

Report to Committee of the Whole

Date: 4/14/2025

From: Darlene Plumley, CAO

Re: Accessible Public Washroom in the Village of Merrickville-Wolford

RECOMMENDATION

THAT the Committee of the Whole receive the report outlining the proposed Memorandum of Understanding with Community Partners with regard to the installation of an Accessible Public Washroom at 112 Wellington St.;

AND FURTHER THAT Committee direct Staff proceed with gathering the information necessary to secure the documents required to move forward with the initiative;

AND FURTHER THAT Committee direct staff to bring a confirmatory report to be provided at the April 28, 2025, Regular Council Meeting.

BACKGROUND

The need for an Accessible Public Washroom in close proximity to the downtown core has long since been on the mind of both residents and business owners for the reasons listed below.

- The Village of Merrickville-Wolford is “The Jewel of the Rideau” and a destination for many tourists.
- Community Events for local residents would be better served by the accessible public washroom.
- To enhance our reputation by ensuring a welcoming environment, having a compliant accessible structure is extremely important.
- To meet the needs and requirements outlined by the Accessibility for Ontarians with Disabilities Act “AODA” whose primary goal is to ensure that people with disabilities are given equal opportunities to participate in everyday life.

Support for this initiative is identified in the documents identified below.

Merrickville-Wolford Priority Setting Exercise 2024.

Business Retention and Expansion Report completed in October of 2019.

Merrickville-Wolford Strategic Plan 2017 – 2025.

ANALYSIS

Village of Merrickville-Wolford Municipal Accessible Washroom Facility				
Issue	Action	Option	Result	Community Impact
Estimated Cost of Unit \$55,000 Contributors: Fund raising event Main St. Family Restaurant Matched by Chamber of Commerce	RFQ process	Public Works	Memorandum of Understanding M-W Chamber of Commerce Main St. Family Restaurant <i>Village of M-W</i>	Donation - Further Community fundraising, subject to an approved MOU"
Available Municipal Property	112 Wellington St.	Determine placement on site. Seeking assistance from CBO	Allocation of an accessible parking space as near to the site as possible	Ensure appearance is in keeping with the ambiance of the downtown core
Cost for hook up and ongoing Provision of Water and Sewer	Economic Initiative Budget Request estimate for OCWA	Track usage Hydro Water Sewer Finance Dept. Porta-Potty on Wellington St. no longer required. (\$2,500)	Costs associated with water/sewer would be tracked annually and offset through a contribution from the economic development component of the Municipal Budget.	The impact of any additional water and sewer usage will not result in an increase in the bimonthly water/sewer billing to residents.
Ongoing maintenance	Schedule municipal staff for weekday cleaning	Propose for 2026 - a part time employee as a " <i>Weekend Community</i>	2025 may be determined through a scheduled weekend	The value of a clean, accessible washroom is a direct

	2025 dependent on assistance, possibly utilize Summer students from Block House.	<i>Ambassador</i> to monitor and maintain.	shared responsibility of stakeholders.	benefit to the stakeholders who have shown support for the project.
Loss of Parking Spaces	To accommodate the unit, it is estimated that two spaces will be lost	The porta-potty unit across the St. will no longer be required.	There will now be a designated accessible parking spot.	A review of how to best accommodate parking for businesses may be a topic for the Economic Development Coalition to discuss.

BUDGET/LEGAL IMPLICATIONS

The 2025 Municipal Budget included a line item for Economic Development Initiatives in the amount of \$15,000. Although the cost for hook up and initial meter set up has not yet been received, it is anticipated to fall well within that threshold.

The purchase of the Unit would be accommodated by Community Partners through the terms outlined in the Memorandum of Understanding.

ATTACHMENTS

1. Memorandum of Understanding
2. Estimate received
3. Photos Exterior & Interior
4. ADOA Compliance layout
5. Photo Current facility/Photo Proposed location
6. Initial request for OCWA estimate
7. Community Support Summary received by email.

Submitted by:

Darlene Plumley, CAO

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into as of the date of the last signature below, by and between:

Party 1: Mainstreet Family Restaurant and the Merrickville-Wolford and District Chamber of Commerce (hereinafter referred to as "Party one"); and

Party 2: The Municipality of Merrickville-Wolford (hereinafter referred to as "Party two").

WHEREAS:

1. Party one has raised funds to contribute towards the purchase of a modular accessible washroom for public use to be located in the downtown core area of Merrickville-Wolford.
2. Party two, as the governing municipal authority, has the capacity to acquire, install, and maintain said washroom for the benefit of the public.
3. Party one is committed to securing the remaining balance of funds required to complete the purchase of the modular accessible washroom, contingent upon Party two's commitment to proceed with the project.

