

# GeoConnections



## 2009 Announcement of Funding for Publishing Thematic Data

Projects by Canadian organizations that will make geospatial data accessible online using  
the Canadian Geospatial Data Infrastructure (CGDI)

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## ACRONYMS and ABBREVIATIONS

CGDI	Canadian Geospatial Data Infrastructure
AO	Announcement of (Funding) Opportunity

## DEFINITIONS

Canadian Geospatial Data Infrastructure (CGDI)	An Internet/web infrastructure comprised of the developments of the federal, provincial, territorial, private sector and other partners who are creating the policies, technology, standards, access systems and protocols necessary to make Canada's geospatial information accessible on the Internet.
Geomatics	Geomatics is the discipline of collecting, managing, analyzing, integrating, and disseminating geospatial data.
Geospatial information	Geospatial information can be mapped or otherwise associated with a particular place. Examples include; the location of a river, crime statistics for a neighborhood, or the spread of infectious diseases.
End-users	End-users consume geospatial data or information derived from geospatial data for decision making or business operations. They may conduct analysis or receive its results to address issues
Enablers/Facilitators	Enablers/Facilitators are typically government departments or agencies, programs, institutes and NGOs (but can be a private sector company) that do not necessarily form decision-environments but which provide support to end users. They may provide geospatial products, services or applications as a service to their community of users. Examples include associations, think tanks and government regulatory authorities.
Suppliers	Suppliers provide authoritative geospatial data and web services to the CGDI. This category of user operates at the core of the CGDI, providing the content necessary for regional atlases and decision support systems.
Developers	Developers create and implement the technologies which form the building blocks of the CGDI. They also contract with end-users and enablers, developing products and services that take advantage of the CGDI. Developers build applications on 'web services'.

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## 1.OBJECTIVE

GeoConnections is soliciting proposals for projects to publish geospatial data online by using the Canadian Geospatial Data Infrastructure (CGDI). Projects must make use of standards and specifications endorsed by GeoConnections (See Section 2.4).

The main objectives of this opportunity are to:

- Increase the supply of geospatial data accessible online through the CGDI that is standards-based and maintained closest to the authoritative source;
- Support the thematic data needs of user communities within one of four thematic areas: public health, public safety and security, environment and sustainable development, and matters of importance to Aboriginal People (defined in Section 2.5)
- Support the data requirements of national or multi-agency systems (e.g. Multi Agency Situational Awareness System)

To support these objectives, GeoConnections is soliciting projects that fit one of two categories:

### **Category 1: Publishing Thematic Datasets**

Projects in this category typically involve one authoritative data producer interested in making one or more discrete datasets available via CGDI-endorsed standards and web services. Datasets published meet the requirements of one or more thematic communities (see Section 2.5). GeoConnections is especially interested in data that support multiple thematic communities (e.g. Publishing pollutant data may support data requirements for public health, environment and aboriginal issues).

### **Category 2: Enabling Access to and Publishing Thematic Data Stores**

Projects in this category typically represent an enterprise-wide or multi-agency collaborative effort to make available a large collection of location-based information via CGDI-endorsed standards and web services. Geo-enabled data collections (i.e. corporate data stores and information feeds) support data requirements of one or more thematic communities (see Section 2.5). Data stores and information feeds are published by public-sector agencies, including Canadian federal government departments, agencies and crown corporations, and provincial, territorial, municipal and First Nations governments.

For this opportunity, data must be:

- Published from the authoritative source;
- Published with metadata and standards-based internet services (web services);
- In accordance with any appropriate data standards that are adopted by the user communities;
- Related to one or more of the four thematic community priorities (defined in Section 2.5)

Terminology is defined in Section 2.

Projects should be no longer than 8 months in duration.

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## **2.BACKGROUND**

### **2.1 GeoConnections**

GeoConnections is a national partnership program led by Natural Resources Canada to evolve and apply the CGDI.

### **2.2 Canadian Geospatial Data Infrastructure (CGDI)**

The Canadian Geospatial Data Infrastructure strives to provide Canadians with on-demand access to geospatial information through an interoperable, standards-based network built by a host of data, services, and technology suppliers. The infrastructure is designed to break down information silos by encouraging sharing, in pursuit of particular policy and business requirements. Through the infrastructure, users can discover, visualize, access and use geospatial data and services. Therefore, replication of data is reduced and decision-making is streamlined because people can access authoritative data with ease.

The CGDI comprises the following four key components:

- 1) national framework data—the base layers required to develop applications;
- 2) common data policies to make data easier to access,
- 3) technical standards that allow users to share data; and
- 4) technologies that enable people to develop geospatial systems.

With these four key components, the CGDI serves as a common foundation for government information systems, as well as for third-party service delivery.

### **2.3 Definition of Distributed Thematic Data**

In order to understand what GeoConnections means by “distributed thematic data content” “authoritative data” and “data standards” the expressions are defined below.

#### Thematic Data

GeoConnections defines thematic data as those datasets that describe the characteristics of geospatial features, providing information on specific topics, such as water quality, historical flood areas, or healthcare facility locations. Thematic data attributes are geospatially referenced so they can be tied to locations on the Earth. Almost any subject that can be expressed as a geographical distribution or has a location-based component can be mapped.

Thematic data sets belong to a different classification of data layers than data classified as base or ‘framework’ data. GeoConnections considers framework data as the set of continuous and fully integrated basic geospatial data that provides context and reference information for the country. However, thematic data sets can often be aligned to framework data layers (e.g. administrative boundaries, road networks and satellite imagery).

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### Distributed Data

Distributed data is data that resides or is disseminated from the closest to authoritative source of collection, maintenance and distribution. In a distributed access environment, data can be accessed from the definitive source even if databases are in different locations than a client application. For example, the user of a client application may overlay data requested from two different database servers: historical flood data maintained by a provincial government data supplier and property data maintained by a local municipality. Providing access to decentralized data at its authoritative source is the preferred practice within the CGDI rather than creating centralized data repositories. See Figure 1.

### Authoritative Data

Authoritative data is the original and correct data, identified as such. For the sake of simplicity and clarity, the number of authentic data versions is reduced to a minimum by the authoritative data source. This data is kept “closest to source” to ensure accuracy and exactness. The authoritative data must also be registered, stored and authenticated appropriately. The authoritative data is maintained by a custodian, whose responsibilities include data and metadata reliability and authenticity, and upholding data standards.

### Data Content

Geospatial Data Infrastructures employ web mapping client applications, which connect to distributed database servers through the Internet to access dynamic map data and images. Standards-based internet services such as CGDI-endorsed specifications like the *Web Map Service* and *Web Feature Service* can be implemented to access maps and geospatial data online. Web mapping clients benefit from eliminating the need for exhaustive data management budgets and acquiring up to date geospatial information from its authoritative provider. Another essential component of data content is metadata, or 'information about data'. Metadata answers 'who, what, where, when, why, and how' about every facet of the data or service being documented.

Together, metadata, and distributed thematic datasets as enabled through web services are what GeoConnections terms 'distributed thematic data content'. For the purposes of this Announcement we will consistently use the term 'thematic data'.

### Data Standards

Data standards include data schemas, data models, data exchange guides, metadata profiles, and best practice guides that, when implemented, lead to more effective and efficient data exchange between data suppliers and end-user communities.

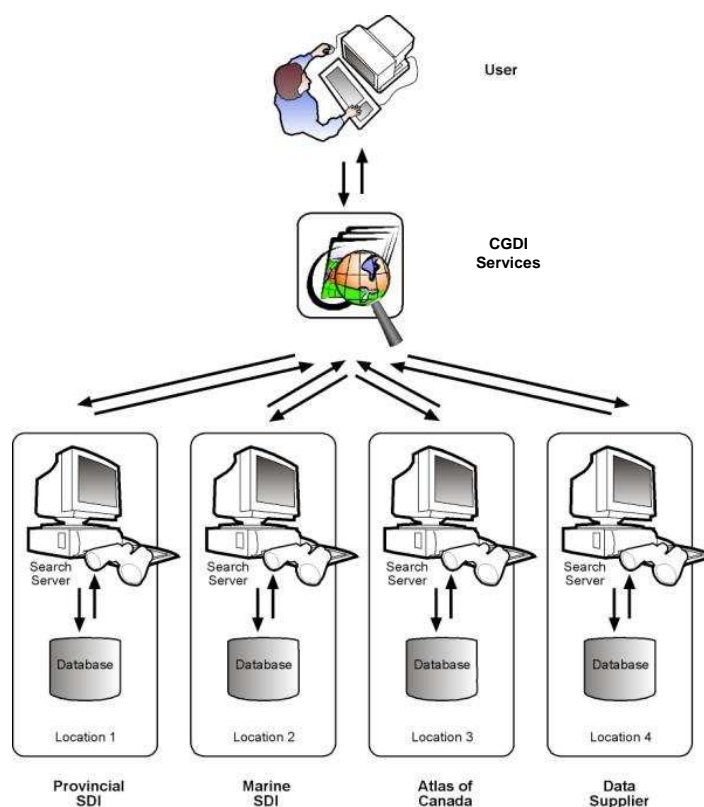


Figure 1

## 2.4 Contributing Data using CGDI-Endorsed Web Services

Project proposals must contain a list of data themes and web services resulting from the project that will be published to the CGDI. These thematic data will be consumed and connected to CGDI through web services, in accordance with CGDI-endorsed standards and specifications.

The CGDI uses internationally-endorsed standards. These standards offer an open and distributed network interoperable with other infrastructures around the world. Web services, in this sense, are not the same as a 'website'. Web services, as defined by CGDI, do not require a web site in order to operate. Rather, a web service is a software system or mechanism that enables a database (connected to a network) to interact (query and respond) with an application or client. These services support interoperable interactions over networks such as the Internet.

