Annual Report
2019 - 2020

Community Data Program (CDP)

Canadian Community Economic Development Network (CCEDNet)
For the period April 1, 2019-March 31, 2020
Prepared by the CDP Team
April 30, 2020

Table of Contents

Part 1 An Overview of the CDP

Our Transition to a New Host: CCEDNet

As of September 2019, the Community Data Program's new host organization is the **Canadian Community Economic Development Network (CCEDNet)**. The program was originally launched by the Canadian Council on Social Development (CCSD) in the 1990s as way to report on urban poverty across Canada. CCSD's leadership over a quarter century transformed the initiative into a thriving Cross-Canada network of data practitioners. Today, over 30 local consortia representing hundreds of community organizations and municipalities participate in the program.

The transition to our new host will allow the CDP to continue to evolve while maintaining a core commitment to providing access to community level data to its membership.

What is the Community Data Program?

The Community Data Program (CDP) is a membership-based community development initiative open to any Canadian public, non-profit or community sector organization with a local service delivery or public policy mandate.

The CDP facilitates access to and use of the evidence needed to tell stories and inform effective and responsive policy and program design and implementation. Through the CDP, members seek to enable local development tackling the pressing challenges of our time in communities across the country.

What do Member Organizations get for their Membership Fee?

Data: The CDP serves as a gateway to over a thousand customized data tables from a variety of sources that speak to the needs and aspirations of local communities. A secure website offers members direct access to all of the data for their consortium and to data for communities across the country.

Training & Capacity Building: Recognizing that the capacity to access and work with data can be limited, the CDP makes available training and capacity building resources designed for municipal and non-profit sector practitioners.

Networking: The CDP is offers Canada-wide platform for generating information, convening and collaborating among data practitioners. Through its vibrant network, the CDP facilitates and supports dialogue and the sharing of best practices in the use of community data. At the local level, the CDP's consortium model has proven to be an innovative tool for fostering multi-sector collaboration and strengthening local networks and relationships.

The value-added of the CDP

The CDP offers a combination of data products, analytical tools, and capacity building services that are unique in Canada and exclusive to members of the CDP. These resources have been developed by and for municipal and non-profit sector practitioners.

1. The Community Data Catalogue
The CDP is Canada's only program focused exclusively on acquiring national data sets at the smallest geographic levels available, including customized small area geographic boundaries. The program has created a unique and growing repository of over 1,000 data products from over 20 public and private sector providers offering data at municipal and neighbourhood geographies.

2. The communitydata.ca website
The CDP website was designed for exclusive access by members of a community data consortium. The site is Canada's only web service offering access to unique data products focused on municipal and neighbourhood geographies for all of Canada. The website includes customized training and capacity building resources, designed to meet the needs of a range of users, from the most data savvy to those seeking basic community information.

3. Value-for-money
Every year, the CDP purchases data products and services valued at over $150,000, with total holdings now exceeding $1 million. Members of each consortium enjoy full access to all these and other program resources. The CDP's capacity to minimize costs is based on the commitment to delivering the program on a not-for-profit basis; the consortium model which permits cost-sharing among hundreds of organizations; and preferential licensing terms secured with data providers.

4. Engaging with CDP members
Member engagement and feedback is vital to remaining relevant. Satisfaction with the CDP is high with members according to Member Surveys conducted over the past five years. The results show that the CDP is either essential or

helpful for majority of the members' work. The survey shows that many members are unaware of the many resources provided through the program to support the use of the data. Members are also looking for more engagement through their local consortium.

5. Key priorities 2019-2020 and 2020-2021

Key priorities for 2019-2020 included completing the organizational transition from CCSD to CCEDNet while maintaining core service delivery. Core services focused on acquiring the Census 2016 custom cross-tabulations and custom geographies, offering online, email and telephone-based technical support, launching a project to simplify data access for modest capacity users, sustaining the delivery of webinars, and enabling online payment of membership fees from the CDP website.

COVID-19 began to influence priorities towards the end of the program year, and will continue to do so into 2020-2021. The annual face-to-face meeting planned for Halifax in May was cancelled, to be replaced with a virtual meeting, data acquisition efforts turned to identifying data products related to the impact of the pandemic – including employment insurance and labour force statistics - and plans were put in place to launch a thematic report focused on monitoring COVID19 response and recovery efforts.

Key priorities for 2020-2021 include completing census 2016 data acquisition, pursuing inter-census data products, beginning to prepare for census 2021, and launching a responsive data access and visualization service designed for modest capacity users. Continued efforts will also be made to develop and expand strategic partnerships across sectors including Immigration, Economic Development, and Public Health, and preparing to expand the program in Quebec. Finally, these partnerships will be leveraged to support delivery of a thematic report. See Annex 1 for the detailed 2020-2021 workplan.

The CDP will continue to support Canada's municipal and non-profit sector practitioners to tell their stories using the combination of customized data, technical support, and a growing library of tools and resources.

Part 2 The Year in review, 2019-2020

Highlights of the 2019-2020 program year accomplishments, including indicators and targets for each Program Area, are presented below. These accomplishments reflect the "Program Vision and Five-Year Strategic Plan, 2017-2022," which structured program delivery into five Program Areas.

Program Area 1 - Program Leadership

Objective: The CDP serves as a responsive and forward-looking program that demonstrates and promotes the importance of community data in advancing community well-being through informed decision-making and practice. Program Leadership promotes the collective visibility of the CDP network across Canada's local development sectors, strengthening the network's local and national reputation as a credible, dynamic and relevant contributor to social data.

Description: The CDP will continue to play a leadership role in the broader data community, working with partners and allies to advance community development goals and practices, and nurturing an environment that better serves the needs and aspirations of all communities. The current model of collaborative leadership provides an excellent vehicle for connecting with relevant networks.

