

Community Liaison Committee (CLC) Meeting Minutes

Date: January 6, 2026 **Time:** 5:00 PM – 7:00 PM

Location: 600 William St, Cobourg – Boardroom

NOTE: Due to Weather, the meeting was held virtually

Attendees

Community Members:

Beth Bellaire, Co-Chair

Chloe Craig, Co-Chair

Daniel Gaito

Theresa Rickerby

Liz Greaves

Raeanne Deschamps

Rob James

Erisa Katona

Cathy White

County Representatives:

Bill Smith

Rebecca Snelgrove

Delegates:

Christian Harvey, Interim Executive Director, 310 Division Street(Transition House)

Kim Wilkinson, Community Paramedics

Carolyn Rutherford, Community Health Centres of Northumberland

Regrets

Donna Pogue

Rev. Ruth Wilkinson

Krystyne Gillispie

Sheri Syer

Shawn Senecal, NHH Community Mental Health

Meaghan Macdonald, Board Chair, Transition House

Absent

Chris Challenger, Town of Cobourg

Janice MacDonald, Cobourg Police Services

1. Welcome and Opening Remarks (10 minutes)

- **Land Acknowledgement** – Kim Wilkinson
 - **Meeting Objectives & Agenda Overview** – Chloe Craig
 - Updates from Transition House and the County – Christian Harvey, Interim ED; Bill Smith; Rebecca Carmen
 - Subcommittee updates with key action items
 - Education & Awareness report – Carolyn Rutherford;
 - Communications –Erisa Katono
 - Setting Goals for 2026
 - **Approval of Previous Meeting Minutes (Dec. 2, 2025)** – Moved - Raeanne Deschamps, Seconded - Liz Greaves; Carried
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2. Shelter and County Updates (30 minutes)

- **Transition House/310 Division Shelter Updates** – Christian Harvey
 - For December, there were 51 unique individuals who stayed at 310; the shelter was at full capacity almost every night; had to turn away people 51 times; will increase occupancy to 40 by adding beds to some of the single-occupancy rooms
 - Two people were transitioned to housing; discharges continue to drop
 - Will be implementing new high-barrier model as mandated by County Council for January 1st; this includes use of metal detectors on intake and transition of amnesty lockers to storage lockers
 - Hiring a second half-time client services manager
 - Made presentations to St. Peter's Church and was interviewed by Rob Washburn for his Consider This radio show.
 - Residents advisory committee is working well, with lots of discussion and suggestions for improvements
- **County and Warming Room Updates** –
 - Bill on the Warming Room: New location at 555 Courthouse Road has been open for most of December; seeing between 7 and 22 individuals per night; there are light snacks available but no laundry or shower services; to date, there have been no complaints from neighbours
 - Rebecca on Council news: There are four items on the Social Services Committee's agenda for tomorrow; there will be a delegation by Beth & Chloe providing an update on the CLC, including accomplishments

from 2025 and goals for 2026; there was an ECE By-Law inspection and all issues were addressed.

3. Community Feedback & Group Education (5 minutes)

- Summary of feedback from CLC email system
 - There were three emails inquiries in December; Rebecca will be responding to these and copying in the Co-chair on the emails
 - There was discussion regarding the police report of a recent illegal-drug bust; it was pointed out that this involved the fourth floor of 310 Division Street which is not governed by the rules at Transition House; it was also noted that this is still an active investigation and no one has been found guilty of any crimes at this point.
 - Presentation to Social Services Committee, County Council: January 7, 2026
 - Beth & Chloe will be presenting to this committee on behalf of the CLC
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4. Subcommittee Reports (15 minutes)

- **Communications:** Erisa Katono
 - The first edition of this newsletter was shared and a process for ongoing production was established; It was suggested that the next edition could feature the community paramedic program; Congratulations to Erisa and his sub-committee for the great work
 - Chloe reported that traffic on the CLC Facebook Page has increased. The Bulletin will be posted there.

 - **Education and Awareness sub-committee:** Carolyn Rutherford
 - Work continues on projects: speaking engagements are being identified and set for Christian; Cathy and Beth are working on expanding the “A Day in the Life” experiential learning exercise; Beth continues to work with the Northumberland Community Legal Centre and Northumberland Affordable Housing to develop a public education visual for the cost of housing; Theresa and Chloe are leading the development of a DBIA event for the early spring to provide an opportunity for sharing of developments and receiving information
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- **Unfinished Business (45 minutes)**

- **Election/Confirmation of Co-chairs for 2026**

- Chloe will shortly be stepping down as co-chair; Beth will continue on as Co-Chair; Sheri will continue as Secretary
 - Liz Greaves nominated Theresa Rickerby to be Co-chair, but Theresa declined the nomination, with thanks
 - **Setting goals for 2026**
 - Beth presented a draft of the accomplishments for 2025 and some suggested goals for 2026. After discussion, the revised document was approved by consensus (See Attached)
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7. Final Discussion & Next Steps (10 minutes)

