

Ad Hoc Committee on Lions Club Washroom Project
Final Report

JAN - 3 2017

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**Council received the report on
January 9, 2017**

Section 1
Committee Terms of Reference

The Council of the Corporation of Merrickville-Wolford established an Ad Hoc Working Committee with the Lions Club to review their proposal to construct public washrooms in Merrickville, hereinafter referred to as the LCWC. The composition of the committee was to consist of 2 members of the Lions Club, 2 members of council, the Village Manager of Finance-Treasurer and the CAO.

(The original composition has been amended to include 3 members of the Lions Club, one member of the Chamber of Commerce and having the CAO act as the staff liaison. The Treasurer no longer sits on the committee except as needed for grant search information.)

Section 2
Committee Members

Chairman: Councillor Chuck MacInnis
Councillor Steve Ireland
Secretary: Dave Ellis (Chamber of Commerce)
Rod Fournier (Lions Club)
Don Ramsay (Lions Club)
Gwendy Hall (Lions Club)
Staff: CAO John Regan
Ex Officio: Mayor David Nash

- The meetings of the Ad Hoc Committee on Public Washrooms are open to the public.
- The minutes are published on the website and posted on the Notice Board.
- Notice of the meetings are posted on the Municipal Meeting Calendar on the website.

Section 3
A Brief History

- In the fall of 2015, the Lions Club of Merrickville held a brainstorming session to address projects of interest. The Community Washroom project rated the highest at the time.
- In January 2016, The Lions Club approached the Council with the aim of presenting this to the Village. It was June before they were able to do so. The Council then established an Ad-hoc Committee to move forward on this project.
- This was the first step and the committee has moved forward on a number of issues.
- A public washroom has also been on the Council's radar for a number of years. A committee was struck 15 years ago and eventually dissolved with no progress noted

Section 4
Proposed Agreement
The Lions Club and The Village of Merrickville-Wolford

Please see Appendix "A" for the draft agreement proposed by the Lions Club.

(Since it looks like this draft will not be completed by the end of the year, the Lions agreed to extend the agreement deadline until the end of January.)

Section 5
Sites Examined

The committee discussed various locations.

- The first location considered was the municipal parking lot on Wellington St. W. near St. Lawrence St., recommended by the Lions Club as the most suitable location. This choice would be at the cost of 3 parking spaces of the 6 spaces available in this small lot. Objections to the use of this lot were brought forward at a LCWC meeting by the property managers of Larkspur Lane (see Appendix B) and verbally by the owners of the La-Di-Da store beside the lot.
- The unused part of the Post Office property facing St. Lawrence St. was briefly discussed. Although this site would be an ideal location as far as being central and visible, it was felt that negotiations with Canada Post would be potentially lengthy and lease of the site would incur additional monthly operating cost.
- The Mayor noted upcoming discussions with Parks Canada and the possibility of utilizing a location on their property. Both the Lions Club and Chamber noted that this would not be their preference. *(The Village will pursue better washrooms and showers with Parks Canada perhaps in conjunction with Depot renovations.)*
- The owners of Country Bumpkins offered to lease their small parking area immediately adjacent to the above noted municipal lot for a fee of \$12,208/yr. plus exemption from water billing and other capital upgrade requirements (see Appendix D). The committee saw this offer as too costly.
- Leasing a vacant storefront on St. Lawrence Street was briefly considered until it was learned that the space had since been leased.
- The red brick waterworks building on Main Street was discussed and rejected as a location because the existing building does not have enough space to use for washrooms, and the yard has buried tanks and piping that would not allow a new building to be constructed.
- The Cenotaph Park was discussed and rejected primarily because it would be disgraceful to place a washroom beside a memorial honoring the men and women who fought and died in defence of our country. The park is at the South end of the business section of the village and would not be convenient to some visitors who don't venture that far down the street. Some business owners who attended

the December 14th LCWC meeting indicated a preference for this location as future expansion of the business district is likely to occur toward the South end of St. Lawrence St.

