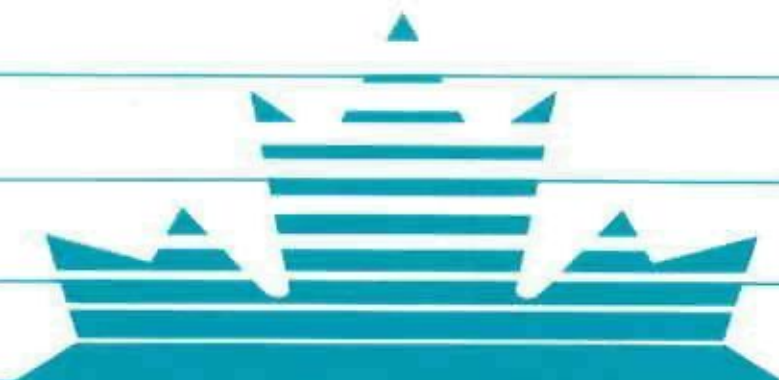
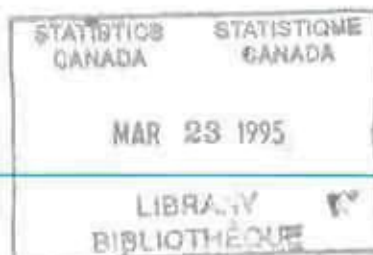


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NE S'EMPRUNTE PAS

Form 42A

Aboriginal Peoples Procedures Manual for Canvasser Reserve Areas and Indian Settlements



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1991 Census of Canada

Form 42A

**Aboriginal Peoples Procedures Manual
for Canvasser Reserve Areas
and Indian Settlements**

FOREWORD

The Canadian census, a national stock-taking of population, housing and agriculture, is of the utmost importance. It is taken to obtain statistical information which provides the basis for many important planning decisions made by the general public, aboriginal peoples' organizations, businesses and governments.

The success of the 1991 Census largely depends on you because you will collect the basic facts from the people living in your area. It is from these facts that statistical information can be developed for aboriginal groups and their communities. I count on you to perform your duties efficiently and effectively.

In order for you to do this, you must learn and use the procedures in this manual.

Good luck in what will be a challenging assignment! I hope that you will enjoy your work and find it interesting and rewarding.

The Chief Statistician of Canada.

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I. INTRODUCTION

A. What is the Census? It is Canada's official counting of population, dwellings and farms. It is like a photograph of the country every five years at one specific point in time.

B. Your Responsibility as a Census Representative It is your responsibility to ensure that a Population Questionnaire, Form 2D, is completed by interview for each private dwelling within your enumeration area (EA). It is also your responsibility to ensure you identify any agricultural operators, agricultural land and collective dwellings in your EA. You are required to perform these tasks by following the procedures in this manual.

It is important that you encourage the co-operation of the people who live in your enumeration area and that you promote the value of the census to them.

C. Your Manual This manual contains the information, procedures, questionnaire content explanations and definitions which you will require to enumerate the Indian reserve EA and/or Indian settlement.

Since the STANDARD APPLICATION of these procedures is very important for the collection of good data, you must become familiar with this manual and learn how to use it.

Your responsibilities have been grouped in the manual as follows:

- Chapters I to IV describe general information, definitions, forms and responsibilities;
- Chapter V describes the procedures for private dwellings;
- Chapters VI and VII provide information related to your pay and the finalization of your assignment;
- Chapter VIII is a reference chapter that provides additional questionnaire content explanations;
- Chapter IX contains procedures for your Census Commissioner;
- Appendix A describes the sections of the Statistics Act which apply to enumeration;
- Appendix B describes procedures for missing population questionnaires and partial refusal cases.
- Appendix C is a chart that you can use if the respondent wants help using his/her income tax return to answer questions on income.

- C. **Your Manual - Concluded** - Appendix D contains instructions for preparing the additional questionnaires you will need if a household has more than six members.

- D. **Quality Control of Your Work** To ensure uniform quality of data and maximum coverage, it is necessary that your work be checked. Your Census Commissioner will perform regular checks on your work and will do a final check of your completed assignment.

Following your Census Commissioner's check, your work will also be checked by a quality control technician.

- E. **Terms and Conditions of Employment - Census Representatives (Form 24A)**
1. Review your Terms and Conditions of Employment, Form 24A, to ensure that you understand your responsibilities, method of payment, etc. If you have any questions, contact your Census Commissioner.
 2. In the event of disputes arising from rates of pay and terms of employment, the decision of the Chief Statistician will be final.
 3. It is your responsibility to ensure that your automobile insurance is adequate while working on the 1991 Census of Canada.

- F. **Illness or Accident**
1. Should you be ill on any working day, call your Census Commissioner.
 2. Exercise caution when confronted by situations which may be dangerous to your health, e.g., dogs.
 3. In the event of injury or accident on the job, advise your Census Commissioner as soon as possible. You may be entitled to compensation benefits as provided for by the province or territory in which you are working.

- G. **Confidentiality and Security** During and after the Census, be careful not to reveal information to anyone other than the respondent.

The Statistics Act provides that all information collected by the census be kept confidential. By law, Statistics Canada may not reveal any information regarding an individual to any person, business, agency or other department of the government. **This also applies directly to you.** Disclosure of any information obtained under this Act is an offence and any person found guilty of this offence is liable on summary conviction to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding six months or to both (see Appendix A, section 17 and section 30).

