

# CITY POLICY



**POLICY NUMBER: C520C**

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**REFERENCE:**

*Municipal Government Act*, RSA 2000, c M-26, s 57  
Municipal Census Policy C520A City Council Sept. 29, 2008  
Municipal Census Policy C520B City Council July 20, 2011

**ADOPTED BY:**

City Council June 12/13, 2018

**SUPERSEDES:**

**C520B**

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**PREPARED BY:** Office of the City Clerk

**DATE:** May 15, 2018

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**TITLE:** **Census Policy**

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**Policy Statement:**

1. A municipal census is a population count of the total number of individuals whose usual residence is in the City of Edmonton.
2. The Office of the City Clerk will conduct an annual municipal census in 2019 and 2020.
3. The municipal census will be conducted in accordance with the *Municipal Government Act*, the *Determination of Population Regulation*, AR 63/2001, the *Municipal Census Manual (Alberta)*, and the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25.

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**The purpose of this policy is to:**

1. Establish the frequency of the municipal census.
2. Define the responsibilities in the municipal census process.
3. Provide a framework for the municipal census with regard to the scope of data to be collected, stewardship, and release of the census data.
4. Provide procedures for a census to be conducted.
5. Establish a policy review period.

Current, reliable census data is an essential tool available to the City of Edmonton and all census data consumers. Census data enables them to meet current and future challenges and optimize opportunities. It provides important information on all dwellings within the City, including collective dwellings, which are facilities in which a person resides for long periods of time (six or more months of the year), or lives there permanently, as they have no other usual home.

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This policy is subject to any specific provisions of the *Municipal Government Act* or other relevant legislation or Union Agreement.

The data allows the City and other consumers to anticipate and adapt to change, and base decisions on constantly updated demographics resulting in more appropriate use of revenue and resources. Census data allows consumers to be proactive in their response to multiple demands, shifts in priorities, and rapid changes that the future will bring.

Current and accurate census data allows for the City to see growth and change within the City at a neighbourhood level and, in turn, plan for future social and infrastructure projects. Current census data will also allow the City to maximize per capita grants provided by the provincial and federal governments.

## 1. PROCEDURES

- 1.1 The City will conduct an annual census commencing April 1, 2019.
- 1.2 The City Clerk will conduct the municipal census on behalf of Council, and is responsible for the field collection, editing, data entry, compilation, and publishing of census data.
- 1.3.1 The municipal census will collect the following data, from each dwelling within the City, not including collective dwellings, every census year:
  - Structure type
  - Site status
  - Number of residents
  - Age range
  - Gender
- 1.3.2 The municipal census will collect the following data, from each dwelling within the City, other than those defined as collective dwellings, on a regular basis, as determined by the City Clerk:
  - School board support
  - Citizenship
- 1.4 The municipal census will collect the following data from usual residents of collective dwellings:
  - Number of residents
  - Gender
  - Age range
- 1.5 The municipal census may collect other survey data required for City purposes or on behalf of other government entities. The City Clerk may collect additional information for City departments or other government agencies. The decision on what data will be collected and all related costs will be made by the City Clerk, in conjunction with the City of Edmonton Executive Leadership Team.
- 1.6 The City Clerk is the steward of all municipal census data and must ensure the data is secure, maintained, and presented in a manner best suited to the needs of the City and other users while maintaining confidentiality of the respondents. Census data may be accessed and used by internal City departments for planning and corporate reporting purposes.
- 1.7 To protect the privacy of respondents and meet the legislative requirements of the *Freedom of Information and Protection of Privacy Act*, any public reports containing census data will be compiled and presented by neighbourhood, ward, and City only. To protect the privacy of individuals, neighbourhoods with a population between 1 and 49 residents will have their population noted as zero in census reports. In no circumstance will census reports or any other City record available to the public provide any information at the individual dwelling unit level.
- 1.8 Census data may be released within the City of Edmonton Administration at an aggregate level lower than the neighbourhood level with the approval of the City Clerk.
- 1.9 Census data will be released for use outside the City of Edmonton Administration at an aggregate level no lower than the neighborhood level.

## 2. POLICY REVIEW

- 2.1 The Office of the City Clerk will conduct a review of Municipal Census Policy C520C by the third quarter of 2020 or earlier, and will report the results of the review to Council along with a recommendation on census frequency.