Canadian Council on Social Development (CCSD)
Annual Report of the Community Data Program (CDP)
For the period April 1, 2012-March 31, 2013
and plans for April 1, 2013-March 31, 2014

Contents

Part 1 – the Year in review 2012-2013

1.1 Program Accomplishments for the period April 1, 2012-March 31, 2013

The following table outlines deliverables and accomplishments achieved during the twelve-month period, April 1, 2012 to March 31, 2013. Accomplishments are structured in terms of the Community Data Program's five Strategic Directions (SDs). *Note that the hyperlinks included in this document may have to be copied and pasted directly into a web browser to work.*

Program Accomplishments	Follow-up Action/Explanatory Notes
SD1 Program Leadership	
1.1 Annual Workplan & Program Budget for 2012/2013 was prepared by the Program Team and approved by CCSD and the Program Steering Committee.	See Section 1.4 of Annual Report for program budget
1.2 Annual Program Workplan & Budget for 2013/2014 prepared by the Program Team and provided to CCSD and the Program Steering Committee for approval.	See Sections 2.1 and 2.5 of Annual Report
1.3 A Program Governance Document was drafted, translated and shared with the Steering Committee.	See Section 2.6 of Annual Report
1.4 Members of the CDP Team met at least quarterly, including at least CCSD's President and the CDP Lead.	
1.5 Agreements with 21 Consortia were finalized.	See: http://communitydata-donneescommunautaires.ca/members
1.6 The communitydata.ca website was maintained, with core features enhanced. The Program team began preparations for a summer 2013 site upgrade and ongoing enhancement of communitydata.ca core functions.	
1.7 CCSD.ca and communitydata.ca websites were cross-referenced.	
1.8 An online CDP member organization registration & program membership fee payment system was developed, tested and completed.	
1.9 Four Program Steering Committee Meetings were hosted/coordinated (Jun/2012, Oct/2012, Nov/2012, Feb/2013).	See: http://communitydata-donneescommunautaires.ca/steering

Program Accomplishments	Follow-up Action/Explanatory Notes
SD2 Purchase & Access Data	
2.1 The data order - Schedule B - for the period April 1, 2013-March 31, 2013 was prepared and approved by the Steering Committee and Leads	See Section 1.2 in Annual Report
2.2 A draft version of Schedule B for the period April 1, 2013 -March 31, 2014 was prepared with the input of data users and a CDP working group.	See Section 2.3 in Annual Report
2.3 Five-year license/data sharing agreements were finalized with Environics Analytics and Transunion Canada.	
2.4 Acquisition of 2012-2013 Schedule B data products was generally completed, with the exception of standard Census tables using custom geographies and Taxfiler data. An order has been initiated with Statistics Canada for these products, but delivery dates are currently unknown.	See Section 1.2 of Annual Report
2.5 Data tables and tools were uploaded & catalogued consistent with the Schedule B data order.	See Section 1.2 of Annual Report
2.6 An online communituydata.ca user registration system was completed, with the capacity to restrict access to registered users and generate usage reports. The system enables the creation of reports of usage of communitydata.ca, both for purposes of data security and data usage.	See Section 1.3 of Annual Report for usage reports
2.7 Four meetings of the Data Purchase & Access Working Group were hosted.	See: http://communitydata-donneescommunautaires.ca/dpawg
2.8 A revised and simplified data sharing license agreement was prepared to replace the existing Schedules C and D. The revised version was shared with the Program Steering Committee.	See Section 2.4 of Annual Report
SD3 Train People & Build Capacity	
3.1 Program orientation training was delivered to 13 consortia using webinar and teleconference tools. Three consortia delivered their own orientation training to consortium members.	
3.2 Plans are being prepared to simplify data users' experience with accessing and using complex data sets and tools. These include offering a no-cost service to members, with the Program team producing data tables	

Program Accomplishments	Follow-up Action/Explanatory Notes
based on email/phone requests; offering video tutorials; creating an interactive mapping tool designed for data access; and integrating the municipaldata.ca tools with communitydata.ca.	
3.3 A concept for a series of trimesterly Product Profiles were designed with the input of the Reporting Working Group, intended to visualize selected data products and help program members understand how to use these products for local analysis. The first trimesterly Product Profile, using TransUnion data, was launched on January 25, 2013.	See: http://communitydata-donneescommunautaires.ca/blog
SD4 Share Results (Communications)	
4.1 A draft Program Communications Plan was prepared.	
4.2 Four Leads Teleconferences were hosted and coordinated in Apr/12, Jul/12, Oct/12 and Jan/13.	See: http://communitydata-donneescommunautaires.ca/leadsmeetings
4.3 Preparations were finalized for an annual Program Meeting to take place on April 19, 2013 in Peel Region.	
4.4 Individual consortium sub-sites are being maintained at communitydata.ca.	See: http://communitydata-donneescommunautaires.ca/members
4.5 Three issues of the trimesterly program newsletter - Making it Count! were published and distributed to over 1,200 registered users. The most recent, Vol. 1 Issue 3 was launched on January 25, 2013.	
4.6 Five meetings of the Reporting Working Group were hosted.	See: http://communitydata-donneescommunautaires.ca/rwg.
SD5 Build & Foster Partnerships	
5.1 Outreach was maintained with a subset of 300+ contacts established since 2011/12. The goal is to secure a total of 35 consortia by end of year 3 and 50 by the end of year 5. Organizations in the following five communities expressed interest in establishing a consortium in 2013-	

Program Accomplishments	Follow-up Action/Explanatory Notes
2014: Kamloops, Niagara, Chatham-Kent, Montreal, Newfoundland.	
5.2 A program marketing package was updated and was used as part of presentations delivered to the Community Economic Development (CED) network and Tamarack Institute's Vibrant Communities network.	See: http://communitydata-donneescommunautaires.ca/resources
5.3 External partnerships were targeted with the intent of using community data to co-publish reports. Discussions are ongoing with SEDI to develop a Municipal Index of Financial Well-Being to be co-published by CCSD, SEDI, and the Community Foundations of Canada. Environics Analytics, United Way of Toronto and TD Bank are also involved in the discussion. A separate discussion was initiated with Centract Canada regarding a co-publication on affordable housing.	
5.4 The third annual Community Data Roundtable was delivered in June 2012, in conjunction with HRSDC. Planning has begun for the fourth annual Community Data (virtual) Roundtable, to take place on June 19, 2013.	See: http://cdc-dcc.info/roundTable.php
5.5 A Community Analytics service was designed, to be delivered on a fee-for-service basis to organizations not eligible for participation in a consortium. The Community Data Program team supported the preparation of an agreement to have CCSD deliver the QOLRS project. As of January 1, 2013, the FCM QOLRS project will be delivered in closer alignment with the Community Data program, with data acquisition fully harmonized between QOLRS and CDP.	

1.2 Schedule B 2012-2013

SCHEDULE B

LIST OF DATA PRODUCTS AND DATA DELIVERY SCHEDULE (2012-2013)

Schedule B shall be amended on an ongoing basis, relying on a priority setting exercise led by the Canadian Council on Social Development (CCSD) and carried out in consultation with Community Data Consortium Lead Organizations (Leads), using a decision making process consistent with the **Community Data Program Governance Structure and Operating Procedures** posted at communitydata.ca/resources**.** Priorities for all data product acquisition are identified by the Data Access and Purchase Working Group with input from Leads and are approved by the Community Data Program Steering Committee. If you have questions about this process, please speak to your local Consortium Lead.

Schedule B contains a list of data products – including both data tables and analytical tools - the names of data product providers, a summary of available geographies, and the data delivery schedule, reflected in the following table. While certain products will be available within weeks of purchase, the special/custom orders from Statistics Canada and other providers may take up to 12 months for delivery.

This schedule is subject to change based on availability of data and cost.

All products currently under consideration for acquisition are described in greater detail in the following document available at communitydata.ca/resources: Community Data Catalogue 2012-2017.xls. Please contact information@communitydata.ca to share any errors, omissions or suggestions.

Legend:

P/T: Province and Territory

CMA: Census Metropolitan Area

CD: Census Division

CSD: Census Subdivision

CT: Census Tract

DA: Dissemination

More information on geographies is available at: http://communitydata.ca/DataGeographies

April 1, 2012 – March 31, 2013

June 2012 Order

Organization	Product/Service/Tool	Comments	Available Geographies									Status of Order
			Canada	P/T	CMA	CD	CSD	CT	DA	Postal Code	Custom	
Beyond 20/20 Inc.	Beyond 20/20	Beyond 20/20 is a free tool necessary to view tables from Statistics Canada. Price is for individual use.										Available from communitydata.ca catalogue.
Citizenship and Immigration	Permanent Residents Rounded Data Cube 2011	Data tables will be extracted and posted in the catalogue.	x	x	x	x	x					Available from communitydata.ca catalogue.
Environics Analytics	Envision	Envision is an analytical tool that produces reports and maps using an online interface. Licenses (or seats) for the tool will be provided to each Consortium as desired (some Consortium may find they do not need an individual license and can rely on CCSD to produce reports as needed).										Five licenses are available for use by members based on a request by Leads to the Program Team
Environics Analytics	Adjusted Census 2011 Data (EA versions of Census and National Household Survey)	Included with Envision.	x	x	x	x	x	x	x			Standard tables from the 2011 and 2006 Census are available by using Envision.
Statistics Canada	Canadian Business Patterns; June 2012	CPB is released twice a year; CCSD will order to most recent release twice a year.	x	x	x	x	x	x				Available from communitydata.ca catalogue.

Organization	Product/Service/Tool	Comments	Available Geographies									Status of Order
			Canada	P/T	CMA	CD	CSD	CT	DA	Postal Code	Custom	
Statistics Canada	Postal Code Conversion File, 2012	The initial order was for PCCF 2012. Updates will be purchased as they are released.										Available from communitydata.ca catalogue.
TransUnion	Credit Report Characteristics, Q1 2011, Q1 2012	New to the program. Training will be offered when the data is available through the catalogue.	x	x	x	x	x	x	x	x		Available from communitydata.ca catalogue.

