

2014 Municipal Census Training

Alberta Municipal Affairs

March 2014

Agenda

1. Welcome
2. Purpose of the Session
3. Authority to Conduct A Census
4. Why Conduct a Census
5. The Role of the Census Coordinator
6. The Role of the Census Enumerator
7. Electronic Census – City of Airdrie
8. Interview Procedures
9. Census Forms
10. Census Results and Population Reporting
11. Questions

Purpose of Session

- To be aware of census legislation and mandatory requirements
- To be aware of the role of the Census Coordinator
- To be able to effectively train Census Enumerators
- To be able to undertake a successful municipal census

Census Documents Website

www.municipalaffairs.alberta.ca

The screenshot shows the website's navigation structure. At the top, there is a yellow header with links for 'Government of Alberta Home', 'Ministries', 'Services', and 'Contact Government'. Below this is the 'Alberta Municipal Affairs' logo and a search bar. A breadcrumb trail reads 'Alberta.ca > Municipal Affairs > Municipalities & Communities > Maps And Statistics'. A red circle labeled '1' highlights the 'Municipalities & Communities' menu item, which is expanded to show options: 'Housing', 'Codes & Permits', 'Grants', 'Agencies, Boards, & Commissions', 'Newsroom', and 'About Us'. On the left sidebar, a red circle labeled '2' highlights the 'Maps And Statistics' menu item. The main content area is titled 'Maps And Statistics' and contains a list of links: 'Municipal Codes', 'Municipal Locations', 'Municipal Boundary Maps', 'Municipal Profiles', 'Municipal Census & Population Lists', and 'Municipal Boundary Document Search'. A black arrow points to the 'Municipal Census & Population Lists' link.

Census Documents Website

Municipal Government Act Review

> About Municipalities

Councillors

Municipal Administrators (CAO)

Public Participation

> Municipal Grants

Municipal Sustainability Strategy

> **Maps And Statistics**

> Property Assessment and Taxation

Planning and Development

> Capital Region Plan

Services for Municipalities

> Municipal Collaboration & Mediation

Financial Reporting Requirements

Municipal Officials Search

How to do a Municipal Census

- [FOIP Tips for Planning a Municipal Census](#)
- [Determination of Population Regulation 63/2001](#)
- [Municipal Census Manual](#)
- [2013 Municipal Census Training Presentation](#)
- [LGS0004 - Oath of Census Co-ordinator](#)
- [LGS0005 - Statement of Census Enumeration](#)
- [LGS0006 - Shadow Population Verification Form](#)
- [LGS0007 - Municipal Census Form Population Affidavit](#)

Online Event Registration System Training Sessions on [Conducting A Municipal Census - 2014](#)

Alberta Population Lists from 2000 - 2013

All files in PDF format unless indicated otherwise.

Population History 1960 - 2009

[Population 2013](#)
[Population 2012](#)
[Population 2011](#)
[Population 2010](#)
[Population 2009](#)
[Population 2008](#)
[Population 2007](#)
[Population 2006](#)
[Population 2005](#)
[Population 2004](#)

[Population 2013 MS Excel](#)
[Population 2012 MS Excel](#)
[Population 2011 MS Excel](#)
[Population 2010 MS Excel](#)
[Population 2009 MS Excel](#)
[Population 2008 MS Excel](#)
[Population 2007 MS Excel](#)
[Population 2006 MS Excel](#)
[Population 2005 MS Excel](#)
[Population 2004 MS Excel](#)

Authority to Conduct A Census

Municipal Census Manual – page 5

Legislation

Municipal Government Act

Section 57

A council may conduct a census.

Section 604

The Minister may make regulations

- (a) defining population for the purposes of this Act;
- (b) respecting the determination of the population of a municipality or other geographic area and establishing requirements for a municipality to conduct a census and provide information concerning population to the Minister;

Legislation

Determination of Population Regulation

- Municipal Census Manual
- Definitions
- Municipal census timeframe
- Census Day
- Reporting
- Schedules and Forms



Freedom of Information and Protection of Privacy Act (FOIP)

