



# Community Data Program (CDP) Annual Report 2015-2016

Canadian Council on Social Development

For the period April 1, 2015-March 31, 2016  
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# Part 1 The use and value of the CDP

## What is the Community Data Program?

The Canadian Council on Social Development's (CCSD) Community Data Program (CDP) is a gateway to data for municipalities and community sector organizations. Members access customized tables from Statistics Canada and other sources to get the evidence that supports sound decisions and social development programs. Established in the mid-1990s, the CDP provides members with low-cost access to a wealth of data products, valued at over \$1 million.

Users monitor and report on social and economic development trends in their communities contributing to social development initiatives. Member organizations form Community Data Consortia. The communities they represent account for over half of the Canadian population.

## What do Member Organizations get for their Membership Fee?

**Data:** Members enjoy direct access to all of the data for their consortium and to the data for all other consortia across the country, through a secure website.

**Training:** Members receive training to help access data tables and use analytical tools in the form of responsive technical support by the Community Data Program team.

**Networking:** Consortium Lead Organizations from across Canada meet on a regular basis, while CDP members are part of a growing network of over 2,500 municipal and community practitioners.

## The value-added of the CDP

The CDP offers a combination of data products, analytical tools, and services that are unique in Canada and exclusive to members of the CDP. These products, tools and services – described below - have been developed over more than 15 years by and for municipal and community sector practitioners. Protection of this unique combination of products, tools, and services has been established by means of legal agreements and web-based security, limiting access to the Program to members only. Each member is also required to adhere to terms and conditions of membership and licensing agreements.

### 1. The Community Data Consortium Model

A Community Data Consortium is a grouping of organizations focused on the implementation of a public service goal. Organizational membership in a Consortium includes a combination of municipal and community sector organizations. The CDP is Canada's largest and only national network of community data consortia bringing together 300 municipal and community sector organizations in over 30 urban and rural regions, representing municipal governments, local

United Ways, social planning councils, library, school and police boards, public health authorities, community health centres, non-profit housing corporations, and economic development agencies, among others.

## **2. 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 compendium of over 700 data products from over 20 public and private sector data providers offering data at municipal and sub-municipal geographies.

## **3. The [communitydata-donneescommunautaires.ca](http://communitydata-donneescommunautaires.ca) website**

The website was designed for restricted and exclusive access by members of a community data consortium. The site is Canada's only members' only web service offering restricted access to data products focused exclusively on municipal and sub-municipal levels for all of Canada.

## **4. Customized community data tables**

The CDP offers hundreds of data tables designed by and for municipal government and community sector practitioners. Because they are created to reflect the unique needs of the CDP's municipal and community sector members, the combination of customized data tables available to CDP members does not exist elsewhere in Canada.

## **5. Negotiated data access agreements with private sector data product providers**

The CDP works closely with over 20 public and private data providers in order to negotiate preferential pricing and licensing arrangements related to hundreds of customized data products involving special orders, cross-tabulations, and unique geographic boundaries. CCSD has negotiated unique agreements with private sector data providers, offering terms and conditions unavailable to other clients. These terms and conditions offer liberal licensing provisions and lower prices based on the non-profit Community Data Consortium model.

## **6. Value for Money**

Every year, the CDP purchases data products and services valued at over \$200,000. Members of each consortium enjoy full access to all these and other program services, for the cost of their annual CDP fee. The CDP's capacity to minimize costs is based on the CCSD's commitment to deliver 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.

## Part 2: Year in review, 2015-2016

### 2A Tasks accomplished during the 2015-2016 program year

This section provides an update on program activities, deliverables and milestones for the period April 1, 2015 to March 31, 2016. These CDP achievements are structured in terms of the program's following five Strategic Directions (SDs)

SD1 Program leadership	Includes all activities involving CCSD senior management and board participation in program activities, and development and maintenance of the web-based program infrastructure.
SD2 Purchase and access data	Includes planning for acquiring data tables; uploading and cataloguing data tables; and ensuring data access by CDP users.
SD3 Train people and build capacity	Includes responding to website usage questions, providing orientation to the program tools, developing web-based training tools and working with leads to deliver training and capacity building.
SD4 Share results within the network	Includes general communication with and among CDP membership via teleconferences, annual meetings, and webinar events. Evidence-based reports created by members are posted to <a href="http://communitydata.ca">communitydata.ca</a> and <a href="http://ccsd.ca">ccsd.ca</a> .
SD5 Build and foster partnerships	Includes activities focused on broadening the number and diversity of consortia and partners, and outreach to prospective sponsors to ensure financial sustainability.

## SD1 Program leadership

<i>Accomplished tasks</i>	<i>Resources</i>
<p><b>1.1 Strategic Planning, work planning &amp; budgeting</b></p> <p>Deliverable: Annual work plan &amp; budget ready for Annual Meeting</p> <p>Annual workplan &amp; budget for 2015/2016 were prepared by the Program Team and approved by CCSD and the Program Steering Committee, and presented at the Annual Program Meeting, held May 21 and 22, 2015 in Montreal, Quebec.</p> <p>A 2016-2017 draft workplan &amp; budget were prepared by the Program Team for review and approval by CCSD and the Program Steering Committee. These documents will be tabled at the annual meeting of 26-27 May, 2016.</p>	<p>Annual reports are posted here:  <a href="http://communitydata.ca/programresources">http://communitydata.ca/programresources</a></p>
<p><b>1.2 Finance &amp; Accounting</b></p> <p>Financial and accounting activities are led by CCSD's manager of finance. The CDP team collected invoicing instructions for consortium and membership fees from new consortium leads.</p>	
<p><b>1.3 CCSD-CDP Staff Team Meetings</b></p> <p>Meetings take place as required basis between the CDP Lead and members of the CCSD senior management team.</p>	
<p><b>1.4 Communicate with webhost; backups; troubleshooting</b></p> <p>Backups, troubleshooting and communication with the host of <a href="http://communitydata.ca">http://communitydata.ca</a> (iweb.com) occur regularly.</p>	
<p><b>1.5 Communitydata.ca Web Infrastructure Development/Upgrading</b></p> <p>Terms of reference for a major enhancement of communitydata.ca were prepared during the program years. The project includes four objectives:</p> <ol style="list-style-type: none"> <li>1. Introduce a meaningful and intuitive site-wide and catalogue search function</li> <li>2. Make additional catalogue improvements to increase the use of data by CDP members</li> <li>3. Improve user tracking and reporting to support program administration</li> <li>4. Enhance information architecture &amp; content to make better use of the site resources</li> </ol>	<p>Details on the web development project are included below in Annex 2.</p>

## SD1 Program leadership

Accomplished tasks	Resources
<p>A Drupal specialist was selected in February, and the project was launched on March 1, 2016. The total project budget envelope reflects the amount identified in the 2015-2016 program budget.</p>	
<p><b>1.6 Integrate the CDP and CCSD Websites</b></p> <p>No major work was undertaken during the program year. However, the two lead web developers responsible for CCSD.ca and communitydata.ca communicate as required to ensure that that the two websites share a common look and feel and are fully cross-referenced.</p>	<p>See <a href="http://www.ccsd.ca">www.ccsd.ca</a></p>
<p><b>1.7 Prepare CCSD-Consortium MoAs</b></p> <p>The current Memorandum of Agreement (MoA) template document, including the Data terms of use (Schedule C) was updated in April 2013 and serves as the basis for all agreements with prospective consortia. New agreements were signed with the Newfoundland &amp; Labrador consortium and the Haliburton &amp; Kawartha Lakes (Ontario) consortium. Agreements were also signed with consortia in Northern Ontario and Perth-Huron, to be launched in 2016-2017. A total of 31 consortia are currently participating in the CDP.</p>	<p>The MoA template and Schedule C are posted here:  <a href="http://communitydata.ca/programresources">http://communitydata.ca/programresources</a></p>
<p><b>1.8 Administer Organizational membership</b></p> <p>As of March 31, 2016, CDP membership included 290 organisations formally registered with the Program; exceeding the projected total for 2015/16 of 257 member organisations. Organisational membership in the CDP has grown by over 60% since the 2012/2013 program year, when it stood at 178.</p>	
<p><b>1.9 Host &amp; Coordinate Program Steering Committee</b></p> <p>The Steering Committee (SC) informs strategic planning of the CDP and ensures that the priorities of CCSD and the Program are consistent. Current SC member are in their second year of a two-year term. The SC includes 8 CDP consortium leads and two CCSD board members. SC teleconferences take place one week ahead of Leads meetings. The SC met on two occasions in 2015-2016: May 14, 2015 and by email on October 15, 2015.</p>	<p>See <a href="http://communitydata.ca/steering">http://communitydata.ca/steering</a></p>

## SD1 Program leadership

### *Accomplished tasks*

### *Resources*

#### 1.10 Prepare administrative reports

The CDP team produces the following reports:

- Monthly administrative reports for CCSD
- Bi-annual progress reports for the CCSD board
- Occasional reports for CCSD funders



<b>SD2. Purchase and access data</b>	
<b><i>Accomplished tasks</i></b>	<b><i>Resources</i></b>
<p><b>2.1 Data Acquisition Planning</b></p> <p>Deliverable: Schedule B Updated and posted at communitydata.ca</p> <p>The data order - Schedule B - for the period April 1, 2015-March 31, 2016 was prepared and approved by the Steering Committee and tabled at the annual meeting in May 2015.</p> <p>A draft version of Schedule B for 2016-2017 was prepared in February 2016 for review by the DPAWG and Steering Committee, to be tabled for discussion at the annual meeting of May 26-27, 2016.</p>	<p>Schedule B is posted at <a href="http://communitydata.ca/programresources">http://communitydata.ca/programresources</a></p>
<p><b>2.2 Negotiate Data Acquisition &amp; License Agreements</b></p> <p>Deliverable: License/Data Sharing Agreements finalized with data providers</p> <p>Data sharing agreements for the 2015-2016 Schedule B were undertaken with Statistics Canada for selected custom products and with Equifax Canada in anticipation of a new agreement for credit rating data.</p> <p>Despite an agreement since 2014 with Citizenship &amp; Immigration Canada (CIC) regarding a license to disseminate the Permanent Residents Rounded Count Research Data Cube, the CDP was informed in September 2015 that CIC has discontinued production of this product. However, CIC a simplified version of the data cube is to be made available on the Government of Canada's Open Data Portal as of April 2016.</p>	
<p><b>2.3 Monitor Data Acquisition</b></p> <p>Deliverable: Schedule B Orders finalized and implemented</p> <p>Schedule B for 2015-2016 includes 44 data products being sourced from 10 organisations. The CDP team maintained communication with all 10 data providers, notably Statistics Canada. 44 of the 45 products identified in Schedule B for 2015-2016 have been received and are either available from communitydata.ca or are being actively catalogued.</p> <p>One product is in the final stages of being produced by the data provider, with delivery expected by April 2016. The CIC Data Cube is to be made available from the Government of Canada's open data portal.</p>	<p>All data products acquired under schedule B for 2015-2016 are available at <a href="http://communitydata.ca/catalogue">http://communitydata.ca/catalogue</a></p>

<b>SD2. Purchase and access data</b>	
<b><i>Accomplished tasks</i></b>	<b><i>Resources</i></b>
<p><b>2.4 Administer User Access</b></p> <p>Deliverable: User registration system monitored, and usage reports published online</p> <p>As of March 31, 2016 the CDP supported a total of 2,566 individuals registered as CDP users, of which 1,296 have access to the catalogue. The total number of users has grown by 9% since March 31, 2015 (2,349) and by 107% since January 2013 (1,239). The number of users with access to the catalogue has grown by 8% since March 31, 2015 (1,205) and by 114% since January 2013 (607).</p> <p>The CDP team uses real time reports of data usage by individual users. These are shared with consortium leads as part of the annual report, and made available upon request.</p>	
<p><b>2.5 Upload Data Products</b></p> <p>Deliverable: Data tables posted to FTP repository as they are acquired</p> <p>Each data product received by the CDP is uploaded to the communitydata.ca server.</p>	
<p><b>2.6 Catalogue Tables</b></p> <p>Deliverable: Data tables and files catalogued consistent with Schedule B</p> <p>Each table uploaded to the FTP is formatted, tagged, and posted to the online catalogue for retrieval by registered CDP users.</p>	<p>See:  <a href="http://communitydata.ca/catalogue">http://communitydata.ca/catalogue</a></p>
<p><b>2.7 Improving Data-related Web Functionality</b></p> <p>Deliverable: Functionality improved based on user feedback</p> <p>Improvements to the communitydata.ca catalogue and associated analytics form part of the web development project launched on March 1, 2016. As a first step, an “Index of CDP Data Products” is under preparation, relying on thematic terms familiar to policy analysts and community developers.</p>	
<p><b>2.8 Host and coordinate Data Purchase &amp; Access Working Group (DPAWG)</b></p> <p>Deliverable: Meetings coordinated and hosted</p>	<p>Meeting notes are posted on</p>