G. Confidentiality and Security - Concluded The security of all completed questionnaires and census material is your responsibility. At home, ensure that no one, including members of your family, has access to completed questionnaires or other material. Follow the DOs and DO NOT's listed on the back cover of this manual.

H. Public Communications A communications program has been prepared to inform native groups about the census. This program is designed to support your efforts when you make personal contact with your respondents.

The Additional Questionnaire Content Explanations chapter, Chapter VIII, is to be used to assist you in asking and obtaining responses to questions.

The 1991 Census Guide (Form 9B) contains an explanation of why each question is asked. This guide was designed for use by respondents in mail-back areas; the questions and answers do not match the questionnaire 2D exactly. However, the information in the guide will help you when you need to explain a question.

I. Questions Frequently Asked by Respondents

1. Legal Requirement

Is there a legal requirement to take a census?

The information sought in relation to, or associated with, the census of population is requested pursuant to the Statistics Act. As indicated in the top right-hand corner of the front cover of census questionnaires, there is a legal requirement to provide this information. The questions which relate to a census of population or census of agriculture are prescribed by the Governor in Council or asked pursuant to section 22 of the Statistics Act.

2. Invasion of Privacy

(a) Is this information not already available from other government records?

Answer: No. While some information is available from the records of other departments, it is not complete and would not provide reliable statistics on a national scale. Most other government records do not account for all persons and all households in Canada; however, the census does.

(b) Why do you need all this personal information?

Answer: Information obtained with respect to each person is made into statistics which reflect economic, social and cultural conditions throughout Canada, not only as of Census Day but as they change from census to census. The questions asked provide data for forming statistics only. The data cannot be identified with individuals.

**I. Questions
Frequently
Asked by
Respondents -
Continued**

3. Confidentiality

- (a) How do I know that information I provide on my questionnaire will be kept confidential?**

Answer: The Statistics Act requires that information about individuals be protected. The Statistics Act ensures that only employees who have been sworn to secrecy can see individual information. Penalties for employees who breach the Act include both fines and imprisonment. Special security measures are enforced throughout the collection process to protect your information. No one outside of Statistics Canada will have access to individual records at any time or under any authority - not other government agencies or departments, not even the RCMP or the CSIS (Canadian Security Intelligence Service).

- (b) Why do you need persons' names as well as an address on the questionnaire?**

Answer: Names and address are required to make sure that no one is missed in taking the census and that no one is counted twice.

Names and street addresses are not included in the statistical tabulation of the data from the questionnaire.

- (c) What happens to my questionnaire after it is completed?**

Answer: After your census questionnaire is completed, it is checked for completeness and then given to the Census Commissioner to be forwarded to the regional processing centre in your area. From there it is shipped to Statistics Canada head office in Ottawa, where the questionnaires will be retained in secure storage until they are destroyed.

- (d) Who has access to these questionnaires?**

Answer: Only employees sworn to secrecy under the Statistics Act will have access to your questionnaire.

4. Uses of Census Data

- (a) What is census data used for?**

This census will provide information important to the on-going administration of the band. The population figures alone will help the band establish a rate of growth and project future needs. It will tell how many school age children there are, what labour activity the people of the band are involved in, how adequate housing is and the present education levels. By comparing data from previous censuses, the band can measure the relative well-being of its people and trends in the retention and use of aboriginal languages.

**I. Questions
Frequently
Asked by
Respondents -
Concluded**

5. Census Procedures

- (a) Which member of the household should provide answers to complete the questionnaire?**

Answer: Population Questionnaire - Any adult member, or members together, with a good knowledge of the information that is required.

- (b) Can I give you my answers in private so no one else hears?**

Answer: Yes, I will record your answers in private.

II. DEFINITIONS AND FORMS

A. Basic Procedural Definitions

1. **Absent Household** is a household in which there is no member at home.
2. **Absent Individual** is a member of a household who is not at home.
3. **Agricultural Holding** is defined as a farm, ranch or other agricultural holding (other agricultural holdings include, for example, feedlots, greenhouses, mushroom houses, nurseries, fur farms and beekeeping, sod, berry and maple syrup operations). There do not have to be sales in the past 12 months but there must be the intent of sales in the next 12 months.
4. **Agricultural Products** include any of the following:
 - field crops;
 - tree fruits, berries or grapes;
 - vegetables;
 - seed;
 - livestock (cattle, pigs, sheep, horses, goats, rabbits, etc.);
 - poultry (hens, chickens, turkeys, ducks, geese, etc.);
 - animal products (milk, cream, eggs, wool, furs, etc.);
 - other agricultural products (greenhouse or nursery products, mushrooms, sod, honey, maple syrup products, etc.)
5. **Canvasser Enumeration** is a method of enumeration whereby a census representative enumerates each household and/or each agricultural operator by conducting an interview.
6. **Census** is an official count of population and recording of age, sex, marital status, mother tongue, etc., of each resident of Canada. It is also an official accounting of the agricultural resources used for agricultural production in Canada.
7. **Census Commissioner District (CCD)** is an area for which a census commissioner is responsible. it is made up of a group of enumeration areas within a federal electoral district (FED).
8. **Census Day** is Tuesday, June 4, 1991. If a more specific time is required, use midnight between June 3 and June 4.

**A. Basic
Procedural
Definitions -
Continued**

9. Dwelling is a set of **living quarters** in which a person or group of persons resides or could reside.

(a) **Private dwelling** is a separate set of living quarters with a private entrance either from 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.

(b) **Collective dwelling** is a dwelling of a commercial, institutional or communal nature. It may be identified by a sign on the premises or by speaking with the person in charge, a resident, a neighbour, etc. