

# 310 Division Street Community Liaison Committee

## Meeting Minutes

Date: May 6, 2025

Time: 5pm- 7pm

Location: 600 William St Cobourg, Boardroom

Attendees:

Facilitators:

- Beth Bellaire (Via Google Meet)
- Chloe Craig

Community Members:

- Bob LeDrew
- Hillary Allen
- Kendra Simmons
- Kim Gay
- Liz Greaves
- Rob James
- Catherine White

County Representatives:

- Rebecca Carman
- Bill Smith

Delegates:

- Chris Challenger, Town of Cobourg
- Kim Wilkinson, Community Paramedics
- Daniel Gaito, Trinity United Church
- Ike Nwibe, Executive Director, Transition House
- Caroyln Rutherford, Community Health Centres of Northumberland
- Jennifer Bogart, DBIA
- Meaghan Macdonald, Board Chair, Transition House

Regrets:

- Northumberland Hills Hospital Community Mental Health (waiting on new rep)
- Janice MacDonald, Cobourg Police Services
- Brenda Whitehead – Subcommittee – Education and Learning (Resigned Member)
- Erisa Katona

## Meeting called to Order

- Chloe Craig, Chairing in Person, called the meeting to order

- Beth Bellaire was in attendance to also Chair via Google Meeting Video and Acknowledgement
- Bill Smith provided the land acknowledgement – Alderville

### Meeting Objectives & Agenda Overview – Chloe Craig

- Chloe Craig announced that Brenda Whitehead is stepping down from the CLC Committee and Lead of Subcommittee – Education and Awareness
- Brenda handed over some work that was in planning for the members of the subcommittee to carry out

### Shelter Updates – Ike Nwibe

- The Committee welcomed the presence of Meaghan Macdonald, Board Chair, Transition House whose support is greatly appreciated
- Discussion began regarding the Fire Department and Bylaw visit
- The 4<sup>th</sup> floor of 310 Division has not opened yet
- 5 Clients are in Transition
- The Hub occupancy is 20 Clients at any given time
- The shelter is back to its 35-Client Capacity
- Approximately 6 staff are required to operate to full capacity
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### County Updates – Bill Smith and Rebecca Carman

- An ECE Coordinator has been hired
- They are learning and ramping up at the moment and will be introduced to the CLC Committee soon
- The dissemination of the “Business Pulse Survey” was announced
  - This is exclusively for Cobourg Businesses
  - 522 local businesses will receive notification from Canada Post
  - There will be monthly updates
  - A section is available for Business to also include positive interactions
  - It was suggested it may be difficult to analyze the severity of the problem, however since it is data to be reported from the previous 30 days only it should be relatively accurate
- Latest stats indicated there are 22 service providers to support 310 Division

### Recent media releases – All CLC Committee Members

- Various Cobourg businesses sent letters to Council outlining impact to their business that were felt to be related to 310 Division
- Some businesses felt their voices were not being heard amid a long time of struggles

## Council Updates – Chris Challenger

- There was a motion in Council to invite all CLC Committee members to a Town Hall meeting
- The confirmed date TBD

## Subcommittee Updates

### ● Subcommittee – Communications

- Communications Protocol was shared with the CLC Committee to elicit feedback by the next meeting June 3
- Newsletter update – will be using Substack to push content via that platform
- Facebook page has been created and will be locked down for now
- It will only be used as an information dissemination medium
- The focus will be on creating awareness and upcoming activities and events
- The Communications Subcommittee requested support from the greater committee members
  - Ideally, one member from each of the other subcommittees to work with Communications on some initiatives and planning

### ● Subcommittee – Resources

- Action Planning Template was submitted to provide updates for the subcommittee
- Can be accessed in the CLC Committee Workspace environment
- A member of the Resources subcommittee has volunteered to work with Communications Subcommittee

### ● Subcommittee – Education and Awareness

- A meeting to be held as soon as possible with all members of subcommittee to discuss next steps
- The list of ideas and possible engagements to be revisited and actioned as appropriate

### ● Subcommittee – Community and Safety

- The subcommittee shared the contact information list that was created
- “Working together for a Safe Community”
- An excellent resource for the community to know who to call for issues that may be related to 310 Division
- A visual can be found in the subcommittee folder for viewing [here](#)
- An electronic version of the document itself was requested
- Open to feedback from the CLC Committee

## Review of Confidentiality – new process – Beth Bellaire

- Discussions around confidentiality brought about a change in process
  - CLC Committee will review topics discussed and identify what should be kept confidential and what is considered Public and can be shared
- Public inquiry in relation to an incident in early April was noted in a Security Responder publication

- CLC Communications drafted a response but there has been no feedback yet

### Approval of Previous Meeting Minutes (April 1, 2025) – Beth Bellaire

- Approved with one change to identify Kim Wilkinson as a delegate for Community Paramedicine Services

### Review of Method for Distributing CLC Minutes & News – Kim Gay

- Google Workspace set up
- Recurring CLC Monthly meeting invites/placeholders sent
- Future events will be done via Google Calendar
- Attachments (unless specifically identified) will be no longer. A link to an appropriate folder will be sent for each meeting with all the required materials pertinent to that meeting for viewing/downloading
- Each Subcommittee has their own space where they can work real time on documents – seek Kim Gay for support if required for uploading and working in Google Workspace

### Community Feedback/ Group Education

- Mayor's Challenge was viewed as a great success
- Community Matters will host a half day event on May 28

### Unfinished Business

- Bios of CLC members – This will be a one-liner indicating why they joined the Committee. It will be anonymous
- Insurance Coverage – confirmed the CLC Committee is covered

### Final Discussion & Next Steps

- A concern from the Mayor was brought to the CLC Committee regarding a personal incident
  - On May 5, the Mayor's vehicle was entered into and items were taken (work laptop and other sports equipment items)
  - It was suggested that a Client/s from 310 Division was responsible for the theft
  - A formal Police report was filed and an investigation is underway

### Closing Remarks & Adjournment

- Review of confidentiality matters
- Final reflections from members
- Acknowledgement and thanks to everyone