

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, MARCH 24, 2022 IN THE COUNCIL CHAMBERS OF THE  
ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM  
COMMENCING AT 9:30 P.M.  
MEETING IS BEING AUDIO/VIDEO RECORDED**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

*Recommendation:*

*that the March 24th, 2022 Regular Council Meeting agenda be approved  
as presented*

*or*

*that the March 24th, 2022 Regular Council Meeting agenda be approved  
with the following amendment(s) (as noted at meeting time)*

**3. ADOPTION OF MINUTES**

- Pg 1-5 a) March 10, 2022 Regular Council Meeting

*Recommendation:*

a) *that the March 10, 2022 Regular Council Meeting minutes be approved as  
presented*

*or*

*that the March 10, 2022 Regular Council Meeting minutes be approved  
with the following amendment(s) (as noted at meeting time)*

**4. APPOINTMENTS/PUBLIC HEARINGS**

- Pg 6 a) 10:30 a.m.– Mike Hudson, Hennig Septic Services – discuss with Council access to the Onoway lagoon for wastewater disposal. Mike Hudson's March 9, 2022 email is attached that outlines his concerns.

Administration background: In April of 2017 the Town was approached by the Summer Village of Sunrise Beach if a single hauler (at the time Super Sucker) could haul effluent from the Summer Village to the Onoway lagoon as the lagoon owned by Sunrise Beach and the Summer Village of Sandy Beach had reached capacity. The Town agreed at a disposal fee of \$25.00/load on a one year trial basis. At the time, the Town also received a request from Super Sucker asking

if they could haul effluent in from Sandy Beach as well and the Town denied that request as it was felt the request needed to come from the Summer Village of Sandy Beach itself.

In 2018 the Town and the Summer Village of Sunrise Beach continued with this disposal relationship with a fee increase to \$30.00/load.

In 2019 the Town received a request from the Summer Village of Sandy Beach to also haul their effluent into our lagoon.

In November of 2019 the Town received requests from both Sunrise Beach and Sandy Beach to change the disposal arrangement for the single hauler from Super Sucker to Standstone Vacuum Service. The Town agreed on both counts.

Disposal fees have steadily increased since the Town opened up our lagoon to outside effluent to ensure the costs we were incurring to maintain our lagoon (desludging, discharge, testing, etc) were being fully recovered. We started at the \$30.00 per 3,000 gal load in 2018 to \$65.00 per 3,000 gal load in 2022 (tanker load in 2022 is \$130.00).

When the Town received the original requests from the two Summer Villages it was for a single operator, and the Town agreed to that single operator as it provided comfort to us that should something go array we knew who was responsible. The Town has been very protective of its lagoon and access to its lagoon for very good reason, and we certainly continue to encourage that protection remain.

As noted previously, back in 2021 Council approved the purchase of a Septic Receiving Station which once set up would provide that additional assurance and protection as to what is going into the lagoon and by whom (as well as volumes for the cost recovery). Once this is operational then I would recommend further consideration be given to accepting effluent from additional haulers.

*Recommendation:*

*that the discussion with Mike Hudson be accepted for information, and that once the Septic Receiving Station is operational at the lagoon the discussion on opening up lagoon access to additional haulers be revisited.*

*or*

*some other direction as given by Council at meeting time*

Pg 7-10

- b) 11:00 a.m.– David Lowe, Century 21 Masters - discuss with Council the Town properties that he has listed for sale and discussion of assistance or incentives to get them moving. Information of properties currently listed is attached.

*Recommendation:*

*that the discussion be accepted for information*  
 or  
*some other direction as given by Council at meeting time*

**5. FINANCIAL REPORTS**

- year to date operating and capital budgets (with % variance) - n/a
- balance sheet - n/a
- accounts payable listing – n/a

**6. POLICIES & BYLAWS – n/a**

**7. ACTION ITEMS**

- a) Community Group Meeting – Administration has contacted community groups and requested feedback on their interest in meeting with Town Council as a group to discuss their organizations, funding and other matters of interest and concern. We have heard from 11 community organizations who have indicated their interest in meeting with Council and provided information about their group etc as requested by Administration. Administration will follow up with organizations that we have not received responses from when we reach out to them with our meeting date.

*Recommendation:*

*that a meeting be set between Council and Administration and Onoway community organizations for \_\_\_\_\_, 2022 and that Administration prepare background information for this discussion with Council, Administration and Lac Ste. Anne County Administration;*  
 or  
*direct administration to gather additional information*  
 or  
*some other direction as given by Council at meeting time*

- b) Census – the 2021 census numbers have been released by Statistics Canada. The Town of Onoway census numbers have dropped to 966 from 1,029 in 2016. Provided with your agenda is information regarding the procedure to undertake a census. The census must be taken between April and June. Administration has also attached a copy of a letter that Lac Ste. Anne County Reeve Blakeman has

Pg 11-126

sent to their Member of Parliament (MP) Gerald Soroka (our MP is Dane Lloyd) and have contacted the Government of Alberta and confirmed: the ability for municipalities to conduct a census remains in the Municipal Government Act; however, the province will no longer utilize municipal census counts for provincial funding purposes. In 2019, the Alberta Government began using provincial estimates. For 2022, Alberta Treasury Board and Finance used the 2019 Municipal Affairs Population List for determining the grant number. The Population List is attached; note 1,029 was the number used. Lac Ste. Anne County, along with Barrhead County, are both considering conducting their own census.

*Recommendation:*

*that the Town of Onoway send our Member of Parliament a letter requesting further investigation of our census numbers*

or

*that the Town of Onoway accept the census numbers for information*

or

*some other direction as given by Council at meeting time*

- c) Waste Reduction Week in Canada – October 17-23, 2022 – please refer to the February 8, 2022 email from Councillor Winterford requesting a Council discussion of Onoway declaring a Waste Reduction Week in October 2022.

*Recommendation:*

*that that Town of Onoway support \_\_\_\_\_ as being a Waste Reduction Week in October.*

or

*that the Town of Onoway accept the discussion for information*

or

*some other direction as given by Council at meeting time*

- d) Town Vision Statement – further to Onoway's Centennial and discussions that the previous Council had prior to the Covid-19 pandemic, attached is a draft ad for a contest for residents to provide their suggestions for a new Town of Onoway vision statement. Administration is seeking whether Council supports this undertaking and we'd tie it into the Centennial celebrations in some way. Administration would also like to discuss whether Council would like us to engage high school students to participate as well.

*Recommendation:*

*that Administration be authorized to continue with seeking input for a new Town vision statement and report back to Council in due course*

or

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*that the discussion be accepted for information*  
or  
*some other direction as given by Council at meeting time*

- P9147
- e) Onoway and District Agricultural Society (ODAS) – please refer to the March 14, 2022 letter from Amy Warren, Facility Manager, requesting that the Town continue with a reimbursement for the arena’s water bills to help offset the cost of ice installation and flooding of both the indoor and outdoor rinks. The Town’s previous contribution was \$7,000.00 per year from the Town’s recreation tax and this arrangement is set to expire after 2022.

*Recommendation:*

*that the Town of Onoway agree to future funding support to the Onoway and District Agricultural Society for operation of the arena for an additional 3 year term (2023 to 2025) in the amount of \$7,500.00, funds to be covered through the annual recreation tax, subject to the arena being open for winter ice activities (including organized hockey and figure skating).*

or

*that the discussion be accepted for information, and the matter be brought back to a future Council meeting*

or

*some other direction as given by Council at meeting time*

- P9148
- f) Alberta Municipal Affairs – attached is my March 14<sup>th</sup>, 2022 email to Council on my discussion with AMA. An interesting service they have available is Conflict Coaching where Council and/or Administration can call in and obtain feedback or guidance with respect to matters going on in their municipality and the conversation is kept confidential. The second is that AMA staff are available to come out and chat with Council and Administration about services offered through them including facilitation vs mediation, and specifically how their department can support municipalities. I think this would be very beneficial for us to hear, and am therefore recommending we invite them out.

*Recommendation:*

*that representatives of Alberta Municipal Affairs be invited to a future Council meeting to share with Council and Administration what services are available through their department and how AMA provides support services to Alberta Municipalities.*

or

*Accept the discussion for information*

or

*Some other direction as given by Council at meeting time*

- Pg 149-152
- g) Rural Municipalities Association (RMA) 2022 Spring Convention – please refer to the March 13, 2022 email request from Councillor Coninx to ratify her attendance at the RMA Convention held on March 13-16, 2022 in Edmonton. As her registration was paid by Lac Ste. Anne County, Administration is recommending compensation as per policy for time and mileage. Administration has attached the agenda for the Convention for Council's reference.

*Recommendation:*

*that the attendance of Councillor Coninx at the RMA Convention in Edmonton March 13-16, 2022 be ratified*

*or*

*some other direction as given by Council at meeting time*

- Pg 153-154
- h) Parkland RCMP Regimental Ball – please refer to the March 11, 2022 letter from Inspector Mike Lokken, Officer in Charge, RCMP Parkland, inviting Council and Administration to purchase tickets to attend their Regimental Ball on Saturday, May 7, 2022 in Stony Plain, at a cost of \$75.00 per attendee. Proceeds are being distributed to the Victim Services Society of Stony Plain, Spruce Grove and District.

*Recommendation:*

*that the attendance of Council and Administration at the Parkland RCMP Regimental Ball on May 7, 2022 be authorized*

*or*

*some other direction as given by Council at meeting time*

- i) Onoway's 100<sup>th</sup> Anniversary Centennial 2023 – further to the appointment with Brian Roberts at the March 10, 2022 Council meeting, a motion was passed for Council to attend the March 19 committee meeting and defer further discussion on the 2023 Centennial Celebration to this March 24, 2022.

*Recommendation:*

*direction as given by Council at meeting time*

- j) Draft 2022 Operating Budget – further to previous discussions and direction, we will give further review and discuss the 2022 draft operating budget at meeting time. As the budget needs to be approved at the April meeting, we will need to land on clear direction on final numbers and also discuss the minimum amount payable so that Administration can prepare the required tax rate and special tax bylaws for that April Council meeting. A budget summary report will be forwarded once finalized.

*Recommendation:*

*that review and discussion on the Draft 2022 Operating Budget be accepted for information and that Administration make changes to the Draft 2022 Operating Budget as directed by Council at meeting time*

*or*

*some other direction as given by Council at meeting time*

k)

l)

m)

**8. COUNCIL, COMMITTEE & STAFF REPORTS**

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- d) Chief Administrative Officer Report
  - travelling optometrist (week of April 25-29)
  - sound system for Council Chambers
  - policy on recording of Council meetings
  - spring run off update (x2)
- e) Public Works Report

*Recommendation:*

*that the Council, Chief Administrative Officer and Public Works written and verbal reports be accepted for information as presented*

*or*

*some other direction as given by Council at meeting time*

**9. INFORMATION ITEMS**

- P9 155-161
- a) Alberta Health Services (AHS) Together 4 Health March 10, 2022 newsletter
  - b)

*Recommendation:*

*that Council accept the above noted item for information*

**10. CLOSED SESSION – n/a**

**11. ADJOURNMENT**

**12. UPCOMING EVENTS:**

- April 14, 2022 – Regular Council Meeting 9:30 a.m.
- April 28, 2022 – Regular Council Meeting 9:30 a.m.
- May 12, 2022 – Regular Council Meeting 9:30 a.m.
- May 26, 2022 – Regular Council Meeting 9:30 a.m.



TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, MARCH 10, 2022  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM  
COMMENCING AT 2:00 P.M.

	<b>PRESENT</b>	<p>Mayor: Lenard Kwasny  Deputy Mayor: Lisa Johnson  Councillor: Bridgitte Coninx  Councillor: Robin Murray  Councillor: Robert Winterford</p> <p>Administration: Wendy Wildman, Chief Administrative Officer  Debbie Giroux, Recording Secretary</p>
	<b>ABSENT</b>	<p>Jason Madge, Assistant Chief Administrative Officer/Public Works Manager</p> <p>6 members of the public joined the meeting via Zoom</p>
<b>1.</b>	<b>CALL TO ORDER</b>	Mayor Lenard Kwasny called the meeting to order at 2:00 p.m. and advised that the meeting will be recorded.
<b>2.</b>	<b>AGENDA Motion #089/22</b>	<p><b>MOVED</b> by Councillor Robin Murray that Council adopt the agenda of the regular Council meeting of Thursday, March 10, 2022, with the following addition:</p> <p>10) Closed Session regarding Personnel – Municipal Government Act Section 197(2) Personnel 17(2)(e) FOIP (Mayor requested)</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3.</b>	<b>MINUTES Motion #090/22</b>	<p><b>MOVED</b> by Councillor Robert Winterford that the minutes of the February 18, 2022 Regular Council/Strategic Planning Meeting be adopted as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>Motion #091/22</b>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that the minutes of the February 24, 2022 Regular Council meeting be adopted as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>4.</b>	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	<p>Brian Roberts attended the Council meeting from 2:02 p.m. until 2:35 p.m. to update Council on the 2023 Onoway Centennial Celebration and the Committee's progress to date.</p>
	<b>Motion #092/22</b>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that Council members be authorized to attend the Centennial Celebration Committee's March 19, 2022 meeting and that further discussion on this matter be deferred until the Council meeting of March 24, 2022.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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5.	<b>FINANCIAL REPORTS</b>	n/a
6.	<b>POLICIES AND BYLAWS</b>	
	<b>Motion #093/22</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Bylaw 795-22, being a bylaw to regulate vehicle, animal and pedestrian traffic in the Town of Onoway, be given first reading.  <b>CARRIED</b>
	<b>Motion #094/22</b>	<b>MOVED</b> by Councillor Robin Murray that Bylaw 795-22 be given second reading.  <b>CARRIED</b>
	<b>Motion #095/22</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Bylaw 795-22 be considered for third reading.  <b>CARRIED UNANIMOUSLY</b>
	<b>Motion #096/22</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Bylaw 795-22 be given third and final reading.  <b>CARRIED</b>
	<b>Motion #097/22</b>	<b>MOVED</b> by Councillor Robin Murray that Bylaw 796-22, being the Animal Control Bylaw, be given first reading.  <b>CARRIED</b>
	<b>Motion #098/22</b>	<b>MOVED</b> by Deputy Mayor Lisa Johnson that Bylaw 796-22 be given second reading.  <b>CARRIED</b>
	<b>Motion #099/22</b>	<b>MOVED</b> by Councillor Robert Winterford that Bylaw 796-22 be considered for third reading.  <b>CARRIED UNANIMOUSLY</b>
	<b>Motion #100/22</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that Bylaw 796-22 be given third and final reading.  <b>CARRIED</b>
7.	<b>ACTION ITEMS</b>	
	<b>Motion #101/22</b>	<b>MOVED</b> by Councillor Robert Winterford that the Covid-19 discussion be accepted for information and that administration remove this as a standing item on future Council agendas.  <b>CARRIED</b>
	<b>Motion #102/22</b>	<b>MOVED</b> by Councillor Bridgitte Coninx that, subject to no objections from business license holders, the Town of Onoway provide the Town of Mayerthorpe with our business license information to include in the Shop43 website.  <b>CARRIED</b>

TOWN OF ONOWAY  
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THURSDAY, MARCH 10, 2022  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM  
COMMENCING AT 2:00 P.M.

	<p><b>Motion #103/22</b></p> <p><b>Motion #104/22</b></p>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that the information about the East End Bus (EEB) 2022 Annual Meeting being held on March 22, 2022 be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Bridgitte Coninx that the Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement be approved and execution authorized between the Town and the Government of Alberta.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<p><b>COUNCIL, COMMITTEE &amp; STAFF REPORTS</b></p> <p><b>Motion #105/22</b></p> <p><b>Motion #106/22</b></p>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Councillor Robin Murray be authorized to speak to Onoway Jr/Sr High School regarding the Town's Scholarship program.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Lisa Johnson that the Council, Chief Administrative Officer and Public Works written and verbal reports be accepted for information as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<p><b>INFORMATION ITEMS</b></p> <p><b>Motion #107/22</b></p>	<p><b>MOVED</b> by Councillor Bridgitte Coninx that Council accept the following items for information:</p> <ul style="list-style-type: none"> <li>a) Celebrate Canada Funding Application - \$740.00 grant awarded for 2022 for the Town of Onoway</li> <li>b) Alberta Farm Mental Health Network – March 17, 2022 information session being hosted by Rural Health Professions Action Plan</li> <li>c) Municipal Elected Officials Certificate – Robin Murray</li> <li>d) Development Officer Report – Jan and Feb 2022 development report from Tony Sonnleitner</li> <li>e) Lac Ste. Anne Foundation – February 9, 2022 letter from Dena Krysik advising of the 2022 municipal requisition which is \$23,527.41, which is a \$600.00 reduction</li> <li>f) Onoway Public Library Fundraiser – Saturday, March 19 at the Heritage Centre</li> </ul>

TOWN OF ONOWAY  
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COMMENCING AT 2:00 P.M.

		<p>g) Budget 2022 – February 24, 2022 letter from Honourable Ric McIver, Minister of Municipal Affairs</p> <p>h) Onoway Facility Enhancement Association (OFEA) – February 24, 2022 letter from Trista Court, Lac Ste. Anne County, requesting information from OFEA for their grant funding review</p> <p>i) Onoway Facility Enhancement Association (OFEA) – March 2, 2022 email from Christine Yeoman to Trista Court, Lac Ste. Anne County, asking that requests about leases, community initiatives, FCSS grants and applications be directed to her email</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p>10.</p>	<p><b>CLOSED SESSION</b>  <b>Motion #108/22</b></p> <p><b>Motion #109/22</b></p> <p><b>Motion #110/22</b></p>	<p><b>MOVED</b> by Deputy Mayor Lisa Johnson, pursuant to Section 197(2) of the Municipal Government Act and Section 17(2)(e) of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 3:40 p.m. to discuss the following item:</p> <p style="padding-left: 40px;">1. "Personnel"</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>A recess was held from 3:40 p.m. until 3:45 p.m. at which time Chief Administrative Officer Wendy Wildman and Recording Secretary Debbie Giroux left the meeting.</p> <p><b>CLOSED SESSION:</b>  The following individuals were present for the Closed Session regarding Personnel:</p> <p>Mayor Lenard Kwasny  Deputy Mayor Lisa Johnson  Councillor Bridgitte Coninx  Councillor Robin Murray  Councillor Robert Winterford</p> <p>A recess was held from 4:10 p.m. until 4:15 p.m. and Chief Administrative Officer Wendy Wildman and Recording Secretary Debbie Giroux returned to the meeting.</p> <p><b>MOVED</b> by Deputy Mayor Lisa Johnson that Council move out of Closed Session at 4:10 p.m.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Lenard Kwasny that Council proceed with the personnel matter as discussed in their closed session.</p>

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THURSDAY, MARCH 10, 2022  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM  
COMMENCING AT 2:00 P.M.

		As per Section 185 of the Municipal Government Act, Councillor Brigitte Coninx requested a recorded vote on Motion #110/22: <u>In Favour</u> Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Robin Murray	<u>Opposed</u> Councillor Brigitte Coninx Council Robert Winterford
		<b>CARRIED</b>	
<b>11.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 4:20 p.m.	
<b>12.</b>	<b>UPCOMING EVENTS</b>	March 24, 2022	Regular Council Meeting 9:30 a.m.
		April 14, 2022	Regular Council Meeting 9:30 a.m.
		April 28, 2022	Regular Council Meeting 9:30 a.m.
		May 12, 2022	Regular Council Meeting 9:30 a.m.
		May 26, 2022	Regular Council Meeting 9:30 a.m.

\_\_\_\_\_  
Mayor Lenard Kwasny

\_\_\_\_\_  
Debbie Giroux  
Recording Secretary

**debbie@onoway.ca**

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**From:** Accounts (Hennig Septic Service Ltd.)  
**Sent:** March 9, 2022 10:18 AM  
**To:** debbie@onoway.ca  
**Subject:** Hennig Septic Service Ltd. - Request for time with Town of Onoway Council

Good Morning,

Hennig Septic Service Ltd.'s owner Mike Hudson is requesting time with Town of Onoway Council on March 10, 2022. The intention is to discuss the access for wastewater disposal at Onoway Lagoon located on Highway 37; and how it is has been monopolized by one wastewater hauling company. Thereby not allowing for a fair and competitive market for the community as a whole.

Thank you for your time.

Mike Hudson  
Owner/Operator  
Hennig Septic Service Ltd.



**Onoway 70 Onoway** **LP: \$39,900**  
**5111 Lac Ste Anne TR** **TOE 1V0** **SP:** **ACTIVE** M

**Listing ID:** E4251197  
**Type:** Vacant Lot  
**Style:**  
**Year Built:**  
**Full Baths:** 0  
**Half Baths:** 0  
**Tot A.G. SqFt:**

**Sold Date:**  
**Bdrms Above:** 0  
**Bdrms Total:** 0  
**Basement:**  
**Bsmnt Dev:**  
**Tot A.G.SqM:**

2/3 ACRE DEVELOPMENT SITE ZONED FOR EITHER COMMERCIAL OR HIGH DENSITY RESIDENTIAL. Directly across from K to 9 School. High visibility location in the thriving Town of Onoway.

**Directions:**

**Virtual Tour:**

**Brochure:**

	1Pc	2Pc	3Pc	4Pc	5Pc	6Pc		Level	SqM	SqFt
<b>Baths:</b>								Main:		
<b>Ensuite Baths:</b>								Uppr:		
<b>Finish Levels:</b>								AbGd:		
<b>Fireplace:</b>		<b>FP Type:</b>					<b>FP Fuel:</b>	Lowr:		
<b>Parking:</b>								BIGd:		
<b>Garage Dim:</b>			<b>Prk Encl/Ttl:</b>	/				<b>Total A.G.:</b>		

<b>Living Room:</b>	<b>Primary Bedrm:</b>
<b>Dining Room:</b>	<b>Bedroom 2:</b>
<b>Kitchen:</b>	<b>Bedroom 3:</b>
<b>Family Room:</b>	<b>Bedroom 4:</b>
<b>Den:</b>	
<b>Bonus Room:</b>	

**Flooring:**  
**Construction:**  
**Roof:**  
**Exterior:**  
**Site Influences:** Commercial, Hillside, Playground Nearby, Schools, See Remarks

**Foundation:**  
**Heating Type:**  
**Heat Source:**  
**Features:**

**Goods Included:**

**Restrictions:** None Known

**Goods Excluded:**

**Warranty:**

**Elem Schl:** **Jr. High Schl:** **Sr High Schl:**

<b>Condo Name:</b>	<b>Condo Fee Includ:</b>
<b>Condo Fee:</b>	<b>Elevator Y/N:</b>
<b>Floor Location:</b>	<b>Floor Number:</b>
<b>Balcony/Terrace:</b>	<b>Unit Exposure:</b>
<b>HOA Fee:</b>	
<b>HOA Fee Incl:</b>	

**Total Lot M2:** 2,710.00 **Lot Shape:** **Lot Dim:**  
**Frontage:** **Depth:** **Zoning:**  
**Conform:** **Conform Yr:** **Front Expos:**  
**Taxes:** \$0.00 2021 **Local Improve:**



**Onoway**      **70**      **Onoway**      **LP:**      **\$39,900**  
**4911 49 AV**      **TOE 1V0**      **SP:**      **M**

**Listing ID:** E4251990      **ACTIVE**  
**Type:** Vacant Lot      **Sold Date:**  
**Style:**      **Bdrms Above:** 0  
**Year Built:**      **Bdrms Total:** 0  
**Full Baths:** 0      **Basement:**  
**Half Baths:** 0      **Bsmnt Dev:**  
**Tot A.G. SqFt:**      **Tot A.G.SqM:**

WELL LOCATED 50 X 125 foot infill lot, one block off mainstreet in Onoway. Adjacent lot (4911) also available at the same price. Excellent multi-family opportunity with a very small land component price.