September 2012 Order

Organization	Product/Service/Tool	Comments	Available Geographies									Status of Order
			Canada	P/T	CMA	CD	CSD	CT	DA	Postal Code	Custom	
Canada Mortgage and Housing Corporation	Market Analysis Centre products	Licensing under discussion. Custom order availability under review by CMHC.	x	x	x	x	x					Deferred until 2013-2014 in anticipation of launch of CMHC online data portal
Canadian Urban Libraries Council	Public Library Statistics						x					Available April 2013 from the communitydata.ca catalogue
Human Resources & Skills Development Canada	Database on Minimum Wages, 1965-2012			x								Available April 2013 from the communitydata.ca catalogue

Organization	Product/Service/Tool	Comments	Available Geographies									Status of Order
			Canada	P/T	CMA	CD	CSD	CT	DA	Postal Code	Custom	
Human Resources & Skills Development Canada	Shelter Capacity Report	Available on request from HRSDC	x	x	x		x					Available April 2013 from the communitydata.ca catalogue
Industry Canada	Insolvency data	Custom order from the Office of the Superintendent of Bankruptcy, not publicly accessible. Includes both business and personal bankruptcies.	x	x	x					x		Available April 2013 from the communitydata.ca catalogue
Caledon Institute of Social Policy	Welfare Incomes	Formerly available from the National Council of Welfare (now abolished).	x	x								Available April 2013 from the communitydata.ca catalogue
Statistics Canada	Aboriginal Peoples Survey		x	x	x	x	x					Deferred. Product is not currently reliable for Census subdivision due to small sample size
Statistics Canada	Building Permits 2000-2011		x	x	x	x	x					Available from the communitydata.ca catalogue
Statistics Canada	Canadian Community Health Survey 2011	Data tables will be extracted and posted in the catalogue.	x	x								Available April 2013 from the communitydata.ca catalogue
Statistics Canada	Cartographic Boundary Files											Available from the data provider http://www12.statcan.gc.ca/census-recensement/2011/geo/bound-limit/bound-limit-eng.cfm

Organization	Product/Service/Tool	Comments	Available Geographies									Status of Order
			Canada	P/T	CMA	CD	CSD	CT	DA	Postal Code	Custom	
Statistics Canada	2011 Census - Standard Tables	Includes Census Profiles, Topic Based Tabulations, and Highlight Tables	x	x	x	x	x	x	x			Available from the data provider http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E&MM, to be catalogued gradually
Statistics Canada	2011 Census - Standard Tables by Custom Geography	Standard Tables will be ordered by custom geographies.	x	x	x	x	x	x	x		x	Order initiated, waiting on estimate, delivery deferred to 2013-2014 Schedule B
Statistics Canada	Employment Insurance Statistics - Monthly (EIS)	Only the number of EI beneficiaries with regular benefits by age and sex is available at CSD level.	x	x	x	x	x					Available April 2013 from the communitydata.ca catalogue
Statistics Canada	Estimates of Population by Age and Sex (alternate method)		x	x	x	x	x					Available April 2013 from the communitydata.ca catalogue
Statistics Canada	Labour Force Historical Review	Standard product from the Labour Force Survey	x	x	x							Not ordered—sub-provincial geographies not available
Statistics Canada	Labour Force Survey		x	x	x	x	x					Available April 2013 from the communitydata.ca catalogue
Statistics Canada	Low Income Lines 2010-2011		x	x	x	x	x					Available from the communitydata.ca catalogue
Statistics Canada	Police Resources in Canada		x	x	x							Available April 2013 from the communitydata.ca catalogue
Statistics Canada	Small Area Administrative Data/Taxfiler - Custom: Income Deciles	Waiting for hold on data to be lifted before custom orders are placed	x	x	x	x		x				Order initiated, delivery deferred to 2013-2014 Schedule B

| Organization | Product/Service/Tool | Comments | Available Geographies | | | | | | | | | Status of Order |
			Canada	P/T	CMA	CD	CSD	CT	DA	Postal Code	Custom	
Statistics Canada	Small Area Administrative Data/Taxfiler - Custom: Low Income Measure and Working Poor	Waiting for hold on data to be lifted before custom orders are placed	x	x	x	x		x				Order initiated, delivery deferred to 2013-2014 Schedule B
Statistics Canada	Small Area Administrative Data/Taxfiler - Family, Senior, Neighbourhood	2011 release will be ordered by Census Tract. DA taxfiler data may be available from CCSD via Envision.	x	x	x	x		x				Order initiated, delivery deferred to 2013-2014 Schedule B
Statistics Canada	Small Area Administrative Data/Taxfiler - Financial Data and Charitable Donations	2011 release will be ordered by Census Tract. DA taxfiler data may be available from CCSD via Envision.	x	x	x	x						Order initiated, delivery deferred to 2013-2014 Schedule B
Statistics Canada	Survey of Household Spending	Available for select CMA's	x	x	x							Available April 2013 from the communitydata.ca catalogue
Statistics Canada	Uniform Crime Reporting Survey	Includes the Police-Reported Crime Severity Index	x	x	x							Available April 2013 from the communitydata.ca catalogue

December 2012 Order

| Organization | Product/Service/Tool | Comments | Available Geographies | | | | | | | | | Status of Order |
			Canada	P/T	CMA	CD	CSD	CT	DA	Postal Code	Custom	

Statistics Canada	Canadian Business Patterns Dec 2012	CPB is released twice a year; CCSD will order to most recent release twice a year	x	x	x	x	x	x				Available April 2013 from the communitydata.ca catalogue

More data products are planned for acquisition after the 2012-2013 program year. See Community Data Catalogue 2012-2017.xls for more information (http://communitydata.ca/resources)

1.3 Report of communitydata.ca user analytics – 2012-2013

Table 1 Basic Communitydata.ca Usage Statistics

Total active users	Total individual users who have downloaded	Total downloads	Number of Unique Products downloaded	Average number of downloads per user	Median number of downloads per user
654	180	1966	532	11	4

Table 2 Consortium Usage Statistics

Consortium	Number of users	Number of Downloads
Calgary	99	351
Durham Region	20	10
Halton Region	5	49
Hamilton	29	68
Kingston Frontenac Lennox and Addington (KFL&A)	25	59
London	9	81
Montreal	1	17
Ottawa	4	122
Parry Sound-Nipissing	2	13
Peel Region	41	61
Peterborough	1	0
Regina	14	18
Saint John	1	0
Simcoe County	57	136
Sudbury	34	89
Thunder Bay	0	1
Toronto	126	349
Vancouver	19	131
Waterloo Region	76	97
Wellington-Dufferin-Guelph	17	22
Winnipeg	34	139
York Region	40	153
Total	**654**	**1966**

Table 3 Top 20 Downloads by Data Product

Dataset	# of Downloads
Permanent Residents Rounded Count Research Data Cube (2010)	74
UPP06_Table-01_CSD	43
Enhanced Postal Code Conversion File (2012)	43
2009 Family_Tables 1 to 18_Level of geo 3 to 12	42
TransUnion Credit Report Characteristics (2011Q1)	41
2009 Family_Tables 1 to 18_Level of geo 21 to 51	40
Low Income Lines (2010-2011)	39
94-581-XCB2006001	35
Canadian Business Patterns (2011-12)	28
2011 NHS Response Rates by CSD	28
UPP06_Table-03_CSD	22
2008_Family_Tables 1 to 6	21
2009_62F0031-35	20
EO1306_SCProfile_Alberta_2006	17
TransUnion Credit Report Characteristics (2012Q1)	17
Canadian Business Patterns (2012-06)	16
UPP06_Table-01_WesternCustom	16
97-554-XCB2006048_CSD	14
97-554-XCB2006051_CSD	14
CBPDecember2010	14

Table 4 Top 20 Power Users by Consortium

User	Consortium	# of Downloads
Sibylle.Richter	Calgary	127
lcopas@sparc.bc	Vancouver	93
rahi	York Region	90
beth@socialplan	Toronto	84
dianneu@spcotta	Ottawa	72
Melissa.kelly@c	Calgary	71
chuwayne	Toronto	64
Ghilborn	Simcoe County	56
vdeparday	Ottawa	47
irena.pozgaj@si	Simcoe County	47
Andrea Rutherfo	Calgary	43
louisa.wong@ham	Hamilton	40
acamden	Toronto	38
rmactaggart@lon	London	37
cyokingc@toront	Toronto	36
thildebrandt@cd	Halton Region	30
james.houston@g	Winnipeg	30
rehan	Waterloo Region	29
valentyn.kliuch	York Region	29
gzonruit@london	London	25

1.4 Program budget 2012-2013

Canadian Council on Social Development
Community Data Program
April 1, 2012-March 31, 2013

in CDN Dollars

Revenue		
Consortium Fees - 20 consortia	$ 259,397	
Membership Fees - 12 Organizational Members per Consortium	$ 30,750	
Data sponsorship - value of data cost reduction to program	$ 52,310	
Inkind contributions of CCSD Program team members	$ 79,500	
Community Analytics Fee-for-Service to non-members	$ 5,000	
Total Revenue		$ 426,957

Expenses		
Data Purchase, excluding value of sponsorship	$ 100,101	
Data Acquisition through sponsorship	$ 52,310	
Staff / Contractors, excluding value of in-kind contribution	$ 148,500	
Staff / Contractors, in-kind portion	$ 79,500	
Program Overhead	$ 17,409	
Outreach / Travel	$ 17,532	
Annual Meeting	$ 11,606	
Total Expenses		$ 426,957
Net Operating Income		$ -

Other Income		
Interest Income	$ -	
Total Other Income		$ -
Net Income (Loss)		$ -

Notes:

Revenue

· Consortium Fee Revenue based on commitments provided by Community Data Consortia outlined in Table 1 below

· Revenue from Administration Fees are based on historical experience, with each Consortium expected to attract an average of 12 member organizations, each paying $125 annually

· CCSD In-Kind Contributions are derived from the following sources:

  · Inkind: in-kind contributions by CCSD staff and program team members
  · Sponsorship: Third-party sponsorship from public and private sector sources, including data providers offering concessional rates
  · Analytics fees: Revenue generated from fee-for-service data analysis services offered to non-Consortium members

· Cash flow dependent on payment of invoices

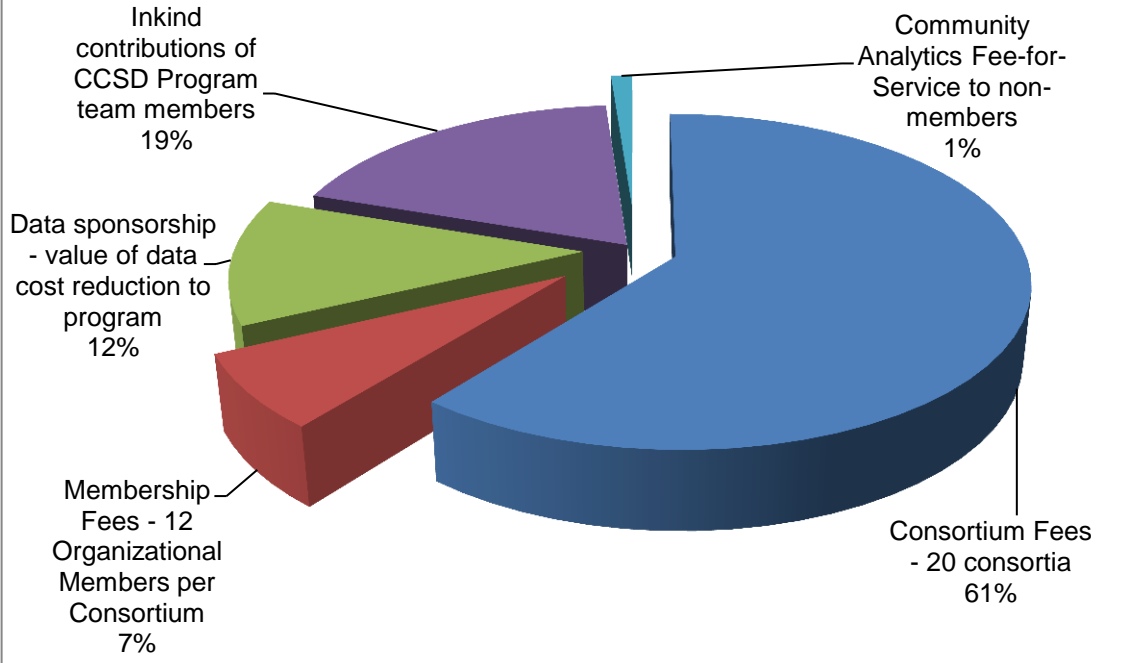**Table 1 Committed Community Data Consortia**

Consortium	Population	Consortium Fee
VANCOUVER	2,313,328	$ 19,990.00
NEW BRUNSWICK	360,673	$ 10,246.50
KINGSTON, FRONTENAC, LENNOX & ADDINGTON	191,562	$ 7,248.50
SUDBURY	194,518	$ 7,248.50
HALTON	501,669	$ 12,495.00
HAMILTON	519,949	$ 12,495.00
LONDON	439,151	$ 10,996.00
OTTAWA*	883,391	$ 10,000.00
PARRY SOUND	42,162	$ 5,000.00
PEEL	1,296,814	$ 19,990.00
PETERBOROUGH	134,933	$ 6,499.00
SIMCOE	446,063	$ 10,996.00
THUNDER BAY	146,057	$ 6,499.00
TORONTO	2,615,060	$ 19,990.00
WATERLOO	507,096	$ 12,495.00
YORK	1,032,524	$ 19,990.00
MONTREAL	1,886,481	$ 19,990.00
CALGARY	1,096,833	$ 19,990.00
WINNIPEG	1,208,268	$ 19,990.00
REGINA	193,100	$ 7,248.50

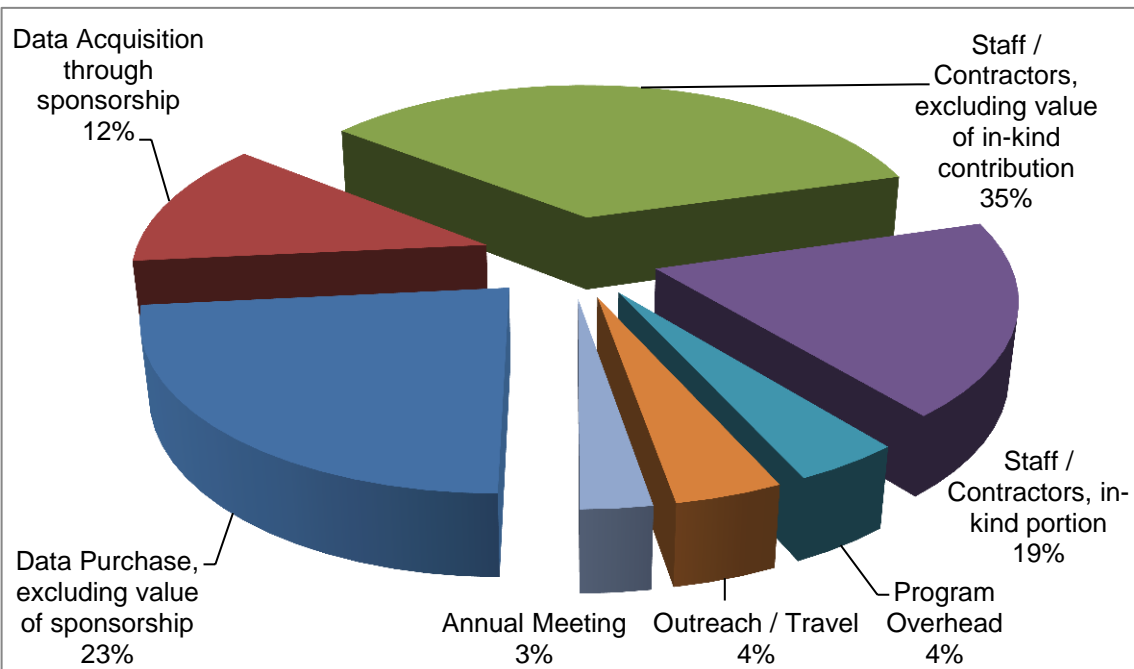*interim fee for 2012-2013, subject to securing additional partners*

Expenses

· "Data purchase" refer to direct costs charged by data providers and licensed tool providers, but excludes Program time required for data management

· "Data acquisition through sponsorship" refers to the value of data contributed to the program through sponsorship or concessional rates

· "Staff/contractors" include all CCSD staff and contracted program team members contributing to any aspects of program delivery, comprising the following positions: CCSD CEO; Finance & Administration; Program Lead/Manager; Data Analyst; GIS & Mapping Specialist; Communications & Outreach Specialist; Web Maintenance; Web Developer

· "Staff/contractors in kind portion" include contributions of unpaid time made by CCSD staff and contracted program team members to any aspects of program delivery

· "Overhead" includes the Community data Program-related portions of the following items: Office supplies; Office / meeting room rental; Office equipment; Office utilities; Professional services (legal, translation, design, accounting/audit); Telephone, cellphone, tele/video conference services; Internet and webhosting services; Content and liability insurance; and Delivery, postage, courier; Printing & copying.

· "Outreach/travel" includes Program Staff/Contractor travel outside Ottawa to support program delivery, including marketing, outreach and capacity building

· "Annual Meeting" includes logistics, venue, refreshments, CCSD travel, and meeting supplies associated with CCSD organizing and hosting an annual program meeting, and excludes travel costs for consortium members participating in annual meetings.

Community Data Program Annual Program Revenue 2012-2013

Inkind contributions of CCSD Program team members
19%

Data sponsorship - value of data cost reduction to program
12%

Membership Fees - 12 Organizational Members per Consortium
7%

Community Analytics Fee-for-Service to non-members
1%

Consortium Fees - 20 consortia
61%

Community Data Program Annual Program Expenses 2012-2013

Data Acquisition through sponsorship
12%

Staff / Contractors, excluding value of in-kind contribution
35%

Data Purchase, excluding value of sponsorship
23%

Annual Meeting
3%

Outreach / Travel
4%

Program Overhead
4%

Staff / Contractors, in-kind portion
19%

Part 2 – Plans for 2013-2014

2.1 Annual Program Workplan 2013-2014

	Activities	Annual Deliverables	Milestones
SD1	**Project Leadership**		
SD1.1	Strategic Planning, work planning & budgeting	Annual work plan & budget ready for Annual Program Meeting	31 Mar/14
SD1.2	Finance & Accounting	Invoicing, Payments, Revenue & Expenditure Statements	Quarterly
SD1.3	CCSD-CDP Staff Team Meetings		Quarterly
SD1.4	Communication with webhost; backups; troubleshooting		Ongoing
SD1.5	Communitydata.ca Web Infrastructure Development/Upgrading	Website upgrade planned and delivered, focused on Drupal module updates.	31 Aug/13
SD1.6	Integrating the CDP and CCSD Websites	Two websites fully cross-referenced and share common look & feel	Ongoing
SD1.7	Prepare CCSD-Consortium MoAs	MoAs are prepared, signed and posted; amended as required	Ongoing
SD1.8	Administer Organizational membership	CDP Membership registration & payment system maintained	Ongoing
SD1.9	Host & Coordinate Steering Committee	Meeting notes prepared and posted	2nd Thurs of every 4th month, 1:30-2:30EST 12Sep13 9Jan14
SD1.10	Prepare Program Administrative Reports	Administrative reports for CCSD	Monthly
SD2	**Purchase & Access Data**		
SD2.1	Data Acquisition Planning	Community Data Catalogue and Schedule B Updated, with updates shared with Steering Committee and posted at communitydata.ca	Ongoing
SD2.2	Negotiate Data Acquisition & License Agreements	License/Data Sharing Agreements finalized with data providers	ongoing
SD2.3	Monitor Data Acquisition/Intervene as necessary	Schedule B Orders finalized and implemented (specify tables)	1Apr-31 Jul/13 1Aug-30 Nov/13 1Dec-Mar 31/14
SD2.4	Administering User Access	User registration system monitored, and usage reports published online	Ongoing
SD2.5	Uploading Data Products	Data tables posted to FTP repository as they are acquired	Ongoing
SD2.6	Cataloguing Tables (including user notification)	Data Tables and Files Uploaded & Catalogued consistent with Schedule B	31 Jul/13 30 Nov/13 Mar 31/14
SD2.7	Improving Data-related Web Functionality	Functionality improved based on user feedback and ongoing improvements by the Program team	As required
SD2.8	Host and coordinate Data Access Working Group	Meetings hosted	As required