FOIP Information Sheet

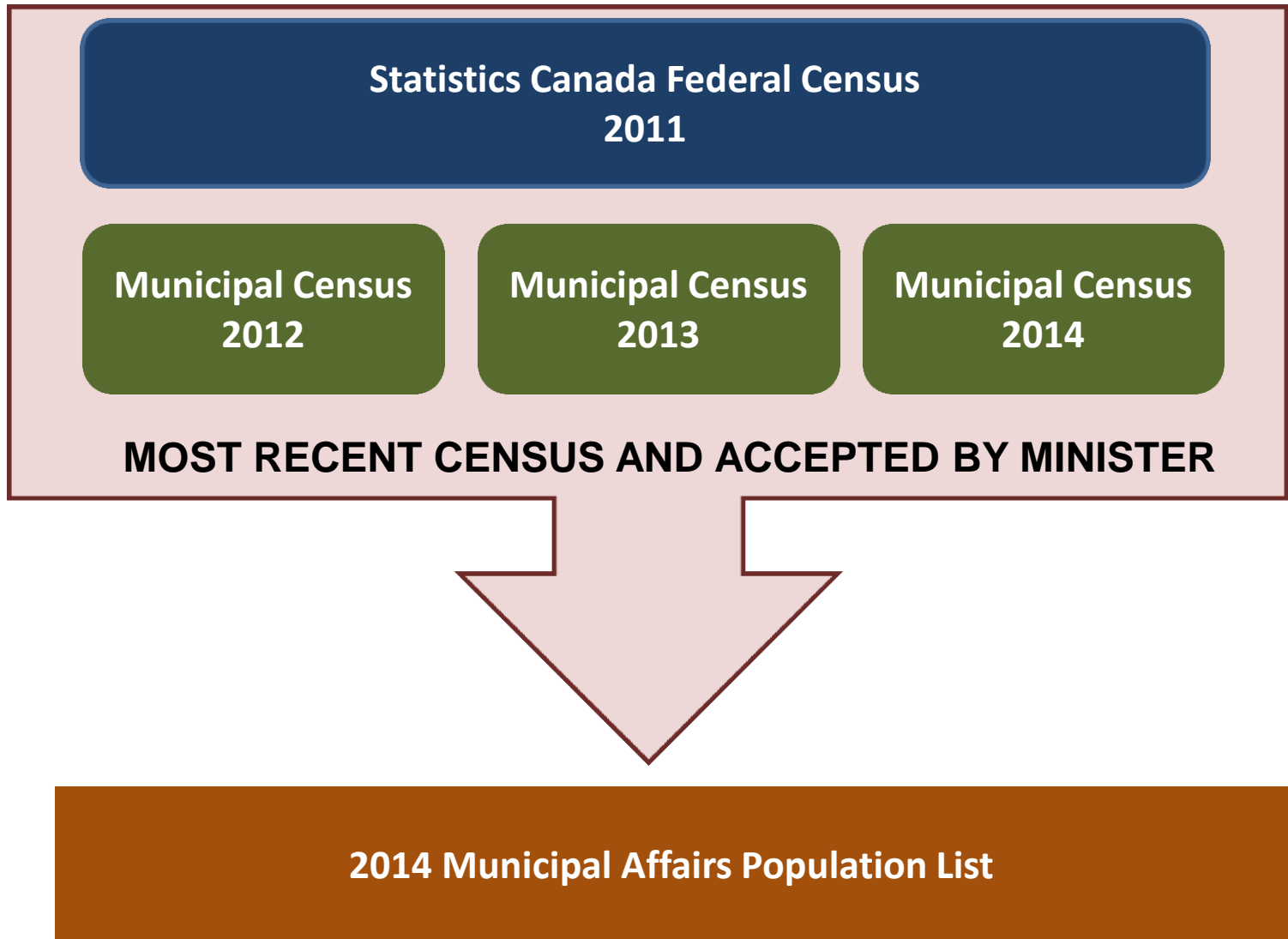
- Only collect relevant, required information
- Collect and protect personal information
- Records retention policy

www.servicealberta.ca/foip/

Why Conduct a Census

Municipal Census Manual – page 7

Municipal Census



Mandatory Requirements

Determination of Population Regulation – “must”

- ✓ Census enumeration and census date (April 1 – June 30)
- ✓ Oath and Statement
- ✓ Usual resident count
- ✓ Method of collecting the information
- ✓ Quality Assurance
- ✓ Requirement to report
- ✓ Comply with *FOIP*

Optional Guidelines

Guidelines Only

- ✓ Ask additional census questions
- ✓ Design their own census materials
- ✓ Optional reporting
- ✓ Census management

Municipal Census Manual – page 11

Census Coordinator

Municipal Census Manual – page 15

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Census Preparation

Oath of Census Coordinator

- Required by the Determination of Population Regulation

Inform Residents About the Census

- Participation is critical, but not legally mandatory

Prepare forms and enumeration packages

- Training manual appendices has samples

Monitor and test quality assurance

- Establish an effective enumeration tracking process

Census Preparation

Enumeration Areas

Urban



Rural

31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	NW NE 1 SW SE

Managing the Enumeration Process

Enumerator hiring, training, supervising

- Skills and payment

Managing the enumeration process

- Overseeing and tracking the enumeration process
- Quality assurance (reverse record check)

Collect and report results

- Reporting to Municipal Affairs
- Reporting to Public (optional)

