



Report of the Annual Meeting, 2017

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Meeting Agenda

Dates	Host	Location
May 25 th , 2016 8:30 a.m. to 5:00 p.m.	City of Kingston Cheryl Hitchen, Manager, Social Policy & Strategic Community Development	Holiday Inn Kingston-Waterfront 2 Princess Street Kingston, Ontario K7L1A2
May 26 th , 2016, 9:00 a.m. to noon	362 Montreal St. K7K 3H5	

Webinar

The meeting was broadcast via webinar using <https://cdp.adobeconnect.com/cdp2017annualmeeting>.

Meeting Purpose

1. Network and share information among Lead organizations
2. Generate input to program decisions and strategic direction
3. Provide information updates by Community Data Program Team and CCSD

Agenda: Thursday, May 25, 2017

1. Breakfast / Meet & Greet

8:30-9:00am

2. Welcome

9:00-9:15

2.1	Welcome by Host
2.2	Opening remarks, <i>Katherine Scott, VP, Research, CCSD</i>
2.3	Meeting purpose and structure, <i>Michel Frojmovic, Lead, CCSD Community Data Program</i>

3. Highlights from 2016-2017 and Plans for 2017-2018

9:15-9:45

3.1	2016-2017 in review, <i>Michel Frojmovic</i> Highlights from the Annual Report
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4. Discussion 1: Making the most of the 2016 Census

9:45-11:00

4.1	Presentation by Heath Priston about the new census and opportunities for new data sets. Roundtable discussion on making best use of the 2016 census.
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Morning Break: 11:00 a.m. to 11:15 a.m.

5. Discussion 2: Data Acquisition and access



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11:15-12:45

5.1	Discussion 2: Data Acquisition & Access – Confirming Schedule B methodology, milestones – custom geo plans, identifying new data sets
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Lunch: 12:45 p.m. to 1:45 p.m.

6. Discussion 3: Capacity Building & Training

1:45pm-3:15

6.1	Existing tools, approaches and new directions for 2017-2018 Presentation on CDP tools, Search Data by theme, Webinar series, DIY Infographics and Data Access Map; survey results, Presentations CDP Team
	Sian and Jasmine (Calgary): presentation on local capacity building
	Amandine (Northern Ontario): presentation on transforming local data into evidence-based decisions – giving the community the evidence they need to make informed decisions

Afternoon break: 3:15 p.m. to 3:30 p.m.

7. Discussion 4 Achieving Impact: Presentations by members

3:30-4:45

7.1	Presentations of data use by consortia (3 panelists in person and virtual presenters) 15-20 minute presentations plus discussion
	Auburn (WDG): presentation on new data website, comprising of 10% CDP data
	Irena (Simcoe): presentation on local 20,000 Homes Campaign, and examples of some CDP data use
	Anna (York): presentation on Low Income Dynamics in York Region, a study done at a municipal level and using Longitudinal Administrative Data

8. Looking Forward: Overview of draft CDP Vision and Strategic Plan

4:45-4:55

8.1	Overview of the draft Vision, strategic goals and 5 program areas.
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9. Conclusion of Day 1

4:55-5:00pm

9.1	Concluding remarks <i>Michel Frojmovic, Katherine Scott</i>
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Dinner social event: 18:30 p.m.

Agenda: Friday, May 26, 2017

10. Discussion 5 (part 1): CDP draft 5-year vision and strategic plan



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9:00-10:30am

10.1	Annual Meeting Strategic Planning Workshop The new five-year Vision & Strategic Plan: Discussion of how to measure and report on impact; Review of CDP Strategic Level Indicators & Targets; Roundtable discussion on community level impacts already being achieved
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Morning Break: 10:30a.m. to 10:45 a.m.

11. Discussion 5 (Part 2): CDP draft 5-year vision and strategic plan

10:45-11:40am

11.1	Annual Meeting Strategic Planning Workshop The new five-year Vision & Strategic Plan: Discussion of how to measure and report on impact: Discussion how to better capture existing impacts; Identifying other sector leaders; and open discussion on feedback on any aspect of the plan
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12. Meeting Wrap up

11:40-12:00

12.1	Announcement of 2018 CDP meeting host & option of expanding the meeting format to 2 days
12.2	Concluding remarks & Acknowledgements <i>Michel Frojmovic, Katherine Scott</i>



