CITY POLICY

POLICY NUMBER: C520B

REFERENCE:
Municipal Census Policy C520A passed September 29, 2008
Section 57 of the *Municipal Government Act* (Revised Statues of Alberta 2000, Chapter M-26)

ADOPTED BY:
City Council
20 July 2011

SUPERSEDES:
C520A

PREPARED BY: Office of the City Clerk **DATE:** 20 July, 2011

TITLE: **Municipal Census Policy**

Policy Statements:

1. The municipal census is the official count of population living in dwelling units in the City of Edmonton.

2. The City will conduct a municipal census. A municipal census is conducted in accordance with provincial legislation.

3. The municipal census will be conducted every 2 years. The first municipal census under this policy will commence April 1, 2012.

4. A review of this Municipal Census Policy will be conducted in 2017.

The purpose of this policy is to:

Current, reliable census data is an essential tool available to the City of Edmonton, and all census data consumers, that will enable them to meet current and future challenges. The data allows consumers to anticipate and adapt to change. Basing decisions on constantly updated demographics results in more appropriate use of revenue and resources, allowing consumers to be proactive in their response to multiple demands, shifts in priorities and rapid changes that the future will bring. With changes being made to collection of federal census data, consistent collection of municipal census data will be the most reliable source of comparative data available to the City of Edmonton. Current census data will also allow the City to maximize per capita grants provided by the provincial and federal governments.

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

CITY POLICY

1. PROCEDURES

1.1 The Office of the City Clerk will conduct a census every two years commencing April 1, 2012.

1.2 The Office of the City Clerk shall be the primary agent for securing the census data and is responsible for the field collection, editing, data entry, and compilation and publishing of census data, as well as comparisons to data collected in previous years.

1.3 The Office of the City Clerk will collect the following data, or combination thereof, from each dwelling within the City. A dwelling is a self contained unit which has full cooking, sleeping and sanitary facilities and is not part of an institution:

- Structure type
- Site Status
- Number of Residents
- Age/Gender
- Marital status
- Work or Education status
- School Board information
- Canadian Citizenship

1.4 The Office of the City Clerk will collect the following data from institutions. An institution is a facility in which a count of residents, who have no other permanent residence, is done:

- Number of Residents
- Gender
- Age range, for example from 18 to 53 years

1.5 The Office of the City Clerk, in consultation with other City departments, may collect other survey data required for City purposes. The decision on what additional data will be collected will be made by the Office of the City Clerk.

1.6 The Office of the City Clerk may collect data for other government agencies. The decision on what data will be collected and all related costs will be made by the Office of the City Clerk.

1.7 The Office of the City Clerk shall be the steward of the census data. The City's Information Technology area will assist in ensuring the data is maintained and presented in a manner best suited to the needs of the City and other demographic users, while maintaining confidentiality of the data.

1.8 To protect the privacy of individual residents, public reports will be compiled and presented by neighbourhood, ward and city. To further protect the privacy of individuals, neighbourhoods with a population between 1 and 49 shall be noted in the census reports as having zero population. Census reports released to the public shall not provide any information at the individual unit level.

1.9 Census data shall only be released within the City of Edmonton Administration at an aggregate level lower than census areas within a neighbourhood with the approved by the City Clerk.

1.10 Census data shall not be released for use outside the City of Edmonton Administration at an aggregate level lower than a neighbourhood.

2. POLICY REVIEW

2.1 The Office of the City Clerk will conduct a review of Municipal Census Policy C520B by December 31, 2017, and will report the results of the review to Council.