Retention of census forms and information

Census Enumerator

Municipal Census Manual – page 29

Enumerator Materials

- Letter of introduction
- Identification badge
- Instructions or the Municipal Census Manual
- Enumeration area map
- Census forms and clipboard
- Pencil (sharpener and clips)
- OR electronic device
- Cover sheet for identifying info to be returned with the completed census forms
- Call-back cards and tracking sheet
- Large envelope to store completed census forms

Municipal Census Manual – page 31

Census Enumerator's Role

Confidentiality

- Statement of Census Enumerator
- Letter of introduction

Knowledge

- Census date
- Enumeration area (EA)
- Who is eligible to be counted
- Understand the census questions
- Understand reporting requirements

Census Enumerator's Role

System to track enumeration area coverage

- Manage the area map

Interview techniques

- Approach, appearance, attention

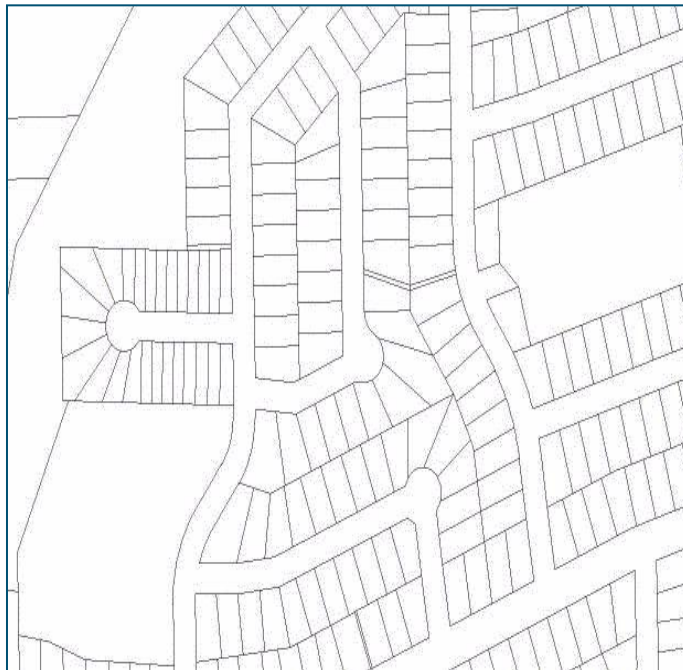
Stay in touch

- Report daily to the Census Coordinator

Enumeration Areas

Enumeration Area (EA) - Maps

Urban EA Map



Rural EA Map

31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	NW NE 1 SW SE

Electronic Census Reporting

Minimum Mandatory Requirements


- Secure web application and census form
- Electronic address database
- Personal identification number (PIN)
- In-person enumeration procedures

Electronic Census

Sharon Pollyck
Manager, Legislative Services
City of Airdrie

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8. **Interview Procedures** 
9. *Census Forms*
10. *Census Results and Population Reporting*
11. *Questions*

Interview Procedures

Where to Interview

- Stay at the Door

Whom to interview

- Resident adult
- Interview one person

How to interview

- Maintain control
- Practice first and be consistent



Unusual Situations

- **Refuse to answer**
 - Voluntary participation
- **Language difficulty**
 - Other family members
- **Collective dwellings**
 - Hotels
 - Institutions
 - Hospital
 - Hutterite Colonies
- **Dual residences**
 - Vacation homes
- **Military personnel**
 - On or off the barracks
- **Nannies or employees**
 - Residency
- **No permanent home**
 - Municipal residents

Call backs

Tracking system

- Monitor the completed and incomplete properties

Call back cards

- Give options
- Go back on the time and date stated on the form
- Always go back at different days or time in the day

Stay on top of the call backs

- Keep accurate records

Census Forms

Municipal Census Manual – page 43

MUNICIPAL CENSUS

NAME OF MUNICIPALITY _____

CENSUS DATE _____

MUNICIPALITY CODE

FORM NUMBER

ADDRESS _____

ENUMERATION AREA

FOR RURAL USE ONLY

1/4 SECTION SECTION TOWNSHIP RANGE WEST OF MERIDIAN

DWELLING LOCATION

1) FARM 4) MOBILE HOME PARK

2) ACREAGE 5) OTHER

3) HAMLET

USUAL NUMBER OF RESIDENTS

26 27 28

DWELLING TYPE

01) SINGLE DETACHED 06) APARTMENT

02) SUITE IN SINGLE DETACHED 07) SINGLE DWELLING ATTACHED TO A NON-RESIDENTIAL BUILDING

03) DUPLEX UNIT 08) MOBILE HOME

04) QUADRUPLEX / TRIPLEX 09) OTHER MOVABLE DWELLING

05) ROW (TOWN) HOUSE 10) COLLECTIVE DWELLING

DWELLING IS

1) OWNED/RENTED

2) NON-PERMANENT/SEASONAL

3) VACANT

4) UNDER CONSTRUCTION

Number	Resident Descriptor	Sex	Age	Rel'p	Res.	Prev. Res.	Name of Previous Residence	Municipal Code	Empl. Stat.	Loc.	Employment Location	Municipal Code	1	2	Optional 3	4	5	6
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
0																		