**Directions:**

**Virtual Tour:**

**Brochure:**

1Pc   2Pc   3Pc   4Pc   5Pc   6Pc

Level      SqM      SqFt

**Baths:**  
**Ensuite Baths:**  
**Finish Levels:**  
**Fireplace:**  
**Parking:**  
**Garage Dim:**

**FP Type:**

**FP Fuel:**

**Prk Encl/Ttl:** /

**Main:**  
**Uppr:**  
**AbGd:**  
**Lowr:**  
**BIGd:**  
**Total A.G.:**

<b>Living Room:</b>	<b>Primary Bedrm:</b>
<b>Dining Room:</b>	<b>Bedroom 2:</b>
<b>Kitchen:</b>	<b>Bedroom 3:</b>
<b>Family Room:</b>	<b>Bedroom 4:</b>
<b>Den:</b>	
<b>Bonus Room:</b>	

**Flooring:**  
**Construction:**  
**Roof:**  
**Exterior:**  
**Site Influences:** Flat Site

**Foundation:**  
**Heating Type:**  
**Heat Source:**  
**Features:**

**Goods Included:**

**Restrictions:** None Known

**Goods Excluded:**

**Warranty:**

**Elem Schl:**      **Jr. High Schl:**      **Sr High Schl:**

<b>Condo Name:</b>	<b>Condo Fee Incld:</b>
<b>Condo Fee:</b>	<b>Elevator Y/N:</b>
<b>Floor Location:</b>	<b>Floor Number:</b>
<b>Balcony/Terrace:</b>	<b>Unit Exposure:</b>
<b>HOA Fee:</b>	
<b>HOA Fee Incl:</b>	

**Total Lot M2:** 580.00  
**Frontage:**  
**Conform:**  
**Taxes:** \$0.00    2021

**Depth:**  
**Conform Yr:**

**Lot Shape:**      **Lot Dim:**  
**Zoning:**  
**Front Expos:**  
**Local Improve:**







**Onoway**      **70**      **Onoway**      **LP: \$39,900**  
 4907 49 AV      TOE 1V0      **SP:** M

**Listing ID:** E4251991      **ACTIVE**  
**Type:** Vacant Lot      **Sold Date:**  
**Style:**      **Bdrms Above:** 0  
**Year Built:**      **Bdrms Total:** 0  
**Full Baths:** 0      **Basement:**  
**Half Baths:** 0      **Bsmnt Dev:**  
**Tot A.G. SqFt:**      **Tot A.G.SqM:**

WELL LOCATED 50 X 125 foot infill lot, one block off mainstreet in Onoway. Adjacent lot (4907) also available at the same price. Excellent multi-family opportunity with a very small land component price.

**Directions:**

**Virtual Tour:**

**Brochure:**

1Pc 2Pc 3Pc 4Pc 5Pc 6Pc

**Level**      **SqM**      **SqFt**  
**Main:**  
**Uppr:**  
**AbGd:**  
**Lowr:**  
**BIGd:**  
**Total A.G.:**

**Baths:**  
**Ensuite Baths:**  
**Finish Levels:**  
**Fireplace:**      **FP Type:**  
**Parking:**  
**Garage Dim:**

**FP Fuel:**

**Prk Encl/Ttl:** /

<b>Living Room:</b>	<b>Primary Bedrm:</b>
<b>Dining Room:</b>	<b>Bedroom 2:</b>
<b>Kitchen:</b>	<b>Bedroom 3:</b>
<b>Family Room:</b>	<b>Bedroom 4:</b>
<b>Den:</b>	
<b>Bonus Room:</b>	

**Flooring:**  
**Construction:**  
**Roof:**  
**Exterior:**  
**Site Influences:** Flat Site

**Foundation:**  
**Heating Type:**  
**Heat Source:**  
**Features:**

**Goods Included:**

**Restrictions:** None Known

**Goods Excluded:**

**Warranty:**

**Elem Schl:**      **Jr. High Schl:**      **Sr High Schl:**

<b>Condo Name:</b>	<b>Condo Fee Incld:</b>
<b>Condo Fee:</b>	<b>Elevator Y/N:</b>
<b>Floor Location:</b>	<b>Floor Number:</b>
<b>Balcony/Terrace:</b>	<b>Unit Exposure:</b>
<b>HOA Fee:</b>	
<b>HOA Fee Incl:</b>	

**Total Lot M2:** 580.00      **Lot Shape:**      **Lot Dim:**  
**Frontage:**      **Depth:**      **Zoning:**  
**Conform:**      **Conform Yr:**      **Front Expos:**  
**Taxes:** \$0.00      2021      **Local Improve:**

03/17/2022

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED

Client Detail 2.0





**Onoway 70 Onoway** **LP: \$29,900**  
**4907 Lac Ste Anne TR** **TOE 1V0** **SP:** **ACTIVE**

**Listing ID:** E4251989  
**Type:** Vacant Lot  
**Style:**  
**Year Built:**  
**Full Baths:** 0  
**Half Baths:** 0  
**Tot A.G. SqFt:**

**Sold Date:**  
**Bdrms Above:** 0  
**Bdrms Total:** 0  
**Basement:**  
**Bsmnt Dev:**  
**Tot A.G.SqM:**

LARGE COMMERCIAL INFILL LOT ON MAIN STREET ONOWAY. Many permitted commercial and retail possibilities. Directly across from major grocery store. Back lane access.

**Directions:**

**Virtual Tour:**

**Brochure:**

	1Pc	2Pc	3Pc	4Pc	5Pc	6Pc		Level	SqM	SqFt
<b>Baths:</b>								<b>Main:</b>		
<b>Ensuite Baths:</b>								<b>Uppr:</b>		
<b>Finish Levels:</b>								<b>AbGd:</b>		
<b>Fireplace:</b>							<b>FP Type:</b>	<b>Lowr:</b>		
<b>Parking:</b>								<b>BIGd:</b>		
<b>Garage Dim:</b>							<b>Prk Encl/Ttl:</b> /	<b>Total A.G.:</b>		

<b>Living Room:</b>	<b>Primary Bedrm:</b>
<b>Dining Room:</b>	<b>Bedroom 2:</b>
<b>Kitchen:</b>	<b>Bedroom 3:</b>
<b>Family Room:</b>	<b>Bedroom 4:</b>
<b>Den:</b>	
<b>Bonus Room:</b>	

**Flooring:** **Foundation:**  
**Construction:** **Heating Type:**  
**Roof:** **Heat Source:**  
**Exterior:** **Features:**

**Site Influences:** Back Lane, Commercial, Flat Site, Level Land, Shopping Nearby, See Remarks

**Goods Included:**

**Restrictions:** None Known

**Goods Excluded:**

**Warranty:**

**Elem Schl:** **Jr. High Schl:** **Sr High Schl:**

<b>Condo Name:</b>	<b>Condo Fee Incl:</b>
<b>Condo Fee:</b>	<b>Elevator Y/N:</b>
<b>Floor Location:</b>	<b>Floor Number:</b>
<b>Balcony/Terrace:</b>	<b>Unit Exposure:</b>
<b>HOA Fee:</b>	
<b>HOA Fee Incl:</b>	

**Total Lot M2:** 650.00 **Lot Shape:** **Lot Dim:**  
**Frontage:** **Depth:** **Zoning:** commercial  
**Conform:** **Conform Yr:** **Front Expos:**  
**Taxes:** \$0.00 2021 **Local Improve:**

03/17/2022

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED

Client Detail 2.0

10



[Home](#) > [Census of Population](#) > [Data products, 2021 Census](#)

> [Census Profile, 2021 Census of Population](#) > [Search results for "Onoway"](#)

## Census Profile, 2021 Census of Population

# Data table

	<b>Onoway, Town (T) ⓘ Alberta [Census subdivision]</b>
	<b>Counts</b>
<b>Characteristic</b>	<b>Total</b>
<b>Population and dwellings</b>	
Population, 2021 <sup>1</sup>	966
Population, 2016 <sup>1</sup>	1,029
Population percentage change, 2016 to 2021	- 6.1
Total private dwellings <sup>2</sup>	388
Private dwellings occupied by usual residents <sup>3</sup>	360
Population density per square kilometre	292.1
Land area in square kilometres	3.31

**Source:** Statistics Canada, 2021 Census of Population.

**How to cite:** Statistics Canada. 2022. (table). *Census Profile*. 2021 Census.

Statistics Canada Catalogue no. (number) 98-316-X2021001. Ottawa.

Released February 9, 2022.



<https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/index.cfm?Lang=E> (accessed March 8, 2022).

**Note(s):**

**Footnote 1**

2021 and 2016 population

Statistics Canada is committed to protect the privacy of all Canadians and the confidentiality of the data they provide to us. As part of this commitment, some population counts of geographic areas are adjusted in order to ensure confidentiality.

The adjustment to counts of the total population for any dissemination block is controlled to ensure that the population counts for dissemination areas will always be within 5 of the actual values. The adjustment has no impact on the population counts of census divisions and large census subdivisions.

**Footnote 2**

Total private dwellings

Private dwelling refers to a separate set of living quarters with a private entrance either from outside the building or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of some other person or group of persons.

**Footnote 3**

## Private dwellings occupied by usual residents

A private dwelling occupied by usual residents refers to a private dwelling in which a person or a group of persons is permanently residing. Also included are private dwellings whose usual residents are temporarily absent on May 11, 2021.

### **Date modified:**

2022-01-30



March 1, 2022

Mr. Gerald Soroka  
 119-50<sup>th</sup> Street  
 Edson, Alberta T7E 1V9

[Gerald.Soroka@parl.gc.ca](mailto:Gerald.Soroka@parl.gc.ca)

Re: Census Results

Lac Ste. Anne County is concerned with the results of the 2021 census. The 2021 census results show that Lac Ste. Anne County’s population has declined over the last 5 years and yet has experienced an increase in development. We have also heard from many that they did not submit their information for the census as there was no follow up to submit.

Please see the numbers below to make us question the 2021 census results.

Permit Types	Total Number of Permits 2021	Total Number of Permits 2020	Total Number of Permits 2019	Total Number of Permits 2018	Total Number of Permits 2017
Development	327	280	229	242	344
Building	275	242	160	215	234
Electrical	355	239	197	269	349
Gas	294	216	226	247	282
Plumbing	150	90	86	126	120
Private Sewage System	100	93	72	76	121

Application Type	Applications 2021	Applications 2020	Applications 2019	Applications 2018	Applications 2017
Multi-parcel Subdivision	2	1	1	3	0
Total Lots to be Created	85	33	42	93	42

We would appreciate your assistance in investigating the 2021 census results and how these numbers were determined.



If you have any questions or concerns, please reach out to me at 780-918-1916 or [jblakeman@lsac.ca](mailto:jblakeman@lsac.ca) .

Regards,

A handwritten signature in black ink, appearing to read "Joe Blakeman".

Joe Blakeman  
Reeve

c.c. Lac Ste. Anne County Council  
Mike Primeau, County Manager

# Municipal Census Manual

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Requirements and Guidelines for Conducting a Municipal Census



Alberta Municipal Affairs, Government of Alberta

January 2019

Municipal Census Manual

ISBN 978-1-4601-4308-7

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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:

Alberta Municipal Affairs

Strategic Policy and Planning Branch

17th floor, Commerce Place

10155-102 Street

Edmonton, Alberta T5J 4L4

Telephone: 780-427-2225

Fax: 780-420-1016

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)

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# Preface

The procedures outlined in this manual constitute general standard practices used in conducting a municipal census of population. A special thanks to Statistics Canada for the use of their training materials and expertise in preparing this document.

For information regarding the prescribed authority for filing municipal population counts as specified under the *Municipal Government Act* and Determination of Population Regulation, please contact Alberta Municipal Affairs toll-free at 310-0000, or 780-427-2225.



# Introduction

**The Municipal Census Manual provides a step-by-step guide for conducting a census 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.

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 (FOIP) Act* to a municipal census.

The subsequent sections describe the role of the census coordinator and the census enumerator. The coordinator role focuses on preparing the census, choosing a methodology, supervising the census, and reporting on the results. The enumerator role 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 section, "Designing a Questionnaire," provides a set of additional census questions that municipalities may choose to use in their census. The additional questions are based on the 2016 federal 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.

# Important Terms for a Municipal Census

This section contains key terms and definitions for those that are conducting a municipal census. These terms will be referenced throughout the document, and align with the definitions used by Statistics Canada.

## Census Date

A census is a snapshot of a community's population at one point in time. A specific census day must be chosen within the timeframe stated in the Determination of Population Regulation. The census date is either the first day of enumeration or a date prior to the start of the enumeration period.

## Collective Dwelling

A collective dwelling is a dwelling identified as being of a communal, institutional or commercial nature. It may be defined by a sign or by speaking with the person in charge, a resident, or a neighbour. Examples include lodging/rooming houses, hotels, motels, nursing homes, hospitals, staff residences, communal quarters of military camps, work camps, jails, missions, and group homes.

## Enumeration

Enumerating an individual means obtaining their responses to questions in the census questionnaire. If a person is eligible to be enumerated, they should be enumerated at their main or usual residence.

## Enumeration Area

An enumeration area (EA) is the geographic area canvassed by one or more census representatives. An EA is composed of one or more adjacent blocks. Enumeration areas are used for census data collection.

## Enumeration Period

Alberta municipalities must conduct the census between April 1 and June 30 of the same year.

### Household

A household is a person or a group of persons occupying one dwelling. A household usually consists of a family group; however, it may consist of two or more families sharing a dwelling, a group of unrelated persons, or one person living alone.

### Neighbour

A person living near or next door to the individual(s) being enumerated. The neighbour should be able to see the person's or persons' home within his private dwelling.

### Non-Contacted Dwelling

A non-contacted dwelling is a dwelling where a census worker has not been able to make contact with a member of the household and the enumerator believes the dwelling was occupied by its usual residents on census day. Reasons why contact was not made include "not at home," "incapacity," and "refusal to come to the door" on an enumerator visit to the dwelling. This count does not include refusals.

The number of non-contacted dwellings is used in the field report of the Municipal Census Form contained in Schedule 4 of the Determination of Population Regulation.

### Private Dwelling

A private dwelling means a separate set of living quarters designed for or converted for human habitation in which a person or group of persons could reside and that

- a) has a source of heat or power; and
- b) is in an enclosed space that provides shelter from the elements, as evidenced by complete and enclosed walls and a roof, and by doors and windows that provide protection from wind, rain and snow.

A private dwelling has a private entrance, either from outside or inside a common hall, lobby, vestibule or stairway inside the building. The entrance to the private dwelling must be one that can be used without passing the dwelling of someone else.

The total number of private dwellings is the dwelling count that is to be used in the field report of the Municipal Census Form contained in Schedule 4 of the Determination of Population Regulation. This includes occupied and vacant dwelling units.

### **Quality Assurance Checks**

Quality assurance checks are random calls made by the municipality to verify that the dwellings have been visited by the enumerator, and provide a check on the usual resident count question.

### **Refusal**

Participation in a municipal census is not mandatory for residents. A refusal is when a household declines to participate in the municipal census. If a member of the household responds to the census question on the number of usual residents living in the household, and not to other questions in the census, the household is not classified as a "refusal".

The number of refusals is used in the field report of the Municipal Census Form contained in Schedule 4 of the Determination of Population Regulation.

### **Shadow Population**

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

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

### **Temporary Resident**

A person in the target population (see Table 1, page 14) in Canada who spends the night on census day in that dwelling which is not their main residence, and who has a main residence elsewhere in Canada. The count of temporary residents does not include the shadow population.

### **Usual Residence**

In general, this is the dwelling where a person lives and sleeps most of the time, that is, where they spend the majority of the year – a place one would call home.

If a person has several residences, the main or usual residence is the place where they spend most of the year, except for special circumstances.

Children in joint custody should be included in the home of the parent where they live most of the time. Children with 50 per cent custody in two homes should be enumerated where they spend the night on census day.

If a person does not have a residence on Census Date, the dwelling where they spend the night on census day is their usual residence.

Husbands, wives, or common-law partners who do not live with their families while working, but return to their families periodically (for example on weekends), should consider the residence that they share with their spouse or partner as their usual residence, even if they spend most of the year elsewhere.

### **Usual Residents**

Any person in the target population and whose dwelling is their usual residence, as defined above. Please refer to Table 1, page 14 for a more complete definition of usual residents.

# 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 timeframe 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. A count of the shadow population can be undertaken in addition to the usual resident count if approved by the Minister. If the municipality decides to collect additional information, it should consider the relevant provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*, particularly those relating to the collection, use, and protection of personal information. Please see pages 11 and 87 for more information on the *FOIP Act*.

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 is consistent with the *MGA* and the *FOIP Act*.

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

[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 *MGA* or the *Determination of Population Regulation*, please call:

Alberta Municipal Affairs  
Toll Free: 310-0000, then dial  
Phone: 780-427-2225

## Role of 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 in addition to the census conducted by the federal government every five years. With frequent and accurate population counts, municipalities may be better able to plan community services.

Municipalities experiencing high population growth may qualify for additional funding through provincial grants 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.

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.

### Other considerations

Municipalities may wish to consider:

- whether the benefits of obtaining updated information and/or qualifying for provincial grants outweighs the costs of hiring and training enumerators and conducting a municipal census;
- the current applicability of the last federal census and the amount of time that has elapsed since the last census;
- the opportunity to gather municipal information aside from a population count, including dwelling lists, updated maps, and various demographics (age, sex, etc.);
- whether the municipality is eligible to include the shadow population in their census.

Municipalities should note that any deviations from the census-taking methodologies found in this manual require approval from the Minister of Municipal Affairs prior to undertaking a census.

## 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. Métis Settlements conduct their census in accordance with Section 85 of the *Métis Settlements Act*, which allows for the inclusion of Settlement members on leave of absence. 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. The usual resident count submitted to Municipal Affairs from Métis Settlements would need to follow the definition for usual residency (see page 14).

The ministry would consider including members on leave of absence with the population counts, as long as they were on a leave of absence approved by the settlement council for no more than five years before the census, and that the member has executed a written intent to return to the settlement. These conditions will allow members who are away for school and/or internship opportunities to be considered usual residents of the Settlement.

Métis Settlements must complete the Métis Settlement Members on Leave Verification Form, as per the attached form in Appendix F. The form must be properly signed and sworn before a Commissioner of Oaths.

### **Duty to Submit Results**

Completed forms must be submitted to Municipal Affairs by September 1 of the census year in which the census took place. Métis Settlements can submit by:

Scan and Email: [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca)

Fax: 780-420-1016

Mail: Alberta Municipal Affairs

17th floor, Commerce Place

10155 - 102 Street

Edmonton, AB T6J 2N7



Population reports and forms are all reviewed by Municipal Affairs staff. Métis Settlements may be contacted if there are any discrepancies or if forms are not properly completed. The results have to be accepted by the Minister of Municipal Affairs, and are then included in the annual Municipal Affairs Population List.

## Applying the *FOIP Act* to a Municipal Census

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

Section 57 of the *Municipal Government Act* authorizes municipalities to conduct a census. Section 33(c) of the *FOIP Act* authorizes a public body to collect personal information for the purposes of a census. 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 the types of personal information they need for future planning purposes or for operating certain programs or services, and then collect the information necessary. For example, if a municipality is only interested in a population count, it would not need to collect employment or educational information about its residents. However, if the municipality is determining whether a recreation facility needs to be built, or the future transportation needs of its population, the municipality may also collect additional information such as age, family structure, or location of employment.

The *FOIP Act* provides that municipalities should:

1. collect only the personal information they need to operate an authorized program or activity of the public body;
2. use and disclose information only for those purposes for which it was collected; and
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 municipal FOIP office.

Additional FOIP information can be found in Appendix G, page 87.

For further information, go to the Service Alberta website at: <http://www.servicealberta.ca/FOIP/>

# Mandatory Requirements and Optional Guidelines

This manual contains both mandatory requirements and recommended guidelines for conducting a municipal census.

## Mandatory Requirements

The Determination of Population Regulation sets out the following mandatory requirements.

The census must be conducted between April 1 and June 30 of the same year. In a federal census year, the municipality has the option to conduct the municipal census from March 1 to May 31 or May 1 to July 31 of the same year.

Before performing their duties, the census coordinator must take and subscribe to an Oath; the enumerators must subscribe to a Statement (Appendix A). The Oaths and Statements are valid for the person's lifetime.

- The census must count the total number of usual residents in the municipality.
- A shadow population count must have prior approval from the Minister of Municipal Affairs.
- The census must use one of the prescribed census-taking methodologies in this manual (online census, telephone interviews, mail-out surveys, enumerator interviews at the door, or "hybrid").
- The census must undertake quality assurance activities (see page 28).
- The census results must be reported to Municipal Affairs, including an affidavit and field report by September 1 of the census year (see page 30).
- The census must comply with the *FOIP Act*.

Any deviations from the Determination of Population Regulation or prescribed methodologies in this manual require approval from the Minister of Municipal Affairs prior to undertaking a census.

### Guidelines only

To assist municipalities, the manual also contains some guidelines that can be used in conducting a municipal census. Municipalities are free to:

- ask additional census questions aside from the mandatory count of usual residents, in compliance with the *FOIP Act*;
- design their own census materials (maps, Notice of Visit cards, enumerator photo identification, census forms, websites, and other supporting materials and tools);
- report the results of the census to the public (see page 31); and
- 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.

# Conducting a Municipal Census

## Understanding Enumerating

Enumerating an individual means obtaining their responses to questions on the census. Usual residents should be enumerated at their main or usual residence. For example, a family who stayed at their cottage during an enumerator visit, but has their main residence elsewhere, should be enumerated at their main or usual residence.

A municipal census includes all usual residents of a municipality. The following table highlights who is included and excluded in a municipal census.

**Table 1: Who is Eligible to Be Enumerated**

Belong to the Target Population: Enumerate	Do Not Belong to the Target Population: Do Not Enumerate
<ul style="list-style-type: none"> <li>• Canadian citizens (by birth or naturalization).</li> <li>• Landed immigrants (persons who have been granted the right to live in Canada permanently by Canadian immigration authorities).</li> <li>• Persons from another country with a work or study permit and family members living here with them.</li> <li>• Persons in Canada who claim refugee status and family members living here with them.</li> <li>• Babies born before the census date.</li> <li>• Persons who died on or after the census date.</li> </ul>	<ul style="list-style-type: none"> <li>• Resident of another country, province or municipality (for example on vacation or on a business trip).</li> <li>• Government representatives of another country who are assigned to an embassy, a consulate, a high commission, or any other diplomatic or military mission, and family members living here with them (unless family member(s) are considered usual resident(s)).</li> <li>• Members of the armed forces of another country who are stationed in Canada, and family members living here with them (unless family members are usual resident(s)).</li> <li>• Babies born on or after the census date.</li> <li>• Persons who died before the census date.</li> </ul>

Statistics Canada (2016). Enumerator Non-Response Follow-up Training Workbook Form 55W-E, p. 14

Just because a person is eligible for enumeration does not mean they should be enumerated at the address. Table 2 serves as a guide to determine where to enumerate those who are eligible.



**Table 2: Where should individuals be enumerated?**

If the person...	Enumerate them:	
Has one residence	<p>At their usual residence, even if they are temporarily absent. This is their main residence.</p> <p>Be sure to enumerate all persons who live at this address, including roommates, lodgers, employees, persons who moved in before census date, etc.</p>	
Has more than one residence	<p>At the residence where the person spends most of their time; for persons who spend equal time at each residence, or if unsure which to choose, include them at the address where they spent census day. If the residence where they should be enumerated is not in the municipality, these persons should not be enumerated.</p> <p>Example: Children in joint custody or persons staying at a cottage or secondary home.</p>	
	If the person is:	Then enumerate them:
	<p>A student who lives elsewhere during the school year or for their summer job but returns to live with their parents during the year.</p> <p>Example: on weekends, semester breaks after completing their studies.</p>	<p>At the residence of their parents even if the student spends most of the year elsewhere.</p>
<p>A spouse who is temporarily absent because of their work or studies but periodically returns to their family's residence.</p> <p>Example: on weekends or days off from work, etc.</p>	<p>At their family's residence even if the spouse spends most of the year elsewhere.</p>	
Has no main residence	<p>At the residence where they stayed on census date.</p> <p>Example: in transition between two residences, no fixed address, etc.</p>	
Is in an institution	If the person:	Then enumerate them:
	Resident less than 6 months from the census date.	At their main residence.
	Resident for 6 months or more.	At the institution.
Was admitted on any date and has no other place of residence.	At the institution.	

Statistics Canada (2016). Enumerator Non Response Follow-up Training Workbook Form 55W-E, p. 15

### Census Methodology

Municipalities have some flexibility in how they choose to conduct a census. Following is a brief summary of each census method approved for use by Municipal Affairs:

#### Electronic Census - Online

- Municipalities are moving towards conducting an online census. With this method, a Secure Access Code (SAC) for the census is mailed or delivered to all dwellings, along with a link to the census website.
- The respondents visit the website, which allows them to complete the census form online. The responses are automatically entered into the census central database. This means that the online questionnaire does not require an in-person interview.
- Enumerators are still needed to complete in-person interviews with individuals from households who do not complete the census online.