Meeting Participants

CCSD/CDP Team

- Katherine Scott
- Michel Frojmovic
- Michael Ditor
- Julie Lam

CDP Leads

- Heath Priston (Toronto)
- Auburn Larose (WDG)
- Mo Jeng (London)
- Louisa Wong (Hamilton)
- Irena Pozgaj-Jones (Simcoe County)
- Olga Belanovskaya (Simcoe County)
- Alison Gerrits (Banff)
- Amanda Richards (Peel Region)
- Sonya Hardman (Durham)
- Marc Lefebvre (Northern Ontario)
- Amandine Martel (Northern Ontario)
- Ted Hildebrandt (Halton Region)
- Ana Malenkov (York Region)
- Jessica Deming (Waterloo)
- Kelvin Ngoro (Nova Scotia)
- Sian Jones (Calgary)
- Karen Loney (Erie-St. Clair)
- Hilary Caldarelli (Oxford)
- Cheryl Hitchen (Kingston)
- Lois Davies (York)
- Anthony Campese (Halton)

Online

- Geof Langen (Winnipeg)
- Diane Dyson (Toronto)
- Jasmine Ing (Calgary)
- Margaret Parkin (Waterloo)
- SPC (Ottawa)
- Nadiya (?)



Actions Arising from Annual Meeting

Action Arising	CDP Workplan Item
Making the most of the 2016 Census/Data Acquisition and access	
Follow up with STC on activity limitation question in 2016 census and consider a webinar on the topic.	PA2.1 Data acquisition planning
Incorporate data requests provided during annual meeting to data acquisition table, including census, taxfiler, general social survey.	PA2.1 Data acquisition planning
Hold a Data Purchase & Access Working Group (DPAWG) meeting on definitions of households	PA2.6 Host and coordinate DPAWG
Share with consortium leads the City of Toronto's data consultation tool presented by Heath.	PA4.4 Create stories generate data results, share best practices
Share with members info on Government of Canada initiative on Measuring Poverty Reduction (See Indicator review prepared by CDP team).	PA4.4 Create stories, generate data results, share best practices
Repeat our CDP user survey in late-2017/early-2018.	PA4.4 Create stories, generate data results, share best practices
Capacity Building & Training	
Explore external funding for a series of workshops on data literacy.	PA1.2 Partnership & resource generation strategy
Prepare for a 2017-2018 webinar series that considers all three target audiences: With Statistics Canada (Census; Taxfiler); Led by consortium leads/members (GIS with Marc Lefebvre; Wellbeing Indicator Frameworks with WDG; Data Workshops led by local consortia in Calgary, Northern Ontario); Capacity Building webinars for Power Users ("data parties" following major releases); With CCSD partners (Logical Outcomes)	PA3.4 Coordinate delivery of webinar series
Improve Webinar delivery tools: Better metrics on who is participating in the webinars; Label each Webinar by level of difficult; Prepare a "CDP Webinar 101" guide for local hosts; Make regular use of the polling feature at the beginning of each webinar.	PA3.4 Coordinate delivery of webinar series
Continue to develop DIY infographics.	PA3.5 Develop & deliver other training & capacity building tools
Consider DYI infographic comparisons between cities; peer groups, provinces or CA. (Item for KS)	PA3.5 Develop & deliver other training & capacity building tools



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Action Arising	CDP Workplan Item
Move Data Access Map from prototype stage to a formal launch with all DIY infographics: include graphic design, custom neighbourhood geos, reformatted tables (modeled after WDG)	PA3.5 Develop & deliver other training & capacity building tools
Update community data access map to show new consortium boundaries.	PA3.5 Develop & deliver other training & capacity building tools
Quality control check the 3 DIY data tables for data errors and work with DPAWG to Quality Control the data on an ongoing basis	PA3.5 Develop & deliver other training & capacity building tools
Provide access to other resources: <ul style="list-style-type: none"> • Link to Northern Policy Institute Data 101 Workshops (Amandine); • EMSI http://www.economicmodeling.com/; • UWaterloo platform http://csg.uwaterloo.ca/wide.htm; http://www.comap.ca/; • Magnet http://esri.ca/en/industries/ngos; https://www.spcottawa.on.ca/ced/partnering-success-youth-employment 	PA4.4 Create stories, generate data results, share best practices
Items for 2017-2018 web development project <ul style="list-style-type: none"> • Test concurrent downloading to assess maximum number of concurrent downloads. • Integrate a results filter and change name to “Find Data by theme” as part of 2017-18 web development project • Ensure the website is designed for access via tablet and smartphone • Create a members only dashboard allowing consortium leads to generate metrics about their own consortium 	PA5.4 Communitydata.ca web infrastructure development/upgrading
CDP Draft 5-Year Vision and Strategic Plan	
Tighten up our vision statement and develop a mission statement. Refer to Erie Regional Data Consortium vision & mission statement: http://communitydata.ca/sites/default/files/3.1%20Erie-StClair.pdf .	PA1.1 Strategic Planning
Re-engage with Statistics Canada to return to a data advocacy agenda linked to a social data movement	PA 1.2 Partnership & resource generation strategy
Revisit the concept of a “Sector Consortium” by focusing on clusters within the CDP network. Speak with Heath.	PA 1.2 Partnership & resource generation strategy
Advance the idea of a social data movement and help create the “social agenda for tomorrow”	PA1.3 CCSD/CDP visibility at events
Review annual meeting report to refine the CDP marketing and key messages	PA1.5 Update program marketing & membership package
Refresh the list of users on an annual basis; CDP team provides Leads with a list of users in advance of each annual meeting	PA2.3 Administer user access