<b>SD2. Purchase and access data</b>	
<b><i>Accomplished tasks</i></b>	<b><i>Resources</i></b>
DPAWG helps the CDP team identify data needs, improve data access, acquire data, and address related technical concerns. Five meetings were held in 2015/16: 8 Jul/15, 16 Sep/15, 18 Nov/15, 20 Jan/16, 23 Mar/16.	<a href="http://communitydata.ca/dpawg">http://communitydata.ca/dpawg</a>

<b>SD3. Train people and build capacity</b>	
<b><i>Accomplished tasks</i></b>	<b><i>Resources</i></b>
<p><b>3.1 Responding to Day-to-Day Data User Inquiries</b></p> <p>Deliverable: respond within 48 hours of receipt of inquiry</p> <p>The CDP team responds in either official language to user requests for a range of technical assistance, from finding a particular data table to understanding the methodology behind a data product. The program provides regular technical support by email and phone to all registered users. For 2015-2016, the CDP received an average of 5.4 unique emails per business day (a total of 1,286 emails from users and data providers, including 1,222 from registered or prospective users).</p> <p>Occasional bulletins notify all users regarding upcoming major events and provide updates on the availability of tables from the communitydata.ca catalogue. A total of 6 English-language and 5 French-language bulletins were published between April 1 and October 31 2015. These bulletins were distributed to approximately 1600 newsletter subscribers and were opened by an average of 21% of recipients.</p>	
<p><b>3.2 Design &amp; Deliver Program Orientation</b></p> <p>Deliverable: Program orientation scheduled with all consortia</p> <p>A formal program orientation was designed in 2012-2013, and is refined on an ongoing basis. Each orientation is delivered to individual consortia over a two-hour period using a webinar format, with unlimited numbers of consortium members welcome to participate. All community data consortia have received an orientation from the CDP Team, or have delivered their own in-house orientation using CDP resources.</p>	<p>Community Data Program orientation presentation:</p> <p><a href="http://communitydata.ca/programresources">http://communitydata.ca/programresources</a></p>

<b>SD3. Train people and build capacity</b>	
<b><i>Accomplished tasks</i></b>	<b><i>Resources</i></b>
<p>Formal orientation sessions are complemented by informal 30-45 minute presentations delivered on an ad hoc basis.</p> <p>Three program orientations were delivered to new consortia (Parry Sound-Nipissing, Bow Valley and Oxford County) and consortia under development (Perth-Huron and Northern Ontario).</p> <p>A short video version of the orientation was prepared in March 2016 to facilitate use by consortium leads within their own consortium. The video was recorded with the Adobe Connect webinar license acquired in 2015-2016. The recording is 9 minutes long. The recording will be posted to communitydata.ca in advance of the annual meeting.</p>	
<p><b>3.3 Coordinate delivery of training related to data tools</b></p> <p>Deliverable: Training Program for Analytical Tools scheduled</p> <p>The focus to date has been on training related to Envision. A total of 11 consortia relied on the Envision licenses acquired by CCSD since April 1, 2015.</p> <p>Additional training on accessing CDP data was delivered to lead organizations and/or new member organizations within established consortia: Parry Sound-Nipissing, Oxford County Ontario and the City of London</p> <p>The 2015 annual meeting included a workshop on “<i>How to establish and run a consortium</i>”. <i>This workshop will be repeated at the 2016 annual meeting.</i></p> <p>A Survey of Member Use of Data was conducted in advance of the 2015 annual meeting and shared with consortium leads. A broadened survey has been designed for delivery to all CDP Users in advance of the 2016 meeting.</p>	<p>See Annex 3 below for the Survey of CDP Users</p>
<p><b>3.4 Develop Training Tools/Content</b></p> <p>Deliverable: One tool developed &amp; posted/linked at communitydata.ca</p> <p>The October 22 Leads teleconference announced the establishment of a new CDP working group focused on recommending approaches and tools to more effectively and efficiently train CDP users. The working group met on three occasions since January 2016 and will report its</p>	<p>Training &amp; Capacity Building Working Group</p> <p><a href="http://communitydata">http://communitydata</a></p>

<h2>SD3. Train people and build capacity</h2>	
<i>Accomplished tasks</i>	<i>Resources</i>
<p>recommendations at the April 2016 Annual Meeting.</p> <p>An Adobe Connect webinar license has been acquired for use by the CDP under a license partnership with the University of Winnipeg's Institute of Urban Studies. The license allows an unlimited number of meetings with up to 100 concurrent users.</p> <p>The CDP team supported the creation of <b>fillable PDFs</b>, a tool to enable consortium members to generate local evidence-based stories using a template designed and disseminated by CCSD. This tool will be launched at the annual meeting in May 2016.</p>	<p><a href="http://communitydata.ca/tcpwg">.ca/tcpwg</a></p> <p>Online training tools are posted at <a href="http://communitydata.ca/resources">http://communitydata.ca/resources</a></p>
<p><b>3.5 Prepare Trimesterly Product Profiles</b></p> <p>Deliverable: Product profile report published trimesterly</p> <p>Product profiles provide in-depth analyses of specific data products available from the CDP, explaining how the product can be used by program members. Product profiles were not delivered during the 2015-2016 program year. Instead, the CDP supported the delivery of the "Strength in Numbers" series. (See workplan item 4.4)</p>	<p>Product profiles are posted here:</p> <p><a href="http://communitydata.ca/dataandcatalogueresources">http://communitydata.ca/dataandcatalogueresources</a></p>
<p><b>3.6 Improve Training-related Website Issues</b></p> <p>Deliverable: Functionality improved based on user feedback and ongoing improvements by the Program team</p> <p>One of four objectives of the web development project launched on March 1, 2016 is to enhance the use of <a href="http://communitydata.ca">communitydata.ca</a> as a capacity building resource. As an interim step, the <a href="http://www.communitydata.ca/resources">www.communitydata.ca/resources</a> section has been redesigned by dividing it into three parts:</p> <ul style="list-style-type: none"> <li>• Program Resources</li> <li>• Data and Catalogue Resources</li> <li>• Community Reporting Resources</li> </ul>	<p>More details on the web development project are included below in Annex 2.</p>

<h2>SD4. Share results within the network</h2>	
<i>Accomplished tasks</i>	<i>Resources</i>

<b>SD4. Share results within the network</b>	
<b><i>Accomplished tasks</i></b>	<b><i>Resources</i></b>
<p><b>4.1 Maintain regular Communication with Consortium Leads</b></p> <p>Communication takes the form of occasional emails for all leads, and telephone or email to specific leads as issues arise.</p>	
<p><b>4.2 Host and coordinate Consortium Leads Teleconferences</b></p> <p>Deliverable: Leads Teleconferences hosted, with meeting notes recorded and posted.</p> <p>A leads teleconferences is hosted in the Fall from 1:30-2:30EST, with meeting notes posted online. A leads teleconference was hosted on October 22, 2015.</p>	<p>Leads meeting info is posted here:  <a href="http://communitydata.ca/leadsm meetings">http://communitydata.ca/leadsm meetings</a></p>
<p><b>4.3 Host and coordinate Annual Program Meeting</b></p> <p>Deliverable: Annual Program Meeting with consortium leads</p> <p>The 2014-2015 annual meeting took place in Montreal, Quebec on May 21 and 22, 2015. 30 participants represented 17 of 27 consortia.</p> <p>The 2015-2016 annual meeting will take place on May 26 and 27 in Banff, Alberta. The Bow Valley consortium is hosting.</p>	<p>Report of the 2014-2015 Annual Program meeting is posted here:  <a href="http://communitydata.ca/leadsm meetings">http://communitydata.ca/leadsm meetings</a></p>
<p><b>4.4 Upload stories, best practices, data results to the website</b></p> <p>Deliverable: local use of data profiled</p> <p><i>Community Snapshots</i> were introduced in 2014-2015, showcasing the use of data by CDP members, the people who analyze the data, and its impact on communities. A total of nine snapshots have been received to date. The latest was received in November 2015 from Simcoe county.</p> <p>The <i>Strength in Numbers Series</i> was introduced in 2015-2016. The first 8 infographics were released under the Poverty in Canada theme. Four additional themes are planned: Income Inequality, Employment Trends &amp; Working Poverty, Housing and Transportation.</p>	<p>The Community Snapshots series and template and Strength in Numbers series are located here:  <a href="http://communitydata.ca/communityreportingresources">http://communitydata.ca/communityreportingresources</a></p>
<p><b>4.5 Prepare Trimesterly Newsletter</b></p> <p>Deliverable: Program newsletter - Making it Count!</p> <p>The Making it Count! newsletter is a trimesterly communications vehicle sharing the latest news from the CDP team with the full CDP network of registered users (members and non-members). Bilingual versions of the</p>	<p>Newsletters are available here:  <a href="http://communitydata.ca/content/newsle">http://communitydata.ca/content/newsle</a></p>

<b>SD4. Share results within the network</b>	
<b>Accomplished tasks</b>	<b>Resources</b>
<p>Making it Count newsletter were delivered on Sept 29, 2015 (Issue 4.1) and October 2, 2016 (Issue 4.2)</p> <p>The newsletters were sent to over 1,500 recipients, and were opened by approximately 24% of these, above the industry average of 21.6%.</p> <p>Additional features are added to the newsletter on an ongoing basis. <i>Community Snapshots</i> were added in 2014-2015 and Vol. 4 Issue 2 (Winter 2016) includes a new <i>How Well Do You Know [insert data product]</i> section providing insights into CDP data holdings.</p>	<p><a href="#">tter-archive</a></p>

<b>SD5. Build and foster partnerships</b>	
<b>Accomplished tasks</b>	<b>Resources</b>
<p><b>5.1 Member Recruitment / Missions to Select Cities</b></p> <p>Deliverable: 20 members by end of Year 1; 30 by Year 3; 35 by Year 5.</p> <p>The target for new consortia has been scaled down from the original targets, which called for 50 consortia by year 5. With 29 consortia in place as of March 31, 2015, the CDP has grown by 16% since October 31, 2014, expanding from 20 consortia in 2012/2013, and 21 in 2013/2014.</p> <p>Two new agreements are being finalized: one for Perth-Huron (Ontario), to be led by the United Way Perth-Huron, and a second for a “Rest of Northern Ontario” consortium to be led by the Northern Policy Institute.</p> <p>Several more organisations are at various stages of considering a new consortium, including Brant &amp; Haldimand-Norfolk Counties, Columbia Basin Boundary, Northumberland, Prescott &amp; Russell/Hawkesbury, Saskatoon, and Vancouver Island-Capital Regional District.</p>	<p>A list of CDP members is posted here:</p> <p><a href="http://communitydata.ca/members">http://communitydata.ca/members</a></p>
<p><b>5.2 Develop Program Marketing &amp; Membership Package</b></p> <p>Deliverable: Updated Program marketing package (presentation, primer)</p>	<p>See:</p> <p><a href="http://communitydata.ca/programresources">http://communitydata.ca/programresources</a></p> <p><a href="http://ccsd.ca/index.p">http://ccsd.ca/index.p</a></p>



<b>SD5. Build and foster partnerships</b>	
<i>Accomplished tasks</i>	<i>Resources</i>
<p>Promotional material is regularly updated and posted online in both official languages. These include a 4-page Community Data Consortium Primer and a slide presentation. In addition, a program profile and FAQ was prepared for the CCSD.ca website.</p>	<p><a href="http://ccsd.ca/index.php/enable/community-data-program">hp/enable/community-data-program</a></p>
<p><b>5.3 Approach prospective report preparation partners</b></p> <p>Deliverable: Target: One external partnership to co-publish "Strength in Numbers" report series.</p> <p>The Strength in Numbers series was launched in September 2015. See workplan item #4.4 above.</p>	<p>See:  <a href="http://ccsd.ca/index.php/evidence/strength-in-numbers-series">http://ccsd.ca/index.php/evidence/strength-in-numbers-series</a></p>
<p><b>5.4 Host &amp; coordinate Community Data Canada (virtual) Roundtable</b></p> <p>Deliverable: Annual Community Data Roundtable delivered</p> <p>The annual Community Data (virtual) Roundtables take place over a full day, bringing together approximately 200 practitioners from across Canada to learn about the world of community data.</p> <p>A sixth annual roundtable is being planned for May 2016. This year's topic will be an update on the status of the mandatory long form census. The format will be shorter, allowing for 2 hours to cover a presentation by a Statistics Canada official and ample time for Q&amp;A. Due to license restrictions, the event will be open to the first 100 registrants who log in.</p> <p><b>www.cdc-dcc.info</b>, launched in 2011, was integrated as a sub-domain within the communitydata.ca website in Fall 2015.</p>	<p>Community Data Canada webinars are accessible from:  <a href="http://communitydata.ca/CDC-DCC/index.html">http://communitydata.ca/CDC-DCC/index.html</a></p>
<p><b>5.5 Proposal Writing</b></p> <p>Deliverable: Pursue revenue generation opportunities</p> <p>CCSD's Community Analytics Service offers a fee-for-service to organizations not eligible for participation in a consortium. The target is a maximum of 5 Community Analytics contracts per program year @ \$10,000 per contract.</p> <p>In 2015-2016, Community Analytics projects have been undertaken for the Federation of Canadian Municipalities: The Municipal Quality of Life Reporting System; Neighbourhood Financial Health Index (Phase 3); Pathways to Education Canada: Analysis and mapping of at-risk neighbourhoods in Canada (phase 3); Tamarack -- An Institute For</p>	<p>For a summary of the Community Analytics Service:  <a href="http://ccsd.ca/index.php/enable/community-analytics">http://ccsd.ca/index.php/enable/community-analytics</a></p>



<b>SD5. Build and foster partnerships</b>	
<b><i>Accomplished tasks</i></b>	<b><i>Resources</i></b>
Community Engagement: Measuring poverty across the Cities Reducing Poverty Network (phase 2).	

