



**Memorandum**  
**Of**  
**Understanding**

for the

**Geomatics Activity Survey**

Between

Natural Resources Canada  
Policy, Planning and Co-ordination Division  
Earth Sciences Sector  
580 Booth Street  
Ottawa, Ontario  
K1A 0E4

And

Small Business and Special Surveys Division  
Statistics Canada  
Ottawa, Ontario  
K1A 0T6

January 21, 2005

**Memorandum of Understanding  
Between Statistics Canada and Natural Resources Canada  
Concerning the Geomatics Activity Survey**

**BETWEEN:**

Statistics Canada, represented by the Assistant Chief Statistician, Business and Trade Statistics (hereinafter referred to as Statistics Canada),

**OF THE FIRST PART**

**AND:**

Natural Resources Canada, represented by the Assistant Deputy Minister, Earth Sciences Sector (hereinafter referred to as NRCAN),

**OF THE SECOND PART**

**Hereinafter referred to collectively as “the Parties”.**

**WHEREAS** Statistics Canada and NRCAN wish to enter into a Memorandum of Understanding (MOU) establishing long term goals and providing for appropriate funding for the production of specified statistics on the geomatics activity in Canada;

**AND WHEREAS** in addition to this MOU, the Parties are also contemporaneously signing a Survey Proposal entitled, ‘Geomatics Activity Survey’, dated January 2005 and will be signing another survey proposal to be signed in December 2007;

**AND WHEREAS** the Parties will be signing a Data Sharing Agreement forthwith after the signing of the MOU;

**AND WHEREAS** it is desirable that the Parties to this MOU continue to collaborate in the collection of information and in the efficient use of resources in order to provide high quality statistics;

**AND WHEREAS** the statistical requirements of the Parties may be met by the avoidance of duplication of surveys, by the reduction of burden on

survey respondents and by the minimization of costs of data collection and processing;

**NOW THEREFORE**, the Parties agree as follows:

## **1. TERM**

Notwithstanding the date of execution of this MOU, the Parties agree that the term of this MOU shall commence in **January, 2005** and shall end on **March 31, 2009**.

## **2. PURPOSE OF THIS MOU**

This MOU is intended to outline arrangements made between Statistics Canada and NRCAN for the budget allocation of surveys listed on *Schedule 1*, attached to and forming part of this MOU. *Schedule 2*, also attached to, and forming part of this MOU, sets out an overview of the survey.

## **3. RESPONSIBILITIES OF PARTIES TO THIS MOU**

- 3.1 The general responsibilities of the Parties to this MOU concerning the surveys listed on *Schedule 1* are listed on *Schedule 3*, also attached to and forming part of this MOU. The Parties recognize and agree that the list of surveys and responsibilities may be incomplete and may continue to evolve over the term of this MOU, thereby requiring amendments to this MOU and/or the Schedules attached hereto. Any such amendments shall be made pursuant to section 7 of this MOU.
- 3.2 In addition to the responsibilities set out in 3.1 above, the Parties agree to enter into a Data Sharing Agreement forthwith after signing of this MOU and the Survey Proposal document dated January 2005.

## **4. FUNDING AND PAYMENT SCHEDULE**

- 4.1 The Parties to this MOU agree that final funding for survey activities referred to in *Schedule 1* attached hereto that are to take place during the upcoming fiscal year will be confirmed in December of the preceding fiscal year. This will allow proper planning for the following fiscal year activities over the term of the MOU. "Fiscal

year” shall be deemed to be from April 1 of one year to March 31 of the next year.

4.1.1 During the term of this MOU, funding will be based on fixed costs (salary and non-salary) plus 33% to cover employee benefits and other indirect costs as required by Treasury Board.

4.1.2 Costs will be kept below the maximum established within *Schedule 1*, attached hereto subject to considerations described in *Schedule 1*.

4.2 Estimates of budget allocations for the 2004-2005 to 2008-2009 fiscal years are found in *Schedule 1* attached hereto. Details of the exact data to be provided, process to be followed, and the associated costs for each phase of the survey will be negotiated and set down in a separate contract, along with a schedule of deliverables and a related payment schedule.

4.3 The Parties agree that should Statistics Canada anticipate or identify a deficit in funds allocated, that funding and/or work plans will be reviewed jointly and *Schedule 1* amended in accordance with section 7 of this MOU. This would be necessary if business requirements cannot be met within budget allocated.