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Action Arising	CDP Workplan Item
Integrate evaluation into use of CDP products/workshops, etc...	PA3.1 Respond to day-to-day user inquiries
Ask Auburn for WDG's form for tracking requests for data, by type of request.	PA3.1 Respond to day-to-day user inquiries
Explore tools to develop a "System Network Map" using data already available to us.	PA4.4 Create stories, generate data results, share best practices
Share tools that will allow consortia to monitor their own performance and impact	PA4.4 Create stories, generate data results, share best practices
Share our annual survey with Leads for distribution to their local partners as a template to help Leads gauge level of member involvement.	PA4.4 Create stories, generate data results, share best practices
Meeting Wrap Up & Next Steps	
Prepare for 2018 annual meeting in Guelph, to include a ½ day data workshop on the Wednesday and a community data award	PA4.2 Host and coordinate consortium leads teleconference



Discussion 1 and 2 Making the most of the 2016 Census/Data Acquisition and access

Discussion 1 Making the most of the 2016 Census Discussion

See Presentation by City of Toronto - [Making the Most of the 2016 Census](#)

Activity limitations

- Follow up on disability question and its use in the Census. Is it consistent with other surveys? Can we compare over time? Key issue here is mental health. Possible webinar topic (See note at end of section). <http://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop147-eng.cfm>
- New for 2016: Mental health is now included as one of 6 categories of activity limitations.
- Some limitations to the data:
 - Mental health rich information, underrepresentation across the board;
 - Invisible disability → where would a person with autism put themselves on census disability question?
 - The “other health problems/long-term disabilities (6 months or more)” is a “catch-all”.
- Should have workshops on how to get specifics and best practices
- Another point on disability, there is nothing on the supports of disabled people.
- Perhaps the GSS cycle on time use will be comparable. Explore GSS on caregiving (for children and seniors) as one way to address the Census gap, recognizing the geographic limitations of the GSS

Collective Dwellings

- Interest in profiles of those living in collective dwellings. Need further information about the population living here. Key community issue.
- Current table age/sex of population in collective dwellings by type – down to CMA/CD: <http://www12.statcan.gc.ca/census-recensement/2016/ref/dict/dwelling-logements002-eng.cfm>
- Request cross tab of collective dwellings by income, and language spoken at home.
- Goal is to acquire these at smaller geos available. Worthwhile to see what suppression and what we can get at lower geos.

Discussion 2 Data acquisition and access

See [Draft Schedule B 2017-2018](#)

Customized Target Groups

- Include a cross tab of population aged 85+ and 100+.
- Do not request this as a TGP, but as a custom cross-tab.
- Dig deeper into visible minority data. VM on its own is not a helpful variable in communities with a high proportion of VMs. Consider cross tabs by VM sub-group.
- Multiple age bands for children & youth: 0-4, 0-6, 13-14; families with children and number of children by age band. If these are unavailable as TGPs, then request custom cross-tabs



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Geography

- For geography: Include ADA and Economic Regions, recognizing that ADA will be of limited use to many consortia. Open lines of communication with STC regarding member feedback on ADA.
- Include health boundaries as standard product
- EDI – potential custom boundary

Taxfiler

- We missed the following variables:
 - # of children in a family by age group. Ask Heath for the table extract. Should answer the question: How many children are in families with children in specific age groups.
 - Include an aggregate number: All low income families with children
 - Break out number of children to include larger families: 4, 5, 6+
- Seniors table: Confirm what value added is provided by this table. Consider a webinar and/or youtube video explaining it.
- Revisit LAD (Longitudinal Administrative Database). York has demonstrated its value in understanding entry to and exit from poverty over time (2006-2013). Check notes from previous conversations with STC as to why we did not proceed with ordering this product.

