A commission of the CRD

WILLIS POINT FIRE PROTECTION AND EMERGENCY RESPONSE COMMISSION
Notice of Meeting on **Tuesday, November 24, 2026 @ 7:30 pm**
Hybrid Meeting – MS Teams and Willis Point Hall Annex

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/2215112347024338?p=1PL4liE2Wpu98JybIa
Meeting ID: 221 511 234 702 433 8
Passcode: P46zt9KK

AGENDA

1. **Approval of Agenda**

2. **Approval of Previous Meeting Minutes – October 25, 2026**

3. **Q3 2026 Fire Chief's Report**

4. **Revenue and Expense Report to August 2026**

5. **2027 to 2031 Financial Plan**

   Recommendations:
   That the Willis Point Fire Protection and Emergency Response Services Commission:

   1. **That the 2027-2031 Financial Plan for the Willis Point Volunteer Fire Department and Recreation Service be amended to incorporate the operating budget adjustments outlined in this report, resulting in a net ongoing operating budget increase of $17,680 and a one-time increase of $10,000 for the Department's 50th Anniversary celebration.**

   2. **That the capital projects and reserve contributions identified in the 2027-2031 Capital Plan, totaling $198,436 over five years, be incorporated into the 2027-2031 Financial Plan.**

   3. **That future operating surpluses be allocated, unless otherwise directed by the Commission, as follows: 50% to the Capital Reserve Fund, 25% to the Equipment Replacement Reserve Fund, and 25% to the Operating Reserve Fund.**

   4. **That for 2026 operating surplus, $56,000 be transferred to the Equipment Replacement Fund with the remaining surplus transferred to the Capital Reserve Fund.**

6. **Next Meeting Date** January 26, 2027

7. **Adjournment**

Making a difference...together

Minutes of the Willis Point Fire & Recreation Commission meeting, held Tuesday, October 25, 2026 4pm at the Willis Point Hall

Present

Commissioners:
A. Puritch (Chair), B. Story, J. Potvin, A. Wickheim

G. Howell, G. Elvedahl

Staff:
A. Wynans, Fire Chief, C. Vrabel, Manager of Fire Services

The meeting was called to order at 4:45 p.m. Quorum was present.

Approval of Agenda

MOVED by J. Potvin, SECONDED by B. Story,

That the agenda be approved as circulated.

CARRIED

Adoption of Minutes

MOVED by B. Story, Seconded by J. Potvin,

That the minutes of the September 29, 2026 meeting be adopted as circulated.

CARRIED

Presentations

1. Chair's report for 2026 was delivered by A. Puritch.
2. CRD Fire Services report was delivered by C. Vrabel

Call for Nominations

The chair made three calls for nominations and two were received:

1. Robin Danby
2. Kathy Ilott

Adjournment

MOVED by J. Potvin

That the meeting be adjourned.

CARRIED

The meeting adjourned at approximately 5:20 p.m.

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Department: Protective Services
Address: 625 Fisgard Street
Victoria, BC V8W 1R7

T: 250.360.3000
www.crd.bc.ca

Quarterly Fire Chief's Report

Willis Point Volunteer Fire Department

To: Willis Point Fire Protection & Emergency Response Commission
From: Fire Chief Art Wynans
Report Date: November 26, 2026
Commission Meeting: November 24, 2026

1.0 Executive Summary

- *Wildland 1 Truck – province has been invoiced approx. $120k. Expenses for equipment, wages and operating estimated at $70k.*
- *UBCM grant equipment purchasing – 10 sets wildland PPE, portable pump, completed. Training smoke machine is outstanding.*
- *Fire station labour and administration paid work was challenging July thru October due to wildfire, medical leaves, holidays of key personnel involved in fire station duties.*
    - *Additional oversight of tasks, roles and responsibilities required to achieve more positive outcomes weighed against cost of services*
-

2.0 Membership & Staffing

Position / Classification	Current Strength	Quarterly Change
Fire Chief	1	—
Deputy Chief(s)	1	—
Career Firefighters	1	—
Volunteer / Paid-On-Call Firefighters	21	-1, +3
Officers	2	-1
Recruits	2	+2
Other (Support, Medical Junior Members, etc)	3 support	-1 junior, short term leave
Total Membership	32	—

Additional Comments (if required)

2-4 members have seasonal availability (eg summer work with BCWS, winter vacations)

3.0 Operational Performance

Incident Activity

27 incidents YTD as summarized below.

Incident Type	Quarter	YTD
Structure Fire		
Outdoor Fire	2	3
Vehicle Fire		1
Alarm – No Fire	1	11
Medical First Responder	5	18
Motor Vehicle Incident	1	1
Technical Rescue		
Public Hazard	1	1
Public Service		2
Mutual/Auto Aid – In		
Mutual/Auto Aid – Out	1	1

Operational Highlights

Alarm – No Fire relates primarily to smoke / fire investigations where no suppression activities were performed.

Car went over the bank at the end of Mark Lane and was inverted. No injuries.

Incident Dashboard (Optional)

No significant updates to report.

4.0 Training & Competency

Provide a brief summary of significant training, certifications, exercises, or competency development completed during the reporting period.

- **Training conducted:**
    - Weekly training with seasonal applicability appropriate to hazards and exposure specific to Willis Point, as well as maintenance training against OFC Minimum Training Standard Exterior Operations.

        - Opportunity for improvement for records management around weekly training activities, and standardization of approach with First Due. CRD may have feedback around program initiated with East Sooke on administration approach.

- **Courses / Certifications:**
    - 2 members external training in vehicle extrication
    - 1 member attended Live Fire I in otter point.
- **Significant activities:**
    - MOT permit for water tank installation on Mark Lane is in review.
- **Issues / Priorities (if applicable):**
    - No significant updates to report.

5.0 Apparatus, Equipment & Facilities

- **Apparatus:** all operational – pump tests on Engines due remain outstanding with SFD.
- **Equipment:** 10yr window on NFPA PPE is expensive to be fully compliant. WP tracks the age of bunker gear and PPE in First Due and has approx. 6 sets > 10 yrs old but in good and safe working order.
- **Facilities:** host tower shelving upgrades outstanding (approx. $2k purchases remain)

6.0 Fire Prevention & Community Engagement

- **Fire Prevention / Inspections:** WP community hall is not compliant with BCBC.
- **FireSmart / Community Resilience:**
    - No activities this reporting period.
- **Public Education & Community Engagement:**
    - No activities this reporting period.
- **Significant Programs or Initiatives (if applicable):**

7.0 Financial & Capital Update

Provide a high-level summary of significant financial, capital, grant, or major purchasing matters during the reporting period. Detailed financial reporting is not required.

