

ANNEX 1 to THE CANADIAN GEOMATICS ACCORD 2025-2030**CANADIAN COUNCIL ON GEOMATICS (CCOG)
Terms of Reference (ToR)****A. Council Roles and Responsibilities**

- I. The Canadian Council on Geomatics (the “**Council**”) is comprised of the Representative(s) of each Party (“**Member**”) to the Canadian Geomatics Accord (the “**Accord**”). Each Member will have at least one Chief Representative who will attend the Council’s meetings on their behalf and be the primary contact to co-ordinate input and follow-up related to CCOG business on behalf of their government. Each Member has one (1) voting right for each voting matter.
- II. The Council will:
 - i. formulate recommendations and resolutions deemed appropriate to accomplish the purpose of the Accord from time to time;
 - ii. administer and coordinate activities in accordance with the Accord;
 - iii. ensure that actions taken on resolutions to support CCOG activities are aligned with the purpose of the Accord, including but not limited to:
 1. promoting collaboration by facilitating the exchange, identification, and recommendation of foundational Geospatial Information where relevant to reduce the duplication of effort and enable easy access and use of such information by all Canadians;
 2. developing, promoting, endorsing and adopting pan-Canadian and international Geomatics standards and publicizing the tangible benefits of such standards whenever possible.
 - iv. oversee periodic reviews of the work plan [**Appendix C**] and governance structure to maintain accountability for Council activities and responsiveness to emerging priorities;
 - v. facilitate engagement with key partners and stakeholders to adapt to the changes in the Geomatics sector and establish new roles to support their involvement when necessary;
 - vi. address new common issues, challenges, crises, and disasters by bringing them to the Council Members to proactively coordinate, communicate, and collaborate as needed.

B. Representation

To clarify the rights and benefits of membership, the-two types of members are as follow:

Each Member falls within one of the two categories of membership, each with its own rights and privileges:

- a. **Voting Members:** Unless otherwise provided in these ToR, Members are vested with full voting rights on all matters falling within the responsibility of the Council. The Chief Representative of each Member will exercise its voting right on its behalf.
- b. **Contributing Members:** includes the voting members from provincial and territorial governments which actively contribute through funding as agreed upon in paragraph L of these ToR. In addition to their rights as voting members, they are vested with an exclusive right when making decisions on financial operations of the Specified Purpose Account (SPA) referred to in Section L of these ToR.

To align with the intent and spirit of the Accord, active participation by all jurisdictions is strongly encouraged. Representatives from other federal entities, as well as provincial and territorial governments, may be invited to attend and participate in Council meetings as Participants in accordance with the conditions defined by the present ToR and with the Agreement of the Parties.

Considering the importance of pan Canadian participation, the council recommends decision making by consensus. For issues with significant and direct impact, the Council will diligently consult with members and participants to allow, at least, one representative from each province and territory to express their views.

C. Chair

At each Annual General Meeting, a new Chair will be the designated amongst the Representatives from the host provincial/territorial jurisdiction. Their Chair's term will end once the next Chair is appointed at the following Annual General Meeting. The Chair is selected according to availability and confirmed at the Annual General Meeting by the majority of voting members present, for a one-year term. The Chair rotates, typically annually, between each jurisdiction, with a view to ensuring representation of all regions. The Chair's duties include:

hosting the AGM and providing the core organizational structure that will collaborate with the CCOG Secretariat to plan, stage and execute the AGM activities.

D. Co-Chair

The Co-Chair is the current Director General with responsibility for geospatial information within Natural Resources Canada; representing the federal Crown.

The Co-Chair's duties include:

1. coordinating the Government of Canada (GC) voice to the Council through pro-active preparation and consultation with GC departments and agencies; including through a Federal Table;
2. providing the Council with a Secretariat and archive functions.

E. The Chair and the Co-Chair shared responsibilities include:

1. coordinating with the Members, Secretariat, Working Group and Task Team leads to determine meeting topics of discussion;
2. coordinating with the Secretariat to confirm production, collation and distribution of meeting documents (Agendas/ RoD/ position papers/ presentations) within prescribed timelines;
3. overseeing external communications (especially for GC and public consumption); and
4. moderating all plenary discussions to ensure equitable dialogue and arbitrating as required.

