

WILLIS POINT FIRE PROTECTION AND RECREATION FACILITIES COMMISSION

MEETING AGENDA

Date: June 23, 2026, 7:30 pm

Location: Willis Point Fire Station and Virtually on Microsoft Teams

Join: <https://teams.microsoft.com/meet/27059478173327?p=93mhJcMNK0nNfCLj2q>

Meeting ID: 270 594 781 733 27

Passcode: 7vu2dp9L

Call to order & approval of agenda.

1. Approval of minutes from last meeting
2. Business Arising
3. New Business
 - a. Kitchen Renovation
 - b. Staff Report 2027 Financial Plan
4. 2026 Meetings: September 29th, October 27th, November 24th
5. Adjournment

WILLIS POINT FIRE PROTECTION AND RECREATION FACILITIES COMMISSION

MEETING MINUTES

Date: April 28, 2026, 7:30 pm

Location: Virtually on Microsoft Teams

Join: <https://teams.microsoft.com/meet/28474335562207?p=c9PzAzsUH5nLUwWwxS>

Meeting ID: 284 743 355 622 07

Passcode: EE2U7Zv9

IN ATTENDANCE:	K. Vidalin (Chair)	J. Potvin	G. Howell	G. Elvedahl
STAFF:	A. Wynans (Fire Chief)	L. Winbourne (note taker)		
PUBLIC:	Daniel Kenway	Camile Halsey		
REGRETS:	A. Puritch	Bruce Story		

Call to order & approval of agenda. 7:54pm

Motion to approve agenda **G. Howell**, seconded **J. Potvin**, **Approved with changes**

1. Motion to approve minutes from February 24, 2026.
 - a. Moved by **J. Potvin**, seconded by **G. Howell** **Carried**

2. Business Arising
 - a. Keyless Entry – Aran (Complete)
 - b. Gym Doors Replacement – Jim
 - c. Roof/Gutter Repairs – Jim/Bruce (Complete)

3. New Business
 - a. Capital Project Funding Request – Water tanks site prep & installation
Motion to approve an amendment to the Willis Point Fire 2026 Financial Plan to transfer an additional \$20,000 from the Capital Reserve Fund to the Water Supply Project titled 2026 Capital Project No. 24-02,
Moved by G. Howell, seconded by J. Potvin **Carried**
 - i. Discussion: G. Howell suggests a future discussion about the goals and uses of the CRF. Both capital accounts are underfunded, influx comes from unusual items like wildfire etc. A. Wynans: proposed location on Mark Lane is ideal, allows 2000’ of hose, potentially 30+ houses gaining protection. Could just do site prep this year, plumbing etc. in future years.
 - b. Kitchen renovation: Community Hall seeking high-temp sanitizer and better sealed cabinetry. WP Commission starts work on 2027 capital budget in June, need budget and projects prioritized by then. Community Association would like more clarity about what they may do and what items require more oversight.

- c. Fire chief requests removal of some arbutus trees overhanging the entrance creating a risk of striking a fire truck. Also, trees overhanging parking area where dead branches have fallen on volunteer parked cars. Quote is under \$1,000. Commission to go ahead with removal. To review thistle removal in the future.
- 4. Fire Chief's Report
 - a. Called out on Hartland landfill response 7pm; firefighters were onsite for 9 – 10 hours. Filing toxic smoke exposure forms.
- 5. Adjournment 9:00 pm moved **G. Howell**, seconded by **J. Potvin** **Carried**

Willis Point Community Hall Kitchen Renovation

Project Applicant: Willis Point Community Association (WPCA)

Project Sponsors: Dana Hayden (WPCA Vice Chair) and Robin Danby

Date: May 20, 2026

Purpose of this Application:

The Willis Point Community Association is proposing to lead the renovation of the Willis Point Community Hall kitchen. We are seeking the approval and support of the Willis Point Fire and Recreation Commission (F&R) to do so. Specifically, we are seeking approval to undertake renovations, and we are seeking a financial contribution from F&R to the project.

