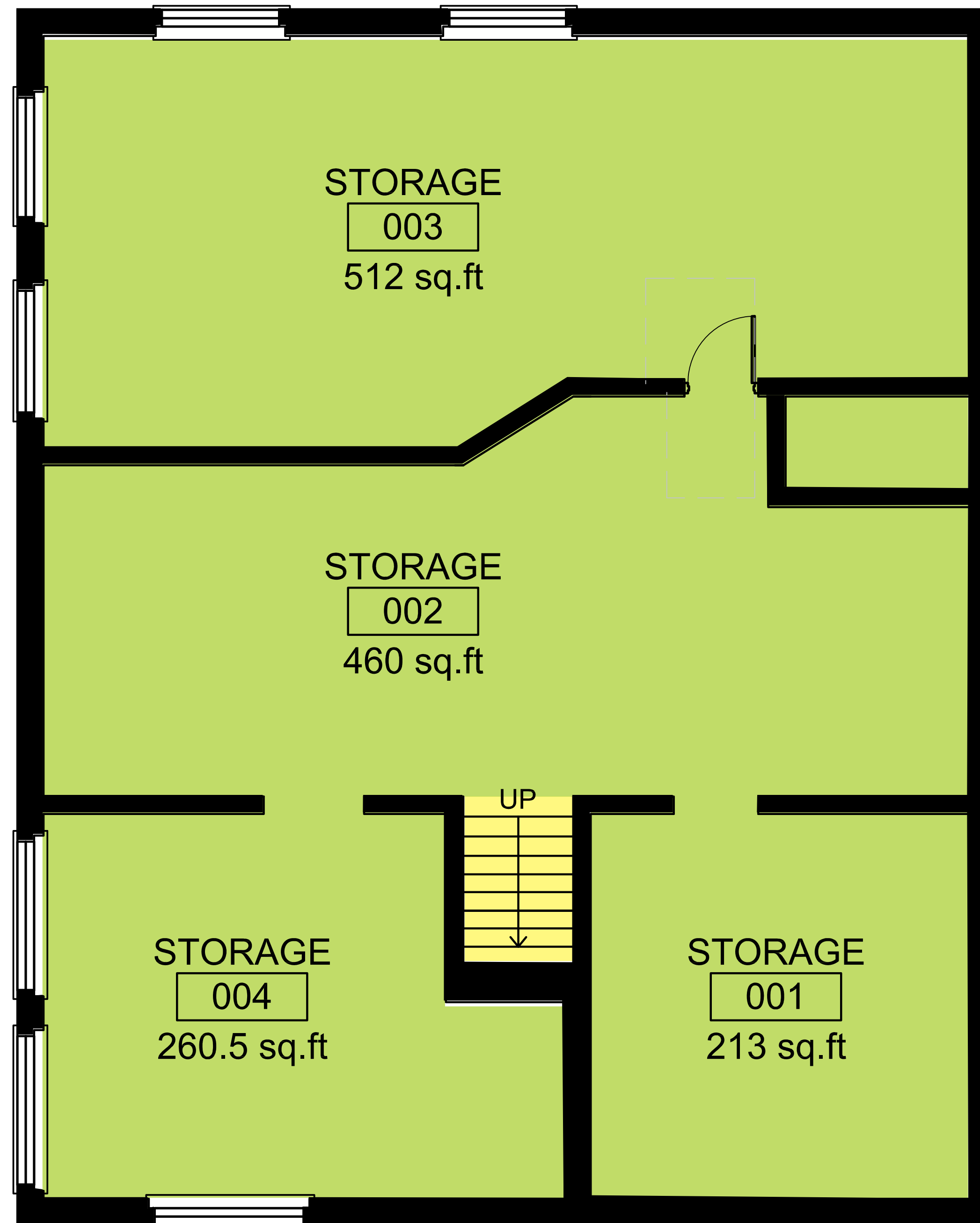
QUEEN ST. E.