#### Telephone Interviews

- Residents can be given the option to call a Census Help Line to complete their questionnaire over the telephone.
- Municipalities can also choose to call dwellings to complete a telephone interview if they have phone numbers.

#### Mail-out Paper Census Forms

A municipality may choose to send out paper questionnaires. These questionnaires, along with instructions, can be sent out through Canada Post or be delivered door to door by enumerators.

- A mail out questionnaire should have clear instructions and be easy to follow. It should be concise and ask only pertinent questions.
- Develop a mailing list for all residential properties. This requires that municipalities can link a mailing address for each residential street address. Municipalities can mail-out the questionnaire package or have enumerators deliver the survey to the street address.
- Set a completion date so the questionnaires can be returned in a timely fashion and can be included in your database.
- Consider including a Business Reply Envelope with the survey. People are more likely to mail back their questionnaire if they do not have to pay postage.

- Consider sending out a follow-up letter or postcard with another questionnaire to remind respondents to complete the census.

### Interviews at the Door

- Enumerators conduct the interview in person and record the responses on paper forms using a pen or pencil or on an electronic device such as an iPad.

For further information on census methodologies, terms, and techniques, please call:

Alberta Municipal Affairs  
Toll-free: 310-0000, then dial  
Phone: 780-427-2225

### Hybrid

- When conducting a census, municipalities are free to choose any of these census enumeration methods, or some combination of the four (a “hybrid” system). This manual includes instructions for all of these approved census-taking methods.



## Census Coordinator General Responsibilities

Once a municipality decides to conduct a census, the first step is to hire or assign 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 (Appendix A). 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. The Oath made by the Census Coordinator is **good for the lifetime** of the person making the oath.

### 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 system to monitor coverage);
- hiring and training enumerators;
- supervising the enumerators;
- managing the census;
- ensuring data security measures are in place;
- undertaking quality assurance activities;
- collecting and analyzing census data;

- reporting census results to Municipal Affairs by September 1 of the census year.

### **Preparation**

Before a census can begin, the coordinator may arrange an initial mail-out or delivery to all households. For an online census, each letter or notification must contain a link to the census website and a Secure Access Code (SAC) that the respondent will use to gain access to the online form.

The SAC 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 dwelling.

The letters or notifications delivered to the respondents should contain specific instructions for completing the census. For an online census, there should be clear instructions on how to access the website and enter the SAC. For those who cannot or would prefer not to enter the information online, the letter should contain a phone number to contact. It should also include a statement saying that an enumerator will come to complete the form in-person if the dwelling does not complete the census form online by a given date.

### **Informing Residents about the Census**

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

- Why a census is taking place, and the benefits of census data to the municipality and its residents.
- How to complete the census online, by phone, or by mail.
- Dates an enumerator will visit residences if census information is not submitted.

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 why their participation is valued.

### Enumeration Areas

As a starting base, municipalities can use their property tax information to gather a list of all residential properties within the municipality. Some municipalities may have an address registry from their previous census which may contain suites within dwellings that are not included in the property tax information.

Before enumerators are hired, the municipality needs to be divided into Enumeration Areas (EAs) to determine how many enumerators are needed for the census. EAs are small areas within the municipality that are 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 interviews 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 call-backs.

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 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), Notice of Visit 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.

If using wireless devices such as an iPad

- include how to use the wireless device as part of your enumerator training;
- inform enumerators that the device should be fully charged each day;
- provide enumerators with external charging devices while in the field; and
- provide them with paper forms, in the event of a wireless device failure or a gap in wireless service.

### **Hiring and Training Enumerators**

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 in newspapers, job search websites, municipal letter inserts (e.g., utility bills), 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 professionalism, accuracy, attentiveness, and a friendly demeanour. Enumerators must be able to walk long distances, work for many hours at a time, and manage adverse weather conditions.

Enumerators will become liaisons between the municipality and residents, and are key in the success of any census.

After the enumerators have been hired, the census coordinator must train them to 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 the *FOIP Act* that apply to the census. A thorough knowledge of the residency definitions and a plan of how the census will be organized and undertaken are important.

Enumerators must understand the rationale for each question in the census, what the results will be used for (i.e., future programs, infrastructure), and how to handle personal information. Enumerators must be trained on how to answer questions from residents and how to direct queries to the census coordinator if necessary.

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.

### **Security of staff, offices and census documents**

The health and safety of employees come first, both in the field and in the office. Ensure that all census workers have read and discussed health and safety best practices.

## Census Coordinator General Responsibilities

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Security of office space and census documents is critical to the integrity of and success of the census. The following is a list of guidelines that can be used by your municipality as part of enumerator training.

### Do:

- Wear your identification card whenever you are performing census duties.
- Keep pre-printed, blank, and completed questionnaires separated.
- Lock questionnaires or other census material in your car trunk, or if this is not possible, out of view, while conducting delivery or field visits on any enumeration work.
- Store questionnaires and/or wireless devices in a secure place at home or in an office, preferably under lock and key.
- Report any suspected or actual security violations to your supervisor.
- Use a private telephone whenever you are performing census work.
- Report the loss or theft of any census documents to your supervisor immediately.

### Do not:

- Share information about respondents with anyone other than census employees who need to know the information and are sworn to confidentiality.
- Discuss information about an individual unless you are speaking directly to that person.
- Leave census documents in your car overnight.
- Allow anyone, including members of your family, to access questionnaires or other census materials.
- Discuss confidential matters in public places.

Ensure that enumerators are aware that any breach or violation of security must be reported immediately to a supervisor. It is critical that action be taken as soon as possible to protect the information.

## Incident Reporting

As census coordinator, you have a responsibility to ensure your own health and safety, and also to ensure your enumerators take all reasonable precautions to protect their health and safety.

You are to help your census workers understand they are all responsible and accountable for health and safety in the workplace.

When an enumerator suffers an accident, illness or other type of health and safety incident during their duties, you must address health and safety issues in a knowledgeable and informed manner, by closely following the incident reporting procedures set out by your municipality.

### **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 approach is to check the first five to 10 census forms from each enumerator. 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, quality control processes should continue over the entire collection period on a random basis, since enumerators may develop interviewing short cuts over time.

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).

- If a paper-based census is conducted, create a “desk-checking” system where all completed census forms are examined when enumerators return them to the census office. Check that all information is present. 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.
- 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.
- 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).
- Take steps to ensure enumerators do not visit a residence that already completed the census. Coordinators should regularly check for completed interviews (telephone, online or mailed census forms) 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). Larger municipalities may require a database of residences that have completed the online census, which enumerators would need to check periodically.
- Consider including a “translation book” with the questionnaire translated into a number of languages if appropriate for your municipality. This will assist in dealing with language barriers.

### **Managing Completed Interviews and Enumerator Visits**

Municipalities may choose to use online or mail-out questionnaires to collect census information. While many households will complete the questionnaire on their own, field and telephone follow-up will still be necessary to complete the response to the census.

Proper tracking of enumerator visits to dwellings is critical to the success of the municipal census. If no one is home on the first visit, it is very important that the enumerator leave a Notice of Visit

card at the residence, and record the address in the Call-back Tracking Form (see Appendix B). Each Notice of Visit Card should have a unique reference number. In the event that the call-back takes place over the phone, municipal census office staff will need to ask for the address and reference number left on the Notice of Visit Card. If the address and reference number match those in the Notice of Visit form, the municipal census office staff will have confirmed the response is coming from the correct dwelling.

Call-backs are the additional calls or visits made by enumerators after leaving a Notice of Visit Card. The municipality decides whether these call-backs will include in-person interviews or telephone interviews.

It is also important to manage call-backs and field visits so enumeration of the area is not delayed. Suggestions for managing call-backs include:

- Enumerators should typically do at least three or more 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 visits per enumerator and maintain a 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 visit. If a morning visit is unsuccessful, try an afternoon or evening visit. If weekdays or evenings do not work, enumerators should try weekend visits.
- Choose your best enumerators to re-contact households that are difficult to contact. You should aim to have the highest completion rate as possible.

### 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 visits in the area during the previous censuses. If you do not have data on field visits, check the previous census data for the number of neighbour responses per enumeration area, if available.

### Collection and Analysis of Census Data

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

#### Collecting Personal Information

“Personal information” is defined in Section 1(n) of the *FOIP Act* as recorded information about an identifiable individual, including the individual’s name, home or business address, telephone number, age, sex, 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 (18 years old and up) in 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. Notice of Visit 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 electronic forms as well as any paper-based forms from in-person interviews. It is suggested that the coordinator review the first five to 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 Secure Access Code 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**

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 (eg. number of dwellings by type, age group, and sex distribution) or averages (income, age). Histograms and pie charts may also be included to show distributions. Some municipalities 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**

Under Section 38 of the *FOIP Act*, 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. The Statement of Census Enumerator is **valid for the lifetime** of the person making the statement.

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 a protocol where encrypted data is transferred over a secure connection (HTTPS certification). Security measures will 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 with respect to its deletion. FOIP personnel in each municipality can play a significant role in managing this process.

### Quality assurance

Quality checks are an important part of supervising enumerators and ensuring high quality results for the census. The enumerator must make arrangements to have their completed work sent to you on a regular basis. The coordinator may arrange for enumerators to deliver completed census forms to your office or you may arrange to pick up completed forms. Tasks that may be undertaken by the coordinator include:

- Identifying enumerator mistakes early and quickly by checking the completed census questionnaires. All forms submitted by enumerators should be checked daily for completeness and accuracy.
- Conducting field visits with your enumerators. Observe your enumerators performing the interviews.
- Ensuring that enumerators complete their work quickly and efficiently. Check the progress made in relation to both the time available and the progress of other enumerators.
- Monitoring the hours worked by enumerators daily to ensure sufficient hours are worked each day at the appropriate time of day.
- Discussing performance issues with enumerators as quickly as possible. Low productivity and poor quality work slows the progress of enumeration and cause additional work for others.

### Tracking Dwellings

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. The occupancy status (occupied or not occupied) on census day should be noted for each address. In some cases, an address may represent more than one household. Additional census questionnaires should be available to enumerators to conduct interviews for all dwellings at that address.

### Monitoring Enumerator Performance

Being part of the census can be daunting for some enumerators. Monitor their work on an ongoing basis, and provide guidance to help them feel capable and confident. If problems arise, they can be corrected immediately before the error becomes systematic.

Census coordinators should keep a close eye on the productivity of enumerators on a daily basis to identify problems and issues that require corrective action. Completed census questionnaires must be reviewed daily for completeness and accuracy.

Municipalities are required to perform quality assurance checks by randomly contacting dwellings that were **enumerated by an enumerator visit**. The calls verify that the dwellings have been visited by the enumerator, and provide a check on the usual resident count question. Households that completed their surveys online do not require this quality assurance check. The following table shows the number of households that must be contacted for quality assurance checks.

**Table 3: Required Number of Residents to Contact for Quality Assurance Checks\***

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

\*based on a 95 per cent confidence interval with a 5 per cent margin of error.

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

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, ask the respondent if they would take part in the census interview to ensure that the collected information is valid.

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

The main purpose of this 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 three per cent 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 per cent) within the area covered by that enumerator to confirm that the collected information is accurate. Coordinators should keep records of their quality control strategies.

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

### **Data Quality**

Municipalities are required to report the results of their census using Schedule 4 (Municipal Census Form), attached to the Determination of Population Regulation by September 1 of the municipal census year.

To ensure that the population count is valid and reliable, a Field Report is included in the Municipal Census Form. Municipalities are required to note the number of dwellings, the number of non-contacted dwellings, and the number of refusals, onto the form.

Municipal Affairs calculates a non-response rate ((non-contacted dwellings + refusals) / number of dwellings). Municipalities with a non-response rate of five per cent or more may choose to contact the Minister of Municipal Affairs, and request that the municipal population count from the previous Municipal Affairs Population List be used in the upcoming Municipal Affairs Population List.

### **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.

### **Usual Resident Count**

The designated officer must sign the Municipal Census Form contained in Schedule 4 of the Determination of Population Regulation for usual residents only. On the form, the designated officer is swearing that a municipal census was completed, states the chosen municipal census date, and reports the total usual resident count obtained. The census form has to be properly signed and sworn before a Commissioner of Oaths.

For quality assurance purposes, municipalities must also complete the field report on the form, which contains the usual resident count of the municipality, total count of private dwellings, total number of non-contacted dwellings, and total number of refusals. Please note that these should be actual counts obtained from the census. Do not provide extrapolations or estimates for these statistics.

### **Shadow Population Count**

Municipalities that have received prior approval from the Minister of Municipal Affairs to conduct a shadow population count along with their municipal census must complete the Shadow Population Verification Form, as per Schedule 3 of the Determination of Population Regulation. The form has to be properly signed and sworn before a Commissioner of Oaths.

### **Duty to Submit Results**

Completed forms must be submitted to Municipal Affairs by September 1 of the census year in which the census took place. Failure to do so may result in your census figures not being accepted.

Municipalities can submit by:

Scan and Email: [lgs.update@gov.ab.ca](mailto:lgs.update@gov.ab.ca)

Fax: 780-420-1016

Mail: Alberta Municipal Affairs  
17th floor, Commerce Place  
10155 - 102 Street  
Edmonton, AB T6J 2N7

Population reports and forms are reviewed by Municipal Affairs staff. Municipalities may be contacted if there are any discrepancies or if forms are not properly completed.

The results must be accepted by the Minister, and are then included in the annual Municipal Affairs Population List.

## Reporting to the Public

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 may encourage future participation in the census. The reports would need to comply with the *FOIP Act* and must not release 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:

- For municipalities with more than 1,500 in population, and neighbourhoods with at least 50 residences, release the census counts by neighbourhood. The reports should contain the neighbourhood counts only and not other information such as age and sex compositions of the neighbourhoods.
- For communities with more than 5,000 population, and neighbourhoods with more than 100 residences, 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 sex compositions. If more detailed breakdowns are included, ensure that data groupings do not reveal confidential information about respondents.

## The Role of Census Coordinator for Managing an Online Census

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 to conduct census interviews when individuals do not complete the census online. For example, some dwellings could be unoccupied. In other cases, 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 or over the telephone.

An online census has many potential benefits compared to mail and telephone survey methods 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);
- enhanced monitoring of enumeration progress and identification of dwellings still needing enumeration;
- census responses are 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 of the 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 a unique Secure Access Code (SAC) 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);
- obtaining responses from individuals without easy access to the internet, or without the technical knowledge required to use the internet; and
- licensing fees (operating systems such as Windows, SQL database 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 census information 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 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 enumerated. Census responses will be linked to each address in the database.

#### **Secure Access Codes (SACs)**

Before the census begins, a series of unique SACs should be generated and linked with each address in the electronic register. When the census begins, these SACs 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 prompt them for their address and SAC 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 private 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 private dwellings may be new and not yet part of the address database with an assigned SAC. This means that a number of responses will need to be collected in person or by telephone. This process requires enumerators and either paper-based census questionnaire forms or wireless devices with a digital version of the census questionnaire.

After receiving the mailed notice letter and SAC, enumerators may begin to visit private dwellings that have not completed the online census. Some municipalities launch their online and door-to-door interviews at the same time. Others have opted a two to four week time period for the online census, and then begin their telephone or door-to-door interviews.

Use the address database to determine which dwellings have not yet responded. Enumerators should be informed when a private dwelling in their enumeration area completes the online form, so the enumerator does not visit that private dwelling unnecessarily.

If an enumerator reports a new private dwelling or a dwelling not in the address database, the new address should be entered in the database and assign a SAC. Mail out or deliver the SAC to the dwelling, with instructions on how to complete the online questionnaire, or have the enumerator complete the interview in real time.

The in-person enumeration forms need to be entered by census staff as if they were using the online system. This means that a SAC 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 SAC generator (using external resources when needed).
- Generate the SACs and match them to all the dwelling addresses in the database.

- Test the census website extensively. Enter 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 SACs to the dwellings. Include 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 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 database may crash or become corrupted. Back up the database daily to prevent losses.
- Ensure that the wireless device has the capacity to store census data if connectivity is lost. This can be especially problematic in rural areas.

### Managing 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.
- To maximize efficiency of the online census, 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 the system does not allow enumerators to enter new addresses in real time, enter the new address in the database and assign the address a Secure Access Code. Mail out or deliver the Secure Access Code to the dwelling, with instructions on how to complete the online questionnaire.

## Designing a Census Questionnaire

Census questionnaires are a set of questions, in some cases with predefined answers, to gather aggregate information about the population. A municipality must decide what type of information they need to know about residents, and how that information will be used for planning and delivering services to residents.

Proper questionnaire construction is one of the most important steps in achieving a successful census. Good design will help to increase the willingness of residents to complete the census, as well as improve the accuracy of the data collected.

When it comes to designing a questionnaire, asking the right questions in the right way is crucial to collecting the data you need for decision-making. It is critical that each question is clear and reflects what you are asking and how you want it answered. For example, if you ask the question “What is your income?” respondents will not know whether you mean weekly, monthly or annually.

Questionnaire design requires work in choosing the type of questions, wording, answer choices provided and various other factors which contribute to a high-quality questionnaire instrument.

To reduce the burden on census coordinators, and to improve the quality of information collected, municipalities may use the same questions as the 2016 federal census. The 2016 federal census form can be found here: [http://www.statcan.gc.ca/eng/statistical-programs/instrument/3901\\_Q8\\_V1-eng.pdf](http://www.statcan.gc.ca/eng/statistical-programs/instrument/3901_Q8_V1-eng.pdf)

A tracking system needs to be in place to link the questionnaire to the residential address. Each questionnaire should have:

- a unique form number. A form number for each response must be allocated and recorded so that it links back to each dwelling in the municipality. This task is usually the responsibility of the census coordinator.
- the appropriate residential address. Municipalities should have a complete listing of all residential addresses from property tax information. For urban addresses, include the street name or number and house number, as well as the appropriate apartment (suite) number where applicable. If there is any question about the address, check with the residents during the interview.

For rural addresses, include the legal land description (quarter section, section, township, range, and 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.

- Telephone number: Each census form may contain a telephone number that can be obtained from different sources such as utility bills and property tax information. This information can be used if telephone interviews are an option for collecting census information.
- Usual resident count: A municipal census must include a question to count the total number of usual residents in a municipality.
- Quality assurance information: Municipalities are required to conduct quality assurance checks with a sample of households that complete the census through in-person or telephone interviews with an enumerator. Municipalities may request the name of the respondent, email address, telephone number, and an appropriate time to call to verify the census information.

## Suggested Wording for Questions

### Usual Residents Count

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

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

*Including yourself, how many persons usually live at this address on (census day)?*

### Quality Assurance Questions

Municipalities are required to conduct quality assurance interviews with households that completed their interviews with an enumerator.

*The municipality is required to conduct interviews with some residents to verify the accuracy of information collected. Can we contact you at a later date?*

*Can I please get your name and phone number?*



## Optional Questions

Municipalities may choose to ask additional questions to obtain a profile of their residents. More detailed information may be required for housing, land use planning, economic development, recreational facilities, etc.

### 1. Person Number

To obtain additional census information, you would require a list of 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.

*Including yourself, can I have the first name of all persons who usually live here on (census day)?*

Copy the first name of the persons on the form, and then have the respondent answer the following questions for each person.

### 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.

*What is this person's sex?*

*Male*

*Female*

*Other*

*Refused*

### 3. Age

Information on age is needed to help the community plan for its current and future needs. These needs include such things as schools, day care facilities, recreation facilities, housing requirements, and seniors' facilities.

The federal census asks for each person's date of birth and age.

*What is this person's date of birth and age on census day?*

Alternatively, municipalities may choose to add age categories.

*In what age category does this person belong?*

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One suggestion is to code age categories based on Statistics Canada's life cycle groupings:

0-17

18-24

25-44

45-64

65+

You may experience some reluctance or even refusals to answer age-related questions. Explain to the respondent the importance of collecting age data. You may also reaffirm the confidentiality of the data. If the respondent still refuses to answer this question, do not persist.

#### 4. Other census questions

The municipality may opt to add other demographic or household questions to the survey. To ensure that the questions are valid and reliable, municipalities can refer to the 2016 federal census questions located here: <https://www12.statcan.gc.ca/nhs-enm/2016/ref/questionnaires/questions-eng.cfm>

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## Mail-out Census Questionnaires

With a mail out census questionnaire, the municipality would mail their paper survey, and have it returned in a self-addressed or business reply envelope. In-person distribution, fax-based returns, and other varied methods can be blended in with a mail questionnaire format. After the census questionnaires are returned, the data is inputted into a software collection program, either manually or usually by optical recognition software.

### Advantages

The pros of mailing out census forms compared to other methods include:

- Convenience for the respondent as they have the opportunity to complete it when and where they want;
- Easier for respondents than a telephone or enumerator visit as they cannot leave and come back to complete;
- Cost effective as it would be less expensive than having enumerators visit every household.

### Disadvantages

Cons for mail-out questionnaires are that:

- Mail-out questionnaires assume literacy. Not everyone may be able to fill out the questionnaire properly. Set up a census helpline or enumerator visits to improve response rates.
- Other census taking methods would need to be considered to include homeless individuals and people in institutional settings.
- Mail-out questionnaires can result in low response rates, and additional steps must be taken to improve response rates.

### Steps for achieving a good response rate

Below are some suggested steps that may be taken to improve overall response rates on a mail-out census questionnaire.



## **Professional looking package**

The initial package sent to respondents should be professional looking and contain the questionnaire, a cover letter, and a self-addressed return envelope or clear return instructions.

The cover letter should explain the purpose of the census, and that confidentiality is assured. This letter should be short and should provide a contact name and number. In general, it should be written by a senior officer of the municipality such as the Chief Administrative Officer.

The design of the questionnaire is critical. Careful use of graphics and overall design is more likely to encourage people to respond. The questions should be well-phrased and easy to understand.

## **Follow-up**

Follow-up is essential to improve response rates. The second contact with respondents may occur a week or two later, and may consist of a reminder post card or follow-up letter. The third follow-up can include a letter and a replacement census questionnaire.

## **Other Factors to Consider**

Other steps to improve response rates include:

- Avoid mailing census questionnaires near holidays as people may be preoccupied with vacations.
- Mail material early in the week. Mail that arrives on Fridays or Mondays tend to get set aside.

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# Conducting a Census in a Federal Census Year

Every five years, Statistics Canada conducts a national census. The next federal census will take place in 2021. It is in the best interest of Alberta municipalities to support the federal census since the accuracy of the federal census impacts federal transfer payments to the province, and affects the demographic information that forms the basis of policy and planning for all levels of government. Alberta Municipal Affairs encourages all municipalities to support Statistics Canada with the census enumeration process.

One of the challenges faced by Statistics Canada is when municipalities conduct a census on a federal census year. To address this issue, municipalities are encouraged to work with Statistics Canada to ensure the success of both censuses.

## Census Timeframe

For the past federal census, Statistics Canada chose the second Tuesday in May as the census day. Starting at the beginning of May, Statistics Canada sends out invitation letters to encourage households to complete census questionnaires, preferably by internet.

While many households will complete the questionnaire online, enumerator visits and telephone follow-up will still be required to increase the response to the census. In 2016, enumerator visits started on May 20 and finished on July 29.

To minimize the overlap between the federal and municipal census, municipalities can alter their census enumeration period to either March 1 to May 31, or May 1 to July 31 of the census year. Municipalities are not required to submit a request for approval to the Minister if they choose to conduct a census during the two optional time periods. Municipalities can still choose to conduct their census enumeration from April 1 to June 30 of the census year.

Not all municipalities will conduct a census during a federal census year. However, among municipalities that conducted a census in 2016, Statistics Canada indicated that residents were unaware that a federal and municipal census was occurring during the same time. To minimize confusion by residents between the two censuses, it is suggested that municipalities work with Statistics Canada and include marketing information on both censuses during a federal census year.

## Recruitment of Census Workers

In the past few censuses, Statistics Canada has experienced hiring difficulties in Alberta municipalities with tight labor markets due to Alberta's high economic growth and wages. For Statistics Canada, enumerators are hired by a network of local field offices according to



standards and wage levels set by federal legislation. However, in 2016, some Alberta municipalities in high growth areas offered wages to census workers that were more than two times higher than Statistics Canada.