NOW, THEREFORE, the parties agree as follows:

1. **Commitment from the Municipality:** Party two agrees to formally commit to acquiring, installing, and maintaining the modular accessible washroom for public use.
2. **Funding Contribution:** Party one will contribute the funds, in excess of \$22,000, already raised towards the purchase of the washroom.
3. **Additional Fundraising:** Upon receiving a commitment from Party 2 to move forward with the project, Party one will seek to obtain funds up to the amount of \$60,000, an amount based on budgetary quotes received thus far, deemed sufficient for the purchase of a single occupant accessible washroom.
4. **Installation and Maintenance:** Party two shall oversee the acquisition, installation, and ongoing maintenance of the washroom to ensure its accessibility and functionality for public use.
5. **Collaboration and Communication:** Both parties agree to collaborate and communicate regularly to ensure the successful completion and implementation of the project.

TERM & TERMINATION:

This MOU shall become effective upon execution by both parties and shall remain in effect until the washroom is acquired, installed, and operational, unless terminated earlier by mutual agreement in writing.

GENERAL PROVISIONS:

- This MOU is a statement of mutual intentions and does not create any legally binding obligations between the parties.
- Any modifications to this MOU must be made in writing and signed by both parties.
- This MOU shall be governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF, the undersigned have executed this Memorandum of Understanding as of the dates indicated below.

Mainstreet Family Restaurant

By: _____

Name: _____

Title: _____

Date: _____

Merrickville-Wolford and District Chamber of Commerce

By: _____

Name: _____

Title: _____

Date: _____

Municipality of Merrickville-Wolford

By: _____

Name: _____

Title: _____

Date: _____

The Trailer Factory
727196685
www.thetrailerfactory.ca
sales@thetrailerfactory.ca
519-228-8348

69613 Airport Line
Huron Park, Ontario N0M 1Y0
Canada



TRAILER FACTORY - ADA SKID
0340
Canada
andy@orrcompanyinc.com

Quote Number	QU1371
Quote Date	01-Jan-2024
Total	55,144.00 CAD

Item	Description	Unit Cost	Quantity	Line Total
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Item	Description	Unit Cost	Quantity	Line Total
	<ul style="list-style-type: none"> • EXTERIOR: • ALUMINUM 8 ft 3 inch by 10 ft ft by 84" (interior height) • Dimensions may vary slightly • Floorplan drawings will be provided • 1x1.5 tube walls and cross members • 1x1 arched roof bows • All will be welded to the lower frame • 1 room plus mechanical room • One piece rubber membrane ceiling over ½" plywood on the curved roof trusses • 34" x 79" aluminum entry door with lockset – 1 of • INWARD swinging with aluminum frame • Door lever hand set – brushed aluminum • Heavy duty door closer • Drip rail installed above door • One additional door in the Service Room • 2 of 6" x 40" Aluminum tinted windows with screen • .030 seamless aluminum exterior cladding – Colour is WHITE • Screw-less install for smooth look • Water-tight exterior • 1 of exterior LED porch lights • 20 AMP, 240V Twist lock – inlet power • Powers heaters, water heater and lights • Service closet will have a light and 1000W heater 			
ACCESSIBLE SKID UNIT	<ul style="list-style-type: none"> • With thermostat • Heaters in main room will be 1 of 1000W wall mounted with trim rings • With thermostat • 2.5 Gallon electric 1440W water heater • Lower skid/frame was spray foamed • INTERIOR: • PVC GREY TREADPLATE style pattern flooring installed on top of aluminum plate floor • Porcelain AODA wall mounted sink • AODA levered faucet • Soap dispenser - wall mounted • Interior wall treatment is Fiberglass Reinforced panels – white • 1.5" insulation – R7.5 • Interior lighting is LED dome lights– 4 of • Mirror, wall mounted (tilted) – 1 of • Stainless steel or brushed aluminum paper towel holder and toilet <p>paper holder</p> <ul style="list-style-type: none"> • 1 of MANSFIELD ADA toilet - 1 HP macerator • Commercial toilet • Coat hooks included in each unit • AODA grab bars, hand holds etc as required 	36,500.00 CAD	1	36,500.00 CAD

Item	Description	Unit Cost	Quantity	Line Total
AODA kit	<ul style="list-style-type: none"> HU-LP-8-PUSH-39 - HUNTER LOW PROFILE OPERATOR – “Automatic Door Opener” WEC10K2 - CAMDEN EMERGENCY CALL KIT - “Emergency Call Button with Exterior Light and Siren” CD-WC13AXSM - CAMDEN BARRIER FREE WASHROOM KIT – “Illuminated Push Button Control Kit – Exterior: ‘Push to Open’ - Interior: ‘Push to Open/Push to Lock’ 	5,500.00 CAD	1	5,500.00 CAD
Accessories	<ul style="list-style-type: none"> Customer will install all accessories themselves (toilet paper holder, soap dispenser and paper towel dispenser) 	0 CAD	1	0 CAD
RAMP	<ul style="list-style-type: none"> AODA ramp attachment Aluminum built Clip in hand rails 6 ft in length (threshold height in unit is 6”) Grip step material installed on top panel 	4,950.00 CAD	1	4,950.00 CAD
AIRCONDITIONER	<ul style="list-style-type: none"> Install a Dometic 11,000 BTU airconditioner roof top mounted 	1,850.00 CAD	1	1,850.00 CAD
Certification	<ul style="list-style-type: none"> Unit will come with ESA approval and SN tag UNIT weight will be provided prior to completion - estimate 2900 pounds 	0 CAD	1	0 CAD