Project Justification:

The Willis Point community hall is roughly 50 years old, and the kitchen is likely as old. The hall kitchen is used for potlucks, monthly community functions and is occasionally used by people who rent the hall. The kitchen is substandard and has become difficult to work in: drawers don't slide; counters are chipped and difficult to clean; appliances are old; flooring is damaged and difficult to clean and lighting is poor. The kitchen does not meet the health and safety and function needs of the community.

Because the hall building is old, much of it is not up to current building code standards. Renovations and alterations need to be carefully managed so that changes do not trigger the need for a building permit and associated inspections, which could result in costly upgrades to the entire building. The renovation project will focus on replacing fixtures and appliances, and general cosmetic updates of flooring, cabinets, drywall, painting etc. If plumbing drains and piping are moved, ventilation is modified or other structural/wall changes end up being needed then a building permit would be required.¹ Electrical work will need to be covered by a permit through Technical Safety BC, which can be taken out by an electrician.

Project Scope and Cost:

Kitchen component	Cost Estimate
Electrical (estimate from Unity Power subject to access to verify panels etc.)	\$ 9,000.00
Plumbing (to install dishwasher, new sink?)	\$ 1,000.00

¹ See appendix 1 for correspondence with Matt Weasel, CRD Building Inspector

Drywall repair and painting	\$ 3,000.00
Appliances	
• Dishwasher	\$7,000.00
• ovens (2)	\$4-\$6,000.00
• stove (if separate cooktop)	\$1,500.00– 3,000.00
• fridge	\$1200.00
• hood fan	\$1,000.00
• appliance delivery	\$ 500.00
Cabinets	
• new \$300 / lineal foot average (AI)	\$6,600.00 (base)
○ base @ 22'	\$4,200.00 (upper)
○ upper @ 14'	
Countertops	
• new laminate \$50/linft (AI)	\$1,100.00
• stainless steel ? someone at the point has a family member in the business...	?
Flooring : laminate \$7/ft2 installed (AI) @ 150 ft2	\$1,050.00
Lighting	\$ 700.00
Sub total	\$41,850.00- \$45,350
Contingency (20%)	\$8,3700.00 - \$ 9,070
Total	\$ 50,222 - \$54,420

Proposed Project Steps:

1. assess current electrical service ✓
2. develop proposed layout based on existing electrical ✓
3. develop cost estimate ✓
4. determine what would trigger a building permit requirement (CRD consultation) ✓
5. consult with F&R to determine if they support the project and what financial contribution F&R might make to the project.
6. Identify other potential sources of funding
7. determine preferred timing for upgrade given scheduled events and/or other work that might be done at the hall.

8. assemble a group of Willis Point residents who use the kitchen regularly (10-15?). Discuss changes that may or may not be possible, and present options for appliance choices and seek consensus on choices.
9. solicit quotes for appliances, cabinets and potentially countertops. Ask for contributions to the community project (opportunity for retailers to be showcased in Pointer or on signs at new kitchen thanking them)
10. seek quotes and hire other trades:
 - flooring
 - drywall
 - painting
11. seek grants and contributions from CRD, Province of BC, others
12. hire reputable electrician who can take out permit and has confidence of TSBC and CRD
13. seek community volunteers for kitchen demo
14. update community at AGM in fall and during project via Facebook, The Pointer, etc.

Appendix 1

Hi Dana,

It was a pleasure meeting you as well. If the project remains with the scope that we talked about, replacing fixtures and appliances with similar ones, and general cosmetic updates of flooring and cabinets than a building permit wouldn't be required. If the scope of the work ends up changing and plumbing drains and piping have to be moved, ventilation is modified or other structural/wall changes end up being needed then we would require a permit at that point.

The electrical work would be covered by a permit through Technical Safety BC and as well Island Health may have other requirements for the kitchen.

