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
Census Documents Website

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
Authority to Conduct A Census

Municipal Census Manual – page 5
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
Legislation

*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

Statistics Canada Federal Census 2011

Municipal Census 2012
Municipal Census 2013
Municipal Census 2014

MOST RECENT CENSUS AND ACCEPTED BY MINISTER

2014 Municipal Affairs Population List
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

Municipal Census Manual – page 11
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
# Table of Contents

INTRODUCTION................................................................................................................. 1  
TERMS................................................................................................................................. 2  
PART 1: AUTHORITY FOR A MUNICIPAL CENSUS............................................................. 5 
PART 2: ROLE OF THE MUNICIPAL COUNCIL ................................................................. 7 
PART 3: APPLYING FOIP TO A MUNICIPAL CENSUS .................................................... 9 
PART 4: MANDATORY REQUIREMENTS AND OPTIONAL GUIDELINES ...................... 11 
PART 5: CONDUCTING A MUNICIPAL CENSUS............................................................ 13  

**PART A: CENSUS COORDINATOR GENERAL RESPONSIBILITIES** .................................. 15  
Oath of Census Coordinator ......................................................................................... 15  
Your Responsibilities .................................................................................................. 15  
Informing Residents About the Census .................................................................. 15  
Enumeration Areas .................................................................................................. 16  
Preparing Census Materials .................................................................................... 16  
Hiring and Training .................................................................................................. 16  
Supervising ............................................................................................................... 17  
Managing the enumeration process ....................................................................... 19  
Reporting to Municipal Affairs ............................................................................. 22  
Reporting to the Public (optional) .......................................................................... 22  

**PART B: THE ROLE OF THE CENSUS COORDINATOR FOR A PAPER-BASED CENSUS** ......................................................... 23  
Preparation ............................................................................................................. 23  
Collection and Analysis of Census Data .................................................................. 23  
   Collecting Personal Information ........................................................................ 23  
   Review and Processing of Forms ...................................................................... 24  
   Retention of Census Forms and Information .................................................. 25  

**PART C: THE ROLE OF THE CENSUS COORDINATOR FOR AN ELECTRONIC CENSUS** ................................................................. 26  
Preparation ............................................................................................................. 26  
Collection and Analysis of Census Data .................................................................. 27  
   Collecting Personal Information ........................................................................ 27  
   Review and Processing of Forms ...................................................................... 27  
   Analysis ............................................................................................................... 28  
   Retention of Census Forms and Information .................................................. 28  

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**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
<td>35</td>
<td>36</td>
</tr>
<tr>
<td>30</td>
<td>29</td>
<td>28</td>
<td>27</td>
<td>26</td>
<td>25</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>18</td>
<td>17</td>
<td>16</td>
<td>15</td>
<td>14</td>
<td>13</td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>
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
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
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

<table>
<thead>
<tr>
<th></th>
<th>31</th>
<th>32</th>
<th>33</th>
<th>34</th>
<th>35</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>29</td>
<td>28</td>
<td>27</td>
<td>26</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>17</td>
<td>16</td>
<td>15</td>
<td>14</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>16</td>
<td>15</td>
<td>14</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

N | NW | W | SW | S | SE | E | NE |
---|---|---|---|---|----|---|----|
   |   |   |   |   |     |   |     |
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

Municipal Census Manual – page 87
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
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 Form

## General Information
- **Name of Municipality**: [Blank]
- **Census Date**: [Blank]
- **Address**: [Blank]
- **Enumeration Area**: [Blank]
- **Usual Number of Residents**: [Blank]

## For Rural Use Only
- **1/4 Section**
- **Section**
- **Township**
- **Range**
- **West of Meridian**

## Dwelling Location
- **1) Farm**
- **2) Acreage**
- **3) Hamlet**
- **4) Mobile Home Park**
- **5) Other**

## Dwelling Type
- **01) Single Detached**
- **02) Suite in Single Detached**
- **03) Duplex Unit**
- **04) Quadruplex/Triplex**
- **05) Row (Town) House**
- **06) Apartment**
- **07) Single Dwelling Attached to a Non-Residential Building**
- **08) Mobile Home**
- **09) Other Movable Dwelling**
- **10) Collective Dwelling**

## Dwelling Use
- **21) Owned/Rented**
- **22) Non-Permanent/Seasonal**
- **23) Vacant**
- **24) Under Construction**

## Data Table

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Additional Information
- **Sex (31)**
  - **1 Male**
  - **2 Female**
- **Age (32-33)**
  - **01 0-4 years**
  - **02 5-8 years**
  - **03 9-12 years**
  - **04 13-16 years**
  - **05 17-24 years**
  - **06 25-35 years**
  - **07 35-44 years**
  - **08 45-54 years**
  - **09 55-64 years**
  - **10 65-74 years**
  - **11 75 & over**

## Relationship to Person
- **1 Person**
- **2 Spouse of Person**
- **3 Child/Stepchild**
- **4 Parent**
- **5 Brother/Sister**
- **6 Other Relative**
- **7 Other**

## Length of Residence
- **1 Less Than One Year**
- **2 One to Less Than Two Years**
- **3 Two to Less Than 5 Years**
- **4 Five Years or More**

## Previous Residence
- **1 Another Alberta Municipality**
- **2 Another Province/Territory**
- **3 Outside Canada**
- **4 NA / Always lived here**

## Employment Status
- **1 Full-time**
- **2 Part-time**
- **3 Other**
- **4 Seasonal**
- **5 Under 15 Yrs**

---

**Municipal Code is 999 if outside**

*Developed by: Alberta Finance, Statistics*
*March, 2008*
Census Results and Population Reporting
Census Reports and Population Reporting

www.municipalaffairs.alberta.ca/mc_official_populations.cfm
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.
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

Schedule 4
Municipal Census Form
Determination of Population Regulation
Alberta Regulation 03/2001

Municipal Authority ________________________________ Province of Alberta.

Municipal Census Date ________________________________

Field Report for the census of ________________ Municipality

<table>
<thead>
<tr>
<th>Field Report for the census of</th>
<th>Municipality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total population</td>
<td></td>
</tr>
<tr>
<td>Total count of dwellings</td>
<td></td>
</tr>
<tr>
<td>Total number of non-contacted dwellings</td>
<td></td>
</tr>
</tbody>
</table>

Affidavit
Signed by Commissioner of Oaths

Signature of Designated Officer

Signature of Commissioner for Oaths
Submitting Census Form

Scan and Email: lgs.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
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
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 4L4