Program Area 1 Indicators & Targets

Indicator	Description	Baseline 1Apr17	To 31Mar20	Target 31Mar22	Data Source
Consortium Reach	% of Canadian population covered by existing community data consortia	60%	60%	100%	Program reporting
Consortia	# of community data consortia	31	33	40	MOA
Members	# of member organizations	350	405	450	Drupal database
Partnerships	# of partnership agreements	0	3	5	Annual report

Program Leadership: 2019-2020 Highlight Achievements

New Consortia in Alberta and Ontario

New consortia were launched in 2019-2020 in Alberta's Federal Division 11 (Edmonton & Region), and Ontario's Hastings & Prince Edward Counties, and Muskoka County.

Neighbourhood Financial Health Index (NFHI)

The CDP continued to work throughout the program year with Prosper Canada to support the NFHI interactive community mapping tool (communitydata.ca/NFHI). This tool enables users to see how well individual neighbourhoods are doing when it comes to household financial health. Going beyond income alone, the NFHI combines income, debt, and asset indicators to provide a more comprehensive and accurate picture of household financial health. Unfortunately, the site was suspended as of March 31, 2020 due to licensing restrictions and associated costs.

Canadian Urban Sustainability Practitioners Network (CUSP)

A partnership established with CUSP in 2018 on the topic of energy poverty continued to develop during the program year. CUSP is a network of 17 leading Cities on climate and sustainability. With support from the CDP, CUSP launched the Energy Poverty & Equity Explorer, an interactive mapping tool located at https://energypoverty.ca/ . The mapping tool and website are hosted by the CDP. The mapping tool reports on multiple indicators of energy poverty at municipal and neighbourhood geographies. As part of the partnership, CDP members now have access to a series of multi-dimensional energy poverty tables located in the catalogue.

Local Immigration Partnership (LIP) Network

Launched in August 2018 in partnership with the City of Calgary, the CDP continued to support the development of an Immigration Network Consortium. Services for this consortium-lite include an Immigration Data Portal accessible from the CDP website providing access to a selection of CDP resources for LIPs that are not members of a community data consortium. The relationship with the LIPs serves as a model for bringing other sector networks into the program. Coordination of the national LIPs network was transferred from the City of Calgary to the Town of Jasper on March 31, 2020. A new agreement between CCEDNet and the Town of Jasper was prepared in advance of this transition.

Program Area 2 - Data Acquisition & Access

Objective: The CDP team will continue to maintain and expand Canada's single largest source of community data designed *by and for* community data practitioners. The CDP will continue to evolve as Canada's one-stop shop for community data, based on the principle of building a repository that reflects the needs and priorities of members, and is accessible to all users.

Description: The CDP team will plan for and acquire community data products consistent with program data acquisition principles. The team will continue to rely on Schedule B – the annual data acquisition plan – based on priorities identified by CDP members and within the limits of the program budget. All products acquired by the CDP will be uploaded and catalogued on the secure online repository.

Program Area Indicators & Targets:

Indicator	Description	Baseline 1Apr17	To 31Mar20	Target 31Mar22	Data Source
Data products	# of data products available from catalogue	800	1,104	1,000	Drupal database
Fulfilment of Schedule B	% of products identified in Schedule B available from CDP catalogue	100%	96%	100% annually	Program data
Active users	# of active users	1,300	1,887	2,600	Drupal database
Data Downloaders	% of users downloading at least one table	28%	25%	40%	Drupal database
Downloads	# of annual downloads	6,000	8,899	10,000	Drupal database

Data Acquisition: 2019-2020 Highlight Achievements

A total of 25 of 26 data products included in Schedule B were acquired during the program year, with 60 new unique items uploaded to the catalogue. In addition to the regular core set of products such as Taxfiler, Canadian Business Counts. Data acquisition focused on completing 2016 census custom orders, including custom geographies. The program also acquired the latest versions of the Postal Code Conversion File from Canada Post and mortgage and consumer debt data from TransUnion.

A partnership with the Canadian Urban Sustainability Practitioners Network (CUSP) delivered a series of multi-dimensional tables on the topic of energy poverty.

The purchase of Taxfiler (T1FF) tables at census subdivision geography was deferred as Statistics Canada indicated an intention to standardize this geography.

Progress was made in acquiring data from the Longitudinal Immigration Database (IMDB), a Statistics Canada product that combines linked administrative immigration and tax data files. The IMDB offers data on an extensive range of socioeconomic outcomes of the immigrant taxfiler population in Canada. The focus of the CDP order is on acquiring data at a census subdivision level.

Table 1 Top 20 data tables by number of downloads in 2019-20

Data product	Number of downloads
Census Profile, 2016	311
Target group profile of the population by age groups, Census, 2016	160
Target group profile of the low-income population (LIM-AT), Census, 2016	159
Target group profile of the population aged 65 and over, Census, 2016	139
Target group profile of the recent immigrant population, Census, 2016	139
Aboriginal household status (3), Age of the primary household maintainer (6), Core housing need status (3), Household type (7), Need criteria (12), Selected household statistics (5), and Tenure (3), 2016 Census	132
Target group profile of the immigrant population, Census, 2016	126
Postal Code Conversion File, released Dec 2018	117
Selected Language, Labour Force, Education, Income and Mobility Status Characteristics (73), Admission Category and Applicant Type (13), Period of Immigration (15) and Sex (3), 2016 Census	115
Target group profile of visible minority, Census, 2016	111
Target group profile of Aboriginal Identity, Census, 2016	106
Shelter cost groups (18), Household type (9), Age groups of primary household maintainer (9), Housing tenure including presence of mortgage and subsidized housing (7), 2016 Census	103
Target group profile of the low-income population (MBM), Census, 2016	98
Target group profile of lone-parents, Census, 2016	97
Canadian business counts, establishment and location counts, employment size and North American Industry Classification System (NAICS), June 2019	96
Annual population estimates by age and sex, July 1, 2006 to 2018, Census	90
Income in 2015 (36), Highest certificate, diploma or degree (11), Age groups (11), Sex (3) and Immigrant status and period of immigration (6), for the Population 15 Years and Over in Private Households, 2016 Census	88
Age of the primary household maintainer (6), Core housing need status (3), Need criteria (12), Selected household statistics (5), and Tenure (3), 2016 Census	87
Target group profile of population in subsidized housing, Census, 2016	87
Target group profile of population by Employment status, Census, 2016	85

Table 2 Top 20 data users by number of downloads in 2019-20

	Name	Member Organisation	# of downloads
1.	Andrea Dort	Peel Region	370
2.	Ted Hildebrandt	Halton Region	271
3.	Stefka Patchova	Ottawa and Region	256
4.	Peter Marriott	Vancouver	204
5.	Lorraine Copas	Vancouver	133
6.	PRERNA BHASIN	Toronto	128
7.	Beth Wilson	Toronto	121
8.	Greg Landry	Nova Scotia	114
9.	D'Arcy Springate-Floch	Ottawa and Region	107
10.	Margarita Pronina	York Region	103
11.	Lynn Fox	Simcoe County	98
12.	Randy MacTaggart	London	94
13.	Niket Shukla	Simcoe County	86
14.	Riju Samuel	Toronto	84
15.	Yevgen Balytskyy	Winnipeg	82
16.	Bev Evans	Peterborough	74
17.	Peter Marr	Winnipeg	69
18.	Auburn Larose	Parry Sound-Nipissing	68
19.	Steve Zuppa	Northern Ontario	66
20.	Ian Munro	Nova Scotia	64

Program Area 3 - Training & Capacity Building

Objective: Training & Capacity Building is a foundational element of the CDP. The CDP team will deliver a suite of web-based training and capacity building resources for leveraging the knowledge and skills of network members. These products and resources must meet the diverse needs and skills of CDP's members, a group characterized by varying levels of data capacity.

Description: Products and services developed within the framework of Training & Capacity Building will be designed to enable all CDP members to transform data products available from the CDP catalogue into evidence-based storytelling, reporting, planning and evaluation. Training and capacity building begins when a consortium is established, using the program orientation webinar, and continues through its start-up and development phase.

Program Area Indicators & Targets:

Indicator	Description	Baseline 1Apr17	To 31Mar20	Target 31Mar22	Data Source
Webinar reach	# of participants per year	500	411	1,000	Program data
Technical support reach	% of users who contacted CDP	60.5%	54.0%	75%	Member Survey
Satisfaction with data access	% of users reporting that "It is easy to find and download data on the website"	58.9%	71.5%	90%	Member Survey

Training & Capacity Building: 2019-2020 Highlight Achievements

Exploring Data Visualisation Tools

Exploratory efforts launched in 2018-2019 around data visualization tools continued into 2019-2020. Work to move the Data Access Map from a prototype to a fully functional tool focused on harnessing the power of data analysis and visualization tools such as Tableau and Power BI. A two-year license for Tableau Desktop was secured for the program by CCEDNet through its TechSoup membership.

Ontario Consortia Meet-Up

Motivated by announced boundary changes in Ontario, the Ontario leads gathered together on November 20, 2019 for a discussion of the implications of region review and public health unit changes for the 23 Ontario Consortia. They took the opportunity to meet face-to-face and have a data party focused on the new data on energy poverty following the boundary discussion.

2019-2020 CDP Webinar series

The delivery of responsive technical support and informative webinars continued throughout 2019-2020. CDP hosts webinar events under three themes: Program Orientation, CDP Product Profiles, and Transforming Data into Intelligence. The "Just for Leads" webinar was repeated this year and included an agenda set by the participating Leads and moderated by CDP staff. A total of 9 webinars were delivered in 2019/2020. Recordings and presentations for each are posted to https://communitydata.ca/resources/webinars.

Theme 1 Program Orientations
Learn how to use the CDP catalogue and Beyond 20/20 software
- 1 Oct 2019: Treasure Hunt - Tips on searching the CDP Catalogue and finding data to solve problems
- 17 Sep 2019: Orientation to the Community Data Program and the Catalogue
- 15 May 2019: CDP 101 - Orientation given by Jasmine Ing at the Annual Meeting

Theme 2 CDP Product Profiles
Get insight into CDP data products, including product methodology, examples of use, and limitations and challenges.
- 12 Nov 2019: Energy Poverty: What is energy poverty and how is it measured?
- 15 May 2019: Panel Discussion: The National Poverty Strategy and the Market Basket Measure - Annual Meeting

Theme 3 Transforming Data into Intelligence
Make use of analytical tools, data visualization, and infographics.
- 3 Mar 2020: Amplifying the Voice and Stories of Data
- 26 Nov 2019: Roundtable for Not-for-Profits
- 15 May 2019: Too Many Infographics, Too Little Time: Save Time by Linking Excel and PowerPoint - Annual Meeting
- 30 Apr 2019: Data analysis tools for small places, Big Data for Small Places (BD4SP) and Data Analytics for Rural Transformation (DART)

Program Area 4 - Networking & Communication

Objective: This Program Area focuses on enhancing and strengthening relationships within the CDP network – among member organisations - through engagement in program governance and network communications.

Description: The success of the CDP rests on member engagement. The program relies on a collective governance structure that enables the participation of all consortia. Lead meetings approve program work plans, guide major decision-making and connect program leadership to local members and other stakeholders. Working groups provide direction on topics such as data acquisition, and capacity building opportunities.

