310 Division Street Community Liaison Committee

MEETING MINUTES

Date: October 6, 2026
Time: 5pm - 7pm
Location: 600 William Street, Cobourg, Boardroom

Attendees

Facilitators:
- Beth Bellaire, CLC Chair
- Carolyn Rutherford, Vice Chair, Community Health Centres of Northumberland (virtual)

Community Members:

- Chloe Craig (virtual)
- Daniel Gaito
- Liz Greaves
- Sheri Syer
- Rev. Ruth Wilkinson
- Donna Pogue
- Raeanne Deschamps

County Representatives:
- Bill Smith

Delegates:
- Christian Harvey, Executive Director, 310 Division Street
- Caroyln Rutherford, Community Health Centres of Northumberland (virtual)
- Janice MacDonald, Cobourg Police Services

Regrets:
- Theresa Rickerby
- Shawn Senecal, NHH Community Mental Health
- Tracey Tink, DBIA

Meeting called to Order

- Meeting called to order by CLC Chair

Land Acknowledgement

- Selected CLC member provided the land acknowledgment

Meeting Objectives & Agenda Overview

- Updates from 310 Division and the County – Christian Harvey, Bill Smith
- Subcommittee updates with key action items ○ Education & Awareness – Carolyn Rutherford ○ Communications –
- Minutes from September CLC meeting approved
- Planning for the Future

Shelter Updates

- Transition House now has a van, purchased from grant monies
- On average, there were 45.6 people per night – in essence, completely full. People over 50 made up 48% of the numbers. The median age was 48.5
- Responded to a complaint from a citizen

County Updates

- The Warming Room will be opening up as of November 2, at 600 William St in the board room. This will not interfere with our use of it for meetings.
- Bill said they would be putting a call out for volunteers to help out. Police checks would be required for volunteers.

Subcommittee Updates

- **Subcommittee – Communications**
    - New edition of the CLC newsletter entitled *The Bulletin* was shared with CLC members for review/feedback. It will be distributed next week. Erisa announced that due to work and family commitments, he will be stepping down as Communications lead and resigning from the CLC. All thanked Erisa for his exceptional dedication and wished him well.
    - Christian noted that a Manager of Development and Communications was soon to be hired by Transition House. It was felt that, given our process of reimagining ourselves and the lack of leadership on this Communications committee, it might be possible for this new hire to take over much of the work we had been doing on this front. For now, we will put The Bulletin on hold.
- **Subcommittee – Education and Awareness**
    - Shelter information sessions/presentations by Christian continue.
    - A Community Information session, similar to the one for the DBIA in the spring, is being planned for November 4 at Trinity United Church.

- Christian and Greenwood Coalition will be hosting Community 101 workshops on November 17 and 24th. Stay tuned for more details

Community Feedback & Group Education: Planning for the Future

- The members spent time reviewing their Purpose and the Achievements the CLC has accomplished this year. They discussed potential possibilities for the restructuring and focus of a CLC for 2027.

Unfinished Business

- N/A

Final Discussion & Next Steps

- Carolyn, Beth, and Christian will meet before the next meeting to develop a draft plan for going forward based upon the discussions of the committee.
- Next CLC meeting scheduled for December 1, 2026

Closing Remarks & Adjournment

- Acknowledgement and thanks to all in attendance