Quote Terms:

50% Deposit required, remaining payable upon delivery. Deposits are non-refundable on any cancellations. This constitutes a contract that the order has been placed.

Credit card transactions subject to 2% surcharge

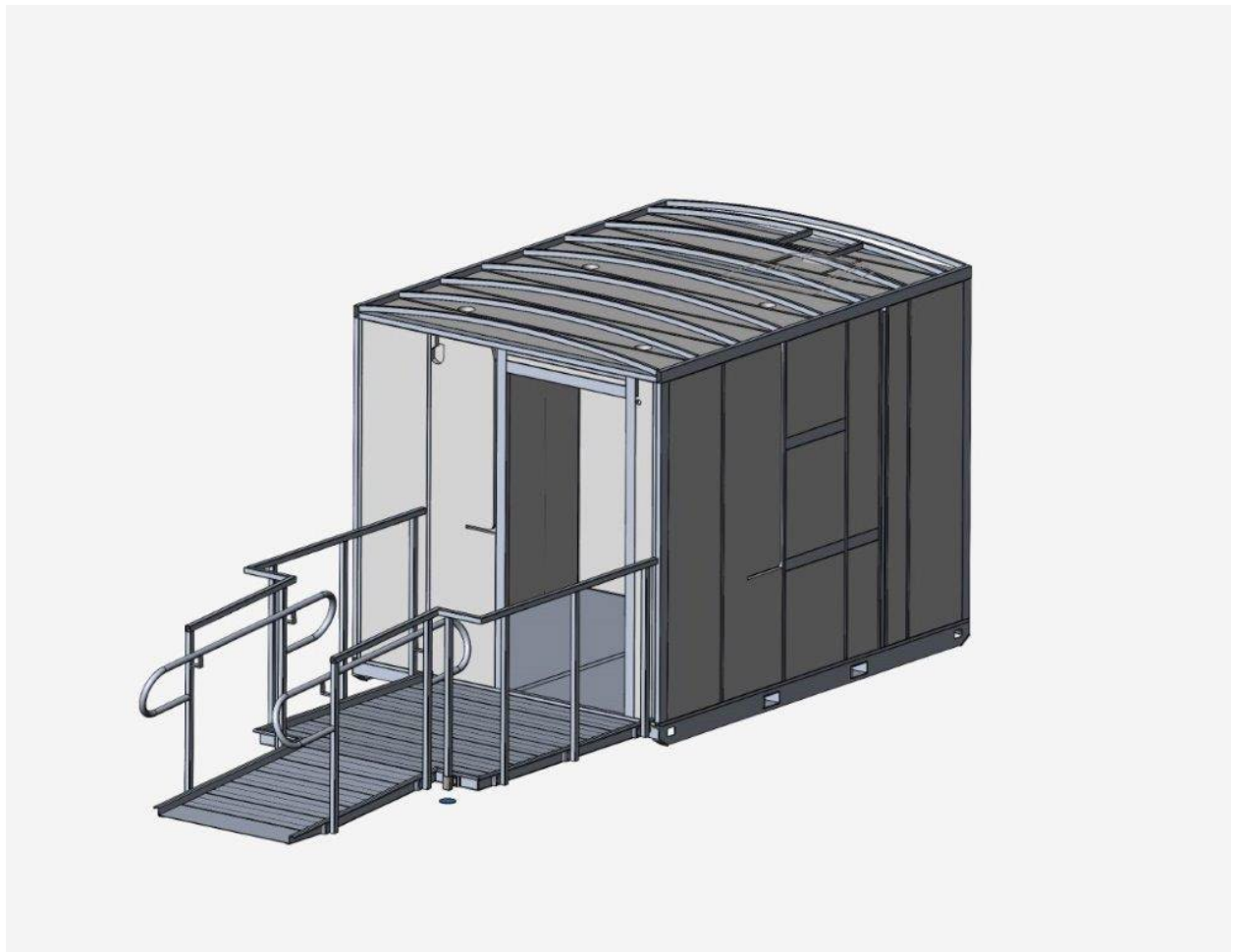
Re-torque wheels to 100 ft/lbs at 100km

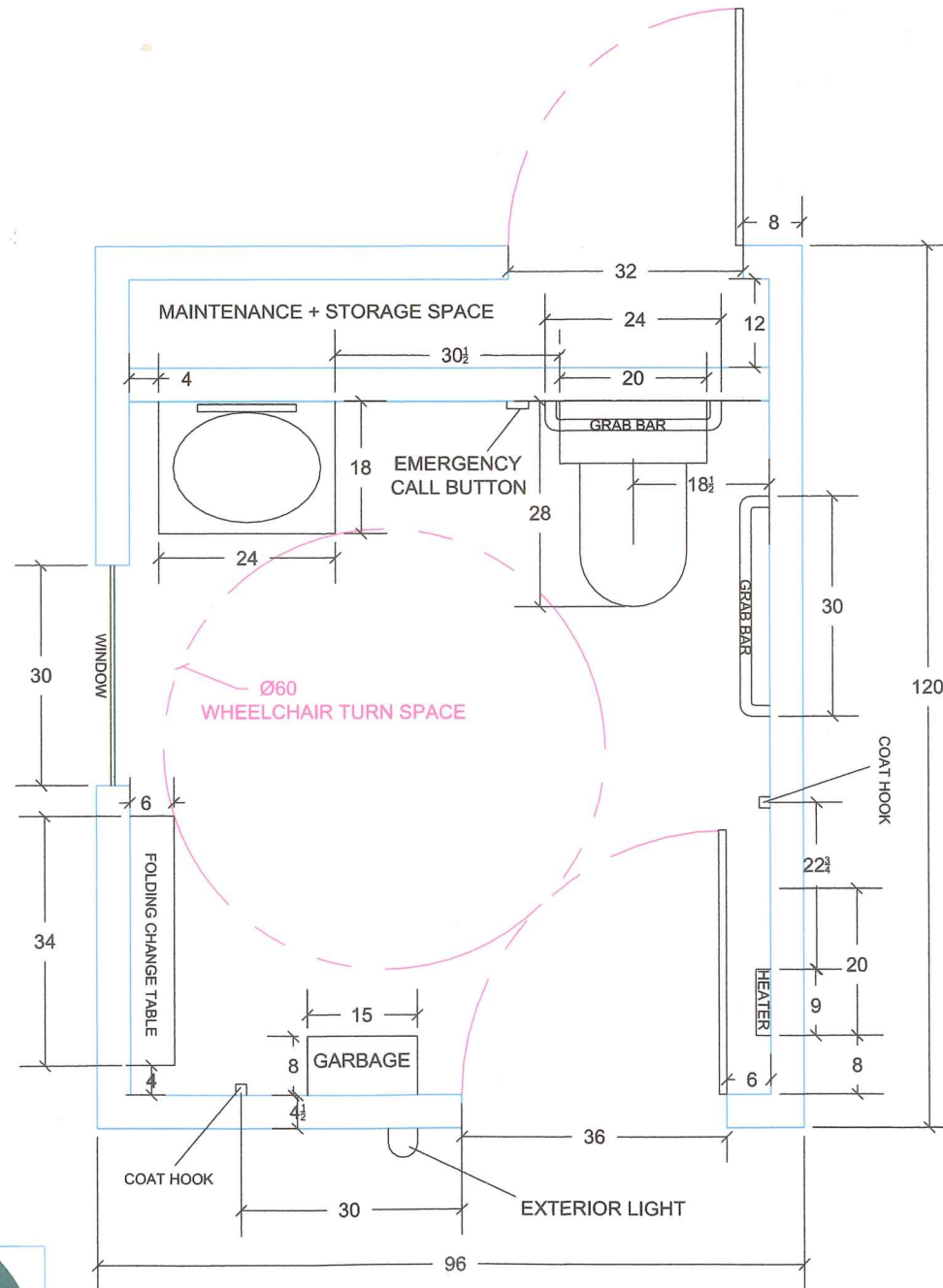
Thank you for your business

Net	48,800.00 CAD
Subtotal	48,800.00 CAD
HST 13%	6,344.00 CAD
Total	55,144.00 CAD
Paid to Date	0.00 CAD