Take care,

Matthew Wiesel

RBO Building Inspector | Building Inspection
T: 250.360.3267 | F: 250.360.3232

Permit Applications: bpapplication@crd.bc.ca
Request an Inspection via: [online form](#)
General Enquiries: permitquestion@crd.bc.ca
Visit [Building Inspection](#) for more information

[Facebook](#) | [Instagram](#) | [LinkedIn](#) | www.crd.ca



Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Respectfully acknowledging the First Nations in whose Territories the CRD operates. I am grateful for the opportunity to live and work here and am committed to ongoing learning and reconciliation.

From: Dana Hayden <danahayden@shaw.ca>
Sent: Tuesday, May 5, 2026 10:08 AM
To: Matthew Wiesel <mwiesel@crd.bc.ca>
Subject: Willis Point Community Hall kitchen renovation

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hi Matt

Thank you so much for meeting with me this morning to discuss our planned renovation at the Willis Point Community Hall. We are planning to keep the current layout of the kitchen but we want to update appliances, cabinets, countertops, flooring, and lighting.

Based on our conversation, my understanding is that if we are not making changes to walls or putting ventilation airways through walls or the ceiling, we do not need a building permit. And, if we are not changing plumbing (i.e. just switching out dishwasher) we won't need a plumbing permit either.

We will need an electrical permit obtained through Technical Safety BC (that our electrical contractor can take out on our behalf) to install new appliances. Changing the 110 electrical service for a dishwasher to 220 could be done under this permit if we want to do that.

Does this reflect your advice to me today? Is there anything else you would advise?

Dana Hayden
250 413 7585



Making a difference...together

REPORT TO WILLIS POINT FIRE AND RECREATION FACILITIES COMMISSION MEETING OF June 23, 2026

Issue Summary

To consider proposed additions and adjustments to the 2027 Financial Plan for the Willis Point Volunteer Fire Department.

Background

The Capital Regional District (CRD) 2027 provisional budget intake closes on June 25, 2026, and will be considered by the CRD Board in Fall 2026. The final budget intake occurs in the fall of each year.

Any budget items not included in the provisional budget, but approved through the final budget process, would take effect on April 1, 2027, subject to CRD Board approval.

For the 2027 provisional budget process, staff recommend the following operating budget adjustments be included in the 2027 Financial Plan.

Recommended Budget Adjustments for 2027

- **500090 - Honoraria**
 - Increase to \$35500 from \$18080
 - Chief \$15k, Deputy \$7.5k, Officers \$2.5k and \$5.5k shared for Lt and crew.
- **501040 – CRD Vehicles – Orders**
 - Increase from \$16,690 to \$19,000
- **502030 – Telecomm All**
 - 2026 Budget was \$2720
 - Increase to \$4000 to support operational communication during events and reduced reliance on personal cellular devices.
- **503130 - Contract for Srvcs**
 - 2026 Budget was \$13800
 - Increase to \$20000
 - \$35/hr x 8hrs/wk x 52 wk for fire station work
 - Safety team, finance administration, records management, special projects
- **508260 - Purch Mtce-Buildings**
 - 2026 Budget was \$700
 - Reallocate to 538130 – Operating Supplies
 - Most Mtce-Buildings expenses should flow through 100318 – 508260, not 100316 – 508260
 -
- **508270 - Purch Mtce- Equip**
 - 2026 budget was 6860
 - Increase to \$11000 for 2027
 - SCBA, FIT, PUMP, LADDER, AUTOX, HOSE, FIRE ALARMS

- **514230 – Volunteer Appreciation Dinner**
 - 2026 budget was \$3810
 - Increase to \$6000 in 2027
- **514260 – Training Development**
 - 2026 Budget was \$10, 440 and flows 100% to WPVFFA for delivery of services and benefits to volunteers
 - Reallocate the \$10,440 to 515300 below
- **515300 – Fire Association Allowance**
 - Add 514260 account and increase 2% for total of \$16790 in 2027
- **590200 - Purchases-Equipment**
 - Increase to \$12000
 - UBCM grants for 5 years have been >= \$30000 and have provided significant funds for necessary equipment purchases. This funding will not be available in 2027

Total Recommended Increase (2027 Operating Expenses): \$40,254

Rationale for Adjustments

Following the Governance Review, administrative and operational workload has increased significantly.

