

**Minutes**  
**Consortium Leads Meeting**  
**Canadian Council on Social Development Community Data Program**  
**April 19th 2012, 1:30-2:30pm (EST)**

In Attendance: Wendy Kowalski (Halton), Louisa (Hamilton), Arfona and Irena (Simcoe), John (Kingston), Mary, Michel and Karin (Acacia), Lorraine Copas (Vancouver), Lisa Davis (Calgary), Emily McGirr and Jill Beck (Regina), Leigh Golden (Waterloo), Maria Leonis (York), Jean Isseri (Montreal), Aaron Park (Thunder Bay), Janet (Sudbury), Sara Mayo (Hamilton)

Regrets: Peggy Taillon (CCSD), Harvey Low (Toronto), Vivien (Ottawa), Veronique (Peel), Ian (Victoria)

**2) Review of Member Communications**

a) New Governance document under review by the Steering Committee. Please review and send any comments to [information@communitydata.ca](mailto:information@communitydata.ca).

b) Reference to Quarterly Leads meetings and annual meeting to table annual budget  
**\* Clarification: This is a review of the budget actual, so the first meeting will be convened once we have a budget to review.**

c) Quarterly Steering Committee: An ad hoc meeting may be convened before next scheduled call.

d) Quarterly Newsletter - Making it Count! Newsletter - Please feel free to distribute!

e) Community Data Canada Annual Roundtable: June 20th in Gatineau - Details to be circulated once available

f) Interest in a teleconference / webinar orientation to new users? Contact [information@communitydata.ca](mailto:information@communitydata.ca)

**3) Update on new Annual Community Data Report**

a) Highlighting municipal and neighbourhood conditions and trends related to Aging to be delivered in the Fall in conjunction with FCM report on Aging & Demographic Change

- Reviewing the possibility of doing a joint report with the FCM QOLRS

- Use Census data (to be released in May) and Envision tool, license to CCSD, and make use of the rest of our data

\* Seeking members to participate in a Report Working Group - if you are interested please contact Mary at [information@communitydata.ca](mailto:information@communitydata.ca)

**4) Details of the Launch of the 2012-2017 Program**

**a) Year 1 data product & service acquisition plan (Mary)**

1. Environics Analytics Envision

- a. Online tool that allows you to produce reports by pdf or excel with rankings for your chosen geography AND produce maps in minutes
  - b. Access to 2006 and 2011 standard Census Data
  - c. There will be a seat – or password – per Consortium.
  - d. Possible to upload custom geographies
  - e. Series of webinars from Environics on how to make use of the tool
2. Postal Code Conversion File
    - a. Tool that provides conversion between postal codes and standard census geographies
  3. SAAD (Taxfiler) at sub-municipal 3-digit postal code, 6 digit postal code where available: Family tables, Senior tables, Economic Dependency Profiles, Neighbourhood Income and Demographics, and charitable donations tables. Still a licensed product.
  4. SAAD (Taxfiler) custom order for working poverty
  5. Canadian Business Patterns
  6. Custom geographies for standard census tables

**\* Everyone can prepare their geographic shapefiles internally and fill out the Master Excel sheet that Ian Faris has distributed. Consortia are responsible for preparing their Shapefiles and CCSD is responsible for ordering the data.**

**b) Timelines:** signing new agreements, registering as a member organization (ccsd.ca) and as an individual user (communitydata.ca) and closing out the 2008-2012 Program

**\* Transition period: April 1 - June 30 (cut-off to access to database via website on June 30th for non-members)**

**\* Invoicing will follow signing of agreement and will enable CCSD to initiate data purchase**

**c) Changes to the Memorandum of Agreement (available at [communitydata.ca/resources](http://communitydata.ca/resources))**

New: Annual Program Admin fee reduced and simplified to \$125

New: Annual Report on Program Budget

New: Reference to governance model for decision making

Clarification on finalizing Schedules A to E:

\* All 5 schedules will be amended throughout the life of the agreement

\* CCSD can initiate membership without all Schedules being completed

## **5) Roundtable questions and answers**

- Members can opt out of CCSD Membership but still have to pay the program administration fee

- All legally incorporated entities are considered one organization for program admin. fee purposes

- Noted that new MOA is more protective of Leads (generally approved of by Leads)

Next Scheduled Meeting: Third Thursday of July 2012