Training and Capacity Building Working Group Meeting
September 19, 2017 from 1:30pm to 2:00pm ET
Adobe Connect: https://cdp.adobeconnect.com/theboardroom/

Attendance:

- Aaron Mulcaster (Kawartha Lakes)
- Amandine Martel (Northern Ontario)
- Heath Priston (Toronto)
- Jasmine Ing (Calgary)
- Laurie Dixon (Kingston)
- Natalie Hui (York Region)
- Ted Hildebrant (Halton Region)
- Katherine Scott (CCSD-CDP)
- Mary Clarke (CCSD-CDP)
- Julie Lam (CCSD-CDP)

Agenda:

1. Data Party
2. Snapshots
3. Website Refresh
4. Envision
5. Webinars
6. User Survey
7. Upcoming Leads Meeting

Data Party

> **Data party description:** Join colleagues from the Community Data
> Program and jump into newly released data sets. Our first data party
> will celebrate the arrival of the much awaited results of the 2016
> Census. Woohoo! The data is here! Now what? The party will kick off
> with a few of the highlights from the Daily (Statistics Canada) and then
> we will hear what our colleagues are up to and what surprises they are
> seeing in the data.

We are thinking of an early November data party, after the immigration release but before the final Census release. We don't want to push the data party into December. The basic structure will be: what are you doing with the data? Would there be any members who would take this

on and present – to help facilitate discussion? We can make use of Adobe Connect's polling features and ask questions! This will drive discussion as well.

> **Jasmine Ing:** Will the answers from the polls be visible to the other party participants? It would be great to see the answers!

> **Julie Lam:** We can broadcast the answers.

> **Jasmine Ing:** For your awareness, we cannot move the poll questions around in the screen, so the presenter should take care to place them in a good spot.

> **Jasmine Ing:** We can potentially be one of the presenters.

We can have these data parties a few times a year.

> **Ted Hildebrant:** So, do we have set date for the data party?

Right now, now specific date, however, we are looking at early November. Would that make sense to the group? Would a full week after the release… or two full weeks after the release be preferable?

> **Aaron Mulcaster:** Two weeks would be better.

> **Ted Hildebrant:** Further out, a week at least.

> **Jasmine Ing:** I actually think closer to the date is good. One week is good for us, but we can wait if that is the group consensus. The information would be most useful to us close to the release date.

> **Jasmine Ing:** I know Toronto does release a document the day the data is released. it may be worthwhile to see if they would be willing to be a presenter

We will send out an email for potential dates closer to the release.

Snapshots

We are taking a more active role in getting snapshots. These are great for new members to see how others are using CDP data. Emailing member organizations and expecting a reply has been difficult – so Julie has been calling organization and interviewing some members. If any members in the working group know of any organizations using CDP data, please forward it to us!

Jasmine Ing: Julie, you can do a phone interview with me if you like.

Julie Lam: Thank you, will do!

Website refresh

The terms of reference are set – we are expecting a whole new look and feel for the CDP. Also looking to expand and develop new tools in the resource section. Will have some "how-to" videos added to the site, as well. Anticipating a new dashboard to help measure how resources and the website is being used. Hopefully, before Christmas we will have some information for the members. The whole refresh should happen March next year.

> **Katherine Scott:** We will have the opportunity to consult the members after Christmas. We want to consult the members on functionality and new tools – to better track your own members and more. We are excited for this! Currently interviewing potential contractors.

> **Natalie Hui:** Tracking of one's consortium members' usage of the website would be very helpful for our follow-up with them on how they could better leverage the website.

Envision

Envision use remains low with the exception of one or two regular users. We have brought this up before and seems like the CDP may not need Envision.

> **Jasmine Ing:** I don't think it matters to us if the envision license is discontinued. We would probably prefer the money go elsewhere.

> **Katherine Scott:** Not sure that we are cutting all licenses – we will need to consult first. But the number will be cut and funds redirected.

Webinars

There are 2 webinars coming up in October. On Thursday Oct 5, there will be a webinar presented by Gillian Kerr, who will talk about a new Service Information System being developed.

The other webinar is a CDP orientation on Wednesday Oct 11 – this is a refresher. There are lots of information on the site already but some people like to have real-time participation.

If your consortium would like your own orientation at a separate time, please let us know and we can do that.

> **Katherine Scott:** Perhaps we can prepare an invitation for leads to distribute to their members or new members for the orientation webinar. Just a thought.