Measuring Poverty

- Develop a Working poverty table using census data, with cross tabs.
- Focus on education and/or employment to identify vulnerable populations. Not always a matter of just income. See this issue in rural resource economies
- Share with members info on Government of Canada initiative on Measuring Poverty Reduction (See Indicator review prepared by CDP team).
- Confirm that the Low Income Measure of Market Income is different from the MBM and from LIM-AT.

Custom Geo deadines

- Submit custom geographies ideally as soon as possible.
- Let Michael know if there are custom geographies that will need to be revised.
- The custom geographies that we have already submitted should be geocoded for both 2011 and 2016 Census geography by July 2017.
- The Statistics Canada production system for creating tables at custom geographies will come online towards the end of the summer, at which point we will begin submitting orders for those custom geographies that are ready (Batch 1).
- Orders for data tables at custom geographies that are geocoded after this point will be deferred until a later date, when a 'critical mass' of geographies is ready. We will try to place this order in the 2017-18 program year, but it is possible that the order will be deferred until 2018-2019, depending on budget and cash flow and other data acquisition priorities.

Prioritizing Orders and Consultation with CDP leads and members

- The 2017-2018 budget will allow for approximately:
 - 15 to 20 standard tables
 - 15 Target Group Profiles



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- 10 to 15 custom cross-tabulations
- 8 to 10 Community Poverty Project tables
- For change over time, priority is 2006-2016, rather than 2011-2016
- Custom geos are a big draw to the program.
- Hold a DPAWG meeting on definitions of households (e.g seniors households immigrant households)
- The priority list will be circulated among the Leads for review and requests/endorsements will be incorporated
- When Toronto does workshops, they try to squeeze a lot of information in 3.5 hrs in the morning. Good to ask what themes are most important to the organization.
- Share with consortium leads the City of Toronto's data consultation tool presented by Heath. Include this in the meeting package.
- Repeat our CDP user survey in late-2017/early-2018.
- Engage all leads to provide feedback. Will work on data products, screen for issues. For the census tables, there are a lot of cross-tabs. Budget limitations may require that we push some tables to the next program year.

Census Dictionary: <http://www12.statcan.gc.ca/census-recensement/2016/ref/dict/pop147-eng.cfm>

Question 11 (activities of daily living) provides information on the number of people in Canada who have difficulties with their daily activities and whose activities are reduced because of a long-term physical, mental or other health condition. This question is intended only to be used to identify people who are likely to have a disability for a follow-up survey. It does not itself provide an estimate of disability in Canada.

The 2017 Canadian Survey on Disability (CSD) is conducted as a follow-up survey to the census. The CSD is the main source of disability data in Canada. The population covered by the CSD includes all adults who answered 'sometimes,' 'often,' or 'always' to any of the components of the activities of daily living question on the census.

The main reason that responses to the activities of daily living question cannot be used to estimate disability in Canada is the large number of 'false positives' reported. In other words, a respondent may report a limitation on the census but may not report a disability on the CSD. There can be a number of reasons for these false positives. For example, the response may have been obtained by proxy whereby the person answering the census believed that the individual in question had some type of activity limitation or disability, however, the individual does not consider himself or herself to have any type of limitation at the time of the CSD. As a result of this phenomenon, it is essential that users of the census activity limitations data be aware that this question cannot be used on its own as an estimate of the population with a disability.

Activity limitations data from the 2016 Census will be available upon special request only. These data have received minimum edits and should be used with caution.

2006

Does this person have any difficulty hearing, seeing, communicating, walking, climbing stairs, bending, learning or doing any similar activities? Yes, sometimes; Yes, often; No.



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Does a physical condition or mental condition or health problem reduce the amount or the kind of activity this person can do: At home? At Work or at school? Other activities like transportation or leisure?

2016

The following question is about difficulties a person may have doing certain activities. Only difficulties or long-term conditions that have lasted or are expected to last for six months or more should be considered.

STEP E - Question identifier 11. Does this person have any:

- a) difficulty seeing (even when wearing glasses or contact lenses)?
- b) difficulty hearing (even when using a hearing aid)?
- c) difficulty walking, using stairs, using his/her hands or fingers or doing other physical activities?
- d) difficulty learning, remembering or concentrating?
- e) emotional, psychological or mental health conditions (e.g., anxiety, depression, bipolar disorder, substance abuse, anorexia, etc.)?
- f) other health problem or long-term condition that has lasted or is expected to last for 6 months or more

Post Censal CSD 2017

The following questions are about difficulties a person may have doing certain activities. Only difficulties or long-term conditions that have lasted or are expected to last for six months or more should be considered – same list with much more detailed follow up

