

# Municipal Census Training Session



Information Services  
February 8 2024

Alberta

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## Housekeeping Items

- Mute microphone when not speaking
- Use the chat function if you have a question

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## Agenda

- Welcome
- Introductions
- Training Session Purpose
- Municipal Census in Alberta Today – Keesa Elicksen
- Mandatory Requirements of Census Taking
- Municipal Data – Darren Lezubski
- 2024 Census Process – Kim Moore



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## Introductions

- Keesa Elicksen, Director, Engagement and Information Services
- Kim Moore, Municipal Information Advisor



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## Purpose of Session

### Plan for a successful census

- Census legislation and mandatory requirements
- Prescribed census taking methods
- The role of a census enumerator
- Training of Enumerators
- Reporting to Municipal Affairs

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## What is Not Covered

- Municipal grant process
- Recall Act Petition

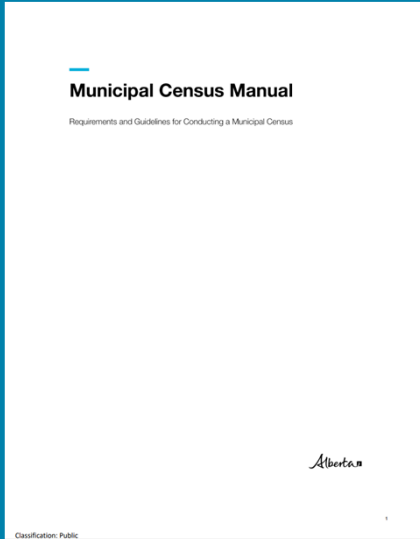
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# Municipal Census Website

- [www.alberta.ca/municipal-census.aspx](http://www.alberta.ca/municipal-census.aspx)



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# Municipal Census in Alberta

Keesa Elicksen

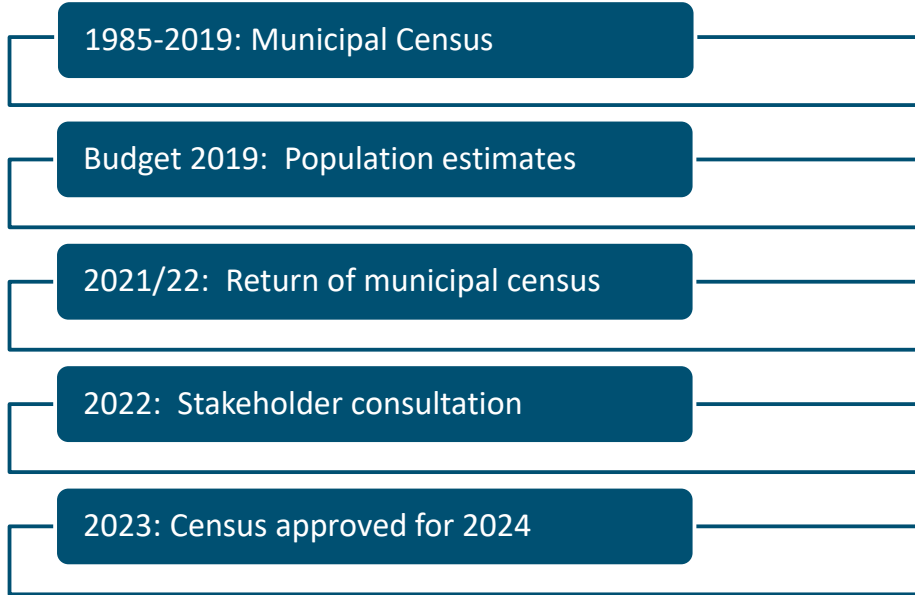
Director, Engagement and Information Services

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# Municipal Census in Alberta



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# Questions?



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# Authority to Conduct a Census

*Municipal Government Act*  
*Municipal Census Regulation 88/2023*  
*Freedom of Information and Privacy Act*  
*Municipal Census Manual*

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## Metis Settlements

- Must follow the Municipal Census Regulation and Municipal Census Manual.
- Members on Leave may be included in the population count.
  - Leave approved by the Metis Settlements General Council for no more than 5 years.
  - Member signs intent to return to settlement
  - Applies only to those who away for school for internship opportunities
  - Population count submitted on Metis Settlements Members on Leave Form

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## ***Municipal Government Act (MGA)***

### **Section 57:**

A council may conduct a census.

