



Province of Alberta

MUNICIPAL GOVERNMENT ACT

DETERMINATION OF POPULATION REGULATION

Alberta Regulation 63/2001

With amendments up to and including Alberta Regulation 198/2017

Office Consolidation

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(Consolidated up to 198/2017)

ALBERTA REGULATION 63/2001

Municipal Government Act

DETERMINATION OF POPULATION REGULATION

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Schedules

Interpretation

1(1) In this Regulation, “municipal census” means, in respect of a municipal authority, a population count, conducted in accordance with sections 3 and 3.1, of the total number of individuals whose usual residence is in that municipal authority.

(2) For the purposes of this Regulation, “usual residence” is determined in accordance with the following rules:

- (a) a person can have only one place of usual residence;
- (a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subsection (3), designate one place of residence as the person’s usual residence;
- (b) a person’s usual residence is the place where the person lives and sleeps and to which, when the person is absent from it, the person intends to return;
- (c) a student who
 - (i) is in attendance at an educational institution within or outside Alberta,

- (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
- (iii) has family members who are usually resident in Alberta and with whom the student usually resides when not in attendance at an educational institution

is deemed to reside with those family members;

- (d) the usual residence of a person who has been in an institution, such as a correctional institution or hospital, for less than 6 months is deemed to be the person's usual place of residence before the person entered the institution.

(3) For the purposes of subsection (2)(a.1), a person shall designate the person's usual residence in accordance with the following factors in the following order of priority:

- (a) the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta, or on an identification card issued by or on behalf of the Government of Alberta;
- (b) the address to which the person's income tax correspondence is addressed and delivered;
- (c) the address to which the person's mail is addressed and delivered.

(4) In this Regulation, "shadow population" means, in respect of a municipal authority, the temporary residents of a municipality who are employed by an industrial or commercial establishment in the municipality for a minimum of 30 days within a municipal census year.

(5) For the purposes of this Regulation, "private dwelling" means a separate set of living quarters designed for or converted for human habitation in which a person or group of persons could reside and that

- (a) has a source of heat or power, and
- (b) is in an enclosed space that provides shelter from the elements, as evidenced by complete and enclosed walls and a roof, and by doors and windows that provide protection from wind, rain and snow.

(6) For the purposes of this Regulation, a "refusal" is determined when a household refuses to participate in a census.

(7) For the purposes of this Regulation, “non-contacted dwellings” means a dwelling where a census worker has not been able to make contact with a member of the household and the census worker believes that the dwelling was occupied by usual residents on census day.

AR 63/2001 s1;17/2006;10/2013;198/2017

Determination of population

2 For the purposes of the Act, the population of a municipal authority is the population determined under section 4.

Shadow population

2.1(1) A municipal authority may apply to the Minister to have the shadow population included as part of the municipal census if the shadow population in a municipality is

- (a) greater than 1000 persons, or
- (b) less than 1000 persons but greater in number than 10% of the permanent population.

(2) An application under subsection (1) must be made prior to the municipal authority conducting the municipal census.

(3) The shadow population for a municipal authority must be verified every 3 years by a count held in the period starting on April 1 and ending on June 30 of the same year.

(4) The Minister shall determine whether the shadow population may be included as part of the municipal authority’s municipal census.

(5) If the Minister permits a municipal authority to use the shadow population as part of the municipal census, the municipal authority must submit the results of the count of the shadow population, in the form set out in Schedule 3, to the Minister before September 1 of the year in which the municipal census is conducted.

AR 10/2013 s3

When census must be conducted

3(1) A municipal authority that wishes to conduct a municipal census must do so in the period starting on April 1 and ending on June 30 of the same year.

(2) The Minister may determine the manner in which a municipal census must be conducted.

(3) A municipality must choose as a census date a date within the time period referred to in subsection (1) that is either

- (a) the date on which enumeration begins, or
- (b) a date prior to enumeration.

AR 63/2001 s3;17/2006;10/2013

Federal census in same year

3.01 Notwithstanding the time period set out in section 3, if a federal census is conducted in the same year that a municipal authority wishes to conduct a municipal census, the municipal authority may conduct the municipal census either in the period

- (a) starting on March 1 and ending on May 31 of the same year, or
- (b) starting on May 1 and ending on July 31 of the same year.

AR 198/2017 s3

Conduct of census

3.1(1) Subject to subsection (2), a municipal authority must conduct a municipal census in accordance with the Municipal Census Manual approved by the Minister and published by the department in January 2013, as amended from time to time.

(2) If a municipal authority wishes to conduct a municipal census that is not in accordance with this Regulation or the Municipal Census Manual referred to in subsection (1), the municipal authority must obtain the written approval of the Minister prior to conducting the municipal census.

AR 10/2013 s5

Oath

3.2(1) Every census co-ordinator must swear an oath, in the form set out in Schedule 1, prior to conducting a municipal census.

(2) Every census enumerator must make the statement, in the form set out in Schedule 2, prior to conducting a municipal census.

(3) An oath or statement made under Schedule 1 or Schedule 2 is valid for the lifetime of the person making the oath or statement.

