



# **Municipal Census Manual**

Requirements and Guidelines for Conducting a Municipal Census

January 2013

Alberta Municipal Affairs  
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Questions concerning this Municipal Census Manual, or further information on census methodologies, terms, and techniques for conducting a census are welcome and can be directed to:

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To be connected toll-free in Alberta, first dial 310-0000.

To contact us by email: [LGS.Update@gov.ab.ca](mailto:LGS.Update@gov.ab.ca)

January 2013

## Preface

The procedures outlined in this manual constitute general standard practices used in conducting a municipal census of population. For information regarding the prescribed authority for filing municipal population counts as specified under the *Municipal Government Act*, please contact Alberta Municipal Affairs toll-free at 310-0000 then 780-427-2225, in Alberta.

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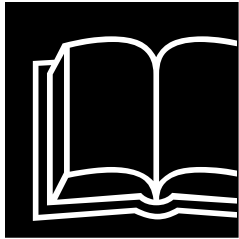
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## INTRODUCTION



## Introduction

**The *Municipal Census Manual* provides a step-by-step guide for census taking at the municipal level. It assists census coordinators and enumerators in complying with the Determination of Population Regulation and all other procedures and policies related to the census.**

The manual contains a list of mandatory requirements for conducting a census, as well as a number of guidelines and recommendations (see page 11). Some key definitions related to the census appear on the following page.

The first sections of the manual describe the authority for conducting a municipal census, the role of the municipal council, and how to apply the *Freedom of Information and Protection of Privacy Act* (FOIP) to a municipal census.

The subsequent sections describe the roles of census coordinator and the census enumerator. The coordinator's section focuses on preparing the census, choosing a methodology, supervising the census, and reporting on the results. The enumerator's section contains a list of potential enumerator materials, the methods for

covering urban and rural enumeration areas, interviewing procedures, filling out the census forms, and preparing various types of census profiles.

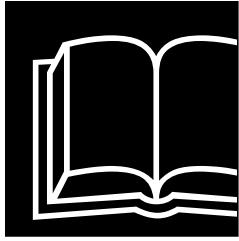
The final section provides a set of additional census questions that municipalities may choose to use in their census.

The appendices contain various sample census materials, such as a letter of introduction, a standard census form, call-back materials, response category cards, and other materials related to the census. These are samples only; municipalities are free to develop their own census tools.

The methodologies, terms, and techniques for census-taking described in this manual are accepted by Alberta Municipal Affairs for determining the population of municipalities as described in the Determination of Population Regulation.

The statistical concepts and principles reflected in this manual are based on those recognized by Statistics Canada and other statistical agencies.

## TERMS



# Important Terms for a Municipal Census

## Usual Residents

Only “usual residents” are to be enumerated in a municipal census.

The Determination of Population Regulation (Alta Reg 63/2001) determines usual residence according to the following rules:

“1(2)

- (a) a person can have only one place of usual residence;
  - (a.1) if a person has more than one residence in Alberta, that person shall, in accordance with subsection (3), designate one place of residence as the person’s usual residence;
- (b) a person’s usual residence is the place where the person lives and sleeps and to which, when the person is absent from it, the person intends to return;
- (c) a student who
  - (i) is in attendance at an educational institution within or outside Alberta,
  - (ii) temporarily rents accommodation for the purpose of attending an educational institution, and
  - (iii) has family members who are usually resident in Alberta and with whom the student usually resides when not in attendance at an educational institution
 is deemed to reside with those family members;
- (d) the usual residence of a person who has been in an institution, such as a correctional institution or hospital, for less than 6 months is deemed to be the person’s usual place of residence before the person entered the institution.

- (3) For the purposes of subsection (2)(a.1), a person shall designate the person's usual residence in accordance with the following factors in the following order of priority:
- (a) the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta, or on an identification card issued by or on behalf of the Government of Alberta;
  - (b) the address to which the person's income tax correspondence is addressed and delivered;
  - (c) the address to which the person's mail is addressed and delivered.

Additional guidelines on who to count as usual residents appear on page 52.

## Shadow Population

The shadow population refers to temporary residents of a municipality who are employed by an industrial or commercial establishment in the municipality for a minimum of 30 days within a municipal census year.

These persons reside in the municipality for a given period of time, but do not consider this to be their usual residence. Note that post-secondary students are not considered part of the shadow population.

Prior to conducting a census, a municipality may apply to the Minister to have the shadow population included as part of the municipal census if the following applies:

1. The shadow population is greater than 1,000 persons, or
2. If less than 1,000, the shadow population is greater than 10 per cent of the permanent municipal population.

The shadow population must be verified a minimum of every 3 years by a count held between April 1 and June 30 of the same year and the count cannot be submitted to Municipal Affairs unless the municipality receives prior approval from the Minister of Municipal Affairs.

If the Minister approves the municipality to use the shadow population as part of the municipal census, the municipality must submit the results of the census in the form set out in the Determination of Population Regulation.

## Métis Settlements

There are eight Métis Settlements in Alberta. Under the *Métis Settlements Act*, the Métis Settlements General Council (MSGC) has the authority to conduct a census within Settlement boundaries. Métis Settlements do not fall within the definition of a municipal authority according to the *Municipal Government Act*, and they reserve the right to conduct their own municipal census. However, if a Métis Settlement wishes to have a settlement count included in the Municipal Affairs Population List, the population count must be undertaken according to the Determination of Population Regulation.

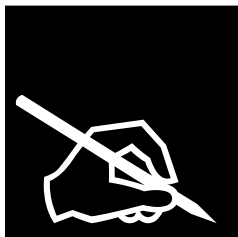
Population counts submitted to Municipal Affairs from Métis Settlements would have to follow the definition for a “usual” resident (see page 2). For the purposes of their own census, Métis Settlements reserve the right to count other persons who do not fit the definition of a usual resident. However, since these would not follow the Regulation, they would only be included in the Settlement’s own count, not in the Municipal Affairs Population List. Some examples of individuals from a non-regulation count include those who are:

- ✓ “on leave of absence”
- ✓ “permanently absent”
- ✓ “off settlement”
- ✓ those for whom there is insufficient information provided by the Settlement to classify

The above individuals do not fit the definition of a usual resident and therefore would not be included in the Municipal Affairs Population List.

In the absence of a census breakdown to define the usual resident for Métis Settlements, the most current federal census counts would be used for inclusion in the Municipal Affairs Population List.

Deviations from the Determination of Population Regulation require prior approval from the Minister of Municipal Affairs.



## Authority for Conducting a Municipal Census

**The authority for conducting a municipal census is contained in the *Municipal Government Act* and the *Determination of Population Regulation*.**

Section 57 of the *Municipal Government Act* (MGA) provides the authority for municipalities to conduct a census.

The *Determination of Population Regulation* defines municipal census and usual residence and provides the time frame to conduct a municipal census and submit the results to the Minister of Municipal Affairs.

A municipality wishing to conduct a census must keep in mind that the *Regulation* requires only a count of usual residents, or if approved by the Minister, shadow population. If the municipality decides to collect additional information, it should consider the relevant provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP), particularly those relating to the collection, use, and protection of personal information.

**Please see pages 9 and 89 for more information on *FOIP*.**

Municipalities are encouraged to consult with their own legal counsel about the authority and the type of information they would like to collect prior to conducting a census to ensure that their plan will be consistent with the *MGA* and *FOIP*.

Municipalities should also be aware that the legislative provisions about censuses may change and the municipalities should ensure that they are always working with the updated legislation. To find current legislation documents, please visit the Alberta Queen's Printer website.

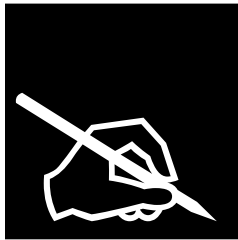
[www.qp.alberta.ca/laws\\_online.cfm](http://www.qp.alberta.ca/laws_online.cfm)

**Any deviations from the *Determination of Population Regulation* or the prescribed methodologies found in this manual must receive approval from the Minister of Municipal Affairs before the census begins.**

For further information about the *Municipal Government Act*, please call:

Alberta Municipal Affairs  
Phone: 780-427-2225





## Role of the Municipal Council

**The role of the Municipal Council is to decide whether to undertake a municipal census. This section provides some points to consider while making the decision.**

**Why undertake a census?**  
There are many potential benefits of conducting a municipal census. With frequent and accurate population counts, municipalities may be better able to plan community services.

Municipalities experiencing high population growth may qualify for more funding through provincial grants that are based on population counts. Municipalities may find a new census is warranted if they believe the population has changed significantly since the last federal census.

Conducting a municipal census that is consistent with the guidelines in this manual will:

- ✓ provide municipal population counts for years other than those during which the federal census takes place (a municipal census may be conducted any year)
- ✓ enable efficient and cost effective data collection
- ✓ meet the specific needs of individual communities

Using the same methods and asking consistent questions over a number of years will improve the efficiency and cost-effectiveness of the census. This will also allow the municipality to compare population counts and any other information collected over time.





## Applying *FOIP* to a Municipal Census

**A municipality is a “local government body” under the *Freedom of Information and Protection of Privacy Act (FOIP)* as defined in Section 1(i) of *FOIP*. As a public body subject to *FOIP*, municipalities must collect, use, disclose, protect, retain, and dispose of personal information, including census information, only in accordance with *FOIP*.**

Section 57 of the *MGA* authorizes municipalities to conduct a census. The authority to collect personal information for the purposes of a census is found in Section 33 (c) of *FOIP*. This section authorizes public bodies to collect personal information that relates directly to and is necessary for an operating program or activity of the public body. Municipalities should first determine what kinds of personal information they need for future planning purposes or for operating certain programs or services, and then only collect the necessary information. For example, if a municipality is only doing a population count, it would not need to collect employment or educational information about residents. However, if it is determining whether a new school or recreation

facility needs to be built, or the future transportation needs of its population, it may need to collect information on age, family structure, location of employment, etc.

*FOIP* provides that municipalities should:

1. collect only the information that they will need and use for authorized operating programs
2. use and disclose information only for those purposes for which it was collected
3. safeguard the information they collect and retain

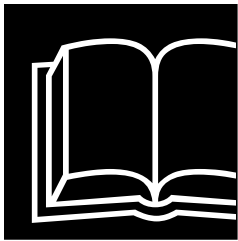
Enumerators should address their *FOIP* questions to the census coordinator. Census coordinators requiring *FOIP* information should contact their regional *FOIP* office.

Additional *FOIP* information can be found in Appendix K, page 89.

For further information, see the *Freedom of Information and Protection of Privacy Act* at:

<http://www.servicealberta.ca/FOIP/>





# Mandatory Requirements and Optional Guidelines

## Mandatory Requirements

This manual contains both mandatory requirements and recommended guidelines for conducting a municipal census. The Determination of Population Regulation sets out the following **mandatory requirements** that municipalities must comply with:

- ✓ conduct the census between April 1 and June 30 of the same year and choose a census date within this time period (a date to reference when asking the census questions);
- ✓ before performing their duties, have the census coordinator take and subscribe an Oath, and the enumerators subscribe a Statement
- ✓ undertake a count of the total number of usual residents in the municipality;
- ✓ use one of the prescribed census-taking methodologies in this manual (paper-based, electronic, or “hybrid”)
- ✓ undertake quality assurance activities
- ✓ properly report the census results to Municipal Affairs, including an affidavit and field report (see page 22)
- ✓ comply with *FOIP*

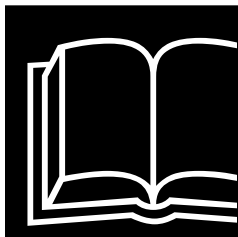
## Guidelines only

All other instructions in the manual are considered **guidelines only**. For example, municipalities are free to:

- ✓ ask additional census questions aside from the mandatory count of usual residents, but they must do so in a way that complies with *FOIP*
- ✓ design their own census materials (maps, call-back cards, enumerator photo identification, census forms, websites, and other supporting materials and tools)
- ✓ report the results of the census to the public (see page 22)
- ✓ have the coordinator manage the census as they see fit (delegating responsibilities as necessary, supervising enumerators, etc.), as long as they comply with the mandatory requirements

**Municipalities should note that any deviation from the Determination of Population Regulation or prescribed methodologies in this manual require approval from the Minister of Municipal Affairs prior to undertaking the census.**





# Conducting a Municipal Census

## Specific Census Date

A census is a snapshot of a community at one point in time. Because population can only be measured on one day, a specific census date must be chosen and fall within the timeframe stated in the Determination of Population Regulation. This date is the point in time that the population information will reflect. Enumerators must explicitly state the census date and reference questions back to that day.

The census date is either the first day of enumeration or a date prior to the start of the enumeration period.

## Census methodology

“Traditional” census forms are paper-based. With the development of the Internet and wireless devices, it is now possible to use alternative census forms, including wireless tablet or online forms. Following is a brief summary of each the census methods approved for use by Municipal Affairs:

### Paper-based census

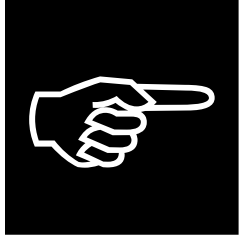
- Enumerators conduct the interview in person and record the responses on the forms using a pen or pencil.

- For call-back purposes only, interviews may occur by telephone.
- Typically, after the census coordinator collects all of the forms, the data are converted into an electronic format for analysis.
- Since the data end up in electronic format, it is important to have security measures in place to safeguard information recorded on paper and/or stored in an electronic database.
- Information should be managed in accordance to the municipality’s records retention policy and procedures.

### Electronic census - wireless

- One type of electronic census is conducted using wireless devices.
- Rather than recording the responses on a paper-based form, the enumerators enter the responses into the wireless device.
- These handheld devices are wireless data enabled, so when enumerators enter the responses into the device, the responses are automatically transferred to a central census database.





# Part A: Census Coordinator General Responsibilities

**Once a municipality decides to conduct a census, the first step is to hire a census coordinator to oversee and organize all aspects of the census. The duties of a census coordinator differ by municipality. Some roles discussed in the following pages may pertain to your particular situation, while others may be the duty of administrative staff, enumerators, or others. Duties may also vary depending on the type of census conducted (paper-based, electronic, or hybrid).**

## Oath of Census Coordinator

As a coordinator, you are required to take an Oath. This Oath says that you will act diligently, faithfully and to the best of your ability, ensure that personal information is not disclosed without authority, and you will undertake the census according to this Municipal Census Manual.

## Your Responsibilities

A coordinator is responsible for the successful completion of the census. Depending on the size of the municipality, the coordinator may be an enumerator, or may have several enumerators working for them to support the census.

The coordinator's responsibilities could include:

- ✓ informing residents about the census
- ✓ preparing the census (creating maps and a tracking systems to monitor coverage)
- ✓ hiring and training enumerators
- ✓ supervising the enumerators
- ✓ managing the census
- ✓ ensuring data security measures are in place
- ✓ collecting and analyzing census data
- ✓ reporting census results

## Informing Residents About the Census

Participation is key to a successful census. Since a municipal census is not mandatory for residents to partake in, it is essential to increase participation through awareness of the importance of the census. Inform residents of:

1. the specific census date to reference for the questions
2. what days an enumerator may be coming
3. why a census is taking place

This can be done using media, such as television and radio announcements, newspaper ads and articles, mail-outs, posters on community billboards/bulletin boards, and web-based or social media, such as online newspapers, Twitter, or Facebook.