Some examples of CGDI Services are:

- Keyhole Markup Language (KML), An XML vocabulary designed for visualization and presentation of geospatial information in an earth browser.
- GeoReallySimpleSyndication (GeoRSS), A way to encode location in RSS and Atom feeds. Atom and RSS vocabularies provide a generalized encoding for collections of information items, especially those items considered "news". Geo-enabled Atom and

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RSS allow a user to perform geographic searches on feeds, or to map information found in feeds.

- Web Map Service (WMS), Produce a map (as a picture, as a series of graphical elements, or as a packaged set of geographic feature data) and answer basic queries about the content of the map;
- Web Feature Service (WFS), to support retrieval or editing of individual geospatial features and their properties over the Internet from any data stores;
- Web Coverage Service (WCS), to provide delivery of data coverages such as digital elevation data and other fixed or variable sized matrix data;
- Map Styling Service, and services to access Map Symbol Libraries, to support styling of geographic features in an encoding form parsable by a Web Map Service;
- Geodata Discovery Service, to provide a mechanism to search metadata for geodata and retrieve detailed information that describes a geodata resource;

Other emerging standards can also be used, for example:

- Sensor Web Enablement (SWE),
- Adobe ISO 32000 geo extension (geospatially registered documents),
- Common Alerting Profile – Canadian Profile (CAP-CP)

GeoConnections may require that web services be tested for interoperability and conformance with CGDI standards and specifications.

The following links provide further detailed information:

Examples of CGDI published services:

<http://geodiscover.cgdi.ca/qdp/search?action=searchForm&entryType=service>

GeoConnections Discovery Portal enables people to find geospatial Web services and identifies those services that conform to CGDI-endorsed specifications.

<http://geodiscover.cgdi.ca>.

GeoConnections on-line training for publishing data:

[http://www.geoconnections.org/publications/training\\_manual/e/](http://www.geoconnections.org/publications/training_manual/e/)

Developers' Guide to the CGDI: Developing and publishing geographic information, data and associated services:

[http://www.geoconnections.org/publications/Technical\\_Manual/html\\_e/cgdiindex.html](http://www.geoconnections.org/publications/Technical_Manual/html_e/cgdiindex.html)

## **2.5 Contributing Data Using Standards**

Where possible, projects should support the integration of datasets in a distributed environment. Project proponents will ensure this is possible by:

- Enabling interoperability through the application of CGDI-endorsed standards and specifications for data access and exchange (Section 2.4);

- 
- Ensuring horizontal and vertical alignment or integration of project data with framework data layers (see GeoBase.ca);
  - Adhering to any applicable data content standards used in thematic communities (e.g. National Infrastructure Data Model, Biological Data Profile of the Content Standard for Digital Geospatial Metadata, Groundwater Markup Language etc.).

## **2.6 GeoConnections Thematic Areas and User Communities**

Projects must satisfy the specific requirements of a community of users. In particular GeoConnections supports decision-making on a range of issues within four thematic areas: public health, public safety/security, environment and sustainable development, and matters of importance to Aboriginal people.

This announcement of opportunity is focused on geospatial projects that address specific issues within the GeoConnections thematic areas, and support the decision making needs of the mandated and responsible agencies as outlined below:

### **Public Health**

To support the Public Health user community, GeoConnections has identified 2 priority issues:

1. Population Health Surveillance
2. Health Emergency Response and Inter-Emergency Planning

### **Population Health Surveillance**

#### **Issue**

To improve the health of Canadians, and to reduce health inequities among population groups (i.e. falling within or between certain defined limits such as age, gender, education, and income), information on health determinants<sup>1</sup>, health status<sup>2</sup> and health services are required by the public health community.

#### **Decision Making Needs**

To facilitate decision making, public health professionals require mechanisms that will allow the sharing of information amongst organizations within their respective communities and jurisdictions, as well as externally. In addition, public health practitioners recognize that factors outside the health care system or sector significantly affect health. Therefore, the

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<sup>1</sup> Health determinants are all the factors that interact to determine an individual's health, including the social and economic factors, the physical environment and individual behaviour. Key Determinants include: (1) Income and Social Status, (2) Social Support Networks, (3) Education and Literacy, (4) Employment/Working Conditions, (5) Social Environments, (6) Physical Environments, (7) Personal Health Practices and Coping Skills, (8) Healthy Child Development, (9) Biology and Genetic Endowment, (10) Health Services, (11) Gender, and (12) Culture (Public Health Agency of Canada, *What Determines Health?*, <http://www.phac-aspc.gc.ca/ph-sp/phdd/determinants/index.html#What>)

<sup>2</sup> Health status: The degree to which a person (or specified group) can fulfill usually expected roles and functions physically, mentally, emotionally, and socially. Any departure from the usually expected status is an indication that disease is present. Health status can be assessed clinically by asking questions and conducting a physical examination and/or by health status indicators or health measurement scales. (Last, John M. (2007). *A Dictionary of Public Health*. New York: Oxford University Press.)

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entire range of individual and collective factors including social, economic and environmental health determinants, as well as their interactions, can be correlated with health status. Geospatial analysis allows for the integration of these multiple factors, data elements, indicators of indices, and conditions at different scales for furthering the understanding of relationships and impacts of planning, and for targeting programs. The public health community can utilize geospatially referenced health determinants and health status information to make correlations, and identify priorities and strategies necessary to improve health and the factors that influence it.

### **Data Requirements**

- Health determinants<sup>1</sup>
- Health service delivery
- Health indicators<sup>3</sup>
- Reported disease incidences
- Social, built and natural environments
- Community information

## **Health Emergency Response and Inter-Emergency Planning**

### **Issue**

Capacity for analysis and tracking during public health emergencies needs to be built and maintained in Canada, which requires inter-emergency tools and capacity to allow for the refinement of the public health professionals' skills and systems.

### **Decision Making Needs**

In order for public health professionals to be familiar with the use of tools and to have capacity to respond when major emergencies eventually surface, the tools and capacity to use them must be in place on a day to day basis. This inter-emergency use of the tools for smaller emergencies and daily outbreak and surveillance activities can also help in the monitoring required for an early identification system for communicable diseases under surveillance. Public health practitioners can utilize geospatial information to track and forecast disease outbreaks, and monitor disease events across jurisdictions and international borders. This will aid in the identification of vulnerable populations, and during emergencies, allow for the assessment of public health risks and the mobilization of emergency functions. In addition, it will facilitate the creation and dissemination of reports, advisories, alerts and warnings, nationally and internationally as necessary, as well as helping to determine other health emergency action, such as the initiation of vaccine production. Building the systems and training the staff in their use for inter-emergency purposes will help fine tune them for their use in an emergency, and get optimal use out of them in the interim.

### **Data Requirements**

- Reported disease incidences

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<sup>3 3</sup> Health indicators: A term covering all forms of data on population health, notably life expectancy, infant and child mortality rates, cause-specific mortality and morbidity, sickness absences from work and school, health care resources, facilities, utilization rates, case fatality and complication rates, immunization rates, teenage pregnancy rates, and data on health-related behaviour, such as cigarette smoking rates, use of automobile seat belts, etc. (Last, John M. (2007). *A Dictionary of Public Health*. New York: Oxford University Press.)

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- Demographic information
  - Built Environment/Infrastructure - Health Care Sector (see chart under public safety) (e.g. data that describes locations of hospitals, medical facilities, laboratories and emergency services etc.) At a minimum, data should adhere to the standard National Infrastructure Data Model.

The National Infrastructure Data Model version 1.0 is currently available by contacting Ken Marshall, CGDI Content Advisor, at [ken.marshall@nrcan.gc.ca](mailto:ken.marshall@nrcan.gc.ca)

## **Public Safety and Security**

For this opportunity, GeoConnections is supporting the Public Safety and Security user community by focusing on the issues of Critical Infrastructure Identification and Situational Awareness:

### **Situational Awareness and Management of Consequences**

#### **Issue**

To better prepare for, manage and respond to threats and hazards that affect the safety and security of Canadians, public safety and security organizations need situational awareness. As crises evolve, improved consequence management information for decision support is critical.

#### **Decision Making Needs**

To effectively manage threats, multiple agencies from different jurisdictions increasingly need to cooperate and exchange information. Situational awareness information provides knowledge of the environment and describes what has happened on the ground, where it happened, and what is being done about it.

Consequence management involves the exploitation and exchange of pre/post-event or disaster information to develop a Common Operating Picture (COP). The COP will be used by responders to decide on courses of action such as identifying the need for more reconnaissance, where consequence management efforts should be directed and how to get the resources to the right location.

GeoConnections is facilitating development of the *Multi-Agency Situational Awareness System* (<http://www.geoconnections.org/en/newsmedia/whatsnew/getDoc=849>) to support the production and real-time dissemination of a nation-wide incident map, provided to trusted partners, and supported with workflows for situational and incident management information in a geospatial context.

This Common Operating Picture integrates location-based information about basic geography, infrastructure, threats and hazards to support situational awareness and help multiple agencies collaborate while planning for and responding to threats and disasters.

A Multi-Agency Situational Awareness System Architecture has been developed and includes requirements for information to support emergency management decision-makers. Data should support MASAS Information Requirements (see Section 3.2 of MASAS Architecture) [http://www.geoconnections.org/developersCorner/situational\\_awareness/MASAS Architecture\\_V1.pdf](http://www.geoconnections.org/developersCorner/situational_awareness/MASAS_Architecture_V1.pdf)

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## **Critical Infrastructure Identification**

### **Issue**

Canadians rely on highly connected and highly interdependent infrastructures that are essential for their health, safety, security and economic well-being. In times of crisis or disasters, they seek assurance that the country's infrastructures will remain viable and resilient. Knowing what infrastructure is of significance to the public safety and security community and where it is located in relation to the event causing the crisis is a priority to support consequence management decisions by the responders.

### **Decision Making Needs**

Owners and operators require information about the infrastructures of others on which they depend, and the threats to their own infrastructures in order to carry out their business continuity activities. Emergency managers and first responders should possess sufficient Critical Infrastructure (CI) information to plan and carry out their emergency management roles. The Public Safety and Security community requires location-based critical infrastructure information to effectively address security and emergency priorities and to support the development of a Common Operational Picture (see Table 1).