AR 10/2013 s5;198/2017

Duty to submit results

4(1) On completing a municipal census, the municipal authority must

- (a) submit the results of the municipal census in the form set out in Schedule 4, and
- (b) if the Minister has determined under section 2.1 that the shadow population may be included as part of the municipal authority's municipal census, submit the results of the count of the shadow population in the form set out in Schedule 3

to the Minister before September 1 of the year in which the municipal census is conducted.

(2) If the results are accepted by the Minister, those results, subject to subsection (4), constitute the population of that municipal authority.

(3) If no municipal census has been conducted in a year or the results of a municipal census are not submitted to the Minister within the time set out in subsection (1) or are not accepted by the Minister, the Minister may use whatever information that is available to determine the population of the municipal authority.

(4) If the municipal authority changes its boundaries after June 30 in a year in which it has conducted a municipal census, the Minister may require the municipal authority to update the results of the census and to submit the updated results to the Minister.

AR 63/2001 s4;10/2013

4.1 Repealed AR 198/2017 s5.

Lloydminster official census

5 The municipal census for the City of Lloydminster must relate only to the portion of that City that is in Alberta.

AR 63/2001 s5;10/2013

Repeal

6 The *Determination of Population Regulation* (AR 371/94) is repealed.

7 Repealed AR 198/2017 s6.

Schedule 1

Oath of Census Co-ordinator

MUNICIPAL AUTHORITY: _____, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: _____

I, (name of person taking oath), of (residential address),
appointed census co-ordinator for (name of municipality),
solemnly swear (affirm)

THAT I will act diligently, faithfully and to the best of my ability
in my capacity as census co-ordinator;

THAT I will not, without authority, disclose or make known any
information that comes to my knowledge by reason of my activities
as a census co-ordinator; and

THAT I will supervise the municipal census and all census
enumerators to the best of my ability and in accordance with the
Municipal Census Manual approved by the Minister and published
by the department.

SWORN (AFFIRMED) BEFORE ME)
at the _____ of _____, in the Province)
of Alberta, this ____ day of _____,) (signature of person taking oath)
20____.)
_____))
(signature of Commissioner for Oaths)

IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT

NOTE:

The personal information that is being collected under the authority
of the *Municipal Government Act* will be used for the purposes of
that Act. It is protected by the privacy provisions of the *Freedom
of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact

(title and business phone number of the responsible official)

AR 10/2013 Sched. 1

Schedule 2

Statement of Census Enumerator

MUNICIPAL AUTHORITY: _____, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: _____

I, (name of person taking statement), of (residential address),
appointed census enumerator for (name of municipality),
solemnly state

THAT I will act diligently, faithfully and to the best of my ability
in my capacity as census enumerator;

THAT I will not, without authority, disclose or make known any
information that comes to my knowledge by reason of my activities
as a census enumerator; and

THAT I will carry out the census of the area to which I have been
assigned to the best of my ability and in accordance with the
Municipal Census Manual approved by the Minister and published
by the department.

_____(date) _____(signature of census enumerator)

NOTE:

The personal information that is being collected under the authority
of the *Municipal Government Act* will be used for the purposes of
that Act. It is protected by the privacy provisions of the *Freedom
of Information and Protection of Privacy Act*.

If you have any questions about the collection, contact

_____(title and business phone number of the responsible official)

AR 10/2013 Sched. 2;198/2017

Schedule 3

Shadow Population Verification Form

MUNICIPAL AUTHORITY: _____, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: _____

I, (name of person taking oath), of (municipal office address),
appointed designated officer for (name of municipality),
solemnly swear (affirm)

THAT I am the (designated officer) of the municipality of _____.

THAT the date chosen as the municipal census date for this municipality was the ____ day of _____, 20__.

THAT a count of the shadow population completed on the ____ day of _____, 20__ discloses that the total number of temporary residents who are employed by an industrial or commercial establishment in the municipality for a minimum of 30 days within the municipal census year is (total shadow population).

SWORN (AFFIRMED) BEFORE ME)
 at the ____ of _____, in the Province)
 of Alberta, this ____ day of _____,) (designated officer)
 20____.)
 _____)
 (signature of Commissioner for Oaths)

AR 10/2013 Sched. 3;198/2017

Schedule 4

Municipal Census Form

MUNICIPAL AUTHORITY: _____, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: _____

I, (name of person taking oath), of (municipal office address),
 appointed designated officer for (name of municipality),
 solemnly swear (affirm)

THAT I am the designated officer of the municipality of
(name of municipality).

THAT the date chosen as the municipal census date for this municipality was the ____ day of _____, 20__.

THAT a municipal census enumeration completed on the ____ day of _____, 20__ discloses that the total number of individuals whose usual residence is in this municipality is (total population).

THAT the Municipal Census Field Report attached below is accurate and complete to the best of my knowledge.

SWORN (AFFIRMED) BEFORE ME)
 at the ____ of _____, in the Province)
 of Alberta, this ____ day of _____,) (designated officer)
 20____.)

_____))
(signature of Commissioner for Oaths)

Municipal Census Field Report

Total count of usual residents	
Total count of private dwellings	
Total number of non-contacted dwellings	
Total number of refusals	

AR 10/2013 Sched. 4;198/2017



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