



310 Division Street Community Liaison Committee

Meeting Minutes

March 4, 2025

5:00 p.m.

**555 Courthouse Road, Cobourg Ontario
Council Chambers**

Attendees:

Community Members:

- Beth Bellaire
- Bob LeDrew
- Brenda Whitehead
- Catherine White
- Chloe Craig
- Erisa Katona
- Hillary Allen
- Kendra Simmons
- Kim Gay
- Kim Wilkinson
- Liz Greaves
- Rob James
- Shari Syer

Delegates:

- Chris Challenger, Town of Cobourg
- Daniel Gaito, Trinity United Church
- Ike Nwibe, Executive Director, Transition House
- Janice MacDonald, Cobourg Police Services

Regrets:

- Carolyn Rutherford, Community Health Centres of Northumberland
- Emma Taylor, Northumberland Hills Hospital Community Mental Health
- Jennifer Bogart, DBIA
- Meaghan Macdonald, Board Chair, Transition House

County Representatives:

- Bill Smith
- Rebecca Carman

Facilitator:

- Chris Gorman, OrgCode Consulting Inc.

Welcome and Introductions:

- Chris Gorman, Facilitator called the meeting to order
- Land acknowledgement
- Chris Gorman led a roundtable discussion
 - Chris Gorman requested the Committee members re-introduce themselves
 - Raised the need to have Leadership for the Committee
 - Once Leadership is established, the Committee will have the tools necessary to move forward on their own and Chris Gorman will no longer facilitate. The Committee members expressed their gratitude for Chris's assistance
 - Further discussion later in the meeting to assign the roles of Chairperson, Secretary and Communications Liaison
- Approval of minutes from last meeting in February

Shelter Updates & Community Feedback

- Transition House Updates (Ike Nwibe)
 - 12 Service Providers in the homeless sector to provide support for:
 - Mental Health
 - Addiction
 - Employment
- 3 Organizers were recognized to address food securities
- Transition House applied for a grant which was successful and will run until 2028
- This will help with supplies not able to be realized from other sources
- A Chef is now available to engage with Clients on both a career and personal level
- Ike raised the concern in regards to the Union situation at Transition House
 - The CLC Committee members brought forward their concerns about discovering that Staff are pursuing a Union to represent them. The proposed union is UFCW Local 1006A
 - Ike indicated that this is a natural evolution for employees to address work conditions that may arise. Ike indicated that he respects the process and the bargaining agent.
 - Voting data thus far showed most employees are saying "yes".
 - It was unfortunate that Committee members found out about the proposed union vote via other channels and felt that further communication plans are in order to avoid this in the future. Some Committee members felt caught off guard as a result of not having advance knowledge of the situation.
 - Question raised: How can we provide and receive updates from Transition House on critical events and status moving forward.
 - ⇒ Establishing the Communication Sub-Committee Group as part of the CLC whole would be helpful to alleviate these communication gaps and issues in the future.
 - ⇒ Looking for some clear direction and communication channels which can hopefully be established within that Communication Group's role in the committee.
 - ⇒ For the time being, all concerns should be routed through the Ike Nwibe.
- Ike shared some details of the Residence meeting that was held the last week of February.

- Residents felt that there were 2 classes. The first being privileged and the second being “not privileged”.
- Concerns were raised as to where Residents could spend their time within the community.
 - They felt segregated and the impact of the optics again homeless within the community.
 - There is a definite lack of comfort in presenting themselves in Public settings such as parks, etc. Where can they go where it is safe and they can feel part of the community? Some of the questions that were raised.
 - A discussion ensued about some earlier concerns at 18 Chapel. Complaints of the smoking, noise and light pollution were an issue there and the Community is worried about this happening again.
- Transition House had an inspection by ECE on February 11. The finds included:
 - Cigarette butts littered around the property
 - Dust in the vents
 - Ike indicated that Fire and Police had not been called for some time.
- Statistics on occupancy:
 - At capacity for residency
 - The warming hub is also at capacity due to the extreme weather. The warming hub was extended to other areas of Transition House to accommodate the drastic increase in numbers to approximately 50 which is more than the main warming hub can accommodate.
- Discussion arose about the strategy for sending a Resident away for breaking rules.
 - Ike reiterated the zero-drug tolerance and indicated the consequences. For any complaints all are sent directly to Ike for review and/or action.
 - The Staff are always focused on “harm reduction”
 - There is no “one size fits all” approach and that message needs to be disseminated to alleviate some of the stigma. It requires a holistic approach and the need to educate the broader community.
- County Updates (Rebecca or Bill)
 - Bill provided updates:
 - Provided a copy of the 310 Hub Report with data from November to February 22.
 - Bill also directed the CLC to the County dashboard where relevant and important information is available.
 - ⇒ CLC members wanted to know the frequency of key Council meetings and how they are informed about the CLC progress and activities. Bill clarified that it is the CLC delegates who will report to Council. CLC will follow the rhythm of those key meetings to provide updates at relevant times.