	Activities	Annual Deliverables	Milestones
SD3	**Train People & Build Capacity**		
SD3.1	Responding to Day-to-Day Data Use Concerns / Inquiries	Includes responding to requests for technical assistance, finding a particular data table, producing simple tables.	Ongoing
SD3.2	Design & Deliver Program Orientation Training to each Consortium	Program Orientation Scheduled with remaining consortia which have not yet received orientation training.	Ongoing
SD3.3	Coordinate delivery of training related to data tools (e.g Beyond2020/Envision)	Training Program for Analytical Tools scheduled (e.g. B2020, Envision, PCCF, Mapping)	Ongoing
SD3.4	Develop Training Tools/Content	One tool developed and posted/linked at communitydata.ca, subject to agreement of Consortium Leads; e.g. video tutorial created by Program team, or created by a third party data provider	30 Sep/13
SD3.5	Prepare Trimesterly Product Profile	Product profile report published trimesterly	4th Friday of every 4th month 24May13 27Sep13 24Jan14
SD3.6	Responding to/improving Training-related Web Technical Issues	Functionality improved based on user feedback and ongoing improvements by the Program team	As required
SD4	**Share Results (Communications)**		
SD4.1	Maintain regular Communication with Consortium Leads		Ongoing
SD4.2	Host and coordinate Consortium Leads Teleconferences	Leads Teleconferences hosted, with meeting notes recorded and posted.	3rd Thurs of every 4th month, 1:30-2:30EST 19Sep13 16Jan14
SD4.3	Host and coordinate Annual Program Meeting with Consortium Leads	Annual Program Meeting	19-Apr-13
SD4.4	Upload stories, best practices, data results to the website	Consortium sub-sites maintained	ongoing
SD4.5	Prepare Trimesterly Newsletter	Program newsletter - Making it Count! – published trimesterly	4th Friday of every 4th month 24May13 27Sep13 24Jan14
SD4.6	Mapping & Reporting Working Group	Meetings hosted	As required
SD5	**Build & Foster Partnerships**		

	Activities	Annual Deliverables	Milestones
SD5.1	Member Recruitment / Missions to Select Cities (Travel)	Target: 20 members by end of Year 1; 35 by Year 3; 50 by Year 5. Outreach to British Columbia (with SPARC) and to Alberta.	Ongoing
SD5.2	Develop Program Marketing & Membership Package	Updated Program marketing package (presentation, primer)	Ongoing
SD5.3	Approach prospective report preparation partners	Target: One external partnership to co-publish "Strength in Numbers" report series. Focus for 2013/2014 is a partnership with SEDI and Community Foundations of Canada on measuring financial well-being in Canadian cities and communities.	Ongoing
SD5.4	Host & coordinate Community Data Canada Roundtable and meetings	Annual Community Data Roundtable	June 19, 2013
SD5.5	Proposal Writing	Pursue Program funding opportunities	As required

2.2 Program Communications plan

Medium	Tools	Details	Responsible for Content	Schedule	Audience
1. Website	CCSD.ca	-Post reports and media releases using community data from the Community Data Program	CCSD Web manager	Quarterly	Media, CCSD Membership
	Communitydata .ca	- Update Blog - Site updates with new content - Upload tables	CDP Program Team	Weekly	CDP Members
	cdc-dcc.info (Community Data Canada)	-integrate with communitydata.ca - Update site with roundtable reports and announcements	CDP Program Team	Annual	Community Data Networks
2. E-Newsletter	*Making it Count!*	- Newsletter with information on CDP membership, training and funding opportunities, link to product profile report, updates on community data canada and reports by members using data.	CDP Program Team	Trimesterly (May, Sep, Jan)	Community Data Program users
3. Meetings / Workshops	Community Data (Virtual) Roundtable	- Organize annual roundtable, using a webinar format, similar to June 2012 - Use event to promote CDP and provide platform for members to present to potential consortium -Partner with HRSDC or other for webinar tools	CDP Program Team & Partner (HRSDC in 2012)	Annual (mid-June)	Community Data Network, prospective consortia
	CDP Teleconferences	-Regular information updates for lead organizations -Move towards interactive webinar format -Spring meeting takes place face-to-face	CDP Program Team	Trimesterly (Sep, Jan)	CDP Consortium Leads
	CDP Annual Program meeting	- Opportunity for face-to-face meeting -Co-hosted by the CCSD and one consortium lead	CDP Program Team	Annual (April/May)	CDP Leads and one non-lead

Medium	Tools	Details	Responsible for Content	Schedule	Audience
4. Reports	*Strength-in-Numbers Series (under development)*	- Create series of media-friendly reports on topical social development issues using CDP data -CCSD Partners with like-minded national organizations on each report -CCSD contributes the data -Reports are co-published under the Strength-in-Numbers series - Upload reports & media releases to ccsd.ca -Media releases are used to advertise reports -Consortia are encouraged to generate their own local reports using data and templates available from communitydata.ca	CCSD Researcher, CDP Program Team and Partner (s)	Annual (subject to partnerships)	Media, CCSD members
	Media release	- CCSD releases media bulletins - Encourage CCSD CDP Consortia to use program material as local press releases	CDP Program Team	Coinciding with release of Strength-in-Numbers report	Media
	Community Data Product Profile	- Generate 1-2 page report using data available from www.communitydata.ca to showcasing new data products	CDP Program Team	Trimesterly (May, Sep, Jan)	Community Data Program users

2.3 Schedule B 2013-2014

Schedule B List of data products and data order schedule (2013-2014)

Schedule B is a list of upcoming data orders

This Schedule B lists data products that the Community Data Program intends to acquire during the 2013-2014 program year (April 1, 2013 through March 31, 2014). Schedule B contains a list of data products – including both data tables and analytical tools - the names of data product providers, a summary of available geographies, and the data delivery schedule, reflected in the following tables. All products currently under consideration for acquisition are described in greater detail in the *Community Data Catalogue 2012-2017* spreadsheet (communitydata.ca/resources).

Making data available takes time

While certain products will be available within weeks of purchase, the special/custom orders from Statistics Canada and other providers may take up to 12 months for delivery.

Schedule B is updated regularly

This document is amended regularly, subject to the availability and cost of data. Priorities for data product acquisition are identified by the Data Access and Purchase Working Group with input from Leads and are approved by the Community Data Program Steering Committee, using a decision making process consistent with the Community Data Program *Governance Structure and Operating Procedures* (communitydata.ca/resources). If you have questions about this process, please speak to your local Consortium Lead.

Census geography abbreviations

P/T Province and Territory

CMA Census Metropolitan Area

CD Census Division

CSD Census Subdivision

FSA Forward Sortation Area (three-digit Postal Code)

CT Census Tract

DA Dissemination Area

PC Six-digit Postal Code

Schedule B Orders to initiate between April 2013 and July 2013

Organisation	Product	Data year(s)	Available geographic scales											Order status
			P/T	C(M)A	CD	CSD	FSA	CT	DA	PC	Custom	Address	Other	
Beyond 20/20 Inc.	Beyond 20/20	NA												Now available at communitydata.ca
Canada Mortgage and Housing Corporation	Market Analysis Centre products	2012	x	x	x	x								No delivery date available
Citizenship and Immigration	Permanent Residents Rounded Data Cube 2012	2011	x	x	x	x								Waiting on official release from CIC
Environics Analytics	Enhanced Postal Code Conversion File 2013	2013								x				Initiate order in April 2013
Human Resources & Skills Development Canada	Employment Insurance Statistics (monthly)	2013	x	x	x	x								Initiate order in April 2013
Scott's Directories	Geocoded non-retail business listings	2011, 2012									x			Product under discussion
Statistics Canada	Building Permits	2012	x	x	x	x								Initiate order in May 2013

Organisation	Product	Data year(s)	P/T	C(M)A	CD	CSD	FSA	CT	DA	PC	Custom	Address	Other	Order status
							Available geographic scales							
Statistics Canada	Canadian Community Health Survey	2012	x										x	Initiate order in June 2013
Statistics Canada	2011 Census - Standard Tables by Custom Geography	2011	x	x	x	x		x	x			x		Order initiated, waiting on estimate
Statistics Canada	Low Income Lines	2012, 2011	x	x	x	x								Initiate order in June 2013
Statistics Canada	Police Resources in Canada	2000-2012	x										x	Available Spring 2013 directly from the provider, to be catalogued gradually
Statistics Canada	Small Area Administrative Data/Taxfiler - Custom: Income Deciles	2010, 2011	x	x	x	x	x	x	?					Order initiated, waiting on estimate
Statistics Canada	Small Area Administrative Data/Taxfiler - Custom: Low Income Measure and Working Poor	2010, 2011	x	x	x	x	x	x	?					Order initiated, waiting on estimate
Statistics Canada	Small Area Administrative Data/Taxfiler - Family, Senior, Neighbourhood	2010, 2011	x	x	x	x	x	x	?					Order initiated, waiting on estimate
Statistics Canada	Small Area Administrative Data/Taxfiler - Financial	2010, 2011	x	x	x	x	x	x	?					Order initiated, waiting on estimate

Organisation	Product	Data year(s)	P/T	C(M)A	CD	CSD	FSA	CT	DA	PC	Custom	Address	Other	Order status
	Data and Charitable Donations													