### **Data Requirements**

- **Critical Infrastructure** - at a minimum, data should adhere to the standard *National Infrastructure Data Model* that is comprised of the minimum essential data needs in the following sectors of infrastructure:

Energy and utilities	Communications and information technology
Finance	Health care
Food	Water
Transportation	Safety
Government	Manufacturing

The National Infrastructure Data Model version 1.0 is currently available by contacting Ken Marshall, CGDI Content Advisor, at [ken.marshall@nrcan.gc.ca](mailto:ken.marshall@nrcan.gc.ca) or can be previewed here:

[http://www.geoconnections.org/publications/Key\\_documents/NRCan\\_GeoConnections\\_CI\\_Identification\\_Final\\_Report\\_v4\\_3\\_EN.pdf](http://www.geoconnections.org/publications/Key_documents/NRCan_GeoConnections_CI_Identification_Final_Report_v4_3_EN.pdf)

**Table 1: Example Data Requirements to Support a Common Operational Picture for Public Safety & Security Agencies**

Situational Awareness and Management of Consequences	<b>Information Feeds (Near-real-time)</b>	Atmospheric Conditions & Models	Multi-Agency Situational Awareness System
		Weather Forecasts & Alerts	
		Marine & Ice Conditions	
		River Flow Advisories & Flood Watch Warnings	
		Highway/Road Conditions	
		Travel Advisories	
		Sensor Networks & Alert Services	
		Emergency Resource Locations	
		Geo-coded Media Feeds	
		Crime Alerts	
		Incidents	
		Mission-Specific Data	
		Disease Outbreak	
		etc	
	<b>Threats and Hazards Information</b>	Risk Mapping	
		Historical Disaster Occurrences	
		Intelligent Data (or Intelligence)	
		Earthquakes	
		Forest Fires	
Floods			
Landslides			
Tsunamis			
River Forecast and Snow Surveys			
etc			
<b>Infrastructure Data</b>	Energy & Utilities	National Infrastructure Data Model	
	Communications and Information Technology		
	Finance		
	Health care		
	Food		
	Water		
	Transportation		
	Safety		
	Government		
Manufacturing			
<b>Base Geography</b>			

### Environment and Sustainable Development

To support the environment and sustainable development user community, GeoConnections has identified two priority issues:

1. Land-Use Planning (also includes oceans and freshwater planning)
2. Environmental Assessment (includes regional, strategic and cumulative environmental assessments)

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## **Land-Use Planning and Environmental Assessment**

### **Issue**

GeoConnections is supporting two priority issues of the environment and sustainable development community, namely *Land-use Planning* and *Environmental Assessment*<sup>4</sup>. Through addressing these issues, it is expected that regulatory boards and environmental assessment oversight agencies and well as planning authorities responsible for managing landscapes, watersheds, and oceans, will more effectively address complex legislative and regulatory, and planning requirements.

### **Decision Making Needs**

Land-use Planning and Environmental Assessment are two distinct, but related, decision making processes that attempt to meet societal goals for balanced, orderly, environmentally and economically sustainable development. In addition land-use planning and environmental assessments processes are quite complex, requiring the careful consideration of many social, economic and environmental factors in order to assess trade-offs of development and environmental protection. These processes require consideration of the location and patterns of various human activities and natural features measured over space and through time.

Increasingly, governments at all levels are addressing this complexity by implementing comprehensive approaches to managing landscapes, ecosystems, watersheds, coastal zones, and oceans. For simplicity, the term integrated landscape management<sup>5</sup>, or ILM is used here to capture these holistic approaches.

ILM lends itself well to the use of geospatial data and geomatics technologies. For example, geographic information systems (GIS) enable the integration and analysis of many diverse types of data. More sophisticated geospatial analysis is now possible through the use of forecasting and modeling programs that help us understand the impacts of changes such as global warming. Effective integration of data and technologies can inform decision-making processes of planners, regulators, scientists, resource industries among many other users. In short, geomatics can contribute to a better planned landscape where current economic and social demands are balanced with maintaining a healthy natural environment.

A major, common challenge in adopting the of adoption of integrated approaches to planning and assessments relates to the access to, integration and manipulating of diverse geospatial data sets from different sources, from various scales and over various time periods

To address the above requirements, GeoConnections is seeking projects to publish data that supports integrated approaches to land-use planning and environmental assessment.

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<sup>4</sup> Environmental Assessment (EA) is a federally or provincially legislated process involving the critical appraisal of the likely effects (both positive and negative) of a proposed project, activity, or policy on the environment. EA reports often include consideration of measures to mitigate potential impacts.

<sup>5</sup> [Integrated Landscape Management (ILM)] is a land planning approach that optimizes a broad range of economic, social and environmental objectives by addressing a multitude of industrial, recreational, cultural other activities and impacts. The ILM approach applies equally to terrestrial landscapes, watersheds and marine ecosystems. In short, ILM is a pragmatic approach to address sustainable development objectives.

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## Data Requirements

GeoConnections is seeking projects that provide access to data that meet the following criteria:

- Data that are regional, provincial or national in their extent;
- Data that are demonstrated to be of **critical** importance to the priority issues, as described above, especially those that have multiple potential uses;
- Whole data stores, whole surveys or whole collections of relevant data as opposed to individual data layers, unless meeting the preceding criterion;

The following are data types of potential interest. Note that these are examples only:

### Ecosystem condition data

- Species data (e.g, occurrence, abundance, species at risk; rare; indicator species, status of species, species distribution/movement and invasive/exotic species)
- Dynamic ecosystem processes
- Biophysical features
- Habitat data (habitat/community associations; critical habitat areas,
- Valued ecosystem components (e.g., wetlands, ground and surface water, ecosystem types at risk)

### Thematic data

- Land ownership data
- Protected areas data

### Ecosystem stressor and resource data

- Air or water quality data
- Pollutant and contaminant source data
- Resource industry activity data (fisheries, forestry, mining etc.)

### Other data attributes

- Temporal data series

## Matters of Importance to Aboriginal Communities

To support Aboriginal organizations and communities, GeoConnections has identified 1 priority issue:

1. Land and Resource Management/Community Planning

### Land and Resource Management/Community Planning:

#### Issue

Aboriginal leaders, managers and land planners require improved planning tools and information in order to manage communities, Aboriginal treaty and settlement lands, and co-managed lands and resources in a sustainable and effective manner.

#### Decision Making Needs

To effectively administer, and economically empower their communities, resources and lands, Aboriginal leaders, managers and land planners, at all levels of government, must

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have location-based information and they must be able to securely obtain and share this information with their communities and partners in a timely and efficient manner.

Aboriginal communities in Canada are facing increasing pressures with respect to lands (including traditional lands and territories) and resources. These pressures and demands are a result of devolution under self-government initiatives, resource exploration activities, and the need to provide opportunities for their members, while ensuring that lands will continue to be productive in the future. Balancing the needs of today with those of tomorrow requires communities to take advantage of modern technologies to assist in their planning and development. Due to the geographic location of many Aboriginal communities, and the constraint on human and financial resources, there is also a corresponding need to exchange, or share information across jurisdictions.

Land and Resource Management/Community Planning for many Aboriginal communities include the recognition and incorporation of traditional value systems into land management practices and systems. At the same time, there is an increasing need to co-operate with private industry either through a consultative process or as partners in co-ventures. Sound practices for incorporating both traditional and western knowledge systems are vital in assisting decision making in Aboriginal communities.

To address the above requirements, GeoConnections is seeking projects that publish data to support Land and Resource Management/Community Planning.

### **Data Requirements**

<b>CLASS</b>	<b>SUB-CLASS</b>
Administrative/Development	Mining
Administrative/Development	Aboriginal Territories
Administrative/Development	Forestry
Administrative/Development	Land Use / Land Management
Administrative/Development	Tourism and Recreation
Administrative/Development	Conservation/Protected Areas
Administrative/Development	Fishery
Natural Heritage	Ecology
Natural Heritage	Wildlife
Cultural Heritage	Travel and Trade Routes
Cultural Heritage	Archaeology
Cultural Heritage	Ceremonial and Sacred Sites
Cultural Heritage	Use and Harvesting Areas
Biophysical	Hydrology
Biophysical	Geology

These priority data requirements are based on extensive research, consultation and analysis conducted in the "Aboriginal Land and Resource Management Planning Data Needs Assessment Study" which can be found on the GeoConnections website: <http://www.geoconnections.org/en/resourcelibrary/keyStudiesReports>

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### 3.SUBMISSION PROCESS

#### Step 1: Expression of Interest

Email an expression of interest in submitting a proposal to GeoConnections using the Expression of Interest Form provided in Appendix A. The Form will be used to assess potential projects to determine if GeoConnections will request a full proposal.

Email Expression of Interest Form to:

Ken Marshall  
CGDI Content Advisor, GeoConnections  
Room 622, 615 Booth Street  
Ottawa, ON K1A 0E9  
Telephone: (613) 947-7074 Facsimile: (613) 947-2410  
Email: [ken.marshall@nrcan.gc.ca](mailto:ken.marshall@nrcan.gc.ca)

#### Step 2: Full Proposal

For projects that are selected for further consideration, a GeoConnections' Project Authority will send an email inviting the proponent to submit a full proposal based on the template (see Appendix B). A deadline will be assigned at this point, based on the timelines below.

**Full proposals are accepted by invitation only.** GeoConnections requires that an authorized officer, representing the project proponent, submit a proposal using their organization letterhead. Proposals must follow the proposal template in Appendix B to ensure they meet the requirements of this AO. The intent of the project proposal is to explain the project in sufficient detail to allow GeoConnections to evaluate the proposal comprehensively. The proposal should stand alone as it will be reviewed on its merits only. This may include additional information as annexes to the proposal.

***Unsolicited proposals will not be entertained.***

Proponents are responsible for preparing and submitting the proposals. However, proponents may consult GeoConnections staff for advice during this process.