- **Operating Budget:**
    - On plan
- **Capital Projects / Major Purchases:**
    - No activities this reporting period.

- **Grants & External Funding:**
    - No activities this reporting period.
- **Emerging Financial Considerations (if applicable):**
    - Additional detail on budget burndown attached. Many confusing GL accounts complicates expenses and reporting. Looking forward to a simpler structure in 2027 budget year. BC Wildfire wages expense ($60k) also complicates simple reporting of budget spend vs allocated. Budget spending generally on track.
    - Ongoing discussions between CRD and F&R commission on positioning of fire department spending, regulatory compliance, structure and services required/provided.

8.0 Strategic Issues & Commission Business

F&R Commission has not acted on Fire safety equipment issues identified in the previous report.

For Discussion

None

Decision(s) Requested

Recommendation:

Appendices

REVENUE AND EXPENSE REPORT - OCTOBER [2026]

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REVENUE AND EXPENSE REPORT - OCTOBER [2026]

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FIRE PROTECTION WILLIS POINT

1001-100313 - WILLIS PT FIRE HALL REVENUE

REVENUE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
420800 - Rentals	2,040.00	2,040.00	1,605.00	**3,902.87**	-	**3,902.87**	***(1,862.87)***	***(91.32)***
REVENUE TOTAL	**2,040.00**	**2,040.00**	**1,605.00**	**3,902.87**	-	**3,902.87**	**(1,862.87)**	**(91.32)**
1001-100313 - WILLIS PT FIRE HALL REVENUE TOTAL	**2,040.00**	**2,040.00**	**1,605.00**	**3,902.87**	-	**3,902.87**	**(1,862.87)**	**(91.32)**

1001-100314 - WILLIS PT FIRE REVENUE

REVENUE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
420600 - Donations	-	-	-	**300.00**	-	**300.00**	***(300.00)***	-
422300 - Recovery Cost	-	-	4,762.62	**125,561.97**	-	**125,561.97**	***(125,561.97)***	-
429000 - Interest Income - Internal	-	-	-	**3,163.08**	-	**3,163.08**	***(3,163.08)***	-
486000 - Requisition- Municipal Electoral Area- O	175,904.00	175,904.00	-	**175,904.00**	-	**175,904.00**	-	-
490000 - Surplus	10,906.00	10,906.00	-	**10,906.00**	-	**10,906.00**	-	-
REVENUE TOTAL	**186,810.00**	**186,810.00**	**4,762.62**	**315,835.05**	-	**315,835.05**	**(129,025.05)**	**(69.07)**

EXPENSE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
570010 - Interest Expense- internal	-	-	-	**1,617.82**	-	**1,617.82**	***(1,617.82)***	-
EXPENSE TOTAL	**-**	**-**	**-**	**1,617.82**	-	**1,617.82**	**(1,617.82)**	**-**
1001-100314 - WILLIS PT FIRE REVENUE TOTAL	**186,810.00**	**186,810.00**	**4,762.62**	**314,217.23**	-	**314,217.23**	**(127,407.23)**	**(68.20)**

REVENUE AND EXPENSE REPORT - OCTOBER [2026]

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REVENUE AND EXPENSE REPORT - OCTOBER [2026]

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FIRE PROTECTION WILLIS POINT

1001-100313 - WILLIS PT FIRE HALL REVENUE

REVENUE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
420800 - Rentals	2,040.00	2,040.00	1,605.00	**3,902.87**	-	**3,902.87**	***(1,862.87)***	***(91.32)***
REVENUE TOTAL	**2,040.00**	**2,040.00**	**1,605.00**	**3,902.87**	-	**3,902.87**	**(1,862.87)**	**(91.32)**
1001-100313 - WILLIS PT FIRE HALL REVENUE TOTAL	**2,040.00**	**2,040.00**	**1,605.00**	**3,902.87**	-	**3,902.87**	**(1,862.87)**	**(91.32)**

1001-100314 - WILLIS PT FIRE REVENUE

REVENUE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
420600 - Donations	-	-	-	**300.00**	-	**300.00**	***(300.00)***	-
422300 - Recovery Cost	-	-	4,762.62	**125,561.97**	-	**125,561.97**	***(125,561.97)***	-
429000 - Interest Income - Internal	-	-	-	**3,163.08**	-	**3,163.08**	***(3,163.08)***	-
486000 - Requisition- Municipal Electoral Area- O	175,904.00	175,904.00	-	**175,904.00**	-	**175,904.00**	-	-
490000 - Surplus	10,906.00	10,906.00	-	**10,906.00**	-	**10,906.00**	-	-
REVENUE TOTAL	**186,810.00**	**186,810.00**	**4,762.62**	**315,835.05**	-	**315,835.05**	**(129,025.05)**	**(69.07)**

EXPENSE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
570010 - Interest Expense- internal	-	-	-	**1,617.82**	-	**1,617.82**	***(1,617.82)***	-
EXPENSE TOTAL	**-**	**-**	**-**	**1,617.82**	-	**1,617.82**	**(1,617.82)**	**-**
1001-100314 - WILLIS PT FIRE REVENUE TOTAL	**186,810.00**	**186,810.00**	**4,762.62**	**314,217.23**	-	**314,217.23**	**(127,407.23)**	**(68.20)**

FIRE PROTECTION WILLIS POINT

1001-100315 - WILLIS PT FIRE CELL TOWER

REVENUE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
420800 - Rentals	33,590.00	33,590.00	-	-	-	-	***33,590.00***	***100.00***
REVENUE TOTAL	**33,590.00**	**33,590.00**	**-**	**-**	**-**	**-**	**33,590.00**	**100.00**
1001-100315 - WILLIS PT FIRE CELL TOWER TOTAL	**33,590.00**	**33,590.00**	**-**	**-**	**-**	**-**	**33,590.00**	**100.00**

