

Kingsport Community Association (KCA) Board Meeting Minutes

Date: July 29, 2025

Recording: [View Meeting Recording](#)

Chair: Dave Upton

Purpose: Review KCA operations and discuss key community issues, including canteen improvements, waterfront maintenance, and traffic safety on Longspell Road.

1. Call to Order & Agenda Approval

Called to Order by: Dave Upton

Motion to Accept Agenda: Moved by Paul, seconded by Anne – *All in favour, motion carried.*

2. Financial Report

- Financial position consistent with the previous year.
- No significant changes to report.

Motion to Accept Financials: Moved by Paul, seconded by Anne – *All in favour, motion carried.*

3. Canteen Operations

- Wendy shared the need for equipment upgrades (e.g. stainless steel work table, electric deep fryer ~ \$500).
- Wendy will develop an improvement plan by Labour Day for the 2026 season.

- The board expressed full support for investing in canteen enhancements to boost revenue and efficiency.
 - Additional discussion around potential washroom attachment to the canteen building.
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4. Boat Launch & Waterfront

- **Motion (via prior email agreement):** Approval to purchase 12 yards of gravel (~\$500) for boat launch repair.
 - *Ben has volunteered to spread the gravel using his tractor.*
- Ongoing concerns about lack of response from MP regarding long-term waterfront maintenance.
- **Garbage collection:** Miscommunication resolved; Audley will continue temporary removal.
 - Hazen will obtain a quote from a private contractor for comparison.
- **Washroom facilities:** County committed to a bathroom project; discussions to continue regarding permanent vs. seasonal options.

Action Items:

- Get quote from private contractor for garbage removal.
 - Contact County Engineer and Councillor Everett to arrange meeting re: washroom facilities.
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5. Traffic Safety – Longspell Road

- Speeding and traffic safety a significant concern, especially with summer visitors.
- **Proposal:** Purchase 4 “Children at Play” signs with posts (~\$649.12 based on vendor estimate).

- Installation to be done by a local volunteer; pickup arranged locally to save on shipping.

Motion (to be finalized by email): That the KCA approve \$649.12 to fund the purchase of 4 “Children at Play” signs for Longspell Road, with installation and shipping costs covered in-kind by community members.

Moved by: Tassi

To be seconded and confirmed via email vote.

6. Park & Events

- Final playground grant pending; sign installation confirmed (Lee McMahon to install).
 - Wendy raised concern about promoting the August 16 Community Breakfast – poster and info to be shared on the website.
 - Events Committee to meet again; corn boil and other fundraising options discussed.
 - Last year’s breakfast proceeds initially meant for defibrillator – board agreed funds can be redirected to support canteen needs (e.g. umbrella stands).
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7. Lloyd Memorial Centre Bookings

- Ongoing need for a dedicated booking coordinator.
 - **Anne** offered to assist with managing bookings, pending process clarity.
 - **Hazen** to provide keys and review booking system.
 - **Agreed Rental Fees:**
 - Full Day: \$100
 - Half Day: \$50
 - Cleaning Deposit: \$25
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8. Porta Potties / County Engagement

- Discussion on temporary washroom costs (~\$600) currently paid by KCA.
 - **Action Items:**
 - Sharon to contact county regarding cost-sharing or reimbursement.
 - Dave to request a meeting with county engineer.
 - Dave and Hazen to explore appointing a project lead for long-term solution.
 - Goal: Ensure project is in the county's 2026 budget.
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9. Bylaw Amendments

- Draft amendments circulated for review.
 - **Goal:** Finalize board recommendations by **end of September**, followed by 2+ months of public feedback.
 - Key areas: quorum, board authority, decision-making clarity.
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10. Summary of Action Items

Task	Responsible
Submit formal proposal for "Children at Play" signs	Tassi
Contact County Engineer + Everett re: washrooms	Dave, Sharon
Get private quote for garbage removal	Hazen
Provide keys and support to Anne for hall bookings	Hazen
Develop canteen improvement plan	Wendy (by Labour Day)
Promote August 16 Community Breakfast	Wendy / Website

Request meeting with county for 2026 washroom
budget

Dave

Meeting Adjourned