The CDP network relies on established communication and engagement vehicles such as annual meetings, web-assisted teleconferences, e-newsletters, and regular website updates. The CDP team will continue to introduce new forms of communication to enable dialogue within the network and other forms of social media. Other priorities include measuring program impact, relying on analytics generated by the website as well as information collected from member organizations and users, and network mapping.

Program Area Indicators & Targets:

Indicator	Description	Baseline 1Apr17	To 31Mar20	Target 31Mar22	Data Source
Newsletter opening rate	% of CDP MailChimp recipients opening CDP communication	21%	16.8%	25%	Mailchimp data
# of Data Use Profiles	Community Snapshots produced per year	5	3	24	Program data
Survey Response rates	% of users responding to member survey	9.5%	7.2%	20%	Member Survey
Overall user satisfaction	% of users "very satisfied" or "satisfied" with the CDP	74.2%	78.8%	85%	Member Survey

Indicator	Description	Baseline 1Apr17	To 31Mar20	Target 31Mar22	Data Source
Program Relevance	% of users indicating CDP is essential or helpful	63.7%	62.8%	75%	Member Survey
Program Use	% of users indicating CDP data were used to prepare a report or presentation	50.0%	54.7%	66.7%	Member Survey

Table 3 Awareness of and Satisfaction with Program Resources

Program Resource	Aware of service		User satisfaction[1]	
	2017	2020	2017	2020
Annual reports, meeting notes, governance docs	61.3%	61.3%	100.0%	97.2%
News briefs and newsletters	71.0%	69.3%	96.7%	100.0%
Data schedules	71.8%	62.8%	91.5%	94.6%
How to find data - excel list, reference materials	73.4%	82.5%	87.1%	90.8%
Tools for using data – Beyond 2020, Product Profiles	76.6%	92.0%	87.3%	82.7%
How-to videos	65.3%	65.7%	93.9%	92.6%
DIY infographics	62.1%	67.9%	88.9%	88.9%
Data Access Tool / Data Access Map	61.3%	62.0%	93.3%	92.9%
Community Snapshots	n/a	63.5%	n/a	91.9%
Webinars	81.5%	89.1%	95.8%	97.8%
Orientations	72.6%	82.5%	91.8%	98.5%

Source: 2020 CDP Member Survey.
[1]Among users who reported using the service.

Networking & Communication: 2019-2020 Highlight Achievements

CDP Membership Survey

A CDP Membership Survey was launched in February 2020, generating responses from 137 registered and active CDP users. Over 95% found the program to be either essential (21%), helpful (42%) or somewhat helpful (33%). Similarly, 78% were either very satisfied (26%) or satisfied (53%) with the program. Over half of respondents

indicated using CDP data to generate a report or presentation, with links provided to over 20 of these.

CDP Annual Meeting

The 2019 Annual Meeting was hosted by the City of Calgary from Wednesday May 15 to Friday May 17, 2019. 19 consortia participated in the meeting, including 5 via AdobeConnect. Day 1 was dedicated to Data Workshops, with a morning session led by members of the Calgary Consortium. Back-to-back afternoon panel discussions dealt with Immigration Data and Canada's National Poverty Strategy. Day 2 opened with a Q&A session with Peggy Taillon and Mike Toye regarding the CDP in Transition. The meeting was the first opportunity for CDP leads to meet in person with CCEDNet's Executive Director. The remainder of the meeting included highlights from 2018-2019 and Plans for 2019-2020, including discussions on Data Acquisition and Access, Training & Capacity Building, and Partnerships. Friday was dedicated to a series of Roundtable Discussion on the Consortium Effectiveness Study, How To Run a Consortium, and CDP Data Modelling with Statistics Canada.

Program Area 5 - Program Administration

Objective: The CDP team delivers the program consistent with and supportive of CCEDNet's mandate, relying on the most cost-effective tools and ensuring the program is financially self-sufficient.

Description: The CDP is delivered as a virtual program, relying on web-based tools to reach its members and users. The web-based program infrastructure is maintained, enhanced and upgraded on a continuous basis. The CDP team is in regular communication with CCEDNet's senior leadership team with respect to strategic priorities, financial management, and new partnership agreements.

The organizational transition from CCSD to the Canadian Community Economic Development Network (CCEDNet) was completed on September 18, 2019. This transition has already begun to significantly improve the efficiency of program administration and created new opportunities for program synergies between the CDP and CCEDNet programs and networks. An immediate priority in 2019-2020 was to re-establish a system of invoicing for consortium and membership fees. This included initiating the development of an online payment tool for membership fee, scheduled for completion by April 30, 2020.

Program Area Indicators & Targets:

Indicator	Description	Baseline 1Apr17	To 31Mar20	Target 31Mar22	Data Source
Payment of membership fee invoices	% of membership fee invoices paid within 90 days	75%	76%	90%	Drupal database
External funding	Third party sponsorship as % of program budget	0%	0%	10%	CDP Budget
Website visits	Total # of visitors per month	1,200	3,461	2,000	Website analytics
Website user registration forms submitted	# of online registrations by individuals (annual)	415	371	500	Drupal database

Part 3 Plans for 2020-2021

Program Area 1 - Program Leadership

In the coming program year, the CDP will deepen partnerships, explore new ones, and expand the program's presence across Canada. Relationships with Prosper Canada, the Local Immigration Partnerships (LIPs), and the Canadian Urban Sustainability Practitioners Network (CUSP) will help broaden the program's reach and offer CDP members access to new data sources. CDP continues to actively recruit new consortia, with a target of 100% of Canada by 2022.