### **Section 604:**

1(1) The Minister may determine and by order specify the population of a municipal authority or other geographic area for any purpose under this Act.

(2) Where the Minister considers it appropriate to do so, the Minister may adopt a determination of the population of a municipal authority or other geographic area made by another person or entity, and where the Minister does so the adoption of that determination is to be considered the Minister's determination of that population for the purposes of subsection (1).

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## **Municipal Census Regulation**

<b>Term</b>	<b>Definition</b>
Municipal Census Section 1(1)(c)	A population count of individuals whose usual residence is the municipality
Usual Residence Section 1(2)	A person can have one place of usual residence Place where persons lives and sleeps most of the time
Shadow Population Section 1(1)(4)	Temporary residents of a municipality Employed by an industrial or commercial establishment Worked at least 120 hours for that employer in the 3 month period immediately prior to census day

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## Municipal Census Regulation

Section	Requirement
Notification Section 3(1)(a)	<ul style="list-style-type: none"> <li>Notify ministry by Feb 28 that the municipality will conduct a census and whether a shadow population will be included</li> </ul>
How to conduct a municipal census Section 3(1)(e)	<ul style="list-style-type: none"> <li>Regulation</li> <li>Manual</li> </ul>
When to conduct a census Section 3(1)(b)	<ul style="list-style-type: none"> <li>Choose enumeration period and Census Day</li> </ul>
Oaths and Statements 3(1)(d)	<ul style="list-style-type: none"> <li>All census workers must sign an oath or statement</li> </ul>

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## Municipal Census Regulation Shadow Population

Section	Requirement
Notification Section 3(1)(a)	<ul style="list-style-type: none"> <li>Notify Minister by February 28</li> </ul>
Size Section 4(1)	<ul style="list-style-type: none"> <li>Greater than 1,000</li> <li>Greater than 10 per cent of the usual resident count</li> </ul>
Submission Section 4(1)	<ul style="list-style-type: none"> <li>Results submitted by September 1</li> <li>Municipal census form</li> </ul>
Frequency Section 4(3)	<ul style="list-style-type: none"> <li>If undertaken, in effect until next Federal census.</li> </ul>

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## Municipal Census Regulation

Section	Requirement
Duty to Submit Section 3(1)(a)	<ul style="list-style-type: none"> <li>To Municipal Affairs by September 1</li> </ul>
Deviations from regulation	<ul style="list-style-type: none"> <li>Obtain written approval of the Minister prior to undertaking a census</li> </ul>
Review of Census Information Section 5	<ul style="list-style-type: none"> <li>Provide information to Municipal Affairs to verify census results</li> </ul>

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## *Freedom of Information and Privacy Act (FOIP)*

- Only collect relevant, required information
- Collection and protection of personal information
- Records retention policy
- Further clarification on FOIP Policy: [www.foip.alberta.ca](http://www.foip.alberta.ca)

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# Municipal Census Manual

Section	Requirement
Private Dwelling	<ul style="list-style-type: none"> <li>a self-contained unit of accommodation used by one or more households as a home, such as a house, apartment, mobile home, houseboat or other 'substantial' structure</li> </ul>
Non-contacted dwelling	<ul style="list-style-type: none"> <li>A dwelling where a census worker has been able to make contact with a household, and the census worker believes that the household was occupied by usual residents on census day.</li> </ul>
Refusals	<ul style="list-style-type: none"> <li>When a household refuses to participate in the census</li> </ul>