Providing information on the municipal census to residents includes them in the process and also informs them of why their participation is valuable and needed.

## Enumeration Areas

Before enumerators are hired, the municipality needs to be divided into Enumeration Areas (EAs) to find out how many enumerators are needed for the census. EAs are smaller areas within the municipality that may be established to collect and analyze information for various planning applications.

The number of dwellings an enumerator can visit in a single day will largely depend on the population density of the municipality, the estimated number of call-backs to be made, the timing of the visit (daytime, evening, weekend) and the length of the census questionnaire. For example, an enumerator assigned to densely populated apartment blocks will likely visit significantly more households per day than an enumerator assigned to a sparsely populated rural area. However, populated apartment blocks may contain dwellings that will require more non-response follow-up.

Enumeration maps can be made using a variety of maps. Some examples include county maps for rural municipalities, and ward maps for urban areas. Another option is to obtain the enumeration area maps from Statistics Canada that were used for the most recent federal census.

## Preparing Census Materials

Municipalities use a variety of census materials to conduct a census.

Examples include enumeration maps (these require regular updating), call-back cards, census forms, identification badges, letters of introduction, and others. In some cases, census coordinators may be able to use materials from a previous census. Otherwise, coordinators may be responsible for developing or updating census materials for the enumerators. A sample list appears on page 31.

## Hiring and Training

Often, census coordinators are involved in the hiring and training of enumerators for their municipality. When the required number of enumerators is known, job postings can be placed into newspapers, job search websites, municipal letter inserts (utility bills, for example), and/or social media websites. Recruitment could also target educational institutions with students who may be looking for a part-time or short-term job.

Qualities to look for in potential enumerators include courtesy, professionalism, accuracy, attentiveness, and personality (enumerators must be “people persons”). Enumerators must have the physical abilities required to deal with enumeration, such as walking long distances, working for many hours, and dealing with adverse weather conditions.

These people will become liaisons between the municipality and residents, as they represent the municipality, and are key in the success of any census.

After the enumerators have been hired, the census coordinator must train them to properly carry out the municipal census. For the coordinator, this involves careful study of the *Municipal Census Manual*, and familiarity with the Determination of Population Regulation and the sections of *FOIP* that apply to the census. A thorough knowledge of the residency definitions, possible problems, and the plan of how the census will be organized and undertaken is important.

The coordinator must understand the reasons behind asking specific questions in the census, what the results will be used for (i.e. future programs, infrastructure), and how to handle personal information. These may be some of the questions asked of the enumerators during the census, and they must be briefed on how to answer the questions or to direct queries to the census coordinator.

The training session generally takes two to four hours and the enumerators are often paid to attend. In addition to a verbal training session, the enumerators should be given copies of the *Municipal Census Manual* for review prior to, and use during, enumeration. The coordinator should be prepared to answer questions regarding the manner of enumerating and the challenges involved.

After training, it is useful to have the enumerators practice the actual process.

## Supervising

During the enumeration period, the coordinator needs to manage the enumerators and the census.

Coordinators may take on various supervisory roles. For example, they may handle questions from enumerators, or questions from residents through the enumerators. They may also be responsible for ensuring that interviews are conducted properly so census forms are filled out correctly.

One way to deal with these roles is to check the first 5–10 census forms from each enumerator following a few hours of enumerating. In larger municipalities with more enumerators, the coordinator may not have the time to check this many forms and may need to hire additional staff to assist with quality control.

Questions and comments can be addressed early in the enumeration process. However, this quality control process should continue over the entire collection period on a random basis, since enumerators may develop interviewing short cuts when they become “too comfortable.”

Preparation is key to a successful municipal census.

## Managing the enumeration process

Census coordinators are responsible for managing the enumeration process.

Coordinators may also be responsible for monitoring and tracking the enumerators' progress to ensure data are collected accurately and efficiently.

The following sections contain information on how to manage this enumeration process.

### **Overseeing and tracking the enumeration process**

---

- Create a system to track enumeration progress. This could include a master list recording all the pre-numbered census forms returned to the census office. Another possibility is creating a municipal map showing all properties, which can be marked off once forms for those properties are returned. For larger municipalities, it may be necessary to create one map per ward or region within the municipality. This will provide a picture of progress, speed of coverage, and response rates. Since these maps may be outdated, there must be a system in place allowing enumerators to add any new dwellings they discover to the map(s).
- Create a “desk-checking” system where all completed census forms are examined when enumerators return them to the census office. This will ensure proper completion of forms and check for missing information. Depending on the scope of the census (number of dwellings), the coordinator may be able to do this daily. The coordinator should “spot check”

forms by reviewing a small randomly selected sample of forms daily to catch missing information or obvious errors. If necessary, the enumerator may arrange a call-back.

- Track enumerators' errors on an ongoing basis. This enables the coordinator to monitor enumerator error rates and, if necessary, arrange for timely retraining or replacement of enumerators.
- Track respondent refusals per enumerator on an ongoing basis. Refusals will occur because the municipal census is voluntary; however, a high number of refusals may indicate specific enumerators need assistance, retraining, or replacement.
- Consider creating a “refusal conversion” system to convert non-responses into responses. With this system, experienced (or specialized) enumerators may visit the dwellings where a refusal occurred. They then attempt to convince the refusing individual to participate. Sometimes, talking to a different member of the dwelling during a second visit will be enough to get a response.
- Track and make note of the issues encountered in each enumeration area, so issues can be addressed proactively for the next census. Some areas may show higher than average non-response rates due to type of household (e.g., high number of younger single residents who are hard to catch at home, people who may have language difficulties, or people who are wary of “official” inquiries).

- If the census is using door-to-door interviews *and* an optional online census, take steps to ensure enumerators do not visit a residence that already completed the online form. Coordinators should regularly check for online completes and update records so enumerators are aware of residences (per enumeration area) that no longer require an interview. This requires regular communication between enumerators and the coordinator (or other staff, as appropriate). As an example, larger municipalities may require a database of residences having completed the online census, which enumerators would need to check periodically.
- Track the responses completed through the call-back system and inform the enumerators so they do not re-visit those dwellings. Again, this requires clear communication between the coordinator and the enumerators.
- Consider including a “translation book” with the questionnaire translated into a number of languages. This will assist in dealing with language barriers.

### **Managing call-backs**

Call-backs are the additional in-person visits and/or telephone calls enumerators must make to obtain all of the census information required if they were unable to find a person to interview at the home, or the respondent was unable to provide complete information for all residents.

The municipality decides whether to do in-person call-backs, telephone call-

backs, or some combination of both. For in-person call-backs, the enumerator re-visits the dwelling. For telephone call-backs, the enumerator phones the dwelling using a phone number from either a municipal list or another source, such as Canada411 (<http://www.canada411.ca/>). In either case, the enumerator must ask to speak to a responsible adult who can provide census information about the dwelling.

If no one is home on the enumerator’s first visit, it is very important that they leave a call-back card at the residence, and record the address in a call-back form (see Appendix C for examples of a call-back card and a call-back form). Each call-back card should have a unique reference number. In the event that the call-back takes place over the phone, enumerators will need to ask for the address and reference number left on the call-back card. If the address and reference number match those in the call-back form, the enumerator will have confirmed the response is coming from the correct dwelling.

It is also important to manage call-backs and keep them to a minimum so enumeration of the area is not delayed. Suggestions for managing call-backs include:

- Enumerators should typically do 2–3 call-backs per dwelling unit. Areas with lower response rates may require more call-backs. As one option, census coordinators could track the number, time, and date of planned call-backs per enumerator and maintain a call-back schedule for each enumerator.

Alternatively, enumerators could take responsibility for managing their call-backs. In general, the coordinator is free to manage this process as they see fit.

- Ensure the times are different for each call-back. If a morning call-back fails, try an afternoon or evening call-back. If weekdays or evenings do not work, enumerators should try weekend call-backs.
- Consider other ways to enumerate the residence, such as providing a mail-in or drop-off census form; or an after-hours contact number for the census office, allowing residents to call in their information.

### **Planning for efficient enumeration**

Using “lessons learned” from previous censuses can help avoid potential pitfalls in future censuses and improve efficiency of the enumeration process. Following are some tips on carrying forward these lessons:

- Prepare a letter of introduction for all enumerators to carry. This letter identifies the enumerator as an official census taker and assures the confidentiality of all information collected. Enumerators can show the letter to respondents to legitimize the census and improve response rates. A sample is included in Appendix B.
- Compile a list of enumerators and their enumeration areas so this can be carried over into the next census. Efficiency may be improved by assigning an enumerator to the same area they previously covered. These

enumerators will have knowledge of the area and may have a greater rapport with residents.

- Compile a list of issues or challenges that occurred and record actions taken in response. This could help avoid the same problem(s) in a future census.
- Estimate the time required to complete each enumeration area, including travel distance within the area and the number of call-backs in the area during the previous censuses. If you do not have data on call-backs, check the previous census data for the number of neighbour consults per enumeration area, if available.

### **Raising awareness of the municipal census**

The census is an important civic activity. Promoting participation through various local news outlets (radio, TV, print media, civic websites, social media, community newsletters, or utility bill mailers) is very important to inform residents about the census. The success of this information campaign will have an important impact on the cost and quality of the information gathered in the census.

In most instances, this advertising will not require a direct cost; however, public service advertisements placed by the municipality will offer “official legitimacy” and should also be considered as an option. Reference the municipal website where residents can obtain additional information and view frequently asked questions (FAQs) about the census.

## Quality assurance (reverse record check)

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A reverse record check is an essential quality control measure undertaken to ensure municipal census data are accurate and complete. Quality control in a census means that census coordinators can verify:

- ✓ completion of all required steps in the enumeration of households
- ✓ collection of information from the households
- ✓ coding, tabulation, and presentation of results

This process involves maintaining an electronic address register, which will contain a list of all known residential addresses within the municipality, along with contact information, if available. Other possible sources include lists from previous municipal censuses, utility list, property tax roll, or lists of new constructions in the municipality. Note that this electronic address register is independent of the list of dwellings enumerated in the census.

While the census is being conducted, census coordinators must verify that every dwelling has been contacted, and re-contacted as needed to secure a completed census questionnaire.

A reverse record check means randomly contacting dwellings from the independent electronic address register. The total number of dwellings contacted should be 1,000 or 10 percent, whichever is less.

The calls verify that the dwellings have been visited by the enumerator, and may ask one question to check for accuracy.

When contacting the dwelling, keep in mind that the individual may not know whether the dwelling completed the census. For example, they may say the dwelling was not enumerated, but might not be aware that another member of their family completed the census. If the individual says the dwelling was not enumerated, ask whether it is possible another family member completed the census interview. If they are unsure, it may be necessary to ask to speak to another member of the dwelling, or to call back when someone else will be home.

The calls should be distributed across all enumeration areas of the municipality and enumerators. Calls should be made within a week of a questionnaire being completed.

The main purpose of a reverse record check is to ensure the quality of the census results, not to assess the performance of enumerators. However, if the coordinator notices discrepancies in more than 3 percent of a particular enumerator's cases (occurrences of non-contact or wrong information), the enumerator may require follow-up training.

In these cases, there should be an additional round of calls (10 percent) within the area covered by that enumerator to confirm that the

collected information is accurate. Coordinators should keep records of the quality control strategies.

Enumerators must be made aware that reverse record checks will be completed during the census period and up to August 31 of the same year in which the census occurred.

## Reporting to Municipal Affairs

The Determination of Population Regulation requires that after completing a census, the municipality must submit the results to the Minister of Municipal Affairs by September 1 of the year in which the census took place.

The designated officer must sign the Municipal Census Form contained in the Determination of Population Regulation. On the form the designated officer is swearing that a municipal census was completed, states the chosen municipal census date, and reports the total population count obtained.

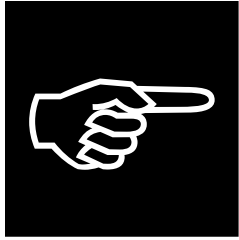
For quality assurance purposes, municipalities must also complete the field report on the form which provides the total population count of the municipality (a single number, covering the entire municipality), total number of dwellings, and number of non-contacted dwellings.

## Reporting to the Public (optional)

While not mandatory, municipalities could consider releasing reports on census results under certain conditions. These reports would increase residents' access to the census results, and perhaps encourage their participation. The reports would need to comply with *FOIP* and not release any personal information, such as names, addresses, or personal contact information.

If the municipality decides to report to the public, it should consider the size of the population and its neighbourhoods. Suggested guidelines for releasing reports to the public include the following:

- If certain neighbourhoods have 50 to 100 residents, release the census counts by neighbourhood. The reports should contain the neighbourhood counts only, not other information such as age and gender compositions of the neighbourhoods.
- If certain neighbourhoods have more than 100 residents, release the census counts by neighbourhood, but feel free to include other information. The reports could contain both neighbourhood population and dwelling counts, as well as age and gender compositions.
- Specialized Municipalities and Municipal Districts meeting the population guidelines above may capture the census results of hamlets.



# Part B: The Role of the Census Coordinator for a Paper-based Census

This section contains guidelines on coordinating a “traditional” paper-based census. For municipalities conducting a census with an online component, Part C contains important instructions on coordinating an electronic census.

## Preparation

The census coordinator may be required to do significant preparation work before the census. This can include such things as creating enumeration area maps, creating enumeration lists with all of the addresses and filling in form numbers on each form (with or without addresses). This can be done by either the coordinator or the enumerators. It is also necessary to develop tracking systems to monitor the progress and coverage of all enumeration areas. This can be done by either the coordinator or a qualified census worker with experience in preparing a census.

## Collection and Analysis of Census Data

The coordinator plays a number of roles during the collection and analysis of census data. Following is a list of several of the key areas to focus on:

## Collecting Personal Information

“Personal information” is defined in Section 1(n) of *FOIP* as recorded information about an identifiable individual, including the individual’s name, home or business address or telephone number, age, gender, marital or family status and information about the individual’s educational, financial, or employment history, etc.

Enumerators are collecting personal information during a municipal census. They are collecting individually identifiable information when attaching a name or other identifier to the information being collected.

Personal information can only be collected from a responsible adult of the dwelling. Coordinators should direct enumerators to ask to speak to adults, and if one cannot come to the door, to ask when an adult will be home.

Call-back cards should be left for residents who are absent at the time of enumeration.

## **Review and Processing of Forms**

The census coordinator is responsible for the accuracy and collection of all filled, void, and unused forms. It is suggested that the coordinator review 5–10 filled forms with each enumerator on the first day to ensure they are being completed accurately. It is important to continue checking forms on a random basis throughout the census to ensure quality. Depending on the size of the municipality, the coordinator may require additional staff to do this.