- Increases reflect inflationary pressures and operational sustainability requirements.

Implications

Financial

The recommended 2027 increase totals \$40,254 over 2026.

- Total operating budget increases from \$121,223 to \$161,477
- Year-over-year increase: 25.1%

Comparative Service Costs (Juan de Fuca Fire Service Area)

Area	2026 Final Budget	Cost per Average Residential Property
East Sooke	\$717,306	\$805.90
Malahat	\$80,966	\$847.76
Otter Point	\$846,326	\$715.80
Shirley	\$285,876	\$823.90
Willis Point	\$199,133	\$831.92

Conclusion

The 2027 provisional financial planning process provides an important opportunity to align service delivery, operational sustainability, and long-term funding requirements for the Willis Point Volunteer Fire Department.

The proposed budget adjustments reflect identified operational needs, including staffing capacity, training requirements, facility upkeep, equipment maintenance, and support for volunteer firefighters. These investments are necessary to maintain safe, effective, and sustainable fire protection and emergency response services.

As service expectations and funding pressures evolve, meaningful engagement with property owners will be important to ensure that future financial plans reflect community priorities, service levels, and affordability.

Overall, the recommendations support a sustainable, transparent, and equitable financial framework for fire protection services in Willis Point.

Recommendation

The Willis Point Fire and Recreation Facilities Commission recommends:

- That the 2027 operating expenses for the Willis Point Volunteer Fire Department be increased by \$40,254, as outlined in this report.