To assist Statistics Canada in the federal census, municipalities may direct their enumerators and residents to apply for census positions at the Statistics Canada website. These enumerators should be informed that they would still be required to undertake recruitment testing and training with Statistics Canada.

### Address Register

The goal of a census is to count everyone once and in the right place. To ensure an accurate census count, both Statistics Canada and a municipality must have access to a complete list of residential addresses.

Statistics Canada has a complex and involved process to develop its address register from the previous census and administrative records; however, administrative records usually contain the mailing address of residents. This poses challenges for Statistics Canada, as Canada Post requires many rural residents to use post office boxes in adjacent municipalities as their mailing address.

Compared to Statistics Canada, municipalities have a more complete inventory of residential addresses. Municipal records (assessment, planning and development permits, water and sewer services; and other administrative records) offer a more complete enumeration of all structures and typically will identify all residences in the municipality. In high growth communities, new housing developments have occurred due to strong economic activity in the region that may not be on Statistics Canada's inventory of residential addresses. In addition, some municipalities that conduct an annual census may have information on suites available in homes that may not be readily available to Statistics Canada.

To ensure accurate federal census counts, municipalities are encouraged to share their address register with Statistics Canada. They may also direct Statistics Canada to locations where transient populations may reside. A complete address list is vital to ensure a complete and accurate population count.

### Hard to Count Individuals

All levels of government must work together to ensure that all groups are counted during a census. Undercounting may deprive a community of government funding for vital services and programs.

Certain groups that are often missed in a census include young adult males in work camps, those who are First Nations (on- and off-reserves), immigrants, individuals in collective dwellings and the homeless. Municipalities may be aware of the best way to enumerate these populations and

may be able to assist Statistics Canada to ensure all residents are enumerated. They are also in the best position to suggest possible contacts with social agencies to locate some hard to reach groups.

## ENUMERATOR TRAINING

*The following sections of the manual pertain to the roles and responsibilities of the enumerator. Census coordinators may choose to use this material as part of their enumerator training manual.*

## Role of the Census Enumerator

A successful census cannot be conducted 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 the *FOIP Act* (see Appendix A, Statement of Census Enumerator). The Statement of Census Enumerator is **valid for the person's lifetime**.

### 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 enumeration area(s);
- knowing how to systematically enumerate your area;
- knowing who is eligible to be counted;
- knowing what to do in cases of non-response or refusal to respond;
- knowing how to complete the census form accurately;
- creating and/or using a system to track completed properties;
- understanding and following confidentiality and security guidelines and procedures;
- accommodating a flexible work schedule, including days, evenings and weekends;
- meeting quality and productivity standards set out by the census coordinator;
- 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 enumerator and assures the confidentiality of all information collected (a sample letter is included in Appendix B, Letter of Introduction). Municipal issued photo identification identifying you as an enumerator may also help ease respondents' confidentiality concerns. If the municipality provides this identification, you should ensure it is easily visible to respondents. This photo identification must not be used for any other purpose and must be returned to the municipality upon request, or upon completion or termination of your role as enumerator. A lost or stolen identification card should be reported to your census coordinator immediately.

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

## Your Approach

It is imperative that you be courteous, tactful, confident, and appropriately dressed during the enumeration. A friendly approach and a tactful presentation of questions will help achieve a successful 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 labour-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 in the evening. Enumerators can respectfully acknowledge any 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.

## 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 cover sheet for identifying information to be returned with the completed census forms;
- forms for recording call-backs (see Appendix B for an example);
- enumerator Notice of Visit Cards (see Appendix B for an example);
- pencils and paper clips;
- large envelope(s) to temporarily store completed census forms.





## 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 is 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. Sample maps for urban enumeration (Figure 1) and rural enumeration (Figure 2) are on page 51. 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 that 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 63 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.

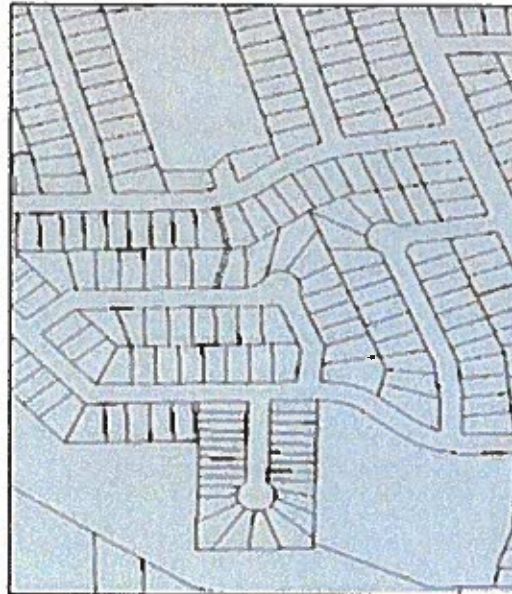
### Method of Covering Your Area

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

#### **Block Enumeration**

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.

Figure 1: Urban Enumeration Area Map Example



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.

Figure 2: Township Showing Section Numbering Sequence

- (ii) **Rural Coverage:** Cover your area in a systematic fashion, quarter section by quarter section. There are 36 sections in a township. 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.

31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	1
					NW NE SW SE

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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 not enumerated and assist you in finding Non-Response Follow-Up locations.

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

In these cases, it may be more appropriate to cover the area on a block-by-block basis as described under urban coverage.

# Completing the Census Form (Paper-Based Census)

## 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 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

Return completed census forms to your coordinator as requested when you have completed your enumeration.

## Conducting Interviews at the Door

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.

### Who to Interview

The person you interview must be a responsible adult (18 years of age or older) who is a member of the residence and who can answer the questions accurately. If a child answers the door, 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 practiced 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.

### Pay attention to your conduct during the interview

- Project confidence and professionalism with your appearance, tone of voice and body language.
- Ask questions in a positive manner.
- Handle all questions with sensitivity.
- Maintain a moderate pace and keep the interview as brief as possible.
- Vary the tone of your voice to avoid sounding monotonous.

### Completing the Questionnaire

- Read the questions exactly as worded. If you change the wording of the question, you change the meaning.
- Do not skip questions unless they do not apply.
- Read all questions in the order they were written, even if the respondent happened to answer them previously.
- Repeat and clarify questions that are misunderstood. If the respondent gives you a partial or an incomplete answer even after you have probed, write down the answer.
- Check the questionnaire for completeness and try to obtain any missing information before you leave the dwelling.

## Reacting to situations that may arise during an interview

During enumeration you may encounter various situations to which you will have to react. Tips for dealing with situations that might arise are as follows:

### Refusal to Give Information

Interview refusals may occur because a municipal census is voluntary and lacks the force of law, unlike the federal 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 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 Non-Response Follow-Up. Use the Notice of Visit Card to record the respondent's name and preferred Non-Response Follow-Up 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 ask neighbours if people live in the residence. You may not ask a neighbour other census questions about the residents such as age, sex, and income.
- 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 Non-Response Follow-Up 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.

In the event the municipality is unable to convert the refusal to a completed interview, the municipality can ask a neighbour for the number of people residing in the household.

### **Respondent is unable to complete the questionnaire at the time of the visit**

You can present the respondent with the following options:

- Ask if there is another adult in the household that would be available to complete the interview.
- Offer to come back at the respondent's convenience.
- Obtain a contact number and offer to follow up by telephone to complete the questionnaire at the respondent's convenience.

### **Respondent claims that the questionnaire was already completed**

In these situations, let the person know that the questionnaire information was not received. Ask to complete a new questionnaire with them for their household.

- If the respondent agrees, proceed to complete the questionnaire.

- If the respondent does not wish to complete the questionnaire, make notes that the respondent claims that the questionnaire was completed and refused to be interviewed.

### 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.

### Respondent informs you they are not the usual resident at this address on census day.

In this situation, first ask them if the dwelling was occupied or unoccupied on census day.

- If the dwelling was occupied but the previous householders had moved, ask the current householder if they know how many people were in the previous household, and if they have contact information with the previous householders.
- If the dwelling was unoccupied on census day, enter the information on the census form.
- If the respondent tells you that the usual residents of this household will be away until after the enumeration date (e.g., on vacation, business trip), ask the person how many usual residents live there and record the number.

### **Respondent wishes to be interviewed separately from the rest of the household**

Occasionally, a person who is a usual resident at the address on census day may want to be enumerated separately for privacy or other reasons. You can interview the person in private. If they agree, record their answers in the same questionnaire.

### **You discover a new or missed dwelling during the interview**

Occasionally, you may find a new dwelling that may need to be added to your address list. For example, a basement of a house has been converted into a separate basement suite that has its own entrance, and otherwise meets the definition of a private dwelling.

Use a new questionnaire to enter the address and dwelling information, and interview the residents.

### **You feel harassed.**

Do not challenge the respondent, and withdraw immediately. Note the circumstances on the survey form, report the situation immediately to your supervisor.

### **No one answers and the dwelling appears unoccupied**

If a dwelling appears to be unoccupied, be careful as it could have been occupied on census day. To obtain this information, speak to neighbours to determine if the dwelling was occupied and how many residents lived there on census day. Apply a note to the form that the information was obtained from neighbours.

If you determine that the dwelling was unoccupied, add a note on the form and obtain the name and phone number of the person who confirmed that the dwelling was unoccupied.

If you cannot determine the occupancy status of the dwelling, indicate that further follow-up is required.

### **There is no private dwelling at the address**

This may happen when a dwelling has been demolished, destroyed or merged with another residence. This can also happen when the address corresponds to a different type of establishment such as a business or store. In this situation, record the information on the census form.



## Telephone Interviews

Enumerators can contact a dwelling by telephone or in-person to complete the questionnaires. In general, it is a good idea to vary the way you contact the household to maximize your chances of reaching them.

In order for enumerators to contact residents, the municipality must have a database of telephone numbers by residential address. Municipalities should check with their FOIP Coordinator to ensure they are able to use other municipal databases to conduct their municipal census.

A municipality may also choose to provide residents with a telephone number to contact the municipality to complete the census.

Telephone interviews must be conducted on a landline or a cell phone in a secure and private room. During telephone interviews, you will have to verify the address for the number you call since you are not able to see the dwelling itself.

### Reacting to situations that may arise during the interview

Many situations you will encounter by phone are similar to those for in-person interviews. For example:

- Dealing with reluctant respondents;
- Reassuring respondents about the confidentiality of information;
- Answering any questions related to the use of census data and its importance.

The following tips can be used to encourage residents to participate in the census.

#### **Respondents have privacy concerns about using their cell phone.**

If a respondent answers your call and expresses privacy concerns about data being transmitted over the cell phone or being overheard:

- Ask for a landline number, if one is available. If yes, call back at this number.
- If no, inform the respondent you will visit them to complete the questionnaire.

**The number you dial is invalid and does not correspond to the address.**

Occasionally, the number you dial could no longer be in service, may be that of a business, or may not correspond to the address.

- Assign code or note for incorrect phone number.
- Follow up with a field visit to the address.

**Refusal to complete the survey over the telephone**

Attempt to follow up with a field visit on the same day or no longer than 24 hours after the initial contact

- Note the appointment time on your assigned list.
- Enter refusal on the address list.
- Follow up with a field visit to complete the questionnaire in-person.

**Someone hangs up**

- Add code or note that this requires further follow-up and that someone hung up.
- Follow up with a field visit to complete the questionnaire in person.

**No one answers the phone**

- Do not leave a message on an answering machine, or voicemail.
- Add a note that there was no answer on phone and that this requires further follow-up.
- Follow up with a field visit to the address.

## Enumerating Collective Dwellings

Collective dwellings are communal, commercial, or institutional buildings where multiple people live. To be a usual resident of a collective dwelling, a person must reside in the collective dwelling for six or more months on census day, or live there permanently as they have no other usual home.

In all cases, persons residing in collective dwellings must also fit the definition of usual resident to be enumerated. For a complete definition of usual resident please refer to page 14 under definitions.

### Types of Collective Dwellings

There are 10 types of collective dwellings:

- Hospitals;
- Nursing home and/or residence for senior citizens;
- Residential care facility, such as a group home for persons with disabilities or addictions;
- Shelter;
- Correctional or custodial facility;
- Lodging or rooming house;
- Religious establishment such as a convent, monastery, or seminary;
- Hutterite colony;
- Establishment with temporary accommodation services such as a hotel, campground, YMCA, Ronald McDonald House or hostel;
- Other establishment such as a school residence, military base, or work camp.

## Usual Residents of Collective Dwellings

Persons residing in collective dwellings must also fit the definition of usual resident to be enumerated. For a complete definition of usual resident, please refer to page 14 under definitions.

The census includes usual persons living in the municipality on census day. Use the information in the following table to decide in which dwelling a person should be enumerated.

**Table 4: Where to enumerate usual residents of a collective dwelling**

Usual Resident	Where to Enumerate
Was admitted less than six months prior to census day and has a usual residence elsewhere.	At his/her usual residence.
Was admitted six or more months prior to census day.	At the collective dwelling.
Was admitted at any time AND has no usual residence.	At the collective dwelling.

## Pre-contact with collective dwellings

To help enumerators, the municipality may choose to call and/or send out a pre-contact letter to each collective dwelling (Appendix D).

Prior to an enumerator visit, the census coordinator or enumerator should:

- Establish contact with an administrator of the collective dwelling;
- Confirm they reached the correct collective dwelling and the address;
- Inform the administrator of the upcoming census enumeration;
- Gather information about the collective dwelling contact who will be providing the required information;
- Determine if administrative records or computer printouts are available. Information you will require are the admission date, and whether each usual resident or employee (including family members) residing in the collective dwelling has a main residence in the municipality. This information is required for usual residents only:



- If administrative records are to be provided, request time for an enumerator to pick up a computer printout;
- Take notes of any relevant information (i.e., optimal times for enumerator visits, preferred language of communication, how to obtain access to the building, etc.); and schedule a time and date for the enumerator to meet with the designated census contact if possible.

### Enumerator Visit

During the visit at the collective dwelling, the enumerator should:

- Ensure the name and addresses of the dwelling in the address portion of the census form are correct, 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.
- Ask the designated census contact of the collective dwelling the date of admission, type of resident (employee, employee's family, patient) and whether the resident has a usual residence elsewhere in Canada.
- 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.
- Create a profile of the dwelling that contains its name, address, capacity, and contact information. Statistics Canada uses a similar approach to improve categorization of collective dwellings.
- Allow enough time to cover all of the occupied units within the building.
- Wear your identification upon arrival.
- If contact cannot be made with the census contact for the collective dwelling before enumeration, bring a cell phone and attempt to contact them before arriving at the building.



Before leaving the premises, and if administrative records are obtained, the enumerator must check to make sure the administrative records are complete. For usual residents, verify that all mandatory data requirements are completed.

- After the administrative records checks have been completed, the enumerator must follow up on each outstanding data requirement, and mark it for follow-up. This can be done by speaking to the collective dwelling census contact, a knowledgeable staff member, or the resident (if granted permission to do so).
- The enumerator is required to complete the Collective Dwelling Record (Appendix D), and attach the administrative records to the form. The supervisor is required to check the information for completeness and accuracy.

### Census Coordinator Quality Checks

Quality checks are an important part of supervising enumerators and ensuring high quality results for the census. The enumerator must make arrangements to have their completed work sent to you on a regular basis. You may arrange for enumerators to deliver completed census forms to your office or you may arrange to pick up completed forms. Tasks that may be undertaken by a supervisor include:

- Identifying enumerator mistakes early and quickly by checking the Collective Dwelling Records daily. All collective dwelling information submitted by enumerators should be checked daily for completeness and accuracy.
- Conducting field visits with your enumerators. Observe your enumerators performing the interviews.
- Ensuring that enumerators complete their work quickly and efficiently. Check the progress made in relation to both the time available and the progress of other enumerators.
- Monitoring the hours worked by enumerators daily to ensure sufficient hours are worked each day at the appropriate time of day.
- Discussing performance issues with enumerators as quickly as possible. Low productivity and poor quality work slows the progress of enumeration and cause additional work for others.

# Appendices

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## Appendix A: Oath and Statement

### Oath of a 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 Commissioner for Oaths) ) (signature of person taking oath)

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

The collection of personal information on this form is authorized under Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used for the purpose of conducting a municipal census. All personal information will be managed in accordance with the privacy provisions of the *FOIP Act*. If you have any questions about the collection, contact (title and business phone number of the responsible municipal official).

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### Statement of a Census Enumerator

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

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

I, (name of person taking statement), 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)

The collection of personal information on this form is authorized under Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used for the purpose of conducting a municipal census. All personal information will be managed in accordance with the privacy provisions of the *FOIP Act*. If you have any questions about the collection, contact (title and business phone number of the responsible municipal official).

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## Appendix B: Enumeration Materials

### Summary of Enumeration Procedures

#### Before you begin:

- Sign the Statement of Census Enumerator. This statement is good for the person's lifetime.
- Become familiar with your enumeration area (EA) and plan your route.
- Know all of the questions you will be asking.
- Adhere to the privacy provisions in the *FOIP Act* 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 enumerator visits.
- 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);
  - Notice of Visit Cards (to leave at dwellings when there is no one home);
  - Call-back Tracking form (for recording dwellings requiring enumerator visits);
  - 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 a field visit. 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 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.**

## Letter of Introduction

### Re: Municipal Census

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

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. (May add additional rationale here).

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 (FOIP) Act*.

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



**Notice of Visit Card**

**Notice of Visit Card**

This is to advise you that a municipal census enumerator visited your residence on  
          (date of visit)          .

I will return on           (day)           ,           (morning/afternoon/evening).

If another time will be more suitable or if you wish to complete your census interview by  
phone, please call me at (XXX) XXX-XXX.

Please quote reference number XXXXXXXXXX.

Thank you for participating in the municipal census.

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**Call-back Tracking Form**

**CALL-BACKS TRACKING FORM**

Enumerator: \_\_\_\_\_

Reference No.	Address	Date of Visit (MM/DD)	Time	Day of Week	Notice of Visit Card Left (Y/N)	Remarks

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## Example of Quality Assurance Check Script

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

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

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

## Appendix C: Census Questionnaire Sample

Questionnaire No. \_\_\_\_\_ Enumerator: \_\_\_\_\_  
 Municipality: \_\_\_\_\_

**MUNICIPAL CENSUS QUESTIONNAIRE**

**Section 1 - Identification**

Address of Dwelling: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

**Section 2 - Questions**

1 Including yourself, how many persons usually live at this address on <census day>? \_\_\_\_\_

2 Did you leave anyone out because you were not sure the person should be included? *For example, a student, a child in joint custody, a person temporarily away, etc.*

Yes (specify name and reason)  No

Name \_\_\_\_\_  
 Reason \_\_\_\_\_

3 Including yourself, can I have the first name of all persons who live here on <census day>?

In the space provided, write the first names of \_\_\_\_\_  
 the persons and ask the following questions for

	Person 1 (First Name)	Person 2 (First Name)	Person 3 (First Name)	Person 4 (First Name)	Person 5 (First Name)	Person 6 (First Name)
4 What is this person's sex?	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	<input type="radio"/> Male <input type="radio"/> Female <input checked="" type="radio"/> Other	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
5 What is this person's age?	<input type="radio"/> 0-17 <input type="radio"/> 18-24 <input type="radio"/> 25-44 <input type="radio"/> 45-64 <input type="radio"/> 65+	<input type="radio"/> 0-17 <input type="radio"/> 18-24 <input type="radio"/> 25-44 <input type="radio"/> 45-64 <input type="radio"/> 65+	<input type="radio"/> 0-17 <input type="radio"/> 18-24 <input type="radio"/> 25-44 <input type="radio"/> 45-64 <input type="radio"/> 65+	<input type="radio"/> 0-17 <input type="radio"/> 18-24 <input type="radio"/> 25-44 <input type="radio"/> 45-64 <input type="radio"/> 65+	<input type="radio"/> 0-17 <input type="radio"/> 18-24 <input type="radio"/> 25-44 <input type="radio"/> 45-64 <input type="radio"/> 65+	<input type="radio"/> 0-17 <input type="radio"/> 18-24 <input type="radio"/> 25-44 <input type="radio"/> 45-64 <input type="radio"/> 65+

**Section 3 - Quality Assurance Checks**

Municipalities are required to conduct quality assurance to verify the accuracy of the information collected. This would involve a supervisor contacting a sample of residents that took part in the census. Would you be interested in participating?

4 Can I please have your first name? \_\_\_\_\_

5 Would you prefer we contact you by telephone, text message or email?

Telephone \_\_\_\_\_  
 Text Message \_\_\_\_\_  
 Email \_\_\_\_\_

## Appendix D: Collective Dwelling Enumeration Materials

### Pre-Contact Introductory Letter

Dear Sir or Madam

The <name of municipality> will be conducting a municipal census on <census date>. All usual residents of this municipality should be counted in the census, including those living in facilities such as yours.

A census representative will be contacting your facility to request assistance in enumerating all persons who are residents, as well as employees and their family members living with them. To determine if these individuals are to be included in the census, we will need to confirm dates of admission and if residents have another address in Canada.

The <name of municipality> will collect this information with minimal inconvenience to your facility. Your assistance with the census is greatly appreciated.

There are two options for enumerating your facility. We can complete the census using administrative records, or we can complete the census using paper questionnaires.

Administrative records are electronic records that contain information about residents who live in this facility. If your facility keeps electronic records that contain the required information to answer the census questions, we request that you print out this information and provide it to the enumerator. An example of an electronic print-out is included in this information package.

If your facility does not keep administrative records, we will require your help to assist the enumerator in answering the census questions, using your knowledge or the knowledge of a staff member.

This municipal census is 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 (FOIP) Act*.

Please ensure that this letter is given to the administrator of your facility or the person responsible for administrative records in order to help with the upcoming enumeration activities.

Thank you in advance for your help with the municipal census.

Chief Administrative Officer

## Sample Script for Initial Contact with Collective Dwelling

Hello my name is \_\_\_\_\_, and I am calling with regard to the municipal census. The census provides a count of people in this municipality. The information is important to your community and is vital for planning its public services.

We need your help enumerating this facility. There are two options. We can complete the census using administration records, or with your assistance, we can complete the census using paper questionnaires.

1. Administrative records are electronic records that contain information about residents who live in this facility. If your facility keeps electronic records that contain the required information to answer the census questions, we request that you print out this information and provide it to the enumerator.
2. If your facility does not keep administrative records, we will require your help to assist the enumerator in answering the census questions.

The census collects information on everyone living in this municipality. Anyone living in this facility must be counted in the census. This includes residents and employees who live on-site and their family members living with them.

To determine type of resident, enumerators will need to confirm dates of admission and if residents have another address in this municipality. We require this information for every unit or room

All information will be kept strictly confidential, in accordance with the privacy provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

Thank you for your cooperation.