29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

SEX (31)

1 Male
2 Female

AGE (32-33)

01 0-4 years 06 35-44 years
02 5-9 years 07 45-54 years
03 10-17 years 08 55-64 years
04 18-24 years 09 65-74 years
05 25-34 years 10 75 & over

RELATIONSHIP TO PERSON 1 (34)

1 Person 1 5 Brother/Sister
2 Spouse of Person 1 6 In-law of Person 1
3 Child/Stepchild 7 Other Relative
4 Parent 8 Non-Related

LENGTH OF RESIDENCE IN MUNICIPALITY (35)

1 Less Than One Year
2 One to Less Than 2 Years
3 Two to Less Than 5 Years
4 Five Years or More

PREVIOUS RESIDENCE (36) (if 35 is 1, 2, or 3)

1 Another Alberta Municipality
2 Another Province/Territory
3 Outside Canada
9 NA / Always lived here

EMPLOYMENT STATUS (40)

1 Full-time 5 Homemaker
2 Part-time 6 Retired
3 Seasonal 7 Other
4 Unemployed 9 Under 15 Yrs

MUNICIPAL CODE is 999 if outside

Census Results and Population Reporting

Census Reports and Population Reporting

www.municipalaffairs.alberta.ca/mc_official_populations.cfm

The screenshot shows a web browser window displaying the Municipal Affairs website. The page title is "Municipal Affairs - Windows Internet Explorer". The address bar shows the URL: http://www.municipalaffairs.alberta.ca/mc_official_populations.cfm. The page content includes a navigation menu with "Municipalities & Communities" selected. The main content area is titled "How to do a Municipal Census" and lists several resources:

- FOIP Tips for Planning a Municipal Census
- Determination of Population Regulation 63/2001
- 2013 Municipal Census Manual
- 2013 Municipal Census Training Presentation
- LGS0004 - Oath of Census Co-ordinator
- LGS0005 - Statement of Census Enumeration
- LGS0006 - Shadow Population Verification Form
- LGS0007 - Municipal Census Form Population Affidavit

Two yellow arrows point to the last two items in the list. Below the list, there is a link for "Online Event Registration System Training Sessions on Conducting A Municipal Census - 2014". The page also features a sidebar with "Municipal Census & Population Lists" highlighted, and a footer with "Local intranet | Protected Mode: Off".

Duty To Submit Results

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

Municipal Authority _____, Province of Alberta.

Municipal Census Date _____

I, _____, of
Name of Person taking Oath
_____, appointed designated officer for
Residential Address
_____, solemnly swear/affirm
Municipality Name

THAT I am the designated officer of the municipality of _____
Municipality Name

THAT the date chosen as the municipal census date for this municipality was _____
Date

THAT a municipal census completed on _____ discloses that the total number of individuals
Date
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 on

at _____, Alberta. _____
Signature of Designated Officer

Signature of Commissioner for Oaths

Municipal Census Field Report

Field Report for the _____ census of _____ Year Municipality	
Total population	
Total count of dwellings	
Total number of non-contacted dwellings	

- Completed by CAO or designate
- Municipal Census Day

- Last day of enumeration
- Census result

Affidavit

- Signed by Commissioner of Oaths

Field Report

- Count of dwellings
- Number of non-contacted dwellings

Submitting Census Form

Scan and Email: igs.update@gov.ab.ca, or

Fax: 780-420-1016 or

Mail: Alberta Municipal Affairs
17th floor, Commerce Place
10155 - 102 Street
Edmonton, AB T6J 2N7


Municipal Affairs Population List

Duty to submit results

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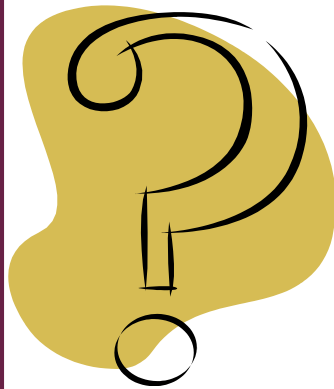
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AR 63/2001 s4;10/2013

Questions

Kim Moore **Municipal Information
Advisor**

Email: **LGS.Update@gov.ab.ca**



Telephone: **Toll Free: 310-0000 and
entering 780-427-2225**

Fax: **780-420-1016**

Mail: **Municipal Affairs
17th Floor
10155 102 Street
Edmonton, Alberta T5J**

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