- Renting a storefront in the mall and renovating it for washrooms and a Tourist Information Office was discussed. The Lions members apposed this idea because of the mall hours of operation. However, an existing location in the mall would be the most cost-effective as it would only require a fraction of the capital to renovate the space, as water and sewer services are already available. Ongoing lease payments could partially be covered by interest on the conserved capital.
- The United Church offered through Chamber of Commerce president Karl Feige, to lease a portion their back lot as a location to site a new washroom building. This location would have an ongoing lease cost and is seen as too close to existing washrooms at the Lock Station.

Section 6 **Preferred Location**

- The Committee agreed to move forward on the basis of the Wellington Street West location.
- The proposal is to build on the municipal parking lot adjacent to the Larkspur Lane Mall.
- It is convenient to the business core.
- The municipality owns the land.
- Services (gas, water, sewer and hydro) are easily accessed.

Section 7 **Test Hole and Results**

A Test Hole was considered to be a crucial piece of the information to aid in evaluating the proposed location. A test hole was dug in the Wellington St. municipal lot on Monday 28 November 2016 by M-W Public Works staff and observed by some LCWC members. The results for the test hole are reported as excellent.

Excavation was done to a depth of 70 inches where bedrock was encountered. Profile as follows

- Surface to 2" - asphalt paving
- 2" to 15" - placed granular material
- 15" to 21" - mixture of organic and soils
- 21" to about 62" - undisturbed hard-pack sandy gravels
- 62" to 70" - undisturbed large boulders with sandy gravels

This constitutes an excellent profile on which to build and should not require any hoe-ramping to get the services to the street unless the profile changes.

Section 8
Detailed Construction Cost Estimate – Lions Club

This is a general estimate for budgeting purposes only

Building square footage	896 sq. ft.
Excavation and site-work	10,000
Foundation and footings	6,000
Material	10,000
Truss	1,500
Excavation	2,500
Concrete ICF	8,000
Inside concrete block	4,000
Slab	3,000
Frame	3,000
Plumbing	10,000
Electrical	2,800
Tile	8,000
Drywall	6,000
Insulate	2,000
Trim work	2,000
Partitions	1,000
Exterior siding	10,000
Doors and windows	6,500
“Store front” (C of C)	3,000
Steel roof	10,000
Heating	4,600
Security	4,000
Miscellaneous	23,580
Total estimate	141,480
Total rounded off to	145,000

Section 9
Detailed Construction Cost Estimate – Village of Merrickville

Village of Merrickville-Wolford			
Lions Washroom Cost Analysis			
	COST ESTIMATE	IN-KIND	TOTAL
CAPITAL COSTING			
Building cost estimate	\$ 145,000.00		\$ 145,000.00
Building Permit (\$12 per \$1,000 construction cost est.)	\$ 1,740.00		\$ 1,740.00
Non-Residential Development Fees (\$1.95 per sq ft)	\$ 1,751.10		\$ 1,751.10
Engineering Design for underground services (water/sanitary/storm)	\$ 6,000.00		\$ 6,000.00
Trenching for Utilities (water/sewer)	\$ 40,000.00		\$ 40,000.00
Builders Risk Construction Insurance	\$ 500.00		\$ 500.00
Gas servicing (permits & installation) est	\$ 3,000.00		\$ 3,000.00
			\$ 197,991.10
Capital Grants or Other Revenues			
Lions Club Contribution	\$ 100,000.00	-	\$ 100,000.00
Merrickville Goss Green contribution	???	-	\$ 0.00
Community Water Bottle Filling Station Grant (healthy kids challenge)	\$ 2,500.00	-	\$ 2,500.00
			\$ 102,500.00
	TOTAL NET CAPITAL COST		95,491.10
Operating Costing			
Insurance	\$ 500.00		\$ 500.00
Washer/Dryers Leasing Cost (if seasonal incl. spring/fall open & close)	\$ 1,920.00		\$ 1,920.00
Utility Costs - Gas est	\$ 100.00		\$ 100.00
Staffing Daily Open/Close (3 hr daily (morning & night, 7 days a week, min wage)	\$ 10,046.40		\$ 10,046.40
Maintenance Costs (supplies and maintenance)	\$ 7,000.00		\$ 7,000.00
Utility Costs - Water/Sewer (min billing)	\$ 1,080.00		\$ 1,080.00
Utility Costs - Hydro	\$ 500.00		\$ 500.00
			\$ 21,746.40
Operating Revenues			
Washer/Dryer revenue estimate	\$ 100.00		\$ 100.00
Chamber of Commerce Revenue Contribution	\$ 150.00		\$ 150.00
			\$ 250.00
	TOTAL NET OPERATING COST		21,496.40

