

INFORMATION REPORT TO COWICHAN NORTH RECREATION COMMISSION

Report Prepared By: Chris Barfoot, Director of Parks, Recreation and Culture
Date: March 25, 2025
Meeting Date: March 25, 2025
RE: 2025 FJCC Annual Shutdown Update

RECOMMENDATION:

That the Cowichan North Recreation Commission receive this report for information.

EXECUTIVE SUMMARY:

The 2025 FJCC Annual Maintenance Shut Down will occur from August 16th to September 7th. This three-week closure is necessary to facilitate important infrastructure upgrades and maintenance projects that require the entire facility to be shut down, marking a departure from the usual practice of a partial closure, specifically the pool area, while keeping other building functions operational.

This year's projects include significant plumbing upgrades that require the water supply to be shut off throughout the facility, and a roof replacement project that necessitates the temporary removal of several rooftop Heating Return Ventilation (HRV) units to install a new roof membrane. Due to the scope of these projects, it is not feasible to keep the facility operational during this time.

In preparation for the shutdown, staff have developed alternative fitness programs that will take place outdoors at other Town of Ladysmith facilities for one week, offering continuity for patrons who would normally attend indoor fitness programs.

Additionally, the shutdown period will provide an opportunity for staff to engage in an all-staff in-service training covering emergency procedures, team building, and operational procedures. This is the only occasion during the year when the entire recreation, culture, and administrative teams can convene for joint training.

PREVIOUS COMMISSION DIRECTION:

N/A

DISCUSSION:

The annual shutdown at the FJCC serves multiple purposes, combining necessary infrastructure maintenance with operational improvements and team development. While

the three-week period has been a regular feature of the FJCC schedule, this year's shutdown represents a more comprehensive approach, with the full closure of the facility for the entire duration of the shutdown. This shift in practice is due to the complexity of the projects being undertaken, particularly the plumbing and roofing upgrades, which require significant disruption to building services.

1. **Plumbing Upgrades:** The plumbing system will undergo substantial upgrades during the shutdown, including the need to shut off water throughout the building for an extended period. These replacements and upgrades are crucial for improving the overall functionality and efficiency of the building's aging plumbing infrastructure.
2. **Roof Replacement:** The roof replacement is another critical project requiring the temporary removal of several rooftop Heating Return Ventilation (HRV) units. This process, which will involve the installation of a new roof membrane, makes it impossible to keep the building operational during this period as the units to be replaced directly impact the fitness centre, the only main operational area of the facility.
3. **Fitness Program Alternatives:** To minimize the disruption to fitness program participants, the recreation program team will be planning alternative outdoor programs at other Town of Ladysmith facilities such as Forrest Field or the Aggie Hall. This temporary solution ensures that patrons can continue their fitness routines without significant interruption.
4. **Inservice Training:** The shutdown provides a valuable opportunity for staff development. The annual in-service training will include important updates on emergency procedures, team-building activities, and operational procedures, enhancing the efficiency and cohesion of the entire team. It is the only time during the year the entire team at FJCC is available for training together.
5. **Facility Maintenance:** The closure allows the Facility Maintenance team to conduct a thorough deep cleaning and address any maintenance issues that have not been able to be resolved during regular operations. This proactive approach ensures that the building is well-maintained and ready to reopen in excellent condition.

While the 2025 FJCC Annual Maintenance Shut Down presents challenges for patrons, the planned improvements will result in a better-equipped and more efficient facility. The combination of facility upgrades, staff training, and maintenance work will ensure that the FJCC remains a vital resource for the community.

FINANCIAL IMPLICATIONS:

There will be a decrease in revenue, however the impact to the budget will be offset by a temporary small reduction in staffing hours.

LEGAL IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

I approve the report.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

N/A