Prepared By

Art Wynans, Fire Chief

Concurrence

Darren Pine, Deputy Fire Chief

Chris Vrabel, Manager, Fire Services

Appendix A

1.350 Willis Point Fire Protection & Recreatio		(10,906)	40,055	(8,295)	8,295	10,546	11,129	11,723	12,208	*Finance Use Only													
ID	CC	Name	GL	GL Name	Actuals 2024	Actuals 2025	Actuals April@Report date@May19	Budget 2026	Actuals Est	Budget 2027 Preliminary Budget	Budget 2027 Commission Adjustment	Ongoing	One-Time	Total	Budget 2028	Budget 2029	Budget 2030	Budget 2031	Notes	Update from SAP	% Increase	\$ Increase	
J		100313 FP Willis Hall Rev			(3,427)	(2,607)	(1,128)	(2,040)	(2,040)	(2,080)	-	-	-	(2,080)	(2,120)	(2,160)	(2,200)	(2,240)			1.96%	(40)	
		100313 Subtotal			(3,427)	(2,607)	(1,128)	(2,040)	(2,040)	(2,080)	-	-	-	(2,080)	(2,120)	(2,160)	(2,200)	(2,240)					
		100314 FP Willis Rev																					
F		42060 Donations			(1,250)	(1,400)	-	-	-	-	-	-	-	-	-	-	-	-				0	
F		42600 Misc Revenue			(25,612)	-	-	-	-	-	-	-	-	-	-	-	-	-			#DIV/0!	0	
F		42900 Interest Income			(1,213)	(647)	-	-	-	-	-	-	-	-	-	-	-	-			#DIV/0!	0	
F		42904 MFA Debt RvrvFdEarm			-	-	-	-	-	-	-	-	-	-	-	-	-	-			#DIV/0!	0	
K		460070 Grant- Provincial			-	-	-	-	-	-	-	-	-	-	-	-	-	-			#DIV/0!	0	
X		48600 Req Mun EA Other			(145,730)	(160,629)	(175,904)	(175,904)	(175,904)	(190,740)	(29,275)	-	-	(220,015)	(224,420)	(228,910)	(233,490)	(238,160)			25.08%	-44111	
E		49000 Surplus			(16,086)	-	(10,906)	(10,906)	(10,906)	(10,000)	-	-	-	(10,000)	-	-	-	-			-8.31%	906	
		100314 Subtotal			(189,891)	(162,676)	(10,906)	(10,906)	(186,810)	(200,740)	-	(29,275)	-	(230,015)	(224,420)	(228,910)	(233,490)	(238,160)			23.13%	(43,205)	
		100315 FP Willis Cell Tower																					
J		42080 Rentals			(70,000)	(46,400)	(33,590)	(33,590)	(33,590)	(34,300)	-	-	-	(34,300)	(35,020)	(35,760)	(36,510)	(37,240)			2.11%	-710	
F		42230 Recovery Cost			(2,280)	(3,040)	-	-	-	-	-	-	-	-	-	-	-	-			#DIV/0!	0	
		100315 Subtotal			(72,280)	(49,440)	-	(33,590)	(33,590)	(34,300)	-	-	-	(34,300)	(35,020)	(35,760)	(36,510)	(37,240)			2.11%	(710)	
		100316 FP Willis Fire Exp																					
6		50090 Honoraria			17,127	19,649	761	18,080	18,080	18,460	17,040	-	35,500	36,250	37,010	37,790	38,550	38,550	Recommended inflation rate is 3% in 2024		96.35%	17420	
6		500510 W.C.B. Benefits			451	103	510	510	510	520	-	-	520	530	540	550	560	560			1.96%	10	
1		501000 Travel Expenses CRD			1,606	3,708	2,720	2,720	2,720	2,780	-	-	2,780	2,840	2,900	2,960	3,020	3,020			2.21%	60	
1		501040 CRD Vehicles -ORDERS			17,883	28,966	5,128	16,690	16,690	17,040	-	1,960	19,000	19,400	19,810	20,230	20,630	20,630	KV-increased 2026 core budget		13.84%	2310	
6		502030 Telecomm All			1,567	1,507	355	2,720	2,720	2,780	1,220	4,000	4,000	4,080	4,170	4,260	4,350	4,350			47.06%	1280	
6		503130 Contract for Svcs			-	-	330	13,800	13,800	14,000	6,000	20,000	20,420	20,850	21,290	21,720	21,720						
2		506010 Insurance-PublicLiab			1,297	1,462	1,493	1,493	1,493	1,777	-	1,777	1,777	1,866	1,959	2,057	2,160	2,160			MR_May22,	19.02%	284
2		506020 Insurance-Fidelity			10	10	-	-	-	-	-	-	-	-	-	-	-	-			#DIV/0!	0	
2		506050 Insurance-GroupAccid			3,528	4,039	4,410	4,410	4,410	4,500	-	4,500	4,500	4,590	4,690	4,790	4,890	4,890			2.04%	90	
2		506090 Insurance- SvcsContr			30	30	30	30	30	30	-	30	30	32	34	36	38	38			MR_May22,	0.00%	0