Selection of CLC Leadership Positions

- Chris Gorman led the discussion about Leadership.
 - The Committee has had time to review the roles and responsibilities of the Leadership positions.
 - Chris polled the members for volunteers.

- Bob LeDrew was nominated and accepted as the Communications Lead.
 - Beth Bellaire volunteered for Key Chairperson with Chloe Craig as Co-Chair.
 - Kimberley Gay volunteered to take on the Secretary role.
- Put to a vote and all responses were “yes”.
- It was agreed that these assignments may be reviewed in one year, with a 6 month transitional overlap.
- Chris Gorman indicated that it is not possible for him to attend every month but he would be more than happy to help with the transition.
- Confirmation & Next Steps for Leadership Team
 - The Leadership Team will meet on their own to discuss next steps and report back at the next meeting in April.

Subcommittee Action Planning, Report-Backs & Discussion

Education and Awareness

- Finalized Action Steps: What the subcommittee is committing to working on
 - “Ike on the Mike”
 - CLC Sharing the “Tea”.
 - Discovering audiences
- Working Process: How they will stay organized and move forward between meetings
 - Work closely with Communications
 - Highlight tours
 - Create a schedule for sub-committee members to meet
- Accountability & Timeline: Who is responsible for what and by when
 - Getting recruiting SME’s – Brenda Whitehead will put together a list to share at the next meeting in April

Communications

- Finalized Action Steps: What the subcommittee is committing to working on
 - Online/Offline Tool – Blog style
- Working Process: How they will stay organized and move forward between meetings
 - Coordinate monthly coffee meetings with appropriate stakeholders
 - Host an Open House or Drop in
- Accountability & Timeline: Who is responsible for what and by when
 - Discover and understand how the Public reaches out
 - Draft a newsletter by the end of March for April Release

Community Safety

- Finalized Action Steps: What the subcommittee is committing to working on
 - Initiate a contact sheet to provide better communication
- Working Process: How they will stay organized and move forward between meetings
 - Work with Ike Nwibe about changing perceptions via the Resident meetings.
 - Communicate that most of the community cares greatly
 - Present the Code of Conduct more visually
 - Practical things such as the above which can be implemented quickly
- Accountability & Timeline: Who is responsible for what and by when

- Ike in collaboration with the CLC
- Ongoing

Resources

- Finalized Action Steps: What the subcommittee is committing to working on
 - Create a gap analysis
 - What is missing?
 - Chart form
- Working Process: How they will stay organized and move forward between meetings
 - Confirm priority needs
- Accountability & Timeline: Who is responsible for what and by when
 - Identify what and who needs to be contacted for these needs and track and document
 - Develop relationships with local restaurants
 - Create an outreach script
 - Follow up is required to determine more specific timelines and ongoing support. Targeting within the next 3 months
- **Subcommittee Action Planning Worksheet**
 - Each Group to complete the Chart for next meeting – refer to Appendix: Subcommittee Action Planning Worksheet

Final Discussion & Next Steps

The Committee requested to revisit the outcome of the Union situation at Transition House

Closing Remarks & Adjournment

- Final reflections from members
- Acknowledgments and thanks
 - Particular thanks to Chris Gorman for all of his dedication and commitment to organizing the CLC to date

Next Meeting:

- Next meeting to be scheduled via email in MS Teams (new environment specific to CLC Committee). To occur the first Tuesday of each month. Next meeting for April 1, 2025. Venue to be confirmed.

Appendix: Subcommittee Action Planning Worksheet

Objective	Decisions & Action Steps
1. Finalized Action Steps <i>(What are the top 2–3 specific actions we will take over the next 3 months?)</i>	1. _____ 2. _____ 3. _____
2. Working Process <i>(How will we stay connected and move things forward between meetings?)</i>	- Communication method (Email, calls, shared docs, etc.): _____ - Frequency of check-ins: _____ - Key roles (who is leading what?): _____
3. Accountability & Timeline <i>(Who is responsible for what, and when will it be completed?)</i>	- Task: _____ Person responsible: _____ Deadline: _____ - Task: _____ Person responsible: _____ Deadline: _____
Support Needs <i>(Is there anything we need from the full CLC, Transition House, or other stakeholders to succeed?)</i>	- _____ - _____