

**MINUTES**  
**FLIGHTEXEC CENTRE EXPANSION AD HOC COMMITTEE (FCEAC)**  
**MONDAY, MAY 16, 2022**  
**3:30 P.M., BOARD 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  
K. Gress, Senior Centre Coordinator, Staff Representative  
T. Haffner, Recording Secretary

ABSENT WITH REGRET:  
D. Brown, Parks and Facilities Supervisor, Staff Representative

The Chair called the meeting to order at 3:51 p.m.

1. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

No pecuniary interests were disclosed at this time.

2. APPROVAL OF PREVIOUS MINUTES

(A) **May 2, 2022.** It was:

Moved by: P. Hunter  
Seconded by: J. Smith  
(Resolution # FCEAC-005-22)

THAT the minutes of the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) meeting held on May 2, 2022, be adopted as presented. Carried.

3. PRESENTATIONS/DELEGATIONS

None.

4. REPORTS OF STAFF

(A) **Auditorium/Multi-Purpose Space Spreadsheet.** The Director of Community Services and Facilities created spreadsheets for each group to note what they would like to be done during the expansion project. The purpose of these spreadsheets is when a Request for Proposal is put out, we can share these documents. For the Auditorium/Multi-Purpose space, S. MacDonald verbally reported the features they would like to see in the project:

- An auditorium/gym with dimmable lighting, hard surface flooring with sports lines and a score clock

- Kitchen and bar with large counter, opening to the hall
- Washrooms close by, available for those using the space
- Ideal for VON and Senior Centre to have direct access to the room
- Storage room for sporting equipment and tables/chairs

(B) **Senior Centre Spreadsheet.** For the Senior Centre, K. Gress verbally reported the features they would like to see in the project are:

- Automatic doors at front entrance with permanent awning and coat rack
- Seating for visitors, with bookcases close by
- Reception area where Senior's can sign up, with a drop-box for after hours
  - o In addition, another office for Supervisor in building
- Three multi-purpose rooms, with dividers and other amenities to fulfill all activities that are offered
- Larger kitchen with multiple ovens, large pantry, more counter space, dishwasher, two fridges, a freezer, and industrial coffee maker
- Better storage solutions for exercise balls, yoga mats, etc.
- Washrooms located in a more centralized area, accessible to all
  - o Janitorial closet close by, with plenty of shelves/storage

(C) **Survey Results from Senior Centre.** K. Gress verbally reported items that the members of the Senior's Centre would like to have. These items include but are not limited to:

- Art studio to be moved back to the Senior Centre
- Integration of the VON area to enhance more opportunities for clients
- Refill station for water bottles
- Being able to open windows in program rooms
- Additional pickleball courts inside
- Office space
- Larger kitchen
- Bigger space, so more participants can join programs
- Conference room for meetings
- Direct access to a large activity room
- Sound system

(D) **Co-Op Nursery Information.** The Director Community of Services and Facilities verbally reported that he met with the Co-Op Nursery to see what their plans are for the future. At this moment, they are unsure what can happen but if we can expand to the second floor, they could make use of the space. If we do add the Co-Op Nursery to the expansion, they could utilize the original Lions Room and the Lions Room could be moved to a new room on the first floor. Since the Senior Centre is majority weekdays, and the Lions run weeknights and weekend events they could potentially share the space. Overall, a spreadsheet will be sent to the Dorchester and District Lions Club to see what they need and to see if they can share the space with the Senior Centre. In the end, the committee has agreed to invite the Co-Op Nursery to an upcoming meeting to make sure all needs are met.

5. COMMITTEE BUSINESS

(A) **VON Spreadsheet.** For the VON Spreadsheet, J. Smith verbally reported the features they would like to see in the project are:

- Awning at the front door, with a big sign out front. Inside the front automatic doors, a coat hanger/shelving with an admin desk
- Enough room for five offices in the back with a lunchroom
- Two overnight respite rooms
- Large Adult Day Program (ADP) to accommodate 20 clients with 100 square feet per client
- Kitchen built right off the ADP, with a pass-through counter, cupboard space, stand up fridge and freezer, dishwasher, double sink, etc.
- Large storage space to put activity items, as well as a janitorial closet
- More washrooms for clients, and another one for the staff
  - o Janitorial closet to house cleaning supplies and paper products
- A large tub room, which will contain a toilet, sink and storage

6. CORRESPONDENCE

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

(A) A. Marr discussed ideas as to what can be done for the Food Bank space. The Director of Community Services and Facilities will reach out the organizer to see if they need more space for the future, and if they can be added to the expansion.

(B) The Director of Community Services and Facilities also provided the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) with bigger maps of the north side of the facility, to show the space we have.

9. SCHEDULING OF MEETINGS

The next regular meeting is to be held on Monday, May 30, 2022, at 1:00 p.m. in the Thorndale Meeting Room #3 located at the Thorndale Lions Community Centre in Dorchester. After the change of location was discussed, it was:

Moved by: A. Marr

Seconded by: A. Warwick

(Resolution # FCEAC-006-22)

THAT the next FlightExec Expansion Ad Hoc Committee held on Monday, May 30, 2022, at 1:00 p.m. be moved to the Thorndale Lions Community Centre. Carried.

12. ADJOURNMENT

There being no further business to discuss, it was:

Moved by: P. Hunter  
Seconded by: J. Smith  
(Resolution # FCEAC-007-22)

THAT the meeting adjourned at 4:42 p.m. Carried.