



Meeting Minutes

February 4, 2020

OPENING

The regular meeting of DataSHARE Peterborough was called to order at 1pm on February 4, 2020 at the Peterborough County-City Paramedic Base (310 Armour Road) by Nancy Fischer.

PRESENT

Nancy Fischer – Senior Program Analyst, City of Peterborough
Caren Thayer – Data Analysis Coordinator, City of Peterborough
Tammy Sikma – Manager of GIS, County of Peterborough
Peter Williams – Community Development & Engagement Coord, Peterborough Police Services
Anita Wong – Health Promoter, Peterborough Public Health (PPH)
Sean Dooley – Labour Market Information Analyst, Workforce Development Board (WDB)
Sarah Amirault – Research Analyst, Institutional Research Office, Fleming College
Jason Dennison – Workforce and Labour Market Advisor, Fleming College

REGRETS

Jennifer Chenier – Supervisor – Quality Initiatives, Kawartha-Haliburton Children's Aid Society
Jennifer McLauchlan – Director of Corp Services, Kawartha-Haliburton Children's Aid Society
Brittany Wakefield – Crime Analyst, Peterborough Police Services
Jane Hoffmeyer – Manager, Foundational Standards, Peterborough Public Health (PPH)
Mohamed Kharbouch – Epidemiologist, Peterborough Public Health (PPH)
Cheryl Stager – Program Support Partner, Peterborough Regional Health Centre
Lori Richey – Executive Director, Peterborough Family Health Team (PFHT)
Jennifer Lamantia – CEO, Workforce Development Board (WDB)
Ellen Olsen-Lynch – Learning & Liaison Librarian, Trent University
Barb Znamirovski – Maps, Data, Government & GIS Librarian, Trent University
Cheryl Stager – Program Support Partner, Peterborough Regional Health Centre
Lori Richey – Executive Director, Peterborough Family Health Team (PFHT)
Jennifer Lamantia – CEO, Workforce Development Board (WDB)
Sherry Gosselin – Director, Project Management Office, Fleming College

GUESTS

Todd Barr – Interim Director, Strategic Initiatives, Community Foundation of Greater Peterborough

WELCOME AND INTRODUCTIONS

Nancy welcomed the group and introduced the meeting's discussion focus, "**Sharing Between and Beyond**".

REVIEW OF AGENDA & PREVIOUS MINUTES

The agenda & minutes were received as distributed.

PETERBOROUGH DATA CONSORTIUM SUB-COMMITTEE UPDATE

Nancy provided an update on the Community Data Sharing Consortium now being run under CEDNet. Subsequently CEDNet has just issued a survey to members and will be billing. AGM to take place in Halifax this May over 2 days. The City covers the costs of data (\$8,000/year) on behalf of all members as the consolidated social service manager for the area. At the AGM the ongoing value of charging an administrative cost (\$125 /member) to members will be discussed.

VITAL SIGNS COMMUNITY DATA PORTAL

Presenter: Todd Barr, Interim Director, Strategic Initiatives, Community Foundation of Greater Peterborough

Community Foundation of Greater Peterborough receives gifts, invests capital and uses (most commonly) interest to fund community initiatives through grants. Todd reviewed the grant processes regarding the receipt and disbursements of donor funds & philanthropic management. The CFGP offers closely networked community knowledge base.

There are 191 Community Foundations across Canada that oversee the Vital Signs initiatives. Locally, the first Vital Signs was released in 2013 with a broad snapshot of community measures. In 2015 (Belonging & Inclusion) & 2016 (Income) deep-dives were released that focused on matters of community vitality. CFGP is currently evaluating the future of Vital Signs and its connection to their mandate.

Community Foundations of Canada has released a WordPress platform to capture data and display indicators by “basket” (e.g., demographics, arts & culture, community involvement & safety, housing). The “baskets” currently map to the Sustainability Development Goals (SDG) crudely.

CFGP has been working to evaluate an online **Vital Signs data portal** for handling social indicator data storage & sharing. Each “basket”/indicator has a landing page that provides metadata (description, measurements & limitations, sources & references) and links to graphs, maps, other datasets with SDG links to the UN, where appropriate. Data on the portal can be visualized on a map, CSV (spreadsheet), metadata, etc. Most of the data is linked to the Peterborough CMA, but not in every case.

