



# CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
<b>C-CAO-21</b>	<b>Conducting a Census</b>
APPROVAL DATE	REVISION DATE
November 16, 2015	January 21, 2019

## Purpose

To establish clear criteria for the conduct of a Census in the City of St. Albert.

Census data plays an essential part in decision making for the City. It enables informed decisions on service levels for transportation, roads, fire protection, police services, utilities, recreation and other essential programs. Census data allows the City to identify trends and make long term predictions which ultimately ensures better services and the best utilization of taxpayer money.

Up-to-date census data allows the City to maximize per capita grants provided by the provincial and federal government.

## Policy Statement

The Census is the official count of population living in the City of St. Albert.

The City will conduct a municipal census in accordance with provincial legislation.

## Definitions

“Census” means the official count of population living in dwelling units in the City of St. Albert.

## Responsibilities

The Chief Administrative Officer shall be responsible for ensuring that Administration conducts a census in compliance with this policy.

The Chief Administrative Officer may enter into agreements or partnerships with third parties when conducting a Census.

The Chief Administrative Officer shall establish the questions to be asked in the Census.

### Service Standards/ Expectations

1. The City of St. Albert will conduct a census every two years and it shall take place in even numbered years.
  - a. The Chief Administrative Officer may recommend to Council changes to the frequency of the Census based on relevant economic factors, development trends, service delivery needs, operational capacity or external influences.
2. For a question to be asked during a Census it must meet the following:
  - a. The data relates directly to and is deemed necessary for a program, service or activity;
  - b. The data must not be available from other reliable sources;
  - c. Analysis of geographic distribution of the data must be beneficial for planning, services or city facilities; and
  - d. Need for data comparison over an extended period of time.
3. Census data shall not be released for use outside the City of St. Albert at an aggregate level lower than a neighborhood.
4. The provisions of *the Freedom of Information and Protection of Privacy Act*, RSA, 2000 shall be adhered to for the collection, use, disclosure and sharing of census data.

### Legal References

*Municipal Government Act*, Determination of Population Regulation 63/2001  
*Municipal Government Act*, Section 57  
*Freedom of Information and Protection of Privacy Act*

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
November 2015 – Legal & Legislative Services	2019 – Legal & Legislative Services	January 21, 2019 – AR-19-003