

MINUTES
FLIGHTEXEC CENTRE EXPANSION AD HOC COMMITTEE (FCEAC)
THURSDAY, SEPTEMBER 8, 2022
1:00 P.M., BOARDROOM, 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 (VON)
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 1:05 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) **August 11, 2022.** It was:

Moved by: M. Murray

Seconded by: P. Hunter

(Resolution # FCEAC-023-22)

THAT the minutes of the FlightExec Centre Expansion Ad Hoc Committee meeting held on August 11, 2022, be adopted as presented. Carried.

3. PRESENTATIONS/DELEGATIONS

None.

4. REPORTS OF STAFF

(A) **Naming Rights Update.** The individual who left a significant donation to the Senior Centre has confirmed that the will did not speak to the issue of naming rights, it just named the Senior Centre as one of the residual beneficiaries. Therefore, the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) has no constraints in that regard. The Director of Community Services and Facilities also reviewed the \$250,000 (paid over first 10 years of agreement) Naming Rights Agreement with FlightExec for this facility. It is a 15-year agreement, expiring on April 2, 2027, giving exclusive naming rights to the overall facility, including any alterations and renovations. S. MacDonald will see whether we wish to pursue legal advice on what we should and should

not consider allowing naming rights for, and how to do it in a way that will not raise any liability. Having a “wing” or “section” of the FlightExec Centre with a specific name for that zone should not be an issue. For example, the Dorchester & District Lions Club Auditorium at the FlightExec Centre.

- (B) **RFP Updates.** The Director of Community Services and Facilities verbally reported that the RFP should be completed in approximately 2 weeks or before our next meeting. Currently, the office space for Council at 8,500 square feet of required space is not on the RFP, but if approved at Council on Monday, September 12, 2022, this will be added. Here are some areas the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) need to confirm:
- Auditorium has confirmed to be a minimum of 6,000 square feet
 - If the Auditorium is also a second gym, there may be a problem with groups taking times and the Auditorium not being available last minute for large events. The Thames Centre staff do have the final say if bookings need to be cancelled, but this could raise a concern. In the RFP, it will be drafted as an Auditorium/Gym, but this may change due to building permits
 - Option of having each proponent come in to make a brief presentation. This can be very time consuming, and normally is not done, but will stay in the RFP just in case
 - The RFP will state that the chosen business pays per day, if the job is not completed on the date they noted it will be done
 - Reviewed the important dates:
 - o RFP released on September 29, 2022
 - o Deadline for all addendums is about 1 week before submissions are due
 - o Submissions are due October 31, 2022
 - Owner responsibilities on items like furniture, shelving, appliances, etc. The FCEAC will need to decide who will be supplying what items
 - Clarification needed from the Dorchester Lions Club:
 - o LED – menu board will be when you walk into the Senior Centre

The RFP also covers:

- All sorts of legalities to protect the Municipality, insurance and WSIB requirements of the winning bidder, and extensive details on requirements/expectations with regards to all aspects of the build. For example, site work, concrete, masonry, structural, carpentry, millwork, windows & doors, HVAC, plumbing, electrical and more
- Drawings and floor plans
- How the proposals will be scored/evaluated
- Requirements to be included with regards to project schedule, warranties and how pricing must be shown/broken down

All details in the RFP notes above are subject to change.

The Director of Community Services and Facilities suggest we start the conversation regarding who will be on the RFP review committee. This will

entail receiving several 50–100-page bids to review and evaluate in under two weeks. The Supervisor of Parks Facilities suggested everyone on the FCEAC committee, minus the Recording Secretary, should be present as we need input from all. The review committee will meet on November 3, 4, and 7, 2022 from 9:00 a.m.-12:00 p.m. to examine the submissions.

5. COMMITTEE BUSINESS

None.

6. CORRESPONDENCE

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

None.

9. SCHEDULING OF MEETINGS

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

Moved by: M. Murray
Seconded by: A. Marr
(Resolution # FCEAC-024-2022)

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

Thursday, September 29, 2022, at 10:00 a.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: A. Marr
Seconded by: M. Murray
(Resolution # FCEAC-025-22)

THAT the meeting adjourned at 2:00 p.m. Carried.