An agreement with Northumberland County was signed in March 2020, with a launch date of April 1, 2020. Discussions are also underway with the United Way of Greater Victoria to establish a consortium on Vancouver Island. Four consortium leads in Ontario decided to not renew their agreements beyond March 31, 2020. Efforts will be made to re-engage consortia in Erie-St.Clair, Perth-Huron County, Oxford County and Brantford-Brant County. The reasons for departure included restructuring of Ontario's health care system and limited data analysis capacity in rural communities.

Efforts to broaden program reach and engagement will continue through strategic partnerships with national networks such as the Local Immigration Partnerships, opening communication with new partners, such as the Ontario Trillium Foundation, and reaching out to prospective consortium lead organizations across Canada.

Program Area 2 - Data Acquisition & Access

In 2020-2021, CDP will continue expanding the data catalogue with a continued focus on tables at the smallest geographies possible and covering the entire country. Schedule B for 2020-2021 (Part 4 of the Annual Report) includes 37 high priority products, and an additional 7 to be acquired, budget permitting. The CDP Team will continue to rely on regular input from the Data Purchase and Access Working Group to re-evaluate priorities throughout the year. A greater emphasis will be placed on engaging with Statistics Canada to identify opportunities for more efficient table production and partnership around capacity building.

Program Area 3 - Training & Capacity Building

The CDP team will continue to support users' regular needs through responding to requests for information within 48 hours by email or phone. Webinars will remain an important component of CDP, with a target of a minimum of six per year, with past webinar materials available from the CDP website.

In addition to sustaining the delivery of responsive technical support and webinars, work for 2020-2021 will continue to implement a plan to reach modest capacity CDP users, based on "ready-to-serve" Data Access & Visualisations. The plan will focus on four major activities:

1. Build a Data warehouse
2. Develop a Tableau Infographics Library.
3. Offer Responsive Data Products (tables provided to members based on request, in the form of Excel Tables, Tableau Dashboards and Tableau Infographics).
4. Deliver Training: Available through orientation and webinars, ranging from user Tableau Reader to more Tableau Desktop delivered through Adobe Connect webinars; Online instructions; and Email/phone support.

Program Area 4 - Networking & Communication

CDP leadership will keep membership well informed of program performance with materials including member survey results and reports on data usage and website analytics. A Program Analytics Dashboard accessible to members from the CDP website will be launched in 2020-2021.

In 2020-2021, information from the program will continue to be delivered to members through regular info-bulletins, and trimesterly newsletters. Analysis of survey results will be used to guide program design over the next two years, particularly with respect to the development of training and capacity building resources. Survey results will also be used to generate program resources about the use of CDP data by members.

Steps were taken in 2019-2020 to build momentum towards the preparation and release of a CDP Thematic Report, to be published using Tableau Storyboards. The thematic focus will be on Covid-19 Response and Recovery. The report will serve three objectives: raise awareness about social

development and equity issues relevant to communities across Canada, offer a reporting template for CDP members to prepare their own theme reports, and promote the value of CDP membership.

With the May 2020 face-to-face annual meeting to be redesigned as a virtual event, plans for a larger gathering have been deferred to May 2021. The larger format will capitalize on face-to-face time to share work, network with partners from across Canada and provide further learning opportunities during the full day workshop.

Program Area 5 - Program Administration

2019-2020 marked the end of a period of organizational transition from the Canadian Council on Social Development to the Canadian Community Economic Development Network (CCEDNet). While program delivery will remain unchanged, the impact of this transition will be felt in the form of enhanced administrative support and new opportunities for synergies with the community economic development sector.

New administrative features expected in 2020-2021 include online payment of membership fees available directly from the CDP website and a dashboard of program and consortium-level data accessible to leads and consortium members.

Other priorities will include completing the adoption of new CCEDNet administrative procedures, launching a website refresh project, and preparing to translate the website to reach a Francophone audience.

Part 4 Data acquisition for 2020-2021

Schedule B lists data products that the Community Data Program intends to acquire during the 2019-2020 program year. See Schedule B (posted on the Program Governance page) for more detailed information about each data product and the data delivery schedule.

Orders planned for the 2020-2021 Program year

Organization	Product	Data year(s)
	HIGH PRIORITY	
Beyond 20/20 Inc.	Beyond 20/20	NA
Canada Mortgage & Housing Corporation	Canadian Housing Survey	2018
Canada Mortgage & Housing Corporation	Housing Market Information Portal	2020
Canada Post	Postal Code Conversion File	2020
Employment & Social Development Canada	Database on Minimum Wages	2019
Employment & Social Development Canada	Shelter Capacity Report	2020
Industry Canada	Insolvency data	2019
Maytree	Welfare Incomes	2019
Statistics Canada	2016 Census - Custom cross-tabulations (Excluding CPP)	2016
Statistics Canada	2016 Census - Custom tabulations at custom geographies	2016
Statistics Canada	Building Permits	2019
Statistics Canada	Canadian Business Counts (Dec)	2020
Statistics Canada	Canadian Business Counts (June)	2020
Statistics Canada	Canadian Internet Use Survey	2018
Statistics Canada	Canadian Statistical Geospatial Explorer	NA
Statistics Canada	Census, 2016 - Community Poverty Project	2016
Statistics Canada	Census, 2016 - Target Group Profiles (households/families) at standard geographies	2016
Statistics Canada	Census, 2016 - Target Group Profiles at custom geographies	2016
Statistics Canada	CUSP energy poverty tables	2016
Statistics Canada	Custom Geography - geocoding for Census products	2016