## 2B Data acquisition: Schedule B, 2015-2016

Some free data are useful and the CDP facilitates members' access and use. The challenge is that free data tends not to address difficult questions. Complex issues and those related to neighbourhoods generally require special data sets. CCSD's CDP specialists work with over 20 public and private data providers to secure the best pricing and licensing arrangements, and gather the data sets of most value to members and users. This means the CDP can provide customized data products involving special orders and cross-tabulations. Many of these custom tabulations are prepared exclusively for the program.

The CDP concentrates on acquiring these national data sets at the smallest geographic levels available, as social and community development are best understood at the community or neighbourhood level. The CDP works with Statistics Canada to make available custom geography data products, reflecting the unique boundaries of each Consortium. The Program also acquires analytical tools for generating neighbourhood profiles and community atlases, and for converting postal code geographies into Census geographies.

Data acquisition for 2015-2016 included 44 data products being sourced from 10 organisations. These products are summarized in the table below and are described in greater detail in **Schedule B** and the online **community data catalogue**. 43 of the 44 products identified in Schedule B for 2015-2016 have been received and are either available from [communitydata.ca](http://communitydata.ca) or are being actively catalogued. One product will be delivered in May-2016. The CIC Data Cube was not published in 2015, but will be released on the Federal Government's Open Data portal in 2016.

## Table of Data Products Acquired in 2015-2016

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	Status of Order
Beyond 20/20 Inc.	Beyond 20/20	Beyond 20/20 is a free tool necessary to view tables from Statistics Canada.	NA	Available from the communitydata.ca catalogue
Caledon Institute of Social Policy	Welfare Incomes	Formerly available from the National Council of Welfare (now abolished). <a href="http://www.caledoninst.org/Publications/PDF/1086ENG.pdf">http://www.caledoninst.org/Publications/PDF/1086ENG.pdf</a>	2014	Available from the communitydata.ca catalogue
Canada Mortgage and Housing Corporation	Housing in Canada Online	Free and available online	2011	Available from the communitydata.ca catalogue
Canada Mortgage and Housing Corporation	Housing Market Information Portal	Free and available online: <a href="http://cmhc.ca/hmiportal">http://cmhc.ca/hmiportal</a>	2013	Available from the communitydata.ca catalogue
Canada Mortgage and Housing Corporation	Market Analysis Centre products	Selected variables and geographies.	2014	Available from the communitydata.ca catalogue
Canadian Urban Libraries Council	Public Library Statistics	Free and available online	2013, 2014	Available from the communitydata.ca catalogue
Citizenship and Immigration	Permanent Residents Rounded Data Cube	Free and available from the Federal Government Open Data Portal	2013-2015	The rounded cubes are no longer available. A series of tables at the census division level are to be posted to the Open Data Portal in 2016.
Employment & Social Development Canada	Database on Minimum Wages	Available from <a href="http://srv116.services.gc.ca/dimt-wid/sm-mw/rpt2.aspx?lang=eng&amp;dec=1">http://srv116.services.gc.ca/dimt-wid/sm-mw/rpt2.aspx?lang=eng&amp;dec=1</a>	2015	Available from the communitydata.ca catalogue
Employment & Social Development Canada	Shelter Capacity Report	Available on request from ESDC	2015	Available from the communitydata.ca catalogue
Environics Analytics	Enhanced Postal Code Conversion File 2015	PCCF is an enhanced version of the STC PCCF	2015	Available from the communitydata.ca catalogue

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	Status of Order
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).	2015-2016	Available upon request from <a href="mailto:info@communitydata.ca">info@communitydata.ca</a>
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).	2016	Available upon request from <a href="mailto:info@communitydata.ca">info@communitydata.ca</a>
Industry Canada	Insolvency data	Custom order from the Office of the Superintendent of Bankruptcy, not publicly accessible. Includes both business and personal bankruptcies.	2014	Available from communitydata.ca catalogue.
Statistics Canada	Building Permits		2014	Available from communitydata.ca catalogue.
Statistics Canada	Building Permits		2015	Available from communitydata.ca catalogue.
Statistics Canada	Canadian Business Counts (2015-06)	Table 1 Establishment counts by CMA/CA/CT, all NAICS and Employee Size Ranges; Table 2 Establishment counts by CD/CSD, all NAICS, and Employee Size Ranges; Table 3- Location counts for all CSDs, all NAICS, and Employee Size Ranges; Table 4 Location counts for all CTs, all NAICS, and Employee Size Ranges	2015	Available from communitydata.ca catalogue.
Statistics Canada	Canadian Business Counts (2015-12)	Table 1 Establishment counts by CMA/CA/CT, all NAICS and Employee Size Ranges; Table 2 Establishment counts by CD/CSD, all NAICS, and Employee Size Ranges; Table 3- Location counts for all CSDs, all NAICS, and Employee Size Ranges; Table 4 Location counts for all CTs, all NAICS, and Employee Size Ranges	2015	Available from communitydata.ca catalogue.
Statistics Canada	Canadian Community Health Survey	Data released on 17Jun2015 and available at no cost from STC website	2014	Available from communitydata.ca catalogue.

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	Status of Order
Statistics Canada	Canadian Community Health Survey 2013 [two-year estimates]	Two-year period rolled up estimates (2013-2014)	2013-2014	Available from communitydata.ca catalogue.
Statistics Canada	Canadian Survey on Disability	4 tables: 115-0001 Prevalence of disability for adults, by sex for all adults, under 65, 65+; 115-0002 Adults with and without disabilities, by sex and all adults, under 65, 65+; 115-0003 Adults with disabilities, by type; 115-0004 Adults with disabilities, by severity	2013	Available from communitydata.ca catalogue.
Statistics Canada	Census and NHS, 2011 - TBT [Custom geographies - Group 2]	TBT Batch 1: Table#98-311-x2011018. Age (131) and Sex (3), 2011 Census. Run for custom Geography Group #2.	2011	Available from communitydata.ca catalogue.
Statistics Canada	Census and NHS, 2011 - Profiles [Custom geographies - Group 3]	For Group 3 custom geos only.	2011	Available from the communitydata.ca catalogue
Statistics Canada	Census and NHS, 2011 - Target Group Profiles [Custom geos Group 3]	12 TGPs for Group 3 custom geos.	2011	Available from the communitydata.ca catalogue
Statistics Canada	Census and NHS, 2011 - Target Group Profiles [Part 3]	Part 3 target groups: (1) population living alone, (2) population living in subsidized housing, (3) youth aged 0-17	2011	Available from the communitydata.ca catalogue
Statistics Canada	Core Housing Need	Core Housing Need cross-tabulated by multiple variables	2011	Available from communitydata.ca catalogue.
Statistics Canada	Census and NHS, 2011 - Target Group Profiles Pop Living Alone [Custom geos All groups]	TGP for pop living alone to be done for all 3 custom geo groups.	2011	Available from the communitydata.ca catalogue
Statistics Canada	Custom Geography (Group 3)	Group 3: York Region; Durham Region; Toronto; Metro Vancouver-Fraser Valley	2011	Available from the communitydata.ca catalogue
Statistics Canada	Estimates of Population by Age and Sex (alternate method)		2014	Available from the communitydata.ca catalogue
Statistics Canada	Estimates of Population by Age and Sex (alternate method)		2015	Available from the communitydata.ca catalogue

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	Status of Order
Statistics Canada	General Social Survey - Time Use Cycle 24	"In the past 12 months, did you do unpaid volunteer work for any organization?" from Section 4: Unpaid Work Activities; Module: Volunteering (VCG), by sex and (all respondents, under 65, 65+)	2010	Available from the communitydata.ca catalogue
Statistics Canada	Low Income Lines	<a href="http://www5.statcan.gc.ca/olc-cel/olc.action?objId=75F0002M&amp;objType=2&amp;lang=en&amp;limit=0">http://www5.statcan.gc.ca/olc-cel/olc.action?objId=75F0002M&amp;objType=2&amp;lang=en&amp;limit=0</a>	2013, 2014	Available from the communitydata.ca catalogue
Statistics Canada	NHS, 2011 - Community Poverty Project [Part 3]	7 CPP tables with third-highest ratings.	2011	Tables 4, 5b, 5d, 6a, 6b Available from the communitydata.ca catalogue/  CPP-10-UI-a and CPP-10-EF-expected in April 2016.
Statistics Canada	NHS, 2011 - Community Poverty Project Table 1 [Custom geographies Group 3]	CPP01 custom table (1) (Cat 99C0001)	2011	Available from the communitydata.ca catalogue
Statistics Canada	NHS, 2011 - Topic-Based Tabulations [Part 3]	Custom tables from TBT list Batch 3 (Tab EO2194). Product ID 99C0001. Incl. "Housing tenure incl presence of mortgage and subsidized housing (7), shelter-cost-to-income ratio (5), condition of dwelling (4), housing suitability (3), income status in 2010 (6), household type (17)"	2011	Available from the communitydata.ca catalogue
Statistics Canada	NHS, 2011 - Topic-Based Tabulations [Part 4]	Ordered 4 tables: Aboriginal identity (8)...;NOC 2011 (691)...; NAICS 2011 (425)...; Proposed custom 05 / Population by decile of adjusted after-tax family income (13)...	2011	Available from the communitydata.ca catalogue
Statistics Canada	NHS, 2011 - Topic-Based Tabulations [Custom geographies Groups 2 and 3]	4 tables: Census – Semi-custom tabulations (1) (Cat 97C0002); NHS – Semi-custom tabulations (3) (Cat 99C0002)	2011	Available from the communitydata.ca catalogue
Statistics Canada	Police Resources in Canada	Released March 30 2015	2014	Available from the communitydata.ca catalogue
Statistics Canada	Survey of Financial Security	Released Feb 25, 2014	2012	Available from the communitydata.ca catalogue

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	Status of Order
Statistics Canada	Taxfiler - Standard tables	Family tables 1 to 18; Senior tables 1 to 5; Neighbourhood Income & Demographics tables 1 to 8, Economic Dependency Profiles, Labour Income Profile, Financial Data & Charitable Donations	2013	Available from the communitydata.ca catalogue
Statistics Canada	Taxfiler (T1FF) - Custom: Income Inequality (percentiles)		2011	Available from the communitydata.ca catalogue
Statistics Canada	Taxfiler (T1FF) - Custom: Working Poverty		2011	Available from the communitydata.ca catalogue
Statistics Canada	Taxfiler (T1FF) - Migration Estimates	Tables A to D and Table E (Median Income of Migrant Taxfilers), since 2001-2002	2013	Available from the communitydata.ca catalogue
Statistics Canada	Uniform Crime Reporting Survey	Includes the Police-Reported Crime Severity Index. Available at not cost from <a href="http://www5.statcan.gc.ca/cansim/a05?searchTypeBy Value=1&amp;lang=eng&amp;id=2520075&amp;pattern=2520075">http://www5.statcan.gc.ca/cansim/a05?searchTypeBy Value=1&amp;lang=eng&amp;id=2520075&amp;pattern=2520075</a>	2014	Available from the communitydata.ca catalogue
TransUnion	Credit Report Characteristics	Q12015. Final table in multi-year agreement with TransUnion.	2015	Available from the communitydata.ca catalogue

## 2C Usage analytics for communitydata.ca

The Community Data Program Team compiles usage analytics over the course of the program year. In particular, four tables help us understand what tables are popular, who is using the data, and how well we are doing relative to the previous program year:

1. Table 2C.1 Summary of communitydata.ca usage: number of registered users, number of downloading users, number of tables downloaded, median number of downloads among users who have downloaded at least one table, and average number of downloads per week. Numbers are shown for 2012-2013 through to 2015-2016. A baseline target was established in 2013-2014.
2. Table 2C.2 Downloads and users by Data Consortium: number of downloads and registered users for each Data Consortium.
3. Table 2C.3 Top 20 data tables by number of downloads: most popular data tables by number of downloads from the communitydata.ca catalogue.<sup>1</sup>
4. Table 2C.4 Top 20 data users by number of downloads: users who most-frequently download data tables from the communitydata.ca catalogue.

