

Working Committee # 1: Access to Information Meeting - Minutes

Date: February 21st, 2012

Time: 2:30pm to 4:30pm

Attendees: Mahalakshmi (Resident), Hanifa Kassam (ACSA), Jorge Silvestri (MNLCT), Timothy Chan (Faith Group Leader & Resident), Sulekha Sathi (Agincourt Library), Mani Mahadeva (NWS LIP), Rezwan Karim (NWS LIP), Michelle Davis (NWS LIP)

Review all Scarborough LIP websites and suggestions for future LIP website

- Hope to have a website for the future LIP structure
- Review the similarities and differences of each existing Scarborough LIP

Southwest Scarborough LIP

	Function	Accessibility ease of navigation)	Aesthetic
PC List	- Logos could be linked to websites	- Have to scroll all the way to the end to see all the information	- Visibility of the member agencies (Logo)
Project research & Reports	- Reports are available but no meeting minutes	- Lack of information regarding meetings	- Small font
Events & Opportunities	- Feature is present but not being utilized	- Nothing posted currently	
Service Directory	- Some headings of the services are unclear	- Difficult to find the appropriate services due to vague categories	

- Liked the feature of rotating flash logos that are linked to the actual website

South Scarborough LIP

	Function	Accessibility ease of navigation)	Aesthetic
PC List	- List is linked to websites		
Project research & Reports	- Available reports	- Two menu bars makes it	

		confusing to get to the appropriate information	
Events & Opportunities	<ul style="list-style-type: none"> - Not searchable - Most info is geared toward Service Providers 		
Service Directory	<ul style="list-style-type: none"> - Not interactive - No location map 		

- Difficult to get to the LIP's website from the lead agencies website

Eglinton East - Kennedy Park LIP

	Function	Accessibility ease of navigation)	Aesthetic
PC List	<ul style="list-style-type: none"> - PC list is linked to website - Logical layout 	<ul style="list-style-type: none"> - Clearly labelled 	<ul style="list-style-type: none"> - Clear and big font - Could use space better and make pictures smaller
Project research & Reports	<ul style="list-style-type: none"> - Report in available on "Settlement Strategy" page 	<ul style="list-style-type: none"> - Clearly labelled 	<ul style="list-style-type: none"> - Visual linked to report
Events & Opportunities	<ul style="list-style-type: none"> - Though information is available, no dates are posted 		
Service Directory	<ul style="list-style-type: none"> - Useful info. 	<ul style="list-style-type: none"> - Easy to navigate - Meaning of service categories are unclear and confusing 	

- Headings are confusing
- Geared toward partners rather than newcomers
- Professional look

NWS LIP

	Function	Accessibility ease of navigation)	Aesthetic
PC List	<ul style="list-style-type: none"> - List is available - Only a PDF that is not linked to websites 	<ul style="list-style-type: none"> - Not easy to find 	
Project research & Reports	<ul style="list-style-type: none"> - Information is available - Newsletter provides 	<ul style="list-style-type: none"> - Easily accessible from the service provider section 	

	additional useful information		
Events & Opportunities	- Should have the latest posts first, chronological order	- Categories are not on the first page - Easy to navigate to	
Service Directory	- Comprehensive	- Clearly categorized - Easy to search	- Good use of text and visuals (Google map)

- To attract and invite newcomer members to join, there should be a page designated to that and it should be more prominent
- Could have an interactive calendar with upcoming events and drop-down menus
- Feedback or comments area is missing

Review and finalize the Centre Guideline

- Document was last reviewed during the recent PC meeting
- Gave insight to the Ontario Disability Act (ODA)
- Title was changed to give a better sense of what the document covers
- “Service Standards Guideline – A tool for Service Organizations in creating an effective and welcoming space” – suggestion for new title

Finalize the report of effective outreach methods

- Draft version to date
- Review of copy with changes received from partners to date
- Suggestion for clearly define outreach and service delivery - pg. 3, 1st para. (outreach is allowed but service delivery is different due to circumstances)

Any other matters

- There will be a Inter-Scarborough LIP Council meeting on March 22nd 2012, from 10am – 1pm, at Mid Scarborough HUB, 2660 Eglinton Ave.