

Working Committee # 1: Access to Information Meeting - Minutes

Date: January 23rd, 2012

Time: 2:30pm to 4:30pm

Attendees: Forough Mohammadi (CCS), Hanifa Kassam (ACSA), Mani Mahadeva (NWS LIP), Rezwan Karim (NWS LIP), Michelle Davis (NWS LIP)

- Welcoming and Objective of the meeting
- Review of final draft report on effective outreach methods
Feedback:
 - To be made more generic, take out subjective statements, and personal opinions
 - Use chart forms to make it more of a tool that is clearer to the audience reading it
 - Use an appendix, to include additional resources, tools (Ex: How to create an effective flyer, examples of outreach methods, list of organizations that participated in the survey, survey tools used)
 - New layout will be developed before publishing to website
- Review the draft Centre Guideline – a reference document for frontline and middle managers
Feedback:
 - Make statements more broad statements, not making the assumption that the reader will or is required to use this tool
 - Make things more sequenced
 - Add summary statements and examples
 - Send Centre Guideline to all committee members and get their feedback within two weeks.
 - New layout will be developed before publishing to website
- Future direction of the LIP project
 - LIP structure will be revised to one regional LIP for Scarborough and three other regions throughout Toronto
 - NWS LIP hopes to have all work carried over to the next structure

- The new structure will commence in April 2012
- NWS LIP Website to Scarborough LIP Website
 - As the website stands we have continued to maintain the NWS LIP website
 - We have been in contact with the other Scarborough LIP's to discuss the individual LIP's work on their websites
 - The Scarborough LIP's definitely hope to have the work on each website is preserved and encourage the Lead Scarborough LIP to propose a budget for a revised or new website
 - There will be a review of the Scarborough LIP websites through a discussion group – categorize similar features and unique features, functions and accessibility.
 - The feedback will be collected and a summary report will be created and submitted to the Lead Scarborough LIP
- Wrap up
 - The next WC #1 meeting will be February 21st, 2012, from 2:30 to 4:30pm at Agincourt Library – 155 Bonis Ave. (2nd Floor Boardroom)