1001-100316 - WILLIS PT FIRE PROTECTION EXPENSE

EXPENSE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
500090 - Honoraria	18,080.00	18,080.00	-	-	-	-	***18,080.00***	***100.00***
500280 - Wages & Benefits - Other - Regular/Auxil	-	-	35,074.98	**65,662.47**	-	**65,662.47**	***(65,662.47)***	-
500510 - W.C.B. Benefits	510.00	510.00	-	-	-	-	***510.00***	***100.00***
501000 - Travel Expenses CRD Business	2,720.00	2,720.00	1,218.94	**6,178.03**	-	**6,178.03**	***(3,458.03)***	***(127.13)***
501040 - CRD Vehicles - ORDERS ONLY	16,690.00	16,690.00	-	**10,814.74**	-	**10,814.74**	***5,875.26***	***35.20***
502030 - Telecommunications - Main account	2,720.00	2,720.00	566.42	**1,421.46**	-	**1,421.46**	***1,298.54***	***47.74***
503130 - Contract for Services	13,800.00	13,800.00	312.50	**3,720.12**	-	**3,720.12**	***10,079.88***	***73.04***
506010 - Insurance - Public Liability	1,493.00	1,493.00	-	**1,493.00**	-	**1,493.00**	-	-
506050 - Insurance - Group Accident	4,410.00	4,410.00	-	-	-	-	***4,410.00***	***100.00***
506090 - Insurance - Service Contract	30.00	30.00	-	**30.00**	-	**30.00**	-	-
508000 - Maintenance	6,890.00	6,890.00	836.50	**7,943.78**	-	**7,943.78**	***(1,053.78)***	***(15.29)***
508260 - Purchased Maintenance - Buildings	700.00	700.00	-	**56.14**	-	**56.14**	***643.86***	***91.98***
508270 - Purchased Maintenance - Equipment	6,860.00	6,860.00	-	**5,041.71**	-	**5,041.71**	***1,818.29***	***26.51***
514230 - Volunteer Appreciation Dinner	3,810.00	3,810.00	-	-	-	-	***3,810.00***	***100.00***
514260 - Training Development	10,440.00	10,440.00	338.86	**10,746.65**	-	**10,746.65**	***(306.65)***	***(2.94)***
514400 - Staff Training & Development	14,940.00	14,940.00	-	**4,046.69**	-	**4,046.69**	***10,893.31***	***72.91***
514420 - Memberships & Professional Dues	1,030.00	1,030.00	-	**554.10**	-	**554.10**	***475.90***	***46.20***
515300 - Firemen's Association Allowance	6,000.00	6,000.00	184.34	**294.68**	-	**294.68**	***5,705.32***	***95.09***
535000 - Gas & Lubricants	-	-	-	**2,195.21**	-	**2,195.21**	***(2,195.21)***	-
538000 - Supplies - Office	-	-	-	**770.44**	-	**770.44**	***(770.44)***	-

FPWILLISPT.RE TOTAL	**(16,000.00)**	**(16,000.00)**	**(34,097.44)**	**436,688.33**	**-**	**436,688.33**	**(452,688.33)**	**2829.30**

FIRE PROTECTION WILLIS POINT

1001-100315 - WILLIS PT FIRE CELL TOWER

REVENUE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
420800 - Rentals	33,590.00	33,590.00	-	-	-	-	***33,590.00***	***100.00***
REVENUE TOTAL	**33,590.00**	**33,590.00**	**-**	**-**	**-**	**-**	**33,590.00**	**100.00**
1001-100315 - WILLIS PT FIRE CELL TOWER TOTAL	**33,590.00**	**33,590.00**	**-**	**-**	**-**	**-**	**33,590.00**	**100.00**

1001-100316 - WILLIS PT FIRE PROTECTION EXPENSE

EXPENSE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
500090 - Honoraria	18,080.00	18,080.00	-	-	-	-	***18,080.00***	***100.00***
500280 - Wages & Benefits - Other - Regular/Auxil	-	-	35,074.98	**65,662.47**	-	**65,662.47**	***(65,662.47)***	-
500510 - W.C.B. Benefits	510.00	510.00	-	-	-	-	***510.00***	***100.00***
501000 - Travel Expenses CRD Business	2,720.00	2,720.00	1,218.94	**6,178.03**	-	**6,178.03**	***(3,458.03)***	***(127.13)***
501040 - CRD Vehicles - ORDERS ONLY	16,690.00	16,690.00	-	**10,814.74**	-	**10,814.74**	***5,875.26***	***35.20***
502030 - Telecommunications - Main account	2,720.00	2,720.00	566.42	**1,421.46**	-	**1,421.46**	***1,298.54***	***47.74***
503130 - Contract for Services	13,800.00	13,800.00	312.50	**3,720.12**	-	**3,720.12**	***10,079.88***	***73.04***
506010 - Insurance - Public Liability	1,493.00	1,493.00	-	**1,493.00**	-	**1,493.00**	-	-
506050 - Insurance - Group Accident	4,410.00	4,410.00	-	-	-	-	***4,410.00***	***100.00***
506090 - Insurance - Service Contract	30.00	30.00	-	**30.00**	-	**30.00**	-	-
508000 - Maintenance	6,890.00	6,890.00	836.50	**7,943.78**	-	**7,943.78**	***(1,053.78)***	***(15.29)***
508260 - Purchased Maintenance - Buildings	700.00	700.00	-	**56.14**	-	**56.14**	***643.86***	***91.98***
508270 - Purchased Maintenance - Equipment	6,860.00	6,860.00	-	**5,041.71**	-	**5,041.71**	***1,818.29***	***26.51***
514230 - Volunteer Appreciation Dinner	3,810.00	3,810.00	-	-	-	-	***3,810.00***	***100.00***
514260 - Training Development	10,440.00	10,440.00	338.86	**10,746.65**	-	**10,746.65**	***(306.65)***	***(2.94)***
514400 - Staff Training & Development	14,940.00	14,940.00	-	**4,046.69**	-	**4,046.69**	***10,893.31***	***72.91***
514420 - Memberships & Professional Dues	1,030.00	1,030.00	-	**554.10**	-	**554.10**	***475.90***	***46.20***
515300 - Firemen's Association Allowance	6,000.00	6,000.00	184.34	**294.68**	-	**294.68**	***5,705.32***	***95.09***
535000 - Gas & Lubricants	-	-	-	**2,195.21**	-	**2,195.21**	***(2,195.21)***	-
538000 - Supplies - Office	-	-	-	**770.44**	-	**770.44**	***(770.44)***	-