Proposals may be submitted in either English or French.

Opportunity for expressions of interest	Open until May 1, 2009
Assessment by GeoConnections	Within 5 business days
Deadline to submit full proposal after invitation from GeoConnections	4 weeks
Project start (estimated)	6 weeks after proposal acceptance

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\*These timelines are subject to change. Based on the level of funding available and number of projects submitted, GeoConnections reserves the right to close this Announcement of Opportunity before May 1, 2009.

### **Step 3: Proposal Evaluation**

Proposals will be reviewed as they are received and funded as they are approved. Proposals will be reviewed for completeness, feasibility, and alignment with GeoConnections mandate and priorities. Proposals must pass all the criteria listed in Appendix C before they will be considered for funding. GeoConnections will invite the proponents of successful proposals to discuss formal agreements.

Note that proposals should be written and must be submitted by the proponent, and not a collaborator or private contractor. **Invitation to submit a full proposal is not a guarantee of funding.**

### **Step 4: Formal Agreement**

GeoConnections will work with selected project proponents to discuss formal agreements. The resulting agreements will describe the terms of the collaboration with GeoConnections and set out mutual expectations such as project duration, outputs, tasks, milestone dates, human resources (organization, team member name, role/title, per diem and days effort/person), a communications plan, and financial details.

## **4. ROLES AND RESPONSIBILITIES**

GeoConnections promotes collaboration, particularly those that support project delivery through the private geomatics sector and, to a lesser extent, academia and non-government organizations. This section details roles and responsibilities of all potential collaborators on projects.

### **4.1 GeoConnections**

GeoConnections supports projects by providing funding and advice. GeoConnections is responsible for evaluating proposals, developing agreements, providing advice, monitoring progress, evaluating outputs, and authorizing payments. GeoConnections shall work in collaboration with the proponent, to promote and communicate the project(s) and results.

### **4.2 Proponent**

The proponent assembles the project proposal(s), leads and coordinates all project activities, and acts as a single point of contact with GeoConnections on project issues. **Project proponents must be suppliers** of geospatial data (or information derived from geospatial data) and they should have clear business or policy requirements for fulfilling this role. The project proponent should have both a mandate and the resources to coordinate the project and maintain the data and/or services beyond the project's completion. Proponents must financially invest in the project through cash and/or in-kind contributions. Proponents are responsible for coordinating the work of project(s) collaborators and contracts. Proponents are responsible for any contracted activities required for projects.

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Proponents will work collaboratively with GeoConnections to promote and communicate about the project and its results.

### **4.3 Collaborating Organizations**

In addition to the project proponent, thematic data projects may, as necessary, involve collaborating organizations. Collaborating organizations contribute in some way to the project and must have a specific level of commitment. Collaborators may be government departments, Crown corporations, academic institutions, Aboriginal organizations, non-profit organizations, or private-sector companies. They must have some vested interest in the project and contribute to it financially, whether with cash, an in-kind investment, or both. The collaborator's contribution and commitment to the project must be specified in a Letter of Collaboration, and must be included with the proposal submission.

### **4.4 Contractor(s)**

As necessary, projects may include a contractor from the private sector, academia, or non-government sector. The exact role of the contractor will be specific to each project. In general, a contractor will provide specific services or deliverables needed to complete the project successfully. **A contractor cannot be a project proponent.** Project proponents are responsible for all aspects of contracting and are therefore governed by any contracting rules and restrictions of their own organizations.

### **4.5 Private-sector**

GeoConnections is committed to spending 50 percent of its total budget within the private sector. Government proponents who receive GeoConnections funding are required to contract work to private firms wherever possible, rather than hire new staff to work on project activities. Project financial reports must detail this flow-through to the private sector.

## **5. RESPONDING TO USERS' NEEDS**

A **user community** is a group of people who share an interest in a topic (or an "issue domain"), who continually interact, and who accumulate and disseminate knowledge. GeoConnections defines a "user community" as a group of users who share common concerns or problems and who might have common requirements of the CGDI. For the purpose of this announcement of opportunity, users are equated with end-users - the people/organizations that will benefit directly from the project in order to make informed decisions. These end-users have an ongoing need for the proposed results, and possess the resources to use the results.

Proponents should have a clear mandate to lead development of and maintain the project(s) results and to serve the intended end-users. Ideally they will have a governance model or organizational structure that is stable and suitable for maintaining and using the results of the project(s).

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## **6.RISK ASSESSMENT**

Proponents should use a risk assessment to show that the project is feasible and has a legitimate chance of success. This assessment can also include references to published research, contract reports, previous experience, and other supporting material.

A thorough risk assessment will identify all potential risks and problem areas and demonstrate mitigation strategies for each. Potential risk areas can include but are not limited to technology, resources, access to data, commitments, project dependencies, and policies. Proposals should describe the likelihood and potential impact of each risk.

## **7.FINANCIAL INFORMATION**

### **7.1 Funding**

GeoConnections will only fund cost-shared projects. In cost-shared projects, the proponent and its collaborators agree to contribute financially to the project by either cash or in-kind. The proponent's financial contribution (cash and in-kind) to the project must be at least 50% of the total project costs (cash and in-kind).

The maximum funding contribution from GeoConnections will be determined by the category of the project (see Section 1 for more detail).

If any funding for a project is dependent upon another funding program, GeoConnections requires written confirmation from that program that funding has been approved.

### **7.2 Eligible Project Costs**

#### **Labour**

Labour costs represent the actual salaries paid to personnel plus any employee benefits up to a maximum of 20 percent. Labour costs are considered to be in-kind contributions.

Each participating organization is required to explain how it calculates per diem rates. A typical way to calculate labour is to use the labour-rate formula: reasonable annual salary, plus reasonable overhead and benefits, divided by a reasonable number of billable days in a year. Labour rates for the proponent organization must be exclusive of profit. In the case of government personnel, official labour rates approved by the government organization or classification level should be used.

#### **Software**

Costs for specialized geomatics software essential to the project must be amortized over the life of the software and the project duration.

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## **Data Publishing**

Costs associated with publishing data to CGDI services will be considered. These costs may include those to implement data servers, to prepare data for publishing, or both. These costs cannot include charges to collect data or for the value for data.

## **Training**

Training, as part of technology transfer activities, may form part of the total estimated project cost. It should not, however, exceed 15 percent of the total project cost. Training costs must be fully explained and justified in the project proposal.

## **Travel and Living Expenses**

Travel and living expenses will be considered with justification. Proposals should detail the basis and cost of all required travel and link them directly to project activities.

Travel costs cannot exceed current Treasury Board Travel Directive guidelines, or, if applicable, cannot exceed the project proponent's own travel guidelines (but not exceeding the Treasury Board Directive). The Treasury Board Travel Directive is available at [http://publiservice.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/td-dv\\_e.asp](http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp).

## **Subcontracts for services**

For any subcontractors, cost-breakdown information should be detailed in the proposal. GeoConnections may request copies of contracts for subcontractors or consultants.

## **7.3 Ineligible Project Costs**

### **Profit**

Profit, including profit on labour, is an ineligible expense and cannot be included when determining the total estimated project cost.

### **Taxes**

Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible project costs.

### **Pre-project**

No payment shall be made for costs incurred to prepare or submit a project proposal in response to this AO. No costs before receipt of a signed agreement or specified written authorization from GeoConnections can be charged to any resulting agreement.

### **Data**

Costs related to the purchase, acquisition, or to the value of data are not eligible. Costs associated with any activities related to the collection of data are ineligible.

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## **Background Intellectual Property**

Costs related to background intellectual property are ineligible. Background intellectual property consists of intellectual property developed prior to the proposed project.

## **Hardware**

Costs related to the purchase of hardware (e.g., computers, GPS receivers, plotters) are not eligible.

## **Intangibles**

Costs in the form of knowledge, goodwill, or other such intangibles are ineligible.

## **Other**

Purchase of land or payment of property taxes and capital costs are ineligible.

## **7.4 Total Allowable Federal Assistance**

Where the proponent is not a federal agency, the proponent shall provide a list of all federal departments participating in the proposed project and shall ensure that the total federal government assistance, including the amount requested from GeoConnections, does not exceed 75 percent of the total cost of the project. Funding from another GeoConnections-funded project cannot form part of the total project costs or leveraged funds.

## **7.5 Quebec Projects**

An organization in Quebec whose operations are partially or fully funded by the province of Quebec may be subject to the *Act Respecting the Conseil exécutif* (L.R.Q., chapter **M-30**).

Under sections 3.11 and 3.12 of *An Act respecting the Ministère du Conseil exécutif* (hereinafter referred to as Act) certain entities, as defined in the meaning of the Act, such as municipal bodies, school bodies or public agencies, must obtain an authorization, indicated by the Act, before signing any agreement with the Government of Canada, its departments or agencies, or a federal public agency.

Consequently, any entity that is subject to the Act is responsible for obtaining such authorization before signing any agreement with the Government of Canada. The form in Appendix D must be completed and included with project proposals from Quebec. If you answer “yes” to one of the three questions, you must, on behalf of your organization, take the necessary measures to obtain the proper authorization from the Government of Quebec before obtaining funding from the Government of Canada. You should contact the representative from the agency or institution in Quebec that provides you with funding, after which GeoConnections will send an unsigned copy of the contribution agreement.

If you answer “no” to all three questions on the form, your organization is not subject to the provisions of Chapter M-30 and the proposal evaluation process can move forward.

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## **8.REPORTING AND MONITORING**

### **8.1 Project Authorities**

A GeoConnections project authority will be assigned to monitor each project. This project authority will be responsible for approving milestone payments. Milestone reports and corresponding outputs will be submitted to the project authority for evaluation.

### **8.2 Meetings**

#### Orientation Meeting

Project proponents should arrange an initial orientation meeting involving all key project participants and the GeoConnections project authority.

#### Interim Progress-Review Meetings

Interim progress-review meetings should be scheduled to demonstrate project progress and to discuss any relevant project issues. These meetings may or may not be tied to milestones.