The committee notes the following with respect to this estimate:

1. The Lions requests only in-kind contribution form the Village and that all other contractors would be part of the basic cost estimate of \$145,000.
2. All permits and fees would be waived and therefore are not part of the project cost. The Chief Building Official (CBO) has already informed council there is no provision in the bylaws for waiving fees.

3. The sub-surface examination indicates a dramatically reduced cost for trenching and utilities, which, again, the committee expects, would be an in-kind cost.
4. The Village estimate includes fees for laundry facilities. Laundry facilities are no longer part of the proposal.

Section 10 **Public Input**

A letter was sent to the neighbouring property owners advising of the proposed project. Two detailed written responses were received. A number of business owners have also attended the committee meetings offering thoughtful suggestions and alternative locations.

Letter to property owners from municipality: See Appendix "B" attached
Letter from Larkspur Lane Owners: See Appendix "C" attached
Letter from Merrickville Veterinary Services: See Appendix "D" attached
Offer from Country Bumpkins: See Appendix "E" attached

Section 11 **Questions**

1. Is council prepared to enter into an agreement with the Lions Club before January 31st 2017, or wait for more detailed information on costing?
2. Is council satisfied with the proposed location at the Wellington St. parking lot, or should more effort be made to pursue the Canada Post location?
3. Is council prepared to loan the Lions Club \$50,000.00 interest free?
4. To what limit is council prepared to offer in kind services? (This is currently a very vague section of the Proposed Agreement but can run into thousands of dollars based on the list suggested in Appendix "F")
5. Is council prepared to levy the difference estimated at \$45,000 at the moment?
6. Is council prepared to levy on going operating costs currently estimated by staff to be in the neighbourhood of \$20,000.00 per year?

Section 12
Appendices

- 1. Proposed Agreement: Appendix "A"**
- 2. Letter to property owners from municipality: Appendix "B"**
- 3. Letter from Larkspur Lane Owners: Appendix "C"**
- 4. Letter from Merrickville Veterinary Services: Appendix "D"**
- 5. Offer from Country Bumpkins: Appendix "E"**
- 6. Original Construction Proposal: Appendix "F"**

Submitted 24 December 2016

Chuck MacInnis
Chairman Lions Club Washroom Committee (LCWC)
Councillor, Merrickville Ward

Appendix "A"

Agreement between the Lions Club of Merrickville Inc. (the Lions) and the Corporation of the Village of Merrickville-Wolford (the Village) to construct a public washroom and tourism kiosk (the project)

This project was initiated by the Lions in 2016 The Lions will construct the project on existing land owned by the Village or land procured by the Village. This land will be provided at no cost to the Lions or the project.

1. The project budget has been established at \$145,000 and this budget does not include work in-kind that can be done by the Village or Village staff.
2. The project will be funded by a base amount as follows:
 - a. \$100,000 from the Lions current assets and future income
 - b. \$45,000 from any grants as available, from the Village direct, or from other Village or other sources. The Lions will cooperate in sourcing this money but in the end it is the Village's responsibility to obtain this money.
3. The Lions will provide the \$100,000 through a combination of current reserves and income (estimated at \$50,000) and borrowed money (not to exceed \$50,000). The borrowed money to be either a bank line of credit (with the Village as guarantor or co-signer) or an interest-free loan direct from the Village.
4. If the final project cost is other than the \$145,000 then each of the Lion's and Village's cost will be reduced or increased in proportion to the original amount.
5. The Lions will provide the following at no additional cost to the project (expenses not included):
 - a. Detail design documents, plans and specifications.
 - b. Complete procurement and project management services.
6. The Village will provide the following for the project. These are all in-kind tasks to be performed by Village staff or suppliers at no cost to the project:
 - a. Waive all building and inspection fees.
 - b. Surveying if required.
 - c. Excavation, backfill and remediation for the service trench and extending municipal services to the building perimeter.
 - d. Remedial paving in parking area and around building.
 - e. Site liability insurance (ongoing and for construction).
 - f. Utility costs during construction.
 - g. Legal services if required.
7. The village will "own" the site and project at all times. At project completion, the Village will take over the completed work and be responsible for operations, utilities and maintenance.