F. Meetings

The Council will meet in Annual General Assembly at least once a year in person, at a place and with dates to be determined at the previous annual meeting. Documents prepared for the Annual General Assembly should be made available a minimum of 4 months in advance. Annual meetings hosted by provincial or territorial governments will alternate between Canada's regions. Occasional annual meetings will be hosted by the federal government in Ottawa or elsewhere.

Special in person meetings of the Council may be called for cause upon 90 days' written notice, by the Chair or Co-Chair or by agreement of at least 3 authorized representatives with written notice to the Chair and Co-Chair.

Regularly scheduled virtual meetings may also be held, aiming for ten (10) per year. The call and notice of regular virtual meetings will be carried out by the Secretariat as provided in the Appendix A.

G. Governance

The Chair and Co-Chair jointly table the agendas and decisions/resolutions to the Council for consideration and vote. Members and Participants may also submit draft resolutions, provided that the Council agrees by to place them on the agenda for consideration. Anyone allowed to participate at the meeting, including guests and observers, may also propose a draft resolution to the Council, in which case the Chair and the Co-Chair decide, at their discretion, whether or not to submit such a resolution for vote.

The Council normally conducts its business by consensus of Members for all non-financial matters. Contributing Members will decide by consensus any financial matters.

Working committees, as defined under section J, must conduct their business in accordance with the Accord and report to the Council. In addition:

1. working groups must conduct their business in accordance with their respective ToR or other governance instruments that are approved by the Council; and
2. task teams may have their own informal policies and procedures, or alternately, seek to develop and comply with ToR or other governance instruments that are approved by the Council.

H. Voting Process

Any activity conducted in the name of or on behalf of the Council requires a majority vote of *members entitled to vote thereon*.

For the purposes of voting, majority means more than 60% of the *Voting Members* (as defined above). In the case of an electronic vote, majority means more than 60% of the *Voting Members*.

If a majority is not obtained, the matter is placed on the agenda of the next regular meeting, or a special meeting is called for this purpose, depending on the importance and urgency of the resolution to be taken.

The required voting documentation will be sent to members, at least 30 days in advance to enable necessary validation to be carried out. In addition, votes will be held in such a way as to enable absent members to vote, including by email up to 7 days after the meeting at which the vote was taken.

I. Guests and observers

The Chair and Co-Chair may, when required, invite observers or guests from stakeholders and partners (such as Indigenous organizations, the private sector, civil society and academia) to attend meetings of the Council, with the Agreement of the Parties. Members may propose guests to be invited by the Chair and Co-Chair. Guests and observers do not have a voting right. The Chair and Co-chair will have the right to exclude guests and observers from any meeting, in whole or in parts.

J. Working Committees

The Council may by resolution appoint working committees (including working groups and time-limited task teams), from the entire membership, to carry out tasks with specific terms of reference and/or policies and procedures, as needed.

Establishment of a working committee is recorded in the council RoDs and the name is added to a list/repository, along with any supporting ToR or procedures.

Working committees are required to report on their activities to the main CCOG table. The chair of each working committee should attend CCOG meetings regularly to provide briefings.

The Working Groups and Task Teams representing well established or expending areas of work and new priorities are specified in **Appendix B** of the ToR.

K. Secretariat

The Council will be supported by a Secretariat hosted by Natural Resources Canada. The activities of the Secretariat are described in **Appendix A**.

The Secretariat will conduct CCOG business with neutrality towards all Parties, seek guidance from the Governance Working Group, and report to the Chair and Co-Chair, in compliance with the Accord, and with due respect for the Council approval process.

L. Funding

Provincial, territorial and federal governments may contribute where possible monetarily to supporting on-going operations of CCOG in order to effectively facilitate the collaborative development and realization of common principles, approaches, policies, and projects via the work plan. Annual funding contributions will be held in a Specified Purpose Account to facilitate control and use of this funding.

The level of funding will be determined and agreed upon at the annual meeting and will be dependent on the work plan proposed and accepted at the same meeting.

M. Contribution In Kind

Provincial, territorial and federal governments contribute people and physical resources where possible to supporting on-going operations of CCOG to effectively facilitate the collaborative development and realization of common principles, approaches, policies, and projects via the work plan.

