

**METIS SETTLEMENTS GENERAL COUNCIL**

**CENSUS POLICY**

*Policy GC-P9901  
Adopted September 17, 1999*

**PART 1 - CONTEXT**

**1.1 Background**

From time to time the settlements and the General Council need information about the people who live in the settlement areas, such as the number of members and non-member settlement residents, and how many are in particular age classes and other groups. To gather that information a census may be needed. A General Council Policy can provide a framework for such a census.<sup>1</sup>

**1.2 Purpose**

The purposes of this Policy are:

- (a) to make it possible to develop a reliable source of information about settlement area communities that will help in
  - (i) assessing community services and planning settlement development,
  - (ii) determining eligibility for grants and services, and
  - (iii) resolving issues requiring population statistics;<sup>2</sup>
- (b) to ensure this information is gathered in a way that ensures coordination, consistency, and credibility;
- (c) to provide a means of resolving issues related to incomplete information.

**1.3 Definitions**

(1) In this Policy

- **Act** means the *Metis Settlements Act*;
- **adult** means an individual who is at least 18 years old;
- **census year** means the calendar year in which a unified census is called for under section 2.1 of this Policy;
- **child** means an individual who is less than 18 years old;
- **settlement resident** means, when referring to a particular settlement, an individual whose residence, as determined in accordance with Section 234 of the Act, is in the settlement area;
- **unified census** means a survey of all settlements and settlement areas that provides statistical information about the population and counts the number of people in various categories;

and expressions defined in the *Metis Settlements Act* have the same meaning in this Policy unless the context makes such an interpretation unreasonable.

- (2) When this Policy says a person<sup>3</sup> is *responsible for* some action it means the person has both the authority to carry out the action and the duty to ensure that it is carried out.

#### 1.4 Footnotes

Footnotes are part of the Policy included to help with interpretation.

### PART 2 - CENSUS PREPARATION

#### 2.1 Establishing a unified census

- (1) The General Council can, by resolution, direct that a unified census be conducted in any year.
- (2) The General Council can also, by resolution, establish any census guidelines, rules, or procedures that are consistent with this Policy and that provide for
- (a) central coordination of the census,
  - (b) the form of questionnaires and reports,
  - (c) the schedule of census events,
  - (d) the type of statistical data to be collected and reported, or
  - (e) anything else considered essential to the proper conduct of the census.

#### 2.2 Requirements of a unified census

- (1) A unified census must be completed by July 15 of the census year.
- (2) A unified census must include, for each settlement, at least the following information:
- (a) the number of people who are members, classified as
    - (i) settlement resident, and
    - (ii) not settlement resident;
  - (b) the number of settlement residents who are not members, classified as
    - (i) child who may, with age, be eligible to become a member,
    - (ii) other child — not in class (i),
    - (iii) adult married<sup>4</sup> to a member, and
    - (iv) other adult — not in class (iii).
- (3) Unless a General Council resolution determines otherwise for a particular census, in conducting a unified census each settlement will be responsible for enumeration of its settlement area and the General Council will be responsible for overall coordination and the compiling of collected data.
- (4) All questionnaires employed in the unified census must be destroyed once the collected data has been compiled.

- (5) All collected data will be the exclusive property of the General Council and may only be used for purposes it determines to be in the best interests of the settlements.

### **PART 3 - DATA COLLECTION**

#### **3.1 Questionnaire and reports**

If the General Council has not, by May 1 of any census year other than 1995, specified the common questionnaire and reporting forms to be used in the census, the forms attached as schedules to this Policy must be used.

#### **3.2 Requirements for data collection**

- (1) Each settlement council must, during the month of June of the census year, collect the census data for its settlement using the common questionnaire.
- (2) The completed common questionnaires and any required reporting forms must be delivered to the General Council by July 15 of the census year.
- (3) The information in each individual questionnaire must be kept confidential and may not be released, except as it affects a number in a consolidated report, without the written permission of the individual.
- (4) If, in conjunction with collecting data for the unified census, a settlement collects data for other purposes in a separate questionnaire, the settlement is solely responsible for ensuring it has the legal authority for such data collection and for specifying and maintaining the confidentiality of the data collected.

