

**GEOMATICS CANADA - DEPARTMENT OF NATIONAL DEFENCE  
MEMORANDUM OF UNDERSTANDING**

**ANNEX C  
PAPER TOPOGRAPHIC MAPS**

Section 1

AUTHORITY

- 1.0 This is an annex to the Memorandum of Understanding (MOU) signed at Ottawa, July 19, 1999 between Geomatics Canada (GC) of the Department of Natural Resources Canada (NRCan) and the Department of National Defence (DND) represented by the Director, Defence Geomatics (J2 Geomatics). This annex is approved in accordance with paragraph 1.1 of the MOU.
- 1.1 Treasury Board (TB) Minute 822393 dated February 9, 1995 establishes the authority whereby GC is to recover costs from users using GC Revolving Fund (RF) methodology.
- 1.2 The Director Defence Geomatics (J2 Geomatics) is responsible for the provision of all Geospatial Information support (including Paper Topographic Maps) to the Canadian Forces and DND (Refs: A-AE-D20-001/AG-001, CFAO 36-17).

Section 2

SCOPE

- 2.0 This annex details arrangements for the provision of paper topographic maps.

Section 3

PRODUCTS AND SERVICES

- 3.0 GC will supply National Topographic System (NTS) maps required by DND. DND will submit requests in electronic form as direct order input into the Canada Map Office (CMO) order processing and accounting system.
- 3.1 In April and October of each year, DND agrees to supply the Manager of CMO with estimates of quantities of paper maps per title needed to meet DND's operational requirements for the coming six months to enable CMO to amalgamate plotting requirements in order to realize cost efficiencies.

*Revised March 12, 2004*

- 3.2 GC agrees to supply from stock or print-on-demand NTS maps on a priority basis in accordance with DND/CF emergency requirements or, if GC cannot meet DND requirements, provide the required digital data (or reproformat) to DND to enable DND to do the necessary printing.

#### Section 4

##### LOAN OF EQUIPMENT AND MATERIAL

- 4.0 Subject to availability, the Participants may borrow materials and equipment from each other, such as maps, shipping materials, and warehouse equipment. The borrower must obtain prior permission from the lender. The borrower agrees to return borrowed equipment immediately, if required by the lender, and will either replace the material borrowed at the next convenient opportunity, provide an acceptable substitute similar in value, or reimburse it at replacement cost.

#### Section 5

##### COST RECOVERY

- 5.0 The cost recovery provisions for paper topographic maps are in accordance with article 5.0 of the MOU.
- 5.1 The discount on paper maps to DND will be based on the product volume discount rates published in the current GC Price & Distribution Policy.

#### Section 6

##### PLANNING AND FINANCIAL ARRANGEMENTS

- 6.0 The financial arrangements specified in Article 5.0 of the MOU apply in principle to all paper topographic maps. After delivery to DND of each paper topographic map, GC will issue an invoice to the invoicing address specified on the order.
- 6.1 By July of each year, the Participants will notify each other of any anticipated price increases in excess of ten (10) percent per year applying to the following fiscal year. Otherwise, price increases for each Participant will not exceed 10%, and each Participant will use the amount of 10% for budgetary planning purposes. All cost increases will be supported by written justification.

- 6.2 In January of each year, the Participants will meet to review and amend the product annexes (as required) and provide each other with a forecast of product and service requirements. This will be facilitated by a call letter from the Director General, MSB.

## Section 7

### DURATION OF ANNEX C

- 7.0 This Annex may be terminated, by either Participant, on ninety (90) days notice in writing or amended at any time by mutual written consent of the Participants.
- 7.1 The participants will meet annually to review this Annex.
- 7.3 This Annex becomes effective on the date of signature until superseded or terminated.

Signed at *Ottawa* this *28* day of *September* 2004

DEPARTMENT OF  
NATIONAL DEFENCE  
Represented by:

DEPARTMENT OF  
NATURAL RESOURCES  
Represented by:

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