Data collected on the paper-based census forms are usually transferred from paper to electronic files. Smaller municipalities may be able to do this in-house, but may also outsource the data entry to data processors. In this case, to address privacy concerns, the processors should sign a statement regarding the treatment of personal information. The processors must dispose of personal information in accordance with municipal policies and procedures.

Identifiable variables (i.e., first name, complete address) are needed on the paper form for the purposes of a reverse record check or follow-up if there is a problem with the form. This personal information should be omitted during data entry to ensure confidentiality. For example, an address may only have a street name or the avenue and street rather than the full address if some sort of address is needed for analysis.

To minimize risk, the data file should not be sorted by full address (one could extrapolate the full addresses if they were sorted in this order). The enumeration area number may be all that is needed.

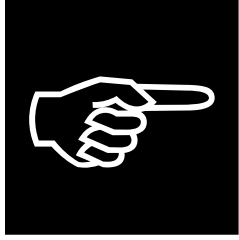
## **Analysis**

Once the data is in an electronic format, many types of analysis can be performed. This can also be done either in-house or contracted out. As with data processors, the contractors would need to sign a statement the treatment of personal information. Again, they would need to dispose of personal information in accordance with municipal policies and procedures.

Reports may contain items such as frequencies (i.e., number of dwellings by type, age-group, and gender distribution) or averages (income, age). Histograms and pie charts may also be included to show distributions. Some communities prepare reports and place them on the Internet.

Personal information should not be analyzed or reported to ensure confidentiality and anonymity.





# Part C: The Role of the Census Coordinator for an Electronic Census

This section contains guidelines for an electronic (online) census. Many of these instructions are repeated from Part B on paper-based census-taking; however, there are unique procedures for coordinating a census with an electronic component, which are described here.

With an online census, many respondents complete the census form on the census website. While this reduces the number of census enumerators needed for in-person interviews, the census coordinator will still require enumerators for visiting dwellings where the individuals do not complete the census online. For example, some dwellings could be unoccupied. In other cases, the individuals may forget to complete their online form, may not be comfortable entering the information online, or may not have access to the Internet. In these cases, enumerators must still attempt to conduct the interview in person, using either a paper-based census form or a wireless device (wireless data enabled).

## Preparation

The census coordinator may be required to do significant preparation work before the census, such as creating enumeration area maps and enumeration lists with all of the addresses. If enumerators are using wireless devices, it may be helpful to create electronic maps for their use. It is also necessary to develop tracking systems to monitor the progress and coverage of all enumeration areas. This can be done by either the coordinator or a qualified census worker with experience in preparing a census.

Before an online census can begin, the coordinator must arrange an initial mail-out or delivery to all households. Each letter must contain a link to the census website and a personal identification number (PIN) that the respondent will use to gain access to the online form.

It is very important to keep track of which dwellings receive each letter (and PIN) for ease of non-response follow-up.

The PIN performs the following functions:

- ✓ provides a secure way for each household to access the form
- ✓ ensures that census information can only be entered once for each household

The letters delivered to the respondents should contain specific instructions for accessing the website and entering the PIN. For those who cannot or would prefer not to enter the information online, the letter could contain a phone number to call in the information. It could also include a statement saying that an enumerator will eventually come to complete the form in-person if the dwelling does not complete the census form online.

## Collection and Analysis of Census Data

Listed below are several key roles that census coordinators play during the collection and analysis of census data:

### Collecting Personal Information

“Personal information” is defined in Section 1(n) of *FOIP* as recorded information about an identifiable individual, including the individual’s name, home or business address or telephone number, age, gender, marital or family status and information about the individual’s educational, financial, or employment history, etc.

Enumerators are collecting personal information during a municipal census.

They are collecting individually identifiable information when attaching a name or other identifier to the information being collected.

Personal information can only be collected from a responsible adult of the dwelling. Coordinators should direct enumerators to ask to speak to adults, and if one cannot come to the door, to ask when an adult will be home.

Call-back cards should be left for residents who are absent at the time of enumeration.

### Review and Processing of Forms

The census coordinator is responsible for the accuracy and collection of all forms. This includes managing the electronic forms as well as any paper-based forms from in-person interviews. It is suggested that the coordinator review the first 5–10 completed paper or electronic forms from each enumerator to ensure they are being completed accurately. It is important to continue checking forms on a random basis throughout the census to ensure quality. Depending on the size of the municipality, the coordinator may require additional staff to do this.

Data collected using wireless devices or a website, are automatically sent to a central database. Respondents enter their PIN and their complete address to begin the online questionnaire. The website may have other security features in place. The complete address

is an identifiable piece of information, but it is only collected for the purposes of a reverse record check or follow-up if there is a problem with the form.

Any data collected from paper-based forms must be transferred to electronic files. Smaller municipalities may be able to do this in-house, but may also outsource the data entry to data processors. In this case, to address privacy concerns, the processors should sign a statement regarding the treatment of personal information. The processors must dispose of personal information in accordance with municipal policies and procedures.

### **Analysis**

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Many types of analysis can be performed on the electronic data. This can also be done either in-house or contracted out. As with data processors, the contractors would need to sign a statement regarding the treatment of personal information. Again, they would need to dispose of personal information in accordance with municipal policies and procedures.

Reports may contain items such as frequencies (i.e., number of dwellings by type, age-group, and gender distribution) or averages (income, age). Histograms and pie charts may also be included to show distributions. Some communities prepare reports and place them on the Internet.

Note that personal information should not be analyzed or reported to ensure confidentiality and anonymity.

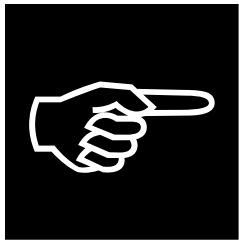
### **Retention of Census Forms and Information**

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Under Section 38 of *FOIP*, municipalities must protect census information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction. Census enumerators are required to sign a Statement of Census Enumerator, outlining the information- and privacy-related procedures they must adhere to.

Census information needs to be protected throughout its life cycle, from the time it is collected until it is properly disposed of. For electronic forms, or for electronic data created from paper-based forms, there should be passwords and/or user verification protocols in place for accessing the data. If any information is stored online, using a firewall in addition to passwords will improve security. Municipalities may also consider using HTTPS certification. Security measures vary by municipality.

After the approved retention period, the information should be properly disposed of in accordance with the municipality's records retention policies and procedures. If personal information has been collected, particular care should be taken in its deletion. Individual municipal *FOIP* Directors could play a significant role in managing this process.



# Role of the Census Enumerator

**When conducting a census, the role of the census enumerator is an important and responsible one. A successful census could not be attained without conscientious and well-prepared enumerators obtaining accurate and complete information. The specific roles and responsibilities of the enumerators will vary depending on the type of census methodology used.**

## Statement of Census Enumerator

Enumerators are required to sign a statement. This statement says that you will follow all procedures and regulations related to your duties. This includes conducting the census according to the procedures outlined in this manual, and ensuring that personal information is protected as specified in *FOIP* (see Appendix A, Statement of Census Enumerator).

## Your Responsibilities

As an enumerator, you will work under a census coordinator who will assign you one or more enumeration areas. You will be responsible for collecting the required information on all usual residents of that area.

Responsibilities may include:

- ✓ becoming familiar with your area
- ✓ knowing how to systematically enumerate your area
- ✓ knowing who is eligible to be counted
- ✓ knowing how to complete the census form accurately
- ✓ creating and/or using a system to track completed properties
- ✓ completing your enumeration area within the time prescribed by the coordinator

## Confidentiality

All information obtained during the census must be kept confidential. Your letter of introduction should be readily available to show to the respondent. This letter identifies you as an official census taker and assures the confidentiality of all information collected (a sample letter is included in Appendix B, Letter of Introduction). Municipally issued photo identification that identifies you as a census enumerator may also help ease respondents' confidentiality concerns. If the municipality provides this identification, you should ensure it is easily visible to respondents.

Do not leave completed census forms where other individuals may see them. Refer any requests for information to your census coordinator.

## Your Approach

It is imperative that you be courteous, tactful, dignified, and appropriately dressed during the enumeration. A friendly approach and the tactful presentation of questions will help achieve a more cooperative and informative interview. Should the respondent become uncooperative or unpleasant, politely leave and refer the case to your census coordinator.

## Your Routine

During the census period, enumerating is a time-intensive job that requires careful time management. Your work hours may have to be adjusted to the times that people are most likely to be home. This may mean your visit occurs at inconvenient times, such as lunch or dinner hours. Enumerators can help ease this burden by respectfully acknowledging the inconvenience, while also reminding the respondents of the importance of the census and the estimated time to complete the interview.

Enumeration hours will be set by the municipality, but are often between 10:00 am and 9:00 pm.

## Census Forms

Depending on the type of census being conducted, the nature of the census form will change. You may work with traditional paper-based forms, or be provided with a wireless device with which to enter the information during the interview.

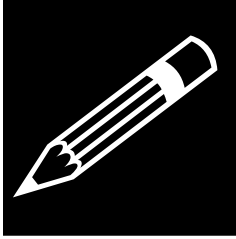
In an online census, respondents are asked to fill out the census form on a secure website, without an enumerator. However, enumerators still play an important role in this type of census, since many respondents will not complete the form online and will require an in-person interview.

The guidelines in this section apply to the enumerator's duties regardless of the type of census being conducted. Keep in mind that your duties may change depending on the enumeration methods used.

## Assistance From Your Census Coordinator

Always remember that your census coordinator is there to assist you should problems arise during enumeration. In the early stages of enumeration, some coordinators find it very beneficial to review a small sample (5 to 10) of your first batch of completed census forms. This helps to identify and clarify any problems before the census gets too far underway.

The procedures taken and the work pattern established will be determined by each coordinator. The primary role of the coordinator is to guide the enumerator in census procedures. Never hesitate to ask for assistance. If possible, enumerators should carry a cell phone while they work in case of emergencies or questions for the census coordinator.



# The Enumerator's Materials

At an instructional meeting held prior to the census, you will be supplied with a package of materials for enumerating. If you find that any item is missing, contact your census coordinator. Below is an example of some materials that may be provided to census enumerators:

- ✓ an official letter of introduction (see Appendix B for an example)
- ✓ an identification badge
- ✓ the Municipal Census Manual (this manual)
- ✓ an enumeration area census map
- ✓ census forms and clipboard (see Appendix F for an example), OR
- ✓ electronic device (such as a wireless device or laptop)
- ✓ a response category card (see Appendices D and E for examples)
- ✓ a cover sheet for identifying information to be returned with the completed census forms
- ✓ forms for recording call-backs (see Appendix C for an example)
- ✓ enumerator call-back cards (see Appendix C for an example)
- ✓ pencils and paper clips
- ✓ large envelope(s) to temporarily store completed census forms
- ✓ a list of municipality codes



# The Enumeration Area

## The Enumeration Area Census Map

The enumeration area (EA) census map is one of your essential tools for conducting the census. An EA is a smaller area within the municipality that may be established to collect and analyze information. The EA census map should depict all of these areas. Study your map carefully to become thoroughly familiar with your EA. Depending on your municipality's approach to mapping, your map may include outlined and numbered area identifiers (such as lot, block, and EA numbers), census zones, or possibly residential addresses. For rural areas, the quarter section, section, township, range, west of meridian, and EA numbers are generally shown on the map.

Other identifiers or landmarks may also be shown to assist in finding specific locations. A small sample map appears on page 46 (Figure 2) for urban enumeration, and page 34 (Figure 1) for rural EAs.

It is essential that no part of your area, and no person living there, is overlooked.

Always inquire whether there are adjacent dwellings. A dwelling is defined as a separate set of living quarters with a private entrance from the outside, or from a common hallway, parking garage, or stairway inside the building. This entrance should not be through someone else's living quarters.

Do not overlook the possibility of caretakers' quarters in commercial buildings, and other structures which are non-residential. In addition, there may be motels, tourist camps, trailer camps, or types of institutions such as nursing homes, jails and so on, that must be included if they house usual residents (see page 37 for information on enumerating "collective dwellings").

In summary, study your area map with care and investigate all places within your area where people live or might be living.

## Method of Covering Your Area

Enumerators should go through their entire route before focussing primarily on call-backs.

## **Block Enumeration**

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In enumerating a block, it is most important that a consistent direction is maintained. Be careful not to miss houses situated back from the street or in lanes. The order or specific direction might be set up by the census coordinator.

The following instructions may be used as guidelines for covering urban and rural areas. Your municipality may also have best practice guidelines.

**(i) Urban Coverage.** Cover your area on a block-by-block basis in a systematic fashion. For example, start in the north-east corner of a block, enumerate that block in a clockwise direction, then carry on to the next block and continue enumeration using this method. This will prevent you from going back and forth across the street and losing track of the dwellings you have enumerated and those not enumerated. Not all blocks are laid out the same way so this example may not apply in every case.

Of primary importance is selecting the most efficient system for your particular area ensuring that no dwellings are left out or enumerated twice. After you enumerate each dwelling, place an “X” on the lot of your map. This will help you to know where you have enumerated, and assist you in locating your call-backs. An “X” should also be placed on lots with no dwelling units (see Figure 2, Urban Enumeration Area Example, page 46).

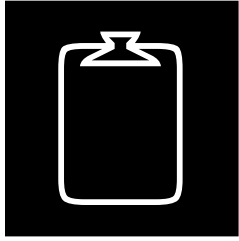
**(ii) Rural Coverage.** Cover your area in a systematic fashion, quarter section by quarter section. There are 36 sections in a township (see page 46 for the definition of a township, and Figure 1, Township Showing Section Numbering Sequence). Beginning with the lowest numbered section in a township, take one quarter of this section at a time. If the quarter section is comprised of a farmstead, mark the appropriate location of the principal dwelling on your map using the number (1). If there are other farmstead dwellings where people live (such as cottages or trailers) mark their location in the quarter section using successive numbers (2), (3), etc.

If the quarter section is subdivided, use a similar method to locate each dwelling systematically. For example, mark the first dwelling you encounter as number (1) on your map and then number the remaining dwellings in the quarter section successively in the order in which they appear. When you start in the next quarter section, begin your numbering system over again with dwelling number (1).

It is also advisable to mark any other landmarks on your map that can serve as identifiers. This will prevent you from losing track of the dwellings you have and have not enumerated and also assist you in finding call-back locations.

Note that rural coverage may be modified depending on the population density of the area, such as, large residential subdivisions and hamlets.





# Interviewing Procedures

**Once you are familiar with your map, your area, and how to cover your area efficiently and completely, you are ready to approach the dwellings and their household members. In preparation for this step, the following procedures may be of assistance.**

## Where to Interview

Generally, it will accelerate the enumeration process if the interview is conducted at the door of the home.

You may turn down an invitation to enter the dwelling by saying that all you need are a few questions answered concerning the household members. Check with your census coordinator or municipality regarding policies on entering dwellings during the interview process. Your safety is of utmost importance in these situations. Do not enter a dwelling if you feel unsafe.

Additional safety tips:

- Have your cell phone programmed with phone numbers for your coordinator and other enumerators in or near your enumeration area.
- Check in regularly with the census coordinator.

- For areas where safety might be a concern, work in pairs with other enumerators.