FIRE PROTECTION WILLIS POINT

1001-100316 - WILLIS PT FIRE PROTECTION EXPENSE *[continued]*

EXPENSE *[continued]*

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
538130 - Supplies - Operating	3,260.00	3,260.00	246.41	**4,283.79**	-	**4,283.79**	***(1,023.79)***	***(31.40)***
590200 - Purchases-Equipment	6,840.00	6,840.00	784.23	**784.23**	-	**784.23**	***6,055.77***	***88.53***
601001 - Labour Consumption	-	-	-	**3,864.00**	-	**3,864.00**	***(3,864.00)***	-
EXPENSE TOTAL	**121,223.00**	**121,223.00**	**39,563.18**	**129,901.24**	**-**	**129,901.24**	**(8,678.24)**	**(7.16)**
1001-100316 - WILLIS PT FIRE PROTECTION EXPENSE TOTAL	**(121,223.00)**	**(121,223.00)**	**(39,563.18)**	**(129,901.24)**	**-**	**(129,901.24)**	**8,678.24**	**(7.16)**

1001-100317 - WILLIS PT FIRE ADMINISTRATIVE EXPENSE

EXPENSE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
502030 - Telecommunications - Main account	950.00	950.00	-	**391.06**	-	**391.06**	***558.94***	***58.84***
506030 - Insurance - Fire	4,430.00	4,430.00	-	**4,430.00**	-	**4,430.00**	-	-
506050 - Insurance - Group Accident	50.00	50.00	-	**50.00**	-	**50.00**	-	-
506090 - Insurance - Service Contract	80.00	80.00	-	**80.00**	-	**80.00**	-	-
508260 - Purchased Maintenance - Buildings	-	-	-	**549.98**	-	**549.98**	***(549.98)***	-
514880 - Meeting Expenses	-	-	-	**55.94**	-	**55.94**	***(55.94)***	-
530010 - Alloc – StandardOH Allocation	6,487.00	6,487.00	540.58	**5,405.80**	-	**5,405.80**	***1,081.20***	***16.67***
535090 - Electricity	9,010.00	9,010.00	-	**5,903.28**	-	**5,903.28**	***3,106.72***	***34.48***
538130 - Supplies - Operating	-	-	-	**3.41**	-	**3.41**	***(3.41)***	-
570010 - Interest Expense- internal	320.00	320.00	-	**-**	-	**-**	***320.00***	***100.00***
590500 - Purchases- Buildings	-	-	-	**4,689.60**	-	**4,689.60**	***(4,689.60)***	-
601001 - Labour Consumption	-	-	-	**276.50**	-	**276.50**	***(276.50)***	-
EXPENSE TOTAL	**21,327.00**	**21,327.00**	**540.58**	**21,835.57**	**-**	**21,835.57**	**(508.57)**	**(2.38)**
1001-100317 - WILLIS PT FIRE ADMINISTRATIVE EXPENSE TOTAL	**(21,327.00)**	**(21,327.00)**	**(540.58)**	**(21,835.57)**	**-**	**(21,835.57)**	**508.57**	**(2.38)**

FIRE PROTECTION WILLIS POINT

1001-100318 - WILLIS PT FIRE GENERAL RECREATION EXP

EXPENSE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
506000 - Insurance General	2,353.00	2,353.00	-	**2,593.50**	-	**2,593.50**	***(240.50)***	***(10.22)***
508260 - Purchased Maintenance - Buildings	10,180.00	10,180.00	361.30	**6,846.77**	-	**6,846.77**	***3,333.23***	***32.74***
508270 - Purchased Maintenance - Equipment	5,277.00	5,277.00	-	**6,256.55**	-	**6,256.55**	***(979.55)***	***(18.56)***
508330 - Purchased Maintenance - Grounds	1,020.00	1,020.00	-	**1,050.00**	-	**1,050.00**	***(30.00)***	***(2.94)***
538070 - Supplies - Janitorial	510.00	510.00	-	**334.64**	-	**334.64**	***175.36***	***34.38***
538130 - Supplies - Operating	310.00	310.00	-	**-**	-	**-**	***310.00***	***100.00***
EXPENSE TOTAL	**19,650.00**	**19,650.00**	**361.30**	**17,081.46**	**-**	**17,081.46**	**2,568.54**	**13.07**
1001-100318 - WILLIS PT FIRE GENERAL RECREATION EXP TOTAL	**(19,650.00)**	**(19,650.00)**	**(361.30)**	**(17,081.46)**	**-**	**(17,081.46)**	**(2,568.54)**	**13.07**

1001-100319 - WILLIS PT FIRE TRANSFER TO OWN FUND

EXPENSE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
547070 - Transfers to Equipment Replacement Fund	60,240.00	60,240.00	5,020.00	**50,200.00**	-	**50,200.00**	***10,040.00***	***16.67***
EXPENSE TOTAL	**60,240.00**	**60,240.00**	**5,020.00**	**50,200.00**	**-**	**50,200.00**	**10,040.00**	**16.67**
1001-100319 - WILLIS PT FIRE TRANSFER TO OWN FUND TOTAL	**(60,240.00)**	**(60,240.00)**	**(5,020.00)**	**(50,200.00)**	**-**	**(50,200.00)**	**(10,040.00)**	**16.67**
FIRE PROTECTION WILLIS POINT TOTAL	**-**	**-**	**(39,117.44)**	**99,101.83**	**-**	**99,101.83**	**(99,101.83)**	**-**

FIRE PROTECTION WILLIS POINT - ERF

1022-101429 - CR ERF WILLIS PT FIRE

REVENUE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
429035 - ERF-Interest Income Equipment Replace Re	-	-	-	**3,780.64**	-	**3,780.64**	***(3,780.64)***	-
470610 - ERF-Contributions to Equipment Replaceme	-	-	5,020.00	**50,200.00**	-	**50,200.00**	***(50,200.00)***	-
490010 - ERF-Carry Forward Surplus/Deficit Equip	-	-	-	**124,047.38**	-	**124,047.38**	***(124,047.38)***	-
REVENUE TOTAL	**-**	**-**	**5,020.00**	**178,028.02**	**-**	**178,028.02**	**(178,028.02)**	**-**