Annual CCHS – different set of questions used to calculate rate of disability

Annual CIS – full set of disability screening questions

Discussion 3 Capacity Building & Training

See Presentation by City of Calgary - [Building Local Capacity](#)

See Presentation by Northern Policy Institute - [Turning Local Data into Evidence Based Decisions](#)

DIY Infographics

- These resonate strongly with the leads. Using data access map to provide community-specific data is helpful.
- Would like to see new and updated topics.
- DIYs are designed to be used with basic Adobe - but you can superimpose your own logo on it as well. That's why the one corner is blank. There is also sourcing at the bottom.
- Focus on comparisons between cities – and how to do meaningful comparisons (possible brief topic). Look at peer groups, province or CA. (Item for KS)
- Plan is to eventually have all DIY infographics downloadable from the data access map.

Data Access Map

- Move from prototype stage to a formal launch – including graphic design



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- Focus the data on the DIY Infographics
- A members only portal is appropriate.
- Add custom neighbourhood geographies.
- Reformat each file to include two tabs (one data, one metadata). Or consider a single tab.
- If the data that comes from the data access map were transposed (the items arranged in a single column instead of a single row), I think the table would be much easier to read.
- Model our files after Excel file format in <http://www.wdgreportcard.com/en/data-portal/adequate-child-care-provision.aspx>
- Accessibility compliance:
 - A text version of the infographic
 - Legislation on accessibility for mapping. There's good advice out there- ie "this map shows" The challenge is around thematic maps. Maps are essentially a visual product and generate an image.
- Quality control check the 3 DIY data tables for data errors. Jasmine flagged an error in the education data. The table downloaded for Calgary said that only 2% of the Aboriginal population has post secondary, yet the TGP says 9,535 of 21,795 people with Aboriginal identity in Calgary CSD have post secondary. That's 44%. Results for another rural area in Ontario were the same. These products are targeted to folks who do not have a lot of experience with the data. If these errors appear, the users likely aren't equipped to identify them and they may publish and repeat inaccurate information.
- Work with Data Access working group to Quality Control the data on an ongoing basis

“Search Data by Theme”

- Confirmed that it is not feasible to integrate a keyword search to the data catalogue. The data products are far too complex to permit useful keyword searches. Relying on a keyword search would either produce far too many results; or zero results. The “Find Data by Theme” tool was the alternative. This tool essentially controls the keywords that we know are most applicable to the products.
- Search data by theme could be greatly improved if there was a way to filter or sort the results. For example, it would be great to weed out results from the data by theme that are from the 2006 census.
- Change “Search Data by theme” to “Find Data by theme”

Webinar Series 2017-2018 and 2018-2019

- Include different webinars that reach different capacity groups: High, medium and modest.
- Develop a mix of workshops or webinars and short how-to videos about how to search for data using different topics. Look at what Calgary is doing.
- Webinars on the census will be a great marketing tool for the program.
 - STC Q&A on Census 2016 – picking up where we left off in May 2016.
 - How to approach the 2016 census results: comparability to previous years, new or underused census topics: activity limitations; collective dwellings; ADAs
- STC Taxfiler: Reviewing the tables we order other than T1FF: NID; Seniors; Working Poverty; Inequality
- Webinars led by consortium leads/members:
 - GIS – Marc Lefebvre



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- Wellbeing Indicator Frameworks in Canada – with WDG and CCSD
- Jasmine is open to re-delivering a webinar
- Data Workshops – led by local consortia and broadcast nationally. Focus on more complex products.
- Broadcast one or two Northern Policy Institute Data 101 workshops as webinars, targeting other rural and remote communities. Contact Charles Cirtwell. The NPI is VERY active in workshop delivery
- Capacity Building webinars for Power Users
 - Use webinar tool to host “data parties” following major releases. Includes a mix of open conversation among power users and data mining workshops.
 - Release of the community poverty project tables could be followed by a Data Party
- Webinars with CCSD partners:
 - Logical Outcomes: Immigration initiative; the data portal, options for partnership
- Explore external funding for a series of workshops on data literacy
- Improve Webinar delivery tools:
 - Better metrics on who is participating in the webinars. Better track webinar registrations and participation based on High, Medium and Modest Capacity users. Not sure how we would do this, but at a minimum, track popularity of webinars by level of webinar difficulty.
 - Label each Webinar by level of difficulty: **Advanced** (for high capacity users); **Intermediate** (for Medium Capacity users) and **Beginner** (for modest capacity users).
 - Julie to prepare a “CDP Webinar 101” guide for local hosts. Set up requirements; troubleshooting.
 - Make regular use of the polling feature at the beginning of each webinar: Ask all participants to indicate the number of people “in the room” where they are logged in (to better capture # of participants); Ask participants to use chat box to indicate in which community they are from; Use the poll to ask participants to self-identify as High, Medium or Modest capacity (to better understand who we are reaching).

