



Terms of Reference

**FlightExec Centre Expansion
Ad Hoc Committee**

April 2022

FlightExec Centre Expansion Ad Hoc Committee

Terms of Reference

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1. Overview:

Since its' inception, the Senior Centre has experienced continued success and growth in membership. A generous private donation to the Senior Centre will help greatly cover the costs to renovate and expand that space.

The space at the FlightExec Centre rented by VON is no longer sufficient for them to meet the growing demand they have for their services (resulting in a lengthy waiting list at this time). VON is in need of more space and has shown a willingness to assist with a portion of the costs to provide them with a larger space.

2. Purpose:

The purpose of this Ad Hoc Committee:

To work with municipal staff advisors to create a document containing the specific details for contractors to bid on a design-build approach to this expansion project. This committee will continue to meet and review progress of the construction, not disbanding until this expansion project has been completed.

The document will involve the following aspects:

- Background and history
- Needs re-evaluation and re-confirmation analysis
- Community involvement and input
- Fundraising and grant opportunities
- Capital costs — new and existing facilities
- Facility Design and site plans to include impact on existing facilities
- Operating cost projections
- Governance
- Renewable/ green initiatives
- Economic impact
- Determine priorities based on need and funding availability

Approval is contemplated to be requested in Phases as set out under the Timeframe section, in order to move forward with the agenda of the Committee as efficiently as possible.

3. Committee:

Composition and Structure

The Ad Hoc Committee shall be comprised of the following:

- Minimum three (3) community representatives – voting members
- Two (2) Council representatives – voting members
- Two (2) Municipal Staff representatives (Director of Community Services &

Facilities and Senior Centre Coordinator)

A member of the Ad Hoc Committee will be appointed as chair for the meetings of the committee. An employee of the Municipality of Thames Centre shall be appointed as the committee secretary for the purposes of taking minutes.

Authority

- The Ad Hoc Committee shall be established as a Committee of Council by By-law.
- The Committee shall have the authority to act on behalf of the Municipality in the carrying out of its' objectives.
- The Committee shall provide direction by way of Motion and Resolution as required.
- The Committee shall do its' best to involve public input and to keep the public informed on the progress of the plan.

Frequency of Meetings

- The FlightExec Centre Expansion Ad Hoc Committee will meet on a monthly basis until the document used to solicit design-build bids is complete. This committee will begin to meet again monthly once the project has been awarded to a contractor, until the project is complete.
- Additional meetings may be required based on the special projects or sub-committee work. In this instance, a meeting can be called at the request of the Chair.
- All meetings of FCEAC will be open to the public. As a formal committee to Council the FCEAC is subject to the Rules of Procedure for Committees, the Municipality of Thames Centre Procedural By-Law, Volunteer Code of Conduct and the Municipality's Harassment Policy and any other applicable policies and/or procedures.

Sub-committees

Sub-committees may be formed to provide research in the following areas; if deemed necessary by the committee:

- **Funding and fundraising**

To design and implement a fundraising plan in conjunction with local service groups, including naming rights, in-kind donations and community requests as well as to research other forms of fundraising with a timely and accountable process.

- **Public relations and media**

To provide timely and accurate information to the citizens of Thames Centre and other interested parties through the media and other means.

- **Design and construction**

To re-confirm the needs in the community, research viable alternatives including renewable and/or green initiatives and to develop a design for the overall site and facility that will meet or exceed as many needs as possible as identified in the Community Services Master Plan and/or from user group input.

- **Business plan**

To provide oversight into financial and business activities, effective use of donated funds with consideration to the economic impact on Thames Centre.

A member of the Ad Hoc Committee will be assigned as chair overseeing the tasks of each sub-committee and to report on the sub-committee progress at regular Committee meetings.

Residents may be solicited to sit on these sub-committees and various related taskforces to assist with the activities of that committee and to promote community involvement.

Council Role

- Council may, at its discretion, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to membership composition to ensure Committee effectiveness.

4. Timeframe:

The intention is to have a Request for Proposal prepared for contractors to submit their proposals in advance of the 2023 capital budget planning process. As a result, this committee will need to determine how soon the specs document must be completed in order to provide bidders sufficient time to submit their proposals by the time that capital budget details are required. As a result, milestones in this timeframe will include:

- Gathering input on the “must haves” and the “nice to haves” for this renovation/addition.
- Finalizing all details for inclusion in the Request for Proposals
- Issuing the RFP for contractors to bid on the design-build
- Reviewing all RFP submissions/proposals
- Including cost of preferred proposal for Council’s consideration in the 2023 capital budget
- Budget approval process

And then, assuming that Council does approve the design-build as part of the 2023 capital budget, the next milestones will include:

- Awarding the contract

- Oversight of the build
- Successful completion of the Design-Build

The Committee will endeavor to set intermediate timelines for the various components as necessary and determined.

5. Budget:

The Committee shall not have authority to expend or commit to expend Municipal funds without the authorization of Council. At this time the intention is to have a preferred proposal selected in advance of the 2023 budget planning process, with the cost of that proposal used to set the budget request.