Schedule B Orders to initiate between August 2013 and November 2013

			Available geographic scales											
Organisation	Product	Data year(s)	P/T	C(M)A	CD	CSD	FSA	CT	DA	PC	Custom	Address	Other	Order status
Caledon Insitute of Social Policy	Welfare Incomes	2012	x											Verify whether Caledon Institute continues to collect this data
Canadian Urban Libraries Council	Public Library Statistics	2011, 2012											x	Initiate order in October 2013
DMTI Spatial	Enhanced Points of Interest	2012									x			Product under discussion
Environics Analytics	Adjusted National Household Survey 2011	2010, 2011	x	x	x	x		x	x					Available from ENVISION upon release (Fall 2013)
Human Resources & Skills Development	Database on Minimum Wages, 1965-2014	2013, 2014	x											Available Fall 2013 from the communitydata.ca catalogue

Organisation	Product	Data year(s)	Available geographic scales											Order status
			P/T	C(M)A	CD	CSD	FSA	CT	DA	PC	Custom	Address	Other	
Canada														
Human Resources & Skills Development Canada	Shelter Capacity Report	2012	x										x	Initiate order in October 2013
Industry Canada	Insolvency data	2012	x				x							Initiate order in September 2013
Statistics Canada	Canadian Business Patterns (2013-06)	2013	x	x	x	x		x						Initiate order in September 2013
Statistics Canada	2011 National Household Survey - Custom crosstabulations	2010, 2011	x	x	x	x		x	x			x		Initiate order in August 2013
Statistics Canada	2011 National Household Survey - Standard Tables	2010, 2011	x	x	x	x		x	x					Available Summer 2013 from the data provider, to be catalogued gradually
Statistics Canada	2011 National Household Survey - Profiles by custom geography	2010, 2011	x	x	x	x		x	x			x		Initiate order in August 2013
Statistics Canada	2011 National Household Survey - Urban Poverty Project (UPP)	2010, 2011	x	x	x	x		x	x			x		Initiate order in August 2013

Organisation	Product	Data year(s)	P/T	C(M)A	CD	CSD	FSA	CT	DA	PC	Custom	Address	Other	Order status
			Available geographic scales											
Statistics Canada	Estimates of Population by Age and Sex (alternate method)	2013	x	x	x	x								Initiate order in September 2013
Statistics Canada	General Social Survey - Social Engagement	2003, 2008	x	?	?	?								Order under discussion
Statistics Canada	General Social Survey - Time Use	2000, 2005, 2010	x	?	?	?								Order under discussion
Statistics Canada	Uniform Crime Reporting Survey	2012	x	x										Initiate order in August 2013
TransUnion	Credit Report Characteristics	2013								x				Initiate order in October 2013

Schedule B Orders to initiate between December 2013 and March 2014

Organisation	Product	Data year(s)	P/T	C(M)A	CD	CSD	FSA	CT	DA	PC	Custom	Address	Other	Order status
			Available geographic scales											
Canadian Urban Transit Association	Transit Statistics												x	May not be available to our members

| Organisation | Product | Data year(s) | Available geographic scales | | | | | | | | | | | Order status |
			P/T	C(M)A	CD	CSD	FSA	CT	DA	PC	Custom	Address	Other	
Environics Analytics	Envision	NA												Available on demand
Scott's Directories	Geocoded non-retail business and institutional listings	2013									x			Product under discussion
Statistics Canada	Canadian Business Patterns (2013-12)	2013	x	x	x	x		x						Initiate order in February 2014
Statistics Canada	Survey of Household Spending	2012	x	x										Initiate order in January 2014

2.4 Schedule C: Data sharing agreement to replace existing Schedules C and D

Schedule C Community Data Program
Data sharing and end-use license agreement

1. Summary of DOs and DON'Ts in plain English

DO	DON'T
• Use the data for your organisation's in-house analysis, research, planning and policy-making • Use the data for educational and community development purposes, *e.g.* to publish indicators or community profiles • Share findings and supporting data • Make sure to acknowledge the Community Data Program and associated data sources • Get in touch with us at information@communitydata.ca if you have questions about data sharing, or releasing a publication that uses CDP data	• Lend, rent, sell, or give away *raw* **data** to non-members • Share your communitydata.ca password or provide access to the catalogue to a non-registered user

2. Description of agreement

This document explains what you (the user, referred to here as the "Licensee") can and cannot do with data available in the Community Data Catalogue ("Schedule B", see definition below). By agreeing to this document, the Canadian Council on Social Development (CCSD) grants the Licensee a non-exclusive[1], non-transferable[2] license ("Data Sharing and End Use License") to use the data listed in Schedule B, subject to the terms listed below ("Terms of Use").

Plain English

This document explains the rules you'll need to follow when using communitydata.ca data

3. Definitions

Term	Definition	
Data Sharing and End Use License	The license to use and share data listed in Schedule B	Permission to use the data
Licensee	The licensed Schedule B data user within a member organisation of a Community Data	You

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[1] The End Use License may be granted to multiple Licensees by CCSD.

[2] The Licensee cannot transfer the End Use License to any other party without the consent of CCSD.

Consortium

Schedule B	The full list of data available to Community Data Program users from the communitydata.ca catalogue	The data
Raw data	A data product extracted directly from the communitydata.ca catalogue and shared with a third party without extracting, formatting, or creating any new data.	Raw data has not been modified
Member organisation	An independently incorporated public, para-public or voluntary sector organization focused on the implementation of a public service goal and operating at the sub-provincial level, which has joined an existing Community Data Consortium. Independently incorporated organisations not registered as a member of a consortium shall not be provided access to the data products.	Members are independently incorporated organisations Access to the data is limited to Members only
Terms of Use	Conditions that govern the use of data listed in Schedule B	The rules

4. Terms of Use

1. The Licensee shall not lend, rent, sub-license, transfer or sell any part of the data products nor any right granted under this agreement to any party outside the Licensee's member organisation.

   Don't lend, rent, sell, or give away raw data

2. The Licensee is granted reasonable rights of use of the content of the data products only for personal, corporate or public policy research, as well as for educational, planning, and community awareness purposes. This permission includes the use of content in the analysis and reporting of results and conclusions.

   Do use the data for policy research, planning and educational purposes

3. Any violation of this license renders it void and of no effect. This agreement will terminate automatically without notice if the Licensee fails to comply with any term of this agreement. In the event of termination, the Licensee must immediately return the data products to CCSD or destroy them and certify this destruction in writing to CCSD.

   By breaking the rules, you will lose your login privileges

5. Warranties and disclaimers

The data products are provided "as is". Third party data providers make no warranty, either express or implied, including but not limited to, warranties of merchantability and fitness for a particular purpose. In no event will third party data providers be liable for any direct, special, indirect, consequential or other damages however caused.

Data providers don't claim their products are suitable or appropriate for any given purpose

6. Acceptance of Terms of Use (for Memorandum of

Agreement)

By signing the Memorandum of Agreement, you agree to the Terms of Use that govern the use of data listed in Schedule B.

6. Acceptance of Terms of Use (for online version)

By clicking on the button labelled "I agree" you agree to the Terms of Use that govern the use of data listed in Schedule B.

Important note: It is the End User's responsibility to ensure that his or her use of data listed in Schedule B complies with these terms and to seek permission from CCSD for any uses not permitted or not specified in this agreement.

I AGREE

You agree to the terms by signing the MOA

Click "I agree" if you agree to the terms

If you're ever unsure about using or sharing data in any way, ask us first!

2.5 Annual Program Budget 2013-2014

Canadian Council on Social Development
Community Data Program
April 1, 2013-March 31, 2014

in CDN Dollars

Revenue		
Consortium Fees - 23 consortia	$	294,131
Membership Fees - 7.5 Members per Consortium	$	21,563
Data sponsorship - value to the Program	$	73,518
Inkind contributions of CCSD Program team members	$	22,800
Community Analytics Fee-for-Service to non-members	$	5,000
Total Revenue	$	417,011

Expenses		
Data Purchase, excluding sponsorship	$	109,703
Data Acquisition through sponsorship	$	73,518
Program team, excluding in-kind contribution	$	168,107
Program team, in-kind contribution	$	22,800
Program Overhead	$	18,942
Outreach / Travel	$	16,049
Annual Meeting	$	7,892
Total Expenses	$	417,011
Net Operating Income	$	-

Other Income		
Interest Income	$	-
Total Other Income	$	-
Net Income (Loss)	$	-

Notes:

Revenue

· Consortium Fee Revenue based on commitments provided by Community Data Consortia outlined in Table 1 below

· Revenue from Membership Fees are based on historical experience, with each Consortium expected to attract an average of 7.5 member organizations, each paying $125 annually

· CCSD In-Kind Contributions are derived from the following sources:

   · Inkind: in-kind contributions by CCSD staff and program team members

   · Sponsorship: Third-party sponsorship from public and private sector sources, including data providers offering concessional rates

   · Analytics fees: Revenue generated from fee-for-service data analysis services offered to non-Consortium members

· Cash flow dependent on payment of invoices and of membership fees

Table 1 Community Data Consortia

Consortium	Population	Consortium Fee
CALGARY	1,096,833	$ 19,990.00
DURHAM	608,124	$ 13,994.00
HALTON	501,669	$ 12,495.00
HAMILTON	519,949	$ 12,495.00
KINGSTON, FRONTENAC, LENNOX & ADDINGTON	191,562	$ 7,248.50
LONDON	439,151	$ 10,996.00
MONTREAL*	**1,886,481**	**$ 19,990.00**
NEW BRUNSWICK	360,673	$ 5,749.50
OTTAWA	883,391	$ 17,741.50
PARRY SOUND-NIPISSING	126,898	$ 6,499.00
PEEL	1,296,814	$ 19,990.00
PETERBOROUGH	134,933	$ 6,499.00
RED DEER	90,564	$ 5,749.50
REGINA	193,100	$ 7,248.50
SIMCOE	446,063	$ 10,996.00
ST. JOHN'S NF*	**149,997**	**$ 6,499.00**
SUDBURY	194,518	$ 7,248.50
TORONTO	2,615,060	$ 19,990.00
VANCOUVER/FRASER VALLEY	2,313,328	$ 19,990.00
WATERLOO	507,096	$ 12,495.00
WELLINGTON-DUFFERIN-GUELPH	265,241	$ 8,747.50
WINNIPEG	1,208,268	$ 19,990.00
YORK	1,032,524	$ 19,990.00
TOTAL	**17,062,237**	**$ 292,631.50**

*Membership expected in 2013-2014 program year

Notes:

Expenses

"Data purchase" refer to direct costs charged by data providers and licensed tool providers, but excludes Program time required for data management.