EXPENSE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
EXPENDITURE - EXPENDITURE	16,000.00	16,000.00	-	**-**	**-**	**-**	***16,000.00***	***100.00***
EXPENSE TOTAL	**16,000.00**	**16,000.00**	**-**	**-**	**-**	**-**	**16,000.00**	**100.00**
1022-101429 - CR ERF WILLIS PT FIRE TOTAL	**(16,000.00)**	**(16,000.00)**	**5,020.00**	**178,028.02**	**-**	**178,028.02**	**(194,028.02)**	**1212.68**
FIRE PROTECTION WILLIS POINT - ERF TOTAL	**(16,000.00)**	**(16,000.00)**	**5,020.00**	**178,028.02**	**-**	**178,028.02**	**(194,028.02)**	**1212.68**

FIRE PROTECTION WILLIS POINT - RESERVE

1014-101358 - CAP RES WILLIS PT FIRE S & A

REVENUE

	Original Budget	Revised Budget	October Actuals	YTD Actuals	YTD Encumbered	YTD Total	Budget Remaining $	Budget Remaining %
429000 - Interest Income - Internal	-	-	-	**4,013.71**	-	**4,013.71**	***(4,013.71)***	-
490000 - Surplus	-	-	-	**155,544.77**	-	**155,544.77**	***(155,544.77)***	-
REVENUE TOTAL	**-**	**-**	**-**	**159,558.48**	**-**	**159,558.48**	**(159,558.48)**	**-**
1014-101358 - CAP RES WILLIS PT FIRE S & A TOTAL	**-**	**-**	**-**	**159,558.48**	**-**	**159,558.48**	**(159,558.48)**	**-**
FIRE PROTECTION WILLIS POINT - RESERVE TOTAL	**-**	**-**	**-**	**159,558.48**	**-**	**159,558.48**	**(159,558.48)**	**-**

FPWILLISPT.RE TOTAL	**(16,000.00)**	**(16,000.00)**	**(34,097.44)**	**436,688.33**	**-**	**436,688.33**	**(452,688.33)**	**2829.30**

Making a difference...together

REPORT TO WILLIS POINT FIRE PROTECTION AND EMERGENCY RESPONSE SERVICE COMMISSION
MEETING OF November 24, 2026

SUBJECT **2027 Financial Planning Process**

ISSUE SUMMARY

To consider amendments to the 2027-2031 Financial Plan for the Willis Point Volunteer Fire Department and Recreation Service, including operating budget adjustments, capital planning priorities, reserve funding considerations, and the treatment of current and future operating surpluses.

BACKGROUND

The Capital Regional District (CRD) is currently developing the 2027-2031 Financial Plan for consideration by the CRD Board. Staff have reviewed current service delivery requirements, operating expenditures, reserve balances, and future capital needs and are recommending several amendments to the provisional budget.

The proposed amendments are intended to:

- support volunteer firefighter recruitment and retention;
- improve recognition of volunteer members through enhancements to the honoraria program;
- maintain operational readiness and firefighter training capacity;
- address facility, vehicle, and equipment maintenance requirements;
- advance long-term capital planning objectives; and
- support continued financial sustainability of the service.

OPERATING BUDGET CONSIDERATIONS

Proposed 2027 Operating Budget Adjustments

Staff have reviewed historical expenditure trends and identified several budget reconciliations and service enhancements for inclusion in the 2027 budget. The proposed changes are summarized below.

Budget Amendment	Amount	Description
Honoraria Program	$10,380	Increase to officer and firefighter honoraria to recognize increasing operational, administrative, training, and leadership responsibilities.
Firefighter Work Program	$10,000	Supports station maintenance, apparatus inspections, equipment maintenance, training support, and operational readiness activities.
Vehicle and Equipment Maintenance	$7,730	Reflects increased fleet maintenance, facility repairs, and equipment servicing requirements.

Volunteer Recruitment, Retention and Recognition Program	$12,500	Supports volunteer appreciation, recruitment initiatives, retention activities, member recognition, and succession planning efforts.
Recreation Facility Maintenance	$5,350	Supports ongoing building, grounds, and facility maintenance requirements for recreation assets.
Budget Reconciliations and Account Realignments	($28,280)	Reductions and reallocations to contracts, training, association funding, equipment purchases, and other accounts based on projected requirements and historical spending patterns.
Net Ongoing Operating Budget Increase	**$17,680**	
50th Anniversary Celebration (One-Time)	$10,000	One-time contribution toward the Department's 50th Anniversary celebration to combine with matching $10,000 donation from Fire Association
Total 2027 Budget Increase	**$27,680**	

Honoraria Program

The Department continues to rely on volunteer members to provide emergency response, training, administration, public education, equipment maintenance, and operational support services. Staff are recommending an increase to the honoraria program to better recognize these contributions and support ongoing recruitment and retention efforts.

Proposed 2027 Honoraria Schedule

Position	**Annual Honoraria**
Fire Chief	$10,000
Deputy Chief	$7,000
Captain (2 Positions)	$2,500 each
Treasurer	$750
Lieutenant	$500
Firefighter Participation Honoraria (15 members @ $200)	$3,000
Total Honoraria Program	**$26,250**

The proposed honoraria program reflects the increasing complexity and responsibilities associated with volunteer fire service operations while remaining within the financial capacity of the service.

Firefighter Work Program

The Firefighter Work Program is an existing program and does not represent a new service or budget increase. Historically, this line was previously covered under Contract for Services and for 2027 has been reallocated to Wages and Benefits to improve transparency and financial reporting.

While emergency responses and training attendance remain volunteer activities, the program provides compensation at the approved rate of $35 per hour for specific operational

assignments such as annual hose testing, equipment maintenance, station projects, and other approved special projects. The proposed 2027 budget for this program maintains existing funding levels and simply reflects an administrative reallocation of these expenditures within the operating budget.

50th Anniversary Celebration

Staff have been advised of a proposed 50th Anniversary celebration in 2027. The proposed event budget is $20,000 and includes a $10,000 contribution from the Commission and a matching $10,000 contribution from the Association. The Commission contribution has been incorporated into the proposed 2027 financial plan as a one-time expenditure and does not represent an ongoing budget commitment.

IMPLICATIONS

Financial

The proposed 2027 requisition is $210,125, representing an increase of $34,221 (19.45%) over the 2026 requisition of $175,904.

The 2026 budget was supported through the application of $10,906 in operating surplus carried forward from 2025. This one-time funding source reduced the requisition requirement in 2026 and is not recommended to continue in 2027.

As a result, the 19.45% requisition increase overstates the underlying increase in funding required to support service delivery. When adjusted for the one-time surplus contribution applied in 2026, the effective increase in available funding is approximately 13.3%.

