

310 Division Street Community Liaison Committee

MEETING MINUTES

Date: October 7, 2025

Time: 5pm- 7pm

Location: 600 William Street, Cobourg, Boardroom

Attendees:

Facilitators:

- Beth Bellaire, CLC Chair
- Chloe Craig, CLC Co-Chair

Community Members:

- Daniel Gaito
- Liz Greaves
- Rob James
- Sheri Syer

County Representatives:

- Rebecca Carman

Delegates:

- Christian Harvey, Interim Executive Director, 310 Division Street
- Kim Wilkinson, Community Paramedics
- Carolyn Rutherford, Community Health Centres of Northumberland (virtually)
- Chris Challenger, Town of Cobourg (virtually)

Guests:

- Donna Pogue
- Raeanne Deschamps
- Rev. Ruth Wilkinson
- Krystyne Gillispie

Regrets:

- Bill Smith, County Representative
- Meaghan Macdonald, Board Chair, 310 Division Street
- Emma Taylor, Northumberland Hills Hospital Community Mental Health (maternity leave)
- Janice MacDonald, Cobourg Police Services
- Erisa Katona
- Cathy White
- Kendra Simmons

Resignations:

- Jennifer Bogart, DBIA

Meeting called to Order

- Meeting was called to order by CLC Chair

Acknowledgement

- Selected CLC Member provided the land acknowledgment

Meeting Objectives & Agenda Overview

- Minutes from September CLC meeting were approved

Shelter Updates

- Averaged 33 clients per night over past 3 weeks, some of whom are new to 310 Division and new to sheltering in general
- No clients housed since September; 5 new candidates for housing added to wait list
- Complaints from community decreased following hub closure
- 310 Division under new service model reviewed: 24/7 staff; accessible building; 2nd and 3rd floors provide shelter housing and 4th floor is transitional housing; single and double person rooms with ensuites; laundry and cooking facilities; common areas with television and computer equipment/internet access; periodic onsite support services - providers visit/meet with clients
- Focus is on:
 - Trauma informed care – understanding how trauma affects people’s behaviour; reflected in shelter’s practices and procedures; foster opportunities for clients to make choices for themselves
 - Person-centered care – clients have a say in what success looks like for them and how the shelter can support
 - Decarceration – better designed system that doesn’t mirror incarceration system

County Updates

- Re-application for shelter licence in process (current licence expires Nov 8, 2025)
- Shelter owner and operator must have a licence; considered one licence under ECE bylaw; town of Cobourg limits the number of licences to 2; County not anticipating any renewal issues
- New CLC member recruitment – invitations extended to 5 community business representatives and 3 community residents; 4 of whom attended today’s meeting
- 310 Division data reports changed from monthly to quarterly
- Continuation of business survey will be reviewed; only 1 business responded to survey distributed in May 2025
- Change in shelter model – higher barrier; collaborating with interim Executive Director on what this model will look like based on County Council directive
- Special emergency closed County Council meeting scheduled for Oct 8 regarding a new warming hub
- Paramedic mobile outreach service continues (Tuesdays and Fridays); team progress will be reviewed in the coming weeks; currently funded for two times per week for this form of

outreach (on a trial basis); approximately 6-7 people have been supported each trip out (numbers fluctuate; based on informal reporting by team members)

Council Updates

- Delegation to Social Services Committee (Oct 1, 2025) – Beth and Chloe presented on CLC structure/status/progress; Council advised of rumours in the community regarding CLC members benefiting financially from their participation on the committee; Beth assured CLC members that if they hear anything that concerns them, they can review with her/Rebecca

Community Feedback & Group Education

- CLC line – no emails received
- Beth has arranged for a presentation at the CLC meeting on Nov 4, 2025, by HKPR District Health Unit and PARN regarding drug activity on Northumberland County streets

Subcommittee Updates

- **Subcommittee – Communications**
 - Chris met with Erisa, Rebecca and Kate to review progress to date and direction of this subcommittee; focus is on providing a communication service that is helpful to 310 Division Street; ideas include social media (Facebook), email communications, newsletter; myth and stigma busting/myths vs. facts (Red Door Shelter site reviewed) e.g., not all homeless people are drug addicts or criminals; foster two-way communication within the community for better understanding of shelter clients; focus on getting the support the shelter needs and staying clear of politics
- **Subcommittee – Education and Awareness**
 - A template communication will be drafted for CLC member review/feedback; this will serve as a standard communication for distribution to select organizations in Northumberland County, soliciting interest in hosting an information session/presentation on the 310 Division Street shelter operation
 - A Day in the Life of a Homeless Person – discussed potential challenge in attracting public participation in an event of this nature
 - New idea proposed: lawn signs providing info/stats on homelessness and related things; posted in public areas and including a QR code for additional information; in conjunction with 3 other agencies

Unfinished Business

- None documented

Final Discussion & Next Steps

- CLC Terms of Reference will be sent to new CLC members; Beth reviewed these terms in the meeting
- Consideration/establishment of CLC goals for 2026



Closing Remarks & Adjournment

- Acknowledgement and thanks to all in attendance