### **8.3 Milestone Reports**

At the conclusion of each milestone, the project manager shall provide a brief report to the GeoConnections project authority. These reports will be required before any payments are made and shall contain at minimum, but not be limited to:

- a title page
- a summary of the work accomplished in comparison to the work plan, including URLs of web services and operational results
- an explanation of any problems encountered and their solution
- any changes to the work plan for the next milestone
- financial report, if requesting payment

Reporting templates will be provided by GeoConnections.

### **8.4 Payment Schedule**

Payment schedules will be specific to each project and will be outlined in the resulting agreement. In general, payment schedules will be based on milestones and their associated deliverables. The financial statement, along with invoices, are to be submitted after deliverables are received.

### **8.5 Final Report**

At the end of the project, the project team must provide a final report. The final report is required before the final payment can be made. This report should do the following:

- 
- Describe the project outcomes compared with planned objectives;
  - Assess the project's success in meeting end-users needs;
  - Discuss challenges (institutional, technical and policy) encountered;
  - Discuss CGDI content, standards, and technology that were utilized;
  - Discuss any gaps that were identified in the CGDI;
  - Provide recommendations for CGDI development and direction;
  - Outline plans for follow-on activities and projects; and
  - Describe communications activities, including public and internal (strategic) communications undertaken to date and planned.

## **8.6 Registration of Results**

Any new CGDI services and/or data products resulting from this project must be registered, using metadata standards, with the GeoConnections Discovery Portal which can be found at <http://geodiscover.cgdi.ca/gdp/>.

## **8.7 Public and Stakeholder Communications**

All projects that receive funding from GeoConnections will promote project results and publicly acknowledge the GeoConnections contribution by displaying the GeoConnections logo and link on media, public, and stakeholder news releases; presentations; websites; brochures; and other publications or documentation that describes the project and its outcomes.

Where only text is allowed, the acknowledgement will include the following wording:

“...with financial support from GeoConnections, a national partnership initiative led by Natural Resources Canada. GeoConnections and its partners are working to enhance the Canadian Geospatial Data Infrastructure, an on-line resource that enables decision-makers to access, combine, and share geographic information over the Internet and gain new insights into social, environmental, and economic issues.”

Where logos of supporting agencies are included in a product, the GeoConnections logo and the Canada wordmark shall be used.

Logos can be downloaded from the GeoConnections web site:

<http://www.geoconnections.org/en/newsmedia/media>

Where both text and logos are used, both the text and logo forms of acknowledgement must be used.

GeoConnections would appreciate the opportunity to review communications material and will offer a link to project news releases and articles from its website, and may otherwise promote the projects successes in consultation with the project proponent and collaborators.

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## 9. RIGHTS OF GEOCONNECTIONS

GeoConnections reserves the right to:

- reject any or all expressions of interest or proposals received in response to this AO;
- seek clarification and verify any or all information provided;
- enter into discussions with project proponents on any or all aspects of a proposal;
- accept any proposal in whole or in part;
- clarify/confirm intellectual property rights;
- promote and communicate the project and its results;
- cancel and/or re-issue this AO at any time; and
- administer, approve, and allocate funding based on the sole discretion of the GeoConnections program

The contents and requirements of this document are subject to change. **Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the GeoConnections website: [www.geoconnections.org](http://www.geoconnections.org).**

## 10. CONTACT INFORMATION

All enquiries should be directed in writing, preferably by e-mail to:

Ken Marshall  
CGDI Content Advisor, GeoConnections  
Room 622, 615 Booth Street  
Ottawa, ON K1A 0E9  
Telephone: (613) 947-7074 Facsimile: (613) 947-2410  
Email: [ken.marshall@nrcan.gc.ca](mailto:ken.marshall@nrcan.gc.ca)

## APPENDIX A: EXPRESSION OF INTEREST FORM

<b>Title of Proposed Initiative:</b>	
<b>Lead Organization:</b>	
<b>Initiative Manager's Name:</b>	
<b>Manager's Contact Information:</b>	Full mailing address:
	Telephone number:
	Fax number:
	Email address:
<b>Initiative Start Date:</b>	
<b>Initiative End Date:</b>	
<b>Initiative Duration:</b>	<i>Duration in months</i>

<b>Initiative projects:</b>	
<i>Check off one of the following project categories:</i>	
<b>PROJECT</b>	
<b>Category 1 - Publishing Datasets</b>	
<b>Category 2 - Enabling Access to and Publishing Data Stores</b>	

<b>Initiative thematic area:</b>			
<i>Check off the primary (and secondary, if applicable) thematic area(s) that apply to the proposed initiative.</i>			
<b>PRIMARY THEMATIC AREA (check one only)</b>		<b>SECONDARY THEMATIC AREA(S) (check as applicable)</b>	
<i>Public Health: Facilitating</i> <b>Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning</b>		<i>Public Health: Facilitating</i> <b>Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning</b>	
<i>Public Safety and Security: Facilitating</i> <b>Critical Infrastructure Identification or Situational Awareness &amp; Management of Consequences</b>		<i>Public Safety and Security: Facilitating</i> <b>Critical Infrastructure Identification or Situational Awareness &amp; Management of Consequences</b>	
<i>Matters of Importance to Aboriginal People: Facilitating</i> <b>Land and Resource Management/Community Planning</b>		<i>Matters of Importance to Aboriginal People: Facilitating</i> <b>Land and Resource Management/Community Planning</b>	
<i>Environment and Sustainable Development</i> <b>Land-Use Planning and Environmental Assessment</b>		<i>Environment and Sustainable Development</i> <b>Land-Use Planning and Environmental Assessment</b>	

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**Initiative Description:**

*Briefly describe the initiative in its entirety and the intended results. Include sub-sections as required, describing proposed work to be completed. Define the geographic region that the initiative will influence (name of community, township, province(s), etc.) Identify the GeoConnections thematic area (from below) and explain how the initiative results will address specific priority issues within the identified thematic area.*

*Public Health: **Facilitating Population Health Surveillance or Health Emergency Response and Inter-Emergency Planning***

*Public Safety and Security: **Facilitating Critical Infrastructure Identification or Situational Awareness & Management of Consequences***

*Matters of Importance to Aboriginal People: **Facilitating Land and Resource Management/Community Planning.***

*Environment and Sustainable Development: **Land-Use Planning and Environmental Assessment***

**Identification of Users & Their Needs:**

*Identify the main users of the results of your initiative and describe how they will use the results to make better decisions.*

**Anticipated Benefits:**

*Explain the importance of the initiative results as a means to share information and make better decisions. Include anticipated benefits for the proponent organization and beyond.*

**Sustainability and Commitment:**

*Describe plans for next steps after each project is completed. Include a discussion of how project results will be implemented and used/sustained over the next several years, including involvement of end-user communities.*

**Organization Description:**

*Describe your organization: your mandate, organizational structure and functions, factors that influence your business, use of geomatics, and current products and services and how they relate to the initiative. Explain how and why you need to share information within and outside of your organization. Discuss the relationship your organization has with its end-users.*

*If applicable, describe the partners that will be involved in this initiative and their relationship to your organization, past and present, and your common objectives and goals. Explain how this project will advance these common objectives and goals.*

**Contributing to the CGDI:**

*Initiatives must contribute new geospatial data to the CGDI. Provide a table that lists and describes data to be made available as per example below. Explain how CGDI-endorsed standards, specifications, services and technologies will be used to make data available by the initiative.*

<i>Data Theme</i>	<i>Spatial Domain</i>	<i>Scale</i>	<i>Current Data Structure</i>

<b>Estimated Initiative Costs</b>	<i>Total initiative cost, in Canadian dollars</i>		
<b>GeoConnections Funding</b>	<i>Total amount of requested GeoConnections funding, in dollars</i>		
	<i>Total amount of requested GeoConnections funding, as a percentage of the total initiative cost</i>		
<b>Anticipated Project Collaborators</b>	<b>Possible Financial Contribution</b> (Cdn \$)		
	<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
		<b>Description</b>	<b>Cash value</b>
<i>Proponent</i>		<i>Describe what the in-kind contribution consists of; for example labour, software, supplies, etc.</i>	
<i>Collaborator A (if applicable)</i>			
<i>Collaborator B (if applicable)</i>			
<b>TOTAL</b>			

## APPENDIX B: EXPRESSION OF INTEREST EVALUATION FORM

Proponents will be evaluated against the following 8 criteria. Proponents are required to pass all eight criteria in order to be considered for a proposal invitation.

Indicate category of proposed project (check one)		
Category 1		Category 2
		Pass (Yes) or Fail (no)
A	Is the proponent Canadian and does it have the business mandate to lead and sustain the project?	
B	<p>Does the project support decision making in one of the <b>identified GeoConnections thematic areas as defined in Section 2.5?</b></p> <p><u>Public Health: Population Health Surveillance</u>  <u>Public Health: Health Emergency Response and Inter-Emergency Planning</u></p> <p><u>Public Safety: Critical Infrastructure Identification</u>  <u>Public Safety: Situational Awareness and Management of Consequences</u></p> <p><u>Environment: Land-Use Planning and Environmental Assessment</u></p> <p><u>Aboriginal: Land and Resource Management/Community Planning</u></p>	
C	The proponent has described or demonstrated that they have the authority or permission to share the proposed distributed thematic data content.	
D	Are the proponent and collaborators contributing at least 50% towards the total project cost?	
E	Are the main users of the project results identified?	
F	The proponent explains how CGDI-endorsed standards, specifications, services and technologies will be leveraged by the project.	
G	The proponent explains how and why they need to use or share information within and outside of their organization.	
H	The proponent demonstrates a plan for the maintenance and operation of the thematic data/web services/metadata beyond the end of the project.	

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## APPENDIX C: PUBLISHING THEMATIC DATA PROPOSAL TEMPLATE

### Notes

Refer to the Announcement of Opportunity associated with this proposal template at the GeoConnections website: <http://www.geoconnections.org> for project requirements and eligible activities. The contents and requirements of this document are subject to change. Before proceeding with a proposal submission, be sure to obtain the latest version of this document from the website.