Organization	Product	Data year(s)
Statistics Canada	Employment Insurance Statistics (monthly)	2019, 2020
Statistics Canada	Estimates of Population by Age and Sex (alternate method)	2020
Statistics Canada	Labour Force - custom tabulations	2020
Statistics Canada	Labour Force Survey - 2-year estimates	2019-2020
Statistics Canada	Longitudinal Immigration Database (IMDB)	2017
Statistics Canada	Low Income Lines	2019
Statistics Canada	Police Resources in Canada	2019
Statistics Canada	Taxfiler (T1FF) - Custom: Childcare costs	2018 + earlier years
Statistics Canada	Taxfiler (T1FF) - Custom: Custom modifications of standard tables	2017, 2018
Statistics Canada	Taxfiler (T1FF) - Custom: Income Inequality (percentiles)	2016, 2017, 2018
Statistics Canada	Taxfiler (T1FF) - Custom: Working Poverty	2016, 2017, 2018
Statistics Canada	Taxfiler (T1FF) - Family Data, Seniors Data, Individual Data	2018
Statistics Canada	Taxfiler (T1FF) - Financial Data and Charitable Donations	2018
Statistics Canada	Taxfiler (T1FF) - Migration Estimates - Table A-D	2018
Statistics Canada	Taxfiler (T1FF) - Migration Estimates - Table E	2018
Statistics Canada	The Canadian Index of Multiple Deprivation	2016
Tableau Corporation	Tableau Reader	2020
LOW PRIORITY		
Statistics Canada	Census semi-custom tabulations	2006, 2016
Statistics Canada	Custom Geography - geocoding for T1FF products	
Statistics Canada	Data Modelling Research	2020
Statistics Canada	Labour Force Survey - CMA	2020
Statistics Canada	Taxfiler (T1FF) - Standard tables at CSD	2017, 2018
Statistics Canada	Taxfiler (T1FF) - Standard tables at custom geos	2018 + earlier years
TransUnion	Credit Report Characteristics	2020

Part 5 Program budget, 2020-2021 (Draft)

Program budget overview, 2020-2021

Community Data Program Budget, in CDN Dollars, for 2019/2020 and 2020/2201

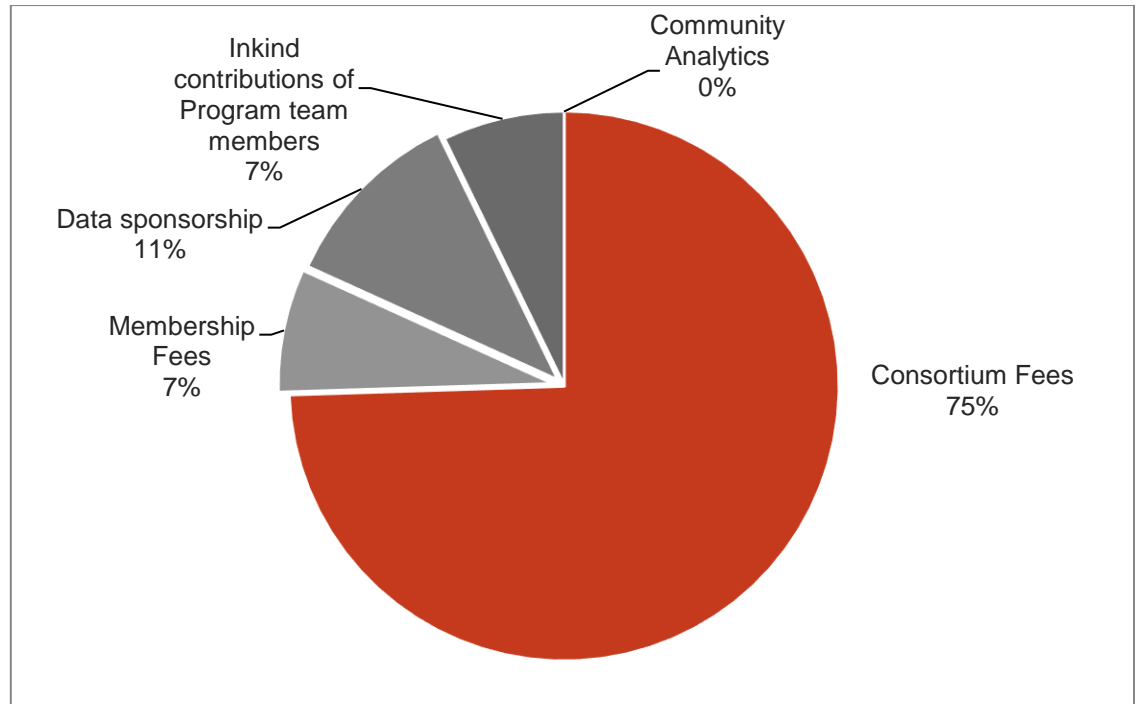|	2019-2020		2020-21
	Budget	**Actual**	**Budget**
Revenue			
Consortium Fees	$383,352	$ 395,658	$ 359,861
Membership Fees	$ 40,100	$ 38,656	$ 37,969
Data sponsorship	$ 80,000	$ 58,582	$ 50,000
Inkind contributions of Program team members	$ 30,000	$ 38,187	$ 30,000
Community Analytics	$ 7,500	$ -	$ 46,999
Carry-over	$ -	$ -	$ 74,664
Total Revenue	**$540,952**	**$ 531,083**	**$ 599,493**
Expenses			
Data Purchase & Acquisition	$150,000	$126,779	$ 171,500
Data in-kind	$80,000	$58,582	$50,000
Program team & Administration	$181,800	$ 194,997	$ 235,095
Program team, in-kind	$ 30,000	$ 38,187	$ 30,000
Third Party Contractors	$ 22,800	$ 10,914	$ 33,780
Outreach / Travel	$ 11,252	$ 429	$ 1,000
Translation	$ 9,600	$0	$ 9,600
Annual Meeting	$ 7,500	$ 2,615	$ 500
Program Overhead	$ 48,000	$ 23,917	$ 33,550
Program Contingency		$ 74,664	$ 34,468
Total Expenses	**$540,952**	**$ 531,083**	**$ 599,493**