### Usage targets

A baseline target for data downloads was established at the 2012-2013 Annual Meeting (see Table 2C.1). All targets have been exceeded with the exception of “Total individual users who downloaded one or more table.”

Tables 2C.2-4 further cross-tabulate data usage—by consortium, data table, and user respectively.

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<sup>1</sup> Note that (1) some Consortia only download a table once and share it among members locally; and (2) users may download a given table more than once. The numbers in Table 2C.3 therefore may not reflect the actual popularity of a given table. Numbers exclude downloads by CDP team members.



**Table 2C.1: Summary of communitydata.ca usage**

<i>Indicator</i>	<i>2012-2013, actual</i>	<i>2013-2014, target</i>	<i>2013-2014, actual</i>	<i>2014-2015, actual</i>	<i>2015-2016 actual</i>	<i>2015-2016 Increase over target</i>
Total active users as of last day of program year	654	800	842	1,043	1,296	62%
Total individual users who downloaded one or more table	180	400	296	371	358	-11%
Total number of downloads	1,966	2,500	3,119	6,246	6,098	144%
Median number of downloads per downloading user	4	5	5	6	6	20%
Average number of downloads per week	37.8	48	60	120	117	144%

**Table 2C.2: Downloads and users by Data Consortium**

<i>Consortium</i>	<i>Downloads</i>			<i>Users</i>		
	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>	<i>2013-2014</i>	<i>2014-2015</i>	<i>2015-2016</i>
Bow Valley	n/a	11	32	n/a	1	14
Calgary	261	465	367	106	126	140
Durham Region	69	178	77	50	79	81
Erie-St. Clair	n/a	n/a	272	n/a	n/a	41
Halton Region	231	240	259	28	36	44
Hamilton	111	201	188	27	33	35
Kawartha Lakes and Haliburton	n/a	n/a	46	n/a	n/a	10
Kingston Frontenac Lennox and Addington	75	125	91	28	30	35
London	189	272	213	16	21	20
Montréal	1	216	164	2	18	19
Newfoundland & Labrador	n/a	n/a	44	n/a	n/a	1
Niagara	n/a	68	159	n/a	11	30
Ottawa	222	402	392	6	6	7
Oxford	n/a	0	18	n/a	0	14
Parry Sound-Nipissing	12	80	88	5	4	7
Peel Region	116	348	310	54	61	72
Peterborough	59	67	58	4	6	7
Red Deer	7	2	5	6	6	7
Regina	40	104	56	16	25	30
Saint John	4	41	15	3	4	4
Simcoe County	105	350	495	63	69	72
Sudbury	189	144	76	41	48	53
Toronto	455	631	798	149	173	203
Vancouver	201	859	408	36	49	61
Waterloo Region	175	333	279	86	92	97
Wellington Dufferin Guelph	156	481	258	35	46	52
Winnipeg	213	347	496	37	45	51
Wood Buffalo	n/a	9	0	n/a	2	2
York Region	228	272	302	44	52	66
<b>Total</b>	<b>3,119</b>	<b>6,246</b>	<b>5966</b>	<b>842</b>	<b>1,043</b>	<b>1,275</b>

n/a indicates that the consortium was not established.

**Table 2C.3: Top 20 data tables by number of downloads**

<i>Data product</i>	<i>Number of downloads</i>
1. Census Profile, 2011	275
2. NHS Profile, 2011	269
3. Canadian business patterns, establishment and location counts, employment size and North American Industry Classification System (NAICS), December 2014	136
4. Age (131) and sex (3) for the population, Census, 2011	97
5. Age groups of primary household maintainer (13), household total income groups in 2010 (11), housing tenure (4), shelter-cost-to-income ratio (5), housing suitability (3), condition of dwelling (3) and household type (17) for private households, NHS, 2011	86
6. CPP Table 1: Age groups (22), sex (3), income status (7) and selected cultural, activity limitation and demographic characteristics (37) for the population in private households, NHS, 2011	85
7. F-18: After-tax low income, 2013	79
8. Census Profile, 2006	73
9. Canadian business counts, establishment and location counts, employment size and North American Industry Classification System (NAICS), June 2015	66
10. F-01: Summary table, 2013	66
11. LFS - Custom Table 1, 2012	66
12. Income inequality and working poverty (custom tables), 2010	63
13. Income inequality and working poverty (custom tables), 2011	61
14. Custom Income and Housing TBT 03: Shelter cost groups (11), household type (9), age groups of primary household maintainer (8), housing tenure including presence of mortgage and subsidized housing (7) for owner and tenant households in non-farm, non-re...	56
15. Permanent Residents Rounded Data Cube, 2012	56
16. Target group profile of the population aged 65 years and over, Census, 2011	53
17. Citizenship (5), place of birth (236), immigrant status and period of immigration (11), age groups (10) and sex (3) for the population in private households, NHS, 2011	49
18. Enhanced Postal Code Conversion File, 2015 (July update)	49
19. Income in 2010 (34), age groups (10C), sex (3) and highest certificate, diploma or degree (11) for the population aged 15 years and over in private households, NHS, 2011	49
20. F-01: Summary table, 2012	47

**Table 2C.4: Top 20 data users by number of downloads**

<i>First and Last Name</i>	<i>Consortium</i>	<i>Downloads</i>
1. Dianne Urquhart	Ottawa	337
2. Andrea Dort	Peel Region	200
3. Heath Priston	Toronto	147
4. James Houston	Winnipeg	133
5. Pete Crvenkovski	Erie-St. Clair Consortium	126
6. Peter Marriott	Vancouver	114
7. Laura Buccioni	Toronto	113
8. Asa Nishimura	Simcoe County	109
9. Darren Lezubski	Winnipeg	99
10. Auburn Larose	Wellington-Dufferin-Guelph	97
11. Tristan Johnson	Vancouver	89
12. James Massie	Montréal	84
13. Jasmine Ing	Calgary	82
14. Christine Holliday	Simcoe County	74
15. Stephanie McGarr	Simcoe County	74
16. Lynn Fox	Simcoe County	73
17. Sabin Mukkath	Toronto	73
18. Miroslava Svitlica	Winnipeg	71
19. Ted Hildebrandt	Halton Region	68
20. Adam Brightling	London	67

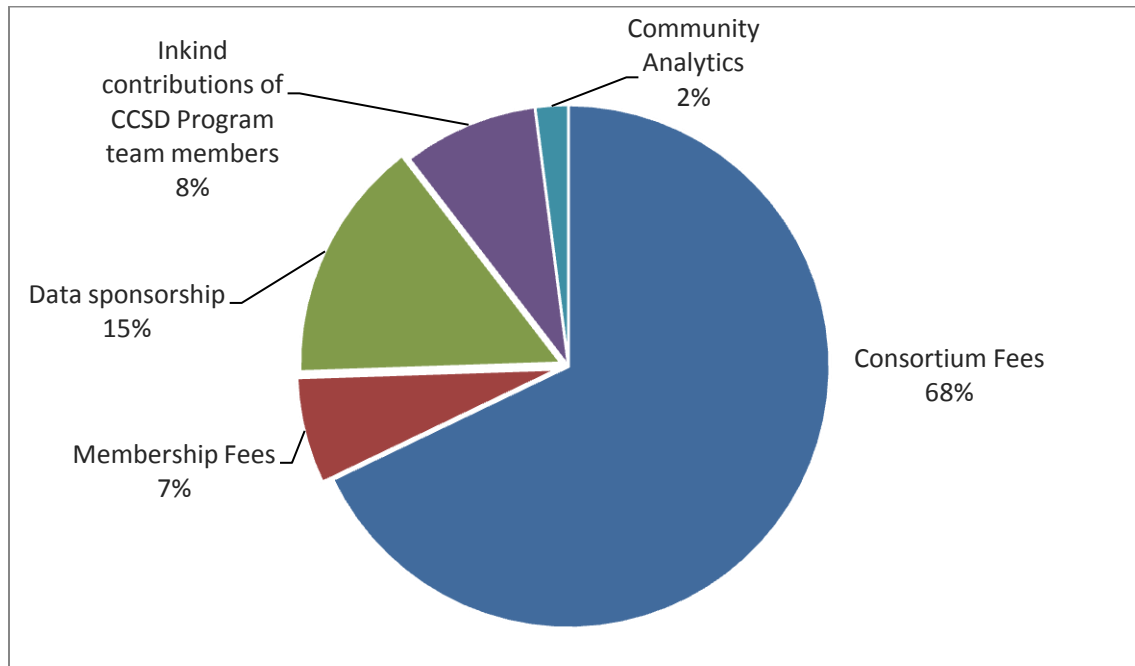
## 2D Program budget, 2015-2016

### Program budget overview, 2015-2016

Canadian Council on Social Development, Community Data Program Budget, in Canadian Dollars, for April 1, 2015 to March 31, 2016

<i>Revenue</i>	<i>Budgeted</i>
Consortium Fees - 27 consortia	\$ 330,620
Membership Fees - 9.5 Members per Consortium	\$ 32,063
Data sponsorship - value to the Program	\$ 73,518
In-kind contributions of CCSD Program team members	\$ 40,800
Community Analytics Fee-for-Service to non-members	\$ 10,000
<b>Total Revenue</b>	<b>\$ 487,000</b>
<i>Expenses</i>	
Data Purchase, excluding sponsorship	\$ 109,604
Data Acquisition through sponsorship	\$ 73,518
Program team, excluding in-kind contribution	\$ 201,858
Program team, in-kind contribution	\$ 40,800
Program Overhead	\$ 46,268
Outreach / Travel	\$ 7,318
Annual Meeting	\$ 7,634
<b>Total Expenses</b>	<b>\$ 487,000</b>

## Summary of revenue, 2015-2016



*Figure 1 Summary of revenue, 2015-2016*

### ***Notes on revenue, 2015-2016***

- Consortium Fee revenue is based on commitments provided by Community Data Consortia outlined in the table below.
- Revenue from Membership Fees is based on previous end-of-year totals, which stood at an average of 9.5 member organizations per consortium, each paying \$125 annually.
- "CCSD In-Kind Contributions" are derived from the following sources:
  - "In-kind" refers to in-kind contributions by CCSD staff and program team members
  - "Sponsorship" refers to third-party sponsorship from public and private sector sources, including data providers offering concessional rates
- "Analytics fees" refers to revenue generated from fee-for-service data analysis services offered to non-Consortium members.
- Cash flow is dependent on payment of invoices and of membership fees.

***Consortium Fees by Data Consortium, 2015-2016***

<b><i>Consortium</i></b>	<b><i>Population</i></b>	<b><i>Consortium Fee</i></b>
Bow Valley	33,912	\$ 5,000.00
Calgary	1,096,833	\$ 19,990.00
Durham	608,124	\$ 13,994.00
Erie-St. Clair	619,056	\$ 13,994.00
Halton	501,669	\$ 12,495.00
Hamilton	519,949	\$ 12,495.00
Kingston, Frontenac, Lennox and Addington	191,562	\$ 7,248.50
London	439,151	\$ 10,996.00
Montréal	1,886,481	\$ 19,990.00
Niagara	431,346	\$ 10,996.00
Ottawa	883,391	\$ 17,741.50
Oxford	105,719	\$ 6,499.00
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	262,692	\$ 8,747.50
Saint John	76,550	\$ 5,749.50
Simcoe County	446,063	\$ 10,996.00
Sudbury	160,376	\$ 7,248.50
Toronto	2,615,060	\$ 19,990.00
Vancouver-Fraser Valley	2,590,921	\$ 19,990.00
Waterloo	507,096	\$ 12,495.00
Wellington-Dufferin-Guelph	265,241	\$ 8,747.50
Winnipeg	1,208,268	\$ 19,990.00
Wood Buffalo	104,338	\$ 6,499.00
York	1,032,524	\$ 19,990.00
<b>Total</b>	<b>18,235,531</b>	<b>\$ 330,620.00</b>

## Summary of expenses, 2015-2016

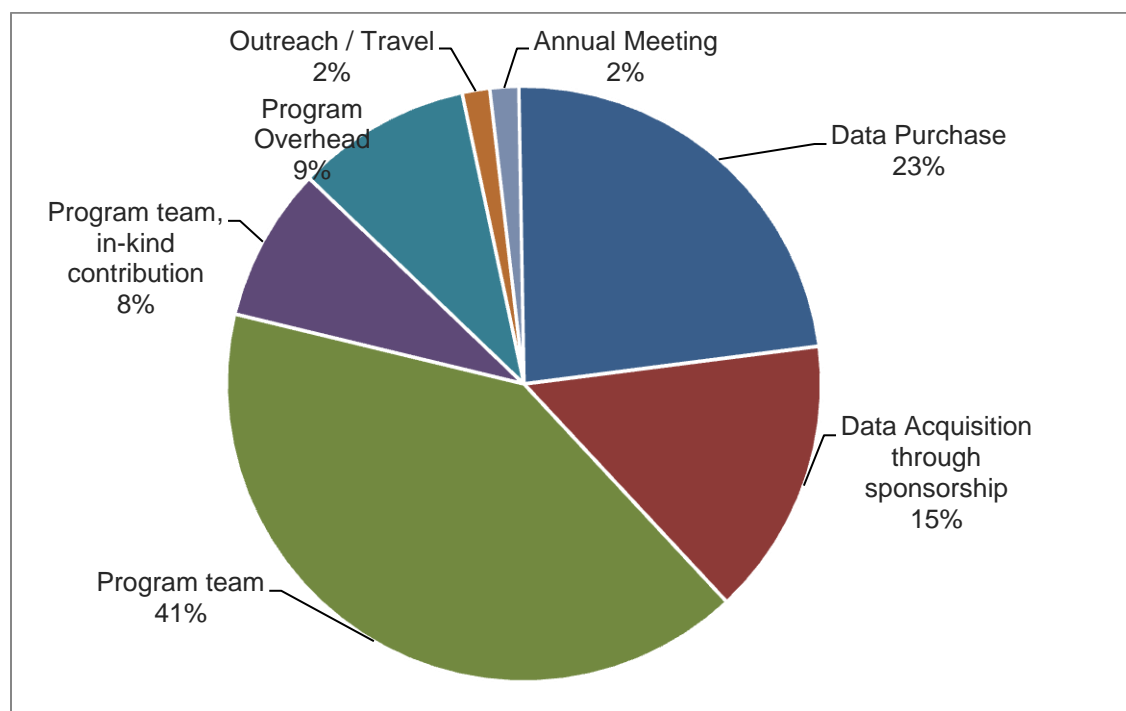


Figure 2 Summary of expenses, 2015-2016

### Notes on expenses, 2015-2016

- "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 CCSD CEO, Finance, Policy & Research, Web development; and CDP Lead, Data analysts, Web maintenance and project team to enhance communitydata.ca.
- "Staff/contractors in kind portion" includes contributions of unpaid time made by CCSD staff and program team members to any aspects of program delivery.
- "Overhead" includes the Program-related portions of Office supplies; Office/meeting room rental; Office equipment; Professional services (legal, design, accounting/audit); Telecom services; webinar services; Internet & webhosting services; Insurance; Delivery/postage; Printing & copying; and Translation.
- "Outreach/travel" includes CCSD and Program team travel 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.



## Part 3: Plans for 2016-2017

### 3A Annual program workplan, 2016-2017

#### SD1. Project leadership

<b>SD</b>	<b>Activity</b>	<b>Deliverable</b>	<b>Milestone</b>
SD1.1	Strategic Planning, workplanning & budgeting	Annual workplan & budget ready for Annual Program meeting	31-Dec-16
SD1.2	Finance & accounting	Invoicing, Payments. Monthly Revenue & Expenditure Statements	ongoing
SD1.3	CCSD-CDP staff team meetings	Regular meetings with CCSD senior management team	as required
SD1.4	Communication with webhost; backups; troubleshooting	Regular backups	ongoing
SD1.5	Communitydata.ca web infrastructure development/upgrading	Website upgrades planned and delivered (contingent on additional funds)	ongoing
SD1.6	Integrate CDP and CCSD websites	Two websites are fully cross-referenced and share common look & feel	ongoing
SD1.7	Prepare Consortium MoAs	MoA Renewal for 2017-2022 program, new MoAs prepared, signed, posted	ongoing
SD1.8	Administer consortium & organisational membership	Consortium invoicing instructions updated; CDP membership system maintained	ongoing
SD1.9	Host & coordinate Program Steering Committee	Teleconference meetings & notes	In advance of Leads Meetings
SD1.10	Prepare administrative reports	Monthly administrative reports for CCSD	monthly

#### SD2. Purchase and access data

<b>SD</b>	<b>Activity</b>	<b>Deliverable</b>	<b>Milestone</b>
SD2.1	Data acquisition planning	CDP Product Tracking File updated regularly; Prepare for 2016 Census order	ongoing
SD2.2	Negotiate data agreements	License/Data Sharing Agreements finalized with data providers	ongoing
SD2.3	Monitor data acquisition	Schedule B Orders finalized and implemented (specify tables)	ongoing
SD2.4	Administer user access	User registration system maintained, usage reports published trimesterly	ongoing
SD2.5	Upload data products	New data products uploaded to FTP	ongoing
SD2.6	Catalogue tables	Data Products Catalogued	ongoing
SD2.7	Enhance web-based	Web development project launched on March	June 30,

<b><i>SD</i></b>	<b><i>Activity</i></b>	<b><i>Deliverable</i></b>	<b><i>Milestone</i></b>
	catalogue	1, 2016 (See Annex 2) An “Index of CDP Data Products” will be released at the CDP annual meeting, relying on terms familiar to policy analysts and community developers.	2016  May 26, 2016
SD2.8	Host and coordinate Data Purchase & Access Working Group	Meetings hosted as required	ongoing

### SD3. Train people and build capacity

<b><i>SD</i></b>	<b><i>Activity</i></b>	<b><i>Deliverable</i></b>	<b><i>Milestone</i></b>
SD3.1	Respond to day-to-day user inquiries	Access to phone/email support to be more widely promoted via newsletter The web development project will integrate a Q&A section into communitydata.ca.	Ongoing  June 30
SD3.2	Design & deliver program orientation	Orientation delivered to new consortia; follow-up orientations delivered as required.	Ongoing
SD3.3	Coordinate delivery of other training & capacity building activities	A webinar on transforming CDP data into infographics will be tested at the 2016 annual meeting. The workshop on “ <i>How to establish and run a consortium</i> ” will be run again at the 2016 annual meeting.	Ongoing
SD3.4	Develop training tools/web-based training content	A webinar series targeting CDP members will be developed, with a focus on using CDP data to create evidence-based stories. The CDP team will support the creation and dissemination of an infographic generation tool in the form of a “fillable PDF” Subject to budget availability, the CDP team will develop an online data access tool to make the most popular CDP data sets easily available in accessible formats.	Ongoing
SD3.5	Training & Capacity Building Working Group	Meetings hosted as required	Ongoing

### SD4. Share results within the network (communications)

<b><i>SD</i></b>	<b><i>Activity</i></b>	<b><i>Deliverable</i></b>	<b><i>Milestone</i></b>
SD4.1	Maintain regular communication with consortium leads		ongoing
SD4.2	Host and coordinate consortium leads	One annual teleconferences hosted in the Fall.	3rd Thursday of Oct

	teleconference		
SD4.3	Host and coordinate annual program meeting	One Annual meeting co-hosted and report prepared	3rd week of May
SD4.4	Create stories, generate data results, share best practices	<p>The CDP team will continue to encourage CDP members to submit <b>Community Snapshots</b>.</p> <p>The CDP team will continue to contribute to the development of new issues of the <b>Strength in Numbers Series</b> by making CDP data available in accessible formats.</p> <p>The web development project will ensure these tools and resources are fully accessible from communitydata.ca.</p>	ongoing
SD4.5	Regular Newsletters & blogs written in English & French	Trimesterly <b>Making it Count!</b> newsletter published for CDP members	Scheduled for Fall, Winter and Spring

## SD5. Build and foster partnerships

<i>SD</i>	<i>Activity</i>	<i>Deliverable</i>	<i>Milestone</i>
SD5.1	Recruit new consortia	Target: 20 members by end of Year 1; 30 by Year 4; 35 by Year 5	ongoing
SD5.2	Develop and update program marketing & membership package	Updated Program marketing package (presentation, primer)	ongoing
SD5.3	Partnership development	Outreach delivered to organisations such as universities	ongoing
SD5.4	Host & coordinate Community Data Canada Webinars	<p>A webinar on the long form census will be delivered as the sixth Community Data Canada virtual roundtable.</p> <p>The annual roundtable will be transformed into a webinar series, aiming for shorter, more frequent events with a maximum capacity of 100 participants using the licensed Adobe Connect webinar tool.</p>	<p>CDC Webinar on May 3, 2016</p> <p>Webinar series: at least 3x / year</p>
SD5.5	Write proposals, including Community Analytics project proposals	Target: 5 Community Analytics contracts per program year @ \$10,000 per contract	ongoing

## 3B Training & Capacity Building Plan, 2016-2017

The CDP Training & Capacity Building component prioritizes the development of resources and tools to support the capacity of CDP members to undertake evidence-based community storytelling and reporting using data available from the CDP catalogue.

The Training & Capacity Building Strategic Direction is driven by two goals:

1. Help members use data to create evidence-based stories and report
2. Help raise awareness about social development

The products and services developed under this component are designed to reach a diverse group of data users. The following tables presents these users in terms of three distinct groups, each requiring unique training and capacity building services.

Audience	Required Capacity Building Services
<b>1. High capacity</b> - top 10-20% of CDP users - “power users” with access to sophisticated data analysis and visualization tools	<ul style="list-style-type: none"> <li>• Easy to use catalogue</li> <li>• Regular newsletter updates on new acquisitions</li> </ul>
<b>2. Medium capacity</b> – 25-33% of CDP users - require some help with data access, with only limited access to data analysis and visualization tools	<ul style="list-style-type: none"> <li>• Easy to use catalogue</li> <li>• Email/phone support to find data and extract simple tables</li> <li>• Online tutorials</li> <li>• Access to low cost data visualization options</li> </ul>
<b>3. Modest capacity</b> – at least 50% of CDP users - require significant assistance with access to data and data visualization tools	<ul style="list-style-type: none"> <li>• Easy access to pre-packaged indicator tables based on most popular topics/downloads</li> <li>• Access to no cost/low cost data visualization tools and tutorials</li> </ul>

While these are described in greater detail in the workplan above, the following products & services will be delivered and/or developed in 2016-2017:

- Phone/email technical support with data access
- Enhanced search function in the online catalogue, as part of the web development project
- Creation of a web-based data access tool with pre-packaged data sets
- A webinar series (live and recorded) focusing on how to transform data into evidence-based stories through data visualization
- Production and dissemination of thematic Infographics/Fact Sheets

- Fillable PDF as an infographic template
- Enabling access to affordable online DIY data visualization tools such as *Piktochart* (<http://piktochart.com/>); *Infogr.am* (<https://infogr.am/>); *Visme* (<http://www.visme.co/>) and *Easel.ly* (<http://www.easel.ly/>)

Information on the CDP training and capacity building services is available from the [communitydata.ca](http://communitydata.ca) resources section, provided through three streams:

- **Program Resources:** Administrative resources for members of the program including the explanation of the program, annual reports, and governance documents.
- **Data and Catalogue Resources:** Information on how to use the catalogue, descriptions of geographies and help with data products including Beyond 20/20
- **Community Reporting Resources:** Explore ways to use the data to create impactful and engaging research products. This section includes training webinars, case studies from other members, and thematic infographics.

## 3C Program communications plan

<i>Medium</i>	<i>Tools</i>	<i>Details</i>	<i>Responsible for Content</i>	<i>Schedule</i>	<i>Audience</i>
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 - cdc-dcc.info (Community Data Canada) integrated with communitydata.ca in 2015-16	CDP Program Team	Weekly	CDP Members
2. E-Newsletter	Making it Count!	- Newsletter with information on CDP membership, training and funding opportunities, link to product profile report and reports by members using data.	CDP Program Team	Trimesterly (May, Sep, Jan)	Community Data Program users
3. Meetings / Workshops	CDP Teleconferences	-Annual information update for lead organizations -Move towards interactive webinar format -Ad hoc meetings scheduled where required	CDP Program Team	Annual (Fall)	CDP Consortium Leads
	CDP Annual Program meeting	- Annual Face-to-face meeting - Co-hosted by CCSD and one consortium lead	CDP Program Team	Annual (April/May)	CDP Leads and one non-lead

## 3C Program communications plan

<i>Medium</i>	<i>Tools</i>	<i>Details</i>	<i>Responsible for Content</i>	<i>Schedule</i>	<i>Audience</i>
	Community Data (Virtual) Webinars	<ul style="list-style-type: none"> <li>- Webinar format</li> <li>- Promote CDP and provide platform for members to profile consortium activities</li> </ul>	CDP Program Team	At least three times per year	Community Data Network, prospective consortia
4. Reports	Community Snapshots	<p>Material provided to CCSD is used to showcase</p> <ul style="list-style-type: none"> <li>(1) the use of data by CDP members,</li> <li>(2) the people who analyze the data, and</li> <li>(3) its impact on communities.</li> </ul> <p>CCSD will maintain an inventory of these submissions.</p>	CDP Program team Consortium leads and member organisations	Monthly, but based on supply of content.	Posted to CCSD.ca for a general audience
	Strength-in-Numbers Infographics Series	<ul style="list-style-type: none"> <li>- Media-friendly infographics</li> <li>- Address social development issues</li> <li>- Rely on CDP data</li> <li>- Deliver simple messages for a broad audience</li> <li>- Uploaded to ccsd.ca</li> <li>- Rely on social media to disseminate the series</li> </ul>	CCSD Researcher, CDP Program Team and Partner (s)	Trimesterly (May, Sep, Jan)	Media, CCSD members

# 3C Data acquisition plan: Draft Schedule B, 2016-2017

## CDP Data Acquisition for 2016-2017

This Schedule B lists data products that the CCSD Community Data Program intends to acquire during the 2016-2017 program year. (Program years run from April 1 to March 31.)