Item	Amount
2026 Requisition	$175,904
2025 Surplus Applied in 2026	$10,906
Total Available Funding (2026)	$186,810
Proposed 2027 Requisition	$210,125
Actual Increase Year over Year	$23,315
Effective Increase	13.3%

A portion of the requisition increase reflects the absence of the 2025 surplus carry-forward that helped offset taxation in 2026. The remaining increase supports enhancements to the honoraria program, volunteer recruitment and retention initiatives, vehicle and equipment maintenance requirements, operational readiness activities, recreation facility maintenance, and the one-time contribution toward the Department's 50th Anniversary celebration.

Capital Planning Considerations (2027-2031)

Staff recommend that the capital projects and reserve contributions identified in the Department's 2027-2031 Capital Plan be incorporated into the Financial Plan. The five-year capital program totals $198,436, including $126,436 in 2027.

The capital plan includes ongoing equipment replacement programs funded through the Equipment Replacement Reserve Fund, including firefighter personal protective equipment, firefighting and rescue equipment, and technology replacement. Facility-related projects include kitchen renovations, and hose tower roof improvements.

A significant component of the capital plan is the continued development of a Willis Point firefighting water supply project. The project includes the acquisition and installation of a water storage tank to improve firefighting water supply and emergency response capability throughout the service area. Total project costs are estimated at $164,000, with the remaining $23,186 included within the 2027 capital budget.

The 2027 financial plan includes a transfer of $60,240 to the Equipment Replacement Reserve Fund, increasing to approximately $66,580 by 2031. No annual transfer is currently included for the Capital Reserve Fund. As such, future surplus allocations will be an important mechanism for building capital reserve balances to support future infrastructure and facility renewal projects.

Treatment of Annual Surplus or Deficit

Following completion of the annual financial audit and reconciliation process, actual operating results may result in either a surplus or deficit.

Where a deficit occurs, the Commission may consider funding the shortfall through available Operating Reserve balances, expenditure reductions, or adjustments to planned reserve contributions.

Where a surplus occurs, the Commission may elect to carry funds forward to offset future requisition requirements. While this approach may provide short-term tax relief, it can also create funding instability by reducing one year's requisition requirement while increasing pressure on future budgets once surplus funds are exhausted.

Staff generally recommend directing surplus funds toward reserve balances to support long-term financial sustainability and reduce future funding pressures.

Recommended Future Surplus Allocation Framework

Willis Point maintains three reserve funds: a Capital Reserve Fund, Equipment Replacement Reserve Fund, and an Operating Reserve Fund. Staff recommend that, unless otherwise directed by the Commission, future operating surpluses be considered for allocation as follows:

Reserve Fund	**Allocation**
Capital Reserve Fund	50%
Equipment Replacement Reserve Fund	25%
Operating Reserve Fund	25%
Total	**100%**

This allocation prioritizes long-term infrastructure and facility renewal while maintaining

adequate flexibility through both the Equipment Replacement and Operating Reserve Funds.

CONCLUSION

The 2027-2031 Financial Plan aligns service delivery requirements with long-term asset management, volunteer support initiatives, and financial sustainability objectives for the Willis Point Volunteer Fire Department and Recreation Service.

The proposed operating budget amendments support volunteer recruitment and retention, improve member recognition through the honoraria program, address maintenance and operational requirements, and provide funding for a one-time 50th Anniversary celebration. The report also establishes a framework for future surplus allocations and reserve funding that supports the long-term sustainability of the service.

RECOMMENDATIONS

The Willis Point Fire Protection and Recreation Facilities Commission recommends to the Capital Regional District Board:

1. **That the 2027-2031 Financial Plan for the Willis Point Volunteer Fire Department and Recreation Service be amended to incorporate the operating budget adjustments outlined in this report, resulting in a net ongoing operating budget increase of $17,680 and a one-time increase of $10,000 for the Department's 50th Anniversary celebration.**

2. **That the capital projects and reserve contributions identified in the 2027-2031 Capital Plan, totaling $198,436 over five years, be incorporated into the 2027-2031 Financial Plan.**

3. **That future operating surpluses be allocated, unless otherwise directed by the Commission, as follows: 50% to the Capital Reserve Fund, 25% to the Equipment Replacement Reserve Fund, and 25% to the Operating Reserve Fund.**

4. **That for 2026 operating surplus, $56,000 be transferred to the Equipment Replacement Fund with the remaining surplus transferred to the Capital Reserve Fund.**

Prepared By	Chris Vrabel, Manager, Fire Services CRD
Concurrence	Art Wynans, Fire Chief Willis Point
	Gary Howell, Treasurer

Attachments
1. Willis Point Fire and Recreation Five – Year Operating Plan
2. Willis Point Fire and Recreation Five-Year Capital Plan
3. Willis Point Fire and Recreation Reserve Schedule