### Collective Dwelling Record

Survey Specific Identifier:	Enumerator:	Outcome Status:
-----------------------------	-------------	-----------------

#### COLLECTIVE DWELLING RECORD

Section 1 - Identification						
Name of Collective Dwelling			Address			
Maximum Occupancy	Number of Private Dwellings Attached	Occupied Dwellings	Unoccupied Dwellings	Usual Resident Count		
Contact Name			Telephone Number			
Contact Address				Contact Email		
Collective Dwelling Type: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hospital</li> <li><input type="checkbox"/> Nursing home or residence for seniors</li> <li><input type="checkbox"/> Residential care facility or group home</li> <li><input type="checkbox"/> Shelter</li> <li><input type="checkbox"/> Correctional or Custodial facility</li> <li><input type="checkbox"/> Lodging or rooming house</li> <li><input type="checkbox"/> Religious establishment such as a convent, monastery or seminary</li> <li><input type="checkbox"/> Military Colony</li> <li><input type="checkbox"/> Establishment with temporary accommodation services such as a hotel, campground, YMCA or hostel</li> <li><input type="checkbox"/> Other Establishment such as a school residence, military base, work camp or vessel</li> </ul>						
Section 2: Occupancy Census Day						
Room or Unit No.	Date of Admission	Usually live here (X)	Unoccupied (X)	Name of Occupant (mark X if Name not available)	Number of Usual Residents	

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### Example of Administrative Records or Form for Collective Dwellings

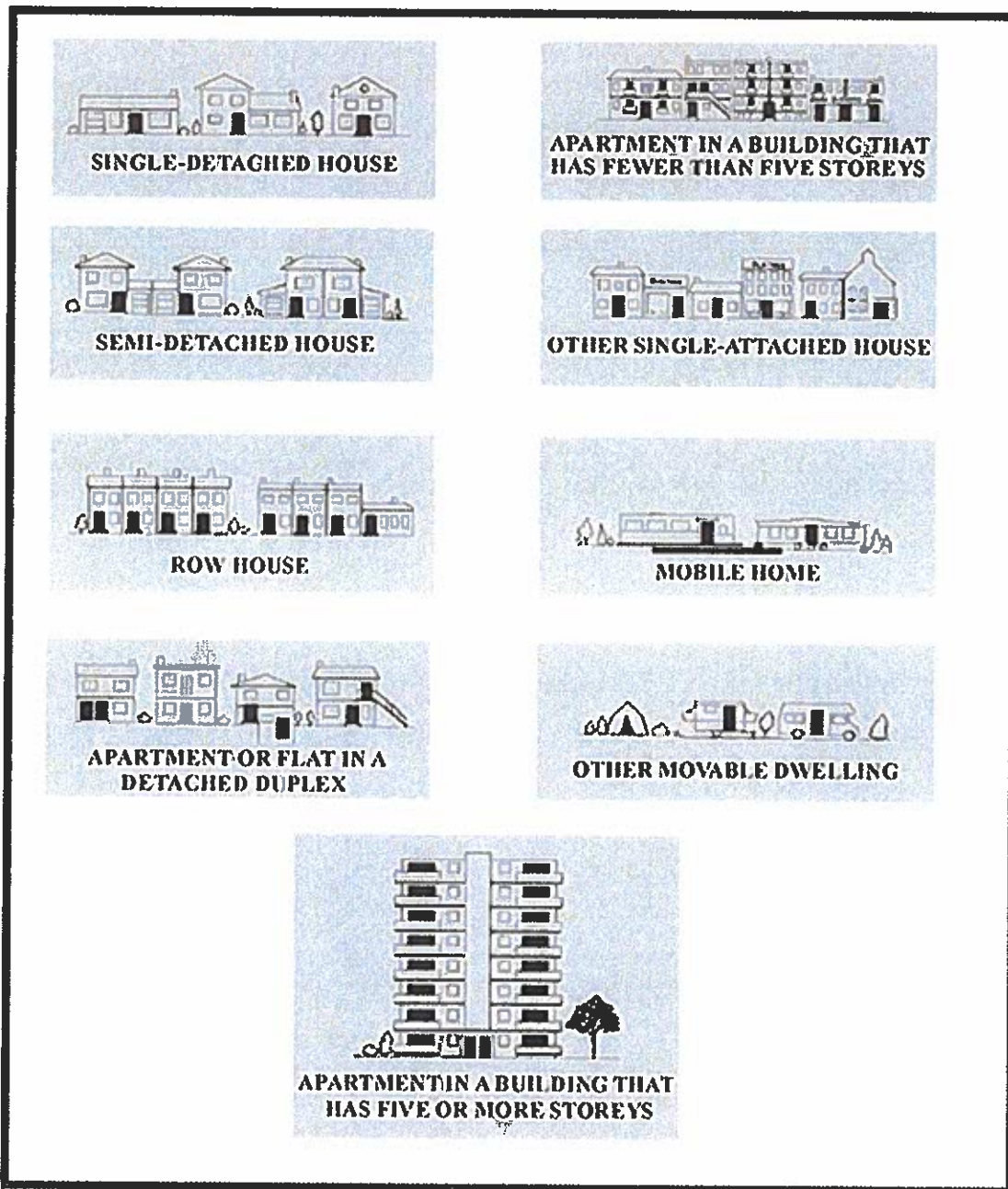
Room No.	Occupancy Status (yes if usual resident(s))	Date of Admission	Number of Usual residents	Has residence elsewhere in the municipality	Address in municipality	Status at Facility (resident or employee)
101	Yes	5/1/2016	1	No		Patient
102	No	4/1/2012	2	No		Employee
103	No	6/1/2015	1	Yes	9901 99 Street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

Note: This table contains fictitious information.

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## Appendix E: Private Dwelling Types



# Appendix F: Forms to Submit to Municipal Affairs

## Municipal Census Form

**Alberta** Government **Schedule 4**  
**Municipal Census Form**  
*Determination of Population Regulation*  
*Alberta Regulation 63/2001*

Municipal Authority \_\_\_\_\_, Province of Alberta.  
Municipal Census Date \_\_\_\_\_  
I, \_\_\_\_\_, of \_\_\_\_\_  
Name of Person taking Oath  
\_\_\_\_\_, appointed designated officer for  
Municipal Office Address  
\_\_\_\_\_,  
Name of Municipality solemnly swear/affirm

THAT I am the designated officer of the municipality of \_\_\_\_\_,  
Name of Municipality  
THAT the date chosen as the municipal census date for the municipality was the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
THAT a municipal census enumeration completed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ discloses that the total  
number of individuals whose usual residence is in this municipality is \_\_\_\_\_  
Total Usual Resident Population  
THAT the Municipal Census Field Report attached below is accurate and complete to the best of my knowledge.

SWORN (AFFIRMED) before me  
at the \_\_\_\_\_ of \_\_\_\_\_  
in the Province of Alberta  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
Signature of Commissioner for Oaths  
} \_\_\_\_\_  
Signature of Designated Officer

**Municipal Census Field Report**

Total count of usual residents	_____
Total count of private dwellings	_____
Total number of non-contacted dwellings	_____
Total number of refusals	_____

Private dwelling refers to a separate lot of living quarters with a private entrance other than outside or from a common hall, lobby, vestibule or stairway inside the building. The entrance to the dwelling must be one that can be used without passing through the living quarters of someone else.  
Non-contacted dwelling is where a census worker has not been able to make contact with a member of the household and believes that the dwelling was occupied by usual residents on census day.  
Refusal is when a household refuses to participate in a census.

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# Shadow Population Verification Form

Errrrr bnnnn



## Schedule 3 Shadow Population Verification

*Determination of Population Regulation  
Alberta Regulation 63/2001*

Municipal Authority \_\_\_\_\_, Province of Alberta.

Municipal Census Date \_\_\_\_\_

I, \_\_\_\_\_, of  
Name of Person taking Oath

\_\_\_\_\_, appointed designated officer for  
Municipal Office Address

\_\_\_\_\_,  
Name of Municipality solemnly swear (affirm)

THAT I am the designated officer of the municipality of \_\_\_\_\_,  
Name of Municipality

THAT the date chosen as the municipal census date for this municipality was the this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THAT a count of the shadow population completed on the this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

discloses that the total number of temporary residents who are employed by an industrial or commercial establishment in the municipality for a minimum of 30 days within the municipal census year is \_\_\_\_\_.  
Total Shadow Population

SWORN (AFFIRMED) before me  
at the \_\_\_\_\_ of \_\_\_\_\_,  
in the Province of Alberta  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Commissioner for Oaths

}  
\_\_\_\_\_  
Signature of Designated Officer

LGS0006 (2018/01) [Reset Form](#)

[Save Form](#)

[Print Form](#)

AR 10/2013 Sched. 3; 108/2017

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## Métis Settlements Members on Leave Verification Form



### Métis Settlement Members on Leave Verification

Métis Settlement \_\_\_\_\_, Province of Alberta

Municipal Census Date \_\_\_\_\_

I, \_\_\_\_\_, of \_\_\_\_\_  
Name of Person taking Oath

\_\_\_\_\_, appointed designated officer for  
Métis Settlement Office Address

\_\_\_\_\_, solemnly swear (affirm):  
Name of Métis Settlement

THAT I am the designated officer of the Métis Settlement of \_\_\_\_\_

THAT the date chosen as the municipal census date for this Métis Settlement was the this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

THAT a count of the members on a leave of absence who have executed written intent that was approved by the council to return to the settlement within five years of the municipal census date is \_\_\_\_\_.  
Total Count of Members on Leave

#### SWORN (AFFIRMED) BEFORE ME

at the \_\_\_\_\_ of \_\_\_\_\_  
in the Province of Alberta,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
Signature of Designated Officer

\_\_\_\_\_  
A Commissioner for Oaths in and for Alberta

\_\_\_\_\_  
Print Name      \_\_\_\_\_  
Expiry Date

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## Appendix G: FOIP Information for Conducting a Municipal Census



### FOIP Tips for Planning a Municipal Census

As public bodies subject to the FOIP Act, 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 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, etcetera.

#### 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 the FOIP Act to give notice (section 34(2)). The "Letter of Introduction" in Appendix B of the census manual (available from Alberta Finance and Enterprise) can be revised for this purpose. The notice should cover the use of the information, the authority for collection (section 33(c) of the FOIP Act) 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 the FOIP Act.

#### 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 Office; 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 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.

Questions? Call the FOIP Help Desk at 780-427-5848 (toll free dial 310-0000 first), e-mail the [foiphelpdesk@gov.ab.ca](mailto:foiphelpdesk@gov.ab.ca) or Access and Privacy, Service Alberta or visit our website at [foip.alberta.ca](http://foip.alberta.ca).

September 2003, updated December 2006

# 2019 Municipal Affairs Population List



DECEMBER 2019

Alberta

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Alberta Municipal Affairs, Government of Alberta

November 2019

2019 Municipal Affairs Population List

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Data for this publication is from the 2016 federal census of Canada, or from the most recent municipal census conducted by the municipality. For more detailed data on the censuses conducted by Alberta municipalities, please contact the municipalities directly. Additional census information on Alberta municipalities from the 2016 federal census can be found from the [Statistics Canada website](#).

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# Introduction

Each year the ministry publishes a population list of all Alberta municipalities based on the most recent municipal census or latest federal census. This list contains municipal census population counts submitted to Alberta Municipal Affairs as of September 1 of the current year, in accordance with Sections 57 and 604 of the [Municipal Government Act](#) and the [Municipal Census Manual](#). Municipalities completing their own census must follow mandatory requirements as specified in the [Determination of Population Regulation \(63/2001\)](#) and the Municipal Census Manual.

Conducting a municipal census is at the discretion of the municipality. Most municipalities rely on the information provided by the federal census prepared by Statistics Canada and released once every five years. The most recent federal census was completed in 2016 and released on February 8, 2017.

If a municipality has not completed a municipal census, the 2016 federal census numbers have been used in the 2019 Municipal Affairs Population List.

This publication also contains the population counts for all First Nation Reserves and all Métis Settlements in Alberta. Population counts used for First Nation communities were obtained from the federal ministry of [Crown-Indigenous and Northern Affairs Canada](#) as of August 1, 2019. Census counts for Métis Settlements are from the 2018 census conducted by the Metis Settlements General Council.



## 2019 Municipal Census Participation List

The following 21 municipalities conducted a municipal census in 2019.

Municipality		
<i>City</i>	City of Airdrie City of Beaumont City of Calgary City of Edmonton City of Fort Saskatchewan	City of Lacombe City of Leduc City of Lethbridge City of Red Deer
<i>Municipal District</i>	Sturgeon County Municipal District of Lesser Slave River	
<i>Specialized Municipality</i>	Lac La Biche County	
<i>Town</i>	Town of Coaldale Town of Coalhurst Town of Cochrane Town of Crossfield Town of Fox Creek	Town of High River Town of Penhold Town of Raymond Town of Stony Plain

\*For more information on types of municipalities, please refer to [Municipalities in Alberta](#).

## Municipal Population Summary

The table provides population figures for each type of municipality, First Nation communities and Métis Settlements in Alberta. The population counts include shadow populations and members on leave counts for Métis Settlements, as approved by the Minister of Municipal Affairs.

The unofficial Alberta population total will differ from the Official Alberta Population Estimate published by the Office of Statistics and Information due to differences in methodology.

Population (by Municipality Type)	2019
<b>Population of Alberta Municipalities</b>	<b>4,188,708</b>
City (19)	2,959,559
Specialized Municipality (6)	242,395
Municipal District (63)	471,852
Town (107)	466,470
Village (86)	36,585
Summer Village (51)	5,200
Improvement District (8)	2,463
Special Areas (1)	4,184
First Nation Communities (on reserve and crownland)	77,419
Métis Settlements	5,632
<b>UNOFFICIAL ALBERTA POPULATION - TOTAL</b>	<b>4,271,759</b>

# 2019 Municipal Affairs Population List

For most municipalities, only “usual residents” are included in their population counts. The shadow population counts are included with the usual resident count if the municipality has been given approval from the Minister of Municipal Affairs prior to conducting a census. The Regional Municipality of Wood Buffalo, Lac La Biche County, the Improvement District No. 04 (Waterton), and the Town of Fox Creek all had a shadow population included with their municipal census.

## Cities

City	Population	Municipal Census Date	Federal Census Date
Airdrie	70,564	01-Apr-19	
Beaumont *	19,236	01-May-19	
Brooks	14,451		10-May-16
Calgary	1,285,711	01-Apr-19	
Camrose	18,742		10-May-16
Chestermere	20,732	01-May-18	
Cold Lake	14,961		10-May-16
Edmonton	972,223	01-Apr-19	
Fort Saskatchewan	26,942	01-Apr-19	
Grande Prairie	69,088	16-Apr-18	
Lacombe	13,985	02-Apr-19	
Leduc	33,032	01-Apr-19	
Lethbridge	101,482	01-Apr-19	
Lloydminster **	19,645		10-May-16
Medicine Hat	63,260		10-May-16
Red Deer	101,002	01-Apr-19	
Spruce Grove	35,766	04-Apr-18	
St. Albert	66,082	01-May-18	
Wetaskiwin	12,655		10-May-16
<b>CITIES (19) - TOTAL</b>	<b>2,959,559</b>		

\*The Town of Beaumont became the City of Beaumont in 2019.

\*\*The population of Lloydminster refers to the Alberta portion only; for the population total of both Alberta and Saskatchewan, please refer to the [Additional Information](#) section on page 15.

## Special Areas

Special Areas	Population	Municipal Census Date	Federal Census Date
Special Areas	4,184		10-May-16
<b>SPECIAL AREAS (1) - TOTAL</b>	<b>4,184</b>		

## Specialized Municipalities

Specialized Municipality	Population	Municipal Census Date	Federal Census Date
Lac La Biche County *	9,636	17-Apr-19	
Mackenzie County	12,512	18-Apr-18	
Municipality of Crowsnest Pass	5,589		10-May-16
Municipality of Jasper	4,590		10-May-16
Regional Municipality of Wood Buffalo *	111,687	09-Apr-18	
Strathcona County	98,381	01-May-18	
<b>SPECIALIZED MUNICIPALITY (6) - TOTAL</b>	<b>242,395</b>		

\*The populations of the Regional Municipality of Wood Buffalo and Lac La Biche County include shadow population counts. For a more detailed breakdown, please refer the [Shadow Population](#) section on page 15.

## Municipal Districts

Municipal District	Population	Municipal Census Date	Federal Census Date
Athabasca County	7,869		10-May-16
Beaver County	5,905		10-May-16
Big Lakes County	4,103		10-May-16
Birch Hills County	1,553		10-May-16
Brazeau County	7,771		10-May-16
Camrose County	8,458		10-May-16
Cardston County	4,481		10-May-16
Clear Hills County	3,023		10-May-16
Clearwater County	11,947		10-May-16
County of Barrhead No. 11	6,288		10-May-16
County of Forty Mile No. 8	3,581		10-May-16
County of Grande Prairie No. 1 ***	22,502		10-May-16
County of Minburn No. 27	3,188		10-May-16
County of Newell	7,524		10-May-16
County of Northern Lights	3,656		10-May-16
County of Paintearth No. 18	2,102		10-May-16
County of St. Paul No. 19	6,468	18-Apr-17	
County of Stettler No. 6	5,526		10-May-16
County of Two Hills No. 21	3,641		10-May-16
County of Vermillion River	8,267		10-May-16
County of Warner No. 5 ***	3,947		10-May-16
County of Wetaskiwin No. 10	11,181		10-May-16
Cypress County	7,662		10-May-16
Flagstaff County	3,738		10-May-16
Foothills County *	22,766		10-May-16
Kneehill County	5,001		10-May-16
Lac Ste. Anne County	10,899		10-May-16
Lacombe County	10,343		10-May-16
Lamont County	3,899		10-May-16
Leduc County	13,780		10-May-16

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Municipal District	Population	Municipal Census Date	Federal Census Date
Lethbridge County	10,353		10-May-16
Mountain View County	13,074		10-May-16
Municipal District of Acadia No. 34	493		10-May-16
Municipal District of Bighorn No. 8	1,334		10-May-16
Municipal District of Bonnyville No. 87 ***	12,760		10-May-16
Municipal District of Fairview No. 136	1,604		10-May-16
Municipal District of Greenview No. 16 **	9,615	30-Apr-18	
Municipal District of Lesser Slave River No.124	2,811	01-May-19	
Municipal District of Opportunity No. 17	3,181		10-May-16
Municipal District of Peace No. 135	1,747		10-May-16
Municipal District of Pincher Creek No. 9	2,965		10-May-16
Municipal District of Provost No. 52	2,205		10-May-16
Municipal District of Ranchland No. 66	92		10-May-16
Municipal District of Smoky River No. 130	2,023		10-May-16
Municipal District of Spirit River No. 133	700		10-May-16
Municipal District of Taber	7,173	15-Apr-16	
Municipal District of Wainwright No. 61	4,479		10-May-16
Municipal District of Willow Creek No. 26	5,179		10-May-16
Northern Sunrise County	1,891		10-May-16
Parkland County	32,097		10-May-16
Ponoka County	9,806		10-May-16
Red Deer County	19,541		10-May-16
Rocky View County	39,407		10-May-16
Saddle Hills County	2,225		10-May-16
Smoky Lake County	2,461		10-May-16
Starland County	2,066		10-May-16
Sturgeon County	20,506	15-Apr-19	
Thorhild County	3,254		10-May-16
Vulcan County	3,984		10-May-16
Westlock County	7,220		10-May-16
Wheatland County	8,788		10-May-16
Woodlands County	4,754		10-May-16
Yellowhead County	10,995		10-May-16
<b>MUNICIPAL DISTRICTS (63) - TOTAL</b>	<b>471,852</b>		

\* The Municipal District of Foothills No. 31 was change to Foothills County (Order in Council 396/2018).

\*\* The Town of Grande Cache was dissolved into the Municipal District of Greenview on January 1, 2019 (Order in Council 361/2018).The population of the former town has been added into the Municipal District of Greenview.

\*\*\* The 2016 federal census count has been [amended](#) by Statistics Canada

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## Towns

Town	Population	Municipal Census Date	Federal Census Date
Athabasca	2,965		10-May-16
Banff	8,875	12-Jun-17	
Barrhead	4,579		10-May-16
Bashaw	830		10-May-16
Bassano	1,206		10-May-16
Beaverlodge	2,465		10-May-16
Bentley	1,078		10-May-16
Black Diamond	2,700		10-May-16
Blackfalds	10,125	15-May-18	
Bon Accord	1,529		10-May-16
Bonnyville	6,422	01-Apr-17	
Bow Island	2,043	01-May-17	
Bowden	1,240		10-May-16
Bruderheim	1,395	01-Apr-18	
Calmar	2,228		10-May-16
Canmore	13,992		10-May-16
Cardston	3,909	18-Jun-18	
Carstairs	4,077		10-May-16
Castor	929		10-May-16
Claresholm	3,780		10-May-16
Coaldale	8,691	01-Apr-19	
Coalhurst	2,784	21-May-19	
Cochrane	29,277	01-Apr-19	
Coronation	940		10-May-16
Crossfield	3,377	01-May-19	
Daysland	824		10-May-16
Devon	6,578		10-May-16
Didsbury	5,268		10-May-16
Drayton Valley	7,235		10-May-16
Drumheller	7,982		10-May-16
Eckville	1,163	24-May-18	
Edson	8,414		10-May-16
Elk Point	1,452		10-May-16
Fairview	2,998		10-May-16
Falher	1,047		10-May-16
Fort Macleod	2,967		10-May-16
Fox Creek	2,589	03-Jun-19	
Gibbons	3,159		10-May-16
Granum	406		10-May-16
Grimshaw	2,718		10-May-16
Hanna	2,559		10-May-16
Hardisty	554		10-May-16
High Level	3,992	01-May-17	
High Prairie	2,564		10-May-16
High River	14,052	01-Apr-19	
Hinton	9,882		10-May-16

Town	Population	Municipal Census Date	Federal Census Date
Innisfail	7,847		10-May-16
Irricana	1,216		10-May-16
Killam	989		10-May-16
Lamont	1,774		10-May-16
Legal	1,345		10-May-16
Magrath	2,435	24-Apr-17	
Manning	1,183		10-May-16
Mayerthorpe	1,320		10-May-16
McLennan	791	01-May-17	
Milk River	827		10-May-16
Millet	1,945		10-May-16
Morinville	9,893	01-Apr-16	
Mundare	852		10-May-16
Nanton	2,181		10-May-16
Nobleford	1,278		10-May-16
Okotoks	29,002	02-May-18	
Olds	9,184		10-May-16
Onoway	1,029		10-May-16
Oyen	1,022	05-Jun-17	
Peace River	6,842		10-May-16
Penhold	3,563	01-Apr-19	
Picture Butte	1,810		10-May-16
Pincher Creek	3,642		10-May-16
Ponoka	7,229		10-May-16
Provost	1,998		10-May-16
Rainbow Lake	795		10-May-16
Raymond	4,241	15-May-19	
Redcliff	5,600		10-May-16
Redwater	2,053		10-May-16
Rimbey	2,567		10-May-16
Rocky Mountain House	6,635		10-May-16
Sedgewick	811		10-May-16
Sexsmith	2,620		10-May-16
Slave Lake	6,651		10-May-16
Smoky Lake	964		10-May-16
Spirit River	995		10-May-16
St. Paul	5,963	10-Apr-17	
Stavely	541		10-May-16
Stettler	5,952		10-May-16
Stony Plain	17,842	01-May-19	
Strathmore	13,528	01-Apr-18	
Sundre	2,729		10-May-16
Swan Hills	1,301		10-May-16
Sylvan Lake	14,816		10-May-16
Taber	8,428		10-May-16
Thorsby	1,015	01-Apr-17	
Three Hills	3,212		10-May-16
Tofield	2,081		10-May-16

Town	Population	Municipal Census Date	Federal Census Date
Trochu	1,058		10-May-16
Turner Valley	2,559		10-May-16
Two Hills	1,443	15-May-17	
Valleyview	1,863		10-May-16
Vauxhall	1,222		10-May-16
Vegreville	5,708		10-May-16
Vermilion	4,150	01-Apr-17	
Viking	1,083		10-May-16
Vulcan	1,917		10-May-16
Wainwright	6,270		10-May-16
Wembley	1,516		10-May-16
Westlock	5,101		10-May-16
Whitecourt	10,204		10-May-16
<b>TOWNS (107) - TOTAL</b>	<b>466,470</b>		

\* The population of the Town of Fox Creek includes the [shadow population](#) count. For a more detailed breakdown, please refer the [Shadow Population](#) section on page 15.

\*\* The Town of Beaumont became the City of Beaumont in 2019; you will find their population under [Cities](#).

\*\*\* The Town of Grande Cache was dissolved in 2019 and its population has been added to the Municipal District of Greenview.

\*\*\*\* The 2016 federal census count was [amended](#) by Statistics Canada

## Villages

Village	Population	Municipal Census Date	Federal Census Date
Acme	653		10-May-16
Alberta Beach	1,018		10-May-16
Alix	734		10-May-16
Alliance	154		10-May-16
Amisk	204		10-May-16
Andrew	425		10-May-16
Arrowwood	207		10-May-16
Barnwell	947		10-May-16
Barons	341		10-May-16
Bawf	422		10-May-16
Beiseker	819		10-May-16
Berwyn	538		10-May-16
Big Valley	349	01-May-17	
Bittern Lake	220		10-May-16
Boyle	925	04-Jun-18	
Breton	574		10-May-16
Carbon	500	01-May-17	
Carmangay	250	19-May-17	
Caroline	512		10-May-16
Cereal	111		10-May-16
Champion	317		10-May-16

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Village	Population	Municipal Census Date	Federal Census Date
Chauvin	345	19-May-16	
Chipman	274		10-May-16
Clive	715		10-May-16
Clyde	430		10-May-16
Consort	729		10-May-16
Coutts	245		10-May-16
Cowley	209		10-May-16
Cremona	444		10-May-16
Czar	202		10-May-16
Delburne	892		10-May-16
Delia	216		10-May-16
Dewberry	186		10-May-16
Donalda	219		10-May-16
Donnelly	342		10-May-16
Duchess	1,085		10-May-16
Edberg	151		10-May-16
Edgerton	425	10-May-17	
Elnora	298		10-May-16
Empress	155	01-Jun-18	
Ferintosh	202		10-May-16
Foremost	541		10-May-16
Forestburg	875		10-May-16
Gadsby	40		10-May-16
Grouxville	289	01-May-17	
Glendon	493		10-May-16
Glenwood	316		10-May-16
Halkirk	112		10-May-16
Hay Lakes	495		10-May-16
Heisler	160		10-May-16
Hill Spring	162		10-May-16
Hines Creek	346		10-May-16
Holden	350		10-May-16
Hughenden	243		10-May-16
Hussar	190		10-May-16
Hythe	827		10-May-16
Innisfree	223	15-May-17	
Irma	521		10-May-16
Kitscoty	976	01-Apr-16	
Linden	828		10-May-16
Lomond	166		10-May-16
Longview	307		10-May-16
Lougheed	256		10-May-16
Mannville	828		10-May-16
Marwayne	606	15-May-17	
Milo	91		10-May-16
Morrin	240		10-May-16
Munson	192		10-May-16
Myrnam	339		10-May-16

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Village	Population	Municipal Census Date	Federal Census Date
Nampa	364		10-May-16
Paradise Valley	179		10-May-16
Rockyford	316		10-May-16
Rosalind	188		10-May-16
Rosemary	396		10-May-16
Rycroft	612		10-May-16
Ryley	483		10-May-16
Spring Lake	699		10-May-16
Standard	353		10-May-16
Stirling	1,269	01-Jun-18	
Veteran	238	29-May-17	
Vilna	290		10-May-16
Wabamun	682		10-May-16
Warburg	766		10-May-16
Wamer	373		10-May-16
Waskatenau	227	30-Apr-18	
Youngstown	154		10-May-16
<b>VILLAGES (86) - TOTAL</b>	<b>36,585</b>		

## Summer Villages

Summer Village	Population	Municipal Census Date	Federal Census Date
Argentia Beach	27		10-May-16
Betula Beach	16		10-May-16
Birch Cove	45		10-May-16
Birchcliff	117		10-May-16
Bondiss	110		10-May-16
Bonnyville Beach	84		10-May-16
Burnstick Lake	15		10-May-16
Castle Island	10		10-May-16
Crystal Springs	51		10-May-16
Ghost Lake	82		10-May-16
Golden Days	160		10-May-16
Grandview	114		10-May-16
Gull Lake	176		10-May-16
Half Moon Bay	42		10-May-16
Horseshoe Bay	73	01-May-17	
Island Lake	228		10-May-16
Island Lake South	61		10-May-16
Itaska Beach	23		10-May-16
Jarvis Bay	213		10-May-16
Kapasiwin	10		10-May-16
Lakeview	30		10-May-16
Larkspur	44		10-May-16
Ma-Me-O Beach	110		10-May-16

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Summer Village	Population	Municipal Census Date	Federal Census Date
Mewatha Beach	90		10-May-16
Nakamun Park	96		10-May-16
Norglenwold	273		10-May-16
Norris Beach	38		10-May-16
Parkland Beach	153		10-May-16
Pelican Narrows	151		10-May-16
Point Alison	10		10-May-16
Poplar Bay	103		10-May-16
Rochon Sands	86		10-May-16
Ross Haven	160		10-May-16
Sandy Beach	278		10-May-16
Seba Beach	169		10-May-16
Silver Beach	65		10-May-16
Silver Sands	160		10-May-16
South Baptiste	66		10-May-16
South View	67		10-May-16
Sunbreaker Cove	81		10-May-16
Sundance Beach	73		10-May-16
Sunrise Beach	135		10-May-16
Sunset Beach	49		10-May-16
Sunset Point	169		10-May-16
Val Quentin	252		10-May-16
Waiparous	49		10-May-16
West Baptiste	38		10-May-16
West Cove	149		10-May-16
Whispering Hills	142		10-May-16
White Sands	120		10-May-16
Yellowstone	137		10-May-16
<b>SUMMER VILLAGES (51) - TOTAL</b>	<b>5,200</b>		

\*The 2016 federal census count was [amended](#) by Statistics Canada.

## Improvement Districts

Improvement District	Population	Municipal Census Date	Federal Census Date
Improvement District No. 04 (Waterton) *	513	22-Jun-18	
Improvement District No. 09 (Banff)	1,028		10-May-16
Improvement District No. 12 (Jasper National Park)	53		10-May-16
Improvement District No. 13 (Elk Island)	-		
Improvement District No. 24 (Wood Buffalo)	648		10-May-16
Kananaskis Improvement District	221		10-May-16
Improvement District No. 25 (Willmore Wilderness)	-		
Improvement District No. 349	-		
<b>IMPROVEMENT DISTRICT (8) - TOTAL</b>	<b>2,463</b>		

\* The population of Improvement District No. 04 includes a [shadow population](#) count.

## Alberta First Nations Population

The population figures for First Nation communities in Alberta are as of August 1, 2019 and were obtained from the federal ministry of [Crown-Indigenous and Northern Affairs](#) Canada. The data reflects First Nations people that are members of a First Nation living on- or off-reserve.

First Nation	On-Reserve & Crown Land	Off-Reserve	Total Population	Federal Census Date
Alexander First Nation	1,136	1,123	2,259	01-Aug-19
Alexis Nakota Sioux Nation	1,234	826	2,060	01-Aug-19
Athabasca Chipewyan First Nation	255	1,050	1,305	01-Aug-19
Beaver First Nation	487	661	1,148	01-Aug-19
Beaver Lake Cree Nation	435	789	1,224	01-Aug-19
Bigstone Cree Nation	3,524	4,715	8,239	01-Aug-19
Blood Tribe	8,752	3,948	12,700	01-Aug-19
Chipewyan Prairie First Nation	406	577	983	01-Aug-19
Cold Lake First Nations	1,385	1,575	2,960	01-Aug-19
Dene Tha' First Nation	1,016	1,879	2,895	01-Aug-19
Driftpile Cree Nation	995	1,821	2,816	01-Aug-19
Duncan's First Nation	146	183	329	01-Aug-19
Enoch Cree Nation #440	1,849	946	2,795	01-Aug-19
Ermieskin Tribe	3,731	1,148	4,879	01-Aug-19
Fort McKay First Nation	437	456	893	01-Aug-19
Fort McMurray #468 First Nation	297	563	860	01-Aug-19
Frog Lake First Nation	2,139	1,252	3,391	01-Aug-19
General List *	4	928	932	01-Aug-19
Heart Lake First Nation	179	128	307	01-Aug-19
Horse Lake First Nation	508	731	1,239	01-Aug-19
Kapawe'no First Nation	140	257	397	01-Aug-19
Kehewin Cree Nation	1,261	924	2,185	01-Aug-19
Little Red River Cree Nation	5,268	682	5,950	01-Aug-19
Loon River Cree	550	118	668	01-Aug-19
Louis Bull Tribe	1,898	493	2,391	01-Aug-19

First Nation	On-Reserve & Crown Land	Off-Reserve	Total Population	Federal Census Date
Lubicon Lake Band	408	307	715	01-Aug-19
Mikisew Cree First Nation	800	2,373	3,173	01-Aug-19
Montana First Nation	802	265	1,067	01-Aug-19
O'Chiese First Nation	996	457	1,453	01-Aug-19
Paul First Nation	1,442	698	2,140	01-Aug-19
Peerless Trout First Nation	849	119	968	01-Aug-19
Piikani Nation	2,543	1,428	3,971	01-Aug-19
Saddle Lake Cree Nation **	6,905	4,112	11,017	01-Aug-19
Samson Cree Nation	6,785	2,162	8,947	01-Aug-19
Sawridge First Nation	50	471	521	01-Aug-19
Siksika Nation	4,329	3,205	7,534	01-Aug-19
Smith's Landing First Nation	164	203	367	01-Aug-19
Stoney (Bears paw) First Nation	1,872	165	2,037	01-Aug-19
Stoney (Chiniki) First Nation	1,646	155	1,801	01-Aug-19
Stoney (Wesley) First Nation	1,619	199	1,818	01-Aug-19
Sturgeon Lake Cree Nation	1,552	1,921	3,473	01-Aug-19
Sucker Creek First Nation	799	2,144	2,943	01-Aug-19
Sunchild First Nation	923	487	1,410	01-Aug-19
Swan River First Nation	445	1,005	1,450	01-Aug-19
Tallcree Tribal Government	588	797	1,385	01-Aug-19
Tsuut'ina Nation	2,221	206	2,427	01-Aug-19
Whitefish Lake First Nation	1,649	1,281	2,930	01-Aug-19
Woodland Cree First Nation	865	311	1,176	01-Aug-19
<b>FIRST NATIONS (48) - TOTAL</b>	<b>77,419</b>	<b>51,933</b>	<b>129,352</b>	

\*General list contains the names of those who are listed in the Indian Register but are not registered with a First Nation.

\*\*Includes members of the Whitefish (Goodfish) Lake First Nation.

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## Métis Settlements

In order to be included in the Municipal Affairs Population List, the population counts for Métis Settlements must be conducted in accordance with the Determination of Population Regulation and the Municipal Census Manual. Due to the unique situation of Métis Settlements, the ministry has agreed to accept the members on leave count. The members on leave counts for each Métis Settlement were included for the first time in 2018.

Métis Settlements	Usual Resident Count	Members on Leave	Total Population	Census Date
Buffalo Lake Metis Settlement	702	13	715	05-Jun-18
East Prairie Metis Settlement	491	95	586	05-Jun-18
Elizabeth Metis Settlement	639	5	644	05-Jun-18
Fishing Lake Metis Settlement	436	159	595	05-Jun-18
Gift Lake Metis Settlement	812	80	892	05-Jun-18
Kikino Metis Settlement	928	90	1,018	05-Jun-18
Paddle Prairie Metis Settlement	536	41	577	05-Jun-18
Peavine Metis Settlement	566	39	605	05-Jun-18
<b>MÉTIS SETTLEMENTS (8) - Total</b>	<b>5,110</b>	<b>522</b>	<b>5,632</b>	

## Shadow Population

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.

The following municipality shadow population counts have been approved by the Minister of Municipal Affairs.

Municipality	Usual Resident Count	Shadow Population	Total Population	Census Date
Lac La Biche County	8,654	982	9,636	17-Apr-19
Regional Municipality of Wood Buffalo	75,009	36,678	111,687	09-Apr-18
Town of Fox Creek	2,189	400	2,589	03-Jun-19
Improvement District No.04 (Waterton)	108	405	513	22-Jun-18
<b>SHADOW POPULATION (4) - Total</b>	<b>85,960</b>	<b>38,465</b>		

## Additional Information

Additional Information	Population	Total Population
<b>City of Lloydminster</b>		<b>31,400</b>
Saskatchewan	11,755	
Alberta	19,645	
<b>Municipality of Crowsnest Pass*</b>		<b>5,589</b>
Bellevue	397	
Coleman	1,545	
Blairmore	1,475	
Frank	85	
Former ID 5 (Part included in Crowsnest Pass as of Jan 1, 1979)	1,364	
Former ID 6 (Part included in Crowsnest Pass as of Jan 1, 1996)	723	
<b>Regional Municipality of Wood Buffalo**</b>		<b>111,687</b>
Urban Service Area	75,615	
Rural Service Area	36,072	
<b>Strathcona County</b>		<b>98,381</b>
Urban Service Area	71,332	
Rural Service Area	27,049	
<b>Townsite of Redwood Meadows*</b>		<b>1,080</b>
Redwood Meadows is situated on an Indian Reserve and is included in the population for the Tsuut'ina Nation. The population for Redwood Meadows is based on the 2016 Federal Census.		

\* Information was aggregated by Alberta Municipal Affairs based on the 2016 dissemination area data released by Statistics Canada.

\*\*Includes a shadow population count.

**debbie@onoway.ca**

---

**From:** cao@onoway.ca  
**Sent:** February 8, 2022 8:54 AM  
**To:** 'Eve Winterford'  
**Cc:** debbie@onoway.ca; 'Jason Madge'  
**Subject:** RE: Municipalities | Waste Reduction Week in Canada

Let's put it on an upcoming Council agenda, one of the March ones please Deb

Wendy Wildman  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
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NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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-----Original Message-----

**From:** Eve Winterford <evewinterford8@gmail.com>  
**Sent:** February 8, 2022 7:33 AM  
**To:** Wendy Wildman <cao@onoway.ca>  
**Subject:** Municipalities | Waste Reduction Week in Canada

Good morning:

As part of our campaign to reduce landfill I've included a kit to share with Onoway when you think it's timely. This kit includes our adopting Waste Reduction Week, so perhaps we can discuss what week we can target and announce if your in agreement.

Thanks  
Bob

<https://wrwcanada.com/en/resources/municipalities>

Sent from my iPad

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## WASTE REDUCTION WEEK IN CANADA

Waste Reduction Week in Canada is a year-round program, focused on the principles of circular economy, resource efficiency, and waste reduction. The program's primary purpose is to celebrate our environmental efforts and achievements while encouraging new innovative ideas and solutions. The celebratory nature of the campaign is what motivates learning and behaviour change.

The program's educational resources and "take action" messaging empower all Canadians to adopt more environmentally conscious choices. Waste Reduction Week in Canada further provides information and ideas to reduce waste in all facets of daily living, creating the solutions to the many environmental challenges we face including climate change, water pollution and preservation of natural resources.

### History

Waste Reduction and Recycling Weeks in Canada started in the mid-1980s, when a number of recycling councils and environmental organizations began holding provincial events. In 2001, the national Waste Reduction Week program was formalized by Circular Innovation Council (formerly Recycling Council of Ontario) who now leads the national campaign with support from a coalition of not-for-profit environmental groups and governments from each of the 13 provincial and territorial jurisdictions across Canada.

This October we celebrate Waste Reduction Week in Canada's 20th anniversary! This year's overall theme is **Then - Now - Future**. We invite you to join us as we reflect on the last 20 years of successes and look ahead to accelerating our circular future.



WASTE  
REDUCTION  
WEEK  
IN CANADA



**SAVE THE DATES: OCT. 18 - 24, 2021**



## About Circular Innovation Council

Circular Innovation Council - originally established as Recycling Council of Ontario in 1978 - believes solutions for greater resource efficiency is to advance the circular economy, which decouples economic activity from the consumption of finite resources. By putting circular economy concepts into action through collaboration and inclusion we discover solutions through circular business models that design waste out of production and consumption.



## Upcoming Waste Reduction Weeks

Waste Reduction Week in Canada starts on the third Monday of October every year. Make sure you save Waste Reduction Week dates into your calendar for the next upcoming campaigns!

October 17 - 23 2022

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October 16 - 22, 2023

October 21 - 27, 2024

RCBC



RECYCLING  
COUNCIL OF  
BRITISH  
COLUMBIA

RCA RECYCLING COUNCIL  
OF ALBERTA



## GET INVOLVED

- Events
- Proclamations
- 2021 Theme Days

## RESOURCES

- Provincial
- News
- Schools
- Businesses
- Municipalities

## CONTACT

Waste Reduction Week in  
Canada

[info@wrwcanada.com](mailto:info@wrwcanada.com)

416-657-2797

NEWSLETTER

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# Municipal Resource Kit



WASTE  
REDUCTION  
WEEK  
IN CANADA

## Waste Reduction Week in Canada

Semaine canadienne de réduction des déchets

# Welcome to the Waste Reduction Week Municipal Kit

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By participating in Waste Reduction Week in Canada you are about to start your municipality on an exciting campaign of waste reduction that has become an annual event involving thousands of Canadians from across the country.

The Waste Reduction Week in Canada Municipal Resource Kit provides municipalities with information and tips on reducing, reusing and recycling in addition to educational and promotional materials and activities to use as a guide for your WRW initiatives.

The Waste Reduction Week in Canada Steering Committee would like to thank you for doing your part to carry on the tradition of WRW and safeguarding the environment. Use these resources and contacts to assist your community, school or business to make every week Waste Reduction Week!



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# Too Good to Waste!

## What is waste?

Historically, the definition of waste according to Webster's 1913 Dictionary was: "lying unused; unproductive; worthless; valueless; refuse; rejected".

Today, the Oxford English Dictionary defines waste as: "eliminated or discarded as no longer useful or required".

### *A waste not want not proverb:*

*"If you use a commodity or resource carefully and without extravagance you will never be in need".*

This proverb reiterates the theme for WRW in Canada, "Too Good to Waste". So let's start thinking of items that we would otherwise discard as: "resources that we conserve, reuse or recycle to protect our environment".



## What can I do?

Start practicing the 3Rs in everyday life. Whether you are at home, at school or at work, think about how you can reduce, reuse or recycle your waste to turn it into a resource. All of us have an important role to play in reducing waste.

1. Statistics Canada, Environment Accounts and Statistics Division
2. Environment Canada [www.ns.ec.gc.ca](http://www.ns.ec.gc.ca)

## Why waste reduction?

If we can reduce the amount of waste that is produced in the first instance, we are conserving resources and limiting the need to reuse or recycle. Canadians produce more than 31 million tonnes of waste annually<sup>1</sup>, that's 2.7kgs per person per day. In perspective, that's the same volume of waste being generated as piling up 31 million average family cars. Nearly 40% of this waste is generated at home with the remainder coming from commercial, industrial, construction and demolition sources. Of the waste we are generating, we are diverting less than 25%.

Most of our waste is buried in landfills. For waste to decompose in a healthy environment, such as your compost pile, it requires air and water. These are not present deep in the landfill, and as the waste slowly decomposes and reacts with what is around it, it can produce a leachate which may end up in our groundwater system, not to mention creating greenhouse gases such as methane and carbon dioxide. In properly managed landfills, leachate is collected and treated along with greenhouse gases. According to Environment Canada<sup>2</sup>, landfill sites account for 38% of Canada's total methane emissions. It is up to each of us as individuals, communities, schools or businesses to consider what we are throwing away and the environmental impact this is causing. We need to look for alternatives that will promote waste reduction and help to protect our environment.

# Too Good to Waste!

## Reducing

Reducing the amount of waste produced in the first place, is by far the most efficient way of conserving resources and protecting our environment. We are all responsible for the waste we produce, so think: what do you throw away each day? When you avoid making waste in the first place, you don't have to worry about reusing it or recycling it later.

### At work or school:

- Reduce paper use by using both sides
- Pack your lunch in reusable containers
- Rent items that are not used very often
- Purchase products with recycled content

### When shopping:

- Reduce waste by avoiding over packaged or unnecessary disposable items
- Avoid food packaged in individual servings—where feasible and safe, buy in bulk
- Buy drinks in refillable containers where available
- Use your own cloth bags

As a community encourage your neighbors and friends to do the same. As a business reduce the amount of packaging you require for your products or the amount of materials used to make your product.

## Reusing

Reusing items give the resources they were originally made from another life, while reducing pollution and conserving the energy that comes with the manufacturing process or recycling the items.

- Purchase durable products that can be repaired and reused.
- Donate things to or purchase household items and clothing from charity shops or have a yard sale. You will be amazed - one person's trash is another's treasure!

- Reuse jars and containers for storage.
- Donate reusable equipment to schools, churches or other charity organizations.
- When shopping consider buying used items. There are many "used" stores that offer refurbished items that work as good as new.

## Recycling

Recycling and purchasing products made with recycled materials is the next way we can conserve resources. If we can't reduce waste by avoiding it, and it can't be reused, can we recycle it? 17 million Canadians (nearly 2/3 of us) have access to recycling.<sup>3</sup>

- Recycle in the garden by composting organics such as food scraps, leaves and yard trimmings.
- At work, separate items for recycling - this can save your business money in disposal costs.
- At school, consider setting up a recycling program.
- At home, use the recycling services provided by your municipality or take end-of-life items back to where they were purchased or other take-back centers.
- When shopping consider the material that the item is made from and packaged in. Have the resources already had a previous life? Are these resources renewable? How much of it is made up of recycled content? And only purchase materials which can be recycled again.

## Register

Register your community, business, organization and school activities and events for WRW in Canada on the website at [www.wrwcanda.com](http://www.wrwcanda.com), view resources, download a kit and get more ideas on what else you can do to contribute to the success of Waste Reduction Week in Canada.

# Municipal Waste Reduction in Canada

Municipalities all across Canada are affected by waste management issues every day. Reducing the amount of waste produced in a municipality is beneficial for a number of reasons:

- It reduces the need for landfill space
- Saves valuable natural resources
- Cuts down on greenhouse gas production
- Saves the community money by reducing disposal costs

Your municipality probably already has some form of waste reduction program in place. However, you may not be aware of all of the options that are available to you. Here is an overview of various waste reduction programs that are happening throughout the country and examples of where they have been a success.

## Drop-Off Systems

In a drop-off system, residents deliver their recyclables to a central location or depot. Drop-off systems offer convenience and low operating costs. In most cases, the depots are located at frequently visited locations. Some of the materials collected through this system include mixed paper, cardboard, plastic bags, and metal cans.

## Deposit/Refund

A deposit/refund system charges a fee on a container at the time of purchase. This fee is partially or fully refunded when the item is returned to a collection facility. An example of this system is the beverage container recycling system that is common in most regions in Canada. During the 2003-2004 fiscal year, Saskatchewan's beverage container recycling program collected 237 million designated beverage containers. That's a recovery rate of approximately 87%.



## User Pay

User pay systems involve the application of a fee or tax. These systems support the "polluter pays principle" and are meant to encourage environmentally responsible behaviour. A user pay system has been implemented in several municipalities in BC such as Burnaby and Surrey, where residents are limited to one or two containers of garbage per week. Residents who need to dispose of more than the weekly garbage limit must purchase an over-limit ticket for \$2-\$3 per bag.

## Special Collection Days

It is important to keep hazardous products, such as cleaners, paints, pesticides and electronics out of our landfills. In some provinces some of these items are not permitted in regular waste and are collected through stewardship programs or via special round-up days. For example, successful electronic waste round-ups have been held in a number of municipalities, including Whitehorse, Calgary and Winnipeg. Other municipalities and regional districts, in Nova Scotia and Alberta for instance, have permanent and mobile collection facilities for hazardous wastes.



# Municipal Waste Reduction in Canada

## Curbside Systems

Curbside systems collect recyclables at curbside through the use of various sorting methods, including multi-coloured containers, and take them to a central processing facility. Markham, Ontario has recently implemented a "3-Stream" curbside program to reach its diversion goal of 70%. This means that each household sorts its waste into three streams: recyclables are put into a blue box, organic materials go into a green bin and leftover garbage is placed in garbage bags.

## Organics Collection

Many municipalities have a program for diverting organic waste from landfills. In some cases, there are drop-off sites for leaves and yard waste and in others curbside pick-up of organic material is available. Some municipalities rely on backyard composting programs and supply households with composters. Residents in Halifax and other municipalities in Nova Scotia are supplied with green carts for collecting organics. These are picked up once every two weeks and once a week in July and August.



## Christmas Tree Recycling

Once Christmas is over each year, many municipalities provide temporary depots to collect Christmas trees for recycling. Through the "Lets Chip In Program" in Winnipeg, Manitoba residents can drop off their trees to be recycled and then return later for free wood chips. Aside from these programs, there are lots of things your municipality can do to participate in Waste Reduction Week. Following are a series of suggestions, tips and specific tools for conducting a waste aware activity or holding your next community event.

## Proclaim Waste Reduction Week!

*Issue a proclamation of Waste Reduction Week and your municipality's participation in it. See the sample proclamation form in the next page*

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**Waste Reduction  
Week in Canada**



**WASTE  
REDUCTION  
WEEK  
IN CANADA**

**Semaine canadienne de  
réduction des déchets**

\_\_\_\_\_  
(Name of Municipality)

**hereby recognizes**

## **Waste Reduction Week in Canada**

As a municipality, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared \_\_\_\_\_ Waste Reduction Week in  
Date

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Position

# evaluation

## Conduct a Waste Assessment

Waste assessments can be helpful in determining the effectiveness of current waste management systems and in identifying opportunities for improvement in waste management strategies. They provide estimates of the amount of material available for source reduction, reuse, recycling and compost initiatives. The information here can help you perform waste assessments in your municipality. Additional sources of information are available in the resource section of this kit.