#### **3.3 If a settlement does not supply data**

- (1) If a settlement has not delivered the required questionnaires and reporting forms to the General Council by July 15, the General Council may, by ordinary resolution, adopt an estimate of the results that would have been obtained if the settlement had completed the data collection as required.
- (2) Any such estimate must be reasonable taking into account
  - (a) the Settlement Members List;
  - (b) the results of the last unified census;
  - (c) the results of any recent federal or provincial census; and
  - (d) any other information the General Council considers relevant.
- (3) An estimate adopted by the General Council in accordance with this section has the same status in preparing the unified census as other data collected for that purpose, but is not to be considered as a census for purposes of sections 6 and 57 of the Act.<sup>5</sup>

#### **3.4 Previous Census Policies repealed**

This Policy repeals and replaces any other General Council Census Policy currently in effect.

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<sup>1</sup> See sections 223(1)(b) and (i) of the *Metis Settlements Act* regarding the General Council's authority.

<sup>2</sup> Examples of such issues include:

- (i) allocations under a General Council *Financial Allocation Policy*,
- (ii) the sufficiency of a petition made under Section 57 of the Act, and
- (iii) the validity of a request for a special general meeting under Section 6 of the Act.

<sup>3</sup>Note that “person” includes legal entities like the settlement and the General Council.

<sup>4</sup>For the purpose of this Policy persons will be considered married if they are legally married or living together as if they were legally married.

<sup>5</sup>Sections 6 and 57 have to do with the number of signatures needed to call a settlement special general meeting or petition for a settlement by-law.



Schedule B

**Metis Settlements General Council Unified Census  
CENSUS REPORT DECLARATION**

Metis Settlement

For the purpose of the Unified Census of 20 \_\_, carried out under General Council Census Policy, I \_\_\_\_\_ do solemnly declare:

1. That I am the Settlement Administrator of \_\_\_\_\_ Metis Settlement.
2. That a census completed on the \_\_\_ day of \_\_\_\_\_, 20 \_\_ shows that there are \_\_\_ dwelling units in the settlement area; \_\_\_ people residing in the settlement area; \_\_\_ members of the settlement; and that the breakdown of population and members is as follows:

| AGE               | Sex | Member   |              | Resident Non-Member |       |                  |       |
|-------------------|-----|----------|--------------|---------------------|-------|------------------|-------|
|                   |     | Resident | Non-Resident | Child               |       | Adult            |       |
|                   |     |          |              | Potential Member    | Other | Spouse of Member | Other |
| 0-4               | M   |          |              |                     |       |                  |       |
|                   | F   |          |              |                     |       |                  |       |
| 5-14              | M   |          |              |                     |       |                  |       |
|                   | F   |          |              |                     |       |                  |       |
| 15-19             | M   |          |              |                     |       |                  |       |
|                   | F   |          |              |                     |       |                  |       |
| 20-24             | M   |          |              |                     |       |                  |       |
|                   | F   |          |              |                     |       |                  |       |
| 25-44             | M   |          |              |                     |       |                  |       |
|                   | F   |          |              |                     |       |                  |       |
| 45-54             | M   |          |              |                     |       |                  |       |
|                   | F   |          |              |                     |       |                  |       |
| 55-64             | M   |          |              |                     |       |                  |       |
|                   | F   |          |              |                     |       |                  |       |
| 65 and over       | M   |          |              |                     |       |                  |       |
|                   | F   |          |              |                     |       |                  |       |
| Age group unknown | M   |          |              |                     |       |                  |       |
|                   | F   |          |              |                     |       |                  |       |
| TOTAL             |     |          |              |                     |       |                  |       |

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of same force and effect as if made under oath.

DECLARED before me at \_\_\_\_\_  
in the Province of Alberta this \_\_\_\_\_ day of \_\_\_\_\_  
, 20 \_\_\_\_

} \_\_\_\_\_  
(Administrator's Signature)

\_\_\_\_\_  
A Commissioner for Oaths in and for the Province of Alberta.