

MINUTES
FLIGHTEXEC CENTRE EXPANSION AD HOC COMMITTEE (FCEAC)
THURSDAY, JULY 28, 2022
2:00 P.M., BLUELINE ROOM, FLIGHTEXEC CENTRE

- PRESENT: A. Warwick, Chair/Council Representative
P. Hunter, Vice-Chair/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
- OTHER: R. McCluskey, Dorchester Co-Op Nursery Representative
M. Cupello, Dorchester Co-Op Nursery Representative

The Chair called the meeting to order at 2:03 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) **June 27, 2022.** It was:

Moved by: M. Murray
Seconded by: J. Smith
(Resolution # FCEAC-016-22)

THAT the minutes of the FlightExec Centre Expansion Ad Hoc Committee meeting held on June 27, 2022, be adopted as presented. Carried.

3. PRESENTATIONS/DELEGATIONS

- (A) **The Dorchester Co-Op Nursery.** R. McCluskey and M. Cupello introduced themselves and discussed what the Dorchester Co-Op Nursery offers. At this present time, the school runs Monday-Friday from 9:00 a.m.-1:00 p.m. from September-June. They are also a not-for-profit, which means they are run by the ministry and all decisions must be made through them. In the future, here is what they hope to do if more space is offered:
- Extend hours. They are still hoping to run from 9:00 a.m.-1:00 p.m., as after four hours they would need to offer naps and lunches.
 - After the time they run, they would like to offer drop-in to run activities.
 - Change their status to for-profit.

- Looking to extend to the upstairs for before/after care and licenced/unlicensed care. They would offer PD Day camps, evening, and weekend activities. If they can change their status, they would hope to still have the daycare on the first level and then have stairs from their room to the upstairs and use the original Lions Room and Mezzanine for their extra ideas.

4. REPORTS OF STAFF

- (A) **Draft Details for RFP.** The Director of Community Services and Facilities prepared a list of items, which will be included in the RFP.
- How much space will be fenced off, and what we will not be able to use during construction (i.e., parking spaces, traffic flow).
 - Include detailed floor plans, with site plans.
 - Timeframes for existing parts of facility that will be closed.
 - Separate pricing for gymnasium, septic system and green options/pay back periods.
 - Mandatory site visit for all bidders.
 - Details of existing room sizes, washrooms needed, required number of parking spaces, and all relevant drawings/floors plans.
 - Proposal must include pricing and will be due in October (which will be decided by the Director of Finance, based on timing).
 - The contract will be awarded by the end of December 2022 and commencing early January 2023.
 - A grading system for the evaluation of proposal will also be included.

5. COMMITTEE BUSINESS

None.

6. CORRESPONDENCE

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

- (A) The FlightExec Centre Expansion Ad Hoc Committee recommend to Council to direct staff to explore options to incorporate new municipal offices in the expansion project, and this to be added to the RFP. It was:

Moved by: P. Hunter
Seconded by: A. Marr
(Resolution # FCEAC-017-2022)

THAT the FlightExec Centre Expansion Ad Hoc Committee recommend to Council to direct staff to explore options to incorporate new municipal offices in the expansion project. Carried.

9. SCHEDULING OF MEETINGS

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

Moved by: K. Gress
Seconded by: J. Smith
(Resolution # FCEAC-018-2022)

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

Thursday, August 11, 2022, at 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.

10. ADJOURNMENT

There being no further business to discuss, it was:

Moved by: J. Smith
Seconded by: P. Hunter
(Resolution # FCEAC-019-22)

THAT the meeting adjourned at 2:49 p.m. Carried.