- Confirm action items & next meeting details (Next meeting is February 3, 2026)
 - Confirm any confidential items - none
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8. Adjournment – Moved by Liz Greaves to adjourn at 7:03pm

Attachment: **CLC Activities and Accomplishments in 2025, as related to the Purpose of the CLC as laid out in our Terms of Reference**

Purpose of the CLC

1. **Foster Positive Relationships:** Build and maintain positive relationships between Transition House, the shelter's neighbours, the warming room and its neighbours, and the broader community.
2. **Facilitate Two-Way Communication:** Serve as a platform for the community and the shelter occupants to share concerns and feedback while receiving updates on shelter operations and initiatives. It is critical that the CLC helps ensure that concerns are acknowledged and directed appropriately to the relevant individuals or organizations.
3. **Ensure Challenges Are Directed to the Right Authorities:** The CLC does not enforce rules, implement policies, or directly intervene in shelter or warming room operations. Instead, it serves as a conduit to help bridge communication gaps, ensuring that community concerns are heard, acknowledged, and brought to the appropriate decision-makers.
4. **Promote Transparency and Trust:** Enhance transparency and build trust through ongoing dialogue and engagement. By facilitating regular discussions between the shelter, the warming room, stakeholders, and the broader community, the CLC helps ensure that concerns are met with informed responses.
5. **Education & Awareness:** The CLC will support efforts to improve public understanding of homelessness, shelter and warming room operations, and the broader system of care. This may include developing community presentations, fact sheets, or participating in public forums.
6. **Time-Limited Operation:** The CLC is planned to operate for one year, after which its effectiveness and continued need will be evaluated.

Activities & Accomplishments of 2025

Most of our focus has been on increasing and improving communications with the public, with shelter occupants, and with Transition House. Below are some of the activities and accomplishments that we have realized in this first year.

1. Established a presence on the Northumberland County website, Join In Northumberland: <https://joinin.northumberland.ca/310-division-street-enhancing-shelter-services-to-address-community-need> where our minutes and other relevant documents can be found. A dedicated email address (ShelterCLC@northumberland.ca ([External link](#))) can be found there. Also available is contact information for the public to reach the right person for various concerns.
2. Developed and produced a set of posters with the theme of “*Being a Good Neighbour*.” These are posted throughout the shelter in common areas.
3. Developed a monthly newsletter, *The Bulletin*, to be distributed within the 500 metre radius of the Shelter as well as to other interested businesses or citizens. The first edition was published last month. A copy is attached for your interest.
4. Launched a Facebook page where our newsletter can be found, as well as other relevant postings. Search for **310 Division Community Liaison Committee**.
5. Established and continuing with facilitating a Speaking schedule for the ED of the shelter to address various groups and organizations within our county. To date, we have presented to Rotary chapters and church groups. We are in the process of setting up times to address such disparate organizations as Victoria Hall Volunteers, the University Women’s Club, and The Boomers at the Cobourg Library. We are also working on a meeting with the members of the DBIA.

6. Together with the Northumberland Community Legal Centre and the Affordable Housing Committee, developed a banner and a set of lawn signs that bring the public's attention to the issue of both the high cost of housing and the lack of affordable options in our county. We are planning to have the banners travel around the county to be displayed in various public locations such as libraries, community centres, and even municipal offices.
7. Developed an experiential activity, *A Day in the Life*, that allows the participants to better understand the barriers faced on a daily basis by our unhoused neighbours. We had a dry run of this activity at our December CLC meeting. We are planning to take it on the road, perhaps as part of the ED's speaking tour.
8. Developed governing documents such as our Terms of Reference and our Communications Protocol. At the December 2025 meeting of the CLC, we updated our Terms of Reference to reflect the change in location of the Warming Room. As it was under our umbrella of concern before, we felt it was appropriate for us to continue to address its operation in 2026.

Goals/ Objectives for 2026

1. Publish and distribute an issue of The Bulletin 12 times in 2026.
2. Administer the Facebook page and ensure it is a place to find relevant and reliable articles on the issue of homelessness, particularly as it pertains to best practices with shelters.
3. Facilitate at least one speaking engagement per month for the ED.

4. Facilitate a meeting with the DBIA at which there will be opportunities to voice concerns and brainstorm solutions.
5. Ensure the banners and lawn signs are posted in all seven municipalities within the county over the course of the year.
6. Take *A Day in the Life* on the road.
7. Explore the possibility of conducting a research project using the expertise of the Trent Community Research Centre, to help improve both our and the public's understanding of homelessness, shelter and warming room operations, and the broader system of care.
8. Identify and implement new communication techniques to better meet our mandate of two-way communications; that is we will work to improve our ability to hear and respond to concerns from the community as well as working to amplify the voices and concerns of the unhoused.
9. Update the Communications Protocol document.