



Terms of Reference

FlightExec Centre Expansion Ad Hoc Committee

January 2023

FlightExec Centre Expansion Ad Hoc Committee

Terms of Reference

Contents:

1. Overview:
2. Purpose:
3. Committee:
 - Composition and Structure
 - Authority
 - Frequency of Meetings
 - Sub-committees
 - Council Role
4. Timeframe:
5. Budget:

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 area.

During the 2023 municipal budget deliberations, Council approved a capital project for the design-build of an expansion of the Senior Centre and VON space at the FlightExec Centre, along with a renovation/facelift for the existing auditorium.

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.

This project will include the following aspects:

- Review and consideration of background and history
- Needs evaluation
- 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
- Options for 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 five (5) community representatives – voting members
- Two (2) Council representatives – voting members
- Three (3) municipal staff representatives (Director of Community Services & Facilities, Senior Centre Coordinator and Parks & Facilities Supervisor), as resources to this committee, not voting members.

A Council representative 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 weekly basis until the Request for Proposals to solicit design-build bids is complete.
- This committee (or a sub-committee) will meet again, shortly after the RFP submission deadline, in order to evaluate the proposals and make a recommendation to Council.
- Next this committee (or a sub-committee) will begin to meet monthly, with the Contractor, to discuss project plans and review progress, until the project is complete.
- Additional meetings may be required based on the special projects or sub-committee work, such as for fundraising and grant applications. 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

FCEAC Terms of Reference

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 as soon as possible in 2023, with hopes that ground can be broken in Spring 2023. As a result, this committee work diligently to finalize all details of the RFP document in order to provide bidders sufficient time to submit their proposals. Milestones for this project will include:

- Finalizing all details for inclusion in the Request for Proposals
- Issuing the RFP for contractors to bid on the design-build

FCEAC Terms of Reference

- Reviewing all RFP submissions/proposals
- Providing Council with a recommendation on preferred proposal
- Council awarding the project to a contractor
- Oversight of the build
- Successful completion of the Design-Build

5. Budget:

The Committee shall not have authority to expend or commit to expend Municipal funds without the authorization of Council. During 2023 municipal budget deliberations, Council agreed to a budget of \$7,685,000.00 for this project. This budget amount is intended to cover all related-costs for this design-build, which includes costs above and beyond those quoted by contractors in their proposals, such as: contingency costs, I/T costs, utility supply & connection charges and builders risk insurance.