

MINUTES
FLIGHTEXEC CENTRE EXPANSION AD HOC COMMITTEE (FCEAC)
MONDAY, MAY 2, 2022
1:00 P.M., BLUELINE ROOM, FLIGHTEXEC CENTRE

PRESENT: A. Warwick, Council Representative
P. Hunter, Council Representative
A. Marr, Community Representative
M. Murray, Community Representative
J. Smith, 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. Haffner, Recording Secretary

The Chair called the meeting to order at 1:00 p.m.

1. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No pecuniary interests were disclosed at this time.

2. ELECTION OF CHAIR

(A) **Nominations for Chair.** The Director of Community Services and Facilities called for nominations for the Chair position of the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) and the following person was nominated: A. Warwick. It was:

Moved by: A. Marr
Seconded by: P. Hunter
(Resolution # FCEAC-1-2022)

THAT the nominations be closed, and that A. Warwick be appointed as the Chair of the FlightExec Centre Expansion Ad Hoc Committee. Carried.

3. ELECTION FOR VICE-CHAIR

(A) **Nominations for Vice-Chair.** The Chair called for nominations for the Vice-Chair position of the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) and the following person was nominated: P. Hunter. It was:

Moved by: A. Warwick
Seconded by: M. Murray
(Resolution # FCEAC-2-2022)

THAT the nominations be closed, and that P. Hunter be appointed as the Vice-Chair of the FlightExec Centre Expansion Ad Hoc Committee. Carried.

4. APPROVAL OF PREVIOUS MINUTES

None.

5. PRESENTATIONS/DELEGATIONS

None.

6. REPORTS OF STAFF

- (A) **Committee Terms of Reference.** At this time, the Director of Community Services and Facilities verbally reported the Terms of Reference, as well as the process on how to submit a Request for Proposal (RFP). Overall, the purpose of the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) is to work together to create a RFP, which will be put out for tender so the Senior Centre, VON and community centre can be designed to fit all needs. By creating the FCEAC with many community representatives from a variety of service clubs within Thames Centre, this can be done successfully.
- (B) **Review of Committee Focus and Goals.** While we reviewed the Terms and References of the FlightExec Centre Expansion Ad Hoc Committee (FCEAC), it was clear that the Senior Centre and the space rented by the VON have both experienced continued success and growth resulting in more space needed for both. Therefore, the FCEAC focus, and goals is to create a document containing the specific details for contractors to bid on a design-build approach to this expansion project.

7. COMMITTEE BUSINESS

- (A) **Committee Member Introduction.** To help the committee get acquainted, the Chair asked everyone to introduce themselves and suggest one thing they would like to see in the expansion. Some of these suggestions are, but are not limited to:
- Programs and activities for children.
 - A bigger hall that can be used for larger group rentals.
 - The VON and Senior Centre is looking for a reconfigured, bigger, open space that will have multi rooms.
 - Bathing room at the front of the VON, so those in the community can have access to the facility not just those in the program.
 - A front greeting desk, which can assist those visiting.
 - More office space for municipal employees.

The Director of Community Services and Facilities also presented maps to the committee, so they can have a better idea as to what is built now, and what can possibly be changed in the future.

- (B) **Committee Orientation.** Although this was not discussed at the meeting, it was noted that all members of the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) are present on other Thames Centre committees, except J. Smith. J. Smith was given an orientation by Thames Centre staff prior to the meeting.
- (C) **Tour of Senior Centre and VON.** At this time, the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) went over to the Senior Centre and VON to have a tour.

FlightExec Centre Expansion Ad Hoc Committee (FCEAC) vacated the Blueline Room at 2:00 p.m., and arrived back at 3:00 p.m. When the FCEAC arrived back, they dissected what was seen and how all the space can be utilized for which group.

8. CORRESPONDENCE

None.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

None.

11. SCHEDULING OF MEETINGS

After discussion amongst the committee members regarding the 2022 meeting schedule, it was:

Moved by: P. Hunter
Seconded by: M. Murray
(Resolution # FCEAC-3-2022)

THAT the following schedule of the FlightExec Centre Expansion Ad Hoc Committee meeting dates for the 2022 calendar year be approved:

Monday, May 16, 2022 @ 3:30 p.m.
Monday, May 30, 2022 @ 1:00 p.m.
Monday, June 13, 2022 @ 3:30 p.m.
Monday, June 27, 2022 @ 1:00 p.m.

noting that such dates and times may be subject to change and that the meetings will be held in the Board Room at the FlightExec Centre, located at 2066 Dorchester Road, Dorchester. Carried.

12. ADJOURNMENT

There being no further business to discuss, it was:

Moved by: A. Marr
Seconded by: M. Murray
(Resolution # FCEAC-4-2022)

THAT the meeting adjourned at 3:30 p.m. Carried.