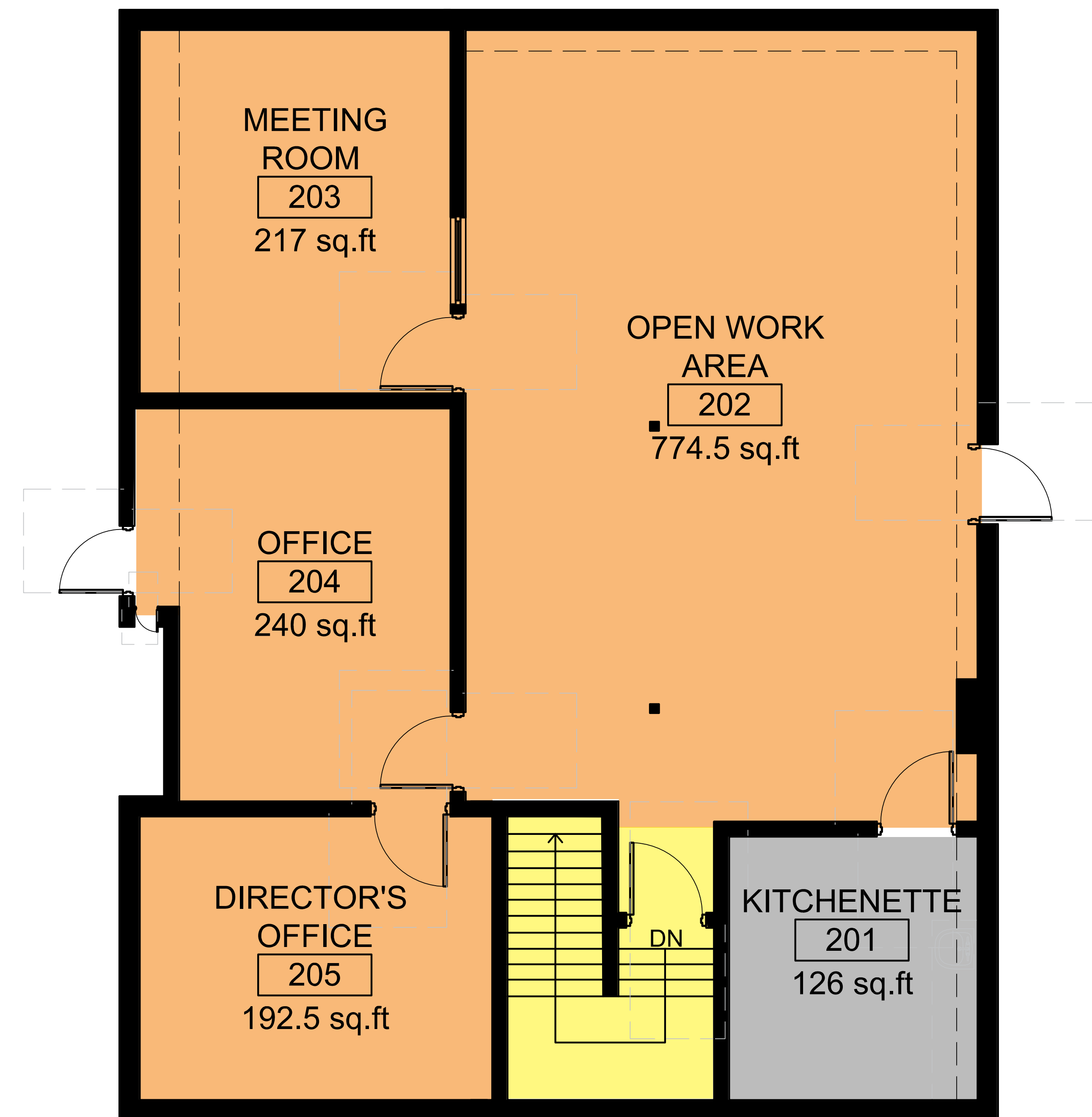
- ADMINISTRATION
- CORPORATE SERVICES
- LIBRARY (*STACKS, PROGRAMMING, OFFICES*)
- STORAGE
- SERVICES + AMENITIES
- CIRCULATION

# LIBRARY: GROUND FLOOR PLAN

# BASEMENT



# SECOND FLOOR



- ADMINISTRATION
- CORPORATE SERVICES
- LIBRARY (*STACKS, PROGRAMMING, OFFICES*)
- STORAGE
- SERVICES + AMENITIES
- CIRCULATION

USABLE AREA: 6,780 SF

BASEMENT = 1,450 SF

GROUND FLOOR = 3,750 SF

SECOND FLOOR = 1,580 SF

- **LIBRARY**

- LIBRARY OPERATIONS:

- Chief Executive Officer
- Public Service Coordinator
- Library Assistant (10 positions)

- ADULT LEARNING & PROGRAMMING:

- Adult Learning Coordinator
- Adult Learning Instructor



CHURCH ST. N.

PEEL ST. N.