Summary of revenue, 2020-2021

Figure 1 Summary of revenue, 2020-2021

Notes on revenue, 2020-2021

- "Consortium Fee": revenue based on commitments provided by Community Data Consortia outlined in Table 1 below
- Revenue from "Membership Fees" are based on previous end-of-year totals, which stood at 405 member organizations, each paying $125 annually. Table 1 identifies membership fees collected directly from consortium leads. Collection rate for balance of fees charged directly to member organisations is assumed to be 75%.
- Analytics fees: Revenue generated from fee-for-service data analysis services offered to non-Consortium members. For 2020-2021, includes $20,000 earmarked for immigration-related data acquisition.
- "In-kind Contributions" are derived from the following sources:
  - In-kind contributions by CDP team members
  - Data sponsorship by public and private sector sources, including data providers offering concessional rates

Consortium & Membership Fees by Consortium, 2020-2021

	Consortium	PR	Consortium Fee	Membership fees	Invoice Grand total
1	Bow Valley	AB	$5,000.00	$750.00	$5,750.00
2	Calgary	AB	$19,990.00	$2,125.00	$22,115.00
3	Columbia Basin-Boundary[1]	BC	$7,248.50	$125.00	$7,373.50
4	Durham Region	ON	$13,994.00	$125.00	$14,119.00
5	Federal Census Division 11	AB	$8,747.50	$1,000.00	$9,747.50
6	Halton Region	ON	$12,495.00	$125.00	$12,620.00
7	Hamilton	ON	$12,495.00	$375.00	$12,870.00
8	Hastings & Prince Edward	ON	$7,249.00	$125.00	$7,374.00
9	Kawartha Lakes & Haliburton	ON	$5,749.50	$1,375.00	$7,124.50
10	KFL&A	ON	$7,248.50	$125.00	$7,373.50
11	London (Middlesex & Elgin)	ON	$12,495.48	$1,625.00	$14,120.48
12	Muskoka	ON	$5,749.50	$125.00	$5,874.50
13	New Brunswick	NB	$15,493.00	$750.00	$16,243.00
14	Newfoundland & Labrador	NL	$7,248.50	$125.00	$7,373.50
15	Northern Alberta	AB	$7,248.50	$500.00	$7,748.50
16	Northern Ontario	ON	$14,743.50	$2,500.00	$17,243.50
17	Northumberland	ON	$5,749.50	$125.00	$5,874.50
18	Nova Scotia[2]	NS	$18,491.00	$125.00	$18,616.00
19	Ottawa	ON	$19,990.00	$2,750.00	$22,740.00
20	Parry Sound-Nipissing	ON	$6,499.00	$625.00	$7,124.00
21	Peel Region	ON	$19,990.00	$125.00	$20,115.00
22	Peterborough	ON	$6,499.00	$125.00	$6,624.00
23	Red Deer	AB	$5,749.50	$250.00	$5,999.50
24	Regina	SK	$8,747.50	$750.00	$9,497.50
25	Simcoe County	ON	$10,996.00	$2,125.00	$13,121.00
26	Toronto	ON	$19,990.00	$3,375.00	$23,365.00
27	Vancouver	BC	$19,990.00	$500.00	$20,490.00
28	Waterloo Region	ON	$12,495.00	$125.00	$12,620.00
29	Wellington-Dufferin-Guelph	ON	$8,747.50	$125.00	$8,872.50
30	Winnipeg	MB	$19,990.00	$1,375.00	$21,365.00
31	York Region	ON	$19,990.00	$1,500.00	$21,490.00
			$367,109.48	$25,875.00	$392,984.48

[1]Fees paid in advance to March 31, 2021. [2]Fees paid in advance to March 31, 2022.
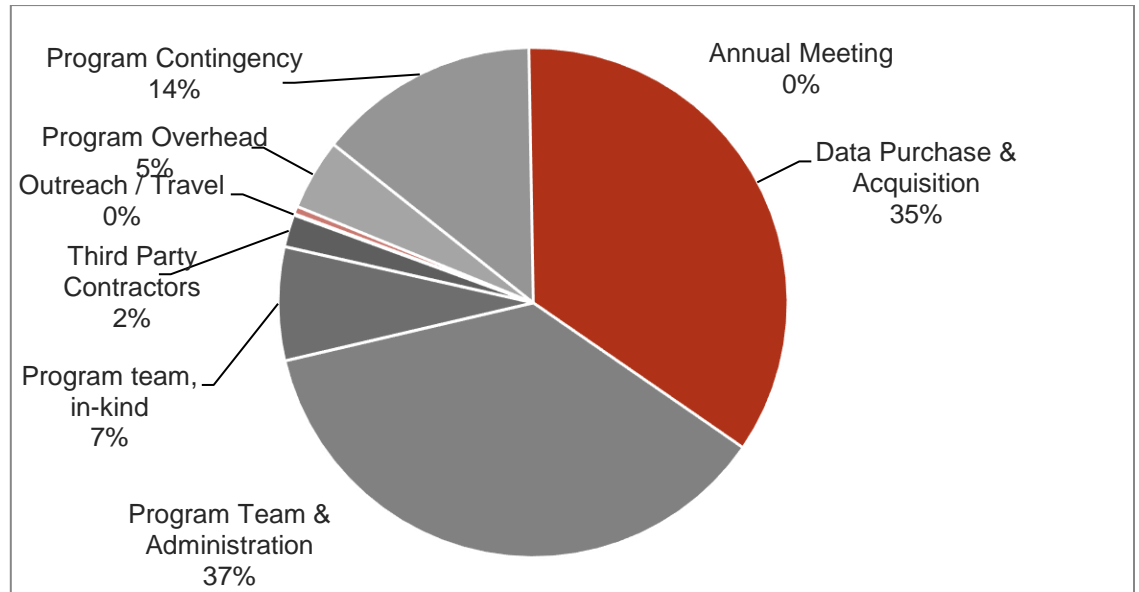
Summary of expenses, 2020-2021