Appendix "B"

Established 1793
Incorporated
1850
Municipal Corporation
1858

Telephone (603) 229-7901
Facsimile (603) 229-0285



VILLAGE OF MERRICKVILLE-WOLFORD

Tuesday, August 23, 2016

Denise Teresa Large
C/O Country Bumpkins
Box 393
Merrickville, ON
K0G 1N0

Dear Adjoining Property Owner:

The Council of the Village of Merrickville-Wolford is partnering with the Lions Club to look at constructing public washrooms on the municipally-owned parking lot on Wellington Street West. I enclose herewith a copy of the initial proposal from the Lions Club for your information.

As a registered owner of a property near this site, the Ad hoc Committee struck by Council to move this forward asked that I correspond with you to make you aware of the potential project and to seek any feedback.

We see public washrooms downtown as an asset to the business community and our many visitors. It also has the support of the local Chamber of Commerce.

Your input is welcome and I can be reached by email cao@merrickville-wolford.ca

The Committee is also meeting in September 7th and input prior would be greatly appreciated.

Sincerely,

Arie Hoogenboom
CAO/Clerk

for

Att.: Lions Club proposal

Appendix "C"

Monday, September 5th, 2016

Mr. Arie Hoogenboom
CAO/Clerk
Village of Merrickville-Wolford



Lions Club Proposal

Dear Sir:

In response to your letter to property owners asking for comments on the Lions Club proposal to build public washrooms on the municipally owned parking lot off Wellington Street West we submit the following.

1. Location Plan diagram

The plan identifies the boundaries of the Municipal lot but does not indicate the lot line between the adjacent properties on the left facing St Lawrence Street. The section designated as private parking is in fact 2 lots with the lower section accessible from Wellington Street and the upper section next to Larkspur Lane accessible off the municipal parking lot. As presented, the diagram suggests the area is a single unit accessible from Wellington Street. The upper section has parking for its 3 stores as well as the 2nd floor apartment. The proposed location of the building in the municipal lot will impinge severely on access to the upper parking area as it is land locked.

2. Impact on Larkspur Lane, 230 St Lawrence Street

This location has seen many businesses. The original buildings were located on St Lawrence Street and occupied the front 1/3 rd of the lot. In the 1970's the then owner expanded his business and constructed a building that filled the complete lot. I am uncertain as to what arrangements were made for parking. It probably was not an important issue then as the Village had not developed into a tourist/day trip attraction. In 1993, when the Lane was constructed within the previous building shell, Council was approached about access to the Municipal parking lot. Permission was granted to have a rear handicap accessible entrance to the Lane off the Municipal lot and permission given to allow business owners in

the Lane to use the lot for parking during business hours. As well, the rear access allows for deliveries and services to the building without interfering with traffic on St Lawrence Street and provides a necessary exit from the building in emergency situations.

Over the years the parking lot has been used with Village permission to station a large mobile crane to raise heating and cooling appliances onto the roof of the Lane. It is the only access location for servicing the needs of the building, as power lines, traffic and crane reach negate access from St. Lawrence Street. The proposed building will close off reasonable access to the roof of the Lane, will restrict access for deliveries, visually hide the rear entrance to the Lane and impact handicap accessibility.

If the building is placed near the rear entrance to the Lane as proposed I can see that the Lane will be used as a thoroughfare/short cut for people to move off St Lawrence Street to access the washroom. Placing the building to the front of the parking lot will make the washrooms more accessible via Wellington Street, reduce flow through traffic in the Lane and remedy many of the concerns that follow.

