

**WILLIS POINT FIRE PROTECTION
AND RECREATION FACILITIES COMMISSION
MEETING MINUTES**

Sunday AGM October 26, 2025

Present: Vern McConnell, Aran Puritch, Marni Krismer, Jim Potvin

Absent: Gary Howell, Al Wickheim, Greg Elvedahl, Joel Cotter

Guests & Invitees: Willis Point Community Association AGM and community members

WPCA-AGM paused: Commission AGM called to order at 5:00 pm

1) Chair Report: Commission Chair Aran Puritch reported to the community on the commission's role, last year's activities and current projects. *See attached.*

2) Nomination of Commission members: 2 open positions

Chair announced there are 1 incumbent is willing to stand for re-election and 2 new people that have expressed a willingness to stand, the Chair called for additional nominations from the floor, no new nominations were provided.

- Nomination accepted for Bruce Story
- Nomination accepted for Keith Vidalin

Motion by Vern McConnell seconded by Jim Potvin to adjourn. at 5:31 pm

Willis Point Fire and Recreation Facilities Commission AGM 2025

October 26, 2025

Willis Point Community Hall



Agenda

Introduction

Commission Authority

Finance Summary

Fire Department Services

Recreation Facilities Update

Elections

Adjournment

Introduction

- Chair, Aran Puritch
- Vice-Chair, Vern McConnel
- Secretary, Marni Krismer
- Treasurer, Gary Howell
- Member, Greg Elvedahl
- Member, Joel Cotter
- Member, Jim Potvin
- Regional Director, Al Wickheim

The screenshot displays the CRD (Central Regional District) website. The header includes the CRD logo with the tagline "Making a difference...together" and a navigation menu with links: "Your Community +", "Government & Administration +", "Programs & Services +", "Parks & Recreation +", and "Projects +". The main content area is titled "Government & Administration" and features a sidebar with a list of links: "About the CRD", "Accessibility & Inclusion", "Boards & Committees" (highlighted with a minus sign), "Board of Directors", "CRD Board", "CRHC Board", "CRHD Board", "Committees & Commissions", "Addressing the Board & Committees", "Meeting Schedule", "Live Webcasts", "Advocacy Strategy", "Board Highlights", "Bylaw Directory", and "Public Participation & Voting". The main content area shows the breadcrumb trail: "Home > Government & Administration > Boards & Committees > Committees & Commissions" and the specific page title: "Willis Point Fire Protection and Recreation Facilities Commission". Below the title is the subtitle "Other CRD Committees & Commissions". The "Services" section lists "Willis Point Fire Protection and Recreational Facilities Service" and includes a link to "Open all". The "Appointments" section has a plus sign. The "Related Links" section has a minus sign and lists two links: "Bylaw 3654 - (Consolidated) Fire Protection and Emergency Response Service Commissions and Related Local Services Bylaw, 2010 [PDF]" and "Fire Protection". The "Past Meetings" section shows a calendar for September 2, 2025, with a link to "Meeting Details".

<https://www.crd.ca/government-administration/boards-committees/committees-commissions/willis-point-fire-protection-and-recreation-facilities-commission>

Commission Authority

Administrative Authority

- Confirm appointment of Fire Chief
- Adopt operational rules and procedures for the fire department
- Adopt financial rules and procedures for the fire department
- Maintenance, management and operation of the Willis Point Community Centre
- Establish usage fees and terms for the Community Centre
- Adopt operational rules and procedures for the Community Centre
- Adopt financial rules and procedures for the Community Centre

Advisory Authority

- Service Levels
- Size of volunteer force
- Contracted services for operating fire department



BYLAW NO. 3654

**FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE
COMMISSIONS BYLAW, 2010**

**Consolidated for Public Convenience
(This bylaw is for reference purposes only)**

ORIGINALLY ADOPTED
(Consolidated with Amending Bylaws 3707 and 4608)

Funding and Financial Summary

Fire Department

[Willis Point Volunteer Fire Department](#)

This local community based volunteer department is funded by property taxes from within the fire protection area it serves collected under a CRD establishment bylaw. A CRD Bylaw also provides for a local community based Advisory Commission to ensure the service provided meets the community's needs. Supported is also provided by CRD staff in areas such as Protective Services, Finance, Risk and Insurance among others.

Community Centre and Grounds

Delegation of Powers and Duties

- (a) In addition to the powers delegated in Section 8 of this bylaw, the Regional Board hereby delegates to the Commission, subject to the policies and procedures of the Regional Board and limitations defined in the Capital Regional Delegation Bylaw, administrative powers of the Regional Board with respect to the equipment, maintenance, management and operation of the Willis Point Community Centre, and without limiting the generality of the foregoing, the Commission shall establish a scale of admission charges, appoint staff, determine operational rules, procedures and recreational programs and the collection of all revenues from, and payment of expenses of, the said operation.

Funding Sources

- Property Taxes. ~\$180,000 per year from Willis Point property taxes
- Cel Tower Rentals. ~\$28,000 per year from Rogers cel tower rental fees
- Grants.



Fire Department Services

- Fire Suppression
 - Exterior Operations
- First Responder
- Mutual-aid to Highlands and Saanich
- Motor Vehicle Incidents
- Wildland Firefighting Support

Recreation Facilities Update

Cell Tower

Hall Rental and Management

- Users. ~90% Community Association, ~10% Private
- Fees
- Monthly Cleaning (Shannon Pine)
- Hall Manager (Karen K)

Elections

Elections Officer – Vern McConnel

Terms ending

- Gary Howell (will stand)
- Vern McConnel (not standing)
- Joel Cotter (not standing)

Nominations

- 2 Positions Vacant
- Nomination of Bruce Story



Adjournment