

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

Tuesday, October 21, 2025 at 5:00 PM

Present: Gary Howell, Vern McConnell, Marni Krismer, Director Al Wickheim, Jim Potvin, Joel Cotter, Aran Puritch

Absent: Greg Elvedahl

Guests & Invitees: Art Wynans, Karen Kay, Kathy Crawley, Daniel Kenway

Location: Willis Point Fire Hall Annex, 6933 Willis Point Road, Victoria BC V9E 2A1

Meeting called to order at 5:06pm

1) Approval of Agenda

MOTION by Vern McConnell, **SECONDED** by Marni Krismer that the agenda be accepted as amended. **CARRIED**

2) Approval of previous meeting minutes

MOTION by Gary Howell **SECONDED** by Vern McConnell that the minutes of September 2, 2025, be accepted. **CARRIED**

3) Hall Report – presented by Karen Kay

- a) Rentals – Renters report the forms are difficult to use. Similarly, the renters are not happy about paying by cheque.
- b) Hall Manager feels she waits too long for reimbursement for supplies purchased out of pocket.
- c) Quarterly floor cleaning may be too frequent. Hall manager feels that, in general, the hall cleaning is sufficient though the WPCA reports some dissatisfaction with the deep cleaning and the exclusion of the kitchen floor.
- d) Question: what is the frequency of the carpet cleaning? *Not currently formally scheduled. Will be reviewed.*

4) Climate Resiliency – presented by Fire Chief Art Wynans

- a) The association of Fire Chiefs are collaborating on identifying and funding projects that focus on improving safety, health and energy efficiency of fire department facilities. Chief Wynans is specifically seeking advice from a CRIS roster expert to identify options for upgrades to the WPVFD facilities in a manner that enhances energy efficiency, reduces GHG emissions and increases climate resilience.

MOTION by Marni Krismer **SECONDED** by Gary Howell to support engagement with the CRIS program to identify projects and funding to benefit the safety, health and energy efficiency of the Willis Point Fire Department facilities. **CARRIED**

5) AGM and nominations – presented by Aran Puritch

- a) The commission AGM will be held as a special session during the WPCA AGM. Aran will present a brief year in review along with budget information including the anticipated tax increase.
- b) Two commissioner positions nomination elections should be held at the AGM. The new commissioners will replace Vern McConnell and Joel Cotter, effective Jan 1, 2026. Gary

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and Joel specifically identify a gap in the commission makeup for organization and oversight of the facilities maintenance. A new member with experience in this area would be a great addition.

- 6) **Budget Discussion:** process and draft version of 2026 budget presented by Gary Howell
- a) Capital Budget 5 year planned was reviewed
 - b) Operating budget was reviewed.

MOTION by Gary Howell **SECONDED** by Vern McConnell to accept the capital and operating budget as proposed with a requisition of \$186,010. **CARRIED**

- 7) **MOTION** by Marni Krismer to adjourn the meeting at 6:30pm. **CARRIED**