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## Private Dwelling



Single Detached House



Semi-Detached House



Row House



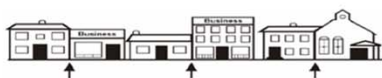
Apartment or Flat in a Detached Duplex



Apartment in a Building that has 5 more Storeys



Apartment in a Building that has fewer than 5 Storeys



Other Single Attached House



Mobile Homes



Other Movable Dwelling

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## Municipal Census Manual

Section	Requirement
Use prescribed census taking methodologies	<ul style="list-style-type: none"> <li>✓ Usual Residents (online census, telephone interviews, mail-out surveys, enumerator visits, hybrid)</li> <li>✓ Shadow population (census form, contact businesses, shadow population card)</li> <li>✓ Homeless population (private dwellings, collective dwellings, non-dwellings)</li> </ul>
Quality Assurance Municipal Census p. 33	<ul style="list-style-type: none"> <li>✓ Call back residents (not required for online census) to verify census counts</li> </ul>
Mandatory forms	<ul style="list-style-type: none"> <li>✓ Oath of a Census Co-Ordinator</li> <li>✓ Statement of a Census Enumerator</li> <li>✓ Municipal Census Form</li> </ul>
Federal census year	<ul style="list-style-type: none"> <li>✓ A municipal census conducted by a federal census year will not be recognized.</li> </ul>

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## Statistics Canada Policy on 2021 Federal Census Counts

- Municipalities can submit a request to review federal census counts
- Deadline: December 31, 2022
- State reason for the review with supporting documents
- Complete information on the review process can be found here: <https://www12.statcan.gc.ca/census-recensement/2021/ref/policy-popdwell-politique-poploge-eng.cfm>

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## Optional Guidelines

- Ask additional census questions
- Design their own census material
- Optional reporting to the public
- Census management

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## Questions?

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# Municipal Data from Federal Census of Canada

Darren Lebzubski and Desiree Ng

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## Questions?



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# Census Methodology

## Usual Residents

Private Dwellings  
Collective Dwellings  
Homeless Population

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## Usual Resident (Who to Count)

- ✓ Canadian citizens and landed immigrants
- ✓ Persons from another country with a work or study permit
- ✓ Persons with refugee status
- ✓ Babies born before Census Day
- ✓ Persons who die on or after Census Day
- ✓ All persons whose main residence is this address, even if they are away on Census Day

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## Who Not To Count

- ✗ Babies born after Census Day
- ✗ Persons who died before Census Day
- ✗ Visitors from another country
- ✗ Government representatives of another country
- ✗ Members of armed forces of another country and are not permanent residents

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## Types of Dwellings

- Private Dwellings
- Collective Dwellings

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## Private Dwelling



Single Detached House



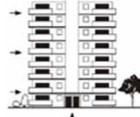
Semi-Detached House



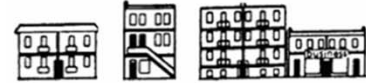
Row House



Apartment or Flat in a Detached Duplex



Apartment in a Building that has 5 more Storeys



Apartment in a Building that has fewer than 5 Storeys



Other Single Attached House



Mobile Homes



Other Movable Dwelling

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## Census Enumeration Strategies Private Dwellings

- Online census
- Mail-out surveys
- Enumerator Home visits
- Telephone interviews
- Hybrid (combination of any of these methodologies)

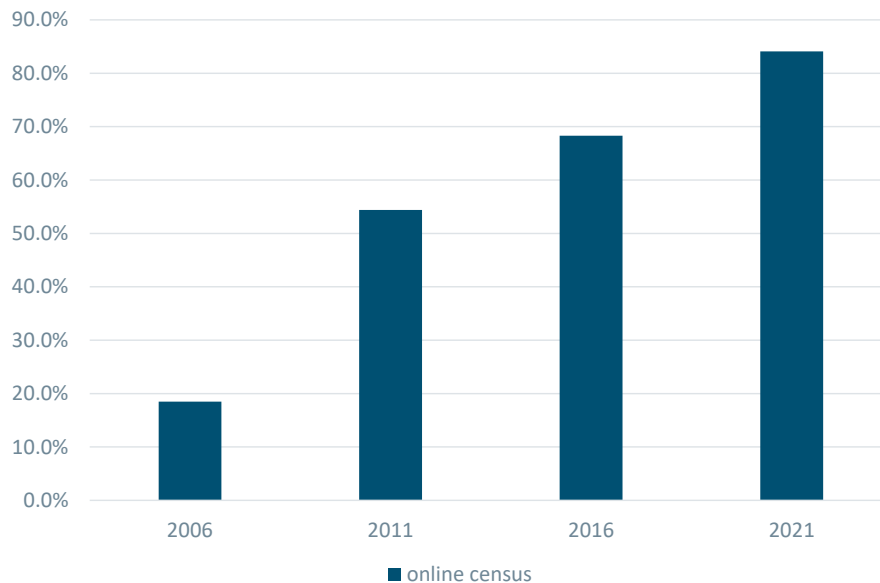
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## Statistics Canada Online Census Response Rate