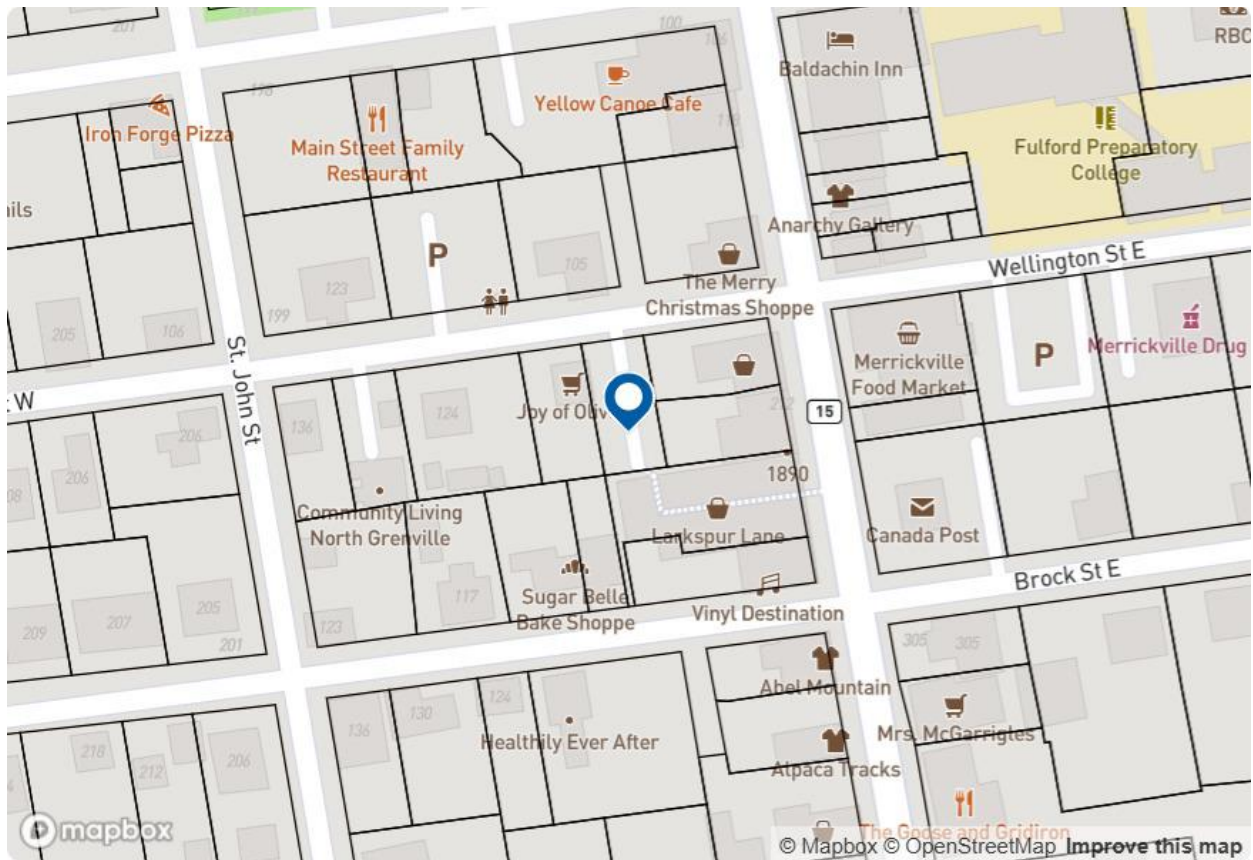


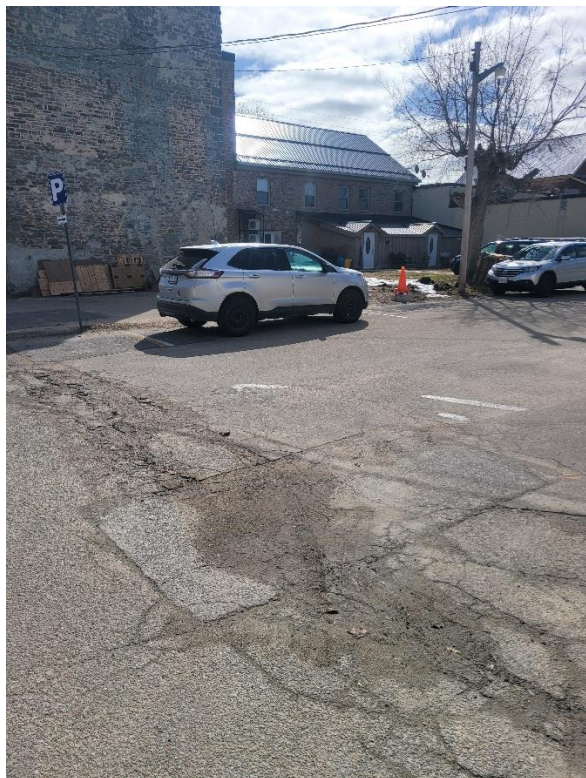
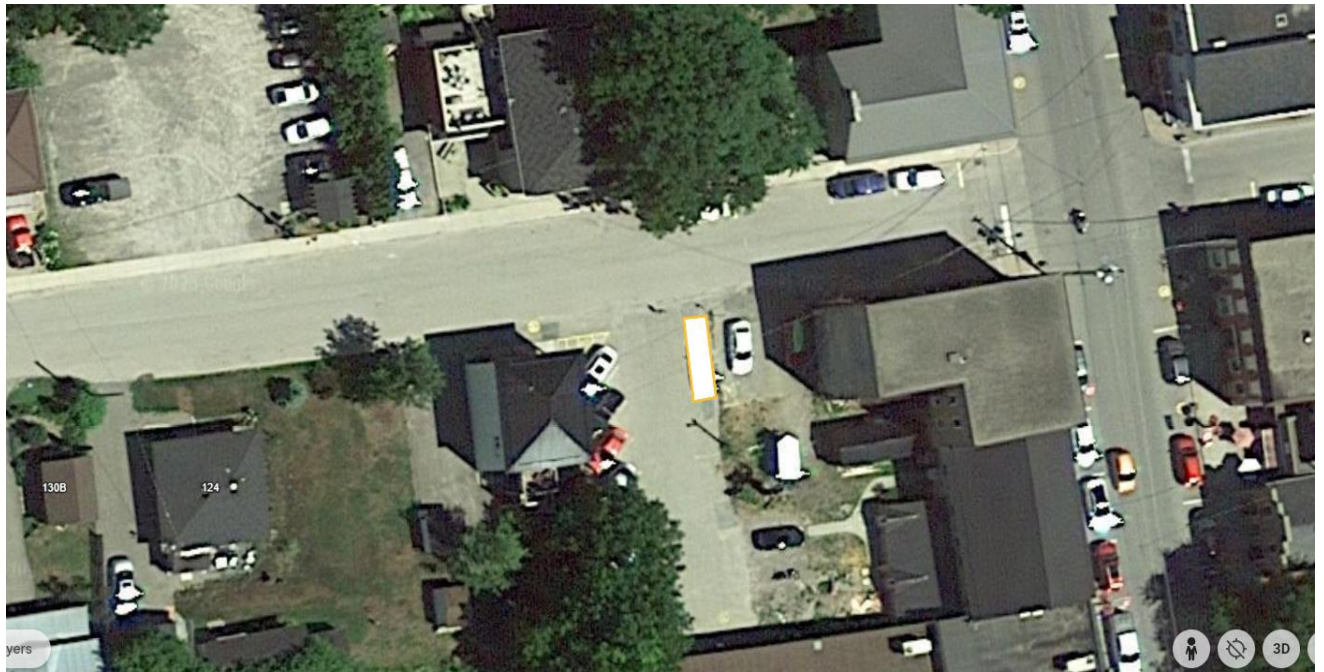




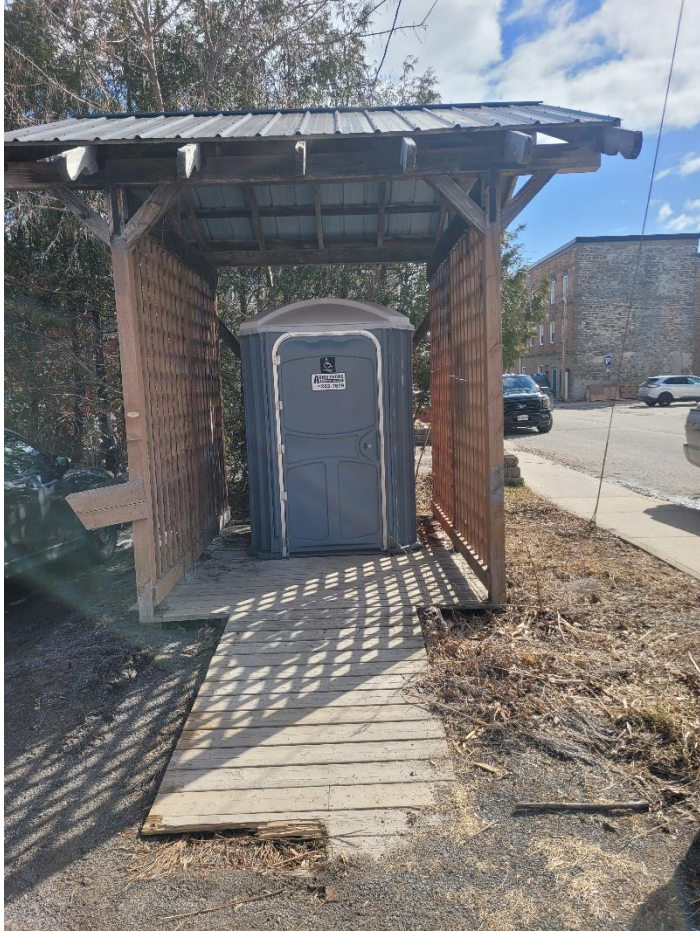
AODA WASHROOM
TOP VIEW 314

REV	JUL/15/21	FINISH	CUT	DONE
2	DRAWN BY: TYLER	Pg: 1		









Darlene Plumley

From: Mark Lauzon <MLauzon@ocwa.com>
Sent: Thursday, April 3, 2025 9:51 AM
To: Darlene Plumley
Subject: RE: portable washroom

Hi Darlene

We can request a quote from a contractor, but the contractor would require a site plan and what type of water main and sewer pipe we are possibly hooking into. The distance from the water service would be the most important factor. The size of the trench and bringing the parking lot back to a paved surface would constitute the majority of the funds. Engineers have a formula for replacing watermain/ services. I believe it is around \$350-\$450 per foot or \$1000 per meter. Neil may have a quicker answer. If you can forward the site plan, we will reach out to contractors for a more accurate quote.

