

# Meeting Notes

## CTS Interim Advisory Committee – Meeting July 18, 2019 at Public Health

- Reviewed the Terms of Reference for the interim advisory group. This group will advise on site design and planning, service planning and site operations, support the launch of the interim site and provide input on public education and community engagement
- An overview of the interim CTS site and site design was provided highlighting the difference between interim site and permanent site
- A review of the communication plan and community engagement plan was completed, noting this work is just beginning. The goals include public education about CTS, both interim and permanent, how to promote services to clients and service providers and how to mitigate issues/concerns

## CTS Interim Advisory Committee – Meeting August 30, 2019 at Public Health

- An update was given on progress for the interim site. Wrap around services are not available for the interim site, but basic referral and treatment will be offered. A review was done on the permanent site floor plan
- An update on the Communication Plan was provided
- A brain storming session was done to obtain input for the Community Engagement Plan with a focus on four strategies:
  - Public Education
  - Neighbourhood Relationship Building
  - Peer Outreach and Community Development
  - Feedback and Suggestions
- It was discussed that this would be the last meeting for the interim advisory committee and that the next meeting would be for the Community Advisory Group – which would include some of the same participants

## Community Advisory Group (CAG) – Meeting September 30, 2019 at Church of St. John the Evangelist

- Welcome and introductions were done with a focus on the Drug Strategy Harm Reduction Guiding Principles
- Purpose of the Community Advisory Group and Terms of Reference were reviewed

- A review of the Waterloo Region Integrated Drugs Strategy was provided, along with a CTS Overview (feasibility study, site selection and application process)
- Standing items will be addressed at each CAG meeting which include site design, site operations, service planning, evaluation and metrics and community engagement. Each standing item was reviewed with the CAG with current updates and reports
- Time was given at the end of the meeting for an open roundtable discussion, next steps and meeting schedules

## Community Advisory Group (CAG) – Meeting November 25, 2019 at Downtown Community Centre

- Agenda review and introductions were done
- Standing items were updated including site design, operations, service planning, evaluation and metrics and community engagement. There were many questions throughout the standing items update. The CTS has been operating since October 15th and there have been no major concerns at all
- We are not referring to the site as “interim” as the CTS meets the province’s requirements
- Renovations for the full site are expected to be complete by Spring 2020
- The staffing model was reviewed; the busiest time frame tends to be between 1 p.m. and 6 p.m.
- Discussion about an Ambassador Program occurred during the Community Engagement Update
- The meeting closed with a round table discussion and updates from CAG members. Overall, things have been running smoothly. There has been no increase in crime activity, needle debris and City of Kitchener staff have not had to respond to any overdoses within the area during the operating times of the CTS
- There will be a small workgroup that will come together to help support the neighbourhood associations put together a “Who to Call” information handout, similar to the Discovery Team card
- The next meeting of the CAG will be in January of 2020