N. Amending procedure

Any proposed amendment to these terms of reference must be circulated to all members at least 90 days prior to the vote. The proposed amendment will be adopted upon the passing of a majority vote as defined in section H above.

While it is recognized that the Terms of Reference is an evergreen document, it is prudent to ensure that it maintains a formal review cycle in concert with the Geomatics Accord. Therefore, amendments will be completed and confirmed not later than 30 days in advance of the renewal date of the Geomatics Accord, and no new amendments should occur until three (3) months after the final Geomatics Accord signature.

APPENDIX A. Roles and Responsibilities of the CCOG Secretariat

The Council will be supported by a Secretariat hosted by Natural Resources Canada that will act in accordance with Council direction and approval. In consultation with the members of the Council, the activities of the Secretariat include:

1. act as the initial point of contact for all enquiries (internal and external) to the CCOG;
2. coordinating and scheduling of CCOG plenary virtual meetings and other meetings as requested by the Chair and Co-Chair;
3. assist the Chair and Co-Chair in planning, preparing, and executing regular meetings and the host jurisdiction / Chair with the Annual Meeting;
 - a. provide guidance on the proforma of meeting protocol;
 - b. provide quorum count to the chair;
 - c. ensure only *Member* votes are counted; and
 - d. generate and ensure approval by Parties of meeting Records of Decision (RoDs).
4. track and participate in CCOG-related Working Group and Task Team meetings;
5. provide administrative support, through document generation and management, in English and French, on behalf of the CCOG membership (F/P/T), to include;
 - a) Document Generation
 1. Council Meeting Agendas provided one (1) week prior to meetings;
 2. Council Meeting RoDs and decisions produced not more than ten (10) working days after meetings;
 3. Annual General Meeting (AGM) Agendas (in cooperation with Chair and Co-Chair) provided two (2) weeks in advance of AGM;
 4. AGM RoD produced not more than ten (10) working days after AGM; and
 5. Work plan/ Action Item/ Resolution Register as a living document updated monthly (in concert with Council meetings).
 - b) Document Management
 - i. Collation Function
 1. gather agendas, RoDs, position papers, work plans, etc. from Committee/Working Group/ Task Team/ ad hoc leads;
 2. distribute documents gathered from all sources in advance of appropriate meetings; and
 3. manage 5.a)5. above to ensure actions are assigned appropriate timelines and addressed within those timelines.
 - ii. Archival Function – ensure secure and accessible storage of all historical documents of the Council, Working Groups, Steering Committees, and special ad hoc bodies.
 - iii. Access Function
 1. Internal – ensure all approved F/P/T bodies can access current and archival CCOG documents on demand.
 2. External
 - a. act as Point of Contact (POC) for Access to Information and Privacy (ATIP), as required, and
 - b. provide public facing functionality for approved Council communications and documentation.
6. monitor and report on financial programs of potential benefit to CCOG membership (P/T), in coordination with federal members;
7. manage and report on financial operations through the SPA (Specified Purpose Account) instrument;
8. coordinate and manage contractual work in support of CCOG activities as directed by the Council;
9. develop and implement a strategic communications plan for CCOG, in coordination with the Governance Working Group that leads communications activities on behalf of the Council;
10. develop content for briefing, policy and strategy documents related to CCOG activity such as the annual

- CCOG Work Plan and CCOG Forward Agenda; and
11. distribute key resources, guidance documents and resolutions developed and confirmed in support of Council activities and the work plan, including making them available to the Members of the Council, and where relevant, to the public. This may include communications related to endorsed standards and recommended foundational geospatial information, pan-Canadian strategies and any products developed by working groups and task teams.

APPENDIX B. Working Groups and Task Teams

The Working Groups representing well established areas of work and priorities include the following: Cadastral Working Group, Canadian Geodetic Reference System Committee (CGRSC), GeoBase Steering Committee (GeoBase SC), Governance Working Group. Workings Groups and Task Teams reflecting expanding areas and new priorities include the following: Next Generation 9-1-1, Working Group, Accessible Technologies Task Team (Technologies), Disaster Risk Reduction, Response and Recovery (R4) Task Team, Standards Task Team (Standards), Geo.ca Task Team (Geo.ca). Working groups and Task teams can be created, modified or dissolved according to the needs identified by the CCOG.