3. Parking

As the Village attracts more and more day trippers parking has become an issue. The proposal will eliminate at least 6 to 8 parking spaces on the right of the parking lot, and additional space on the left of the lot will be lost to parking so as to give access to the land locked parking area next to Larkspur Lane.

4. Fire Protection

The proposed building will interfere with access to the Lane for fire protection as equipment will be further removed from the building.

5. Vandalism/Vagrancy

The location to the rear of the parking lot and next to the Lane will potentially create an area of reduced visibility, as will the setback between the Lane and the

proposed building. Exterior lighting and regular maintenance and clean up around the building will be required.

6. Congestion/traffic pedestrian interplay

I believe the location to the rear of the parking area will increase the risk of personal injury, as pedestrians access the proposed building thru the parking area. The central entrance of the proposed building will encourage movement thru the central area of the parking lot.

7. Snow Removal

Currently the parking area is cleaned in the winter by pushing snow to the rear of the lot and piling it up next to the Lane. Two to 3 parking spaces are unavailable for the winter months due to the size of the snow pile. With the proposed building located at the rear of the lot, snow removal will be more of a challenge and the rear access to the Lane for store clients and deliveries will be more difficult and hazardous.

8. Hours of Operation/Building Security

I believe hours of operation of the facility should coincide with regular retail hours in the Village and the facility should have daily regularly scheduled maintenance. Opening it after hours will encourage loitering and vandalism. I question the need for laundry facilities in the building and believe they will not be cost effective.

9. Information Site

The proposed facility would seem to be an ideal opportunity for an information kiosk for the Village.

10. Alternatives

10.1 While there are many positives in the proposal from the Lions Club, I believe the proposed location is not the best. A location on St. Lawrence Street in the heart of the Village, such as the lot adjacent to the Post Office, should be examined. That site offers high visibility, easy access,

better security against loitering and vandalism and convenience to the Public and would not reduce the number of parking spaces.

10.2 If the parking lot is used as the site for the proposed washrooms then I think it should have frontage on Wellington Street and not be located to the rear of the lot. To facilitate access to the rear of the building and parking behind the building and in the adjacent land locked parking area a lane or entrance would be required on the left side of the building. This might necessitate a revision to the building plan.

10.3 Another alternative would be to encourage the opening of washrooms to the Public by property/store owners with the proviso that all expenses associated with the washroom(s) would be reimbursed by the Village and or the Lions Club. The washroom in Larkspur Lane has been open to the Public for over 10 years and the costs absorbed by the owners. In the past few years the washroom has become known as a public washroom by word of mouth. As well, other merchants direct patrons to it as they do not want their customers using their washrooms. Operating costs for water and supplies are about \$300/month. Cleaning costs are additional. Costs have risen in the last year due to increases in water & sewage expenses.

Thank you for the opportunity to comment on the proposal. Please keep us informed of the meetings of the Ad hoc Committee.

Sincerely,

J. H. Hale
Director and President
Rachael Property Management Ltd

Jeffrey R Trew
Director and Treasurer
Rachael Property Management Ltd



Appendix "D"

Thank you for informing us of upcoming plans.

I have reviewed the plans and information and given it some thought. In comparing this situation with other tourist areas that I have visited my feeling is that the location behind/adjacent to the mall is not ideal.

The best public utilities I have seen over the years are visible along the main tourist path and constructed to blend with the surrounding buildings/parks.

Banff has the best public washroom.

It's right in the centre of the main drag in the middle of everything and is very attractive.

For these reasons I feel that the location beside the post office would be ideal.

The proposed location will be less visible to passers-by thereby making it less functional.

Thank you for your consideration.

Sincerely,
Dr. Gus Stringel

Appendix "E"

To Merrickville public washroom committee members,

Country Bumpkins is offering to lease land to the Village of Merrickville-Wolford for the proposed public washroom facility.

The land in question is currently used by Country Bumpkins as a parking lot. What we are proposing is sectioning off approximately 17' wide X 28' long parcel beside the current public parking lot on the south side off Wellington Street West. It is located just behind our store Country Bumpkins at 206 St. Lawrence Street. This parcel would be added to the first 9' of the eastern edge of this public parking lot for a total of approximately 26' X 28'.