## Whom to Interview

The person you interview must be a responsible adult who is a member of the residence and who can answer the questions accurately. If a child answers the door when you call, ask to speak to a responsible adult. If no one else is available, ask when an adult will be home. Also, avoid interviewing before a group other than the family unit. Point out that replies to census questions are confidential and that you would like to speak to the person alone.

## Identification

If your municipality supplies you with an identification card, ensure you are wearing this prior to your arrival. This will aid in establishing yourself as an official census enumerator.

## Letter of Introduction

This letter identifies you as an official census enumerator, explains the purpose of the census and importance of complete coverage, and assures confidentiality of individual responses. The letter should be available for the respondent to read, if requested.

## The Interview

When an adult is available, introduce yourself, and then begin the interview. It is advised that an introductory statement be practised so that you can say it automatically and smoothly. This will greatly boost your interviewing confidence as well as the cooperation of the person you are interviewing.

## Unusual Situations

**Tips for dealing with some unusual situations which might arise are as follows:**

### 1. Refusal to Give Information

Interview refusals may occur because a municipal census is voluntary and lacks the force of law, unlike the census conducted by Statistics Canada. The following tips can be used at the door to encourage residents to participate in the census:

- Show the person your letter of introduction, which identifies you as a census enumerator, shows the importance of complete coverage, and assures confidentiality of individual responses. Remind them that complete coverage is needed so the municipal government can better plan community services, and also gain its full share of population-based provincial funding for community improvement projects (e.g., transportation projects, recreation facilities, parks).
- Inform the respondent that the interview will not take long. If inconvenient timing appears to be the problem, ask if there is a better time to

do the interview or if they would like to arrange a call-back. Use the call-back card to record the respondent's name and preferred call-back date and time.

- Ask the person if they would be more comfortable reporting their information directly to the census coordinator. If so, provide the census coordinator's contact information and the deadline for the census. The coordinator must confirm that the person calling is the proper census respondent, and that the response has not already been collected. After the interview, the coordinator should inform you that the response has been collected to avoid duplication.
- If the census questionnaire is available online, inform the occupant about their option to complete the census online. Completing the online census is fast, easy and confidential. For residents who do not have home Internet access, inform them of local facilities that offer secure public access to the Internet (e.g., libraries). Inform the resident that an enumerator will return after a certain time if no Internet response has been registered.
- If all else fails, try to at least obtain a population count of the household by asking how many people reside at the home.
- If there is no one home (i.e., if there is no contact made), you can try asking neighbours if people live in the residence. You may not ask a neighbour for any personal information about others.

- Note that if you make contact with the respondent and they refuse to give information, do not ask neighbours for information on that dwelling. Only ask neighbours for information if there has been no contact.

If the person continues to refuse, politely leave the residence. Note the refusal at the top of the census form, list the dwelling on the call-back form, and report the situation to your census coordinator.

The coordinator should attempt to convert the refusal into a response by contacting the dwelling and persuading them to participate. Sometimes, respondents are more comfortable sharing information with the coordinator compared to an enumerator. If a completed questionnaire is obtained (by follow-up or online), the original census form is voided. The coordinator is responsible for the collection of all filled, void, and unused forms (see page 24).

## 2. Language Difficulties

If you encounter language difficulties with a usual resident, check to see if another adult member of the household (who is also a usual resident) can provide the needed information. Alternatively, it may be possible for another individual to act as an interpreter. In such a case, the respondent would need to grant permission to conduct the interview using the interpreter. The interpreter can be anyone, as long as the

respondent approves of them doing the interview. Typical interpreters include neighbours, children under the age of 18, visiting family members, etc.

If these options do not present themselves, another possible solution would be to return in the evening when others may be at home.

If you cannot make yourself understood, try to determine the language spoken and list the house for a call-back. Consider consulting with your coordinator, who may be familiar with, or have access to additional information about, the ethnicity of the household or enumeration area. In some cases, the coordinator may provide you with a booklet with all census questions translated into a variety of languages. Alternatively, it may be possible to have your coordinator arrange for an interpreter to accompany you on your return visit. The respondent should be informed that the interpreter accompanying you has been hired by the census coordinator and, like you, has also subscribed to a statement to ensure the confidentiality of census information.

## 3. Population Counts of Collective Dwellings

Collective dwellings are communal, commercial, or institutional buildings where multiple people may live<sup>1</sup>. To be a usual resident of a collective dwelling, a person must reside in the collective

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<sup>1</sup> Statistics Canada, 2012

dwelling for long periods of time (six or more months of the year), or live there permanently, as they have no other usual home.

In all of the cases, persons residing in collective dwellings must also fit the definition of usual resident to be enumerated (see page 2 for the definition).

### **Examples of Collective Dwellings<sup>2</sup> Include:**

- hotels and motels
- lodging and rooming homes
- seniors citizen lodges
- nursing homes
- hospices
- hospitals
- facilities for persons with disabilities
- group homes for children and youth
- shelters
- construction/work camp sites
- prisons
- religious establishments
- Hutterite colonies

Before enumerating collective dwellings, you should:

- ✓ Plan how you will gain access to the building. Contact the building supervisor (e.g., resident landlord or caretaker) for each of the multi-family buildings in your EA, and arrange a time to visit the building.
- ✓ Ask the supervisor for the number of full-time residents in the dwelling as of the census date, and determine if they should be included in the census.

- ✓ Also ask about the number of unoccupied units as of the census date. Be careful in asking this question; if a dwelling is being rented, the landlord will consider it “occupied”, even if there are no usual residents living there. For the purposes of the census, an unoccupied unit is one with no usual residents.
- ✓ Record the information on the units and use it later to track which units have been enumerated and which have not.
- ✓ Create a profile of the dwelling that contains its name, address, capacity, and contact information. Statistics Canada<sup>3</sup> uses a similar approach to improve categorization of collective dwellings.
- ✓ Allow enough time to cover all of the occupied units within the building.
- ✓ Ensure you are wearing your identification upon arrival.
- ✓ If you are unable to contact the building supervisor before enumeration, bring a cell phone and attempt to contact them before arriving at the building.

While enumerating a collective dwelling:

- ✓ Include the name and address of the dwelling in the address portion of the census form, and record the dwelling type. In the case of institutions (e.g., hospitals, nursing homes, prisons) include all patients or inmates who have been full-time residents for six months or more and meet the other qualifications of a usual resident.

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<sup>2</sup> Statistics Canada, 2006a

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<sup>3</sup> Statistics Canada, 2009

- ✓ Count any staff members who live at the institution who are usual residents and do not have a separate residence.
- ✓ Count any hotel/motel residents or employees who do not have a usual residence elsewhere.
- ✓ Do not count persons staying temporarily at a hotel/motel who have a usual residence elsewhere.
- ✓ If more than one form is necessary to list all staff, patients, or inmates, repeat the same form number on each form and clip them together.

#### **4. Dual Residence (e.g., Vacation Homes)**

The “usual resident” for Alberta is defined by the Determination of Population Regulation (see page 2). You may encounter a person who has more than one residence, either within one municipality or in two or more different municipalities. In this case, determine which is his/her usual residence. If it is the residence you are presently enumerating, include the person as a resident there. If the dwelling you are enumerating is a temporary residence, for example a vacation home, do not record the person as a resident there, but do record the dwelling itself.

#### **5. Armed Forces**

Members of the Canadian Armed Forces in Canada are included with the barracks or military camp population where they are stationed, unless they sleep outside the camp or barracks as lodgers or with their families.

Civilians who sleep regularly in the camp or barracks are also included with the camp/barracks population.

#### **6. Servants and Other Employees**

Household servants, nannies, labourers or other employees are to be counted with the dwellings of their employers only if they sleep on the premises and have no usual home elsewhere.

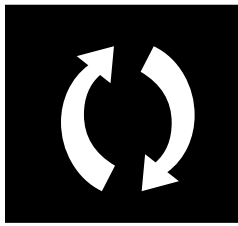
#### **7. No Permanent Home**

Persons having no permanent (usual) home are to be counted as residents living within the municipality.

#### **8. Students**

Students are included as usual residents at their permanent home (i.e., parents’ home) if they have not established a permanent home elsewhere. If the student rents accommodation for the purposes of attending an educational institution, but usually resides with other family members who are usual residents of Alberta, the student is still deemed to reside with those family members. Students are not considered to be part of the shadow population (see page 3).





# Call-Backs

**Call-backs are the additional calls you have to make to obtain all the census information required after you were unable to complete the interview on your first visit. For example, you may not have found a suitable person to interview, or the respondent may have been unable to provide complete information for all residents. Call-backs can be done in person or over the phone.**

Managing call-backs and keeping them to a minimum are important to the timely completion of your enumeration area. You must plan carefully and make skilful use of alternative reliable sources. When you are unable to find someone at home, leave an enumerator call-back card in a prominent place where it will be noticed and record the dwelling on your call-back form (see sample in Appendix C, Call-back Card and Call-back Form).

Each call-back card should provide the resident with a phone number for the census office, and should also contain a unique reference number. Record the address and the unique reference number on the call-back form (see Appendix C for samples).

The respondent can use the phone number to schedule an in-person enumerator visit or to report the census information over the phone. If the

interview takes place over the phone, always ask for the person's address and the reference number that was left on the call-back card. If the address and reference number match the entry on the call-back form, then the enumerator can confirm that the response is coming from the correct dwelling.

It is likely you will leave a call-back card at a dwelling, but the respondent will end up calling the census office and completing the interview with the coordinator or a different enumerator. In this case, it is important for you to know that the interview took place so you do not re-visit the dwelling. There must be clear communication procedures in place between the coordinator and the enumerators. If the coordinator or an enumerator completes a telephone interview from another enumerator's EA, he or she must inform that enumerator. The coordinator or enumerator must also provide the original enumerator with the address and reference number so he or she can confirm the information came from the correct dwelling.

After leaving a call-back card, make three more attempts to contact the person so that your calls done in-person or telephone cover different times (i.e., morning, afternoon, evening, or weekend periods). You can

do the call-backs in person or over the phone, if your municipality provides you with telephone numbers.

Conducting the call-back interview over the phone is usually a convenient and lower cost alternative. However, the respondent should have the right to choose whether to participate in a telephone call-back interview or an in-person call-back interview.

If a respondent cannot answer all the questions for residents who are not at home, ask him/her when the other residents are likely to be home. Arrange a call-back, either in person or by telephone, to complete these questions at that time.

Give the respondent a call-back notice that includes your contact information. When the respondent contacts you to complete his or her interview, accept the information over the telephone or schedule an in-person interview, whichever the respondent prefers. Again, if conducting the interview over the phone, use the address and unique reference number from the call-back form to confirm that the responses are coming from the correct dwelling.

Try not to have too many call-backs ahead of you. Evenings are a common

time to resolve call-backs. Make sure you keep appointments you have made and do not schedule more call-backs than you can cover in one evening.

When you clear the call-back by enumeration, note this on your call-back form, and complete the census form using standard enumeration procedures. Place an X on your enumerator map to signify that the household has been enumerated.

If three call-back attempts fail to produce the required information, it should be turned over to your coordinator.

**To summarize, the call-back procedures are as follows:**

- Leave an enumerator call-back card.
- Record the dwelling address and unique reference number on the call-back form.
- Call-backs can be done in person or over the telephone (if the number is available).
- Call-back at different times, i.e., morning, afternoon, evening, or weekend periods.
- Try to contact the respondent and arrange a convenient time for a call-back.



# Completing the Census Form: General Points

## Be Accurate

Read the instructions carefully to make sure that you are asking questions as instructed and obtaining the required information. **Do not guess at any information; record only what you are given.**

## Print Clearly

With paper-based forms, someone else may have to interpret the information that you have gathered, so it is vital that the forms are legible. This is not an issue with electronic forms.

## Code Carefully

If your municipality uses codes, be sure to select and enter the code numbers of response categories with care to eliminate confusion and error and place only one digit in each box. Coding should be right justified — that is, adjust the position of the numbers so that the numbers are entered in boxes on the right hand side and any blank box is filled with a zero. For example, 8 would be entered: 008; 38 would be entered: 038; and 138 would be entered: 138.

## Check Blank Spaces

You may leave a blank space only when you are not able to obtain information

from the respondent. In all other cases, all spaces should be filled. If data entry operators are used, they will be entering this information only as they see it on the forms. Thus, it is very important that you fill in all information. After completing the interview, recheck the form to make sure that you have not left blank spaces or boxes by mistake.

## Do Not Destroy Paper Forms

Every census form must be accounted for. If you make errors on a paper-based form and must begin again, write VOID across the form and return it to your coordinator. If the number on the paper-form was pre-printed, or if there is a tracking system in place, make sure the new form used can be linked to the dwelling. With an electronic form, if you make an error during the interview, simply delete the error and enter in the correct information.

## Return All Paper Census Forms

If you are using paper-based forms, return completed census forms to your coordinator as requested. When you have completed your enumeration, all census forms are to be returned, including completed, voided, and unused forms.



# Completing the Census Form: Specific Points

**A census form is typically divided into four profiles, with an optional section for questions customized by the municipality. The four profiles are: Geographic, Demographic, Household, and Employment.**

The Geographic and Demographic profiles contain the information suggested to complete the municipal information requirements.

The Household and Employment profiles contain optional questions which many municipalities and government departments and agencies have found to be very useful, and may be asked if the municipality so desires.

The Optional category allows municipalities to ask questions specific to their local interests.

While reading the following instructions on how to complete specific profiles, you may find it useful to refer to Appendix F, an example of a Standard Census Form.

Municipalities may create their own census form and may code questions differently, according to their business needs and other objectives. However, municipalities must comply with the Determination of Population Regulation for counting the usual residents.

## Geographic Profile

If collected by the municipal census, the Geographic Profile can be one of the most important pieces of information for the following reasons:

- 1) It identifies the location of each dwelling within the municipality.
- 2) It identifies the different dwelling types and distribution of dwellings within the municipality.
- 3) It ties other census data to a geographic reference.
- 4) It helps to confirm complete coverage of the census in the municipality.

**Geographic Profile is located on the top half of the Standard Census Form.**

The majority of the Geographic Profile can be completed by the enumerator either at the municipal office or from a visual inspection at the specific location being enumerated, prior to the census interview of the occupants.

### **1. Type and Name of Municipality**

The type (i.e., village, town, city, municipal district, etc.) and name of the municipality is necessary for identification purposes for the processing agency.

## **2. Census Date**

The census date is required for determining who can be enumerated and to establish statistical data at a specific point in time. One date (usually the first day of enumerating) is chosen, and all questions are referenced to this date.

## **3. Municipality Code**

The code is necessary to separate and identify the data belonging to a municipality. If it is not already pre-printed, enter the municipality code in boxes 1 through 3 in the upper right hand corner of the form (see Appendix H for the appropriate code for your municipality).

## **4. Form Number**

Each dwelling unit you enumerate must have its own unique form number. The form numbers for the entire municipality must be done sequentially. This task is usually the responsibility of the census coordinator. Enter the form number in boxes 4 through 9 in the upper right hand corner of the form.