If you have any questions, feel free to contact me.

Mark Lauzon

Senior Operations Manager
Seaway Valley Cluster
675 Corrine St.
PO Box. 2075
Prescott On.
Cell: 613-223-8678
mlauzon@ocwa.com

From: Darlene Plumley <cao@merrickville-wolford.ca>
Sent: April-02-25 3:58 PM
To: Mark Lauzon <MLauzon@ocwa.com>
Subject: FW: portable washroom

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mark, the village is considering installing one of these units in a parking lot, what would it cost to have it hooked into the system?

Darlene

From: Darlene Plumley
Sent: Monday, March 31, 2025 2:18 PM
To: Chad Kean - Public Works Department <publicworks@Merrickville-wolford.ca>
Subject: FW: portable washroom

	In Support	Requested Clarification
1	Sarah Telford	Robbie Giles
2	Mike Velables	Robert Foster
3	Terry Gilhen	
4	Gary Decatur	
5	Sandy and Denis Ochoski	
6	Graeme Bonham-Carter	
7	Mathew Daniel	
8	Paul Cormier	
9	Mandy Gille	
10	Chris Chinkiwsky	
11	Mark Scullino	
12	Denis Faulkner	
13	Tammy and Alessandro Giuliani	
14	Terry Bartlett	
15	Patrick Dawson	
16	Janet Lamoureux	
17	Catherine and Jeff Swan	
18	Carol Mahoney	
19	Gary Viola	
20	Pam Marriott	
21	Jim Luty	
22	Robyn Eagle	
23	Wendy Weglo	
24	Yves Grandmaitre	
25	Suzanne and Peter Murphy	
26	Terri Graham	
27	Vicki Graham	
28	Charles Merredew	
29	Paul Marriott	
30	Michele Philip	
31	Suzanne Friedrich	
32	Lynn Barr-Tedford	
33	Jill Finbow	

We believe Merrickville is a tourist destination and is stronger financially and better overall when we embrace initiatives that support tourism.

I think a public washroom would be a boon for our village. Last year's garage day we let a stranger into our house to use the washroom, on Main St. E. She was older and clearly needed to use one quickly. If we had public washrooms people would stay and visit Merrickville longer and that means there would be a stronger chance of them visiting and purchasing from more of our local businesses.

The Village of Merrickville lacks a suitable accessible public washroom for visitors and tourists. Currently, all we have to offer is a plastic porta potty located behind the vet, in the parking lot.

After six years of offering our washroom to visitors to the village, Stella Luna Gelato had to enforce a "customers only" washroom policy last summer, as the cost of water, paper towel and soap was more than our budget could handle given the number of people entering for the sole purpose of needing to use the washroom. The village map loosely indicates a public washroom at the Blockhouse, however, the manner in which the map indicates its location seems to generate some confusion - as a result, we get a steady stream of visitors walking around the back of the property and through the shop looking for the public washroom. We occasionally find people relieving themselves behind our shed.

It's my understanding that after a fundraiser held at Mainstreet Family Restaurant, over \$21K in funds were raised thanks to the generous businesses and residents of our Municipality and beyond. The unit being considered is compact, has all the amenities, energy efficient with water saving features. Monies saved from the removal of the rental porta potty would be used towards operational costs for the new washroom.

A public washroom **is a necessity** for economic development and to support our residents and business community.

We look forward to the Village's cooperation.

I am writing to express my support for the installation of an accessible washroom in the village of Merrickville.

If we, as a village, are to entertain (feed and provide beverages for) visitors and residents alike it is only reasonable that we also provide washroom facilities for their use. Portable washrooms are insufficient in terms of accessibility and comfort/safety during the winter season and during heat waves.

This much-needed basic amenity will provide positive benefit to the village and its many visitors and residents.

I've lived in Merrickville-Wolford for 10 years and I've seen this issue come and go with various proposals but no resolution. In my opinion it's essential to have a public washroom available in the village. I don't visit the village often myself, but on a number of occasions when I have, I've been approached by a visitor to the village asking for such facilities. It's embarrassing to have to tell them there's a porta potty behind the vet, especially when these visitors are bringing much needed dollars to our merchants. So yes, I fully support the idea of a proper, permanent washroom facility. I understand that there are initial and on-going expenses to consider; however, I believe this is a no-brainer and that the benefits to the community outweigh the costs.