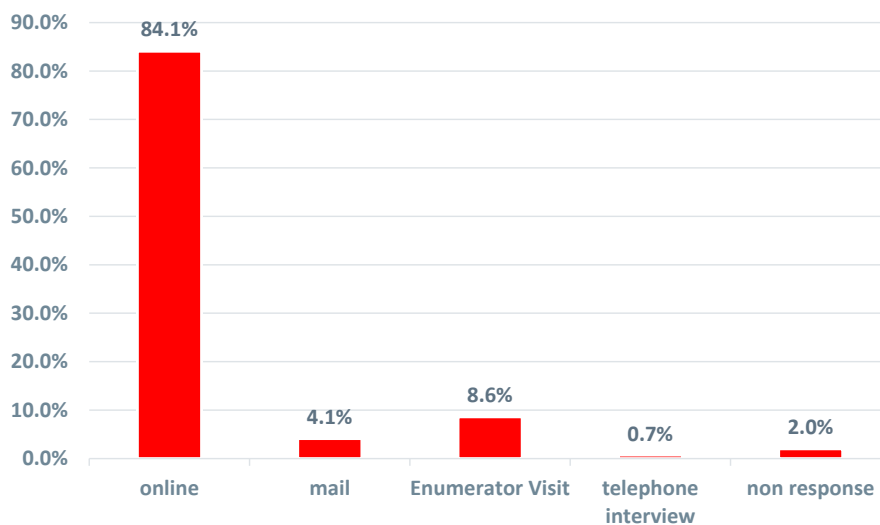


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## Statistics Canada 2021 Collection Response



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## Municipal Census – Online Census

- Secure web application and census form
- Electronic Address Database
- Secure Access code or PINs
- Test census website extensively

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## Mail out Census Forms

- Questionnaires should be well designed
- Tracking system required to be linked to every address
- Questionnaires, can be sent through Canada Post or delivered by enumerators
- Set a completion date
- Multiple contacts made be required
- Consider including a Business Reply Envelope

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## Enumerator Home Visits

- Record responses on paper forms or electronic devices
- Neighbor responses are acceptable only if callbacks were unsuccessful.
- Minimum 3 call backs are required.
- Quality assurance is required.

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## Telephone Interviews

- Census Help Line as an option to complete surveys
- Call all Dwellings in a Municipality
  - Requires of database of telephone numbers by residential address
  - Enumerators must verify the address, telephone number, and that the person contacted is 18 years of age or older
  - Requires quality assurance

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## Hybrid

- A combination of any of the census enumeration methods

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## Collective Dwellings

- a hospital;
- continuing care facility and/or residence for senior citizens;
- residential care facility, such as a group home for persons with disabilities or addictions;
- shelter;
- correctional or custodial facility;
- lodging or rooming house;
- religious establishment such as a convent, monastery, or seminary;
- Hutterite colony;
- establishment with temporary accommodation services such as a hotel, YMCA, etc.
- Ronald McDonald House or hostel;
- other establishment such as a school residence, military base, or work camp; and
- an establishment that is being used for non-residential purposes such as a business,
- commercial office, church, clinic, etc. is not considered to be a collective dwelling.

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## Enumerating Collective Dwellings

Usual Resident	Where to Enumerate
Was admitted less than six months prior to Census Day and has a usual residence elsewhere.	At their usual residence.
Was admitted six or more months prior to Census Day.	At the collective dwelling
Was admitted at any time AND has no usual residence.	At the collective dwelling

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## Methodology for Collective Dwellings

- Headcount only
- Face to face interviews
- Administrative records

Room No.	Occupancy Status (yes if usual resident(s))	Date of Admission	Number of Usual residents	Has residence elsewhere in the municipality	Address in municipality	Status at Facility (resident or employee)
101	Yes	5/1/2016	1	No		Patient
102	No	4/1/2012	2	No		Employee
103	No	6/1/2015	1	Yes	9901 99 Street	Patient
104	No	3/1/2016	1	No		Patient

Note: This table contains fictitious information.