For dwellings with more than 10 persons, repeat the same form number in boxes 4 through 9 on the second and subsequent forms. For example, when enumerating a nursing home, be sure that all forms required to list the residents are given the same form number. On the other hand, apartments in an apartment block are considered separate units and each unit is given a unique form number.

## **5. Address**

Record the appropriate address information before commencing the interview. For urban addresses, record the street name or number and house number on the line provided. Note the appropriate apartment (suite) number where applicable. If there is any question about the address, check with the residents during the interview.

In rural cases, if you cannot see a house or street number for the dwelling, and there is no one home, you may need other information to help with the call-back. Leave a call-back card, and then record the colour of the house, the approximate location, or whatever else might act as a useful identification method for you. If the respondent uses the call-back card, you can obtain the address from them. If they do not, and you need to re-visit the dwelling in person, the geographic information you recorded will differentiate it from other dwellings and help you find its location.

## **6. Enumeration Area**

For the purposes of the census, smaller areas within the municipality may be established to collect and analyze information for a variety of planning applications. These areas are called enumeration areas (EAs). The EA number is provided by your census coordinator and is marked on your EA census map. Enter the appropriate number in boxes 10–12.

e.g. enumeration area 9 is shown as 009  
e.g. enumeration area 10 is shown as 010

## **7. Phone number**

On the sample census form in Appendix F, there is no box for a phone number. However, a respondent may offer their phone number as a convenient method for the reverse record check (following up with dwellings after enumeration).

Municipalities may want to consider adding a box for the dwelling phone number on the census form, but may only use the phone number for enumeration follow-up.

**FIGURE 2**  
URBAN ENUMERATION AREA EXAMPLE



## **8. For Rural Use Only**

The shaded area marked “FOR RURAL USE ONLY” is for recording the legal land description (quarter section, section, township, range, west of meridian) and the dwelling location (farm, country residential parcel, hamlet,

mobile home park, or other location). Some of this information will be outlined on your enumeration area census map, but in all cases confirm the information with the resident. The instructions on how to complete this portion of your census form follow.

### **a) Quarter Section**

- The quarter section boundaries within a section are outlined on your enumeration area census map. Enter the appropriate number of the quarter section in box 13:

1 = N.E.      3 = S.W.      5 = River Lot  
2 = S.E.      4 = N.W.

- In some municipalities you will find Hudson Bay Reserves, which do not conform to regular land measures, such as quarter section. These lots should be coded 5 in box 13.

### **b) Section**

- The sections, from 1 to 36 in each township, are outlined on your enumeration area census map. In most cases, the section number is also provided on the map. If not, you can determine the section number by looking at the adjacent section number and checking the diagram on your map.
- Enter the appropriate section number in boxes 14 and 15. Begin enumerating in the lowest numbered section and remember to right justify the codes, such as 7, which will be coded 07.

### **c) Township**

- A township is a strip of land 6 miles long, running north to south. In Alberta, the township numbers extend from 1 to 126.
- The townships are outlined and numbered on your enumeration area census map. You may have to estimate the township number for the river lot locations. Enter the appropriate township number in boxes 16–18.

**d) Range**

- A range is a strip of land 6 miles wide, running from east to west. In Alberta, the range numbers extend from 1 to 29.
- The range numbers are provided on your enumerator area census map or are available from your coordinator. You may have to estimate the range number for the river lot locations. Enter the appropriate range number in boxes 19 and 20.

**e) West of Meridian**

- All parts of Alberta fall west of either the 4th, 5th, or 6th meridian. Enter the appropriate meridian number (either 4, 5, or 6) in box 21.

**f) Dwelling Location**

- Dwelling location refers to the type of rural location where the dwelling is situated. This information enables analysis of the nature of rural population change, and where those changes are occurring. In many cases, you will be able to determine the appropriate dwelling location from your map. This is especially true for major country residential subdivisions and hamlets. In other instances, you may have to ask the resident:

*Is this dwelling located on a farm or a country residential parcel?*

- You may have to probe further, asking the size of the land parcel, and/or whether the land is used to produce the major source of household income. In box 22, enter the appropriate dwelling location code (1 through 5), as described in the following list.

**Dwelling Location Codes**  
**(for Box 22)**

**1 Farm**

- a parcel larger than 20 acres; or
- a parcel between 1 and 20 acres if it is used to produce the major source of income

**2 Country Residential Parcel**

- generally less than 20 acres, but can be larger
- primarily used for residential purposes, although some may conduct a business not related to agriculture from their home or land

**3 Hamlet**

- a small unincorporated area which has been designated as a hamlet by the rural municipality

**4 Mobile Home Park**

- a site designed to accommodate mobile homes under leasehold tenure
- if mobile homes are located in a hamlet, code the dwelling location as (3) hamlet

**5 Other**

- includes dwellings located on some other form of land allotment, such as a Hutterite colony, summer cottage, construction camps, armed forces bases, etc.

## 9. Dwelling Type

Dwelling type information data is used for many studies regarding housing policies and programs. A dwelling is defined as a separate set of living quarters with a private entrance from the outside, or from a common hallway, parking garage, or stairway inside the building. This entrance should not be through someone else's living quarters. For example, a room or a suite of rooms accessible only through the kitchen of another person's living quarters would not be considered a separate dwelling unit. A separate census form must be completed for each separate dwelling unit.

Circle the number on the form which appropriately describes the dwelling type and enter the code in boxes 23 and 24.

The following codes and descriptions will help you to determine the appropriate type of dwelling to select. Appendix G contains a picture guide of some examples of these dwellings.

### **Dwelling Type Codes** **(for Boxes 23 and 24)**

#### **01 Single Detached**

- A structure with one dwelling only, completely separated by open space on all sides from all other structures, except its own garage or shed.

#### **02 Suite in Single Detached**

- A structure built as a single dwelling but in which a portion of the dwelling, such as the basement or upper storey, has been converted into a suite as another separate dwelling. To be defined as a separate dwelling, the suite must have a private entrance from outside, or from a common hallway inside. For example, if the suite entrance is through the living quarters of the other dwelling, the whole structure is defined as only one single dwelling, and all occupants are recorded under the same form number as one household.

#### **03 Duplex Unit**

- A structure designed to contain two separate dwellings, one on top of the other or one beside the other or back to front, separated by open space from all other structures. All duplex types — upper and lower or side-by-side or back to front, must have a private entrance, from outside or from a common hallway inside, to be defined as a duplex.

#### **04 Quadruplex(fourplex)/Triplex**

- A quadruplex is a structure divided vertically and/or horizontally into four separate dwelling units, each of which shares two common walls or floor/ceiling. The quadruplex may consist of either two units above and

two below or four corner units grouped in a square.

- A triplex is a structure consisting of three dwelling units, at least one of which is on a different level than the other two.
- Both the quadruplex and triplex must have private entrances to each unit and be separated by open space from all other structures.

#### **05 Row (Town) House**

- A row house is a single attached dwelling unit in a row of three or more dwellings that share common walls extending from ground to roof and in which there are no other dwellings either above or below it.

#### **06 Apartment**

- An apartment consists of multiple dwelling units located on two or more levels and sharing a common entrance. This category also includes more than one suite or flat within a non-residential structure, such as a school or store.

#### **07 Single Dwelling Attached to a Non-residential Structure**

- This category includes a single dwelling unit, suite, or flat located either above or at ground level in a non-residential structure, such as a store, church, etc.

#### **08 Mobile Home**

- A single dwelling designed and constructed to be transported (by road) on its own chassis to a site and placed on blocks, posts, or a prepared pad. It should be capable of being moved to a new location. Recreational vehicles, motor homes, travel trailers, and camper trailers, if

used as usual residences, should be included under Category 09 Other Movable Dwellings.

#### **09 Other Movable Dwellings**

- Other movable dwellings, other than mobile homes, can be used as usual residences and are also capable of being moved on short notice, such as tents, motor homes, recreational vehicles, travel trailers, renovated railroad cars, or school buses and houseboats.

#### **10 Collective Dwellings**

- Collective dwellings are structures designed to fulfill a particular function where people stay for long periods of time (six months or more) or live permanently, having no other usual home.

##### **Included in this category are:**

- nursing homes
- prisons
- senior citizen homes
- penitentiaries
- hospices
- reformatories
- hospitals
- Hutterite colonies
- YMCA/YWCA
- work camp sites
- group homes
- hotels
- convents/dwellings for religious organizations
- homes for orphans, soldiers, and people with physical or mental disabilities

The collective dwellings listed above do not fit any of the other nine dwelling categories. When considering whether a dwelling is a collective one or not, the important point to remember is the type of dwelling structure. For example, a rooming house or private home for foster children is recorded according to dwelling structure, and thus would be *Category 01 Single Detached*.

There is also a distinction between types of senior citizens' homes. Homes for the elderly that provide some degree of care or special service such as dining facilities are included as 10 Collective Dwellings. Self-contained units, even if government operated or subsidized, fall under *Category 06 Apartment*.

A similar example may occur in Hutterite colonies. In some cases they exist as collective dwellings, but others are designed as separate self-contained units.

## **10. Dwelling Is**

Information as to whether dwellings are owned, rented, non-permanent/seasonal, vacant, or under construction provides important data on vacancy rates, home ownership, and other characteristics of the housing market. In conjunction with data on dwelling structure, this information contributes to decisions regarding the types of dwellings, services, and financing that may be needed by the municipality. If the dwelling is occupied, you must first determine if the residents are usual residents and, if so, whether the dwelling

is owned or rented. To do this, ask the following questions:

*Is this your usual residence?*

*If yes, is the dwelling owned or rented?*

Sometimes, it can be difficult to tell whether a dwelling is vacant. If you are uncertain, try asking neighbours. You can also contact the municipality and ask whether utility services were active for that dwelling on the census date. If there were no such services being delivered, the dwelling was likely vacant on the census date.

Circle the appropriate number opposite the category which describes the status of the dwelling and enter that number in box 25 on the form. The response categories and their descriptions are as follows:

### **Dwelling Is Codes** **(for Box 25)**

#### **1 Owned/Rented**

- dwellings that are occupied; or
- owned dwellings and property; or
- dwellings in the process of being bought; or
- owned dwellings situated on rented or leased land; or
- condominium units, whether registered or unregistered (for census purposes, a condominium is a multi-unit complex in which the dwellings are owned individually while land is held in joint ownership with others);  
or

#### **Owned/Rented dwellings may also include:**

- dwellings where rent is paid; or
- dwellings where no cash rent is paid;  
or

- dwellings where a reduced rent is paid; or
- dwellings that are part of a cooperative (for census purposes, all members in a cooperative jointly own and occupy their dwelling units under a lease/rental agreement)

**2 Non-permanent/Seasonal**

- dwellings occupied only at certain time periods in the year, such as summer homes and cottages; or
- dwellings or collective dwellings that house construction crews for seasonal work

**3 Vacant**

- dwellings that are not occupied at the time of the census date; and
- dwellings that are not seasonal or non-permanent

**4 Under Construction**

- dwellings that are not completed and not occupied
- does not include those dwellings receiving renovations or additions (these types should be recorded as 1 Owned/Rented)

## Usual Number of Residents

The primary purpose for conducting the census is to produce a total population count. That count provides the basis for calculating per capita provincial grants for municipalities.

The definition of a usual resident appears on page 2. Below are some additional guidelines for determining usual residents. These guidelines are consistent with the Determination of Population Regulation. These guidelines also apply to all references to the term “usual resident” in this manual. If respondents are unsure who to include as usual residents, you can use the guidelines below to inform them.

If the response is 2, 3, or 4, this concludes the interview and no further information is required for the census form. If the response is 1, continue the interview.

### *Include as Usual Residents*

- all persons who usually live in the dwelling, even if they are temporarily away (such as on a business trip or at school), such as college/university students who have not established a usual residence elsewhere
- any persons staying or visiting the dwelling if they have no other usual home
- hotel residents and employees who have no usual home elsewhere
- any persons who usually live in the dwelling, but are currently in an institution (such as a hospital or correctional institution). However, if they have been in the institution for more than six months, do not include them as a usual resident of the dwelling. They will be recorded as a usual resident of the institution.
- persons in the Armed Forces even if away on tour/rotation
- infants born before or on the census date
- deceased persons who were alive on the census date

- **Students** are included as usual residents at their home (i.e., parents' home) if they have not established a usual residence elsewhere. If the student rents accommodation for the purposes of attending an educational institution but usually resides with other family members who are usual residents in Alberta, the student is still deemed to reside with those family members. The student population is not considered to be part of the shadow population (see page 3).

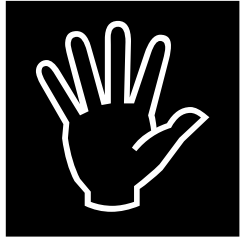
### *Do not include as Usual Residents*

- temporary residents (those who have a usual residence elsewhere)
- visitors and those who have a usual residence elsewhere
- shadow populations (see definition on page 3), unless approved by the Minister of Alberta Municipal Affairs
- college/university students who have a usual residence elsewhere
- members of the household who are now in an institution and have been there for the past six months or longer. However, when enumerating the institution itself, count the individuals who have been there for six months or more as usual residents.
- infants born after the census date
- members of the household who live elsewhere
- persons living at temporary residences, such as vacation homes

To obtain the number of residents usually present, ask the question:

*What is the number of usual residents contained in this dwelling on (census date) ?*

Enter the total “usual” number of residents in boxes 26–28 and justify to the right hand side (e.g. 004). **Note that a person can only have one place of usual residence.**



# Optional Sections on the Census Form

## Optional Questions

The following section outlines optional questions that may be addressed in addition to the required information discussed in the previous section. Optional sections available on the standard census form include: Demographic Profile, Household Profile, Employment Profile, and Elective Categories. Questions pertaining to marital status, education levels, and number of bedrooms may be asked using the Elective Categories section.

The following profiles are non-mandatory profiles and, as such, the questions relating to it will be asked only if the municipality so desires. In addition, municipalities may alter or add codes (e.g., age codes, employment codes, etc.) to suit their own needs.

Finally, municipalities are not limited to the additional questions in this section. These questions are suggestions only.

## Demographic Profile

The Demographic Profile provides information necessary for many studies and activities that are demanded by population growth, such as housing, education facilities, recreation facilities, land use planning, economic development, and market studies for commercial or leisure activities.

**The Demographic Profile is located on the bottom half of the municipal census form. This is columns 29 to 33.**

### 1. Number

List every member of the dwelling unit in sequential order on the census form (person 1, person 2, etc.), as this helps to provide a quick check against the total number of residents coded in boxes 26–28. If there are more than 10 persons in the dwelling, enter 1 at the bottom of column 30 to indicate person number 10. Continue on an unnumbered census form and enter 1 at the top of column 29 to indicate person 11. Continue in the same manner for more than 20 persons, etc. Do not skip any lines.