## **5. STEERING COMMITTEE**

5.1 The Parties to this MOU agree to establish a Steering Committee headed by the following senior Statistics Canada and NRCAN officials (or their delegates):

### **For Statistics Canada:**

Director  
Small Business and Special Surveys Division  
Agriculture, Technology and Transportation Statistics  
Business and Trade Statistics Field  
Statistics Canada

### **For NRCAN:**

Executive Director  
Policy, Planning and Coordination Division

Earth Sciences Sector  
NRCAN

- 5.2 The Steering Committee will meet bi-annually or more frequently as required, to review and agree on budgets and work plans for surveys listed on *Schedule 1*, attached to this MOU.

## 6. CONDITIONS

- 6.1 Data will be treated by Statistics Canada in accordance with the requirements set out in the *Statistics Act*, the *Privacy Act* and the *Access to Information Act*; it shall be used for statistical purposes, and published in aggregate form only. NRCAN will have access to survey results for up to 30 calendar days prior to release to the public for the purpose of data validation only; such results shall not be in a form so as to render any individual identifiable. Moreover, NRCAN will not release survey results to the public, prior to the official release of information by Statistics Canada.
- 6.2 NRCAN is to receive recognition for the funding of the surveys listed on *Schedule 1* attached to this MOU in *the Daily* and in any other release of survey results by Statistics Canada.
- 6.3 In accordance with this agreement, NRCAN and Statistics Canada will enter into a data sharing agreement under the *Statistics Act* for the surveys listed on *Schedule 1*, the terms of which are subject to approval of senior management at Statistics Canada.
- 6.4 The target population comprises all companies with employees having at least one establishment classified within the industries sought. *Schedule 4*, attached to, and forming part of, this MOU, provides a complete list of the industries sought. It should be noted that additional companies will be included in the survey including those identified in other Statistics Canada surveys as having establishments involving geomatics activities, as well as those identified by NRCAN.

## 7. REVIEW OF THIS MOU

- 7.1 Appropriate amendments to the *Schedules* attached to this MOU can be made, as needed, by written agreement between senior managers at the ADM level.
- 7.2 Appropriate amendments to the main body of this MOU can be made, as needed, by written agreement between the Assistant Chief Statistician, Business and Trade Statistics Field, Statistics Canada and the Assistant Deputy Minister, ESS, NRCAN.

## **8. TERMINATION OF MOU**

- 8.1 Notwithstanding Section 1 herein, this MOU can be terminated at any time by either party upon notice of termination to the other party of its intentions. Termination will take effect 60 calendar days after the date on which the written notice was given. Payment will still be due for work completed as of to the date of termination.
- 8.2 NRCAN will notify Statistics Canada in writing of details of any major resource constraints that will require a reduction in funds for surveys listed on *Schedule 1* attached hereto. A reduction in funds may result in a reduction in the product to be delivered; details of any such reduction shall be negotiated and agreed to in writing between the Parties and, subsequent amendments shall be made to *Schedule 1* attached hereto.
- 8.3 Any notice to be given to Statistics Canada pursuant to this MOU will be addressed to:

Assistant Chief Statistician  
Business and Trade Statistics  
Statistics Canada  
26<sup>th</sup> Floor, R.H. Coats Building  
Ottawa, Ontario  
K1A 0T6

Any notice to be given to NRCAN pursuant to this MOU will be addressed to:

Assistant Deputy Minister  
Earth Sciences Sector  
Natural Resources Canada  
580 Booth Street,  
Ottawa, Ontario  
K1A 0E4

IN WITNESS WHEREOFF, this MOU has been signed in duplicate on the dates set out below.

**FOR STATISTICS CANADA**

_____	JAN 28 2005	_____
Witness	Date	Assistant Chief Statistician Business and Trade Statistics

**FOR NATURAL RESOURCES CANADA**

_____	11-2-2005	_____
Witness	Date	Assistant Deputy Minister Earth Sciences Sector



*Schedule 1*

**Memorandum of Understanding between  
Statistics Canada and NRCAN concerning the  
Geomatics Activity Survey**

**Summary of budget allocation per fiscal year (\$)**

<b>Geomatics Activity Survey</b>	<b>2004-2005</b>	<b>2005-2006</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>Reference Year</b>
<b>First iteration</b>	47,065	277,038				2004
<b>Second iteration</b>				81,328*	302,727*	2007
<b>Total Cost</b>	47,065	277,038		81,328*	302,727*	

\* These figures account for an annual inflation rate of 3%.