Schedule B contains a list of data products—including both data tables and analytical tools—as well as the names of data providers, a summary of available geographies, and the data delivery schedule. For a more detailed list of Census and NHS tables slated for acquisition, refer to the Appendix 1.

If you notice any errors, omissions, or out-of-date hyperlinks, **please notify us**.

## Making data available takes time

Note that 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, based on input from CDP members and 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](http://communitydata.ca/resources)). If you have questions about this process, please speak to your local Consortium Lead or to the **Community Data Program Team**.



### ***Census geography***

<b>pt</b>	Province and territory
<b>cma</b>	Census metropolitan area
<b>ca</b>	Census agglomeration
<b>cd</b>	Census division
<b>csd</b>	Census subdivision
<b>ct</b>	Census tract
<b>da</b>	Dissemination area
<b>cg</b>	Custom geography

### ***Postal geography***

<b>pcity</b>	Postal city (or “City total”)
<b>fsa</b>	Forward Sortation Area <sup>2</sup>
<b>rc</b>	Rural community
<b>fsaldu</b>	Six-digit Postal Code <sup>3</sup>

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<sup>2</sup> Three-digit postal code

<sup>3</sup> Includes all six-digit postal codes, rural and urban

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	cma	ca	ct	cd	csd	da	pcity	fsa	fsaldu-r	fsaldu	custom	other
Beyond 20/20 Inc.	Beyond 20/20	Beyond 20/20 is a free tool necessary to view tables from Statistics Canada.	NA												
Caledon Institute of Social Policy	Welfare Incomes	Formerly available from the National Council of Welfare (now abolished).	2015												
Canada Mortgage and Housing Corporation	Housing in Canada Online	Free and available online	2011	x	x		x								
Canada Mortgage and Housing Corporation	Housing Market Information Portal	Free and available online: <a href="http://cmhc.ca/hmiportal">http://cmhc.ca/hmiportal</a>	2013	x			x	x							x
Canada Mortgage and Housing Corporation	Market Analysis Centre products	Selected variables and geographies.	2015	x			x	x							
Canadian Urban Libraries Council	Public Library Statistics	The report is typically released in October for the previous year.	2014, 2015												x
Childcare Resource and Research Unit	Early childhood education and care in Canada	Early childhood education and care in Canada 2014 is a compilation of Canada-wide data on child care & related early childhood programs.	2014												
Citizenship and Immigration	Permanent Residents Rounded Data Cube	To be released from Federal Government Open Data Portal in 2016	2015	x			x	x							

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	cma	ca	ct	cd	csd	da	pcity	fsa	fsaldu-r	fsaldu	custom	other
Employment & Social Development Canada	Database on Minimum Wages	Available from <a href="http://srv116.services.gc.ca/dimt-wid/sm-mw/rpt2.aspx?lang=eng&amp;dec=1">http://srv116.services.gc.ca/dimt-wid/sm-mw/rpt2.aspx?lang=eng&amp;dec=1</a>	2016, 2017												
Employment & Social Development Canada	Shelter Capacity Report	Available on request from ESDC	2016												x
Environics Analytics	Enhanced Postal Code Conversion File	PCCF is an enhanced version of the STC PCCF	2016										x		
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).	NA												
Industry Canada	Insolvency data	Custom order from the Office of the Superintendent of Bankruptcy, not publicly accessible. Includes both business and personal bankruptcies.	2015								x				
Statistics Canada	Building Permits		2015	x			x	x							

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	cma	ca	ct	cd	csd	da	pcity	fsa	fsaldu-r	fsaldu	custom	other
Statistics Canada	Canadian Business Counts (2016-06)	CBC is released twice a year; CCSD will order to most recent release twice a year.	2016	x		x	x	x							
Statistics Canada	Canadian Business Counts (2016-12)	CBC is released twice a year; CCSD will order to most recent release twice a year.	2016	x		x	x	x							
Statistics Canada	Canadian Community Health Survey		2015												x
Statistics Canada	Canadian Community Health Survey [two-year estimates]	Two-year period rolled up estimates (2015-2016)	2015-2016												x
Statistics Canada	Estimates of Population by Age and Sex (alternate method)		2015	x			x	x							
Statistics Canada	General Social Survey - Family	Ask about historical GSSs at the CSD level.													
Statistics Canada	General Social Survey - Giving, Volunteering, Participating Cycle 27	Data release - January 30, 2015	2013	x			?	?							
Statistics Canada	General Social Survey - Internet	Ask about historical GSSs at the CSD level.													
Statistics Canada	General Social Survey - Social Engagement	Ask about historical GSSs at the CSD level.	2013	x			?	?							
Statistics Canada	General Social Survey - Social Support and Aging	Ask about historical GSSs at the CSD level.													
Statistics Canada	General Social Survey - Victimization Cycle 28	Month of data release not confirmed - 2015	2014				?	?							

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	cma	ca	ct	cd	csd	da	pcity	fsa	fsaldu-r	fsaldu	custom	other
Statistics Canada	Labour Force Survey	Resubmit order with expanded list of variables.	2013/14/15	x											
Statistics Canada	Low Income Lines		2014, 2015	x			x	x							
Statistics Canada	2016 Census - Standard Tables	Includes Census Profiles	2016	x			x	x							
Statistics Canada	Police Resources in Canada		2015												x
Statistics Canada	Taxfiler - Standard tables	Family tables 1 to 18; Senior tables 1 to 5; Neighbourhood Income & Demographics tables 1 to 8, Economic Dependency Profiles, Labour Income Profile, Financial Data & Charitable Donations	2014	x	x	x	x				x	x			
Statistics Canada	Survey of Financial Security	Check next release date	Tbd												
Statistics Canada	Taxfiler (T1FF) - Custom geos for standard tables	Work with STC to confirm a methodology. STC is prepared to generate taxfiler tables using CSDs and custom geos provided by CDP members. DA tables would be too unreliable.	N/D					X						X	
Statistics Canada	Taxfiler (T1FF) - Custom: Income Inequality (percentiles)		2012, 2013	x	x		x			x					

Organization	Product/Service/Tool	Product Description/Comments	Data year(s)	cma	ca	ct	cd	csd	da	pcity	fsa	fsaldu-r	fsaldu	custom	other
Statistics Canada	Taxfiler (T1FF) - Custom: Working Poverty		2012, 2013	x	x	x	x			x	x				
Statistics Canada	Taxfiler (T1FF) - Custom: OTHER CUSTOM	Consider additional custom cross-tabs from taxfiler, including age (0-12, 18-29), others based on leads input	2013	x	x	x	x			x	x				
Statistics Canada	Taxfiler (T1FF) - Migration Estimates	Tables A to D and Table E (Median Income of Migrant Taxfilers), since 2001-2002	2014	x	x		x								
Statistics Canada	Uniform Crime Reporting Survey	Includes the Police-Reported Crime Severity Index	2015	x											
TransUnion or Equifax	Credit Report Characteristics	Consumer & Mortgage Debt; Bankruptcy and Credit Risk Scores	2016										x		

# 3D Program budget, 2016-2017

## Program budget overview, 2016-2017

Canadian Council on Social Development, Community Data Program Budget, in CDN Dollars, for April 1, 2016 to March 31, 2017.

<i><b>Revenue</b></i>	<i><b>Budgeted</b></i>
Consortium Fees - 30 consortia	\$ 350,117
Membership Fees - 9.5 Members per Consortium	\$ 36,250
Data sponsorship - value to the Program	\$ 73,518
In-kind contributions of CCSD Program team members	\$ 30,600
Community Analytics Fee-for-Service to non-members	\$ 10,000
<b>Total Revenue</b>	<b>\$ 500,485</b>
<i><b>Expenses</b></i>	
Data Purchase, excluding sponsorship	\$ 116,000
Data Acquisition through sponsorship	\$ 73,518
Program team, including special projects	\$ 215,751
Program team, in-kind contribution	\$ 30,600
Program Overhead	\$ 48,116
Outreach / Travel	\$ 2,500
Annual Meeting	\$ 14,000
<b>Total Expenses</b>	<b>\$ 500,485</b>

## Summary of revenue, 2016-2017

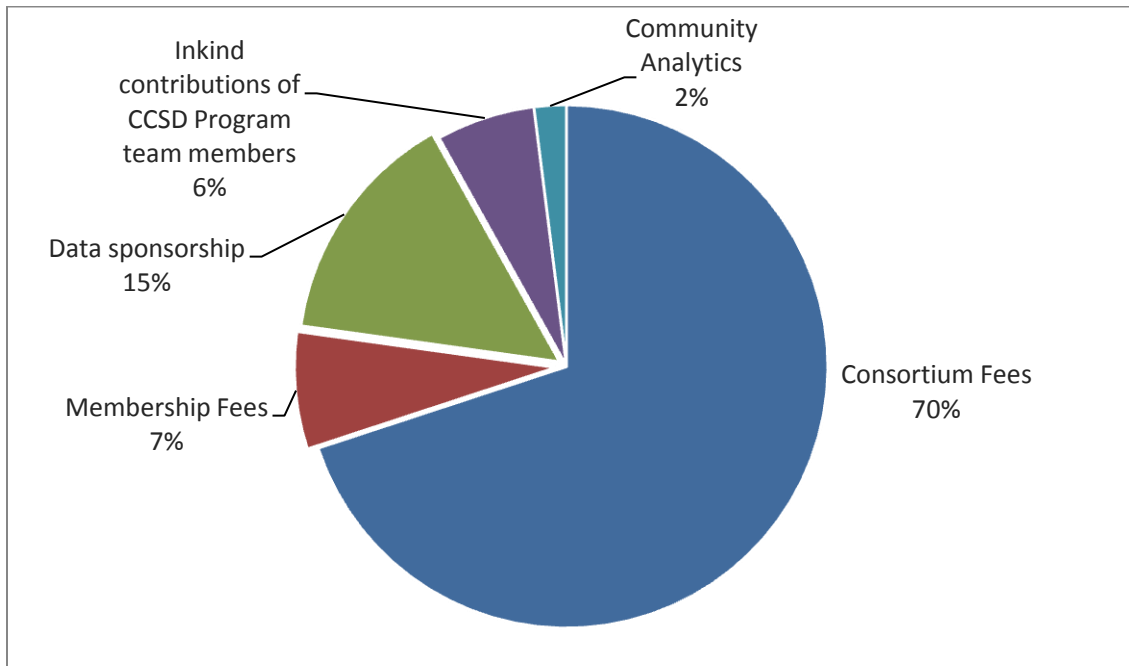


Figure 1 Summary of revenue, 2016-2017

### Notes on revenue, 2015-2016

- Consortium Fee Revenue based on commitments provided by Community Data Consortia outlined in the table below. Revenue from the (rest of) Northern Ontario consortium is not included.
- Revenue from Membership Fees are based on previous end-of-year totals, which stood at an average of 9.7 member organizations per consortium, 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