"Data acquisition through sponsorship" refers to the value of data contributed to the program through sponsorship or concessional rates.

"Staff/contractors" includeS all CCSD staff and contracted program team members contributing to any aspects of program delivery, comprising the following positions: CCSD CEO; CCSD Finance & Administration; Program Lead/Manager; Program Data Analyst; Program GIS & Mapping Specialist; Program Communications & Outreach Specialist; Program Web Maintenance; Program Web Developer.
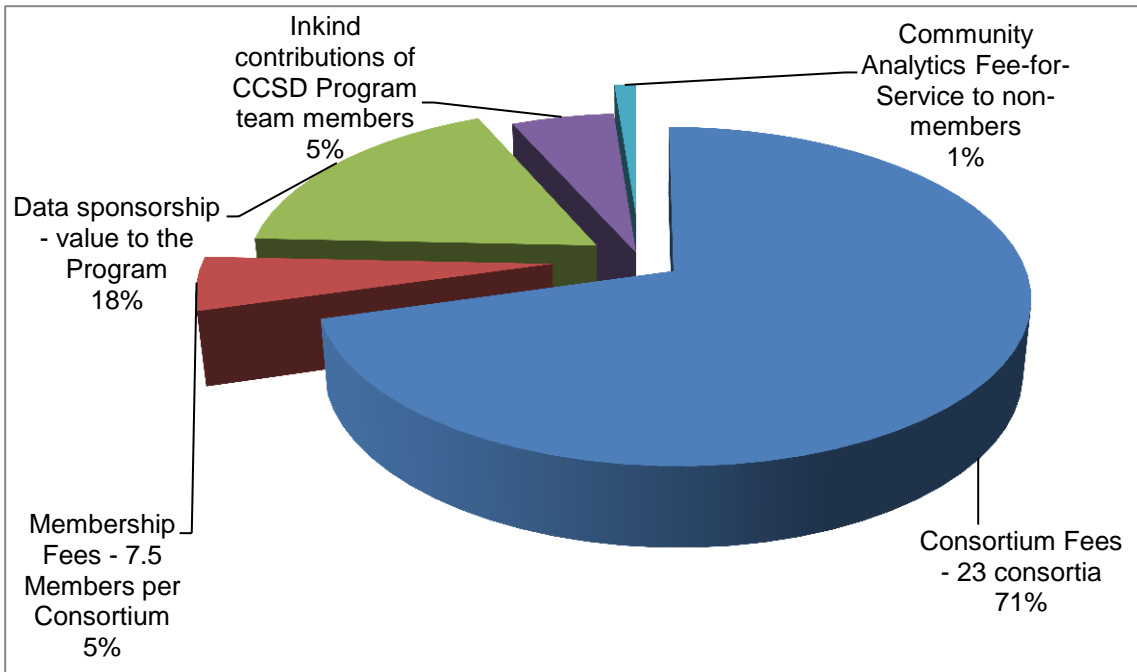
"Staff/contractors in kind portion" includes contributions of unpaid time made by CCSD staff and contracted program team members to any aspects of program delivery.

"Overhead" includes the Community data Program-related portions of the following items: Office supplies; Office / meeting room rental; Office equipment; Office utilities; Professional services (legal, translation, design, accounting/audit); Telephone, cellphone, tele/video conference services; Internet and webhosting services; Content and liability insurance; and Delivery, postage, courier; Printing & copying; Contingency.
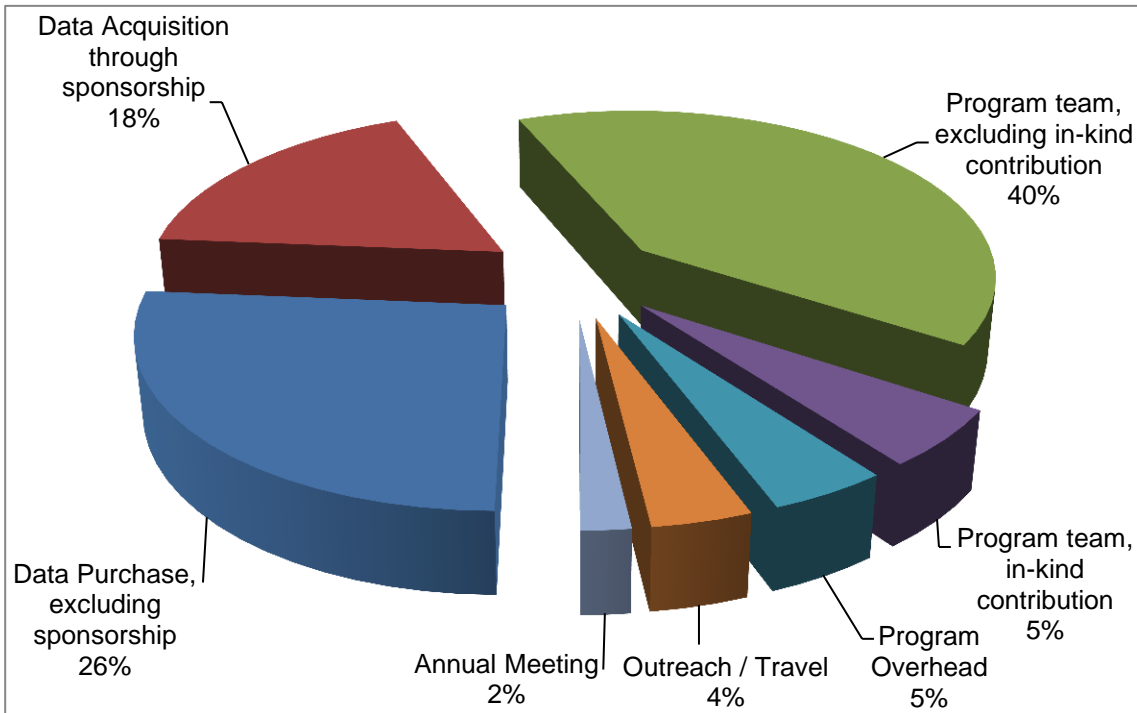
"Outreach/travel" includes Program Staff/Contractor travel outside Ottawa to support program delivery, including marketing, outreach and capacity building.

"Annual Meeting" includes logistics, venue, refreshments, CCSD and program team travel, and meeting supplies associated with CCSD organizing and hosting an annual program meeting, and excludes travel costs for consortium members participating in annual meetings.

Community Data Program Annual Program Revenue 2013-2014

Community Data Program Annual Program Funding 2012-2013

- Community Analytics Fee-for-Service to non-members 1%
- Consortium Fees - 23 consortia 71%
- Membership Fees - 7.5 Members per Consortium 5%
- Data sponsorship - value to the Program 18%
- Inkind contributions of CCSD Program team members 5%

Community Data Program Annual Program Expenses 2013-2014

- Data Acquisition through sponsorship 18%
- Program team, excluding in-kind contribution 40%
- Data Purchase, excluding sponsorship 26%
- Annual Meeting 2%
- Outreach / Travel 4%
- Program Overhead 5%
- Program team, in-kind contribution 5%

2.6 Program Governance Document

Canadian Council on Social Development
Community Data Program
Governance Structure and Operating Procedures
[FINAL DRAFT]

1.0 Background

The Canadian Council on Social Development (CCSD) established the Community Data Program (CDP) in the mid-1990s as a gateway for municipalities and community sector organizations to access customized tables from Statistics Canada and other providers to monitor and report on social and economic development trends within their communities. Relying on a Community Data Consortium model, the CDP reduces the cost of acquiring community data, builds community data analysis capacity and connects a national network of community data users.

This document describes the system of decision making governing the Community Data Program. The decision making system includes a governance model comprising the CDP's principal stakeholders, roles and responsibilities of each of the principal stakeholders, and the operating procedures guiding these relationships. The document also details the decision making process related to the Program's annual budget.

The governance structure and operating procedures described in this document build on the evolving practices pursued by the Program stakeholders since the Program's inception, capture the basic elements of the Governance Structure agreed in the form of a Draft Governance Model at Community Data Program Leads Annual Meeting of March 8, 2011, and has benefitted from a formal review by members of the Program Steering Committee.

2.0 Overview of the Governance Structure

The CDP's two principal stakeholders are the Canadian Council on Social Development (CCSD), comprised of its Board of Directors, President & CEO and the CDP Team, and the Community Data Consortium Leads (Leads), representing the organizational members of each Community Data Consortium.