6		508000 Repairs&Maintenance			10,474	9,331	6,990	6,990	6,990	7,030	-	7,030	7,030	7,180	7,330	7,480	7,630	7,630			2.03%	140	
6		508260 Purch Misc-Buildings			344	-	2,401	700	700	700	-	-	-	-	-	-	-	-			-100.00%	-700	
6		508270 Purch Misc- Equip			5,119	6,279	2,214	6,860	6,860	7,000	4,000	11,000	11,230	11,470	11,710	11,940	11,940	11,940			60.35%	4140	
6		514230 VolunteerApprnDinner			3,630	4,015	17	3,810	3,810	3,890	2,110	6,000	6,000	6,130	6,260	6,390	6,520	6,520			57.48%	2190	
4		514280 Training Development			9,967	11,050	5,160	10,440	10,440	10,660	(10,440)	220	220	220	220	220	220	220			-97.89%	-10220	
4		514400 StaffTraining&Develp			5,151	6,227	1,751	14,940	14,940	15,250	-	15,250	15,250	15,570	15,900	16,230	16,550	16,550			2.07%	310	
4		514420 Memberships & Profes			550	768	604	1,030	1,030	1,050	-	1,050	1,050	1,070	1,090	1,110	1,130	1,130			1.94%	20	
6		515300 Fire Association Allowance			-	-	6,000	6,000	6,000	6,130	10,660	16,790	17,140	17,500	17,870	18,230	18,230	18,230			75.44%	5160	
A		538130 Supplies-Operating			2,745	2,098	987	3,260	3,260	3,330	700	4,030	4,030	4,110	4,200	4,290	4,380	4,380			23.62%	770	
A		590200 Purchases-Equipment			-	-	6,840	6,840	6,840	6,980	-	6,980	6,980	7,120	7,260	7,400	7,540	7,540			75.44%	5160	
		100316 Subtotal			81,479	99,242	19,708	121,223	121,223	123,907	-	37,570	-	161,477	164,908	168,443	172,033	175,548			33.21%	40,254	
		100317 FP Willis Adm Exp																					
6		502030 Telecomm All			517	793	200	950	950	970	-	970	970	990	1,010	1,030	1,050	1,050			2.11%	20	
2		506030 Insurance- Fire			2,870	4,610	4,430	4,430	4,430	4,800	-	4,800	4,800	5,040	5,292	5,557	5,835	5,835			MR_May22,	8.35%	370
2		506050 Insurance-GroupAccid			60	60	50	50	50	60	-	60	60	63	66	69	72	72			MR_May22,	20.00%	10
2		506090 Insurance- SvcsContr			80	80	80	80	80	70	-	70	70	74	78	82	86	86			MR_May22,	-12.50%	-10
5		530010 Alloc - Standard OH			5,464	6,982	2,162	6,487	6,487	7,768	-	7,768	7,768	7,931	8,096	8,252	8,417	8,417			MR_May22,	19.75%	1281
3		535090 Electricity			8,974	7,542	4,602	9,010	9,010	9,350	-	9,350	9,350	9,540	9,730	9,920	10,120	10,120			MR_May22,	3.77%	340
6		570010 Interest - Internal			761	726	16	320	320	330	-	330	330	340	350	360	370	370			3.13%	10	
5		601001 Labour Consumption			2,607	647	277	-	-	-	-	-	-	-	-	-	-	-				0	
		100317 Subtotal			21,333	21,440	7,257	21,327	21,327	23,348	-	-	-	23,348	23,978	24,616	25,270	25,950			9.48%	2,021	
		100318 FP Willis Rec Exp																					
7		506000 Insurance General			2313	2313	2,313	2,353	2,353	2,400	-	2,400	2,400	2,450	2,500	2,550	2,600	2,600			2.00%	47	
7		508260 Purch Misc-Buildings			21,647	20,529	4,888	10,180	10,180	10,390	-	10,390	10,390	10,610	10,830	11,060	11,280	11,280			2.06%	210	
7		508270 Purch Misc- Equip			-	-	-	5,277	5,277	5,390	-	5,390	5,390	5,500	5,620	5,740	5,850	5,850			2.14%	113	
7		508330 Purch Misc- Grounds			-	-	-	1,020	1,020	1,040	-	1,040	1,040	1,060	1,080	1,100	1,120	1,120			1.96%	20	
7		538070 Supplies-Janitorial			-	106	156	510	510	520	-	520	520	530	540	550	560	560			1.96%	10	
7		538130 Supplies-Operating			-	-	-	310	310	320	-	320	320	330	340	350	360	360			3.23%	10	
7		599200 Contingency			-	-	-	-	-	-	-	-	-	-	-	-	-	-			#DIV/0!	0	
		100318 Subtotal			23,960	22,948	5,044	19,650	19,650	20,060	-	-	-	20,060	20,480	20,910	21,350	21,770			2.09%	410	
		100319 FP Willis Trf own Fd																					
C		547040 TrnsfrsToCapResFund			12,500	15,804	-	-	-	-</													