*Consortium Fees by Data Consortium, 2016-2017*

<i>Consortium</i>	<i>Population</i>	<i>Consortium Fee</i>
BOW VALLEY <sup>4</sup>	35,983	\$ 5,000.00
CALGARY	1,096,833	\$ 19,990.00
DURHAM	608,124	\$ 13,994.00
ERIE-ST.CLAIR	619,056	\$ 13,994.00
HALTON	501,669	\$ 12,495.00
HAMILTON	519,949	\$ 12,495.00
KAWARTHA LAKES AND HALIBURTON	90,240	\$ 5,749.50
KINGSTON, FRONTENAC, LENNOX & ADDINGTON	191,562	\$ 7,248.50
LONDON	439,151	\$ 10,996.00
MONTREAL <sup>5</sup>	1,886,481	\$ 19,990.00
NEWFOUNDLAND & LABRADOR	198,000	\$ 7,248.50
NIAGARA	431,346	\$ 10,996.00
OTTAWA	883,391	\$ 17,741.50
OXFORD	105,719	\$ 6,499.00
PARRY SOUND-NIPISSING	126,898	\$ 6,499.00
PEEL	1,296,814	\$ 19,990.00
PERTH-HURON	134,212	\$ 6,499.00
PETERBOROUGH	134,933	\$ 6,499.00
RED DEER	90,564	\$ 5,749.50
REGINA <sup>6</sup>	262,692	\$ 8,747.50
SAINT JOHN	76,550	\$ 5,749.50
SIMCOE	446,063	\$ 10,996.00
SUDBURY	160,376	\$ 7,248.50
TORONTO	2,615,060	\$ 19,990.00
VANCOUVER/FRASER VALLEY	2,590,921	\$ 19,990.00
WATERLOO	507,096	\$ 12,495.00
WELLINGTON-DUFFERIN-GUELPH	265,241	\$ 8,747.50
WINNIPEG	1,208,268	\$ 19,990.00
WOOD BUFFALO	104,338	\$ 6,499.00
YORK	1,032,524	\$ 19,990.00
<b>TOTAL</b>	<b>18,660,054</b>	<b>\$ 350,117.00</b>

<sup>4</sup> Division 15, including Banff and Canmore

<sup>5</sup> Island of Montreal

<sup>6</sup> Regina Qu'Appelle Regional Health Authority

## Summary of expenses, 2016-2017

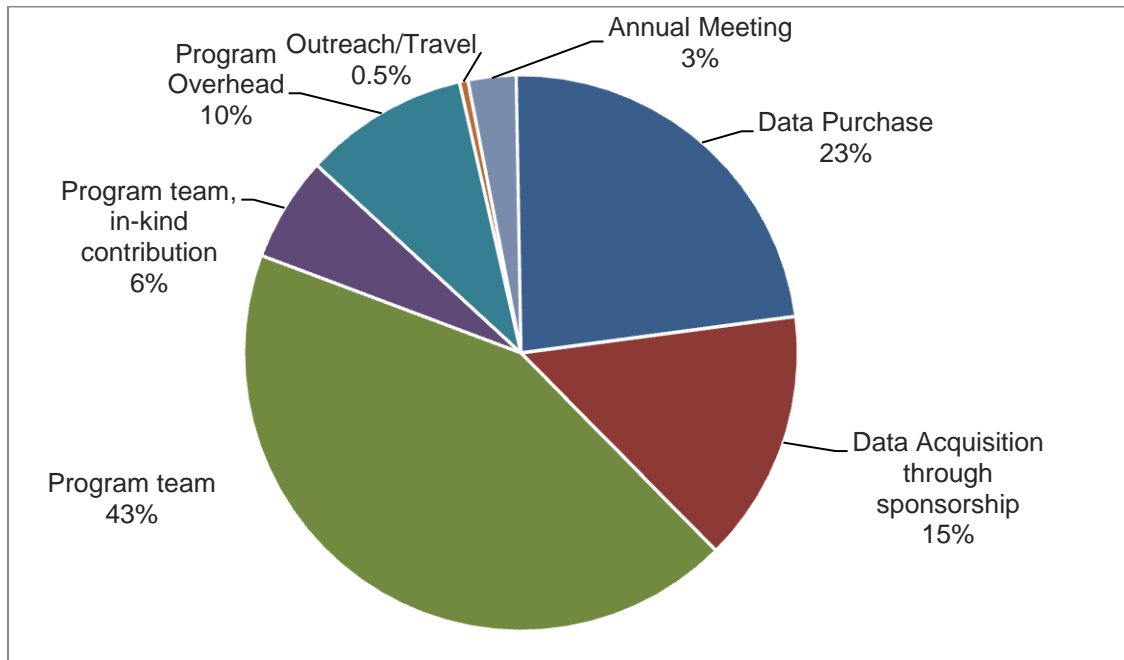


Figure 2 Summary of expenses, 2016-2017

### Notes on expenses, 2016-2017

- "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.
- "Program Team" 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. Also included are special projects to be sub-contracted for enhancing/upgrading communitydata.ca, and developing training & capacity building tools.
- "Program Team 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, accounting/audit); Professional Services (Graphic Design); Telephone, cellphone, tele/video conference services; Internet and webhosting services; Content and liability insurance; and Delivery, postage, courier; Printing & copying; and Translation.
- "Outreach/travel" includes Program team travel outside Ottawa to support program delivery, including marketing, outreach and capacity building.
- "Annual Meeting" includes logistics, venue, refreshments, CCSD and program team travel for up to 5 persons, and meeting supplies associated with CCSD co-hosting an annual program meeting, and excludes travel costs for consortium members participating in annual meetings.

# The Community Data Program Team

## Michel Frojmovic, Program Lead

Michel holds a Master of Urban Planning (1993) and Bachelor of Arts (1991) from McGill University, and is a full member of the Canadian Institute of Planners and the Project Management Institute. 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); and the Community Foundations of Canada's Vital Signs Reports (2006-2010).

## Mary Clarke, Data and Research Analyst

Mary contributes research and data analysis for projects in Community Analytics and provides support for the Community Data Program in the areas of training and capacity building. Her skill set includes research, report writing, networking, meeting facilitation, building indicators, and data management. Her experience is in research, networking and information sharing in the affordable housing sector.

Mary holds a Masters of Urban Planning from McGill University, focusing on housing that is both affordable and environmentally efficient, and she completed a Bachelor of Arts in Geography at the University of Ottawa. Originally from Ottawa, she now lives in the Town of Duncan in the Cowichan Valley on Vancouver Island

## Michael Ditor, Senior Analyst

Michael works on various knowledge-sharing and monitoring initiatives, focussing on the creation and dissemination of sustainability indicators that track local trends and inform policy. Projects involve engaging multiple stakeholders, production of reports and shared databases, as well as providing online tools with access to content, data and rigorously maintained metadata. Projects have included Federation of Canadian Municipalities' Quality of Life Reporting System and the Sustainable Community Indicators Program, a joint project undertaken by Environment Canada, Canada Mortgage and Housing Corporation and the Federation of Canadian Municipalities. Michael holds a Joint Major B.Sc. in Biology and Environmental Sciences from McGill University, a B.A.Sc. in Environmental Engineering from the University of Waterloo and an M.A.Sc. in Chemical Engineering from the Interuniversity Research Centre for the Life Cycle of Products, Processes and Services at the École Polytechnique de Montréal.

## Vivianne Vacias, Data Analyst & Community Outreach

Vivianne Vacias holds a Master's degree in Sociology from the University of Ottawa and a Bachelor's degree in Animation et recherche culturelles from Université du Québec à Montréal. She has developed a strong interest in research related to social development, local economy, environmental sustainability and cultural studies. Her desire to better understand the world around her has led Vivianne to acquire skills in research-action and evaluative research. She currently works with Acacia Consulting & Research as a data analyst, research and community outreach coordinator. She aspires to help improve the well-being of members of the society one step at a time. Vivianne is based in Richmond, British Columbia.

# Annex 1 Examples of Member Use of the Data

CDP data cover a wide array of themes. The most common application of CDP data by program members are in the areas of income & poverty, children and families, aging populations, immigration and affordable housing. Community practitioners also use the data for planning and development, local economic development, social planning, and public health.

Program members use the data and tools to enhance their own products such as neighbourhood profiles, fact sheets, printed/interactive online mapping, reports, presentations, briefing notes, media releases and proposals. The following are several recent examples of how CDP members have used CDP data:

## **Simcoe County Census and NHS bulletins**

**Date of Publication:** October 2015

**Author:** Children and Community Services, County of Simcoe

**Summary:** A series of infographics using 2011 Census and NHS data acquired from the CDP. The infographics address the topics of language; household and dwelling types; immigration and citizenship; labour, education and mobility; income, earnings and housing.

**Link:** <http://www.simcoe.ca/scdc>

## **Living in the Red: Exploring Winnipeg's Debt-Scape**

**Date of Publication:** March 2015

**Author:** The Institute of Urban Studies, University of Winnipeg

**Summary:** This In-Brief explores the TransUnion dataset available through the CDP, including the spatial patterns of non-mortgage debt, bankruptcy risk, and the back-end debt ratio in Winnipeg. We find that low income areas have lower levels of non-mortgage and back-end debt but are at a higher risk of bankruptcy. The outer suburbs and high-wealth emerging areas have the highest levels of overall non-mortgage and back-end debt but the lowest bankruptcy risk.

**Link:** <http://winnspace.uwinnipeg.ca/bitstream/handle/10680/817/2015%20Living%20in%20the%20Red.pdf?sequence=1>

## **A Report on Alcohol in Wellington, Dufferin, and Guelph**

**Date of publication:** March 2015

**Author:** Wellington-Dufferin-Guelph (WDG) Public Health

**Summary:** For centuries, alcohol has played a significant role in society. While generating some social and economic benefits, alcohol also places significant health, safety, social, and economic burdens on society. This report aims to explore those factors to provide local organizations with information in order to inform planning and service delivery to address alcohol misuse.

**Link:** <http://www.communitydata.ca/wdg>

### **Region of Peel Ward Profiles**

**Date of Publication:** February 2015

**Author:** Peel Data Centre, Region of Peel

**Summary:** The Region of Peel Ward Profiles use custom geography Census and National Household Survey data acquired by the Community Data Program to visually display data that can be compared dynamically. The focus is on data visualizations that offer comparisons of multiple geographies at a single time.

**Link:** [http://communitydata.ca/sites/default/files/ccsd-cdp\\_cs-007\\_peel.pdf](http://communitydata.ca/sites/default/files/ccsd-cdp_cs-007_peel.pdf)

### **Regional profiles of key social and demographic indicators**

**Date of Publication:** January 2015

**Author:** Social Planning and Research Council of British Columbia (SPARC BC)

**Summary:** These regional profiles and our participation in the community data program has helped to play an important role in helping us to work with key community partners and stakeholders in addressing existing and emerging needs across communities and in working to advance our mission.

**Link:** [http://communitydata.ca/sites/default/files/ccsd-cdp\\_cs-006\\_vancouver.pdf](http://communitydata.ca/sites/default/files/ccsd-cdp_cs-006_vancouver.pdf)

### **The Hidden Epidemic: A Report on Child and Family Poverty in Toronto**

**Date of Publication:** November 2014

**Author:** Children's Aid Society of Toronto

**Summary:** Members of partner organizations researched and wrote a report outlining prevalence of children living in low-income families in Toronto, an analysis of characteristics of children disproportionately at living on low-incomes, and a discussion of factors influencing family poverty, and recommendations for municipal action to reduce the prevalence of low-income children. Preliminary results were released on August 28, 2014 at public event with Toronto mayoral candidates. The final report was released November 14, 2014.

**Link:** [http://communitydata.ca/sites/default/files/ccsd-cdp\\_cs-005\\_toronto.pdf](http://communitydata.ca/sites/default/files/ccsd-cdp_cs-005_toronto.pdf)

### **Low Income Trends in York Region - 2000 to 2011**

**Date of publication:** November 2014

**Author:** York Region

**Summary:** The document highlights low income trends in York Region using tax filer data in support of Regional and community service planning and strategic policy. The document also provides a short “primer” on tax filer data and how it is a useful replacement to the national census/National Household Survey in providing more timely and consistent analysis.

**Link:** [http://communitydata.ca/sites/default/files/ccsd-cdp\\_cs-008\\_york.pdf](http://communitydata.ca/sites/default/files/ccsd-cdp_cs-008_york.pdf)

### **Aligning Service Delivery Strategies**

**Date of Publication:** November 2014

**Author:** District of Nipissing Social Services Administration Board

**Summary:** Nipissing's 2013/14 Ontario Works Service Plan uses Canadian Business Patterns available from the CDP. Awareness of existing conditions outlined in this report are considered key to program planning and analysis. A number of community benefits derive from the plan:

aligning service delivery strategies with performance targets; the opportunity to highlight achievements and best practices, set new goals, analyze resources and identify service gaps.

**Link:** [http://communitydata.ca/sites/default/files/ccsd-cdp\\_cs-004\\_psn.pdf](http://communitydata.ca/sites/default/files/ccsd-cdp_cs-004_psn.pdf)

### **The Global City: Newcomer Health in Toronto**

**Date of publication:** October 2014

**Author:** City of Toronto Public Health, Access Alliance Multicultural Health & Community Services

**Summary:** The report describes the health advantage that most newcomers bring to Toronto, the decline in their health over time and the need to strengthen efforts to support newcomers, especially those whose health risks are compounded by their income level, gender, immigration status, ethno-racial background, sexual orientation or other factors. This is the first comprehensive report on the health of newcomers in Toronto.

