

310 Division Street Community Liaison Committee

Meeting Agenda
January 23, 2025
3:00 p.m.

555 Courthouse Road, Cobourg Ontario
Council Chambers (Second Floor)

1. Welcome and Introductions (15 minutes)

- Land Acknowledgement.
- Overview of meeting objectives and agenda.
- Brief recap of the last meeting and progress since then.

2. Shelter Updates (20 minutes)

- Updates from Transition House
 - Recent data and trends
 - Updates on operations since the last meeting
 - Key challenges and successes

3. Review of ECE Requirements (20 minutes)

- Presentation on the Emergency Care Establishment (ECE) guidelines governing the shelter in Cobourg.
- Discussion: Clarifications and implications for the CLC's work.

4. Review of Draft Communication Plan (20 minutes)

- Presentation of Bob's draft communication plan.
- Group discussion: This can be done in small group session

5. Breakout Group Sessions (90 minutes)

- **Purpose:** Small groups will focus on three priority areas, brainstorming actionable plans.
- **Groups and Focus Areas:**
 - **Neighbourhood/Community Safety Strategies**
 - **Communication Frameworks**
 - **Education and Awareness**
- **Session Objectives for Each Group:**
 - Identify an **outcome statement** for the focus area.
 - Develop an **action plan** to achieve the desired outcome.
 - Define **KPIs or success indicators** to measure progress.

- **Process:**
 - At the beginning of each session, the group will:
 - i. Identify a **facilitator** to guide the discussion and keep the group focused.
 - ii. Select a **spokesperson** to share the group's findings during the report-back session.
 - Groups will use structured discussion prompts (provided in advance) to guide their brainstorming.
- Each group will have designated time to:
 - Discuss and develop the outcome statement.
 - Brainstorm and prioritize actionable steps for their plan.
 - Define realistic and measurable KPIs or success indicators.
- Facilitators will ensure all voices are heard and that the group stays on track.

General Considerations for All Groups

1. **Timeline and Goals:**
 - Break the action plan into short-term (**Months 1–3**), mid-term (**Months 4–7**), and long-term (**Months 8–10**) goals.
 - Define what needs to happen at each stage to build momentum and ensure progress.
2. **Resources:**
 - Identify what resources are required (e.g., volunteers, partnerships, tools) for each phase of the plan.
 - Determine how to secure or leverage these resources.
3. **Feasibility:**
 - Focus on realistic and achievable actions within the 10-month timeframe.
 - Consider any barriers and plan strategies to overcome them.
4. **Evaluation and KPIs:**
 - Define specific, measurable outcomes (KPIs) for each phase of the plan.
 - Set clear benchmarks for Months 3, 7, and 10 to evaluate progress and adjust the plan if needed.
5. **Collaboration:**
 - Identify who else needs to be involved (e.g., neighbours, local businesses, community organizations) to implement the plan successfully.
 - Plan how to engage and maintain collaboration with these stakeholders.
6. **Communication:**
 - How will progress be shared with both the group and the broader community.
 - Ensure transparency and celebrate successes as milestones are achieved.

6. Break (15 minutes)

7. Group Report-Backs (40 minutes)

- Each breakout group presents their key findings and proposed action steps (10–12 minutes per group).

7. Officer Position Selection (30 minutes)

- Overview of roles and responsibilities:
 - Chair: Facilitates meetings and ensures agenda adherence.
 - Secretary: Records minutes and manages meeting documentation.
 - Communication Lead: Liaises with the community and manages updates.
- Discussion:
 - Are there other positions the group feels are needed?
 - Could some roles be shared among members?
- Election or consensus-building for each position.

8. Homework Assignment: Public Bios (10 minutes)

- Discuss the importance of showcasing the CLC members' strengths and building trust with the community.
- Homework: Each member to draft a brief bio highlighting their background and contributions to the CLC, to be shared publicly.

9. Final Discussion and Next Steps (20 minutes)

- Review of key takeaways from the day.
- Action items and responsibilities for the next meeting.
- Setting the date and focus for the next meeting/workshop.

10. Closing Remarks and Adjournment (10 minutes)

- Acknowledgements and thank-you.
- Brief reflection or closing round from members.