# KCA Board Meeting Minutes

## May 12, 2026

### Board Members in Attendance

Hazen Fry
Tassi McQuade
Anne Stanford
Valerie Simmons
Linda Keddy
Howard Eaton
Jesse Link
Paul Nieuwenstein

### Regrets

Denise Grant
Sharon Hirtle

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## Call to Order

The meeting was called to order at 7:18 p.m.

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## Approval of Agenda

**Motion:** To approve the agenda.
Moved by Anne Stanford
Seconded by Howard Eaton
All in favour.

**Motion carried.**

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## Approval of Financial Statements

**Motion:** To approve the financial statements.
Moved by Howard Eaton
Seconded by Paul Nieuwenstein

**Motion carried.**

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## Fundraising Committee Structure

Discussion took place regarding the technicality that the Fundraising Committee should not be chaired by a board member.

**Motion:** To move the Fundraising Committee to a Special Committee so Anne Stanford may continue as Chair.
Moved by Paul Nieuwenstein
Seconded by Paul Nieuwenstein

**Motion carried.**

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## Canteen Committee and Bylaws Discussion

The board discussed the bylaws pertaining to purchases for the canteen and ensuring decisions are made in accordance with the bylaws.

Discussion included the following:
The board does not believe the bylaws require a separate meeting for each vote.

The preferred process would be:
The Canteen Committee makes a recommendation.
The recommendation is brought forward to the board.
The board either approves the recommendation or sends it back to the committee for further work.

Approval of the minutes at the next community meeting would allow the decision to proceed officially within the bylaws.

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# Canteen and Fire Suppression System Discussion

Wendy addressed the board regarding the fire suppression system, noting that one should have been installed since 2016.

Discussion included the following:
The estimated cost of a fire suppression system is approximately $5,000 to $6,000.
Darren will attend on May 18 to assess the project.
Installation is expected to take approximately two days.
The system may require three nozzles and electrical work.

A decision also needs to be made regarding the fryer system and whether existing fryers can be refurbished.

Wendy advised that one efficient vented fryer could be installed for approximately $2,000.

Wendy expressed disappointment that a canteen committee meeting took place between Liz, Joanne, and Howard without Wendy or Marty present. Wendy noted she had previously emailed fryer information to the committee.

Wendy explained that the committee was originally formed to provide additional support and acknowledged that the board ultimately has decision making authority. Historically, the committee handled grants, hiring, and menu planning.

Additional discussion included:
Removing the griddle would require significant operational changes.
Outdoor BBQ use is not considered a practical option.
The canteen cannot open without passing a fire inspection.

Wendy recommended installing the fire suppression system along with a floor standing deep fryer.

Val suggested treating the suppression system and fryer as two separate items.

Wendy advised that cooking scent should not pose an issue due to limited use and prevailing summer winds.

It was agreed that the Building and Maintenance Committee will review and determine whether to proceed with the fire suppression system.

Wendy will provide a formal recommendation regarding the fryer.

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# Building and Maintenance Committee Update

Updates provided included:
The fire alarm at the canteen has been checked and follow up edits will be arranged.

The fire suppression system remains the primary concern ahead of the next inspection scheduled for June 4. Paul confirmed he will attend the inspection.

Discussion took place regarding adding a roof over the heat pump at the Lloyd Centre.

Paul obtained a quote of $699 for a prefab structure with a metal roof. If a roof is deemed necessary, the recommendation is to proceed with construction.

A staining party is scheduled for May 23. Paul will send out invitations. Hazen has stain available.

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## Pleasant Street Park Committee Update

Karl has stepped down as mower for Pleasant Street Park.

Jesse is looking for a volunteer to replace Karl.

The garden beds have been renovated, grass seed is being planted, and early June planting will begin.

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## Waterfront Committee Update

Several committee members met on Saturday, May 9, to discuss maintenance and repairs required at the waterfront.

The committee also met on April 28, at which time a subcommittee was formed.

The mandate of the subcommittee will be to focus on the design and installation of permanent washrooms.

The County dropped off an accessible portable toilet and a free standing hand washing station.

Sharon stated that Audley Pineo will maintain garbage collection at the waterfront.

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## Special Committee Updates

### Communications and Hall Bookings

Bookings are up in number. Recent efforts to improve the booking process have been successful and positive feedback has been received from renters.

### EMO

Howard reported no updates.

### Food Web

Requirements were deemed too extensive to make the hall available for this service. The hall would need to invest significantly in equipment and labour. The matter has been tabled for now.

### Fundraising and Special Events

Preparations are underway for Gala Days with the theme being the 100 year anniversary of the Kipawo.

Communications with external partners are underway to plan a celebration and commemoration.

Katherine Ryan from the Randall House Museum would like to meet at the Lloyd Centre with all concerned parties to plan the commemoration.

Gala Days will be a two day event on June 26 and 27.

Friday evening will include a Trivia Night.

A fish chowder and strawberry shortcake luncheon will take place at the Lloyd Centre and will be run by St. Thomas Anglican Church.

Suggestions were made to reintroduce sandcastle building and other events at the canteen and waterfront.

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## Grants

Two grants have been applied for:
Community Hall Assistance Grant
Festivals and Special Events Grant

Grant funding would support:
Repairs to the basement entrance

Replacement batteries and paddles for the AED
An outdoor box to house the AED

Howard shared details of his meeting with John Lohr regarding installing a four way stop at the intersection of Pleasant Street and Medford Street, along with playground signs.

The hope is that the signs will be installed prior to the end of the school year.

Linda will reach out to Helen Burns regarding discussing the history of Kingsport.

Howard suggested inviting Helen to speak at a future community gathering, which could also serve as a fundraising event.

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# Adjournment

The meeting was adjourned at 8:45 p.m.