



**MINUTES**  
**FLIGHTEXEC CENTRE EXPANSION AD HOC COMMITTEE (FCEAC)**  
**THURSDAY, JUNE 1, 2023**  
**11:00 A.M., COUNCIL CHAMBERS, MUNICIPAL OFFICE**

PRESENT: S. McMillan, Council Representative  
D. Lockie, Council Representative  
P. Hunter, Community Representative  
A. Marr, Community Representative  
M. Murray, Community Representative  
J. Smith, VON Representative  
A. Warwick, Community Representative  
S. MacDonald, Director of Community Services and Facilities, Staff Representative  
D. Brown, Parks and Facilities Supervisor, Staff Representative  
K. Gress, Senior Centre Coordinator, Staff Representative  
T. Garrett, Recording Secretary

The Chair called the meeting to order at 11:03 a.m.

1. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No pecuniary interests were disclosed.

2. APPROVAL OF PREVIOUS MINUTES

(A) April 20, 2023

Moved by: P. Hunter

Seconded by: M. Murray

(Resolution # FCEAC-023-2023)

THAT the minutes of the FlightExec Centre Expansion Ad Hoc Committee meeting held on April 20, 2023, be adopted as presented. Carried.

3. REPORTS OF STAFF

(A) **Design-Build Contract Update and Next Steps.** The Director of Community Services and Facilities verbally updated the FlightExec Centre Expansion Ad Hoc Committee on the following:

- At the April 12, 2023, Council Meeting, Council approved larger auditorium, as originally specified in RFP. This committee then met on April 20, and at that point MCI was still re-working their bid. We have since finalized and signed the contract.
- Final contract price is up \$80,145.00 for larger auditorium, total price of \$6,558,081.00 from MCI (with 15% contingency) = \$7,674,529.00.

- MCI has met twice with architectural team since signing the contract. The architectural side is developing the permit drawings and hope to have them finished by second week of June. Once they get through the drafting, they will involve Thames Centre to ensure the plans meet our approval, with construction starting in August.

4. COMMITTEE BUSINESS

(A) **Fundraising Sub-Committee.**

- a. **Community Interest Received.** Press release and email to service clubs and other local groups/associations specified to contact member Murray by May 19, 2023. Two people have contacted Murray to be part of the Fundraising Committee, and we will continue to promote.
- b. **Fundraising Target.** Currently, there has not been a fundraising target. The Director of Community Services and Facilities will check with MCI and the Director of Finance to determine a target.
- c. **Sponsorship and Donor Recognition Program.** The sub-committee would come up with a list, bring this sponsorship back to the FlightExec Centre Expansion Ad Hoc Committee and this would be directed to Council. To get sponsorships, this can be advertised on social media and letters can be sent (like what was done for the Thorndale Lions Community Centre).

5. CORRESPONDENCE

None.

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS

- (A) **Moving and Temporary Locations for Senior Centre Staff and VON.** The Director of Community Services and Facilities verbally updated the FlightExec Centre Expansion Ad Hoc Committee on the temporary locations:
- They are planning for vacating all areas by Sunday, July 16, 2023. VON is considering a storage container on site.
  - The Senior Centre will be moving their office space over to the recreation office.
  - We have also requested consideration of delaying any work in the existing auditorium kitchen, as that would help with our summer playground program.

- We must determine where to move and store various items during construction (tables, chairs, kitchen appliances, items in Senior Centre).
- (B) **Walk-in Cooler.** The Dorchester and District Lions Clubs advised of their commitment to pay for the walk-in cooler. As a result, The Director of Community Services and Facilities will be taking a report to Council to get approval of this add-on to the scope of the project.
- (C) **Impact of Construction on Facility Traffic.** Vehicle access to northeast parking area is unlikely once construction fencing is up. The Parks and Facilities Supervisor has drafted up proposed wording for a large sign to direct traffic, once construction has started.

At this time, the VON Representative expressed concern about only having one door for the VON. The Director of Community Services and Facilities will contact MCI about this concern, to see if a second door can be added.

The Supervisor of Parks and Facilities also noted there was no janitorial closet, so they will be adding a sink to the storage room in the plans.

## 8. SCHEDULING OF MEETINGS

The Committee discussed the meeting schedule, noting that the next regular meeting is to be held on Thursday, June 22, 2023, at 11:00 a.m. in the Council Chambers located at the Municipal Office in Dorchester. It was:

Moved by: M. Murray  
Seconded by: A. Warwick  
(Resolution # FCEAC-024-2023)

RESOLVED THAT the next FlightExec Centre Expansion Ad Hoc Committee meeting to be changed to Tuesday, June 27, 2023, at 1:00 p.m. in the Council Chambers.

## 9. ADJOURNMENT

There being no further business to discuss, it was:

Moved by: A. Warwick  
Seconded by: P. Hunter  
(Resolution # FCEAC-025-2023)

THAT the meeting be adjourned at 11:49 a.m. Carried.