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## Municipal Census Card

**20\_Municipal Census Card**

The census provides a picture of all people to live in this municipality. You can make a difference in this municipality by being counted in the census.

If this is your only residence in Canada and you are:

- a Canadian Citizen
- a landed immigrant (permanent resident)
- in Canada asking for refugee status
- a person from another country with a work for study permit

MARK THIS CIRCLE WITH AN "X"

Please return your completed card to the front desk or manager.

Please complete one card per person. Should you require more cards, please contact the front desk or manager of the establishment to ensure that you and other persons living with you, are counted in the census.

**Thank you for your cooperation.**

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## Homeless Population

- Private dwellings
- Collective Dwellings (emergency shelters, domestic violence shelters, hotels, motels, etc.)
- Unsheltered locations (streets, parks, transit stations, abandoned buildings, vehicles, and other outside locations)

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## Homeless Population

- Work with Social agencies to obtain list of locations.
- Assign two enumerators per location
- Enumerate on Census Day at the same time (i.e. 7:00 p.m.) on each location to avoid double counting
- Each enumerator perform a visual count of people
- Enumerators at each location double check their count to ensure it is correct

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## Questions?

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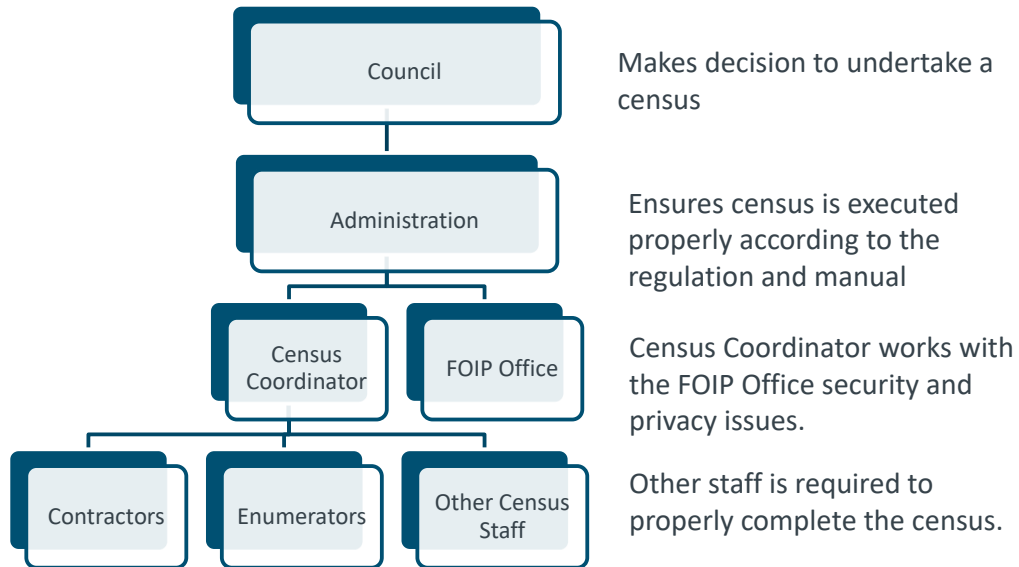
# Census Coordinator Role

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## Roles and Responsibilities



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## Census Preparation

- Oath of Census Coordinator
  - Required by the Municipal Census Regulation
- Inform residents
  - Participation is critical, but not legally mandatory
- Prepare forms and enumerator packages
  - Training manual appendices have samples
- Monitor and test quality assurance
  - Establish an effective enumeration tracking process

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## Census Preparation

- Enumeration Area - 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	1



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## Census Management

- Enumerator hiring, training, supervising
  - Skills and payment
- Enumeration monitoring
  - Oversee and track progress
  - Quality assurance (p. 33)
- Collect and report results
- Retention of census forms and information

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## Quality Assurance Table

Number of Census Forms Completed by Enumerators	Number of Households to Contact
3,501 – 5,000	357
5,001 – 7,500	365
7,501 – 10,000	370
10,001 – 25,000	378
25,001 – 50,000	381
50,001 – 75,000	382
75,001 – 100,000	383
100,000+	384

Municipalities with enumerator-completed dwellings of 3,500 or less are required to contact 10 per cent of these dwellings completed by enumerators.