Figure 2 Summary of expenditures, 2020-2021

Notes on expenses, 2020-2021

- "Data purchase & Acquisition" refer to direct costs charged by data providers.
- "In kind data acquisition" refers to the value of data contributed to the program through sponsorship or concessional rates.
- "CCEDNet Financial Management & Program Team" includes all CCEDNet financial management support and CDP program team members contributing to all aspects of program delivery, and includes fees to implement community analytics contracts
- "Program Team in-kind" includes contributions of unpaid time made by program team members to any aspects of program delivery.
- "Third Party Contractors" are engaged to deliver special projects for enhancing/upgrading communitydata.ca or developing capacity building tools.
- "Outreach/travel" includes Program team travel to support program delivery, including marketing, outreach and capacity building.
- "Annual Meeting" includes CDP team travel, and meeting supplies associated with co-hosting the annual meeting, and excludes travel costs for consortium members.
- "Translation" includes funds dedicated to maintaining a bilingual website
- "Program Overhead" includes Virtual Communications (Momentum teleconferencing, Mailchimp & AdobeConnect webinar); Internet and webhosting services; Indirect Project Costs (Audit, Insurance); and General and Administration charge by CCEDNet
- Expenses include 3.94% of non-recoverable portion of 13% HST

The Community Data Program Team

Michael Toye
Executive Director, CCEDNet

Guylaine Simard
Director of Finance, CCEDNet

Melissa Lessard
Administrative Coordinator, CCEDNet

Michel Frojmovic
Lead, Community Data Program

Michael Ditor
Data Purchase and Access Coordinator, Community Data Program

Mary Clarke
Training and Capacity Building Coordinator, Community Data Program

Jamie Carrick
Administrator and Data Analyst, Community Data Program

Chris Lawson
Drupal Web developer

Annex 1 2020-2021 Annual CDP Workplan

2020-2021 Annual Workplan, April 1 - March 31

PA1	Program Leadership	
PA1.1	Strategic Planning	Strat plan reviewed annually and updated every 5 years
PA1.2	Partnership & resource generation	Partnership agreements and proposals, and up to 5 Community Analytics projects per year
PA1.3	CDP visibility at events	Participation in events, deliver presentations.
PA1.4	Recruit new consortia	Target: 100% coverage of Canada by 2022.
PA1.5	Update membership marketing package	Refresh program marketing package and update website content
PA1.6	Coordinate Steering Committee	Teleconference meetings & notes. Schedule of meetings maintained and reports posted to communitydata.ca
PA2	**Data Acquisition & Access**	
PA2.1	Data acquisition planning	CDP Product Tracking File updated and maintained to monitor Schedule B. Product rating file maintained as priority setting tool.
PA2.2	Monitor data acquisition	Schedule B Orders finalized and implemented within budget. Data agreements negotiated as required. Schedule B updated in advance of leads teleconference & annual meeting.
PA2.3	Administer user access	User registration system maintained. E.g. password updates, deactivating users. Usage reports published bi-annually as input to annual report.
PA2.4	Catalogue tables	Data Products uploaded to FTP, quality controlled & catalogued. Product tracking file updated.
PA2.5	Identify new data opportunities	Includes modelling and new data sources.
PA2.6	Coordinate Data Purchase & Access WG	Meetings coordinated, and meeting reports posted to communitydata.ca
PA3	**Training & Capacity Building**	
PA3.1	Respond to day-to-day user inquiries	Respond to requests within 72 hours by email or phone. Questions and answers integrated into FAQ section of communitydata.ca
PA3.2	Training & capacity building strategy	Strategy updated reflecting user feedback

PA3.3	Deliver program orientation	Orientation delivered to new consortia; follow-up orientation delivered as required
PA3.4	Coordinate delivery of webinar series	Design and delivery of webinar series, target of min of 6 per year. Webinar Events posted to communitydata.ca.
PA3.5	Develop other capacity building tools	Planning and delivering special capacity building projects, supervising third party contracts.
PA3.6	Update website resource materials	Maintaining and updating website resources.
PA3.7	Coordinate Training & Capacity Building WG	Meetings hosted as required. Meeting reports prepared and posted to communitydata.ca.
PA4	**Networking & Communication**	
PA4.1	Regular communication with Leads	Ongoing email and phone calls, serving as client relations management.
PA4.2	Coordinate leads teleconference	Annual Fall teleconference hosted & report prepared; Ad hoc teleconferences organized as required. Reports posted to communitydata.ca.
PA4.3	Coordinate annual meeting	Annual program meeting co-hosted. Meeting report posted to communitydata.ca.
PA4.4	Stories, metrics, user surveys	Generate and share program information with members, enabling networking among members. Includes Consortium Member profiles, User Surveys, Data Usage & Website Analytics.
PA4.5	Newsletters & news updates	Includes trimesterly newsletters and regular news updates
PA5	**Program Administration**	
PA5.1	Workplanning & budgeting	Annual workplan & budget ready for Annual meeting
PA5.2	CDP team meetings	Regular meetings with CCEDNet and CDP Team.
PA5.3	Website backup/troubleshooting	Regular backups and troubleshooting
PA5.4	Web infrastructure development	Website upgrades/refresh planned and delivered using special project budget, supervision of contractors.
PA5.5	Administer consortia & membership	MoA preparation/renewal, Update invoicing instructions, respond to membership fee queries, invoice payment follow-up.
PA5.6	Prepare administrative reports	Quarterly reporting to CCEDNet