



Minutes

Municipality of Thames Centre

FlightExec Centre Expansion Ad Hoc Committee

August 21, 2024, 12:00 P.M.

**Municipal Office - Council Chambers
4305 Hamilton Road, Dorchester, ON**

Members Present: D. Lockie, Vice Chair/Council Representative
P Hunter, Community Member
A. Marr, Community Member
M. Murray, Community Member

Members Absent: S. McMillan, Chair/Council Representative
J. Smith, VON Representative

Staff Present: D. Brown, Staff Representative
T. Garrett, Recording Secretary

Staff Absent: S. MacDonald, Staff Representative
K. Gress, Senior Centre Coordinator, Staff Representative

1. Call To Order

The meeting was called to order at 12:05 p.m.

2. Approve Agenda

Resolution: FCEAC-006-2024

Moved by: A. Marr

Seconded by: P. Hunter

THAT the August 21, 2024, Regular Meeting Agenda of the FlightExec Centre Expansion Ad Hoc Committee **BE APPROVED** as circulated.

Carried.

3. Disclosure Of Pecuniary Interest

No pecuniary interests were disclosed.

4. Previous Minutes

Resolution: FCEAC-007-2024

Moved by: M. Murray

Seconded by: P. Hunter

THAT the minutes of the FlightExec Centre Expansion Ad Hoc Committee meeting held on June 19, 2024, **BE RECEIVED.**

Carried.

5. Presentations/Delegations

None.

6. Reports of Staff

6.1 FCEAC-001-24 - Grand Opening Ceremony Plans

The Manager of Parks and Facilities verbally reported on behalf of the Director of Community Services and Facilities regarding the Active Living Centre's Grand Opening:

At this point, the main items left to be completed are:

- Internal and External Signage – room signs, washroom signs, one of the three external signs was received incorrect and is being redone, the other two external signs are up (North Entry and Lions Community Hall)
- Donor Recognition Board
- I/T Work – County I/T and a sub-contractor are working away on this

- Display Case for the Lions in the Lions' Den

In the report, the Director of Community Services and Facilities had mentioned potentially holding the event on Friday, September 6, right before Corn Fest starts. However, this date is not ideal for the Active Living Centre and does not work for the Dorchester Lions Club since they are busy participants in Corn Fest.

As a result, after consulting with the Active Living Centre, VON, the Dorchester Lions Club and the Mayor, all these groups agreed that holding the grand opening ceremony on Wednesday, September 18 at 2:00pm.

At this point the FlightExec Centre Expansion Ad Hoc Committee (FCEAC) discussed the following topics:

- Start Time and Agenda
 - 2:00pm – Speeches and ribbon-cutting (held in front of Active Living Centre entrance, unless bad weather, then will be inside the Lions Community Hall)
 - 2:30-4:00pm – tour new facilities, with demonstrations, food and drink
- Invitations and Announcements
 - Staff will take care of all aspects of advertising – newspaper, website, social media, Active Living Centre's weekly e-newsletter, etc.
 - Staff will also invite Council, donors (including Max Parker's Family and Dorchester Lions), MCI, County Reps, MP, MPP, Press, etc.
- MC and Speakers
 - Recommend speakers to be the Mayor (to bring greetings from Thames Centre and the FCEAC), MCI Design-Build, Karen Gress, VON and Dorchester Lions Club
 - The Director of Community Services and Facilities has offered to be the MC
- Facility Tour / Tour Guides / Demonstrations
 - The Active Living Centre staff will give demonstrations for all three of their multi-purpose rooms and in the new kitchen.

Demonstrations under consideration include – shuffleboard, drumfit, mahjong, tatting (craft) and in the Creative Art Studio.

- VON will be open for tours from 2:30-4:00pm
- Food & Drink
 - Light snacks, coffee, tea and water
- Decorations
 - Some balloons and or planters beside the podium for speeches, some more balloons throughout the facility, floor plans and other drawings for this project on display in the lobby, and potentially a slideshow on the monitors within the facility showing various photos during the construction
- New Handout focused on Opportunity for Naming Rights of Rooms
 - The Director of Community Services and Facilities is recommending a new handout be made, ready for distribution at this event, which will highlight the naming rights opportunities available for all the rooms

Resolution: FCEAC-008-2024

Moved by: P. Hunter

Seconded by: M. Murray

THAT Report No. FCEAC-001-24 **BE RECEIVED** for information;

AND THAT the Committee **SUPPORTS** Municipal Staff to finalize all details for the Grand Opening Ceremony for the FlightExec Centre Renovation Project, based on committee input on the event, including the details and options contained within this report.

Carried.

7. Committee Business

None.

8. Subcommittee Business

None.

9. Correspondence

None.

10. Unfinished Business

None.

11. New Business

Includes other business items requiring direction.

Resolution: FCEAC-009-2024

Moved by: A. Marr

Seconded by: M. Murray

RESOLVED THAT having completed the mandate of the FlightExec Centre Expansion Ad Hoc Committee, it be recommended to Council that the committee **BE DISBANDED;**

AND THAT the Director of Community Services & Facilities present a report to Council with this recommendation.

Carried.

12. Scheduling of Meetings

None.

13. Adjournment

There being no further business to discuss it was:

Resolution: FCEAC-010-2024

Moved by: P. Hunter

Seconded by: M. Murray

RESOLVED THAT the meeting adjourn at 12:35 p.m.

Carried.