These two stakeholders interact formally by means of Leads meetings and Program Steering Committee meetings.
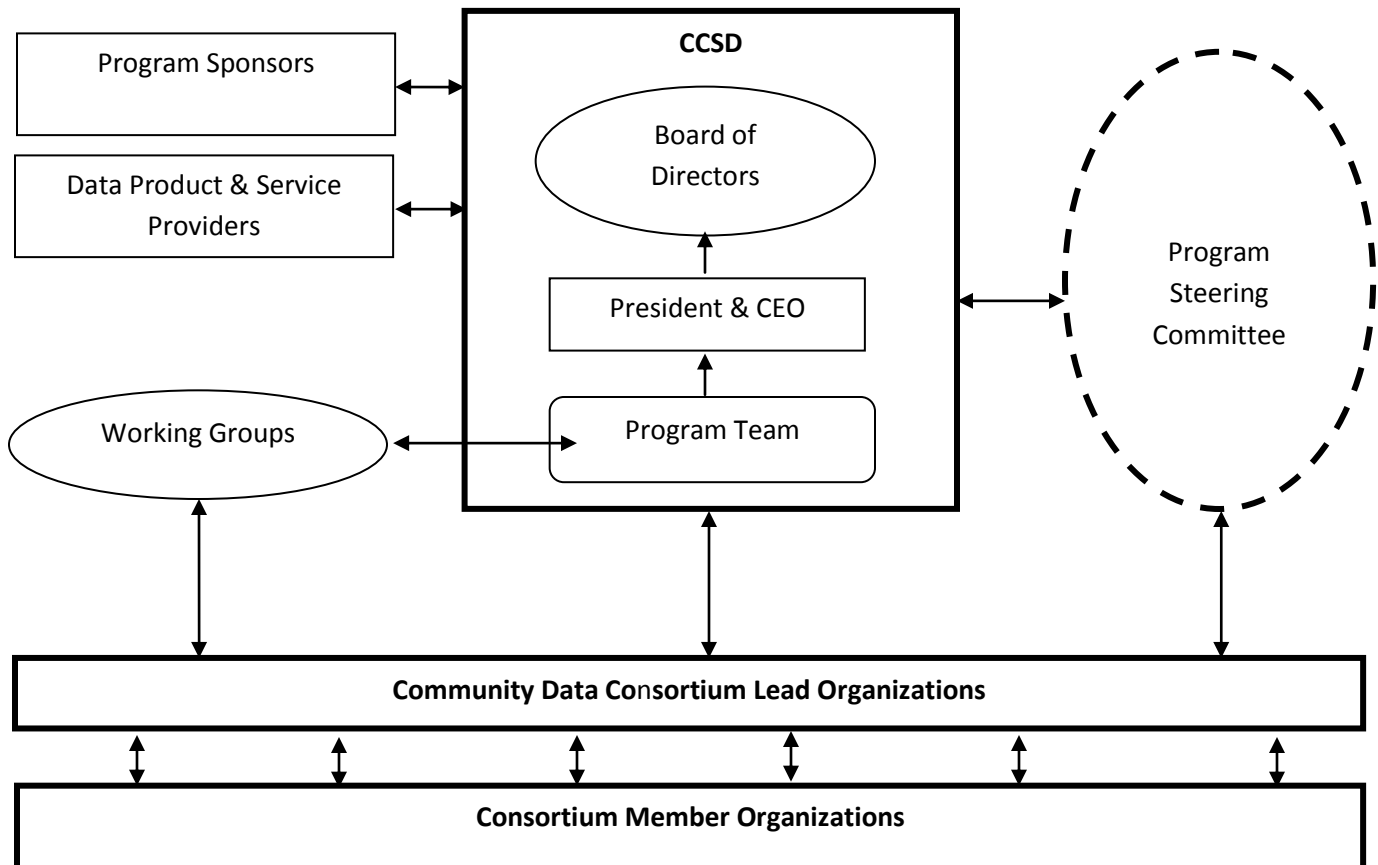
Other program stakeholders include:

- **Individual registered users** of the CDP, employed or contracted by Consortium members;

- **Government and private sector data product & service providers** entering into agreements with CCSD;

- **Financial sponsors** of the CDP , entering into agreements with CCSD; and,

- **Representatives of national and provincial government, community sector and private sector organizations** not eligible for membership in a community data consortium, but sharing a commitment to increasing access to community data.

The basic relationships governing these stakeholders are illustrated in Chart 1.

Chart 1 Community Data Program Governance Organization Chart

```
┌─────────────────────────┐   ┌──────────────────────────────────┐              ╭─────────────────╮
│   Program Sponsors      │◄─►│             CCSD                 │              │                 │
└─────────────────────────┘   │        ╭──────────────╮         │              │    Program      │
┌─────────────────────────┐   │        │   Board of    │         │◄────────────►│   Steering      │
│  Data Product & Service │◄─►│        │   Directors   │         │              │   Committee     │
│       Providers         │   │        ╰──────────────╯         │              │                 │
└─────────────────────────┘   │        ┌──────────────┐         │              ╰─────────────────╯
                              │        │ President & CEO│         │
   ╭──────────────╮           │        └──────────────┘         │
   │Working Groups│◄─────────►│        ┌──────────────┐         │
   ╰──────────────╯           │        │  Program Team │         │
                              └────────────────────────────────┘
```

Working Groups ◄──► Program Team

┌──┐
│   **Community Data Consortium Lead Organizations**   │
└──┘

┌──┐
│   **Consortium Member Organizations**   │
└──┘

3.0 Roles and Responsibilities

As a collaborative initiative, the CDP relies on an active partnership between CCSD and the Community Data Consortium Lead Organizations. The roles of these partners with respect to the governance of the Consortium Program are delineated as follows:

3.1 The Canadian Council on Social Development (CCSD)

CCSD is the lead organization for the CDP and is the Program's principal accountable body. Ultimate decision making authority rests with CCSD, its board of Directors and President & CEO. CCSD's President & CEO maintains accountability to the CCSD Board of Directors for decisions taken at the Program level.

CCSD will be the primary body and ultimate authority responsible for:

- Making decisions regarding the operations and strategic direction of the Program;

- Consulting with Lead Organizations by means of regular Leads Teleconferences and an annual Leads meeting to discuss issues of mutual interest and concern; and,

- Relying on the Program Steering Committee to obtain advice and input on matters of mutual interest and concern.

CCSD is the primary body and ultimate authority responsible for undertaking Program services outlined in the CCSD CDP Memorandum of Agreement and Membership Agreement Backgrounder 2012-2017, falling under the headings of Program Leadership, Data Purchase & Access; Training & Capacity Building; Sharing Results Across the Network; and Partnerships & Outreach.

Working under the direction of CCSD's President & CEO, the CCSD Program Team includes staff and contractors engaged by CCSD to develop and implement the program work plan, deliver program services and support the Program Steering Committee and working groups.

3.2 Community Data Consortium Lead Organizations

A Community Data Consortium is a local network of organizations focused on the implementation of a public service goal and operating within the boundaries of a municipality or those of a community organization. Each Consortium adheres to a set of common principles, including, but not limited to:

- Collaboration

- Mutual Accountability and Respect

- Open Communication

- Commitment to improving the use of social data

- Commitment to quality research standards

- Commitment to improving social conditions

- Commitment to ethical research standards

- Commitment to the appropriate use of research

Each Consortium is considered a principal beneficiary of the Program and a significant contributor to the costs of operating the Program.

Each Consortium is led by a Community Data Lead Organization (Lead). The Lead is a partner in the design and delivery of the CDP and represents the members of the Community Data Consortium. The Lead provides leadership to the local consortium and is the primary contact between the CCSD and the members of local consortium. The specific roles and responsibilities of the Lead include:

With respect to the relationship with CCSD…

- Entering into a legal agreement with CCSD in the form of the Memorandum of Understanding (MoA);
- Abiding by the terms of the MoA signed by CCSD and the Community Data Consortium;
- Representing the interests of local members in discussions with CCSD and the Steering Committee;
- Representing Community Data Consortium members at Leads meetings;
- Submitting to CCSD requests for consortium membership;
- Sharing with CCSD an accurate list of approved consortium members with contact information; and,
- Sharing with CCSD the types of uses made of the data received, and products produced from that data.

With respect to the relationship with members of the consortium…

- Organizing a Community Data Consortium within the community;
- Undertaking outreach within the community including recruitment of new members;
- Maintaining a list of consortium members with contact information in a format provided by CCSD;
- Ensuring that information received from CCSD is communicated to all consortium members;
- Managing local financial administration related to CDP fees;
- Ensuring that consortium members are aware of and abide by the terms of the MoA;
- Ensuring that each member of the consortium is aware of the obligation to register with CCSD, and pay an annual program administration fee; and,
- Ensuring that all consortium members are aware of and comply with the Data Products Sharing License and Consortium End-Use License Agreements associated with data products available from the CDP.

3.3 Consortium Member Organizations

Each community data consortium comprises one or more member organizations (member). Each member shall be represented by a contact person. The CDP team may make direct contact with that individual from time to time, as required.

Member organizations have the following roles and responsibilities:

- Abide by terms and conditions of membership as established by the Memorandum of Agreement signed by the Lead Organization and CCSD;

- Abide by the principles of the local consortium;

- Participate in local consortium meetings and initiatives as defined by the local consortium;

- Ensure registered users within the organization are informed of the activities of the local consortium and the broader Community Data Consortium network;

- Review data products acquired by the Program and share with a member of the Program team information on any missing or inaccurate data;

- Ensure the organization is registered with CCSD as a CDP member organization and has paid the annual program administration fee; and,

- Ensure all registered users within the member organization understand and comply with the Data Products Sharing Licence and Consortium End-Use License Agreements associated with the CDP.

3.4 Program Steering Committee

The **Community Data Program's** Steering Committee was formally established in March 2011 in order to ensure consistency between CCSD Corporate and CDP priorities; share information between the CCSD Board and Consortium Leads; and inform Program-level strategic planning and decision making.

The roles of the Steering Committee include:

- Advise the CCSD on matters pertaining to the effective functioning of the Consortium Program including:

  - Operational issues and policies;

  - Technical matters; and,

  - Broader policy/advocacy issues; and,

- Review and advise on decisions coming out of Leads meeting or recommendations made by the CCSD Program Team;
- Provide oversight to the preparation of an Annual Program Report. The Annual Report will be prepared by the Program Team and will be used as a tool to track major progress and accomplishments, and review the annual budget and data product acquisition plan for the following year. The Annual Report will be presented to Leads at the annual meeting by the Chair of the Program Steering Committee, or by a delegate of the Chair; and,
- Generally seek to balance the interests of CCSD and Community Data Consortia.

The Program Steering Committee is comprised of representatives from the CCSD and Consortium Lead Organizations. Membership includes two CCSD Board members, CCSD's President/CEO, and representatives of up to 6 Consortium Lead Organizations. The CCSD CDP Lead is an ex-officio member of the Steering Committee. Representation from Leads will reflect a mix of municipal government and non-governmental organizations, and be sensitive to regional balance. Membership on the Steering Committee is reviewed after two years.

The Program Steering Committee meets on a quarterly basis, either by teleconference or in person, with additional meetings scheduled, as required.

All members of the Steering Committee, regardless of whether they are present at the meetings, are expected to support the Steering Committee's decisions and assist in their implementation.