Access to Other Resources

- If possible, post link to Northern Policy Institute Data 101 Workshops. Amandine has done a workbook and highlights how to search out local data sources. See also North by Numbers – interactive mapping tool. Goal to develop a community accounts system for the north.
- Prepare brief on different data products like EMSI (<http://www.economicmodeling.com/>); Digital reporting platform for communities developed by retired prof at UWaterloo with the united way in Huron Perth (<http://csg.uwaterloo.ca/wide.htm>; <http://www.comap.ca/>); Magnet – a job matching platform (being used by SPC Ottawa). Important to keep an eye on these types of things, where they are being used (e.g., in labour market analysis). See use of data scraping products – (One limitation of something like Magnet is that 80% of jobs are found through networking and are not advertised: <http://esri.ca/en/industries/ngos>; <https://www.spcottawa.on.ca/ced/partnering-success-youth-employment>)

Website Changes to be included in 2017-2018 web development project

- Calgary consortium boundaries now extend to full CMA. Update outreach file and community data access map.



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- Test concurrent downloading. The site crashed when Calgary allowed 20 users to download concurrently as part of a data workshop.
- Ensure the website is designed for access via tablets and smartphones
- Create a members only dashboard allowing consortium leads to generate metrics about their own consortium

Discussion 4 Achieving Impact: Presentations by members

See Presentation by Wellington Dufferin Guelph Public Health - [Child and Youth Report Card Website](#)

See Presentation by Simcoe County - [20,000 Home Campaign and CDP Data Use](#)

See Presentation by York Region - [Low Income Dynamics using LAD](#)

Discussion 5 CDP draft 5-year vision & strategic plan

See [Draft Vision and Strategic Plan](#)

Vision and Value added

- Tighten up our vision statement; The vision is accurate but wordy. Create a simple, one-line, easy-to-remember tagline.
- There's no mission, separate out some of the existing content to create a simple mission statements.
- Check the Erie Regional Data Consortium's well-worded vision statement. <http://communitydata.ca/sites/default/files/3.1%20Erie-StClair.pdf>.
- Clarify relationship between CCSD and CDP. (this wasn't a problem for other people though)
- CDP helps define local data needs based on a community development agenda shared across Canada.
- Project a message that we are about more than just social data, though we are primarily about social data. We do not collect environmental data or health data. These other data sets require cultivating relationships with provincial organizations. CDP data is meant to be used in conjunction with these other data sets.
- Emphasize our value added contribution in an era of perceived free and open data.
- Plan must acknowledge free and open data, but address the limitations of relying on these exclusively.
- One strength is a focus on custom cross-tabs and custom geographies, special orders created in consultation with all members. We don't simply enable access to data tables that are already freely available.



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- Another value added is the impact of the diverse membership: Collaborating, networking, sharing best practices among municipal and non profit practitioners working in communities across Canada
- When it comes to capacity building tools, we should not worry too much about duplicating tools made available locally. We should continue consulting with leads, as we are already doing, and continue to offer our services nationally.
- Another way of presenting our impact is as a set of data and tools to “Measure Community Progress.” Capacity to support Local Performance Measurement using CDP data.
- Consider tools that will allow consortia to monitor their own performance and impact. Municipal results-based management frameworks rely on using CDP data. Be careful about language. Look at “markers of community progress”.
- Rather than “capacity building” refer to “Data Literacy” as a key service
- Aim for a QOLRS style annual report. Typical users love being able to grab a number that has already been contextualized. An annual report would be an item worth approaching a third-party sponsor/funder for support.
- Aim for data visualization / dashboarding function over time, recognizing that this is not a short-term undertaking