	1.350	**Willis Point Fire Protection & Recreatior**			-	(10,906)	40,055	-	-	(2,750)	-	-	-	(2,750)	(12,990)	(13,240)	(13,490)	(13,730)	***Finance Use Only***					
					Actuals	*Actuals*	*Actuals*	*Budget*	*Actuals*	*Budget*	*Budget*	*Budget*	*Budget*	*Budget*	*Budget*	*Budget*	*Budget*	*Budget*						
ID	**CC**	**Name**	**GL**	**GL Name**	**2024**	**2025**	**April30(Report date@May19)**	**2026**	**Est**	**2027** *Preliminary Budget*	**2027** *Commission Adjustment*	***Ongoing***	***One-Time***	**Total**	**2028**	**2029**	**2030**	**2031**	**Notes**	**Update from SAP**	**% Increase**	**$ Increase**		
	100313	**FP Willis Hall Rev**																						
J			420800	Rentals	(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			420600	Donations	(1,250)	(1,400)		-		-			(10,000)	(10,000)	-	-	-	-				-10000		
F			426000	Misc Revenue	(25,612)			-		-				-	-	-	-	-			#DIV/0!	0		
F			429000	Interest Income	(1,213)	(647)		-		-				-	-	-	-	-			#DIV/0!	0		
F			429040	MFA Debt RsrveFdEarn	-			-		-				-	-	-	-	-				0		
K			460070	Grant- Provincial	-			-		-				-	-	-	-	-			#DIV/0!	0		
X			486000	Req Mun EA Other	(145,730)	(160,629)		(175,904)	(175,904)	(192,445)	(17,680)			(210,125)	(214,666)	(219,289)	(224,023)	(228,748)			19.45%	-34221		
E			490000	Surplus	(16,086)		(10,906)	(10,906)	(10,906)	-			(10,000)	(10,000)	-	-	-	-			-8.31%	906		
	100314			**Subtotal**	**(189,891)**	**(162,676)**	**(10,906)**	**(186,810)**	**(186,810)**	**(192,445)**	**(17,680)**	**-**	**(20,000)**	**(230,125)**	**(214,666)**	**(219,289)**	**(224,023)**	**(228,748)**			**23.19%**	**(43,315)**		
														19.5%	**2.2%**	**2.2%**	**2.2%**	**2.1%**	***Requisition % increase over prior year**					
	100315	**FP Willis Cell Tower**																						
J			420800	Rentals	(70,000)	(46,400)		(33,590)	(33,590)	(34,300)				(34,300)	(35,020)	(35,760)	(36,510)	(37,240)	Licence2021CommRogersWillisPoint_CellTower_REP2021		2.11%	-710		
F			422300	Recovery Cost	(2,280)	(3,040)		-		-				-	-	-	-	-	Rogers Butchart		#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			500090	Honoraria	17,127	19,649	761	18,080	18,080	18,080	10,000			28,080	28,670	29,270	29,880	30,480			55.31%	10000		
6			500510	W.C.B. Benefits	451	103		510	510	510	490			1,000	1,020	1,040	1,060	1,080			96.08%	490		
			500280	Wages and Benefits							10,000			10,000										
1			501000	Travel Expenses CRD	1,606	3,708		2,720	2,720	2,720	280			3,000	3,060	3,120	3,190	3,250			10.29%	280		
1			501040	CRD Vehicles -ORDERS	17,883	28,966	5,128	16,690	16,690	16,690	3,310			20,000	20,420	20,850	21,290	21,720	KV-increased 2026 core budget		19.83%	3310		
6			502030	Telecomm All	1,567	1,507	355	2,720	2,720	2,780	1,280			4,060	4,150	4,240	4,330	4,420			49.26%	1340		
6			503130	Contract for Srvcs			330	13,800	13,800	13,800	(14,000)			(200)	(200)	(200)	(200)	(200)						
2			506010	Insurance-PublicLiab	1,297	1,462		1,493	1,493	1,777				1,777	1,866	1,959	2,057	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	90			4,500	4,590	4,690	4,790	4,890			2.04%	90		
2			506090	Insurance- SrvcContr	30	30		30	30	30				30	32	34	36	38		MR_May22	0.00%	0		
6			508000	Repairs&Maintenance	10,474	9,331		6,890	6,890	6,890	3,110			10,000	10,210	10,420	10,640	10,850			45.14%	3110		
6			508260	Purch Mtce-Buildings	344	-	2,401	700	700	700	(700)			-	-	-	-	-			-100.00%	-700		
6			508270	Purch Mtce- Equip	5,119	6,279	2,214	6,860	6,860	6,860	3,140			10,000	10,210	10,420	10,640	10,850			45.77%	3140		
6			514230	VolunteerApprnDinner	3,630	4,015	17	3,810	3,810	3,810	12,500		20,000	36,310	16,650	17,000	17,360	17,710			853.02%	32500		
4			514260	Training Development	9,967	11,050	5,160	10,440	10,440	10,440	(10,660)			(220)	(220)	(220)	(220)	(220)			-102.11%	-10660		
4			514400	StaffTraining&Develp	5,151	6,227	1,751	14,940	14,940	14,940	5,060			20,000	20,420	20,850	21,290	21,720			33.87%	5060		
4			514420	Memberships & Profes	550	768	604	1,030	1,030	1,030	(200)			830	850	870	890	910			-19.42%	(200)		
6			515300	Fire Association Allowance				6,000	6,000	6,000	(6,130)			(130)	(130)	(130)	(130)	(130)						
6			538130	Supplies-Operating	2,745	2,098	987	3,260	3,260	3,260	1,740			5,000	5,110	5,220	5,330	5,440			53.37%	1740		
A			590200	Purchases-Equipment	-	-		6,840	6,840	6,840	(6,980)			(140)	(140)	(140)	(140)	(140)			-102.05%	-6980		
	100316			**Subtotal**	**81,479**	**99,242**	**19,708**	**121,223**	**121,223**	**121,567**	**12,330**	**-**	**20,000**	**153,897**	**126,568**	**129,293**	**132,093**	**134,828**			**26.95%**	**32,674**		
	100317	**FP Willis Adm Exp**																						
6			502030	Telecomm All	517	793	200	950	950	970				970	990	1,010	1,030	1,050			2.11%	20		
2			506030	Insurance- Fire	2,870	4,610		4,430	4,430	4,800				4,800	5,040	5,292	5,557	5,835		MR_May22	8.35%	370		
2			506050	Insurance-GroupAccid	60	60		50	50	60				60	63	66	69	72		MR_May22	20.00%	10		
2			506090	Insurance- SrvcContr	80	80		80	80	70				70	74	78	82	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	7,931	8,090	8,252	8,417		MR_May22	19.75%	1281		
3			535090	Electricity	8,974	7,542	4,602	9,010	9,010	9,350				9,350	9,540	9,730	9,920	10,120			3.77%	340		
6			570010	Interest - Internal	761	726	16	320	320	330				330	340	350	360	370			3.13%	10		
5			601001	Labour Consumption	2,607	647	277	-	-	-				-	-	-	-	-	Real Estate charges			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		2,353	2,353	2,353	47			2,400	2,450	2,500	2,550	2,600			2.00%	47		
7			508260	Purch Mtce-Buildings	21,647	20,529	4,888	10,180	10,180	10,180	5,920			16,100	16,440	16,790	17,140	17,480			58.15%	5920		
7			508270	Purch Mtce- Equip	-	-		5,277	5,277	5,277	(277)			5,000	5,110	5,220	5,330	5,440			-5.25%	-277		
7			508330	Purch Mtce- Grounds	-	-		1,020	1,020	1,020	(20)			1,000	1,020	1,040	1,060	1,080			-1.96%	-20		
7			538070	Supplies-Janitorial	-	106	156	510	510	510	(10)			500	510	520	530	540			-1.96%	-10		
7			538130	Supplies-Operating	-	-		310	310	310	(310)			-	-	-	-	-			-100.00%	-310		
7			599200	Contingency	-	-		-	-	-				-	-	-	-	-			#DIV/0!	0		
	100318			**Subtotal**	**23,960**	**22,948**	**5,044**	**19,650**	**19,650**	**19,650**	**5,350**	**-**	**-**	**25,000**	**25,530**	**26,070**	**26,610**	**27,140**			**27.23%**	**5,350**		
	100319	**FP Willis Trf own Fd**																						
C			547040	TrsfrsToCapResFund	12,500	15,804		-		-				-	-	-	-	-			#DIV/0!	0		
B			547070	TrsfrToEquipReplFund	126,326	44,383	20,080	60,240	60,240	61,510				61,510	62,740	63,990	65,270	66,580	EI0013 (Willis Point Commission)	E00991	2.11%	1270		
B			547070	TrsfrToEquipReplFund	-			-		-				-	-	-	-	-	EI0074 (Willis point Fire-surplus from 100316)		#DIV/0!	0		
	100319			**Subtotal**	**138,826**	**60,187**	**20,080**	**60,240**	**60,240**	**61,510**	**-**	**-**	**-**	**61,510**	**62,740**	**63,990**	**65,270**	**66,580**			**2.11%**	**1,270**		
D	**1.350**	**Willis Point Fire Protectior**		**Grand Total**	**-**	**(10,906)**	**40,055**	**-**	**-**	**(2,750)**	**-**	**-**	**-**	**(2,750)**	**(12,990)**	**(13,240)**	**(13,490)**	**(13,730)**						