### 2. Sex

Sex-specific information is essential in any population analysis. It helps to indicate demographic changes in our society and, when used with other characteristics, is an important criterion in research and planning. Ask:

*Is Person \_\_\_ male or female?*

Enter the appropriate code, in column 31 for each person listed:

### Sex Codes

#### (for Column 31)

- |   |        |                              |
|---|--------|------------------------------|
| 1 | Male   | <i>Do Not use M for male</i> |
| 2 | Female | <i>or F for female</i>       |

### 3. Age

Information on age is needed to help the community plan for its needs. These needs include such things as schools, day care facilities, recreation facilities, housing requirements, and seniors' attractions; as well as to assess the community's changing needs. Other characteristics of the population, such as employment, family type (e.g., single parent, 2-parent families), and family size are much more meaningful when studied in conjunction with age. The standard municipal census form records age in a series of categories. Municipalities are free to determine the age categories on their census forms, although there are some suggestions below. To obtain information about a person's age, ask the following question:

*In what age category does Person \_\_\_ belong in?*

Enter the age code in columns 32–33. One suggestion is to code age categories as follows:

### Suggested Age Codes

#### (for Columns 32–33)

- |    |             |    |             |
|----|-------------|----|-------------|
| 01 | 0-4 years   | 06 | 5-44 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   |

Alternatively, municipalities may wish to categorize age responses in the same way as the federal census. This will allow municipalities to compare the results of their census with the results of the federal census. The federal census asks respondents for their date of birth. Their age is considered the number of completed single years they have lived as of the census date.

You may experience some reluctance or even refusals to answer age-related questions. Explain to the respondent the importance of collecting age data by referring to the explanation above. You may also reaffirm the confidentiality of the data. If the respondent still refuses to answer this question, do not persist. Leave the columns blank and proceed to the next question.

## Household Profile

The Household Profile contains questions to help determine:

- ✓ family structure types
- ✓ family mobility
- ✓ migration patterns within the province
- ✓ the need for social and manpower programs

**The Household Profile is located on the bottom half of the municipal census form. This is columns 34 to 39.**

For the questions in the Household Profile, you can use the Response Category Card on which are listed the codes for each of the questions (see Appendix D). The Response Category Card is used to assist the respondent

with questions that are more difficult to answer, i.e., questions that may be sensitive or those that have a greater number of answer categories to consider. Simply hand the respondent the card and ask which number represents the appropriate answer. Then record the number given opposite that person's name/number.

### 1. Relationship to Person 1

The relationships between household members provide information on the composition of households. This information is needed and used by municipal and provincial agencies, and by private industry to plan social programs, to identify future needs for housing and community services, and to identify consumer markets for a variety of products.

In order to determine family structure, it is necessary to choose an anchor person in each household, called "**Person 1**," and to define all other occupants in relation to that person. Person 1 should be either the husband or wife in any married or common-law relationship, or the parent where one parent only lives with a never-married child. In cases where none of these apply, Person 1 can be any adult member of the household.

The following questions need not be asked if you already know the family structure of the household. If, for example, the respondent has told you his/her name and his/her spouse's and children's names, identifying them as such, you may simply code the

respondent as Person 1 (in column 34), the spouse as 2, and the children as 3.

If you are at all uncertain of these facts, however, you must proceed with the questions below.

*Is there a married or common-law couple living here?*

*(If yes, ask): Please choose one of the couple as "Person 1".*

*(If no, ask): Is there one parent with a child living here?*

*(If yes, ask): Who is it? We will call this parent "Person 1".*

*(If no, ask): Please choose one of the adult members of this household whom we can refer to as "Person 1".*

Enter 1 in column 34 next to Person 1.

To identify the relationship of other household members to Person 1, ask the following:

*Please tell me what relationship Person \_\_ is to Person 1.*

Say each person listed and enter the appropriate code in column 34, as listed in block 3 at the bottom of the form.

The response categories and their descriptions are as follows:

**Relationship to Person 1 Codes**  
**(for Column 34)**

**1 Person 1**

- the person being interviewed, usually the head of the household

**2 Spouse**

- the husband or wife, including common-law partner or same-sex partner of Person 1

**3 Child/Stepchild**

- the sons or daughters of Person 1; or
- the children of Person 2 if from a different relationship; or
- the stepchildren or children of a common-law partner

**4 Parent**

- parents of Person 1

**5 Brother/Sister**

- brother or sister, including step-brother or step-sister, of Person 1

**6 In-law**

- includes mother or father in-law, or brother or sister in-law

**7 Other Relative**

- includes persons such as uncles, aunts, cousins, grandparents, and so on

**8 Non-Related**

- not related to Person 1 by blood, marriage, adoption, or common-law (e.g., employee, roommate, foster child, wards, and guardianship children not related by blood, marriage, adoption, or common-law)

If there are one or more members of the household whose relationship to Person 1 is not described in the code categories listed, choose either "Other relative" of Person 1 (code 7) or "Non-related to Person 1" (code 8).

**Example:** Anne and John Smith are a married couple living in a single dwelling with their children Rob and Janet, John's mother Mary Smith, and a lodger, Bob Johnson. Anne has been chosen as Person 1 so she is coded 1. John is coded 2 (spouse of Person 1), Rob and Janet are coded 3 (children of Person 1), Mary is coded 6 (mother-in-law of Person 1), and Bob is coded 8 (non-related).

## **2. Length of Residence in this Municipality**

This information is an important measure of the stability or mobility of a population. In conjunction with other population characteristics, such as age, employment status, and family composition, the information helps to assess what changes are needed with respect to various municipal services and programs.

To obtain the length of residence which, for census purposes, refers only to the duration of the current uninterrupted residency in the municipality, ask the following:

*How long has \_\_\_\_\_ lived in this municipality?*

Say each person listed and enter the appropriate code, listed in block 4 at the bottom of the form, in column 35.

The response categories and their descriptions follow:

### **Length of Residence in Municipality**

#### **Codes**

#### **(for Column 35)**

##### **1 Less Than 1 Year**

- lived in the municipality for less than 1 year

##### **2 One to Less Than 2 Years**

- lived in the municipality for at least 1 year, but less than 2 years

##### **3 Two to Less Than 5 Years**

- lived in the municipality for at least 2 years but less than 5 years

##### **4 Five Years or More**

- lived in the municipality for at least 5 years or more

**\*Do not confuse the actual number of years with the code for the number of years.**

### **3. Previous Residence**

Information on migration is an important component in studies of population growth and composition changes. It indicates the responsiveness of the population to changing economic and social conditions. Migration is a key variable in population estimates and projections. Aside from determining population grants, population forecasts are needed for policy decisions related to program needs for housing, education, employment, and social services.

Ask this question only for persons who have lived in this municipality for less than 5 years (i.e., if the answer to Length of Residence was code 1, 2, or 3):

*If you have lived in this municipality less than 5 years, where was your previous residence?*

Enter the appropriate code, as listed in block 5 at the bottom of the form, in column 36. The response categories and their descriptions are as follows:

#### **Previous Residence Codes** **(for Column 36)**

- 1 Another Alberta Municipality**
  - if they lived in another municipality in Alberta
- 2 Another Province/Territory**
  - if they lived in another province or territory in Canada
- 3 Outside Canada**
  - if they lived outside Canada
- 4 NA/Always lived here**
  - if they lived in the municipality for 5 years or more, or have always lived here (since birth)

If column 36 is coded 1, then enter the appropriate municipality code, found in Appendix H, in columns 37–39. For all other codes in column 36 (i.e., 2, 3, or 9), enter 999 in columns 37–39.

## **Employment Profile**

The Employment Profile contains questions pertaining to certain employment characteristics of the municipality. Used to:

- ✓ determine the size of the labour force
- ✓ determine the participation and unemployment rates in the municipality
- ✓ identify the number of employment linkages between municipalities
- ✓ identify the need for transportation improvements based on employment locations
- ✓ develop and evaluate manpower programs

**The Employment Profile is located on the bottom half of the municipal census form. This is columns 40 to 44.**

### **1. Employment Status**

This question is necessary to obtain information for studies of labour resources and labour markets in a municipality. The degree of labour force participation by members of the household provides data useful in determining the need for special services, location of new schools, and new subdivisions. Information on the availability of manpower resources is used by industrial organizations for relocation or expansion planning. Information about persons not currently at work is also important in the analysis of seasonal employment, and thus is

useful in identifying geographic areas that could be assisted by programs.

To obtain the employment status for each member of the household, hand the respondent the response card, found in Appendix D, and ask this question for each person:

*Please tell me Person \_\_\_'s employment status as of \_\_\_\_\_ (Census date).*

Say each person listed and write the appropriate code opposite that person's number in column 40. The response categories are listed in block 6 at the bottom of the form and are also described in the box below:

**Previous Residence Codes**  
**(for Column 36)**

**1 Full-Time**

- working 30 hours or more each week

**2 Part-Time**

- working less than 30 hours each week

**3 Seasonal**

- employed full-time as of the census date, but only for a short time period or part of the year because of annual events, climate, crop cycles, holidays, and vacation periods

**4 Unemployed/Seeking Employment**

- persons who are currently without a job and actively looking for work

**5 Homemaker**

- over 15 years of age, engaged in domestic occupation, not otherwise employed full- or part-time or seeking other employment

**6 Retired**

- retired from full-time or part-time work

**7 Other, Over 15**

- persons who do not fit any of the above six categories such as full-time volunteer workers, persons on extended leave,

strike or locked out, persons waiting to start a job or laid off but not seeking work, etc., and students over 15 years of age, but not employed in full- or part-time work

**9 Under 15 Years**

- those persons under 15 years of age

Each person is recorded in one category only. Remember that the question is concerned with labour force activities.

Full- and part-time employment refers to a job or business, not including unpaid housework or other unpaid work around the home. Include any of the following:

- working for wages, salary, tips or commission
- working in your own business, farm, or professional practice
- working without pay in a family farm or business

**2. Employment Location**

Detailed information concerning the relationship between where people live and where they work helps transportation planners determine the need for local and regional transportation networks and facilities for the future, based on projected travel patterns.

Ask for employment location only for those persons that are employed full-time, part-time, or seasonal (that is, if you coded 1, 2, or 3 in the previous question). For all other persons whom you coded 4–9 in the previous question, code 9 in column 41.

*Where does Person \_\_\_ work?*

Persons who have more than one job in more than one location must specify their primary work location, or if they have equal part-time jobs, they must select and specify one job location. Enter the appropriate code, as listed in the following box, in column 41.

There are two coding parts to this question. The first identifies generally where the person is working.

<b><u>Employment Location Codes (for Column 41)</u></b>	
<b>1 Another Alberta Municipality</b>	- a different municipality than where the person resides
<b>2 In This Municipality</b>	- working in the same municipality where the person resides, but not at own residence
<b>3 At Own Residence</b>	- working out of the person's home
<b>4 No "Usual Place"</b>	- working in different locations, such as travelling salesmen, rig workers, musicians, etc.
<b>5 Outside Alberta</b>	- working outside the Province or Country
<b>9 Not Applicable</b>	- employment status is not 1 full-time, 2 part-time, or 3 seasonal

The second part specifically identifies where the person is working within the province or municipality. Follow the instructions listed in the box below to correctly code columns 42–44.

<b><u>Specific Employment Location Codes (for Column 42–44)</u></b>	
<b><u>If col. 41 is:</u></b>	<b><u>Then enter in col. 42–44</u></b>
1	- the code for the Alberta municipality named
2 or 3	- the enumeration area code, if so instructed by your coordinator, otherwise 999
4, 5, or 9	- 999

If you do not have time during the interview to find the appropriate municipality code from the list provided, write in the name of the municipality and code it later (see Appendix H).

## Elective Categories

This section on the municipal census form allows columns 45–50 to be used by the municipality to obtain information on:

- specific matter of interest to the municipality in the areas of, for example, transportation, recreation, or municipal services
- demographic, housing, or employment aspects that were either obtained from previous censuses, or in addition to this form

**The Elective Category is the last section of the bottom half of the municipal census form. This is columns 45 to 50.**

Some suggestions for information that could be collected using this category, together with the recommended coding structure and some descriptions, are contained in Appendix E. These are only suggestions and municipalities are encouraged to focus on the questions pertaining to their specific data requirements.

## 1. Type of Industry

Information on the number of people working in each of the many classes of industry is essential to a meaningful analysis of the economic and industrial growth of the municipality and the utilization of manpower resources. When related to industry growth, trends can be plotted so that training/support programs and activities can be planned in anticipation of future needs on a municipal and regional basis.

Ask the question only for those persons who are employed full-time, part-time, or seasonal, and were coded 1, 2, or 3 under Employment Status. Code 99 for those persons coded 4 through 9 in

Employment status.

Hand the respondent the elective response category card (found in Appendix E) on which are listed the 18 codes for Type of Industry, then ask:

*Which number describes the type of business, industry, or service in which Person \_\_\_\_ works?*

Say each employed person and enter the appropriate code opposite that person's number in the column numbers as instructed by your coordinator. Persons with two or more jobs should select the job in which they work the most hours.

### **Employment Industry Type Codes (for elective Columns)**

*For those employed in...*

#### **01 agriculture or related industries**

- This may include livestock; crop farms; fruits; vegetables; greenhouse/nursery products; crop dusting; harvesting, threshing, and baling services; farm animal breeding services; and veterinary services.

#### **02 forestry industry**

- all phases

#### **03 fishing/trapping**

#### **04 mining, quarrying oil, and gas extraction (i.e., contract drilling)**

- This may include metal mines; non-metal mines including coal; crude oil and natural gas industry; contract drilling; stone quarries; sand and gravel pits.

#### **05 oil/gas and petro-chemical manufacturing**

- This category includes refined petroleum product industries, agricultural chemicals (i.e., fertilizer), plastics, pharmaceutical industry, paints, cleaning products, and lubricants.

#### **06 non-petro-chemical manufacturing**

- This category may include those persons employed in the manufacture of food; beverages; tobacco products; rubber products; textiles; clothing; wood (prefabricated wood building, wooden kitchen cabinets, plywood, particle board, etc.); furniture; paper; metals (steel pipe, tubing, fabricated structured products, wire, machine shop, etc.).

**07 construction**

- This category may include the building, developing, and general contracting industries; highways, streets, bridges; excavating and grading; fencing; precast concrete installation; structural steel erection; plumbing, heating, and air conditioning mechanical work; electrical work; interior and finishing work; etc.

**08 transportation**

- This may include air transport; railway; water (ship charters, harbour operation, etc.); truck (general freight; moving and storage; forest products trucking); public passenger transit and taxi systems.

**09 communication/utilities**

- This category may include radio and television broadcasting; telecommunications; postal and courier services; electric power systems; gas distribution systems; water systems.

**10 wholesale/retail trade**

- This includes the wholesale distribution of farm products; petroleum products; food, beverages, drugs, and tobacco; apparel and dry goods; household goods; motor vehicles, parts, and accessories; metals, hardware, plumbing, heating, and building materials; machinery, equipment, and supplies. This also includes the retail distribution of food, beverages, and drugs; shoes, apparel; fabric and yarn; household furniture, appliances, and furnishings; automotive vehicles, parts, accessories, sales and services; general retail (department stores).