Summary messages: Some ideas for a Sales Pitch

- Help to get the right numbers at the right time.
- CDP data are critical as research inputs to policy and program design.
- Decisions can be influenced by and informed by use of data available from the CDP.
- Access to the data provided by the CDP is a “Gamechanger for small communities,” allowing them to move away from analysis based on “gut feeling” to evidence-based plans and strategies reflecting actual trends. Coming to council with a proposal backed up by good information, moves them from “No” to “yes”.
- Refer to **Information** rather than **Raw Data**
- Access to custom tables and custom geographies created in consultation with local organizations. CDP enables community level collaboration. The CDP serves as a Foundation for Community Engagement
- Savings by sharing cost across departments and local organizations
- Easy access to the right numbers RATHER THAN access to \$1million worth of raw data. Rather than focusing on the \$1million, another message is the savings that can be generated by allowing multiple departments and organizations to share the costs.
- Practitioners are interested in how program helps them to tell their community story. “Telling Canada’s Stories”
- “Data Ecosystem” is not a useful marketing term to the typical user
- What we do well: Network; Support; Collaborate; Help people navigate complex data sets.
- CDP enables: Monitoring; Measuring; Evaluating; Informing; Securing approvals by elected officials; Securing funding by funding agencies
- We have multiple audiences. It may be difficult to craft a single message that resonates with all users. However, the focus should shift to help to find and use the right number, rather than access to a ton of raw data

Partnerships & networking



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- Build out connections and advance the idea of a social data movement. CDP can help to create the “social agenda for tomorrow.”
- Drive the national agenda around data – refer to efforts to bring back the long form census. There is value in data advocacy: Driving the federal Agenda around filling data gaps. This includes engaging the federal government, starting with STC. Use our network as a forum for engaging with STC. Stats Can is keen for broader connections. Start by asking Kirstin Elliott, CDP’s account executive.
- Try to expand beyond usual partners – make connections to environment groups etc. Identify potential resources that will appeal to broad group.
- Explore tools to develop a “System Network Map” using data about member organizations and individual users already available to us.
- Revisit the concept of a “Sector Consortium”. These are meant to engage organizations not currently served by a consortium and broaden the CDP network. However, they risk inducing existing member organizations to leave a consortium, or prospective members from determining that they do not need to establish a consortium. Consult with Heath on Toronto’s perspective. Consider subject matter caucuses within / across consortia.
- Prepare to present the CDP to the Association of Public Health Epidemiologists in Ontario (APHEO).

Engaging members and users

- Leads are constantly fielding info requests. Possible measures – number of info requests. 600 in Toronto. CDP used to help answer 95%. Can also look at SPC log book too. Share different tracking tools currently in use. Ask Auburn for WDG’s form for tracking requests for data, by type of request.
- Provide Leads with a list of users on an annual basis in advance of each annual meeting to refresh the users database. Leads flag changes to the list, CDP team edits the database.
- Integrate evaluation into understanding use of CDP products/workshops/ etc.
- Need customer service standards for us (CDP team).
- Challenges in role as “middle layer” ... the CCSD and consortia leads share similar issues as “conductor”. We don’t really know the extent of the work going on among partners, but we do have to gauge use. Certain are benefiting for sure, but others don’t have the needed support. How do we do this part better? It would be useful to come up with a template everyone can use. Like the snapshot template. Share our annual survey with Leads for distribution to their local partners.

Annual Meeting 2018

- Date: May 23-25, 2018
- Location: Guelph Ontario
- Host: Wellington-Dufferin-Guelph Public Health
- NEW: A ½ day event will take place on Wednesday afternoon dedicated to data workshopping for high capacity users. Broadcast via webinar.



Community Data Program

CCSD's Flagship initiative

- NEW: Introduce Community Data Awards. Consult with Steering Committee regarding the following concept:
 - Consortium Power User award: Volume of data downloads – a mix of # of downloads; % of users downloading;
 - Award for innovative use of data (based on community profile submissions)
 - Data Literacy award: Recognizes excellent in building capacity to enable evidence-based analysis and decision making
 - Prizes: One custom crosstab of your choice; and recognition in the newsletter and website
 - Selected in advance of the annual meeting announced at the annual meeting
 - Ad hoc committee is organized as selection committee
- Audio/Visual set up: Include more microphones around the room to better pick up sound. Have a laptop with Adobe open and mic on/speaker off. Most tables had at least one laptop.



