



## MINUTES

FLIGHTEXEC CENTRE EXPANSION AD HOC COMMITTEE (FCEAC)

THURSDAY, SEPTEMBER 21, 2023

11:00 A.M., COUNCIL CHAMBERS, MUNICIPAL OFFICE

PRESENT: S. McMillan, Council Representative, Chair  
P. Hunter, Community Representative  
A. Marr, Community Representative  
M. Murray, Community Representative  
J. Smith, VON 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

ALSO PRESENT: A. Stark, MCI Design-Build Corporation

ABSENT WITH REGRET

D. Lockie, Council Representative, Vice-Chair

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) June 27, 2023

Moved by: A. Marr

Seconded by: J. Smith

(Resolution # FCEAC-029-2023)

THAT the minutes of the FlightExec Centre Expansion Ad Hoc Committee meeting held on June 27, 2023, be adopted as presented. Carried.

3. REPORTS OF STAFF

The Director of Community Services and Facilities verbally reported on the following topics:

(A) **Relocation of Senior Centre and VON.**

- The VON has moved into the Lions Room.

- The Senior Centre has also been relocated to the south side of the FlightExec Centre.
- (B) **Site Fencing and Traffic Routes.**
  - The site fencing and traffic route have been put up, and a sign has been installed to direct vehicles to this new route.
- (C) **Food Bank – Access and Hydro.**
  - MCI has been working with Thames Centre to make sure the Food Bank has access to their portable and to ensure they have hydro, so it can continue to operate.
- (D) **Storm Water Management.**
  - The storm water management needs to be updated on the north side, so this portion of the project is still under discussions. However, the Director of Public Works, the Director of Community Services and Facilities and MCI will be meeting after this to make sure everything is being worked out.
- (E) **Designated Substance Survey.**
  - The designated substance survey results are in and there is some asbestos present in the original part of the building. This will be an extra cost, but again something that needs to be taken care of
- (F) **Secondary Exit for VON.**
  - The VON has requested a second exit, for safety reasons. Originally a courtyard gate was in the plans, but this may not be the safest idea. Also, it may be a problem to access in the winter. Therefore, MCI is working on pricing for a second exit from the VON staff room into the hallway. At this time, they will not be having a second door to the courtyard.

4. COMMITTEE BUSINESS

None.

5. SUBCOMMITTEE BUSINESS

- (A) **Update from Fundraising Committee.** The Director of Community Services and Facilities advised the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) that funds raised will go towards offsetting the cost of the core project, not towards adding new features or amenities to the core project. If/when a group wants to donate towards something additional for the project, we would require approval from Council in advance.  
All cheques and funds raised should be dropped off at the Municipal Office front desk during business hours, not in the drop box after hours or FlightExec Centre Office.

On Thursday August 10, 2023, the Fundraising Subcommittee met to discuss the next steps. Here are the key items that were identified:

**Donor and Sponsor Program** – The fundraising subcommittee needs to work towards finalizing where the donor and sponsor program will be located so that we can start to present the community with options for donating, including how their donation or sponsorship will be recognized. S. MacDonald showed the FCEAC committee all the donor recognition walls within Thames Centre, and the committee would like to have the design, similar to the Thorndale Lions Community Centre, where plaques can be added.

**Donor Levels** – The FCEAC decided that they want to again, make the donor levels like the Thorndale Lions Community Centre. In the end, it was decided that the dollar amounts will not be on the wall. For smaller donations, the committee discussed possibly making a wall inside the new facility where names can be added. This topic will continue to be discussed at the fundraising subcommittee.

**Location of Donor Wall** – It was agreed that the donor wall will be located in the Senior Centre lobby, but once the building is completed it can be moved, if needed.

**Naming Rights** – These would be the signs around the facility if a person/organization has sponsored a room. Since the expansion is still in the FlightExec Centre, the plaques should be similar to what was previously installed, but with a bit of an upgrade (brighter and option to include company logo). The Director of Community Services and Facilities will touch base with Banner to see what can be done.

**Prices to Sponsor Rooms** – The Director of Community Services and Facilities brought forward the rates that were used for the Thorndale Lions Community Centre. The fundraising subcommittee will work on the prices and will bring this to an upcoming meeting.

A. Marr vacated the meeting at 12:02 p.m.

6. CORRESPONDENCE

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

- (A) There was discussion regarding composition and if additional community representatives can be added.

9. SCHEDULING OF MEETINGS

The next regular meeting is to be held on Thursday, October 19, 2023, at 11:00 a.m. in the Council Chambers located at the Municipal Office in Dorchester.

10. ADJOURNMENT

There being no further business to discuss, it was:

Moved by: P. Hunter

Seconded by: M. Murray

(Resolution # FCEAC-030-2023)

THAT the meeting be adjourned at 12:06 p.m. Carried.