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## Quality Assurance

### Suggested Question on Census Form

*The municipality is required to conduct interviews with some residents to verify the accuracy of information collected. Can we contact you at a later date? Can I please get your name and phone number?*

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## Example of Quality Assurance Check Script

Hello, my name is (your name goes here), and I work for the (name of municipality). May I please speak to (name of person for quality assurance check)?

I am a supervisor for the municipal census. An enumerator had visited your home to obtain some basic census information. For the purpose of quality assurance, I am calling to confirm that we have the correct number of usual residents at this address. People are considered to be usual residents if they usually live at this address, and have no other usual place of residence.

How many people are considered, for census purposes, to be usual residents at this address

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# Questions?

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# Enumerator Training

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Private Dwellings  
Collective Dwellings  
Homeless

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## Enumerator Materials

- Statement of a Enumerator
- Letter of Introduction and photo ID
- Instructions or the Municipal Census Manual
- Enumeration Area Map
- Call back cards and tracking sheet
- Shadow Population cards (if required)
- Cell Phone
- Training Manual

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## Enumerator Training

- 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

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## Census Enumerator 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

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## Enumerator Visits Safety Tips

- Wear an official name tag
- Carry letter of introduction
- Work alone procedures if required
- Carry cell phone
- Be aware of dog signs

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## 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

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## Refusal to Give Information

- Enumerator
  - Show letter of introduction or municipal badge and repeat the importance of the municipal census
  - Inform residents of other options to complete the questionnaire (online, telephone, etc.)
  - Ask if someone else in the household will participate
  - Ask if the person is more comfortable responding by other methodologies
  - If person continues to refuse, mark as refusal
- Coordinator
  - Strategy to convert refusal to response
  - Unable to convert to completed interview – ask neighbor for number of residents residing in the household

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## Respondent Claims Questionnaire Completed

- Request to complete another questionnaire
  - Agree: Complete the question.
  - Refused: Make notes that respondent claimed survey completed, and refused to be interviewed
- Municipality checks, and survey not completed
  - Inform respondent that completed questionnaire not received
  - Give options on how to complete the survey

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## Language Difficulties

- Ask if another adult member in the household can speak English
- Check for possible interpreters
- Return at another time
- Consult with supervisor or census coordinator
- Ask a neighbor

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## Not a Resident on Census Day

- Dwelling not occupied on Census Day
  - Enter the information on the census questionnaire
- Usual residents is away until after the enumeration period
  - Ask for the number of usual residents in household and record the number
- Dwelling occupied but previous household moved
  - Ask respondent for previous contact info on former householders
  - Ask a neighbor

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## Call backs

- Tracking system
  - Monitor the completed and incomplete properties
- Call back or Notice of Visit Cards
  - Give options
  - Go back on the time and date on the form
  - Always go back at different days or time in the day
- Stay on top of call backs
  - At least 3 call back per dwelling

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## Telephone Interviews Situations

- Someone hangs up
  - Add note on the census form
  - Arrange for enumerator visit
- No one answers the phone
  - Do not leave a message on voice mail
  - Add note on census form.
  - Follow up with a field visit.

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## Enumerator Visit to Collective Dwelling

- Call a day ahead of the appointment date to confirm the appointment.
- Upon arrival
  - Verify the name and address of the collective dwelling, and record the dwelling type
  - Create a profile of the dwelling that contains its name, address, capacity, and contact information
  - Ask the administrator the date of admission, type of resident (employee, employee family, patient) and whether the resident has a usual residence elsewhere

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## Homeless Population

- Purpose of the count
- Nature of homelessness
- How to count homelessness
- Logistics and Safety
- Procedures to count

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## Questions?