Development of the proposal should only start after GeoConnections has invited a proposal. Proposals may be submitted in either English or French. GeoConnections is available to assist proponents in the development of their proposals.

**If you wish to be considered for GeoConnections funding under this opportunity, you must ensure that your proposal is received by GeoConnections no later than midnight (24:00), Pacific Standard Time, on the date defined in the Announcement of Opportunity.**

The proposal should stand alone, as it will be reviewed on its own merits, based on criteria described in Appendix C of this Announcement of Opportunity. Project proponents should provide all the necessary information to allow for a full and fair review of their proposed work.

Proposals must follow this template. **Proposals that do not follow this template will not be reviewed.**

*Text in italics denotes instructions and should be replaced with your text while regular text identifies section headings and required text.*

GeoConnections will respond by email to all proposals.

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*Title of proposed project*  
*Project Proponent Organization*

Date proposal sent: day, month, 2009  
Proposal is valid until: *day, month, 2009*  
Announcement of Opportunity code 09AOIC3TD

## Project Summary

<b>Title of Proposed Project</b>			
<b>Project Category</b>	Category 1	Category 2	
<b>Lead Organization</b>			
<b>Project Manager's Name</b>			
<b>Manager's Contact Information</b>	Full mailing address:		
	Telephone number:		
	Fax number:		
	Email address:		
<b>Start Date of Project</b>			
<b>End Date of Project</b>			
<b>Duration of Project</b>	<i>Duration in months (8 months maximum)</i>		
<b>GeoConnections Thematic Area</b>	<i>Aboriginal Matters or Environment and Sustainable Development or Public Health or Public Safety and Security</i>		
<b>Project Description</b>	<i>Brief description (150 words or less), in plain language, of the proposed project and its objectives.</i>		
<b>Project Cost</b>	<i>Total project cost, in Canadian dollars</i>		
<b>GeoConnections Funding</b>	<i>Total amount of requested GeoConnections funding, in dollars</i>		
	<i>Total amount of requested GeoConnections funding, as a percentage of the total project cost</i>		
<b>Project Collaborators</b>	<i>Financial Contribution (Cdn \$)</i>		
	<b>Cash Contribution</b>	<b>In-Kind Contribution</b>	
		<b>Description</b>	<b>Cash value</b>
<b>Organization A</b>		<i>Describe what the in-kind contribution consists of; for example labour, software, supplies, etc.</i>	
<b>Organization B</b>			
<b>Organization C</b>			

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## **ORGANIZATION DESCRIPTION**

*Describe your organization, its mandate and vision, current products and/or services, priorities and/or factors that influence your business. If applicable, describe collaborating organizations, their mandate and vision, current products and/or services, priorities and/or factors that influence their business.*

*Describe or demonstrate that your organization has the authority or permission to share the proposed distributed thematic data content.*

*Corporate profiles can be included in the Appendix.*

## **PROJECT DESCRIPTION**

*Briefly describe the objectives of the project. Illustrate the purpose of the project, why it is being initiated, and what will be accomplished including short-and long-term objectives. Define the geographic region that the content will serve (name of communities, township(s), province(s), etc.).*

*Identify the GeoConnections thematic area(s) (from below) and explain how the project results will address specific priority issues within the thematic area(s):*

*Public Health: Population Health Surveillance*

*Public Health: Health Emergency Response and Inter-Emergency Planning*

*Public Safety: Critical Infrastructure Identification*

*Public Safety: Situational Awareness and Management of Consequences*

*Environment: Land-Use Planning and Environmental Assessment*

*Aboriginal: Land and Resource Management/Community Planning*

*Identify the data custodian and the supplier(s). Describe the data and related services to be made available as a result of this project. Describe CGDI standards and specifications to be used and web services to be implemented.*

*Describe anticipated benefits in your organization and beyond that are likely to occur as a result of this project. How will availability of data and services improve efficiencies, decision making and applications for users? How will access to the proposed data/services address current challenges for users? Identify the main users of the proposed distributed data. Explain how the main end users of the proposed distributed data will use it to make decisions. Explain how this proposed distributed data responds to their needs. Identify which data and/or service(s) will be publicly available, restricted access or a combination of both.*

## **SUSTAINABILITY**

*Describe the next steps after the project is completed. How will you implement the project results? Describe plans for maintenance and/or further development of the data, metadata*

and/or web service(s). Demonstrate that the organization has an existing, active governance structure and a mandate to maintain the data, metadata and/or web service(s). Describe how you will communicate with your end-users about the availability of the proposed distributed thematic data. Describe how feedback from the end-user community will be collected and incorporated into the maintenance of the proposed distributed thematic data.

## FEASIBILITY AND RISK

Identify and evaluate potential challenges or risks in completing and/or sustaining the project. Please fill out the table and add any other applicable risks. Examples of risks include: commitment risks, organization risks, contracting risks, financial risks, human resources risks (such as the availability of qualified personnel or experienced personnel), project dependencies and/or policy issues related to data access (i.e. licensing, intellectual property, copyright, security, privacy etc). Reference to past research, pilot projects, demonstrations, previous experience, and reports can be used in the risk analysis.

Evaluate the mitigation statements against the Project Implementation Plan for availability of resources and flexibility to address potential risks. Describe the organizational structure and the level of management support for the project.

Risk	Severity (high, medium, low)	Probability (high, medium, low)	Mitigation strategies for dealing with each risk

## COMMUNICATIONS PLAN

Describe how you will share and disseminate project results within the user community and how you will establish links with other initiatives. Identify approaches you will use to promote your project results to the target users, within the proponent's organization, the collaborating organizations, the general public and beyond, including conferences, workshops, meetings, articles, media contact, etc.

## PROJECT TEAM

Describe the roles, responsibilities, key skills/relevant experience, and experience of each person assigned to the project including partners, collaborating organizations, and contractors, following the template below. A project organization chart can be included.

<b>Name:</b>	
<b>Organization:</b>	
<b>Role:</b>	
<b>Responsibilities:</b>	
<b>Key Skills:</b>	

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***In circumstances where a project involves more than one organization, Letters of Collaboration must be provided for each organization that is contributing to the project. The Letter of Collaboration must include:***

- *an indication of the organization's interest in the project,*
- *a description of the commitment they will make to the project in terms of cash and/or in-kind contributions. For in-kind contributions, describe what is being contributed and the dollar value for the contribution.*
- *an explanation of the collaborator's role in sustaining the project results past the funding period.*
- *the contact's name and title, full postal address, telephone and fax numbers, e-mail address, and organization's website address.*
- *describe any existing sharing agreements.*

*Letters of Collaboration provided by government agencies at any level are to be signed by an individual at the senior management level (i.e., the person who has authority and responsibility for the allocation and commitment of the resources for this application).*

*Please note that project contractors are not considered to be collaborators unless they are contributing either cash or in-kind labour.*

*Letters of Collaboration submitted after the proposal deadline will not be evaluated.*

## **USING THE CGDI / DATA CONTENT**

***Using the CGDI:*** *Projects must be based on technology solutions that implement open standards and specifications (see table below). These technology solutions will facilitate and enable data sharing between autonomous yet interdependent organizations that form the CGDI.*

*Using the table below, project proposals:*

- 1) *must list and explain any appropriate existing CGDI standards and related services and technology solutions that will be leveraged; and*
- 2) *must demonstrate how the project proposal and the proposed technology solutions would enable the proposed distributed thematic data content.*

<b>Standard or Specification</b>	<b>Acronym</b>	<b>Function(s)</b>
Keyhole Markup Language	KML	An XML vocabulary designed for visualization and presentation of geospatial information in an earth browser.
GeoReallySimpleSyndication	GeoRSS	GeoReallySimpleSyndication GeoRSS A way to encode location in RSS and Atom feeds Atom and RSS vocabularies provide a generalized encoding for collections of information items, especially those items considered "news". Geo-enabled Atom and RSS allow a user to perform geographic searches on feeds, or to map information found in feeds.
Web Map Service	WMS	Data visualization from distributed data stores in a variety of formats and projections
Web Feature Service	WFS	Data access, insertion, update, and extraction from distributed sources in a variety of formats and projections.
Geographic Markup Language	GML	GML provides a means of encoding spatial information for both data transport and storage. It is an XML coding for geographic features.
Styled Layer Descriptor	SLD	A Styled Layer Descriptor allows a client to specify custom styles (such as colour and feature symbolization) that a <u>Web Map Service</u> will use to render a map layer.
Filter Encoding	FE	Provides a standard XML-based means of restricting the records that are returned from a query.
Geodata Discovery Service	n/a	Enables search and discovery of geospatial data and services (conforming to OGC Catalogue Service 2.0 or Z39.50 Geo Profile).
Geodata Resource Registry	n/a	Peer registries that contain metadata about geodata resources. These registries identify the agencies that are responsible each attribute dataset, and descriptions of that attribute data. They also contains information on how to access the data. See (ISO 19115: 2003 geographic information – Metadata; FGDC Content Standard for Digital Geospatial Metadata).
Web Map Context Document	n/a	Specifies how a specific grouping of one or more maps coming from one or more <u>Web Map Services</u> can be described in a portable format for storage, use and reuse within and between clients.
File Transfer Protocol	FTP	A protocol used to transfer data from one computer to another through networks such as LANs and the Internet.
Web Processing Service	WPS	Provides access to calculations or models which operate on spatially referenced data. The data

		required by the service can be available locally, or delivered across a network using data exchange standards such as <u>GML</u> or <u>GDAS</u> .
Geolinked Data Access Service	GDAS	Allows a client to retrieve a set of <u>geolinked data</u> . Organizations that wish to distribute attribute data without the accompanying <u>geospatial data</u> can do so via this service.

