Kingsport Community Association (KCA)

Community Meeting Minutes

Date: May 31, 2026
Location: KCA Community Hall

Board Members in Attendance

Tassi McQuade
Anne Stanford
Valerie Simmons
Linda Keddy
Howard Eaton

Denise Grant

Wendy Hernick

Regrets:

Hazen Fry
Jesse Link
Paul Nieuwenstein

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1. Call to Order & Meeting Protocol

The meeting was called to order by Chair Anne Stanford.

The Chair opened the meeting by sending deepest condolences to our President Hazen as his absence is due to the sudden and tragic loss of a family member. The board sends our love and prayers to their family during this difficult time. With respect to Hazen's wishes Anne will chair this meeting to keep things moving along. Anne began by stating that due to the circumstances, the main purpose of the meeting would be to discuss and vote on two priority capital items required in advance of the 2026 canteen operating season:

- Fire Suppression System installation
- Replacement of canteen deep fryer equipment

The Chair noted that these matters were time-sensitive and essential to seasonal operations.

Meeting Conduct Guidelines Established

The Chair outlined meeting procedures due to the contentious nature of the agenda items:

- Members may only speak when recognized by the Chair
- One speaker at a time, no interruptions
- Two-minute speaking limit per participant
- Discussion limited to the motion on the floor
- Respectful conduct required at all times
- Anonymous voting to be used for both motions
- The Board would proceed according to the outcome of the vote

Anne emphasized that the meeting was an expression of democratic community decision-making.

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2. Attendance

Board Members Present:

- Tassi McQuade
- Anne Stanford
- Valerie Simmons
- Linda Keddy
- Howard Eaton
- Denise Grant
- Wendy Hernick

Regrets:

- Hazen Fry
- Jesse Link
- Paul Nieuwenstein

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3. Approval of Agenda

Motion: To approve the agenda as presented.
Moved by: Howard Eaton

Seconded by: Liz
Result: Carried unanimously

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4. Approval of Previous Minutes

Motion: To approve previous Board and Community Meeting Minutes.
Moved by: Howard Eaton
Seconded by: Merle (or recorded seconder as noted)
Result: Carried

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5. Community Proposal – Barry Shafner

Barry Shafner presented a proposal to volunteer his time for mowing and whipper-snipping work at Pleasant Street Park for the summer season, with the intention that associated compensation be donated to the Local Area Food Bank.

Barry noted:

- He is willing to continue maintaining the park for the season
- He proposes that KCA make a donation toward a charitable food bank
- He referenced community benefit and charitable obligations
- That the stipend that has historically been offered to the person maintaining the grass at the park should be somewhat increased due to the increased cost in fuel.

The Board thanked Barry for the proposal and confirmed that it will be reviewed and formally considered at a future Board meeting.

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6. Treasurer's Report

Valerie Simmons presented the Treasurer's Report as follows:

> "According to the KCA By-Laws, it is the Treasurer's duty to "keep control of the finances of the Association and of the various committees within the Association". The Operating Budget was approved by the community in February. Tonight we are approving the use of KCA reserved funds for the first Capital Project of the year. Each Capital Project needs the approval of a Committee, the Board, and approval by the Community.

It is the Treasures job to inform the Community of all on going KCA Capital Projects for this year so members of the association can see the big picture and can make an informed decision each time they are asked to approve the spending of KCA resources.

I have prepared a report listing the projects the Board has identified and committees are currently working on and the KCA sources of funding the Board has designated for each project.

KCA Capital Expenditure Report 2026-2027

Capital expenditures use funds that have been placed in reserve for projects. They include:

The Ploeg Fund for the Lloyd Center – $3,770.

The Encore Fund for the Waterfront – $9,455 (Matching grant required)

The Piercy Fund for the Waterfront – $15,258

The Contingency Fund for matching grants for any project of the KCA – $12,000 (The funds in this account came from income not needed for regular KCA expenses over several years).

Total reserve funds $40,483

First Capital Project

This spring the Board approved spending $3,000 for new canteen equipment. This money came from last year's canteen earnings transferred to General Fund (a CRA ruling for related business of Charitable Organizations). $3000 was transferred back to the canteen bank account for this purpose. The Canteen Committee and the Board approved the expenditure of these funds for a deep fat vented fryer. If you, the Community, vote YES tonight for this item, you are also approving the spending of $3,000 of KCA reserved funds.