While the budget allocation associated with conducting a repeat census survey has been included, it is with the understanding that a new project proposal and contract will be negotiated in September 2007. It is anticipated that the second iteration of the survey will be a sample survey and not a census of geomatics activity which would result in a reduction in survey costs. Statistics Canada and NRCAN will renegotiate the costs and deliverables of the survey at that time.

## Schedule 2

### Overview of Survey Parameters

- Mandatory survey that will be conducted 2 times in order to collect cross-sectional statistical information on the geomatics activity in Canada. The first iteration will start in the fiscal year 2004/05 and the second in 2007/08.
- The reference period will be the calendar year 2004 for the first iteration and the calendar year 2007 for the second iteration.
- NRCAN will receive a micro-data file containing statistical information from companies that agree to share their data for analytical purposes only. To this end, the Parties will enter into a data sharing agreement. Section 12 of the *Statistics Act* authorizes Statistics Canada to share data with NRCAN. Statistics Canada's requirement to obtain the consent of the survey respondent to share their individual level responses with NRCAN may limit the number of individual level responses that will be shared with the Department for research purposes. NRCAN will receive the aggregate level responses for the entire survey respondents.
- The target population comprises all companies having at least one establishment classified within the industries sought (please refer to the **Schedule 4** for a complete list of industries) and/or those companies specifically identified by NRCAN, or by other Statistics Canada surveys that ask questions on geomatics activity.
- The frame for this survey will be Statistics Canada's Business Register (BR), companies identified by NRCAN as being part of the sector, and companies identified as having geomatics activities through the 2003 Survey of Innovation.
- The expected response rate is 40% based on past experience for similar types of surveys.
- Based on the expected questionnaire length, it is recommended to proceed to collection with a mail out/mail back paper questionnaire followed by telephonic follow-ups for non response cases.

- Questionnaire content will be developed in order to collect variables of interest, including financial, policy, human resource, structural and technology information about companies involved in geomatics activities. The questionnaire will comprise a maximum of 10 pages and should require a maximum of 45 minutes to complete.
- To be compliant with Statistics Canada internal policy, all new survey collection tools have to be tested prior to being used in the field. This requirement may be waived if the questions are largely those that have been used in other surveys and if there are no concerns about the ability of respondents to respond to the questionnaire. Otherwise, the survey questionnaire will be tested prior to data collection. Personal interviews will be conducted with in-scope companies in order to assess the quality and relevance of questions, the questionnaire flow and the length in terms of completion time.
- A pre-contact telephone interview will be undertaken to determine the inclusion of the sample units in the scope of the survey, and secondly, identify a contact person that would be suitable to fill the questionnaire. The pre-contact screening questions should last no longer than 15 minutes.
- Estimates will be produced for domains of estimation where the number of respondents is sufficient to produce accurate estimates.
- At the collection stage, a maximum of 4 follow-up calls per respondent will be made to non-respondents to foster their participation to the survey.

### Schedule 3

#### **Allocation of Responsibilities Geomatics Activity Survey**

- Data on geomatics activity in Canada will be collected by Statistics Canada by means of a survey(s) and Statistics Canada will be responsible for all survey operations including methodology, sample, questionnaires, mail-out, follow-ups, editing, compilation, analysis and dissemination.
- A census of all companies with geomatics activities will be undertaken.
- The survey will gather information on geomatics companies, as agreed upon in consultation with the client, NRCAN, while respecting budget limitations outlined in *Schedule 1*.
- Small Business and Special Surveys Division (SBSSD) of Statistics Canada will conduct geomatics activity surveys at two points in time as outlined in *Schedule 1*.
- SBSSD will develop the survey questionnaire jointly with the NRCAN.
- NRCAN will provide tabulation specifications to SBSSD in order to develop the estimation system.
- NRCAN is responsible for data validation prior to the release in the Daily.

**Schedule 4**

**List of North American Industry Classification System (NAICS) 2002  
Codes Covered by the Survey**

Geophysical Surveying and Mapping	541360
Surveying and Mapping (except geophysical)	541370