CFGP is trying to evaluate whether this portal is duplicating existing community efforts or providing a value-added service. Because data provision isn't a core mandate of CFGP, they are assessing interest from others in: (1) partnering to offer this data, (2) handing the work over to another agency, (3) leaving this work to others.

There was discussion about how to collectively decide on useful data groupings for the "baskets". Each agency is interested in their unique focus, but a standard is needed. The City has already developed a mapping tool to visualize child care centres, school zones, transit routes, etc. Winnipeg has a site built on the same platform called "My Peg" (<https://www.mypeg.ca/>). Outdated / disabled external examples of similar products include: Nova Scotia Community Counts & Newfoundland Community Accounts (<https://nl.communityaccounts.ca/>).

Todd asked the group, "Do you see this as something that would be useful in our community?" and "What resources do you see that would be available to support it?" Responses included the value of Vital Signs in informing local donors about important social issues in our community and what CFGP can do to support them.

Todd to share Vital Signs indicators with Nancy. CFGP to decide by summer on the future of the site. Nancy requested that Todd inform DataSHARE on the decision that is made.

Todd thanked DataSHARE for the opportunity to share this tool so the group knows it exists, whether CFGP continues to operate it or not.

ROUND TABLE

Nancy asked the group to share ideas related to the day's discussion focus, specifically: **"Sharing Between and Beyond"**

The City's legal department didn't feel that a data sharing agreement was necessary if the data didn't have personally identifiable data that could be provided between organizations – not confidential, not of public interest, subject to FOI request, etc. City Legal felt this could be managed through a Non-Disclosure Agreement if there is a secure storage location to manage this data, like a secure DropBox location.

Sync.com is used by City Police & has been approved by Peterborough Technology Services (IT provider) to accept crime reports from the public. Data is stored in Canada, host provider (Sync) unable to "see" data or monetize it, data is encrypted, and the site meets EU/USA/Canadian privacy requirements. A license is needed to manage data in "the vault". Data can be shared among multiple organizations or multiple users with appropriate credentials. Organizing data within the vault is an important planning consideration (e.g., file management – folders, naming convention).

Records retention & Clerks department felt that if the City were to host this data on its servers that it would become a City record and therefore subject to an FOI request to the City. The exception would be if the partner organizations were in a competitive process with the private sector in which the processed shared data would provide a competitive advantage to the members, an information request could be denied.

Caren offered that this warehouse could be tested and experimented with. Fleming would like access to data that could be easily used for grant writing. NDA would likely be a safe way to share data.

WDB & PPH will take the concept back to discuss value & ability to participate. WDB about to launch Employer One survey. WDB provides local data & research freely.

To Do:

- Develop NDA
- Develop data management protocols (e.g., file naming, folder use)

Question to the Table: What are your personal / organizational concerns about shared data?

Peterborough County:

- Unsure about lack of Data Sharing Agreement.
- What about source recognition and disclaimers of warranty or liability?

WDB – Most data is aggregate on a high level, so limited concerns about sharing.

PPH – What sort of data are we seeking to share?

City

- Data would be cut to non-identifiable level
- Voluntary Local Review of the Sustainable Development Goals
 - o Want to make & share development goals with DataSHARE's "vault" within the community
- Coalition of Inclusive Municipalities
 - o Looking for racism & income data
 - o Ethnic concentration
 - o Measuring ethnicity is sensitive
 - When not measured organizations are unable to

NEXT MEETING:

- PPH would like to share
 - o RRFSS data – discuss social determinants of health & value to public
 - o Ontario Marginalization Index (OMI) as resource for members related to community well-being
 - Publicly available data with ability to demonstrate correlations btw data
 - StatsCan, CCHS sources inform the data
 - PPH would like to share this resource
 - It is a highly technical tool, includes mapping capability

- Would be worth inviting guests who have interest in data as small as Dissemination Areas
- Proposing the consideration of a “Data Party” to support OMI
- To extend invitation to outside groups including:
 - Community Safety & Wellbeing Plan (AN CAO organizing)
 - Twp CAOs/Clerks

- Draft NDA for data sharing
- SYNC.com technical specs

ADJOURNMENT

Meeting adjourned at 2:52pm. The next meeting will be held from **1-3pm on May 5, 2020** at the Peterborough County-City Paramedic Base, 310 Armour Road, Peterborough.

Minutes submitted by: Tammy Sikma