Last month the Board and the Maintenance Committee approved the spending of $6,000 on a Fire Suppression System for the canteen building. The funds will come from the KCA Contingency Fund. By voting YES for this item, the Community is also approving the expenditure of $6,000 of KCA reserved funds.

As Treasurer, it is my responsibility to inform you of the other Capital Projects that the Board has planned for this year so you can decide if you agree to the Board's allocation of KCA reserve resources before you approve each project. This addresses the concept of "Opportunity Cost. Simply put, how else can we use this money?

FUTURE PROJECTS

1. Waterfront Boardwalk and Toilets – balance of Encore Fund ($9,455) and Piercy Fund ($15,258)
2. Lloyd Centre Basement Renovation – Ploeg Fund ($3,770) plus $900 Contingency Fund (grant matching requirement)

SUMMARY

Once these projects are completed the $90,000 endowment received from the Piercy family members will most likely be spent. The Contingency Fund will have a very low balance, approximately $4,000. New projects will require new sources of funding.

If the revenue sources identified in the approved Operating Budget 2026-27 are achieved, fundraising revenue, canteen revenue, and Lloyd Center rent, we will have enough KCA General Fund money to cover the KCA operating costs for next year.

Please take all of this into consideration when voting tonight.

Valerie Simmons, KCA Treasurer 2026-2027”

Anne Stanford noted that the Waterfront Committee discussions about the toilets and boardwalk are in an early phase.

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7. Motion: Fire Suppression System

Motion: That the KCA approve the purchase and installation of a fire suppression system per D&L Engineering Quote #009724.

Discussion Summary:

- System required following recent municipal fire inspection and updated fire code requirements
- Canteen cannot open without compliance
- Fire inspection history noted (last inspection 2016)
- Clarified that requirement is due to updated codes, not negligence
- Insurance implications discussed: coverage may be limited or cancelled without compliance
- Approximately 50% of canteen revenue depends on equipment requiring fire suppression coverage (flat-top and fried foods)
- Installation timeline estimated at approximately 2 days; inspection scheduled June 4

- Estimated cost: $5,000–$6,000

Vote:

- In favour: 45
- Opposed: 4

Motion Carried

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8. Motion: Deep Fryer Replacement

Motion: That the KCA approve the purchase and installation of a vented commercial deep fryer, including electrical work.

Discussion Summary:

- Existing fryers are approximately 10 years old, inefficient, leaking oil, and require frequent repair
- Equipment impacts wait times and operational efficiency
- Wendy recommended commercial vented fryer for capacity and reliability
- Alternatives such as air fryers were discussed but considered unsuitable for commercial volume
- Healthy menu options will be added alongside traditional offerings
- Debate held regarding health impacts of fried foods; views differed on nutritional concerns vs. cultural/community value
- Wendy confirmed plans to introduce healthier items this season
- Odour concerns discussed; mitigation includes clean oil practices, ventilation systems, and seasonal operation
- Used cooking oil is collected in sealed containers and recycled through a third-party service
- Need identified for improved enclosed storage for garbage and oil
- Revenue clarification: approximately one-third of canteen revenue comes from ice cream; fried foods remain a major contributor

Vote:

- In favour: 31
- Opposed: 15

Motion Carried

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9. Action Item

- Building & Maintenance Committee to obtain design and cost estimate for a locked, secure enclosure for garbage and used cooking oil storage at the canteen.
- Wendy to move forward with sourcing a deep fryer and installation of the Fire suppression system.

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10. Additional Notes from Discussion

- Community members emphasized importance of canteen as a long-standing cultural and social institution
- Concerns were raised regarding financial sustainability of the canteen and increasing operating costs (labour, utilities, food pricing)
- Discussion noted that canteen operations historically operate with modest margins and rely on grants and fundraising support
- Members expressed both concern and support regarding balancing tradition, health considerations, and operational sustainability

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11. Adjournment

Motion: To adjourn the meeting
Result: Carried

The meeting was adjourned following completion of voting and announcement of results.

Meeting Adjourned.