Country Bumpkins requirements:

1. The current light pole to be removed to allow access from the public parking lot to our parking spots.
2. The remaining section of our lot to be paved, to replace the paved lot that will be occupied by the proposed washroom facility.
3. A 13.5' driveway to the back lot behind the proposed washroom facility & Country Bumpkins (currently paved).
4. Removal of limbs overhanging the back lot from the large tree directly behind the back lot.
5. Yearly rent equivalent to Country Bumpkins' tax bill from the previous year. 2017 rent would be \$12,207.88/year or \$1,017.32/month.
6. Country Bumpkins will be exempt of all water/sewer/comm. capital bills for the duration of the lease, regardless of usage & units. Country Bumpkins' utility notice bills totaled \$1521.14 for the 2015 calendar year.

Appendix "F"

Established 1783
Incorporated
Wolford 1860
Merrickville 1860
Amalgamated 1999



Telephone (613) 269-4791
Facsimile (613) 269-3095

DRAFT

VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R - - 16

Date: June 27, 2016

Moved by: _____

Seconded by: _____

Be it hereby resolved that:

The Council of the Corporation of the Village of Merrickville-Wolford does hereby establish an Ad hoc Working Committee with the Lions Club to review their proposal to construct public washrooms in Merrickville and that composition consist of 2 members of the Lions Club, 2 members of Council, the Village Manager of Finance – Treasurer and the CAO/Clerk.

Carried / Defeated

Mayor: _____



LIONS CLUB OF MERRICKVILLE

PROPOSAL TO CONSTRUCT A PUBLIC WASHROOM

The Lions Club of Merrickville proposes to build a badly-needed structure in existing municipal property that will serve the needs of residents and those visiting the Jewel of the Rideau.

Currently no such facility exists in the town centre. It is also proposed to include laundry facilities to serve the needs of locals and visiting boaters. This laundry will help to offset the operating costs.

The project would be executed using the most energy- and cost-efficient methods including LED lighting, natural gas, energy efficient construction, slab-on-grade, on-demand water heating, ICF walls and so on. The building would be architecturally coordinated.

The preferred location is at the back of the existing village-owned parking lot on Wellington Street opposite the existing temporary toilet. It is anticipated 4 to 6 parking spaces would be lost. Other locations can be considered such as the space beside the Post Office (owned by Canada Post) and the empty lot adjacent to the LCBO (owned by LCBO).

It is proposed to build a permanent properly constructed reasonably-attractive facility. Included is a small badly-needed laundromat, the revenue from which would help to offset operating costs. Also included is an outside drinking fountain/water bottle filling station.

We have tried to include all items that would contribute to the success of the project including vandal-resistant materials, energy-efficient construction, security features and fitting the building into the environment. Smaller items such as baby change tables and self-closing faucets are included.

**LIONS CLUB OF MERRICKVILLE
PROPOSAL TO CONSTRUCT A PUBLIC WASHROOM**

What the Lions Club is proposing to provide

- Contribution of Campground and other Lions Club for up to five years
- Project design and coordination
- Project management and construction supervision
- Transfer to village on completion
- Initial signage

What we are asking the Village of Merrickville-Wolford to provide

- Waive all building fees
- Identification of property limits
- Provision of water and sewer to the building
- Excavation and backfill for services trench
- Construction inspections as required
- Remedial paving in parking area and around building
- Site liability insurance (ongoing and for construction) through the villages' policies
- Ongoing and daily maintenance after completion
- Ongoing utility costs
- Lions and the Village will work at jointly on applications for grants or external funding.

Financial summary

- Village to cosign building line of credit
- Construction cost estimate \$145,000
- Lions will commit as a minimum:
 - \$50,000 at start of work
 - \$15,000 to \$20,000 per year until loan is satisfied,
- Lions and the Village will need to work together to source grants (Target \$50,000)

Stakeholders

- Lions Club of Merrickville
- Village of Merrickville & District Wolford
- Merrickville & District Chamber of Commerce
- Adjacent businesses
- Local residents and visitors
- Merrickville Goss Green
- Merrickville Legion (to be determined)