



**HUDSON RECREATION, LEISURE & COMMUNITY EVENTS COMMISSION –
INAUGURAL MEETING**

Date: Wednesday July 8th at 5:30pm
Hudson Fire Hall

Chairperson:	Brian P. MacKinnon, CAO & Municipal Clerk
Committee Members:	Cllr. Joe Cassidy, Krista Storey, Michael Scott, Nicole Starratt-Rose, Sheila Byrne, Susan Gandbois, Norine Van Breda (Virtual)
Regrets:	None
Staff:	Meredith Culham – Staff Resource
Other:	Ashley McLean – Staff Resource Members of Public

1. CALL MEETING TO ORDER –

The Chair called the meeting to order at 5:37 p.m.

2. LAND ACKNOWLEDGEMENT

The Chair provided the following land acknowledgement:

“As we start our meeting we acknowledge we are on the traditional territory of the Lac Seul First Nation within Treaty 3 and that many of the people and communities that we serve in Sioux Lookout, come from Treaties 5 and 9 of the Nishnawbe-Aski Nation.”

3. AGENDA

a) Introduction of Amendments to the Agenda

- Request that meetings be fragrance-free
- Boat Bay Pavilion construction update



b) Confirmation of Agenda

Moved By: Cllr. Joe Cassidy

Second By: Krista Storey

THAT the agenda for the July 8, 2026 meeting of the Hudson Recreation, Leisure & Community Events Commission be approved, as amended.

Carried

4. DECLARATIONS OF PECUNIARY INTEREST

None

5. ORIENTATION / INTRODUCTIONS

Confirmation of Commission appointments and Introductions of

Commissioners: Krista Storey, Micheal Scott, Nicole Starratt-Rose, Sheila Byrne, Susan Gandbois, Norine Van Breda (Virtual)

Council Representative: Cllr. Joe Cassidy

Staff Resource: Meredith Culham, Recreation and Culture Manager

Recording Secretary: Ashley McLean, Deputy Clerk

6. ELECTION OF OFFICERS

Election of the Chair, Vice-Chair and confirmation of the Recording Secretary were deferred.

7. ITEMS FOR DISCUSSION

1. Review of By-law No. 25-26 and Terms of Reference

- The Chair reviewed By-law No. 25-26 and the Terms of Reference, including a high-level overview of the Commission's mandate.
- The Terms of Reference should be reviewed annually and may be amended if the Commission identifies items to add or remove. Staff would bring any proposed amendments to Council for approval.
- The Commission will identify potential community projects and activities, while staff will support these initiatives through grant writing, capital planning, research, and related resources.



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- Financial oversight: If the Commission runs a program, it will prepare a budget, deliver the program, and report back with receipts and participation numbers once the program is complete.
- The Municipality holds the funds, which may only be spent with Commission authorization.
- The staff resource will prepare Council reports, including the annual work plan that requires Council approval.
- The staff resource will serve as the Commission's main contact with the Municipality.
- Meetings are open to the public, who may attend in person or watch by livestream.
- The Commission reviewed membership terms, appointments and vacancies.
- The Commission may recruit non-voting community members to assist with programs.
- Can set up ad hoc committees or sub committees, does not have the same authority as the Commission.
- The Commission will prepare an annual work plan, and the staff resource will submit it to Council for approval.
- Council approves the Commission's budget.
- The Commission may not spend funds on capital projects, such as equipment purchases, the Municipality would purchase the equipment.
- The Commission may not enter into agreements on behalf of the Municipality.
- The Commission may not apply for grants on behalf of the Municipality.

2. Roles and Responsibilities of Commissioners

- Officer positions include Chair, Vice-Chair, Treasurer and Recording Secretary.
 - o The Chair presides over meetings, signs formal documents, including minutes, and serves as the Commission's official spokesperson to Council.
 - o The Vice-Chair acts when the Chair is absent, has declared a conflict of interest or is unable or unwilling to chair the meeting.



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- The Treasurer role will be carried out by the Municipality's Treasurer.
 - The Recording Secretary will be the staff resource person.
- The Commission reviewed its roles and responsibilities at a high level.

3. Meeting Procedures

- Quorum is five members and is required for decisions to be made. Meetings without quorum are not recommended.
- Votes are to be taken on decisions and recorded in the minutes.
- Staff resources will prepare the agenda with input from the Chair and commissions.
- Minutes are required and will be prepared by the Recording Secretary.
- Monthly meetings are recommended, and a meeting schedule should be established.
- Virtual meetings are permitted.
- Members who are absent should notify the Chair and will be listed as sending regrets.
- A member who misses three consecutive meetings without notifying the Chair or staff resource will be deemed to have resigned.
- The Commission may establish ad hoc committees or subcommittees; however, they do not have the same authority as the Commission.

4. Meeting Schedule

- Monthly Meetings: Second Wednesday at 5:30 p.m.

5. Communications Protocol

- The staff resource is the main point of contact between the Commission and the Municipality.
- The staff resource and Chair are the main points of contact between the Commission and Council.
- Commission emails between members and staff may be subject to freedom of information requests and should remain professional.
- Staff will manage records and ensure they are properly filed and retained.



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- The Commission will provide information to be shared, and staff will arrange for posting on the Municipality's social media channels and website.

6. Current Recreation, Leisure and Community Events Overview:

Current Community Events:

- Mini soccer league for ages 1 to 6 is held at the baseball diamonds on Thursdays at 5:00 p.m., with seven to ten children participating from July to August.
- Remembrance Day event. *(Event organized by the Legion and community volunteers, Commission to provide support)*
- Community Pancake Breakfast.
- Christmas potluck. *(Event organized by community volunteers, commission to provide support if required/needed).*
- Community cleanup in May.

Ideas for New Events:

- Offer youth programming: such as baseball. Municipal baseball equipment is available if you needed. If other programming is available, ask the Municipality if they have equipment that is available to borrow.
- Plan a gathering at the Boat Bay Pavilion once construction is complete.
- Host a Flower Ceremony, or similar event, at Evergreen Cemetery to honour those who buried there.
- Organize a Blueberry Festival breakfast.
- Bring back the Strawberry Tea Social.

Additional Ideas

- Create maps of Hudson's trail systems.
- Offer guided walks.
- Explore opportunities for a playground and basketball court.
- Develop a community garden.

7. Initial Work Plan

The initial work plan was deferred.

8. Budget, Purchasing and Financial Controls



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Reviewed under Item 1.

9. Training and Orientation Plan

Reviewed under Item 1.

10. Community Engagement

Discussion on community engagement was deferred.

11. Working Groups / Sub-Committees

Reviewed under Item 1.

9. NEW BUSINESS

- Boat Bay Pavilion is close to completion.
- The request to reinstate the garbage can at the Boat Bay Pavilion was agreed to. The installation date is to be determined.
- Additional requests included barbecues and picnic tables, which remain to be determined.

10. NEXT MEETING DATE

August 19th, 2026 at 5:30 p.m.

11. MOTION TO ADJOURN

The meeting was adjourned at 7:34 p.m.