3.5 Working Groups

The Steering Committee or Leads may, by consensus, create one or more Working Groups to deliver specific aspects of the overall workplan.

With the support of at least one member of the CCSD Program Team, Working Groups provide technical advice and recommendations on topics such as, but not limited to:

- Data Purchase & Access

- Capacity Building and Training

- Sharing Information

- Building and Fostering Partnerships

Each Working Group may include participation by members of the Consortium other than the Lead. However, these individuals should represent a minority of the Working Group membership.

Each Working Group establishes terms of reference, sets regular meeting schedules and prepares progress updates that are conveyed by CCSD Program Team to the Leads and Steering Committee as information.

4.0 Operating Procedures for Leads Meetings

4.1 Frequency, Purpose and Logistics

With the support of the CCSD, Consortium Leads meet formally on a quarterly basis. Leads meetings are generally designed to facilitate communication within the Consortium Program including:

- Consulting with Lead Organizations on issues of interest or concern;

- Serving as a liaison between the CCSD and the Lead Organizations; and,

- Facilitating communication among all Lead organizations.

One of the Leads meetings shall be used as an annual meeting for review and approval of the annual program budget. The annual meeting is a forum for Leads to recommend program direction to CCSD, review and comment on annual budgets and data product acquisition plans, and provide input into identifying future priorities.

Leads meetings are organized and facilitated by the CDP team. The Program team will prepared a meeting schedule in the spring of each year and post the schedule at communitydata.ca.

Unless otherwise agreed to, the Leads meetings will rely on teleconference or webinar facilities. The annual meeting may be convened as a face-to-face event, budget permitting.

Leads meetings are hosted by CCSD. CCSD is responsible for meeting logistics, chairing each meeting and producing a record of the meeting. Meeting records should clearly indicate any members responsible for leading action arising along with report back dates.

The annual meeting may be co-hosted by CCSD and a Community Data Consortium

In addition to quarterly meetings, Leads interact with CCSD informally on an ongoing basis via email, telephone and online discussions.

4.2 Agenda Development and Dissemination

Leads Meeting agendas are developed by the Program Team based on the advice of the Steering Committee. The final agenda is subject to the final approval of CCSD's President & CEO.

Program Steering Committee meeting agenda items are prepared by the Program Team, with input from Steering Committee members.

All potential agenda items for Leads meeting should be submitted to a member of CCSD's Program Team 14 calendar days prior to the meeting date.

A final meeting agenda shall be distributed to Leads at least calendar 5 days prior to the meeting.

CCSD's CDP team is responsible for coordinating input for the development of agendas and for selecting facilitators and scribes for meetings.

4.3 Criteria for Identifying Issues for Discussion at Leads Meetings

To prioritize discussion during Leads meetings, the following criteria will be considered in recommending issues for discussion. Each issue must:

- address community data needs;

- be of common interest to Community Data Consortium Leads

- be solvable with realizable outcomes and within a reasonable time frame; and,

- not detract from discussions or processes.

4.4 Decision Making at Leads Meetings

Any decisions made at Leads meeting will generally rely on consensus. Consensus is defined as an agreement by all members of the group, arrived at through dialogue. Although it may not be each member's preferred result, it is a result that all members can "live with" and support.

Where consensus is not achieved, CCSD may, at its discretion, either call a vote at the Leads Meeting or defer the decision to a meeting of the Program Steering Committee.

Each Consortium will be eligible for one vote. CCSD will be eligible for one vote.

Where a vote is taken at a Leads meeting, a passing vote will be based on 50 percent plus 1 of Leads present in the meeting room or participating via teleconference. Proxy voting will not be permitted.

The outcome of a vote taken by Leads at the annual meeting will be non-binding on CCSD.

The CCSD Board retains ultimate decision-making authority on all matters related to the CDP. At the discretion of the CCSD, the outcome of a vote taken by leads may be brought to the attention of the CCSD Board for its review, and may be upheld or overturned by the CCSD Board.

5.0 Decision-Making Related to the Annual Program Budget

Preparation of the annual CDP Program budget will adhere to the following steps:

1. CCSD prepares a draft annual budget.

2. The draft budget is shared with the Program Steering Committee which reviews and advises on changes.

3. The final draft budget is tabled at the Annual Leads Meeting for discussion, recommended changes, and consensus-based agreement. Leads' consensus on the budget is achieved through facilitated dialogue led by CCSD.

4. Where consensus is not achieved at the annual meeting, CCSD may use its discretion to rely on either a show of hands to vote on the budget, or to defer a decision to a meeting of the Program Steering Committee. As outlined in section 4.4, any decision taken by Leads is non-binding, and may ultimately be overturned by the CCSD Board of Directors.

5. Subject to any final decision taken by the CCSD Board, the Program team amends the budget based on the outcome of the Leads meeting.

6. The final program budget is presented to the Steering Committee for its endorsement, and, where necessary, for additional and final input.

7. The final program budget is posted at communitydata.ca.

8. The CCSD CDP Team implements the budget.

9. The CCSD CDP Team initiates the next cycle of annual program budgeting.

6.0 Decision-Making Related to the Data Acquisition Plan

Preparation of the annual CDP Data Product Acquisition Plan (Schedule B) will adhere to the following steps:

1. CCSD prepares a draft data product acquisition plan, with inputs from the Program Steering Committee and Working Group(s), input from Leads at quarterly teleconferences, and, where warranted, one or more online surveys of Leads and registered users. The data product acquisition plans are prepared on the basis of criteria developed in consultation with the Steering Committee.

2. The draft product acquisition plan is shared with the Steering Committee which reviews and advises on changes.

3. The final draft product acquisition plan is tabled at the Annual Leads Meeting for discussion, recommended changes, and consensus-based agreement. Leads' consensus on the acquisition plan is achieved through facilitated dialogue led by CCSD.

4. Where consensus is not achieved at the annual meeting, CCSD may use its discretion to rely on either a show of hands to vote on the data product acquisition plan, or to defer a decision to a meeting of the Program Steering Committee. As outlined in section 4.4, any decision taken by Leads is non-binding, and may ultimately be overturned by the CCSD Board of Directors.

5. Subject to any final decision taken by the CCSD Board, the Program team amends the data product acquisition plan based on the outcome of the Leads meeting.

6. The final data product acquisition plan is presented to the Steering Committee for its endorsement, and, where necessary, for additional and final input.

7. The final data product acquisition plan is posted at communitydata.ca in the form of an updated Schedule B.

8. The CCSD CDP Team implements the data product acquisition plan.

9. The CCSD CDP Team initiates the next cycle of annual data product acquisition planning.

7.0 Amendments to the Governance Structure and Operating Procedures

The CDP Governance Structure and Operating Procedures are reviewed annually to reflect membership, priority and protocol changes. Changes to the governance structure and operating procedures may be recommended by Leads to CCSD. CCSD may make changes at its discretion, but only following consultation with the Steering Committee. Members of the Program Steering Committee may recommend to CCSD amendments to the Governance structure and operating procedures at any time.

2.7 Community Data Program Team Bios

Michel Frojmovic, Program Lead
Michel holds a Master of Urban Planning (1993) and Bachelor of Arts (1991) from McGill University, and is a member of the Canadian Institute of Planners and the Project Management Institute. He has practiced in Canada and overseas since 1993 as an Urban & Community Planner and Project Manager. Michel is the Director and Owner of Acacia Consulting & Research, established in 1999 to help urban, municipal and community-based organizations make better use of data, information and knowledge in order to inform policy and effect change. Through his company, Michel has served as lead consultant offering comprehensive support to Canada's leading municipal indicator and community data access projects. These include the Federation of Canadian Municipalities' Quality of Life Reporting System (since 2002); the Canadian Council on Social Developments' Community Data Program (since 2005); Community Data Canada (since 2009); and the Community Foundations of Canada's Vital Signs Reports (2006-2010).

Brendan Rahman, Community Data Curator
Brendan manages and curates data for the Community Data Program and the Quality of Life Reporting System. He helps organisations access relevant data about their communities, and fosters collaboration between them. Brendan has a background in geographic information systems, urban planning, and design. He holds an undergraduate degree in geography and economics from McGill University and completed his Master of Urban Planning from McGill University in 2013.

Vivianne Vacias, Data Analyst & Community Outreach
Vivianne Vacias obtained a BA in Animation (aka coordination) and Cultural Research (Faculty of Communication at the Université du Québec à Montréal). She gained experience working in the development of a research program for a non-profit organization, in coordination of volunteers, in human resources, and in education. She is in the process of graduating from a Master's Program in sociology at the University of Ottawa. Her desire to better understand the world around her has led Vivianne to acquire skills in research-action and evaluative research. In her spare time, she cycles or and cooks from organic and local produce, which combines her passions and her interest for environmental sustainability. She aspires to help improve the well-being of members of her community one step at a time.

Chris Lawson, Web Developer
Chris Lawson is a web designer, developer and web strategist with over 20 years experience with web site maintenance; advanced page creation; application development; site conceptualization and design. Chris operates The Jungle (jungle.ca) as an internet presence provider and as part of a freelance web design and development business. The Jungle started served as a computer bulletin board in 1988 as a way for other desktop publishers to exchange ideas, files and information. Chris ran the board from June 1994 until the end of its life in 2003. He has worked as the New Media Communications Officer for the Public Service Alliance of Canada since 2009 and as the Senior Officer New Media for the Canadian Union of Public Employees for ten Years. While at CUPE, he developed, organized and implemented the first web site redesign for Canada's largest union. The site won the Canadian Association of Labour Media's award for best web site for the year 2000 and for 2006.

Mary Pitt, Data Coordinator and Research Analyst (on maternity leave until October 2013)
Mary facilitates the sharing of data and information over websites to encourage interaction of local governments and non-profits to overcome the financial obstacles of distance. Her experience is in networking and information sharing in the affordable housing sector. Mary has Masters of Urban Planning from McGill University, focusing on affordable housing and environmental housing, and she completed a BA in Geography at the University of Ottawa. She resides in Montreal in the neighbourhood of Pointe St-Charles.