### Basic equipment for Assessment:

- Scale for weighing garbage
- Gloves for each assessor
- Tarp or plastic sheet for sorting garbage
- Containers or extra bags for sorting and weighing sorted materials
- Copies of the worksheets

### During the Assessment:

- Collect samples and be sure to label samples with important information, such as the location from which the sample was taken
- Use a different worksheet for each location
- Sort materials from each bag into categories and weigh each category
- Enter data into worksheets

### After the Assessment:

- Analyze the assessment data and make recommendations for a waste management strategy

You can also try measuring your municipal waste. GAP refers to the "Generally Accepted Principles" for measuring municipal waste flow. Although this tool is not utilized in all Canadian jurisdictions, it does allow municipalities to report their waste flow information in a consistent manner and to compare their results to those of other municipalities.



### Before the Assessment...consider:

- Existing waste reduction and disposal activities, including recycling and waste separation activities and methods of waste collection currently employed
- Whether or not waste generation increases or decreases at certain times of the year
- If waste flow has a daily/weekly pattern
- What types of waste are generated and where it is generated

### Also ensure:

- The selection or appointment of an assessment Coordinator
- Support from the community and approval from management
- Availability of staff or volunteers to help with the assessment
- A plan that indicates a clearly identified study area
- Selection of representative samples - consider factors such as sources of waste and seasonal variations
- The samples are appropriately collected and labelled for identification purposes
- Adequate time for the assessment. Depending on the detail of the assessment and the size of the study area the assessment may take several days to complete
- Safety! If it is necessary to handle waste make sure to take the necessary precautions, such as wearing gloves and other appropriate safety equipment

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# Too Good to Waste!

Date: \_\_\_\_\_

Sample Location: \_\_\_\_\_

## Waste Assessment Sheet

Material	Weight of Each Sample				Recyclable	Reusable	Compostable	Total Weight
	1	2	3	4	Y/N	Y/N	Y/N	
Cardboard								
Newsprint								
Non-recyclable paper								
Compostable waste								
Scrap tires								
Paint								
Glass containers								
Beverage containers								
Wood								
Textiles								
Low-density polyethylene plastic								
High-density polyethylene plastic								
Other plastics								

**Please feel free to add your own materials in the blank rows.**

This assessment tool can also be used in municipal building activities to assess the amount of waste being generated, disposed of and recycled. The data can then be used to develop a Waste Reduction Action Plan with practical steps to address each material. A good resource with information on where to start can be found at: [www.ecorecycle.vic.gov.au/resources/documents/action\\_plan\\_template.doc](http://www.ecorecycle.vic.gov.au/resources/documents/action_plan_template.doc)

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# action

## Waste Reduction Action Plans

Here is a sample of what your action plan may look like.

Material	Source	Quantity	Current Management	Opportunity	Actions	Priority
Cardboard	Incoming components	100 m <sup>3</sup> /year	Sent to landfill	Reduce	Approach component suppliers re: the possibility of introducing a reusable and returnable packaging system.	1
				Reuse	Approach companies about the possibility of purchasing cardboard boxes for reuse in other applications	2
				Recycle	Implement a recycling system. This will require a dedicated bin for cardboard combined with staff training/education—periodic visual checks will also be required to determine if (& how much) cardboard is being disposed to general waste.	3
Paper	Office copy paper (A4 & A3)	200 reams per year	Estimated that 2/3rds of the paper would end up as waste	Reduce	"Audit" current copier and printer technology to determine which machines are capable of double siding.	2
					Introduce purchase or lease policy requirement that all new copier and printer technology has double-side capability.	3
					Implement paper reduction methods such as: <ul style="list-style-type: none"> <li>• Default double side printing/copying</li> <li>• Training staff to edit documents electronically rather than in hard copy</li> <li>• Maximize use of electronic circulation for documents</li> <li>• Evaluate hard copy distribution lists to ensure only those that actually use the information are on the list.</li> </ul>	1
					Ongoing training/awareness raising for staff on reducing paper usage (e.g., not printing out emails, etc.)	4
					Monitor and report paper usage on regular basis (reams per person and total usage).	5
					Reuse	Printing draft reports, etc. on paper already used on one side.
					Reuse of paper for notes, etc.	7
				Recycle	Introduce paper recycling bins to areas that generate waste paper.	8
				Buy Recycled	Consider purchasing paper with recycled content.	9

Source: [http://www.ecorecycle.vic.gov.au/resources/documents/action\\_plan\\_template.doc](http://www.ecorecycle.vic.gov.au/resources/documents/action_plan_template.doc)

# buying green

## Implement or Investigate Green Procurement

Green procurement is the selection of products or services that have a reduced effect on human health and the environment compared to competing products or services that serve the same purpose. There are a number of benefits associated with buying "green". Environmental purchasing links directly to local environmental improvements, stimulates business for environmentally responsible companies, sets a strong example for local businesses and other purchasers, and can save money for businesses, organizations and governments. Green procurement can be achieved by considering product characteristics such as energy efficiency, packaging, waste disposal, resource use, transportation, and pollution generated to make the product.

### **Start a Green Procurement Program for Your Municipality:**

Before you implement a green purchasing plan, make sure that you rally support from all levels of management and from all department and divisions. You should then evaluate your current purchasing program to identify areas of improvement. Successful environmental purchasing policies generally include the following elements:

- A specific policy objective
- A policy statement
- Quantifiable goals with set deadlines
- Key definitions
- Policy requirements
- Set priorities for which product categories should be addressed first and over time
- Guidelines based on the life cycle approach
- Monitoring and reporting
- Relationship and affect with other policies
- References
- Example specifications

### **Environmental Purchasing Challenges:**

#### **Lack of Support**

An organization must have commitment from all levels, including senior management, the purchaser and the supplier in order to successfully implement a green procurement program.

#### **Lack of Understanding/Knowledge**

Many organizations are not familiar with the concept of green purchasing or with the options that are available to them. Purchasers may receive inconsistent messages about environmental purchasing and believe that green products are unavailable, unreliable or too expensive.

#### **Availability of Green Products**

Organizations may not know how to find suppliers of green products and local distributors may only carry small amounts of these products.

#### **Purchasing Habits**

When purchasing has been done a certain way for a long time it may be difficult to adopt a new mentality. Also, relationships may have been formed between the purchaser and certain suppliers that are difficult to break.

There are many resources that can help you organize your new procurement program. For links to suppliers of green products and services visit [www.ecologo.org/en/](http://www.ecologo.org/en/)

Check out an existing municipal procurement policy to get you started at:

[www.region.halifax.ns.ca/legislation/adminorders/documents/procurementpolicy.pdf](http://www.region.halifax.ns.ca/legislation/adminorders/documents/procurementpolicy.pdf)

# green events

## Other ideas to reduce waste in your community

### Organize a Community Yard Sale

Everyone has items in their homes that they no longer want or need. One way to keep them out of the landfill is to organize a yard sale in which the whole community can participate. Advertise your plan to hold a community yard sale throughout the municipality to find out who would like to participate. Pick a date and get everyone involved in making signs with the date, time and location of your sale. Use tags or stickers to pre-price each item. Group the merchandise and display them so shoppers can easily see everything. Make sure that you have a cash box on-hand with lots of change and small bills. If there are still items left when the sale is over you may want to save them for your next community yard sale or donate them to a charity.

### Host an Industrial Materials Exchange

Businesses often produce waste products that could be useful as raw materials for other industries. Industrial material exchanges are becoming very popular as a way to reduce the amount of industrial waste produced within a community. Municipalities can organize a one-day materials exchange conference during Waste Reduction Week. Local businesses can be invited to come and list the wastes they produce and the raw materials they require. As a result, a number of material exchange opportunities or new business ideas may become apparent. Businesses can then contact each other to arrange pick-up of various waste products. The National Materials Exchange Network is a useful source of information which provides contact details for a number of operating Materials Exchange Programs across Canada. Visit their website at:

[www.recycle.net/recycle/exch/](http://www.recycle.net/recycle/exch/)

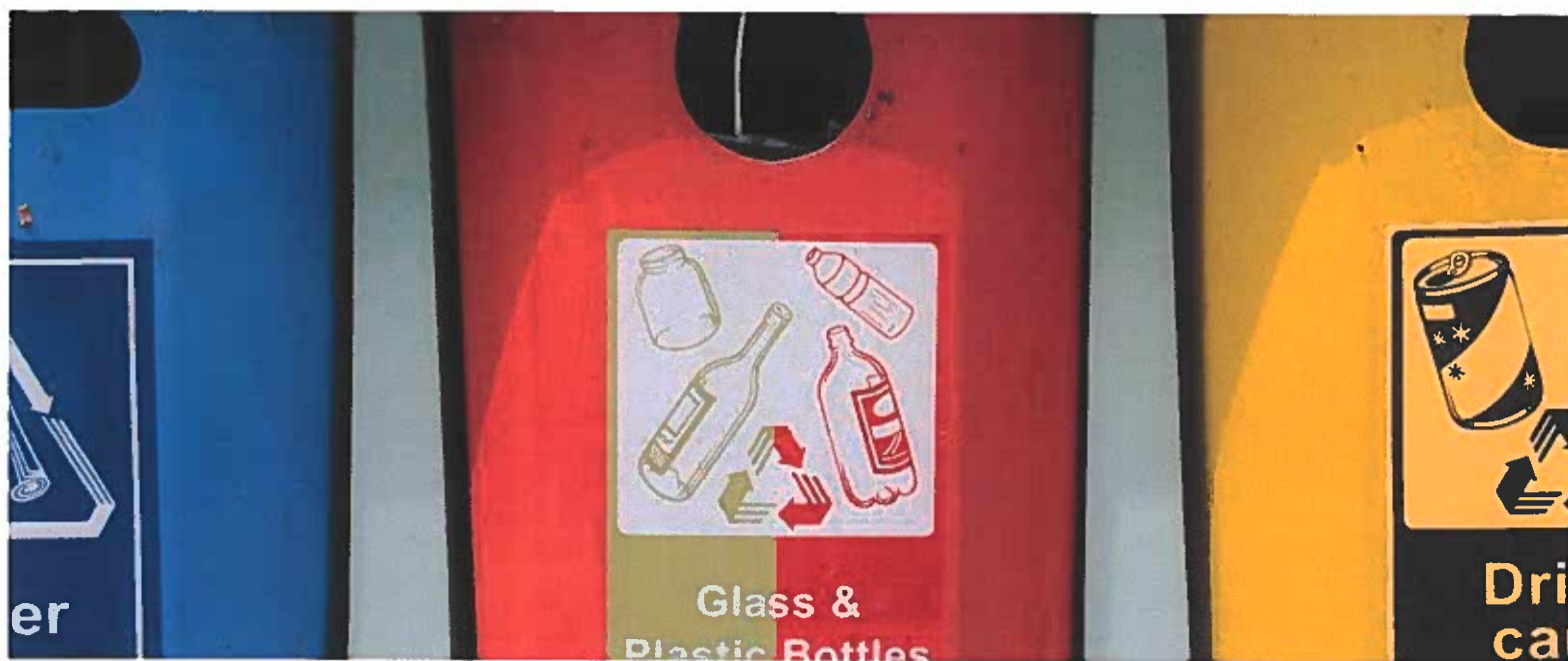
Some provincial/territorial contact details are available in the resource list.



### Consider waste reduction and recycling at Special Events

There are many opportunities when conducting special events to reduce waste and recycle materials. A special event may be anything from a street fair, to a concert or a sporting event. Managing waste diversion and recycling services will enhance the profile of an event and result in the public, sponsors and the media supporting your environmentally responsible event. The Sydney 2000 Olympic experience has shown that waste diversion from landfill from special events can reach up to 75% by recycling cardboard, paper, food and drink containers and composting organic material such as food scraps, paper plates and biodegradable cutlery (Resource NSW). More recently, London's (UK) bid to host the 2012 Olympic Games has emphasized green credentials by making a commitment to recycle, and to buy recycled by signing up to the Mayor's Green Procurement Code.

Of course, recycling can be successful at any sized event given a few steps are followed to ensure proper management. For example, the Essex-Windsor Solid Waste Authority in Ontario will work with the organizing committee at a special event to ensure maximum capture of recyclables and minimum contamination levels ([www.ewswa.org/recycling/special-event-recycling/](http://www.ewswa.org/recycling/special-event-recycling/))



## Guidelines for a successful Waste Wise Event

### Commitment

Firm policies must be in place for others to follow. Insert a clause into an event application or agreement which states that events seeking to be held within your municipal area must prepare a waste management plan for the event.

### Event Packaging

By controlling the materials to be used by your suppliers, caterers, stall holders and retailers, you are able to use packaging that suits the recycling system.

### Event Equipment

Selection of equipment is very important in helping the public separate their waste into recyclable groups and reducing contamination. Be flexible, and have an equipment supervisor on-site to coordinate extra bins or moving bins.

### Management System

Bins and equipment need to be positioned strategically and regularly checked. When and where should equipment be installed? When should it be cleared and who is responsible for what?

### Standard Signage

Signs for waste and recycling bins should be clear and easy to read. Consider developing a suite of uniform signage that can be used at home, at work or in public places. This way, wherever people go they will quickly recognize which bin is for what type of waste.

### Communication & Promotion

Communicating your activities before the event will be crucial to your program's overall success. It alerts the community to your efforts and contributes to the positive perception of the event.

### Evaluation

What benefits were gained? How much material was successfully diverted from landfill? A meeting with event participants will also provide you with some good feedback. Conduct a waste audit to quantify and promote your achievements in the media.

Source: Resource NSW

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# Your Waste Reduction Week

## Planning Your Waste Reduction Week Activities

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Kits have been designed specifically for municipalities, schools and businesses. They are full of information, resources and ideas to help you plan your WRW activities. For the individual, resources are available online including such tools as shopping guides, instructions to build a home composter, energy conservation advice and even a survey to measure your ecological footprint. There are also a number of steps you can take when planning your WRW activities and events to ensure your time and resources are spent effectively.

### **STEP 1: Proclaim Waste Reduction Week**

- Local governments have been asked to declare the third week of October as Waste Reduction Week. Has the week been declared in your area? If not, encourage your Mayor and council to do so.
- You can also proclaim WRW in your school, organization or place of business to raise the profile both internally and to those people you deal with day-to-day.

### **STEP 2: Set objectives**

- Identify the waste issues you want to address and the specific actions you want people to take.
- Set the objectives you want to meet, ensuring that they are measurable and achievable.

### **STEP 3: Develop partnerships**

- Determine what help you will need to meet your objectives and identify organizations and people that can assist you.
- Partnerships help you share financial/human resources, provide a larger pool of knowledge, skills and contacts and raise the profile of your event.
- Potential partners may include local businesses, schools, manufacturers, government or environmental groups.

### **STEP 4: Become informed**

- Learn about existing programs in your local area and design your activities to build on them.
- Gather information as specific as possible to your community and use this to measure the success of your activities.

### **STEP 5: Target your audience**

- Decide who you want to target or motivate to help you identify potential motivators and barriers. Is it staff, local government, students, management, neighbours or some other group?

### **STEP 6: Use an approach that will encourage longer term behavioural change**

- Quantify your results in environmental impact as well as economic savings.
- Challenge your audience to meet or beat a challenge or initiatives taken by another group or competitor.
- Build on people's motivations for reducing waste and provide information on the larger scale impact of participating - personalize your communication to make it vivid. Raise the profile of your activities through the media and offer discounts, prizes or financial incentives to participants.
- Obtain a commitment from people to participate as most will then be more likely to follow through.
- Use word-of-mouth as a form of free advertising, this also fosters a sense of ownership.

### **STEP 7: Measure achievement and remember to say Thank You**

- Your measure of success will be determined by the objectives you set. Measure your achievements directly and ensure that all who participate in your activities or events are given feedback on the success of their efforts.
- Thank everyone who helped you make your WRW activities and events happen. People who feel appreciated will be more willing to participate again.

# References and Resources

## References

1. Statistics Canada, Environment Accounts and Statistics Division

2-3. Environment Canada [www.ns.ec.gc.ca](http://www.ns.ec.gc.ca)

Government of Canada  
[www.ns.ec.gc.ca](http://www.ns.ec.gc.ca)  
Environment Canada  
[www.ec.gc.ca/education](http://www.ec.gc.ca/education)

## Resources

### Municipal Waste Management

Extended Producer Responsibility Toolkit  
Federation of Canadian Municipalities  
[http://www.sustainablecommunities.fcm.ca/files/Capacity\\_Building\\_-\\_Waste/EPR\\_Toolkit.pdf](http://www.sustainablecommunities.fcm.ca/files/Capacity_Building_-_Waste/EPR_Toolkit.pdf)

The National Waste Reduction Handbook:  
An Introduction to Source Reduction and Recycling for Municipal Decision-Makers, 1991, National Round Table on the Environment and the Economy  
[openlibrary.org/bj/OL18778613M/National\\_waste\\_reduction\\_handbook](http://openlibrary.org/bj/OL18778613M/National_waste_reduction_handbook)

Pitch-In Canada  
[www.pitch-in.ca](http://www.pitch-in.ca)

### Green Procurement

Buy Green: A Handbook on Environmental Public Procurement  
[ec.europa.eu/environment/gpp/pdf/buying\\_green\\_handbook\\_en.pdf](http://ec.europa.eu/environment/gpp/pdf/buying_green_handbook_en.pdf)

Environmental Choice Program  
[www.terrachoice.com](http://www.terrachoice.com)

### Waste Audits

Ontario Ministry of Environment and Energy:  
A Guide to Waste Audits and Reduction Work plans for Industrial, Commercial and Institutional Sectors  
[http://www.ene.gov.on.ca/environment/en/resources/STD01\\_076174.html](http://www.ene.gov.on.ca/environment/en/resources/STD01_076174.html)

Introduction to Waste Audit Guide  
The Resource and Recovery Fund Board  
[www.rrfb.com/pdfs/RRFB\\_Waste\\_Audit\\_Guide.pdf](http://www.rrfb.com/pdfs/RRFB_Waste_Audit_Guide.pdf)

Purchasing Management Association of Canada (PMAC)  
777 Bay Street, Suite 2701  
P.O. Box 112  
Toronto, Ontario, M5G 2C8  
Tel: (416) 977-7111 Fax: (416) 977-8886  
Email: [info@pmac.ca](mailto:info@pmac.ca)  
[www.pmac.ca](http://www.pmac.ca)

Federation of Canadian Municipalities  
24 Clarence St.  
Ottawa, ON K1N 5P3  
[www.fcm.ca](http://www.fcm.ca)

Municipal Waste Association  
127 Wyndham St. N., Suite 100  
Guelph, ON, N1H 4E9  
Tel: (519) 823-1990 Fax: (519) 823-0084  
[www.municipalwaste.ca](http://www.municipalwaste.ca)

### Industrial Materials Exchange

Canadian Chemical Exchange  
(514) 229-6511

BC Industrial Materials exchange  
(604) 683-6009  
[www.bcimex.ca](http://www.bcimex.ca)

Manitoba Waste Exchange  
(204) 257-3891

Canadian Waste Materials Exchange  
(416) 822-4111

Ontario Waste Exchange  
(416) 822-4111, ext. 512

Bourse Quebecoise des Matieres Secondaires  
(514) 762-9012

## Acknowledgements

The information presented in this Waste Reduction Week kit has been drawn extensively from many different organizations, publications and websites. We wish to say thanks to all the individuals who have provided time and advice in the writing of this publication.

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## TOWN VISION STATEMENT CONTEST

Council of the Town of Onoway are seeking ideas from **YOU!!**



**We are looking to modernize our Vision Statement which currently reads:**

The Road Ahead: A Vision for Onoway's Future

*"Onoway is a community where educational opportunities, economic prosperity and an ethic of cooperation and community involvement are pursued within the context of economic and ecological resilience and regional self-sufficiency.*

*Situated in the Lac Ste. Anne region, at the hub of major transportation routes, Onoway strives for balanced business development, environmentally sustainable industry, and ample recreational opportunities, while maintaining our friendly, respectful small town atmosphere.*


*Onoway honours our community's history, supports our youth, and is committed to partnership building."*

Town of Onoway Vision Statement approved by Town Council, December 16, 2010


**Council is seeking a more concise Vision Statement and we are looking for submissions that we can consider using in the future.**

The Town is offering a gift certificate and a Town swag bag for the vision statement that is chosen. Please send your submissions to the Town via email: [info@onoway.ca](mailto:info@onoway.ca) by: July 1, 2022





ONOWAY & DISTRICT  
AGRICULTURAL SOCIETY  
Onoway Arena 5004 53 Ave.



March 14<sup>th</sup>, 2022

Town of Onoway  
c/o Wendy Wildman  
Chief Administrative Officer  
P.O. Box 540. Onoway, Alberta.  
T0E 1V0

Dear CAO Wildman,

**Re: Request for Continuation of Funding Allocation Arrangement, Town of Onoway Recreation and Community Investment**

In reference to the above, the Onoway and District Agricultural Society (ODAS) has been a grateful recipient of various forms of support from our regional stakeholders, including the Town of Onoway, for several years. The value of this support, be it in-kind or monetary in nature, has helped us keep our programming accessible to our community – and our arena doors open – especially during the pandemic response over the past two years. We remain extremely appreciative of this support.

Included in the sum of the Town's generosity has been an arrangement whereby the Town has provided a discount (or reimbursement) to ODAS every year. This reimbursement is tied to the arena's water bills and is meant to help offset the cost of ice installation and flooding for the season, on both of indoor and outdoor rinks. This is a cost that has significantly increased since the tie-in to WILD Water; the discount helps off-set this additional burden. Amounting to roughly \$7,500/year, the contribution, I believe, forms part of the Town's designated recreation tax apportionment. The most recent rendition of this arrangement is set to expire after 2022.

As you prepare to finalize your own budget for 2022, our Board of Directors asks that you consider renewing your commitment to ODAS and the Onoway Arena. We endeavor to be an inclusive asset for the community, and you can have every confidence that the Town's investment in our operation will continue to make a positive difference for the Town and its residents.

Regards,

Amy Warren  
Facility Manager  
Onoway and District Agricultural Society

cc: Wendy Wildman, Chief Administrative Officer, Town of Onoway  
ODAS Board of Directors

phone: 780-940-9716 | email: odasarena@gmail.com Box 458 Onoway, AB T0E 1V0

cao@onoway.ca

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**From:** cao@onoway.ca  
**Sent:** March 14, 2022 1:50 PM  
**To:** lkwasny@onoway.ca; ljohnson@onoway.ca; 'Bridgitte Coninx'; 'Robin Murray'; 'Robert Winterford'  
**Cc:** 'Debbie Giroux'; 'Jason Madge'  
**Subject:** Municipal Affairs

Council – I had a conversation with Municipal Affairs today and want to share that conversation:

-they have a service called Conflict Coaching. It is a free service, a Council member can just call in and talk through specific matters or scenarios that have, or may yet, take place and obtain feedback and/or advice or options with respect to that - and the content of the conversation is kept confidential. I didn't know that, and I think that's a great service for those who may wish to utilize it. If anyone wishes to try it, you would call in to Sara Ahlstrom at 780-644-3126 or her work cell phone at 780-910-1842.

-also, MA staff are available to come out and chat with Council and Administration about services offered through them including facilitation vs mediation, and specifically how their department can support municipalities. I think this would be very beneficial for us to hear, so we will book them in to a future meeting.

W

**Wendy Wildman**  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
[cao@onoway.ca](mailto:cao@onoway.ca)

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: [cao@onoway.ca](mailto:cao@onoway.ca)**

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in the strictest confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying, or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

cao@onoway.ca

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**From:** Bridgitte Coninx <bconinx@onoway.ca>  
**Sent:** March 13, 2022 9:56 PM  
**To:** Wendy Wildman; Lisa Johnson; Len Kwasny; Robert Winterford; Robin Murray  
**Subject:** RMA

Hello all,

I received an invitation to visit the Rural Municipalities of Alberta convention from the Reeve. While I am certain that quorum would not vote to ratify my attendance, I am informing you all that I intend to accept the invitation and go for at least a couple of sessions this week. However, I would hope that I can get your support. I will bring back extensive notes on what I have learned.

