

## COUNCIL POLICY

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**Policy Title:** Civic Census Policy  
**Policy Number:** CC005  
**Report Number:** C2011-24  
**Approved by:** City Council  
**Effective Date:** 1984 November 07  
**Business Unit:** City Clerk's Office

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### **BACKGROUND**

The Civic Census is the official count of dwelling units and the population living in these units by the door to door physical collection and recording of data. This count of dwellings and residents may be supplemented yearly with other information such as the periodic age/gender distribution data, etc. This additional data is pertinent to the use and interpretation of the population statistics.

The City of Calgary first conducted a Civic Census in 1931 and continued periodically until 1958 when an annual count of population started and has continued ever since.

The Civic Census is conducted in accordance with Section 57 of the Municipal Government Act (Revised Statutes of Alberta 1994, Chapter M-26.1).

### **PURPOSE**

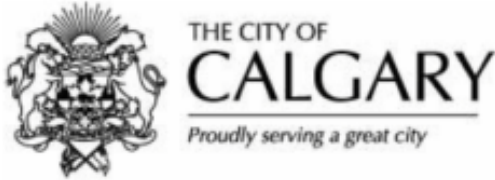
Up-to-date Census information is essential for the City of Calgary, school boards, business and residents in order to make informed decisions.

#### **Planning**

It is essential for City departments and related agencies to have accurate and up-to-date statistical information on the residents of Calgary to make informed and appropriate decisions on the provision of population based city services, such as transportation, roads, transit, fire protection, police services, utilities, recreation, etc. Basing decisions on constantly updated demographics results in more appropriate use of City revenues and this particularly so in times of rapid change.

#### **Grants**

The Province of Alberta and Government of Canada provide limited grants to municipalities. The amounts of these grants are calculated on a per capita basis using the official population from either an annual Civic Census or the latest



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Federal Census. As the Federal Census is only collected every five years, and Calgary is a rapidly growing municipality, using the population from the annual Civic Census provides the greatest financial return.

### **School Board Information**

Under a cost sharing agreement between The City of Calgary and both the Public and Separate School Boards, data is collected for the Boards during the Census. This information is required for enrolment predictions, decisions on future schools, and transportation needs, etc. With decreasing funds available for education, the information obtained by the census is now more important and necessary for allocation of resources.

### **POLICY**

#### **Policy Statements**

##### 1. Definition of Civic Census

The Civic Census is the official count of dwelling units in The City of Calgary and the population living in these units by door to door physical collection and recording of data.

##### 2. Frequency of Civic Census

The Civic Census shall be conducted annually commencing April 1.

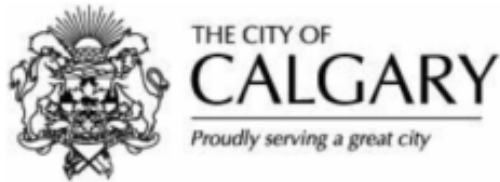
##### 3. Type of Annual Data

The following data shall be collected annually for each dwelling unit:

- a. Structure type,
- b. Number of residents,
- c. Occupancy status,
- d. Owner occupied information, and
- e. School Board information.

##### 4. Definition of a Dwelling Unit

A dwelling unit is a self-contained unit which has full cooking, sleeping and sanitary facilities, and is not part of an institution.



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### 5. Age/Gender Data Collection

Data on age and gender categories shall be collected as follows:

- a. In those years in which the Canada Census is conducted, i.e. 2001, 2006, 2011, etc., and
- b. Every third year after a Canada Census, i.e. 2004, 2009, 2014, etc.

The age groups to be collected are 0-4, 5-14, 15-19, 20-24, 25-34, 35-44, 45-54, 55-64, 65-74, and 75 and over.

### 6. Number of Employed Data Collection

Data on the number of persons, 15 years of age and over, employed full or part time is collected on a triennial basis or in conjunction with a travel to work survey for Land Use Planning & Policy Business Unit.

### 7. Mode of Transportation to Work Data Collection

Starting in 2011, data on the mode of transportation to work for one working individual in the household will be collected on a triennial basis. The data collected will reflect travel to work on a weekday by modes pre-determined by Transportation Planning.

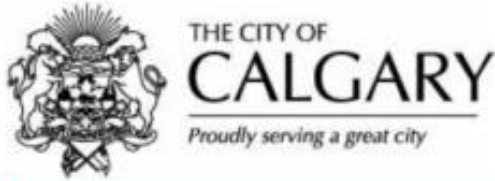
Data collected on the modes of transportation to work will be disseminated to the public and to Transportation Planning at the community level unless otherwise approved by the data steward.

### 8. Other Data Collected for City Business Units

Other data required by City of Calgary Business Units are to be scheduled in years when voter enumeration and collection of age/gender data are not scheduled. The decision, on what data and when it can be collected, shall be made by the steward.

### 9. Data Collected for Other Government Agencies

Other data may be collected for other government agencies at their cost. The decision, on what data and when it can be collected, shall be made by the steward.



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Data on school support and number of child by year of birth for the current year and the six previous years is collected annually for the two City of Calgary School Boards on a cost recovery basis.

Data collected for other Government Agencies is released to the agencies in aggregate so no individual or dwelling can be identified.

### 10. Primary Agency

City Clerk's shall be the primary agent for securing the census data and is responsible for the field collection, editing, data entry, compilation and publishing of the data for the current year and the comparison to the last year the data element was collected.

Land Use Planning & Policy Business Unit is the primary agent for the storage and reporting on historical census data.

### 11. Stewardship

The Returning Officer, City Clerk's, shall be the steward of the current year census data and is charged with the responsibility of formatting the data in a manner best suited to the needs of The City while maintaining confidentiality.

Land Use Planning & Policy Business Unit is the steward of the historical census data and takes responsibility of the previous year's data once the new current year is published. The Business Unit is charged with the responsibility of formatting the data in a manner best suited to the needs of The City while maintaining confidentiality and for combining the data with supplementary Federal and Provincial data and disseminating the information when it becomes available.

### 12. Confidential Status

Census totals shall be kept strictly confidential and restricted to "need to know" personnel in City Clerk's and others as approved by the Returning Officer until released by the Mayor at the press conference.

Census data shall remain confidential to the extent that data shall be released for corporate use in an aggregated manner that does not permit access to or determination of the data at an individual dwelling unit.



Freedom of Information and Protection of Privacy rules are applied to the data to ensure that no individual or dwelling unit can be identified in any of the data released. If there are 5 or less residents showing within a community or if there are 10 or less residents in 20 or fewer dwellings units within a community the data is removed from the community and included under the residual area for the ward.

Census data shall not be released for use outside of The Corporation at an aggregate level lower than community unless approved by the steward.

Census data, at the dwelling unit level, becomes public from The City of Calgary Archives once the data has been in existence for 50 years.

### **PROCEDURE**

Contact Election & Information Services Division, City Clerk's.

### **AMENDMENTS**

<b>Date of Council Decision</b>	<b>Report / Bylaw</b>	<b>Description</b>
1994 December 19		Commissioners Report to Council to change the schedule for number of employed data collection.
2011 March 07	C2011-24	Council policy amended to include a triennial question in the Civic Census on the mode of transportation to work. In addition to this amendment, information on <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> has been added to the Council policy.