WORKING GROUPS	PURPOSE
Governance WG	To facilitate/lead governance renewal, communications and engagement, work planning.
GeoBase Steering Committee (GeoBase SC)	To provide consistent, up-to-date, pan-Canadian geospatial foundational data to support informed decision-making across various sectors, enabling analysis by geographic location for more effective actions, policies, and outcomes for governments, businesses, and individuals.
Canadian Geodetic Reference System Committee (CGRSC)	To plan and coordinate inter-agency maintenance and improvement of the Geodetic Reference System in Canada and to promote and facilitate the use of the System as the basis for surveys, mapping, and management of spatially referenced information and related activity.
Cadastral Forum Committee Working Group	To facilitate collaboration among provincial, territorial, and federal officials to address and resolve issues in cadastral survey systems, standards, and data integration, while monitoring emerging initiatives and case law to inform policy recommendations and support effective land administration.
Next Generation 9-1-1 -	To understand and report on the state of readiness of PanCanadian Datasets which may source back to P/T jurisdictions in the collection and dissemination of datasets required to support Location based needs for implementation of Next Generation 9-11.

TASK TEAMS

TASK TEAMS	PURPOSE
Accessible Technologies	To work towards common, integrated solutions for data and technologies, to reduce duplication and realize efficiencies.
Risk Reduction, Response and Recovery Task Team (R4)	To improve data collections, share best practices, leverage standards and align collaborations, infrastructure and systems to consistently and seamlessly deliver geospatial data and services at the time of need, for disaster risk reduction (DRR) and emergency management (EM).
Standards Task Team	To advance a framework for pan-Canadian standards coordination, identify priority standards and support their implementation by CCOG members, where needed, to advance data interoperability and integration.
Geo.ca Task Team	To provide foundational, authoritative data and information in a coordinated, collaborative manner across Canada's social, economic and environmental well-being.

APPENDIX C. Work Plan

The Work Plan can be created, modified or dissolved according to the needs identified by the CCOG.

WORKING GROUPS:

Canadian Geodetic Reference System Committee (CGRSC)

- **Purpose:**

To plan and coordinate inter-agency maintenance and improvement of the Geodetic Reference System in Canada and to promote and facilitate the use of the System as the basis for surveys, mapping, and management of spatially referenced information and related activity.

- **Activities:**

- Facilitate adoption of North American Terrestrial Reference Frame of 2022 (NATRF2022) and update of Canadian Geodetic Vertical Datum of 2013 (CGVD2013) across all jurisdictions in the context of the modernization of the Geodetic Reference System.
 - **Milestone:** Aim for a unified adoption of the modernized reference systems (NATRF2022 / CGVD2013) across all jurisdictions by 2030.
- Work with provinces (6/10 provinces currently have plans) to develop detailed modernization plans for their respective reference systems.

Cadastral Forum Committee

- **Purpose:**

To facilitate collaboration among provincial, territorial, and federal officials to address and resolve issues in cadastral survey systems, standards, and data integration, while monitoring emerging initiatives and case law to inform policy recommendations and support effective land administration.

- **Activities:**

- Analyze and monitor cadastral survey systems, standards, and legal developments to recommend solutions that improve land administration and align with pan-Canadian and international initiatives.
- Promote ongoing education and collaboration among CCOG CFC members on land administration trends, fostering knowledge-sharing beyond formal meetings
- Promote and facilitate the adoption/conversion to North American Terrestrial Reference Frame of 2022 (NATRF2022) in Canada.
- Maintain and replace destroyed monuments for the Centennial Monument Project
- Update the Comparative Analysis of Land Administration Systems in Canada

Geobase Steering Committee (GeoBase SC)

- **Purpose:**

To provide consistent, up-to-date, pan-Canadian geospatial foundational data to support informed decision-making across various sectors, enabling analysis by geographic location for more effective actions, policies, and outcomes for governments, businesses, and individuals.

- **Activities:**

- Continue to develop GeoBase Data Series Activities: Canadian Hydrosatial Network (CHN) to CCOG vote, Medium-Resolution Digital Elevation Model (MRDEM) candidacy, and resolution of outstanding GeoBase Layer recommendations.
- Renew governance instruments – Collaborate with Governance WG: Update GeoBase SC Terms of Reference/Principles, policies and procedures (PPP) to align with modern geospatial ecosystem, emphasize collaboration, and recommend updates for CCOG approval.