Deficit to ERF
CRF

CAPITAL REGIONAL DISTRICT

5 YEAR CAPITAL PLAN

2027 - 2031

Service #: 1.350

Service Name: Willis Point Fire

				PROJECT BUDGET & SCHEDULE									
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2027	2028	2029	2030	2031	5 - Year Total auto-populates
21-01	Replacement	Protective Clothing	Annual Replacement Plan Ongoing	$ 36,000	E	ERF	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 60,000
~~22-03~~	~~Renewal~~	~~Paving entrance for hall~~	~~Paving apron in front of hall~~	~~$ 40,000~~	~~E~~	~~Res~~	~~$ -~~	~~$ 22,000~~	~~$ -~~	~~$ -~~	~~$ -~~	~~$ -~~	~~$ 22,000~~
~~22-03~~	~~Renewal~~	~~Paving entrance for hall~~	~~Paving apron in front of hall~~		~~E~~	~~Cap~~	~~$ 15,250~~	~~$ 15,250~~	~~$ -~~	~~$ -~~	~~$ -~~	~~$ -~~	~~$ 15,250~~
24-02	Replacement	Willis Point Water Supply for Fire Fighting	Purchase and install water tank	$ 164,000	E	Cap	$ 23,186	$ 23,186	$ -	$ -	$ -	$ -	$ 23,186
24-04	Replacement	Computer	Replace 2 computers	$ 8,000	E	ERF	$ 4,000	$ 4,000	$ -	$ 4,000	$ -	$ -	$ 8,000
27-01	Renewal	Kitchen Renovation	Kitchen Renovation	$ 20,000	B	Res	$ -	$ 20,000		$ -	$ -	$ -	$ 20,000
27-02	Replacement	Firefighting and Rescue Equipment	Annual Replacement Plan Ongoing	$ 25,000		ERF		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 25,000
27-03		Facility - Hose Tower	Roof Improvements	$ 25,000		CRF		$ 25,000					$ 25,000
													$ -
													$ -
													$ -
													$ -
													$ -
													$ -
			GRAND TOTAL	**$ 318,000**				**$ 126,436**	**$ 17,000**	**$ 21,000**	**$ 17,000**	**$ 17,000**	**$ 198,436**

Willis Point Fire Protection & Recreation
Reserves Summary Schedule
2027 - 2031 Financial Plan

Reserve/Fund Summary

	Estimated	Budget				
	2026	2027	2028	2029	2030	2031
Capital Reserve Fund	140,529	98,529	98,529	98,529	98,529	98,529
Equipment Replacement Fund	184,287	223,797	280,537	334,527	399,797	466,377
Operating Reserve Fund	-	-	-	-	-	-
Total	**324,816**	**322,326**	**379,066**	**433,056**	**498,326**	**564,906**

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Capital Reserve Fund - Bylaw 2189

Surplus money from the operation of the fire protection service and recreational facilities may be paid from time to time into the reserve fund.

Reserve Cash Flow

Fund:	1014	Estimated	Budget				
Fund Centre:	101358	2026	2027	2028	2029	2030	2031
Beginning Balance		155,545	140,529	98,529	98,529	98,529	98,529
Transfer from Ops Budget		-	-	-	-	-	-
Transfer from Cap Fund		-					
Transfer from ERF		-					
Transfer to Cap Fund		(20,000)	(42,000)	-	-	-	-
Interest Income*		4,984					
Ending Balance $		**140,529**	**98,529**	**98,529**	**98,529**	**98,529**	**98,529**

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Equipment Replacement Fund

For replacement of firefighting equipment, fire trucks, tenders and pumpers.
ERF Group: WILLISPT.ERF

Reserve Cash Flow

Fund:	1022	Estimated	Budget				
Fund Centre:	101429	2026	2027	2028	2029	2030	2031
Beginning Balance		124,047	184,287	223,797	280,537	334,527	399,797
Transfer from Ops Budget		60,240	61,510	62,740	63,990	65,270	66,580
Proceeds of Disposal		-					
Transfer to CRF		-					
Expenditures		-	(22,000)	(6,000)	(10,000)	-	-
Interest Income		-					
Ending Balance $		**184,287**	**223,797**	**280,537**	**334,527**	**399,797**	**466,377**

Assumptions/Background:

Reserve Schedule

Reserve Fund: 1.350 Willis Point Fire Protection & Creation - Operating Reserve Fund

Surplus monies from operation are transferred into this reserve to fund one-time program costs and to mitigate the fluctuation in requisition.

Reserve Cash Flow

Fund:	1500	Estimated	Budget				
Fund Centre:	105568	2026	2027	2028	2029	2030	2031
Beginning Balance		-	-	-	-	-	-
Transfer from Ops Budget		-	-	-	-	-	-
Transfer to Ops Budget-Core Budget		-	-	-	-	-	-
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income*		-					
Ending Balance $		-	-	-	-	-	-

Assumptions/Background:

*Interest in planning years nets against inflation which is not included.