Other emerging standards can also be used such as:

- Sensor Web Enablement (SWE),
- Adobe ISO 32000 geo extension (geospatially registered documents),
- Common Alerting Profile – Canadian Profile (CAP-CP)

(see full list of standards at:

<http://www.geoconnections.org/en/communities/developers/standards/indexToSpecs>)

Expressions of interest should describe and proposals must demonstrate how a project will integrate and be interoperable within the CGDI using one or more of these endorsed standards and specifications.

Details on the latest specifications, description and versions are available on the GeoConnections website at

<http://www.geoconnections.org/en/communities/developers/standards>

GeoConnections may require that web services be tested for interoperability and conformance with CGDI standards and specifications.

**Data Content:** *Using the table below provide detailed information on the proposed distributed thematic data content to be made available through the CGDI.*

<i>Data Theme</i>	<i>Spatial Domain</i>	<i>Scale</i>	<i>Attributes</i>	<i>Current Data Structure</i>	<i>Metadata Exists</i>	<i>Time Period of Content</i>	<i>Data Content Standards Used</i>
<i>Fish Habitat Survey Database</i>	<i>Ontario – Great Lakes</i>	<i>1:10,000</i>	<i>Fish type, Fish length, Fish weight, Lake name, date, etc..</i>	<i>Point Shapefile</i>	<i>Exists in FGDC – CSDGM format</i>	<i>April 2000 – March 2004</i>	<i>Include if data standards exist in your thematic community</i>

## PROJECT IMPLEMENTATION PLAN

*Include a thorough project implementation plan, and clearly indicate the following elements:*

- *Project phases with well-defined activities or tasks for each stage and calendar-based schedule*
- *Project control and tracking methods*

- 
- *Communication and feedback mechanisms (with user community, among collaborators, and with GeoConnections)*
  - *Milestones and deliverables (below)*

*The project should be divided into phases, with a series of milestones at critical points in the work. Each milestone should be qualified with associated tasks to be completed. Deliverables as well as requests for payments are to be linked to these milestones. The amount of the payments for each milestone should be specified.*

*Complete the table below. The schedule of work is left to the discretion of the project proponent. Deliverables as well as requests for payments are to be linked to these milestones.*

- *Column 1 “WBS” – identifies a number for each task and sub-task and milestones.*
- *Column 2 “Task and work breakdown” – describes each task and sub-task and milestone. Sub-tasks must be defined to a maximum of ten days. As a guideline, it is advisable to provide a breakdown / detail on any activity with a total effort of more than 10 days*
- *Column 3 “Duration (days)” is the total length of time in working days that the activity will take.*
- *Column 4 “Organization” – indicates the name of the organization responsible for the task.*
- *Column 5 “Team Members Name” – identifies the actual personnel assigned to carry out the described task.*
- *Column 6 “Days effort/person” – indicates the level of work effort in days for each team member.*
- *Column 7 “Per diem” is the individuals’ daily rate. This includes employee benefits up to a maximum of 20 percent. An explanation on how the per diem rate was calculated should be provided. A typical way to calculate labour (labour-rate formula) is: reasonable annual salary, plus reasonable overhead and benefits, divided by a 260.88 billable days in a year. In the case of government personnel, official government rate or rates according to classification level should be used.*
- *Column 8 “Outputs” – indicates all the outputs to be delivered at the milestone.*
- *Column 9 “Start Date” – indicates the date at which the first activity begins.*
- *Column 10 “Delivery Date” – indicates the date for delivery of the final deliverable of a particular milestone.*
- *Column 11 “GeoConnections Contribution by Milestone” indicates GeoConnections share of the cost for that milestone*
- *Column 12 “Total Cost” – indicates the cost – excluding tax (whether funded by cash or in-kind contribution) of the task to be carried out.*

WBS	Task & work breakdown	Duration (days)	Organization	Team Members Name	Days effort/ person	Per Diem	Outputs	Start Date	Delivery Date	GeoConnections Contribution by Milestone	Total Cost (excluding tax)
1.	Initiation & Data Preparation Phase	15	Company A Company B Subcontractor		20			June 6 <sup>th</sup> , 2007			\$3050
1.1	Project kick-off meeting	2	Company A Company A Company B Subcontractor Subcontractor	J. Brown J. Black F. White T. Greene W. Lebrun	2 1 1 1 1	\$525 \$300 \$600 \$700 \$400					\$3050
1.2	Confirm requirements with users	10	Company A Company A Company B Subcontractor	J. Brown J. Black F. White T. Greene	2 2 1 1	\$525 \$300 \$600 \$700					
1.3	- identify data - identify data standards										
1.4	- identify web services										
1.5	- identify policy and IT infrastructure issues										
1.6	Describe tasks...										
1.7	Initiation Phase Complete						Description of Data and Standards  Milestone Report #1		June 22nd, 2007		
2.	Data Development Phase	30						June 23, 2007			\$5000

2.1	-implementation of data exchange standards and specifications	10	Company B	F.White	5	\$600					
2.2	- metadata for data	10	Company B	F. White	10	\$600					
2.3	-metadata for services	5	Company B Subcontractor	F.White T. Greene	3 10	\$600 \$700					
2.4	-metadata for organizations	5	Company A	J. Brown	5	\$525					
2.5	Describe tasks...										
2.6	Data Development Complete						Milestone Report #2		July 12 <sup>th</sup> , 2007		
3.	Testing Phase	30			140			July 20 <sup>th</sup> , 2007			\$7,450
3.1	-interoperability and web service testing										
3.2	-metadata quality control										
3.3	Describe tasks...										
4.	Project Conclusion Phase	10			30		Test Reports Milestone Report #2	August 20 <sup>th</sup> , 2007			\$5,000
4.1	-launch web service(s)										
	-register results on GeoConnections Discovery Portal in both official languages										
4.2	- final report										
4.3	Describe tasks...										
	Totals	85			232				August 30 <sup>th</sup> , 2007		\$20,500

## **FINANCIAL INFORMATION**

*Complete financial details including budget summary, labour-costs summary, milestones and deliverables, collaborators' cost per milestone, source of project funds, and distribution of project funds as per the tables below. This information must correspond to the rules and restrictions provided in the "Financial Information" section 7 of the Announcement of Opportunity.*

*Projects should be no longer than 8 months in duration.*

*The maximum funding contribution from GeoConnections will be determined by the category of the project (see Section 1 for more detail).*

*GeoConnections funding must not exceed 50 percent of the project cost. GeoConnections contribution must be within the maximum funding limit exclusive of any taxes. Taxes must be paid out by the proponent or the collaborators and must be excluded from the calculation of the total project cost.*

*See eligible project costs (section 7.2) and ineligible project costs (section 7.3) in the Announcement of Opportunity.*

### **Budget Summary Table**

*This budget summary table identifies the project costs and the contributions per collaborating organization. The table conveys eligible expenses incurred by each organization and classification of each expense as a cash or in-kind contribution. A description of each "Project Expense" item should be provided in the "Project Expense and Description" cell. Additional columns can be added for more organizations.*

*Financial statements and invoices should be provided to GeoConnections after milestone deliverables are received, for payment. Invoices to be provided should follow the format of the budget summary table with the addition of the milestone number, name and brief description.*

### **Notes:**

- *Total federal government assistance cannot exceed 75% of the total cost of the project. However, for Aboriginal organizations INAC funding for core services should not be counted as Federal.*
- *An organization in Quebec whose operations are partially or fully funded by the province of Quebec may be subject to the Act Respecting the Conseil exécutif (L.R.Q., chapter M-30). Certain entities, such municipal bodies, school bodies or public agencies, must obtain an authorization, before signing any agreement with the Government of Canada.*
- *Ineligible Project Costs Include:*
  - *Costs related to the purchase, acquisition, or to the value of data are not eligible. Costs associated with any activities related to the collection of data are ineligible. Data collection activities cannot be claimed as in-kind even if the data is deemed*

*critical to the success of the project and the data collection takes place within the project time frame.*

- Profit*
- Pre-project costs*
- Background Intellectual Property*
- Goods and Services Tax (GST), Provincial Sales Tax (PST) and Harmonized Sales Tax (HST) are ineligible for GeoConnections funding or as an in-kind contribution.*
- Hardware. Computers, GPS and surveying equipment cannot be amortized over the life of the project.*
- *Under the training line item, explain who is taking the training and where and why they are taking the training.*

<b>Budget Summary</b>						
<b>Project Expense and Description</b>	<b>Organization A</b>		<b>Organization B</b>		<b>GeoConnections</b>	<b>Total Project Costs</b> Taxes (GST, PST and HST) not eligible
	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>Cash</b>	
<p><b>Labour</b> (including benefits – max 20%)  <i>'In-kind' is for people already employed by an organization</i>  <i>'Cash' is for new contracts; people hired for this specific project</i></p>						
<p><b>Software</b>  <i>List all the software to be used and its purchase price/licensing amortized over the life of the software and the project duration. For example Software cost \$5,000. Life of 5 years. Duration of project 1 year = \$1,000 allowed.</i>  <i>'In-kind' is used if you already possess the software 'Cash' if you are buying the software for this project</i></p>						
<p><b>Training</b>  <i>Explain who is taking the training, why the training is required, who is providing the training, and the number of days/hours of training</i>  <i>Place it under 'Cash' if you are paying for the training from an organization not financially contributing towards the project</i></p> <p><b>Note:</b> <i>Training should not exceed 15% of the total project cost.</i></p>						

<p><b>Materials, Supplies, Components</b>  <i>In-kind costs cannot be on-going operational costs; for example if your organization pays rent (or electricity or gas) for its office as part of on-going operations, it cannot be claimed as an in-kind contribution since the cost would be incurred regardless of this project.</i>  <i>Administrative costs (postage, courier, photocopying), costs for telecommunications (fax, telephone), meeting rooms, etc. can be claimed.</i>  <i>Overhead costs should be explained as they may be operational costs.</i></p>						
<p><b>Travel and Living</b>  <i>Travel expenses should be detailed. Invoices for transportation and accommodation will need to be provided for repayment.</i>  <i>Travel costs will be reimbursed according to the Treasury Board Travel Directive at <a href="http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp">http://publiservice.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/td-dv_e.asp</a>.</i></p>						
<p><b>Subcontracts</b>  <i>Identify the subcontractor. Tasks and days effort should be identified in the project implementation plan.</i></p>						
<b>Other</b>						
<b>TOTAL COSTS</b>						
<b>Percentage</b>		<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>100%</b>

**APPENDICES: ADDITIONAL RELEVANT INFORMATION**

*Additional relevant information can be included in this section. This can include, for example, strategic planning reports, project team member resumes, business cases, sustainability analyses, prototype details, reports on related projects and initiatives, and user-needs assessments.*

## APPENDIX D: PROPOSAL REVIEW CRITERIA

### Proposal Review

Proposals will be reviewed according to the review criteria below. Each section from the proposal template will be reviewed.