**11 finance, insurance, and real estate**

- This includes those employed in banks, trust companies and credit unions; loans and credit card companies; investment and mortgage companies; health and life insurers; brokers; insurance and real estate agencies.

**12 business/personal/other services**

- This category includes establishments primarily engaged in providing services more to the business community than to the general public. Included in this major group are employment agencies and personnel suppliers; computer services; accounting and bookkeeping services; advertising services; architectural, engineering and other scientific services; lawyer and notary services; management consulting services; and business services not elsewhere classified.

**13 government and public administration**

- If a category of type of industry more specific than government can be determined, use the more specific category. For example, postal workers are coded with communication and utilities (09) and Edmonton Transit employees or municipal school bus drivers are coded with transportation (08).

**14 education**

- This category includes those persons employed in elementary and secondary education; post-secondary non-university education; university; library services; museums and archives; as well as any other educational services.

**15 health and social services**

- such as: hospitals; nursing homes; homes for the mentally disabled, alcohol and drug addicts, and single mothers; public health clinics; ambulances; child day care and nursery schools; offices of physicians, surgeons and dentists; medical and health laboratories; social workers; and so on

**16 accommodation, food, and beverage services**

- This includes those persons employed in hotels, motels, campgrounds and travel trailer parks; restaurants, take-out food services, caterers; taverns, bars, and night clubs.

**17 other industry**

- These may include those employed in amusement and recreational services (motion picture theatres; sound studios; golf courses; ski facilities; amusement parks; coin-operated amusement services; bowling alleys); personal and household services (beauty and barber shops; laundry; cleaners; funeral services; shoe repair); machinery and equipment rental; auto and truck rental; photographers; repair services.

**99 not employed full-time, part-time, or seasonal.**

- Code 99 those who are unemployed but seeking work, even though you may know the type of work they seek.

## 2. Type of Occupation

Information on the types of occupations which employ a population is important for the analysis of economic growth, the development of diversification strategies, and the utilization of manpower resources. Education, training, and support programs can be planned in advance, given the future needs of the municipality and region. Provincial and federal grant programs often require this.

Ask this question only for those persons who are employed full-time, part-time, or seasonal, and were coded 1, 2, or 3 in Employment Status.

Use code 99 for those persons coded 4 through 9 in Employment Status.

Hand the respondent the elective response category card (See Appendix E) on which are listed the 21 codes for Type of Occupation, then ask:

*Which number describes the type of occupation in which \_\_\_\_\_ works?*

Say each employed person and enter the appropriate code opposite that person's name in the column numbers as instructed by your coordinator. Persons with two or more jobs in different occupations should select the one where they work the most hours.

### Employment Occupation Type Codes (for elective Columns)

- 01 for those employed in managerial, administrative, and related occupations
- 02 for persons employed in the field of natural sciences, engineering, and mathematics
- 03 for persons employed in occupations related to religion
- 04 for persons in the teaching field
- 05 for those employed in the area of medicine and health
- 06 for occupations that are related to the artistic, literary, and recreational fields
- 07 for persons employed in clerical and related occupations
- 08 for persons employed in sales
- 09 for those employed in the various service occupations
  - Include those employed in protective services (police, forest fire workers, correctional staff, courts, and municipal fire fighters).
- 10 for persons employed in farming, horticulture, and animal husbandry
- 11 for persons working in fields related to fishing and trapping activities
- 12 for persons employed in forestry and logging occupations
- 13 for mining and quarry occupations
  - This includes oil and gas field employment.
- 14 for those persons employed in processing
- 15 for those persons employed in machinery
- 16 for occupations related to product fabrication, assembling, and repair
- 17 for occupations involved with all aspects of the construction/trades field.
- 18 for those persons who operate all types of transports equipment
- 19 for those persons employed in the materials handling field
- 20 for occupations not classified elsewhere
- 99 for responses that are not applicable

### 3. Marital Status

Information on marital status is important in the development of programs related to family structure and growth, such as housing and educational facilities, and for the studies in social and economic problems relating to particular segments of the population such as single-parent homes, working mothers, the unattached elderly, etc.

Using the elective response category card (see Appendix E) which lists the 5 codes for marital status, ask:

*Using this card, please tell me the marital status of each of these people.*

Say each person listed and enter the appropriate code opposite to that person's name in the column instructed by your coordinator. Use code 5 (*Never Married*) automatically for children aged 0–14 years.

The response categories and their descriptions are as follows:

#### **Marital Status Type Codes** **(for elective Columns)**

- 1 Married (Including Common-Law)**
- the person has a husband or wife who, on census day, is living, even if temporarily living apart (i.e., one is employed away from home, hospitalized, etc.) but not if they are actually separated by choice or have obtained a divorce; or
  - persons living in a common-law relationship, regardless of their legal status (separated, divorced, etc.); or
  - same-sex partners living together in a common-law relationship or married (defined by the *Adult Interdependent Relationships Act*)

#### **2 Separated**

- person separated from his/her spouse due to causes such as desertion or marriage breakdown, or because he/she no longer wants to live with his/her spouse, provided that no divorce has been obtained

#### **3 Divorced**

- person has a legal divorce (i.e., obtained the decree absolute) and has not remarried

#### **4 Widowed**

- person's spouse has died and he/she has not remarried

#### **5 Never Married**

- person has never married and is not in a common-law relationship

Marriages that have been annulled are not counted as marriages.

### 4. Highest Education Level Attained

Upgrading of skills and other educational programs are based on a municipality's need for them.

Information on educational attainment is used to justify this type of funding. As well, levels of income can be estimated for a municipality given information on the education level of its population. Hand the respondent the elective response category card (see Appendix E) which lists the 8 codes for the highest education level attained, and then ask:

*Which number represents the highest level of education for Person \_\_\_ ?*

Say each person and enter the appropriate code opposite that person's number in the column number as instructed by your coordinator.

**Highest Education Level Codes**  
**(for elective Columns)**

- 1 for attendance or completion of Kindergarten through to Grade 8
- 2 for those who have some high school
- 3 for those who have obtained a high school diploma
- 4 for those who have attended, but not completed college accreditation. This includes attendance at a bible college.
- 5 for those who have received their college or technical certificate/diploma
- 6 for those who have had some university
- 7 for those who hold a university degree
- 9 for all other responses that are not applicable

**5. Number of Bedrooms**

Information on the number of bedrooms in houses across Alberta, when combined with data on the number of persons in households as well as shelter costs, provide another dimension for measuring the economic situation of Alberta families, and, in particular, for measuring crowding and the quality of life. To obtain information on the number of bedrooms, ask the respondent the following question:

*How many bedrooms does this dwelling have?*

**Number of Bedrooms Codes**  
**(for elective Columns)**

- 1 for **one** bedroom
- 2 for **two** bedrooms
- 3 for **three** bedrooms
- 4 for **four** or more bedrooms
- 9 for **no** bedrooms

**6. Conditions of Occupancy**

Many people live in dwellings which are geared to income, age, health status, or membership in a religious organization. This question helps to separate those housing units from the general housing market whose occupancy is not restricted due to certain criteria. Thus, this information is important when considering development proposals, including location and amenities, for certain segments of the population.

Hand the respondent the elective response category card (see Appendix E) which lists the 9 codes to describe the conditions of occupancy, and then ask:

*Which number describes the condition of occupancy for this dwelling?*

**Conditions of Occupancy Codes**  
**(for elective Columns)**

- 1 for occupancy that is related to age
- 2 for occupancy based on income
- 3 for student status occupancy
- 4 for single parent
- 5 for membership in an organization to justify occupancy
- 6 when occupancy is related to employment
- 7 when occupancy is based on medical reasons, such as in the case of people who are mentally or physically disabled
- 8 when conditions of occupancy are related to some other criterion, such as women's or youth shelters
- 9 when there are no special conditions necessary to qualify for occupancy in the dwelling

## **7. Previous Residence (by Province)**

Certain Alberta municipalities have significant proportions of their population from other provinces. When combined with other demographic, household, and employment information, a better community profile can be determined.

Ask this question only of those persons whose previous residence was given as another province (code 2 in column 36). Hand the respondent the elective response category card (found in Appendix E), and then ask:

*What province did Person\_\_ last reside in before moving into this municipality?*

Say each person and enter the appropriate code in the column numbers as instructed by your coordinator.

### **Previous Residence by Province Codes (for elective Columns)**

- 01** if they lived in **Newfoundland /Labrador**
- 02** if they lived on **Prince Edward Island**
- 03** if they lived in **Nova Scotia**
- 04** if they lived in **New Brunswick**
- 05** if they lived in **Quebec**
- 06** if they lived in **Ontario**
- 07** if they lived in **Manitoba**
- 08** if they lived in **Saskatchewan**
- 09** if they lived in **British Columbia**
- 10** if they lived in the **Yukon**
- 11** if they lived in the **Northwest Territories**
- 12** if they lived in **Nunavut**
- 99** if they did not previously live in another province

## **8. Mode of Travel to Work**

Information on mode of travel to work is essential to help establish municipal transportation policies, by determining in part the need for various transportation forms and networks in the municipality.

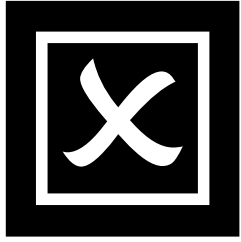
Ask this question only of those persons who are employed full-time, part-time, or seasonal (codes 1, 2, or 3 in column 40). Do not ask this of individuals without jobs. Hand the respondent the category response card (found in Appendix E) which lists the 6 codes for Mode of Travel to Work, then ask:

*What is the most frequent mode of travel to work for Person \_\_?*

Say each person listed and enter the appropriate code in the column number as instructed by your coordinator.

### **Previous Residence by Province Codes (for elective Columns)**

- 01** if the most frequent mode of travel to work is their own vehicle
- 02** if they use a car pool
- 03** if they use public transit
- 04** if they use a bicycle
- 05** if they walk
- 09** if none of the above is applicable



# Summary of Enumeration Procedures

1. Check your enumerator's kit to ensure that all materials are included.
2. Read your Municipal Census Manual carefully before beginning the enumeration.
3. Study your enumeration area census map thoroughly to familiarize yourself with the layout of your area and how to cover it systematically.
4. When enumerating, fill out the portion of the form above the question, "Dwelling is:" before knocking on the door. However, you may need to confirm some of this information with the respondent.
5. When conducting the interview, be courteous, tactful, and professional at all times and in all situations.
6. During the interview, complete the remainder of the census form. Note in particular: who is eligible to be counted; whom to select as the respondent and as Person 1; that all household members are accounted for; the appropriate wording of questions to obtain the required information; and the appropriate code for answer categories.
7. Be accurate and complete in your collection of information.
8. If you find that residents of a particular dwelling are temporarily away, leave your call-back card and follow the call-back procedures.
9. Record every dwelling in your area whether owned, rented, non-usual/seasonal, vacant or under construction (unless it is not habitable or is derelict).
10. Maintain your enumeration area map so that it accurately identifies whether properties are completed or still require call-backs.
11. Report to your census coordinator as instructed, usually once daily.
12. Return completed census forms to your coordinator on the specified dates.
13. Return all materials to your coordinator at the completion of the census, including voided or unused census forms.



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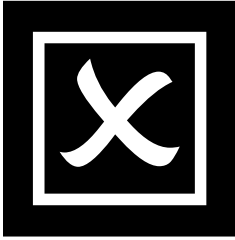
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# Appendices

# Appendix A

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## Oath of Census Coordinator

MUNICIPAL AUTHORITY: \_\_\_\_\_, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: \_\_\_\_\_

I, (name of person taking oath), of (residential address), appointed census coordinator for (name of municipality), solemnly swear (affirm)

THAT I will act diligently, faithfully and to the best of my ability in my capacity as census coordinator;

THAT I will not, without authority, disclose or make known any information that comes to my knowledge by reason of my activities as a census coordinator; and

THAT I will supervise the municipal census and all census enumerators to the best of my ability and in accordance with the Municipal Census Manual approved by the Minister and published by the department.

SWORN (AFFIRMED) BEFORE ME )  
at the \_\_\_\_\_ of \_\_\_\_\_, in the )  
Province of Alberta, this \_\_\_\_\_ day of )  
\_\_\_\_\_, 20\_\_\_\_. ) \_\_\_\_\_ )  
) (signature of person taking oath)  
\_\_\_\_\_  
(signature of Commissioner for Oaths) )

### IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT

NOTE: The personal information that is being collected under the authority of the *Municipal Government Act* will be used for the purposes of that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact (title and business phone number of the responsible municipal official).

# Appendix A

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## Statement of Census Enumerator

MUNICIPAL AUTHORITY: \_\_\_\_\_, PROVINCE OF ALBERTA

MUNICIPAL CENSUS DATE: \_\_\_\_\_

I, (name of person taking oath), of (residential address), appointed census enumerator for (name of municipality), solemnly state

THAT I will act diligently, faithfully and to the best of my ability in my capacity as census enumerator;

THAT I will not, without authority, disclose or make known any information that comes to my knowledge by reason of my activities as a census enumerator; and

THAT I will carry out the census of the area to which I have been assigned to the best of my ability and in accordance with the Municipal Census Manual approved by the Minister and published by the department.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of census enumerator)

### IT IS AN OFFENCE TO SIGN A FALSE AFFIDAVIT

NOTE: The personal information that is being collected under the authority of the *Municipal Government Act* will be used for the purposes of that Act. It is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact (title and business phone number of the responsible municipal official).

## Appendix B

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# Letter of Introduction

Re: Municipal Census

This letter introduces \_\_\_\_\_ who is an official municipal census enumerator for the Municipality of \_\_\_\_\_.

The purpose of the census is to:

1. Help plan for improvements to our community such as transportation needs, recreational facilities, and parks, and
2. ...

This municipal census is being conducted under the authority of the *Municipal Government Act*. The collection of personal information is authorized by Section 33(c) of the *Freedom of Information and Protection of Privacy Act*.<sup>4</sup>

The enumerators involved in the census have subscribed to a statement. All information collected will be kept confidential and used only for the production of anonymous statistics.

Your cooperation in providing the requested information is important to the census and is greatly appreciated.

If you have any other questions about the collection of this information or about the census in general, please call the census office at \_\_\_\_\_ (*telephone number of the census office*).