**Link:** <http://www.communitydata.ca/toronto>

### **The Halton Newcomer Strategy: Community Indicators Report**

**Date of publication:** September 2014

**Author:** Halton Newcomer Strategy (including Halton Regional Municipality, Community Development Halton, and Halton Regional Police Services)

**Summary:** The 2013 Community Indicators Report was an important step in the work of the Halton Newcomer Strategy (HNS) to create welcoming, inclusive and supportive communities where newcomers can participate and prosper. The report supports the work plans of the HNS Steering Committee and Working Groups by providing baselines to improve our understanding of the current experience of newcomers in Halton, and to inform progress in creating and maintaining the conditions of a welcoming community.

**Link:** [http://www.communitydata.ca/sites/default/files/ccsd-cdp\\_cs-001\\_halton.pdf](http://www.communitydata.ca/sites/default/files/ccsd-cdp_cs-001_halton.pdf)

### **The Use and Distribution of Social Services Programs in Toronto**

**Year of publication:** June 2014

**Author:** City of Toronto

**Summary:** This report demonstrates how the City of Toronto uses the Community Data Program to understand the use and distribution of social services programs.

**Link:**

<http://communitydata.ca/sites/default/files/City%20of%20Toronto%20Use%20of%20the%20Community%20Data%20Program.pdf>

# Annex 2 Statement of work - 2016 website improvement plan

## ***Project Summary***

The Community Data Program (CDP), a program of the Canadian Council on Social Development (CCSD), is a co-operative venture that allows municipal governments, agencies, community sector organizations and other public sector organizations to use data purchased 'in bulk' from Statistics Canada and other providers for the purpose of planning, research and policy development. The program seeks also to develop capacity for data analysis and research among its member organizations and to provide its members opportunities to network and exchange ideas and insights into how to use data to inform their efforts.

The CDP website ([www.communitydata.ca](http://www.communitydata.ca)), constructed with Drupal 7 and Ubercart allows privileged site users to view and search for data, uploaded as text and .ivt files, and download data products that meet their needs. CDP staff use the site's built-in privilege system to ensure that only users identified in the CDP's membership spreadsheet have access to the data. The CCSD wants this process to be made easier for the end user and for CDC staff and members.

The statement of work includes four primary objectives:

1. Introduce a meaningful and intuitive site-wide and catalogue search function
2. Make additional catalogue improvements to increase the use of data by CDP members
3. Improve user tracking and reporting to support program administration
4. Enhance information architecture & content to make better use of the site resources

## 1. Meaningful search: site-wide and catalogue

Functionality	Rationale	Estimated hours	Comments
Intuitive search to produce meaningful results	Unless you know something is there, you cannot use the search function to find it. Should be able to search for general keywords and return relevant results	4-12 hours	<p>Implement site-wide Drupal search, independent of catalogue filtering.</p> <p>Drupal search indexes full content of nodes.</p> <p>My feeling is you probably want a 'simple search' thing that is just a single box, then a complex search thing where it's more like what you have now, where you filter results by some sort of meta data. Some time is budgeted to experiment with Drupal's built in search.</p> <p>We may consider removing if it creates confusion. The original reason it was removed was because it tended to be used to find data, and did a poor job of doing that. The search box should make it clear that the best way to search for data is within the Find Data section</p>
Add meaningful metadata to catalogue search/ filtering page	The meta data used to filter catalogue displays does not include natural search terms	6 to 12 hours	<p>Either: rebuild metadata using Drupal taxonomy or integrate existing entity references into search form in catalogue view (preferred)</p> <p>We need to look beyond the catalogue displays alone. We want to search the Dimensions associated with a catalogue entry.</p>
<b>Totals</b>		<b>10 to 24 hours</b>	

## 2. Additional Catalogue improvements

Functionality	Rationale	Estimated hours	Comments
Single-click	Users are frustrated by the steps associated with	20-35 hours	Experiment with 'product' nodes



## 2. Additional Catalogue improvements

Functionality	Rationale	Estimated hours	Comments
downloads	downloading data tables. The add-to-cart analogy can be confusing, especially because we don't use the add-to-cart functionality for any fees that are charged by the program.		outside of Ubercart Theme product page Modify content type Worst case: node migration script <b>Can't lose the functionality of being able to track downloads.</b>
At-a-glance view of data products	Prospective and existing users often want to know what's available at a glance. This is available in a number of sources, but is not well-maintained, not dynamic, and not easy to consult. A grid of data products (or similar) may satisfy this requirement.	2-8 hours	Construct a view to display priority or popular products. Need feedback from client on criteria to use to select 'highlighted' products to glance at.
"For more information" email following data download	We would like to increase the number of downloads by new users. An auto-email generated after a table download notifying users how they can get assistance, may improve usage of data and increase the number of downloads.	2-3 hours	Establish rules to send emails on product download.  Popular products page: dynamically display what is most frequently downloaded. (Catalogue sortable by popularity and recency).  Rationalize and make more engaging emails. Need to agree on what the content is and when does the message go. Little survey of one or two questions. Linked to downloaded data
<b>Totals</b>		<b>24-45 hours</b>	Main unknown is the amount of manual labour that will be required to convert catalogue data.CDP team can provide affordable manual labour (someone comfortable with Excel and efficient about delivery).

### 3. Improve user tracking and reporting

Functionality	Rationale	Estimated hours	Comments
Visible and functional “My account” page	The current “My account” page lists outdated information from fields that we no longer use. Instead it should be tailored to a user’s most relevant information: name, email, title, organization, organization rep, consortium, lead, lead rep, list of downloads, and list of reports published. We may uncover that other fields are useful as well.	4-6 hours	Project management time to confirm location of ‘the good data’; use either views or fields to list data; theming. <b>Give access to user profile</b>  <b>Order list to show name of product at top level, not order number</b>  It would be useful to have the list of previously downloaded documents available to each user as part of their user profile. Right now, you can only see the list after downloading a document.
Dynamic consortium and member pages	The consortium pages should be dynamic rather than hard-coded. For example, this means that when a user’s status changes to “lead”, this change is instantly reflected in the consortium page. Similarly, if a member organization leaves the CDP, this should be instantly reflected in that organization’s consortium page.	4-6 hours	Same process to build user profile page applies to consortia pages. Would list  Will it still be possible to edit the consortium pages with additional information?  Need to think through what we do with all the publications
Streamlined user registration	We receive several registrants who are not eligible to have access to the data. Sending semi-tailored responses to them is time-consuming. Filter eligible users within the registration process, by assessing the organization to which they belong before they are capable of registering.	1-3 hours	Modify existing registration form (either with conditionals or markup fields) to ‘interview’ visitors to determine eligibility.  Some text describing eligibility on the registration page may also be sufficient. This small task is a high priority, as the emails to ineligible users are time-consuming.
Streamlined member	The process associated with registering and	1-18 hours	The registration and billing information is handled off-line in an excel sheet.

### 3. Improve user tracking and reporting

Functionality	Rationale	Estimated hours	Comments
& registration	invoicing and verifying payments for member organizations and consortia is unclear. We need to understand which organizations are registered with the CDP, for which years, in real time.		Proposal is to investigate and possibly implement a Drupal-based CRM to assume those functions. Need to integrate databases. No need to indicate whether they are paid up.
Streamlined registration	The process associated with registering a consortium is not clear from the website. Clear pricing and clear steps associated with joining are critical to convincing higher-ups in organizations to join.	0-1 hour	This needs to be handled in content. Time is needed for writing the content.  New organizations <b>are added manually</b> once they are approved by a consortium lead. MD added check boxes to indicate to whom membership fees are paid, as well as membership status, BUT these fields only began being populated recently are probably not the best solution from an info architecture perspective. Some work here would be appreciated.
Analytics pages	Dynamic view to show downloads by consortium, member organization, user, data table, etc. CCSD/CDP staff, leads, and others want to know who is doing what with which data. If we make this information available, we will have to deal with fewer custom requests.	4-12 hours	Construct view displaying download counts, with exposed filters. Worst case: need to use Google Analytics API because Drupal cannot track downloads by user or by consortium.  We already have a view for looking at downloads, which exports to Excel. The existing view that can be used online just needs to be re-formatted (filters added, default display re-tooled)
<b>Totals</b>		<b>14-40 hours</b>	

### 4. Enhance information architecture & content

Functionality	Rationale	Estimated hours	Comments
Slideshow application	Capacity building effort to create tutorials on using data,	1-3 hours	Ensure the site can accommodate slide show content and video content (slide

<b>4. Enhance information architecture &amp; content</b>			
<b>Functionality</b>	<b>Rationale</b>	<b>Estimated hours</b>	<b>Comments</b>
	joining CDP		presentations viewed within the site and recorded webinars played within the site)
Automatic translation	Machine translation would help make the site more accessible to francophone users without requiring full on translation	1-2 hours	Research: is there a Drupal module that makes use of the Google Translate API to do machine translation of node/entity content? If yes, install and configure
Content re-organization	Resources and About sections are disorganized and should be broken down into different categories	1-4 hours	Collaboration between developer and CDP staff  CDP team to consult with Chris on editing pages that are unable to be edited (e.g., Home). Some Drupal tips on managing other content types would be useful.
Other content redesign options		3-9 hours	
<b>Totals</b>		<b>6-18 hours</b>	
<b>5. Project overhead</b>			
<b>Functionality</b>	<b>Rationale</b>	<b>Estimated hours</b>	<b>Comments</b>
Set up development environment	Need a place to work that does not interrupt work of the program.	2-3 hours	Current dev environment needs to be recreated with current data.
Project management	Includes meetings, client discussions, emails	3-6 hours	Need clarification on some of these objectives, deliver and receive feedback on deliverables, revisions, discussion of scope changes etc.  Basecamp web development project will be used to post key documents and identify milestones
<b>Totals</b>		<b>5-9 hours</b>	

### ***Project timeline & milestones***

Work begins: March, 1, 2016

First deliverable: April 15, 2016

Second deliverable: May 15, 2016

CDP Annual meeting: May 26-27, 2016

Third deliverable: June 30, 2016

Meet as a project team in the days following each deliverable to review/react:

- April 21, 2016, 4:00pm Eastern time
- May 19, 2016, 4:00pm Eastern time
- June 30, 2016, 4:00pm Eastern time

Use the CDP annual meeting to update leads on project status and received some stakeholder feedback.

### ***The Lead Web Developer***

#### **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. He worked as the New Media Communications Officer for the Public Service Alliance of Canada from 2009 to 2016 and as the Senior Officer New Media for the Canadian Union of Public Employees between 1999 and 2009. 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. As the project lead for PSAC's 2013 redesign, he produced an award-winning re-design that had eluded the union for nearly a decade. Chris launched his own web development and strategy consultancy, Jungle Internet, in March, 2016

## Annex 3 2016-2017 Survey of CDP Users

The following survey will be launched in advance of the 2016 annual meeting, with results to be reported at the meeting.

Population: all users of CDP

### About your work with CDP data

(1) What type of work did you produce using CDP data? For example, internal reports/policy documents/fact sheets on education/poverty/population growth

(2) Please provide a list of publications or reports or any other products that you produced using CDP data. Add URLs for online publications/products. (CCSD gathers information from members to showcase how data is used, the people who analyze the data and its impact on communities. We encourage every community to share their work with the membership. Click on [community snapshots](#) for more information.)

(3) What success stories would you want to convey to others?

(4) Please use the space below to include any additional comments you would like to add.

### About training and capacity building

(5) Select the following tasks/functions that you have the capacity to perform:

- Data collection (finding data from local sources or surveying populations)
- Data analysis (basic analysis and graphing using software such as excel)
- Statistical analysis (advanced analysis using software such as SPSS)
- Research (performing research to support findings in the data)
- GIS or mapping capabilities
- Graphic design (to produce materials presenting the data)

(6) The Community Data Program provides training and tools to increase the capacity of organizations to use the data available. Which of the following programs would you use? Please rate: 5 = high interest, 1 = low interest

- CDP Website Orientation
- Excel and Basic Pivot Tables
- PowerPivot and Data Model Building
- Beyond 20/20
- ENVISION5 GIS
- Census/NHS
- Census and custom geographies
- Creating infographics or basic graphic design
- Online infographic generator that allows user to select pre-set indicators
- Online infographic generator that relies on users to upload data
- Other specific data sets or programs: \_\_\_\_\_

(7) The website ([communitydata.ca](http://communitydata.ca)) is currently under going development. Please indicate what website improvements would be a priority to you? Please rate: 5 = high interest, 1 = low interest:

- Improvements to the catalogue search function
- Improvements to how data are downloaded
- Improve resources on how to run or join a consortium
- Better access to my user profile (personal information, password, list of downloads)
- More training modules, such as how to use Beyond20/20
- More training modules, such as how to navigate the site
- More information on how other organizations are using the data
- Improvements to the newsletter
- I hardly ever or never use the website
- Other: \_\_\_\_\_

(8) Are there any other supports that you would like to have to enhance your use of the Community Data Program?