My name is Lynn Barr-Telford. I have lived in Merrickville-Wolford for about 50 years and the village is our family home. I have always enjoyed being a part of the community. My daughter, Sarah, requires the use of a wheelchair. With this, we experience challenges with accessibility on a daily basis. The village of Merrickville-Wolford presents a number of challenges that limit our ability to fully engage in our community including, for example, a lack of accessible parking spaces; inaccessible buildings, stores and restaurants; and the lack of a fully accessible public washroom.

I applaud and support the current efforts to provide an accessible public washroom in the downtown core as a move forward towards a more accessible Merrickville-Wolford. Features like an actuator on the door and a threshold-less entry would allow people with mobility disabilities to be more independent while exploring the downtown area. This washroom would be an asset to the community. A strong community is one with thriving businesses, community groups, and opportunities for all to engage in our beautiful village.

Our community has a long way to go when it comes to accessibility. But each effort we make takes us in a direction towards a more inclusive experience for visitors, residents and for contractors who work within the village. Thank you for your support of this initiative.

I fully support the proposal to build a public washroom in the village.

Long overdue and badly needed.

It is clear from the fundraising success for this proposal that there is a great deal of support from the community.

This is to support the municipality in providing a public restroom in the downtown area of Merrickville. Though we reside in an adjoining township, we often “market” Merrickville to whomever comes to visit our farm. We also collect our mail at the Merrickville Post Office and make use of the Drug Mart, the grocery store, Mrs. McGarrigle’s and several other of the great businesses downtown. We believe that the availability of a public washroom in the downtown will pay for itself in tourist and visitor appreciation dollars. You only have to drive down our road to Merrickville during tourist season to understand why it is important for visitors to have the proper amenities, so that they will stay in town longer and invest more in the local economy.

I wish to add my support for a public, accessible washroom as proposed by the Chamber of Commerce. To me, it is a constant source of embarrassment to send visitors to the non-accessible port-a-potty as it does not reflect well on the village.

I fully support the proposal for a new public washroom to replace the current port-a-potty. With a high volume of tourists coming to our beautiful village every year, another option that is disability accessible presents an all welcoming destination.

Before addressing the latest “accessible bathroom initiative”

I wish I knew/I need to know?

- What is driving the latest request?
- Where are the records of the past 10 years of discussions and decisions related to this topic?
- What comparator municipalities have we contacted to explore their solutions?
- Have we reached out to AMO, ROMA or FCM to seek possible solutions?
- Given the inaccessibility of Merrickville shops and sidewalks – who and how many people are we trying to serve?
- Is there an intent by the Municipality and the Chamber to plan for Seniors and those with disabilities who visit and live here?
- Is the placement of public washrooms part of an infrastructure plan?
- Are the washrooms at the Community Centre, Rink, Depot, and Porta potty beside our Veterinarian Services not sufficient? If they are inadequate – Why?
- What is meant by accessible in the latest initiative? (close to Main and St. Lawrence? OR accessible to those with a wide range of disabilities?)
- Is signage and promotion of the location of existing facilities sufficient? If not – who is responsible?
- Is maintenance and ongoing supervision adequate? If not – why not?
- Are hours of availability adequate? If not – why not?

Once these questions and others have been openly discussed and considered, possible alternatives to the existing facility offerings can be examined.

Will the municipality be paying the sewer and water costs for a public washroom and will it be at commercial or residential rates.

In the past some councils have considered sewer and water to be an in-kind service the municipality can give away.

I would like to see this project equipped with its own water meter so that the expenses can be borne by the project and its sponsors rather than by the families that pay for the sewage treatment plant.

To whom it may concern,

My name is Sarah Telford. I was born and raised in Merrickville - it is my home. Unfortunately, due to complications with childhood cancer treatment, I now require use of a wheelchair. As a person with lived experience, I have put my condition to use by advocating for accessibility. I am a member of the accessibility committee at the Children's Hospital of Eastern Ontario, am chair of the Merrickville Lions Club Accessibility Committee as well as have spoken at conferences and meeting about accessibility. I have seen many projects through that have benefitted their communities by providing access to those with mobility impairments.

Given my disability, I have not been able to fully interact with my community. Unfortunately, as a historic village, there are challenges in addressing accessibility needs. However, there are also opportunities to do so and now more than ever it is important to shop and support local businesses. One of the opportunities is to have a fully accessible bathroom in the downtown area.

I am writing this letter to show my support for the proposed project for an accessible washroom in the downtown core. This is a positive move forward towards greater accessibility for visitors, residents and contractors/workers within the village.

Thank you for supporting this initiative as we work to improve accessibility in our village.

Thank you,
Sarah Telford