Yours truly,

Chief Administrator Officer

# Sample

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<sup>4</sup> For more information on FOIP, see (insert municipal contact information) or call the FOIP office at (insert municipal contact information)

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## Call-Back Materials

Call-back card (sample)

<p style="text-align: center;"><b><u>Notice of Municipal Census Enumerator's Call</u></b></p> <p>This is to advise you that a municipal census enumerator called on _____ (date).</p> <p>I will return on _____ (day), _____ (date) morning / afternoon / evening</p> <p>If another time will be more suitable, please telephone _____ (name) at _____ - _____.</p> <p style="text-align: center;"><b>Thank you.</b></p> <p style="text-align: center;">Reference Number: _____</p>
---

**Sample**



# Response Category Card

Side 1 (sample)

**1. RELATIONSHIP TO PERSON 1**

1. Person 1
2. Spouse of Person 1
3. Child/Stepchild (Son or Daughter) of Person 1
4. Parent (Mother or Father) of Person 1
5. Brother or Sister (Sibling) of Person 1
6. In-Law(s) of Person 1
7. Other Relative
8. Non-Related

**2. LENGTH OF RESIDENCE IN MUNICIPALITY**

1. Less than 1 year
2. One to less than 2 years
3. Two to less than 5 years
4. Five years or more

**3. PREVIOUS RESIDENCE**

1. Another Alberta Municipality
2. Another Province in Canada
3. Outside Canada
9. Not applicable/Always lived here

## Response Category Card

Side 2 (sample)

### **4. EMPLOYMENT STATUS**

1. Employed Full-Time
2. Employed Part-Time
3. Seasonal
4. Unemployed, Seeking Work
5. Homemaker
6. Retired
7. Other, Over 15
9. Under 15 Years of Age

### **5. EMPLOYMENT LOCATION**

1. Another Alberta Municipality
2. In This Municipality (Not at Own Residence)
3. At Own Residence
4. No "Usual Place"
5. Outside Alberta
9. Not Applicable

## Appendix E

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# Elective Response Category Card

### Type of Industry

01. Agriculture
02. Forestry
03. Fishing/Trapping
04. Mining/Quarry
05. Oil/Gas
06. Manufacturing
07. Construction
08. Transportation
09. Communication/Utilities
10. Wholesale/Retail Trade
11. Finance/Insurance/Real Estate
12. Business/Personal Services
13. Government/Public Administration
14. Education
15. Health/Social Services
16. Accommodation/Food/Beverage
17. Other
99. Not Applicable

### Type of Occupation

01. Managerial, Administrative & Related
02. Natural Sciences, Engineering & Mathematics
03. Religion
04. Teaching & Related
05. Medicine & Health
06. Artistic, Literary, Leisure, Recreational & Related
07. Clerical & Related
08. Sales
09. Service Occupations
10. Farming, Horticultural & Animal Husbandry
11. Fishing, Trapping & Related
12. Forestry & Logging
13. Mining & Quarry Including Oil & Gas Field Occupations
14. Processing
15. Machining & Related
16. Product Fabricating, Assembling & Repairing
17. Construction Trades
18. Transport Equipment Operating
19. Material Handling & Related
20. Occupations Not Classified Elsewhere
99. Not Applicable

### Marital Status

1. Married (including Common Law)
2. Separated
3. Divorced
4. Widowed
5. Never Married (Single)

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## Elective Response Category Card

**Highest Education Level Attained**

1. Grade K - 8
2. Some High School
3. High School Diploma
4. Some College/Technical School
5. College/Technical School Certificate/Diploma
6. Some University
7. University Degree
9. Not Applicable

**Number of Bedrooms**

1. One Bedroom
2. Two Bedrooms
3. Three Bedrooms
4. Four or More Bedrooms
9. No Bedrooms

**Conditions of Occupancy**

1. Age
2. Income
3. Student
4. Single Parent
5. Membership (e.g. Religious Organization)
6. Occupation/Employer
7. Medical Reasons (e.g. disabled)
8. Other (e.g. Women's or Youth Shelter)
9. None

**Previous Residence (by Province)**

01. Newfoundland
02. Prince Edward Island
03. Nova Scotia
04. New Brunswick
05. Quebec
06. Ontario
07. Manitoba
08. Saskatchewan
09. British Columbia
10. Yukon
11. Northwest Territories
12. Nunavut
99. Not Applicable

**Mode of Travel to Work**

1. Own Vehicle (including motorcycles)
2. Car/Truck pool
3. Public Transit
4. Bicycle
5. Walk
9. Not Applicable



# Dwelling Types



## Appendix H

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# Municipal Codes

Alberta Municipal Affairs uses Municipal Codes to identify all municipalities in the province. In most cases, the municipality will provide the census staff with its municipal code. However, if you need to access a live list of Alberta Municipal Codes, please visit the Alberta Municipal Affairs website.

[www.municipalaffairs.alberta.ca/am\\_municipal\\_codes.cfm](http://www.municipalaffairs.alberta.ca/am_municipal_codes.cfm)

## Summary of Enumeration Procedures

### **Before you begin:**

- ✓ Sign the Statement of Census Enumerator.
- ✓ Become familiar with your enumeration area (EA) and plan your route.
- ✓ Know all of the questions you will be asking.
- ✓ Follow FOIP procedures and respect respondent confidentiality.
- ✓ For your personal safety, check with your census coordinator or municipality regarding policies on entering dwellings during the interview process. Your safety is of utmost importance.
- ✓ Know your census coordinator's phone number. Do not hesitate to contact the coordinator if you have any questions or concerns, or if there is an emergency.
- ✓ Review and be clear on how to complete the census form accurately.
- ✓ Review and be clear on how to track completed properties and dwellings requiring call-backs.
- ✓ Practice your introductory statement for visiting dwellings before you start so you can say it automatically and naturally, without having to read from a paper. This will boost your confidence and increase the cooperation of the person you are interviewing.
- ✓ Make sure you have all the necessary census materials. The materials provided will vary by municipality. Some important materials may include the following:
  - photo identification and letter of introduction
  - paper census forms or wireless device
  - enumeration area map (EA map)
  - call-back cards (to leave at dwellings when there is no one home)
  - call-back form (for recording dwellings requiring call-backs)
  - response category cards
  - a cover sheet for identifying information to be returned with the completed census forms
  - cell phone
  - pencils and paper clips
  - the Municipal Census Manual

### **Strategies to consider:**

- ✓ Take note of landmarks on your EA map to assist in finding specific locations.
- ✓ Use a systematic approach to enumeration. For urban areas, cover your area on a block-by-block basis. For rural areas, cover your area quarter section by quarter section. Adapt as needed to ensure efficient enumeration in urban and rural areas.
- ✓ Mark an “X” on your map after you enumerate each dwelling. Also mark an “X” on lots with no dwelling units.
- ✓ For collective dwellings, plan how you will gain access to the building. Contact the building supervisor and arrange a time to visit the building.
- ✓ Manage your time carefully. Go through your entire route before returning for call-backs. Call-backs should be kept to a minimum and may be done in person or over the phone.

### **During enumeration:**

- ✓ Be courteous, tactful, and professionally-dressed.
- ✓ Prior to arrival, be sure your identification card (if available) is clearly visible. Be ready to show your letter of introduction if asked.
- ✓ Interview all usual residents within your enumeration area.
- ✓ Make sure the respondent is a responsible adult who is a member of the dwelling and is able to answer questions accurately.
- ✓ If the respondent becomes uncooperative or unpleasant, politely leave and refer the case to your coordinator.
- ✓ When filling out the census form, record responses carefully and accurately.
- ✓ Write “Void” on any paper census forms that contain errors. Return voided forms to your coordinator. Do not destroy paper forms.
- ✓ Do not overlook any part of your area or any person living there. Be vigilant and take note of dwellings that may not be marked on your EA map (new dwellings or adjacent dwellings that are not obvious, for example). A dwelling is defined as a separate set of living quarters with a private entrance from the outside, or from a common hallway, parking garage, or stairway inside the building. The entrance should not be through someone else’s living quarters.
- ✓ Use the tips provided in the Municipal Census Manual if you encounter unusual situations, such as refusals to give information, language barriers, or if you are unsure about the different types of residents and dwellings in your enumeration area.

**Discuss any questions and concerns you have about the enumeration process with your census coordinator.**

## Appendix J

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# Preparing an Online Census

This is a brief guide containing suggestions of what to include in an online census.

### **Why conduct an online census?**

An online census has many potential benefits, such as:

- ✓ reduced need for paper and paper storage (census forms, call-back forms, etc.);
- ✓ reduced need for enumerators;
- ✓ improved data security (with passwords and firewalls in place);
- ✓ reduced errors made by census staff (enumerators entering responses incorrectly);
- ✓ easier monitoring of enumeration progress and identification of dwellings still needing enumeration;
- ✓ census responses monitored in real time;
- ✓ little or no manual data entry;
- ✓ convenience for respondents, who may complete the online form at a time of their choosing;
- ✓ more assurance of respondent privacy (respondents are sometimes more willing to answer questions about education and income through an online form rather than with an enumerator); and
- ✓ more efficient administration.

### **Challenges in implementing an online census**

An online census also has some potential challenges, including:

- ✓ development of an online web application and census form that is secure and stable;
- ✓ generation of unique personal identification numbers (PINs) for each dwelling can present programming problems;
- ✓ creation of secure databases (address register, census responses) requires appropriate skills;
- ✓ implementation of security procedures (passwords, firewalls, HTTPS certification, and other procedures) must be complete;
- ✓ obtaining responses from individuals without easy access to the Internet, or without the technical knowledge required to use the Internet (more common among elderly respondents);
- ✓ licensing fees (operating systems such as Windows, SQL database licensing, etc.); and
- ✓ other wireless and technical issues (wireless networks or Internet services may be unreliable, etc.).

## **Minimum requirements of an online census**

The specific features of an online census will vary by municipality. However, certain features must be in place for the online census to be considered. These features are described below.

### Secure web application and census form

Respondents must be able to access the census website, log in, and answer all of the questions on the census form. This requires a reliable and secure website containing all of the questions a municipality wishes to ask. There must also be security measures in place (such as passwords and firewalls) to protect the census information, which is stored online. While some municipalities may have staff with the technical knowledge to develop the website and security measures, others may have to contract the work to an external consultant or technical expert.

### Electronic address database

Municipalities should maintain an electronic address database for the census. This will allow the municipality to monitor which dwellings have completed the online census. The census coordinator or staff member managing the database must have the ability to add new addresses during the census, in the event that new dwellings are being enumerated. Census responses will be linked to each address in the database.

### Personal identification number (PIN)

Before the census begins, a series of unique PINs should be generated and linked with each address in the electronic register. When the census begins, these PINs will be mailed out or delivered to the appropriate addresses, along with a link to the census website. When the respondent accesses the website, it should ask for their address and PIN before asking the census questions. This verifies that the response is coming from the correct dwelling, and also provides an easy way to track which dwellings have completed the online census.

### In-person enumeration procedures

Not every dwelling will have a respondent willing or able to complete the online census. Some respondents may not have easy access to the Internet, and others may be uncomfortable entering the information online. Other dwellings may be new and not yet part of the address database, and would not have received a PIN. This means that a number of responses will usually have to be collected in person. This process requires enumerators and either paper-based census forms or wireless devices. Two or three weeks after delivering the PINs, enumerators should begin to visit dwellings that have not completed the online census. Use the address database to determine which dwellings have not yet responded. Enumerators should be informed when a dwelling in their enumeration area completes the online form, so the enumerator does not visit that dwelling unnecessarily.

The in-person enumeration forms need to be entered by census staff as if they were respondents using the online system. This means that a PIN needs to be generated for all dwellings.

## **Suggestions for conducting an online census**

The following are suggested procedures for preparing an online census, minimizing risks, and enumerating the population.

### **Before you begin**

- ✓ Develop the web application, online census form, address database, security procedures, and a PIN generator (using external resources when needed).
- ✓ Generate the PINs and match them to all the dwelling addresses in the database.
- ✓ Test the census website extensively. Enter in artificial addresses and census data and make sure there are no problems with the website or database. Use extreme values to test the ability of the software to screen out of range and obviously invalid data. If using wireless devices, test them and make sure that the municipality has reliable wireless coverage.
- ✓ Delete all test data before the actual census begins.
- ✓ Mail out or deliver the PINs to the dwellings. Include in the letter an explanation of the census, instructions for how to access the website, and suggestions for those who do not have Internet access (direct them to local libraries, etc.) Inform them that an enumerator will eventually come in person to complete the interview if the online questionnaire is not filled out

### **Risk mitigation**

- ✓ Census websites may temporarily go down. If possible, have a staff member on call to deal with this as quickly as possible.
- ✓ The online database may crash or become corrupted. Back up the database daily to prevent losses.
- ✓ If using wireless devices, provide enumerators with extra batteries while in the field. You may also provide them with paper forms, in the event of a wireless device failure or a gap in wireless service.

### **During enumeration**

- ✓ When the census begins, monitor the address database to keep track of which dwellings are completing the online census. Look for systematic errors, which may indicate a problem with the questionnaire.
- ✓ After two or three weeks, begin sending enumerators to visit dwellings that have not completed the online census form.
- ✓ Inform enumerators when a dwelling in their enumeration area completes the online form, so enumerators do not visit the dwelling unnecessarily.
- ✓ If an enumerator reports a new dwelling or a dwelling not in the address database, enter their address in the database and assign them a PIN. Mail out or deliver the PIN to the dwelling, with instructions on how to complete the online questionnaire.

**For more details on conducting an online census, contact  
Alberta Municipal Affairs at 780-427-2225**

# Appendix K

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## *FOIP* Information for Conducting a Municipal Census



As public bodies subject to *FOIP*, municipalities must collect, use, disclose, protect, retain, and dispose of personal information, including census information, in accordance with the Act. The following tips are offered for consideration in planning a municipal census.

### **Decide whether personal information is needed**

- Only collect the personal information that relates directly to and is necessary for an operating program or activity of the municipality (**Section 33(c)**).
- Review the municipal census form and decide which data elements are needed. Only collect the data elements necessary for a municipal program or activity.
- For example, if a new program for children is in the planning stages, you may need to collect the dates of birth of residents if you need to know the distribution of children of various ages in the community. Or if the municipality is planning programs to support home businesses, you may need to collect employment location information.
- If the purpose of conducting the census is to collect the municipal grant from Alberta Municipal Affairs, collect a head count of residents per dwelling. Do not collect any personal information such as names, birth dates, gender, and etc.

### **Collecting personal information**

- Personal information should be collected directly from each household, not from neighbours or caretakers.
- Households should be advised how the information will be used, to meet the requirement of *FOIP* to give notice (**Section 34(2)**). The “Letter of Introduction” in Appendix B of the census manual can be revised for this purpose. The notice should cover the use of the information, the authority for collection (**Section 33(c)** of *FOIP*) and who to call if the resident has questions.
- The notice can be given orally or in writing.
- Households should be advised that participation in the census is voluntary.

### **Using and disclosing personal information**

- Use and disclose the personal information only for the purposes given by the enumerator at the time the information is collected; for a consistent purpose (one that has a reasonable and direct connection to the original purpose and is necessary for operating a legally authorized program of the municipality); or for a purpose authorized under **Section 39** of *FOIP*.

### **Protecting personal information**

- Protect census information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction.
- Protect identifiable personal information from the time it is collected until it is properly disposed.
- Reasonable security arrangements include requiring enumerators to take the Oath of Duty; keeping all identifiable information collected in locked cabinets; restricting access through the use of passwords or user verification for electronic information; and shredding the information after its approved retention period.

### **Retaining and disposing of personal information**

- Retain personal information for the period of time specified in the municipality’s approved retention and disposition schedule for the type of record. Dispose of the information at the end of this period. If identifiable information has been collected, documents should be destroyed in a secure manner.

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Questions? Visit our website at [www.servicealberta.ca/FOIP/](http://www.servicealberta.ca/FOIP/)

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