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# Shadow Population

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## Definition

- Temporary residents who work and live in municipality
- Employed by an industrial and commercial establishment
- Worked at least 120 hours for same employer 3 months prior to Day

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## Requirements

- Notify minister by February 28<sup>th</sup> that a shadow population count be included with the census
- Shadow count must be significant, a minimum of 1,000 or 10 per cent of the permanent resident count
- Results must be submitted on the Municipal Census Form
- Will remain part of population count until release of the next federal census results

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## Work Camps

- Send letter to businesses on shadow population count
- Obtain a headcount from the administrator of camp
- Use shadow population cards

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Form No: XXXXXXX

## 20\_\_ Municipal Census Shadow Population Form

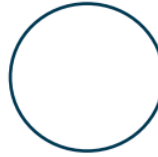
Within every municipality there is a component of the population that use municipal services for a portion of the year. Including a shadow population count with a municipal census allows municipalities to temporarily adjust their population counts to offset the additional demand placed on utilities, roads, and other essential municipal services, such as policing and fire.

Completion of this form ensures that the municipality can better anticipate the needs of its community. No personal information is collected in this process, and completion of this card ensures that the municipality is able to secure the necessary funds to pay for roads, and other municipal services.

If you:

- Have your permanent residence in another municipality in Canada;
- Are employed in a commercial or industrial establishment in this municipality;
- Worked at least 120 hours in the municipality in the last 3 months.

MARK THE CIRCLE WITH AN "X"



Please return your completed card to the front desk or manager.

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## Private Dwellings

- Private Dwellings (include question on census questionnaire)
  - *Is there anyone in the household that lives here temporarily, and has a permanent residence in another municipality, and has worked at least 120 hours in an industrial or commercial establishment in this municipality for the past three months?*

\_\_\_\_\_ yes

\_\_\_\_\_ No

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# Questions?

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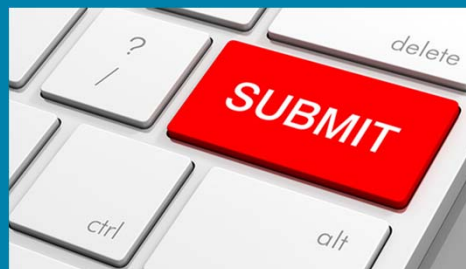


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# Submitting Final Census Results to Municipal Affairs

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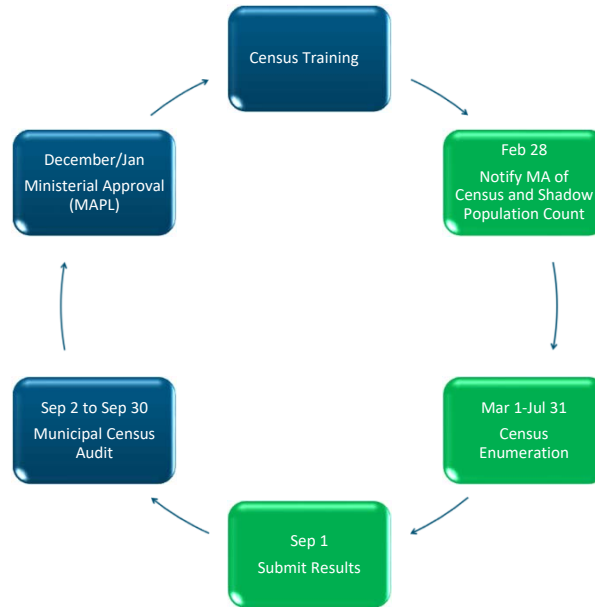
## Estimates for Refusals and Non-Contacted Dwellings

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## Key Dates for a Municipal Census



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## Purpose of Session

### Plan for a successful census

- Census legislation and mandatory requirements
- Prescribed census taking methods
- The role of a census enumerator
- Training of Enumerators
- Reporting to Municipal Affairs

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## Questions



Kim Moore      Municipal Information Advisor

Email:            [Ma.updates@gov.ab.ca](mailto:Ma.updates@gov.ab.ca)

Telephone:      Toll Free: 310-0000 then dial  
780-427-2225

Mail:              Municipal Affairs  
17<sup>th</sup> Floor, 10155 102 Street  
Edmonton, Alberta T5J 4L4

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