The review will be based on whether or not the proposal meets a set of minimum criteria statements as described below under “Review Criteria”. Proposals must meet all the criteria in order to be considered for funding.

**Note: The proposal review committee will assess proposals using only the information provided in the proposal. No information from other sources will be considered during the review.**

### Review Criteria

		Pass/Fail
A	<p><b>Organization Description</b> Is the proponent Canadian, and does it have the business mandate to lead and sustain the project?</p> <p>Yes = pass No = fail</p>	
B	<p><b>Project Thematic Area</b> Does the project publish geospatial data to support decision making in one of the identified <b>GeoConnections thematic areas</b> (as per Section 2.5)</p> <p><u>Public Health: Population Health Surveillance</u> <u>Public Health: Health Emergency Response and Inter-Emergency Planning</u></p> <p><u>Public Safety: Critical Infrastructure Identification</u> <u>Public Safety: Situational Awareness and Management of Consequences</u></p> <p><u>Environment: Land-Use Planning and Environmental Assessment</u></p> <p><u>Aboriginal: Land and Resource Management/Community Planning</u></p> <p>Yes = pass No = fail</p>	
C	<p><b>Information Sharing</b> Does the project address a need to publish distributed geospatial data or information products outside the project proponents' organization?</p> <p>Yes = pass No = fail</p>	
D	<p><b>Sustainability and Commitment</b> Does the proponent have the mandate and a plan for the maintenance and advancement of project results; identify plans for maintenance and advancement for</p>	

	<p>years 1-5 and identify resources (financial and human resources) responsible for maintaining the results?</p> <p>Yes = pass No = fail</p>	
E	<p><b>Using the CGDI</b> Does the project explain in detail potential uses of the CGDI and its specific use within the project?</p> <p>Yes = pass No = fail</p>	
F	<p><b>Communications Plan</b> Does the proposal define plans to share and disseminate project results with the general public and with the user community?</p> <p>Yes = pass No = fail</p>	
G	<p><b>Risk Assessment</b> Does the proposal have comprehensive risk identification and outline reasonable mitigation strategies?</p> <p>Yes = pass No = fail</p>	
H	<p><b>Project Team</b> Does the project team have clearly defined roles that match the skills, responsibilities and experience required to deliver project results?</p> <p>Yes = pass No = fail</p>	
I	<p><b>Project Feasibility &amp; Project Implementation Plan</b> Does the project have a complete and feasible project plan and a reasonably outlined schedule, level of effort and project deliverables?</p> <p>Yes = pass No = fail</p>	
J	<p><b>Budget Summary</b> Is the proponent (and collaborators) contributing at least 50% towards the total project cost?</p> <p>Yes = pass No = fail</p>	
K	<p><b>Data Content</b> Based on the information provided in the proposal under the Data Content and Project Description sections, will the proposed project registers metadata for discovery and provides access to data through CGDI-endorsed web services (e.g. WMS, GeoRSS) through the CGDI?</p> <p>Yes = pass No = fail</p>	
L	<p><b>Data Custodian</b> Based on the information provided in the proposal under the Organization Description section, <b>is</b> the project proponent the data custodian and/or has the authority to publish the data and the authority is documented (e.g. in a charter or within a data accountability matrix)?</p>	

	Yes = pass No = fail	
M	<p><b>Data Standards</b></p> <p>Based on the information provided in the proposal under the Data Content and Project Description sections, will the proposed project investigate and adhere to any applicable data content standards used in thematic communities (e.g. National Infrastructure Data Model, Biological Data Profile of the Content Standard for Digital Geospatial Metadata etc.)?</p> <p>Yes = pass No = fail</p>	

## APPENDIX E: FORM TO BE COMPLETED FOR QUEBEC PROJECTS

*An Act respecting the Ministère du Conseil exécutif, R.S.Q., c. M-30.*

See section 7.5 of the AO for information regarding this form. Bill M-30 pertains to any project proponents organizations who receive funding from the government of Quebec. This form must be completed by the person representing the organization. It must be used for funding applications pertaining to the Government of Canada's programs and initiatives. Please review the relevant provisions of the Act, complete and sign this form, and return it to us.

**Project Title:**

**Name of Entity (Organization):**

**Program:**

1) Under section 3.11, is the applicant (proposed payee) a *municipal body* or *school body* (defined below) within the meaning of 3.6.2 of the Act?

Yes

No \_\_\_\_

2) Under section 3.12, is the applicant (proposed payee) a *public agency* within the meaning of section 3.6.2 of the Act?

Yes \_\_\_\_

No \_\_\_\_

3) If an agreement is signed between applicant and the Government of Canada, will the agreement affect a *government agency, municipal body, school body or public agency* within the meaning of the Act?

Yes \_\_\_\_

No \_\_\_\_

**If you answered "No" to all three questions**, please sign this form and attach it to your application along with any appropriate supporting documents.

**If you answered "Yes" to any question**, you must do the following:

- Contact (as soon as possible) the program officer in charge of your project for advice on how to proceed.
- Obtain the authorization from the Quebec government or the Minister of Canadian Intergovernmental Affairs (as the case may be) before signing the contribution agreement.
- Provide a copy of this authorization.

I, *Name and Title of representative*, certify that I have read and understood all the information above, and that the information I have supplied is accurate.

Signature of representative: \_\_\_\_\_

Date: \_\_\_\_\_

**Excerpts from An Act respecting the Ministère du Conseil Exécutif R.S.Q., c. M-30**

**3.6.2.** In this subdivision,

“government agency” means a legal person or agency that, under its constituting Act, is empowered to make inquiries, issue permits or licences or make regulations for purposes other than its internal management and, if it is a legal person, has one of the following characteristics:

- (1) it is the mandatory or agent of the State or of another government in Canada;
- (2) it enjoys the rights and privileges of a mandatory or agent referred to in paragraph 1;

“municipal body” means

- (1) a municipality;
- (2) a metropolitan community;
- (3) a legal person or body that has one of the following characteristics:
  - (a) a majority of its members are appointed by one or more municipal bodies;
  - (b) more than half of its financing is provided by one or more municipal bodies;
- (4) a group of municipal bodies;

“school body” means

- (1) a school board;
- (2) the Conseil scolaire de l’île de Montréal;
- (3) a legal person or body that has one of the following characteristics:
  - (a) a majority of its members are appointed by one or more school bodies;
  - (b) more than half of its financing is provided by one or more school bodies;
- (4) a group of school bodies.

“public agency” means

- (1) a legal person or agency that, although not a government agency, a municipal body or a school body, has one of the following characteristics:
  - (a) a majority of its members come from the Québec public sector, that is, are appointed by the Government, a minister, a government agency, a municipal body, a school body or another public agency;
  - (b) its personnel is appointed in accordance with the Public Service Act (chapter F-3.1.1);
  - (c) more than half of its financing is derived from Québec public funds, that is from the consolidated revenue fund, a government agency, a municipal body, a school body or another public agency;
- (2) a group of public agencies;

**3.11.** Except to the extent expressly provided for by law, no municipal body or school body

may, without the prior authorization of the Government, enter into any agreement with another government in Canada or one of its departments or government agencies, or with a federal public agency.

The Government may attach such conditions as it determines to the authorization.

Any contravention of the provisions of the first paragraph or any failure to comply with the conditions referred to in the second paragraph entails the nullity of the agreement. The Minister, concurrently with the minister responsible for or the minister who subsidizes the municipal or school body, shall see to the development of the agreement.

**3.12.** No public agency may, without the prior authorization of the Minister, enter into any agreement with another government in Canada or one of its departments or government agencies, or with a federal public agency.

The minister responsible for or the minister who subsidizes the public agency shall give an advisory opinion on the draft agreement to the Minister before the decision on the application for authorization is made.

The Minister may attach such conditions as he or she determines to the authorization. The Minister may, in particular, fix as a condition that the financing obtained under the agreement referred to in the first paragraph will not be subsequently taken into consideration to determine whether or not the agency is subject to this section.

Any contravention of the provisions of the first paragraph or any failure to comply with the conditions referred to in the third paragraph entails the nullity of the agreement.

The Minister, concurrently with the minister responsible for or the minister who subsidizes the public agency, shall see to the negotiation of the agreement.

**3.12.1.** No government agency, municipal body or school body may, without the prior authorization of the Government, permit or tolerate being affected by any agreement entered into between a third person and another government in Canada or one of its departments or government agencies, or a federal public agency.

The Government may attach such conditions as it determines to the authorization.

The first paragraph also applies to a public agency which, in that case, must obtain prior authorization in writing from the Minister, who may attach such conditions as he or she determines to the authorization. The minister responsible for or the minister who subsidizes the public agency shall give an advisory opinion to the Minister before the decision on the application for authorization is made.

For the purposes of the first paragraph, an agency or body is permitting or tolerating being affected by an agreement when, for instance, it enters into an agreement that is related to an agreement referred to in that paragraph.

Any contravention of the first or third paragraph or any failure to comply with the conditions referred to in the second or third paragraph entails, for the agency or

body, the nullity of any stipulation or agreement having any effect whatever in its respect.

**3.13.** The Government, to such extent and subject to such conditions as it determines, may exempt the whole or a part of an agreement or class of agreements which it designates from the application of this division.