

Lead representatives meeting

Community Data Program · Thursday, January 17, 2013 · 1:30 p.m. - 2:30 p.m. EST

Dial in number: 1-877-727-8553

Participant Code: 455 630 594

• MINUTES •

Attendees

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Wayne Chu	wchu@toronto.ca	Toronto

1. Membership overview

- We are now officially 20 consortia strong. More consortia are preparing to join us in 2013.

Notes

- We are seeking one new Steering Committee member for the face-to-face meeting in April (see <http://communitydata.ca/steering> for details on the role of the Steering Committee).
- Steering committee has met three times—twice by email

2. Orientation and training

- Orientations cover (1) how the program works, and (2) how to use communitydata.ca. Several consortia have had formal orientations. We encourage those who wish to have an orientation book one with Brendan.
- Beyond 20/20 training resources (video tutorials) are available on the Beyond 20/20 website at this URL: <http://www5.beyond2020.com/index.php/Table/Browser/>. We have also written a blog entry explaining Beyond 20/20 and the .ivt format. It provides a link to the video tutorials and recommends which ones to view. If you have specific questions, feel free to ask Brendan.
- In order to prevent people missing out from time-specific Envision training sessions, we plan instead to create training videos, in a similar style as the Beyond 20/20 videos. This will allow users to view training resources at their leisure and pace. These will be available early in the spring of 2013. In addition, we will notify Leads and write a blog entry encouraging interested users to attend Environics Analytics' open access webinars on Envision.

Notes

- Toronto to provide training material to CDP Team, CDP Team to post on communitydata.ca
- CDP Team to ensure French-language training is made available
- CDP Team to provide training materials for Envision—including instructions for uploading custom geographies
- Montreal is interested in GéoClip

3. New data products are available

- All data products identified in Schedule B (June 30 2012) have been assembled by the program team and are available in the Catalogue. There is also a blog post on this subject.
- Orders have been initiated on most of the remaining products identified in Schedule B for 2012. These will be in the catalogue by the end of March 2013.
- Exceptions include:
 - Taxfiler data, which we are attempting to acquire directly from CRA as quickly as possible, in order to circumvent the Canada Post-related contractual process that is preventing us from ordering these data directly from Statistics Canada
 - Standard Census tables at custom geographies. We are still collecting custom geography boundary files from consortia (to be discussed under item 5).

Notes

- Note: Keep each other informed as we explore the TransUnion data
- In March, Toronto Star may report on work done by City of Toronto using TransUnion data
- CDP Team to look into re-enabling the online forum tool to discuss TU data use

- CDP Team is in conversation with business listings data providers and plans to move forward this year on orders
- Leads are comfortable with receiving more frequent news in email form; suggestion to keep blog posts, with links provided in emails
- CDP Team to provide updates

4. Yearly Program Administration Fee for member organisations

- CCSD is working on making the online registration and payment tool for the program administration fee. We will notify you when it is ready for use.

Notes

- CCSD membership is not suitable for some organisations
- The lead is welcome to collect the administration fee from member organisations, but it is ultimately the CDP Team's responsibility to collect the administration fee.
- Several consortia have gathered administration fees already (Calgary, Winnipeg, Sudbury, Regina, etc.) → CDP Team to verify whether a batch payment tool or single invoice is possible
- Within reason, member organisations can receive interim access to communitydata.ca before payments are processed
- Note will go out as part of the January 25 newsletter with instructions on how to register new member organisations and pay the \$125 per year administrative fee
- Consortium fee invoice for 2013-2014 to be sent out on April 1, 2013.

5. Custom geographies

- We have received custom geographies from 11 consortia. We will begin the geocoding process with Statistics Canada in February. Geographies submitted later than January 31 will be geocoded by Statistics Canada subject to CDP budgetary constraints.
- We encourage consortia that have not yet submitted custom geographies to do so. Instructions on submitting custom geographies are located at this URL: <http://communitydata-donneescommunautaires.ca/GeographiesCustom>. Contact Brendan if you need any assistance in the process.
- We can limit access to data at custom geographies upon request.

6. News

- Our first annual face-to-face meeting will take place in Brampton, Ontario on Friday April 19, 2013. The Region of Peel has generously agreed to host our meeting. Details regarding the venue and the agenda will be provided soon.
- We are releasing a newsletter and first product profile on January 25. The profile will showcase TransUnion data.

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Next meeting (face-to-face): Brampton Ontario, Friday, April 19, 2013