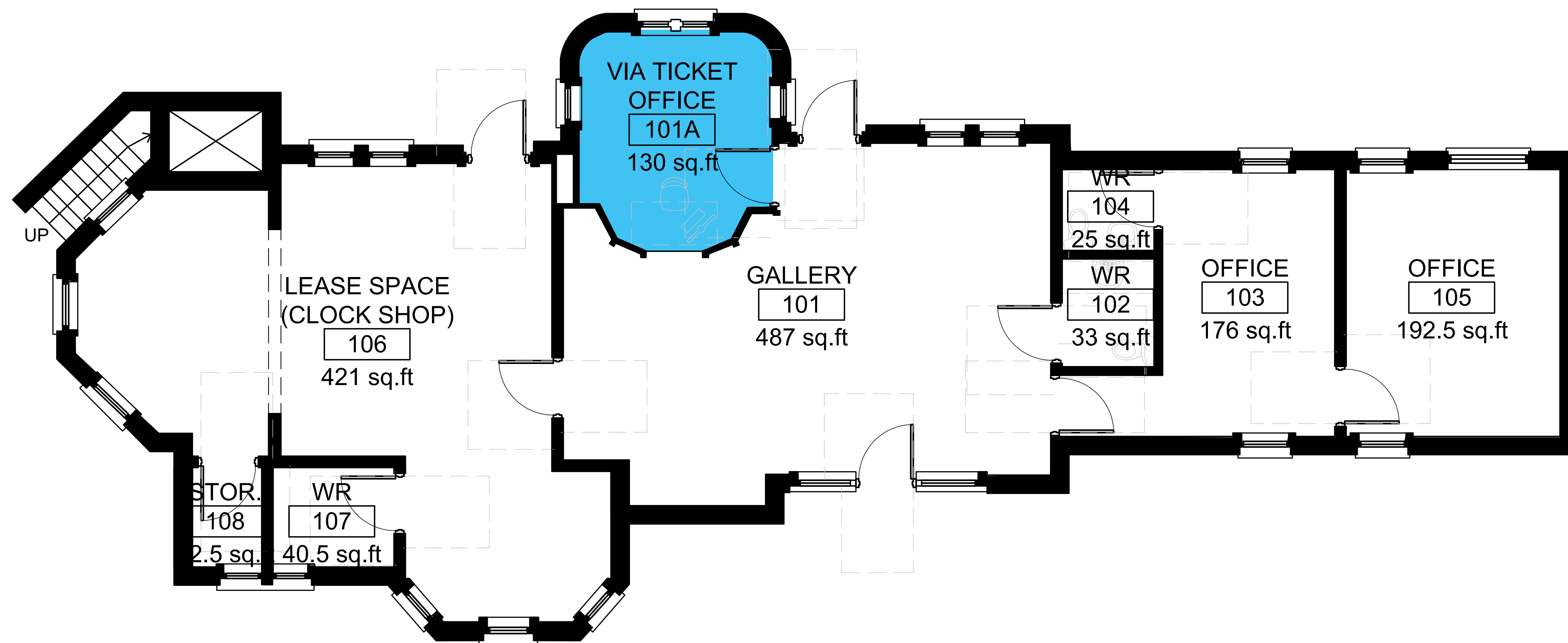
KING ST. N.

JAMES ST. N.

QUEEN ST. E.