Natalie Hui: Could we invite non-members, but who have shown interests in joining the consortium to attend the orientation webinar?

Katherine Scott: Absolutely - the orientation sessions are good marketing opportunities.

Natalie Hui: Great!

Laurie Dixon: We are thinking of tagging on to the orientation webinar, would we be able to view it before hand to help facilitate the local discussion?

Katherine Scott: And we will be breaking down this material in shorter videos to post on the website.

Laurie Dixon: Great thank you.

User Survey

Generally, we can keep the same questions and format, but can remove the question about the website and LISTSERV. If anyone has any suggestions, let us know!

> **Jasmine Ing:** Do you want work areas? My organization (the City of Calgary) is none of those things, but my work area fits into one of those.

- What about "how often do you use community data"?
- Do you publish data from the CDP?
- Have data from the CDP informed any decisions for your organization in the past year?
- How many people access data from the CDP at your organization?
- Do you consider yourself a beginner, intermediate, or advanced user of community data?
- Have you participated in any CDP learning opportunities (watching videos, participating in webinars, data parties, etc)?

It would be good to ask "what are you using CDP data for?"

> **Katherine Scott:** This is our primary opportunity to ask about program impact - happy to receive any and all ideas. We can supplement with web analytics.

We will compile some questions for the survey and have them sent out to the group.

Leads teleconference meeting

This is coming up in 2 days. There will be an update from the TCBWG during the meeting. It would be great to hear from other members as well. Let us know directly if you want to speak about anything, or if you would like us to pass on any information or suggestions at the Leads' meeting.

We can schedule the next TCBWG meeting next Dec or early January – it may be best to hold off until we get more information about the new website. We will have a doodle poll and find the best date to meet again.

> **Katherine Scott:** FYI - saw an interesting website this week from Association of Public Data Users. Chekc it out: http://apdu.org/
>
> **Jasmine Ing**: Will the new website also allow many more users to be online at once? We have had problems when running workshops/webinars with not being able to have lots of people logged in at once on the website when downloading data products.
>
> **Katherine Scott:** The problem of multiple users has been flagged for the developer.
>
> **Jasmine Ing:** Thanks! Also, will the website refresh also address the search function for the data catalogue? We would like to see a more robust search tool.

Yes! The priority is there. As there is no other news, the meeting will end here. The draft meeting minutes will be sent out with a copy of the survey. If you want to further discuss anything or have something to contribute to the Leads' meeting, please email Mary (mary@communitydata.ca).

End of meeting.

1. What sectors best represent your organisation?

- Social Housing
- Children's Services
- Financial and employment assistance
- Community Services
- Planning
- Health, Mental Health
- Education
- Economic Development
- Social Planning
- Organization sector - Other

2. What are the most important policy issues for which CDP data are currently used in your organization?

- Affordable Housing
- Homelessness
- Poverty
- Children and families
- Education
- Immigration/ Migration
- Multiculturalism/ Diversity
- Aging population
- Community safety
- Accessibility
- Mental Health
- Public Health
- Substance Abuse
- Recreation
- Food security
- Labour and employment
- Living wage
- Environment
- Emergency preparedness
- Land use
- Growth and development
- Regional planning
- Transportation
- Waste management
- Other

3. What are the most important purposes for which CDP data are currently used in your organization?

- Policy development
- Strategic Planning
- Performance Measurement
- Monitoring & Evaluation
- Service/program design
- Advocacy
- Research
- Community Education
- Other

4. When considering data needs over the next five years, for what geographic levels do you require data tables to be available?

- Census Metropolitan Area
- Census Agglomeration
- Census Division
- Census Subdivision
- Census Tract
- Dissemination area
- Custom geographies (user-defined)
- Federal Electoral Districts

- Economic Regions
- Health Regions
- Forward Sortation Areas
- Postal Codes
- Postal City
- Aggregated dissemination area
- CSD in Postal Geography

5. If you have specific data products, standard tables, or custom cross-tabulations that you would like to acquire in the upcoming 5 years, please specify them below.

6. The Community Data Program recently made several changes to its website, including expanding the Resources section and adding a 'Data by theme' search function to the Catalogue. Please provide any comments to the website.

7. Are there any Resources that are not currently available in the Resources section that you would like to see?

8. Would you participate in a discussion group such as LISTSERV? Listserv is an electronic mailing list.

   Yes/No/Unsure

9. Does your organisation have any technical restrictions on a discussion groups such as LISTSERV?

10. If you have any other comments about the Community Data Program in general, please use the text box below.