Annex 1 2017-2018 Community Data Program Workplan

	Program Areas	Description/Deliverable
PA1	Program Leadership	
PA1.1	Strategic Planning	Strat plan reviewed annually and updated every 5 years
PA1.2	Partnership & resource generation strategy	Strategy for partners and funding, partnership agreements and proposals, with up to 5 Community Analytics projects per year
PA1.3	CCSD/CDP visibility at events	Participation in relevant events, deliver presentations, prepare papers. Time spent is considered professional development.
PA1.4	Recruit new consortia	Target: 100% coverage of Canada by 2022. CDP Outreach File updated based on conversations with prospects.
PA1.5	Update program marketing & membership package	Refresh program marketing package and update website content
PA1.6	Host & coordinate Program Steering Committee	Teleconference meetings & notes. Schedule of meeting maintained and reports posted to communitydata.ca
PA2	Data Acquisition & Access	
PA2.1	Data acquisition planning	CDP Product Tracking File updated and maintained. Product rating file maintained based on data requests and new data acquisition opportunities. Schedule B prepared based on Product Tracking File and Product Rating File.
PA2.2	Monitor data acquisition	Schedule B Orders finalized and implemented within budget based on regular communication with data providers. Data agreements negotiated as required. MF coordinates payment for products
PA2.3	Administer user access	Schedule B updated in advance of leads teleconference & annual meeting. User registration system maintained. E.g. password updates, deactivating users. Usage reports published bi-annually as input to annual report.
PA2.4	Catalogue tables	Data Products uploaded to FTP & catalogued. Including regular Catalogue and "Search by Theme" tool. MD performs QC. Product tracking file updated.
PA2.5	Develop positions on emerging data issues	CDP Position Statements prepared on Open Data, Big Data and Administrative Data in advance of 2017 annual meeting
PA2.6	Host and coordinate Data Purchase & Access Working Group	Input to product rating file being updated. JL prepares and posts meeting report to communitydata.ca
PA3	Training & Capacity Building	



Community Data Program

CCSD's Flagship initiative

Program Areas		Description/Deliverable
PA3.1	Respond to day-to-day user inquiries	Respond to requests within 72 hours by email or phone. MD triages all communication. All questions and answers documented and integrated into FAQ section of communitydata.ca
PA3.2	Prepare training and capacity building strategy	Strategy prepared using best-in-class practices and reflecting user feedback
PA3.3	Design & deliver program orientation	Orientation delivered to new consortia; follow-up orientation delivered as required
PA3.4	Coordinate delivery of webinar series	Design and delivery of webinar series, target of min of 6 per year. MD confirms speakers; JL delivers logistics. Webinar Event schedule/description and reports posted to communitydata.ca.
PA3.5	Develop & deliver other training & capacity building tools	Planning and delivering special capacity building projects, supervising third party contracts. JL provides additional support to projects.
PA3.6	Update / revise website and related resource materials	Maintaining and updating website resources, and occasional refresh. Input to month website improvement tracking report.
PA3.7	Training & Capacity Building Working Group	Meetings hosted as required. MD leads by email. Group is used for feedback. Include discussion on Networking & Communication. Meeting reports prepared and posted to communitydata.ca.
PA4	Networking & Communication	
PA4.1	Maintain regular communication with consortium leads	Ongoing email and phone calls throughout program year. Serves as client relations management. CDP outreach file updated.
PA4.2	Host and coordinate consortium leads teleconference	Annual Fall teleconference hosted & report prepared; and one ad hoc teleconference. Report posted to communitydata.ca.
PA4.3	Host and coordinate annual program meeting	Annual Spring program meeting co-hosted..JL handles logistics, main presentation, coordinates leads' presentations, and prepares meeting report. MF and MD prepare agenda and annual report. Meeting report posted to communitydata.ca.
PA4.4	Create stories, generate data results, share best practices	Generate and share program information with members, enabling networking among members. Includes Consortium Member profiles, User Surveys, Data Usage & Website Analytics.
PA4.5	Regular Newsletters, and regular news updates	Includes trimesterly newsletters and regular news updates
PA4.6	Update / Enhance program website and its networking functions	Maintaining and updating site content other than news and capacity building resources, and occasional refresh. Input to month website improvement tracking report.
PA5	Program Administration	
PA5.1	Workplanning & budgeting	Annual workplan & budget ready for Annual Program meeting
PA5.2	CCSD-CDP team meetings	Regular meetings with CCSD senior management team.
PA5.3	Communication with webhost; backups; troubleshooting	Regular backups and troubleshooting



Community Data Program

CCSD's Flagship initiative

Program Areas	Description/Deliverable
PA5.4 Communitydata.ca web infrastructure development/upgrading	Website upgrades/refresh planned and delivered (using special project funds), Includes supervision of third party contractors. Deliver a monthly report documenting needed improvements and action taken, including action taken on major troubleshooting.
PA5.5 Administer consortium & organisational membership	MoA Renewal, new MoAs prepared, trimesterly invoicing instructions; membership requests and invoice payment follow-up. Spreadsheet maintained with reference to consortium MOAs, consortium fee status, and membership fee status.
PA5.6 Prepare administrative reports	Board bi-annual reports, monthly activity reports, United Way report.
PA5.7 Finance & accounting	Invoicing, Payments. Monthly Revenue & Expenditure Statements