**TRAIN STATION**  
5 JAMES ST N.



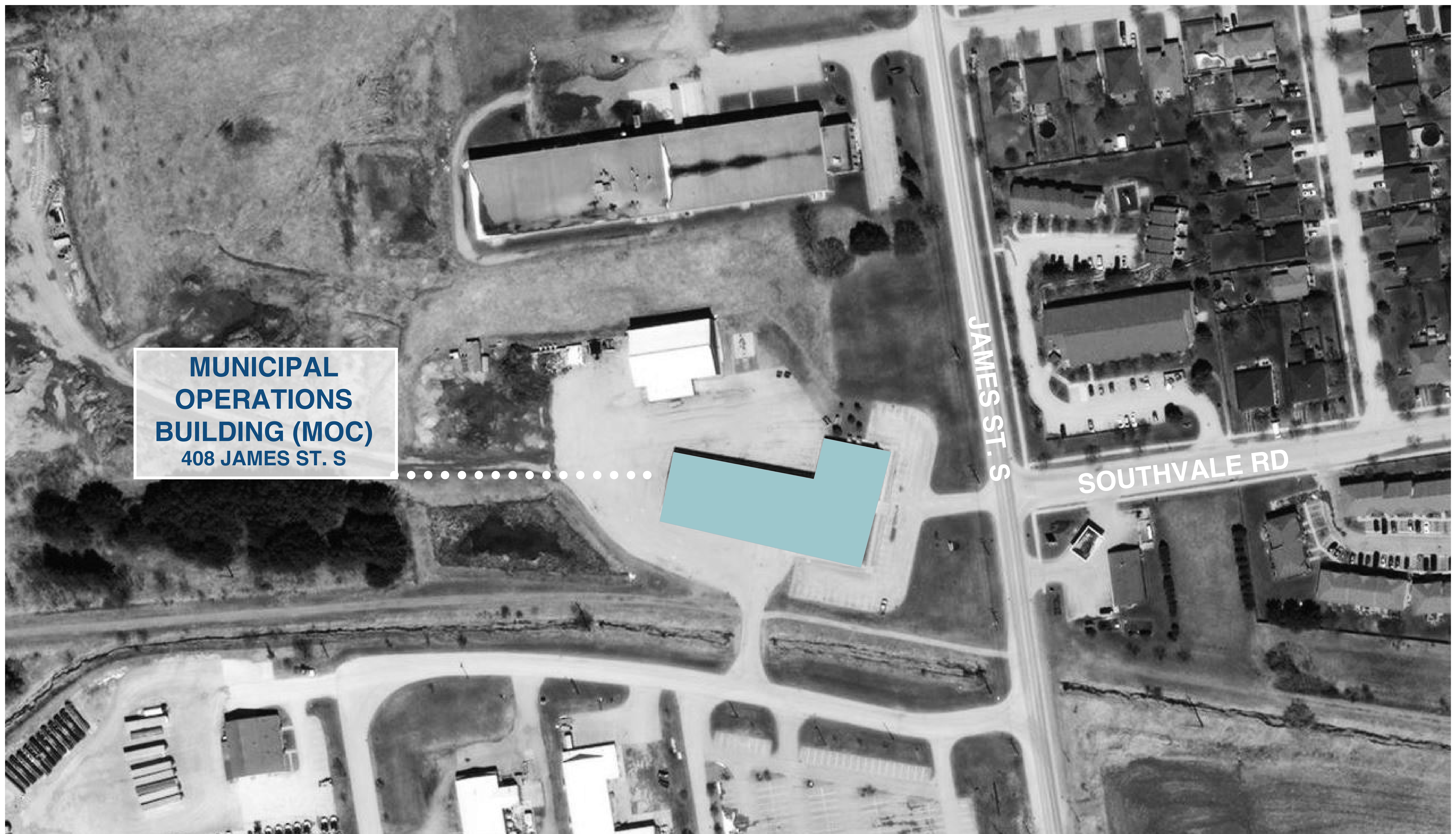


- ADMINISTRATION
- CORPORATE SERVICES
- LIBRARY
- STORAGE
- SERVICES + AMENITIES
- CIRCULATION

USABLE AREA = 1,700 SF

- **CORPORATE SERVICES**
  - VIA ATTENDANT





**MUNICIPAL  
OPERATIONS  
BUILDING (MOC)**  
408 JAMES ST. S

JAMES ST. S

SOUTHVALE RD



- ADMINISTRATION
- CORPORATE SERVICES
- LIBRARY
- STORAGE
- SERVICES + AMENITIES
- CIRCULATION

# USABLE AREA = 850 SF

- **CORPORATE SERVICES**

- COMMUNICATIONS

- Corporate Communications Manager

- Director of Corporate Services

- FINANCE:

- Manager of Finance & Deputy Treasurer

- Finance Clerk

- Accounting Coordinator

- IT:

- Manager of IT

- IT Technician

- *PUBLIC ENGAGEMENT...*
- WALKABILITY
- CONVENIENCE
- ACCESSIBILITY
  - PHYSICAL ACCESSIBILITY
  - TRANSPORTATION
- NEARBY AMENITIES
- CELEBRATE & HONOUR HERITAGE

- *PUBLIC ENGAGEMENT...*
- ACCESSIBILITY
  - PHYSICAL ACCESSIBILITY
  - TRANSPORTATION
- PARKING AVAILABILITY
- LIMITATION OF DESIGN
- CONNECTIVITY / EFFICIENCY
- RESTRICTED DEPARTMENTAL PROGRAMMING SPACE

- ONLINE PUBLIC ENGAGEMENT (4-6 WEEKS):
  - QUESTIONS FOR SURVEY
  - DATA COLLECTION & COMPILATION
  - ANALYZE EXISTING TOWN SERVICES ORGANIZATION
- SPACE NEEDS ANALYSIS (2 WEEKS):
  - EXISTING VS. FUTURE NEEDS
  - DEVELOP SPATIAL RELATIONSHIPS
- CONCEPT DEVELOPMENT TO CREATE DESIGN OPTIONS (3-4 WEEKS)
- COST ESTIMATE