

310 Division Street Community Liaison Committee

MEETING MINUTES

Date: November 4, 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 (virtual)
- Rob James
- Sheri Syer
- Erisa Katono
- Catherine White
- Krystyne Gillispie
- Rev. Ruth Wilkinson
- Theresa Rickerby
- Donna Pogue
- Raeanne Deschamps

County Representatives:

- Rebecca Carman
- Bill Smith

Delegates:

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

Regrets:

- Meaghan Macdonald, Board Chair, 310 Division Street
- Emma Taylor, Northumberland Hills Hospital Community Mental Health (maternity leave)

Meeting called to Order

- Meeting called to order by CLC Chair

Acknowledgement

- Selected CLC member provided the land acknowledgment

Meeting Objectives & Agenda Overview

- Minutes from October CLC meeting were approved

Shelter Updates

- See attached 310 Division Progress Report for Oct 2025
- Shelter curfew: 11:00 pm Monday to Friday; 12:00 am Saturday & Sunday; 1 hour grace period
- De-escalation training for staff may support their interactions with instances of disrespectful clients

County Updates

- Shelter licence renewal has been approved for 30-day period; full renewal is subject to completion of external repairs to the Transition House property at 10 Chapel Street in Cobourg; Transition House has no outstanding fines with the Town of Cobourg
- Occupation status of 4th floor transitional housing units: 5 occupants; 1 secured/moved out to long-term housing
- Identification and Wellness Clinic will be held at the County building at 555 Courthouse Road in Cobourg on Nov 12, 2025; this event will convene multiple service providers in this one location to offer community members direct support and guidance for obtaining identification and connecting them to a range of community resources including:
 - Northumberland County Community & Social Services: application assistance for Ontario Works and other supports
 - Service Ontario: assistance with health cards, address changes, and Ontario Photo Card applications
 - Northumberland Help & Legal Centre: assistance with program information, birth certificate applications, and fee waiver program
 - Fleming College Academic upgrading: Flexible skills on-demand and academic upgrading programs
 - Ontario Health Team of Northumberland: providing information on connecting to local primary care resources
 - Central East Cancer Screening: providing information on available cancer screening services
 - Victim Services: providing information on available programs and supports for victims of crime
 - MP Philip Lawrence Constituency Office Staff: assistance with federal programs, including Permanent Residency Cards, passports, and federal benefit programs
- County Council has approved the operation of a Warming Room in the County building at 555 Courthouse Road in Cobourg to open in Nov/Dec 2025 for access up to March 31, 2026; 30-person capacity; to follow the warming hub guidelines/operational plan established in Durham Region; amendment to Cobourg ECE bylaw required to allow for a 3rd emergency care establishment licence

- CLC member inquired about inclusion of Warming Room under the CLC's purview
- A report will be submitted to County Council in Dec 2025 regarding the CLC membership demographics and costs to continue the CLC operation
- County received no emails from community members concerning 310 Division

Community Feedback & Group Education

- A presentation was made to the CLC by representatives from Lakelands Public Health and PARN (Peterborough AIDS Resource Network) on substance use in Northumberland County
- PARN staff operate in Northumberland County 3x per week; 2 staff members; 24/7 availability

Subcommittee Updates

- **Subcommittee – Communications**
 - Sample templates for the CLC newsletter entitled *The Bulletin* were presented to/reviewed by/voted on by members; selected template to be reviewed by Northumberland County's Accessibility Dept to ensure content design facilitates viewing by all community members
- **Subcommittee – Education and Awareness**
 - Template email communication finalized; distributed to 6 Rotary Clubs in Northumberland County, inquiring about interest in hosting an information session/presentation on the 310 Division Street shelter operation; 2 of the clubs responded positively and presentations are scheduled in Nov/Dec
 - Shelter's interim Executive Director sat for interview with Lynda Kay on YourTV
 - Consideration of *A Day in the Life of a Homeless Person* activity continues; steps for implementation to be discussed in Dec CLC meeting
 - Subcommittee will also be reviewing current state of housing affordability
 - Subcommittee will meet on Nov 21, 2025

Unfinished Business

- N/A

Final Discussion & Next Steps

- Consideration/establishment of CLC goals for 2026
- Next CLC meeting scheduled for Dec 2, 2025

Closing Remarks & Adjournment

- Acknowledgement and thanks to all in attendance

CLC Report: October 2025

Unique Individuals

60

Average Occupancy

33.5

Housed

5

Good News:

- 1 submitted 7 years of taxes
- 2 people gained employment
- 1 achieved over one year sobriety
- 1 achieved drivers license
- Exploring an on site employment training program

Neighbourhood Complaints:

- 1 neighbour complaint regarding the grass length, porch condition, and pothole at 10 chapel
- Neighbour was called and told that we would cut the grass, that the porch was in process and we would not be able to address the pothole
- Grass was cut. Neighbour reached out and thanked us for the response

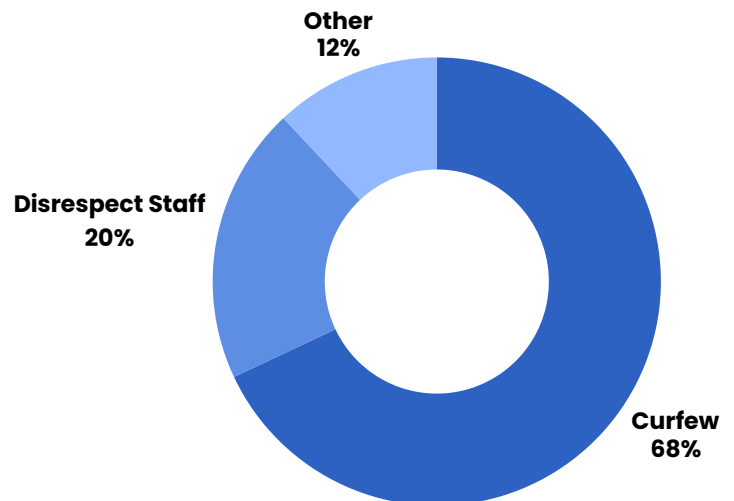
Media:

- Interview with Lynda Kay on YourTV
- Resident who was discharged interviewed and video posted
- Booked to speak at 2 Rotary Clubs in November and December

Policy Changes:

- Residents can be in their room during the day on weekends
- Staff cannot discharge for more than 3 days without consulting with management
- Lazy boys placed back in Multipurpose room

25 Discharges:



Transition House

Building Strong Foundations