Thank you,  
Bridgitte

Sent from my iPad

# 2022 Spring Convention

# AGENDA



\* Denotes Electronic Voting Device Usage

## Sunday, March 13, 2022

1:00 pm – 4:00 pm **EOEP Course: Council's Role in Strategic Planning**  
*Salon 2, Assembly Level, Edmonton Convention Centre*

1:00 pm – 4:00 pm **EOEP Course: Council's Role in Service Delivery**  
*Salon 3, Assembly Level, Edmonton Convention Centre*

## Monday, March 14, 2022

8:30 am – 11:30 am **EOEP Course: Council's Role in Strategic Planning**  
*Salon 2, Assembly Level, Edmonton Convention Centre*

8:30 am – 11:30 am **EOEP Course: Council's Role in Service Delivery**  
*Salon 3, Assembly Level, Edmonton Convention Centre*

10:00 am – 4:00 pm **RMA Registration/Information Desk**  
*Hall D Foyer, Pedway Level, Edmonton Convention Centre*

12:00 pm - 1:00 pm **Lunch sponsored by Canoe Procurement Group of Canada**  
*Hall D Foyer, Pedway Level, Edmonton Convention Centre*

1:00 pm – 1:15 pm **Opening Ceremonies**  
*Hall D, Pedway Level, Edmonton Convention Centre*

1:15 pm – 1:30 pm **Hon. Ric McIver, Minister of Municipal Affairs**

1:30 pm – 2:30 pm **Convention Keynote: Chris Koch – If I Can**  
*Sponsored by Brownlee LLP*

2:30 pm – 3:00 pm **Coffee Break sponsored by WSP**  
*Meeting Level, Edmonton Convention Centre*

3:00 pm – 4:30 pm **Breakout Sessions (90 min)**

- ♦ **Canoe Procurement Group of Canada: Transition Purchasing on Price to Total Cost of Ownership**  
*Salon 4, Meeting Level*
- ♦ **Who's Driving the Grader – Role Clarity for Municipal Councillors**  
*Salon 8, Meeting Level*
- ♦ **The Revamp of Recycling: Alberta's Journey to a Circular Economy**  
*Salon 12, Meeting Level*

5:00 pm – 6:00 pm **Mayors and Reeves Meeting**  
*Salon 4, Meeting Level*

6:00 pm – 10:00 pm **Brownlee LLP Hospitality Suite**  
*Riverview Room, Pedway Level, Edmonton Convention Centre*

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# 2022 Spring Convention **Agenda**



7:00 pm – 10:00 pm **Alberta Counsel Hospitality Suite**  
*CRAFT Beer Market*

## Tuesday, March 15, 2022

6:30 am – 8:15 am **Breakfast sponsored by Canoe Benefits Program**  
**Milk Station sponsored by Brandt**  
*Hall D Foyer, Pedway Level, Edmonton Convention Centre*

6:30 am – 3:00 pm **RMA Registration / Information Desk**  
*Hall D Foyer, Pedway Level, Edmonton Convention Centre*

8:15 am – 8:30 am **Morning Welcome**  
*Hall D, Pedway Level, Edmonton Convention Centre*

8:30 am – 9:00 am **Trevor Lewington, President - Economic Developers Alberta**

9:00 am – 10:30 am **Ministerial Forum 1.0**

10:30 am – 10:45 am **Coffee Break sponsored by WSP**  
*Hall D Foyer, Pedway Level, Edmonton Convention Centre*

10:45 am – 11:00 am **FCM President's Update**

11:00 am – 11:30 am **Federal Advocacy Panel**

11:30 am – 11:45 am **Joe Hustler, President - Alberta Sand and Gravel Association**

11:45 am – 12:00 pm **Irene Martin-Lindsay, Executive Director - Alberta Seniors and Community Housing Association**

12:00 pm – 1:00 pm **Buffet Lunch sponsored by FortisAlberta and RMA**  
*Hall D Foyer, Pedway Level, Edmonton Convention Centre*

1:00 pm – 1:15 pm **Supt. Marc Cochlin, CEO - Alberta Law Enforcement Response Teams (ALERT)**

1:15pm – 1:30 pm **Infrastructure Asset Management Alberta (IAMA)**

1:30 pm – 2:30 pm **RMA Resolution Session\***

2:30 pm – 3:00 pm **Coffee Break sponsored by WSP**  
*Meeting Level, Edmonton Convention Centre*

3:00 pm – 4:30 pm **Breakout Sessions (90 min)**

- ◆ **Collaboration Speaks: Strategic Communications for Tense Times**  
*Salon 4, Meeting Level*
- ◆ **Tips and Tools for Effective Council Meeting Participation**  
*Salon 8, Meeting Level*

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## 2022 Spring Convention Agenda



- ♦ **Rural Connectivity Solutions: Learnings from the Pandemic**  
*Salon 12, Meeting Level*

4:30 pm – 7:00 pm **Minister of Municipal Affairs Open House**  
*Hall D Foyer, Edmonton Convention Centre*

### Wednesday, March 16, 2022

6:30 am – 8:00 am **Breakfast sponsored by RMA Insurance**  
*Hall D Foyer, Edmonton Convention Centre*

7:00 am – 12:00 pm **RMA Registration/Information Desk**  
*Hall D Foyer, Edmonton Convention Centre*

8:00 am – 8:15 am **Morning Welcome**  
*Hall D, Edmonton Convention Centre*

8:15 am – 9:15 am **Closing Keynote: Shawn Kanungo – Fearless Government**  
*Sponsored by Rogers*

9:15 am – 9:30 am **Coffee Break sponsored by WSP**  
*Hall D Foyer, Edmonton Convention Centre*

9:30 am – 10:00 am **Hon. Jason Kenney, Premier of Alberta**

10:00 am – 11:30 am **Ministerial Forum 2.0**

11:30 am – 11:45 am **Convention Closing**

11:45 am **Lunch To Go sponsored by Canoe Procurement Group of Canada**  
*Hall D Foyer, Edmonton Convention Centre*



Royal Canadian Gendarmerie royale  
Mounted Police du Canada

Security Classification/Designation



Insp. Mike Lokken  
Parkland RCMP  
91 Campsite Road  
Spruce Grove, AB  
T7X 3Z1

→ Your File

Mayor Len Kwasny  
4812 - 51 Street  
P.O. Box 540  
Onoway, Alberta

Our File

2022-03-11

Mayor Kwasny,

**RE: Parkland RCMP Regimental Ball**

Parkland RCMP is hosting a Regimental Ball on May 7, 2022. All proceeds from this event are going to the Victim Services Society of Stony Plain, Spruce Grove and District. I believe this initiative will go a long way in maintaining a strong working relationship with the communities that we serve.

If members of council or your employees would like to attend the Parkland RCMP Regimental Ball on May 7 at the Heritage Pavilion in Stony Plain, tickets are \$75 and may be purchased by e-transfer to [victim.services1@gmail.com](mailto:victim.services1@gmail.com). Once complete, email [Jenelle.Jean@rcmp-grc.gc.ca](mailto:Jenelle.Jean@rcmp-grc.gc.ca) with the following information:

- email address used for e-transfer
- names of those attending in the group
- agency/organization they are representing (or indicate member of the public)
- how you would like to receive the tickets (pick up at Parkland Detachment, mailed, or delivery available by Victim Services Volunteer within Stony Plain and Spruce Grove)

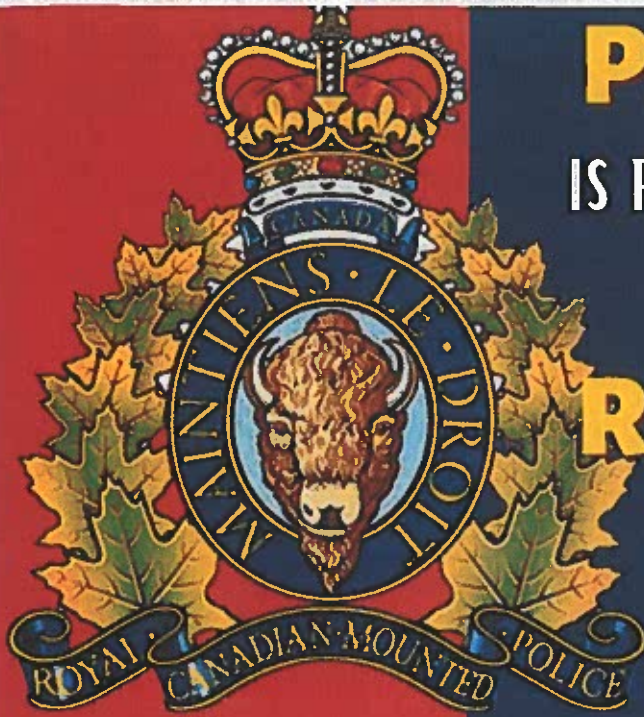
Dinner is prime rib catered by Elizabethan Caterers. Entertainment is comedian Tim Nutt.

I look forward to seeing you there.

Insp. Mike Lokken  
OIC RCMP Parkland

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Canada



# PARKLAND RCMP

IS PLEASED TO ANNOUNCE THAT WE

WILL BE HOSTING A

## REGIMENTAL BALL

ON MAY 7, 2022

AT THE HERITAGE PAVILION

IN STONY PLAIN

*Please join us for a formal evening  
in support of the Victim Services Society  
of Stony Plain, Spruce Grove, and District*

**TICKETS:**

**\$75.00**

- PRIME RIB DINNER
- MUSIC AND DANCING
- COMEDIC ENTERTAINMENT PROVIDED BY

**TIM NUTT**

**CONTACT VICTIM SERVICES TO PURCHASE YOUR TICKETS:**

**JENELLE.JEAN@RCMP-GRC.GC.CA**

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# Together Health Headlines

• HEALTH NEWS YOU CAN USE •

Welcome to **Together4Health Headlines**, a weekly newsletter designed to keep you informed about key public health information and opportunities for you to connect with AHS. We are committed to ensuring our partners and stakeholders, like you, receive the information you need to help protect yourself, your family, colleagues and staff.

[Respond to this short survey](#) to let us know if you're receiving the information you need in a format that is working for you.

If you know someone who would benefit from receiving this information directly from AHS, invite them to subscribe by [clicking here](#). You can unsubscribe from this e-newsletter by clicking "Unsubscribe" above.

## Today's Update:

- **COVID-19 Immunizations**
  - [Additional Doses Available for Albertans 12-17 Years of Age](#)
  - [Length of Time to Get a Vaccine or Booster After an Infection](#)
- **Things You Need to Know**
  - [Conversations with Yiu - The Latest from the Emergency Coordination Centre](#)
  - [Amended AHS Immunization Policy](#)
  - [APL Helps Lead the Way in COVID-19 Tracking in Canada](#)
  - [Update on Blood Test Tube Shortage](#)
  - [Government Investment to Support New Critical Care Beds](#)
  - [Influenza Immunization Update](#)
  - [Drumheller Addiction & Mental Health Walk-In](#)
  - [PPE Question of the Week - Masking Outside of Healthcare Settings and Changes to Eye Protection](#)
- **Enhance Your Health and Wellbeing**
  - [Mobile Mammography Service to Visit Elk Point](#)
- **Join the Conversation**
  - ["Double Duty Caregivers" Invited to Research Study](#)
  - [Have a Say - Join a Health Advisory Council](#)
  - [One-year anniversary of the Alberta Women's Health Foundation and "We Are Not Equal"](#)
- **Be Well - Be Kind**
  - [Foundation Good News](#)
  - [Gratitude from Albertans](#)
  - [Supports Available to Help Albertans](#)

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## COVID-19 Immunizations

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### Additional Doses Available for Albertans 12-17 Years of Age

Appointments for third doses for ages 12-17 can now be booked at AHS clinics and participating pharmacies, through the [Alberta Vaccine Booking system](#). Albertans can also call 811 to book vaccination appointments with AHS. Eligible Albertans can book the appointment and receive this additional dose if a minimum of five months has passed since receiving their first two doses.

While the rate of severe outcomes for youth aged 12 to 17 years remains low compared to those in older age categories or for youth with risk factors, third doses have been shown to offer better protection against the Omicron variant, which continues to circulate in our communities. This is also in line with guidance in other provinces, including B.C., Ontario, Saskatchewan and Quebec, which are also offering boosters to 12 to 17 year olds.

For most adolescents without risk factors, two doses offer good protection against severe outcomes. Some individuals in this age group may live with high-risk household members, or may have other factors that make this third dose important as an added layer of protection.

Walk-in vaccine appointments continue to be available for children, age five to 11 at AHS COVID-19 vaccine clinics. Until March 16, AHS clinics will offer flexible hours with availability during the evening and on weekends. To find an AHS clinic with walk-in appointments, visit [ahs.ca/vaccine#walkin](https://ahs.ca/vaccine#walkin). If you have questions about whether or not a third dose is the right choice for your child, please talk to a healthcare professional.

### Length of Time to Get a Vaccine or Booster After an Infection

Updated guidance released by the [National Advisory Committee on Immunization](#) (NACI) related to the time period between COVID-19 infection and vaccine administration is now being recommended in Alberta.

It is now recommended to wait eight weeks after a COVID-19 infection before beginning or completing a primary series of vaccine. It is recommended to wait three months after a COVID-19 infection before getting a booster dose.

## Things You Need to Know

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### Conversations with Yiu - The Latest from the Emergency Coordination Centre

Even before the pandemic began, our Emergency Coordination Centre (ECC) has played a huge role in helping us navigate COVID-19. We set up the ECC in January 2020, meaning it has been in operation for more than two years now.

The ECC continues to be the nerve centre for our pandemic response, overseeing our actions across all portfolios across the province, as well as with government, the executive leadership team and many of our other partners. There have been countless people involved with ECC over those two years, and we'd like to thank every one of them, both current and former members, for their efforts.

Joining me (Verna) to [share some of their experiences in ECC](#) are:

- Murray Crawford, Senior Operating Officer, Fort McMurray and area, and ECC Deputy Director
- David O'Brien, Senior Program Office for Provincial Continuing Care and Seniors Health, and ECC Director

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### Amended AHS Immunization Policy

At the [direction of the provincial government](#), AHS amended the [Immunization or Testing of Workers for COVID-19 Policy](#) effective March 10, 2022.

While the policy is still in effect, the change will allow any worker currently on a leave of absence due to their immunization status to return to work by March 31, 2022. Affected employees can work with their leaders to return sooner. Requests to return after March 31, 2022 can be made and will require manager approval. The directive also removes the requirement for rapid testing before shifts for those employees who had opted into the testing option.

The requirement to be fully immunized will remain in place for new hires. Any worker hired after Nov. 30, 2021, must be fully immunized against COVID-19. The changes to the policy and new hire requirement will apply to all staff, physicians, midwives, students, and volunteers of AHS, Alberta Precision Laboratories, Covenant Health, CapitalCare and Carewest. The details regarding contracted staff are still to be determined. As more information is available, updates will be shared directly with our contracted service providers.

We are extremely grateful to the vast majority of our workers who are immunized against COVID-19 and we continue to strongly urge all healthcare workers to become immunized to protect themselves, their colleagues, and their patients.

### APL Helps Lead the Way in COVID-19 Tracking in Canada

Alberta continues to play a leading role in tracking the evolution of COVID-19 in Canada. This week, Alberta Precision Laboratories' lead on genetics, Dr. Matthew Croxson, participated in a [Q&A with Genome Canada](#) about variant testing and genetic sequencing. In the interview, Dr. Croxson explains how the pandemic has bolstered provincial and national efforts for monitoring diseases. Learn more about [APL's role in tracking COVID-19](#).



other commonly used lab products related to the ongoing shortage of medical-grade plastics. We continue to work with vendors to stabilize supplies, but inventories remain very tight in relation to daily testing volumes. With this uncertainty of supply, we continue to request physician assistance in limiting non-essential lab testing when possible to conserve supplies and ensure testing continues to be available for all patients who require it.

However, **there are no restrictions to lab collections in place** and physicians should proceed with all testing necessary for patient health management. We encourage physicians to consult Choosing Wisely Canada's [recommendations](#) for primary care and hospital situations that may be helpful in assessing appropriateness of testing. We continue to investigate alternate supplies and take steps to minimize the number of tubes used during blood collections. For more information, see APL's latest lab bulletin: [Update on EDTA Blood Tube Shortage \(albertahealthservices.ca\)](#)

### **Government Investment to Support New Critical Care Beds**

Planning for the province wide distribution of 50 permanent, fully staffed intensive care unit (ICU) beds is under way following a [government announcement](#) March 2 of \$300 million over three years.

The initial \$100-million investment will see the new critical care beds added this year. We are currently developing a plan for government outlining where the greatest need is and how the beds will be deployed across each zone. A new baseline ICU bed capacity plan is also being developed that will include ramp-up and redeployment strategies, helping our workforce adjust to evolving ICU pressures and healthcare needs.

The beds are expected to be activated in the coming months, adding to the 173 adult general ICU beds that had been in place across Alberta prior to the COVID-19 pandemic.

### **Influenza Immunization Update**

As of March 10, 1.2 million doses of influenza vaccine have been administered across Alberta, which is approximately 27% of the population. A total of 49 influenza cases have been confirmed this season.

Interactive aggregate data is available online at [Alberta influenza statistics](#). For more information on influenza, visit [ahs.ca/influenza](#).

### **Drumheller Addiction & Mental Health Walk-In**

AHS is now providing local weekly walk-in addiction and mental health support in Drumheller for adults and youth, in addition to existing weekday services available through appointment. Individuals can access walk-in addiction and mental health services Wednesdays from noon to 4 p.m. at the Drumheller Provincial Building, 201 Centre Street (east entrance). The service will provide addiction and mental health counselling, as well as referrals to other community resources, to up to eight individuals per week.

### **PPE Question of the Week - Masking Outside of Healthcare Settings and Changes to Eye Protection**

As the province continues to reduce COVID-19 guidelines and restrictions, the PPE Task Force has been discussing the AHS guidance that remains in place. Dr. Stephanie Smith, Medical Director for Infection Prevention and Control in the Edmonton Zone [discusses masking in corporate and administrative settings, as well as changes to eye protection](#).

## PPE Question of the Week

Will requirements for continuous masking or eye protection be changed? 



Dr. Stephanie Smith answers PPE question of the week.

## Enhance Your Health and Wellbeing

AHS offers services, workshops, classes, events and support groups to encourage choices that enhance the health and wellbeing of Albertans. You can find workshops and classes through the [Alberta Healthy Living Program](#) by searching by zone, and your area of need or interest.

### Mobile Mammography Service to Visit Elk Point

A mobile mammography trailer will be stationed at the Elk Point Healthcare Centre (5310 50 Ave, east side of medical centre) on March 28-31. Residents can book an appointment or learn more about the program by calling 1-800-667-0604.

## Join the Conversation

### "Double Duty Caregivers" Invited to Research Study

A Double-duty caregiver is a healthcare provider who also provides care outside of work to a family member, chosen family or friend who is ill, disabled, or frail. Dr. Jasneet Parmar, Professor in the Department of Family Medicine at the University of Alberta, and her research want to understand how the COVID-19 pandemic and double-duty caregiving has impacted Canadian HealthCare Providers' caregiving and work experiences.

Dr. Parmar and her team are inviting all Canadian Health providers who are also family caregivers to complete a survey on the secure REDCap survey platform. It will take you about 20 minutes to complete. The link to the survey is [redcap.link/doubleduty](#).

### Have a Say - Join a Health Advisory Council

Health Advisory Councils are comprised of members from communities across Alberta who bring diverse, local perspectives to AHS on the healthcare system. Members are connected to their community and enjoy participating in engagement activities that contribute to improving healthcare services.

Councils host public meetings and community events within their geographical area, and members participate in community activities to hear from, and share information with community members. Learn more about Advisory Councils at [ahs.ca/advisorycouncils](#). To [apply](#), please complete an Expression of Interest form and submit to [communityengagement@ahs.ca](mailto:communityengagement@ahs.ca).

### Upcoming Advisory Council Meetings

- **Wood Buffalo Health Advisory Council meeting** – join the HAC at its next virtual meeting on Wednesday, March 16 from 5-8 pm. Learn about the AHS' Indigenous Health Commitments Roadmap to Wellness and the North Zone Indigenous Health Program. To join email

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- **Yellowhead East Health Advisory Council (HAC) meeting** – join the HAC at its next virtual meeting on Thursday, March 17 from 5-8 pm. Hear updates from Central Zone leadership, and view a presentation on Cancer Screening programs, along with supports available to those impacted by cancer in Alberta. To join email [community.engagement@ahs.ca](mailto:community.engagement@ahs.ca) with the subject line 'Yellowhead East' and we will send you the meeting link.

### One-year Anniversary of the Alberta Women's Health Foundation and "We Are Not Equal"

In celebration of International Women's Day and the one-year anniversary of the Alberta Women's Health Foundation (AWHF), the AWHF unveiled a brand new video entitled "[We Are Not Equal](#)".

In the spirit of the 2022 theme to #BreakTheBias, this highly emotional and surprising three minute video demonstrates many of the biases that women experience on a daily basis. The AWHF's goal has always been to #refocusresearch and promote more gender-equal healthcare and health research, and has also recently discovered that only 3.4% of research funding from the Canadian Institutes of Health Research (CIHR) goes to women's health initiatives in Alberta (compared to only 8% nationally).

We invite you to #BreakTheBias by [sharing your own story](#), watching the video and discussing within your circles, which you can do via [YouTube](#), [Instagram](#), [Facebook](#), [Twitter](#), and [LinkedIn](#).

## Be Well - Be Kind

### Foundation Good News

*Through donor support, our philanthropic partners fund enhancements to healthcare delivery including equipment, programs, renovations, research and education across the province and in your community. [Learn more here.](#)*

### Donors and Supporters of the Maz Raise a Record-Breaking \$763,987

The [University Hospital Foundation's](#) Heart Pledge Day on up! 99.3 was a huge success, raising a record-breaking \$763,987 for cardiac patient care at the Mazankowski Alberta Heart Institute. The community came together to raise \$381,994, which was then doubled, thanks to a matching gift from the Jim Pattison Foundation.



This success would not have been possible without the support of the incredible donors, sponsors, and volunteers. Thank you for helping to keep the Maz the amazing, life-saving care centre it is today.

Funds donated through Heart Month will be used to purchase hemodynamic cardiac monitoring systems, which provide valuable clinical information about a patient's cardiac anatomy and function, and the precise measurements needed to diagnose and care for the most serious cardiac conditions.

### Mental Health Foundation Annual Breakfast

The [Mental Health Foundation's](#) annual Breakfast fundraiser, held virtually on March 2, raised \$200,000 for mental health initiatives across the province.

Victoria Maxwell (pictured) courageously shared her personal story of living with mental illness and her journey to recovery. Attendees left feeling more knowledgeable about mental health issues, and empowered to have open conversations.

Mental health is an issue that no one person or organization can tackle alone. When we work together and supporting one another, collectively we grow in our understanding and in our own mental health journey.



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Thank you to all of the Albertans who have taken the time to recognize the work of healthcare providers and physicians. Messages of gratitude keep pouring in from across the province and beyond during the COVID-19 pandemic. We want to share a few recent messages of thanks with you - and you can see others on our [Sharing the Love](#) webpage:

*Thank you for showing up each day and caring for ALL. Your professionalism is valued and appreciated. Please know that people truly care for you and are grateful for your dedication during this unimaginably difficult time. Thank you for fighting for Albertans lives.*

*To all nurses at AHS from all students: we wanted to let you know that your hard work, dedication and commitment to care has really made a difference in the lives of patients, families and your community. Thank you for your compassion and patience with teaching us. We know how tired you are. You are so greatly appreciated.*

## Wrapping Up

This week we mark two years since public health protocols, guidelines and restrictions were initially put in place across Alberta, making the collective battle against COVID-19 a reality for all of us.

Around the province, the country and the world, we pulled together to support each other by following the measures that would protect all of us - especially those most vulnerable - and to protect the health system to ensure we could care for all Albertans.

Now, as we continue to deal with COVID-19, the world is pulling together on a new front - to support those suffering the consequences of the war in Ukraine. We know Alberta has a significant population of Ukrainian immigrants and those with Ukrainian heritage, as well as those from Russia or of Russian descent, and we acknowledge the heartache you must feel at this time. Our hearts ache with yours.

We want to remind everyone across AHS that in these difficult times, there is support for you. Please reach out for help if you find you need it.

You can find the full list of resources available to Albertans at [Help in Tough Times](#).

With enduring gratitude and appreciation,



**Dr. Verna Yiu**  
AHS President & CEO

**Dr. Laura McDougall**  
Senior Medical Officer of Health

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5/6/21