Governance Working Group

- **Purpose:**

To facilitate/lead governance renewal, communications and engagement and work plans

- **Activities:**

- Renew governance: lead renewal of Accord (2025) and support refresh of associated governance instruments as needed (e.g. WG ToR).
 - o Identify and establish plans to fill any gaps in governance/policy instruments.
- Monitor WG and TT activities in support of work plan delivery.
- Facilitate CCOG communications and stakeholder/partner engagement.

TASK TEAMS:**Geo.ca**

- **Purpose:**

To provide foundational, authoritative geospatial data and information in a coordinated, collaborative manner across Canada to serve the needs of Canada's citizens and contribute to Canada's social, economic and environmental well-being.

- **Activities:**

- Identify and develop new themes for Communities to support P/T needs.
- Develop and curate theme-based content and products to address the needs of communities and support provincial/territorial requirements.

Risk Reduction, Response and Recovery (R4)

- **Purpose:**

To improve pan-Canadian data collections, share best practices, leverage standards and align collaborations, infrastructure and systems to consistently and seamlessly deliver geospatial data and services at the time of need, for disaster risk reduction (DRR) and emergency management (EM).

- **Activities:**

- Define set of actions from Annual General Meeting workshop outcomes.
- Complete at least 1 prototyping activity over the upcoming year.
- Begin discussions on what desired best practices are.
- Fostering collaboration between geomatics and public safety / emergency management communities.
- Develop a Geospatial Interoperability Framework for Emergency Management: to - provide guidelines that Canada's emergency professionals can follow to maximize discovery, access, sharing and use of geospatial information for emergency management.

Standards**Purpose:**

To advance a framework for pan-Canadian standards coordination, identify priority standards and support their implementation by CCOG members, where needed, to advance data interoperability and integration.

- **Activities:**

- Coordinate with Treasury Board Secretariat (TBS) to realize modernized Standard on Geospatial.
- Identify core standards for inclusion in the modernized instrument.
- Conceptualize and develop reference materials to help members implement core standards.
- Communicate standards activities and impact.

Technologies

- **Purpose:**

To work towards common, integrated solutions for data and technologies, to reduce duplication and realize efficiencies.

- **Activities:**

- Select and confirm survey tool (e.g., Qualtrics via Natural Resources Canada) and launch survey to develop a picture of technologies/solutions used by CCOG members and identify needs/gaps that the TT can help address.
- Deliver detailed pan-Canadian geomatics technology annual report to the CCOG, potentially in person or virtually.
- Determine short and long-term data storage solutions and develop a plan for regular inventory updates (e.g., quarterly by CCOG members).
- Prioritize pain points (e.g., enterprise agreements, SDI platform architecture), execute Proof of Concepts, and continually assess and update priorities.

Next Generation 9-1-1 (NG – 911)

- **Purpose:**

To understand and report back to CCOG on the state of readiness of pan-Canadian Datasets which may source back to P/T jurisdictions in the collection and dissemination of datasets required; and to support Location based needs for implementation of Next Generation 9-1-1.

- **activities:**

To be reestablished in the future.

APPENDIX D. ACRONYMES AND ABBREVIATIONS

AGM: Annual General Meeting
ATIP: Access to Information and Privacy
CCOG: Canadian Council on Geomatics
CFC: Cadastral Forum Committee
CGRSC: Canadian Geodetic Reference System Committee
CGVD2013: Canadian Geodetic Vertical Datum of 2013
CHN: Canadian Hydrospatial Network
PPP: Principles, policies and procedures
COCG: Canadian Council on Geomatics
DRR: Disaster Risk Reduction
EM: Emergency Management
FPT: Federal-Provincial-Territorial
GC: Government of Canada
GeoBase SC: GeoBase Steering Committee
MRDEM: Medium-Resolution Digital Elevation Model
NATRF2022: North American Terrestrial Reference Frame of 2022
POC: Point of Contact
PT: Provincial-Territorial
RoDs: Records of Decision
R4: Risk Reduction, Response and Recovery
DRR: Disaster Risk Reduction
SDI: Spatial Data Infrastructure
SPA: Specified Purpose Account
TBS: Treasury Board Secretariat
ToR: Terms of Reference
TT: Task Team
WG: Working Group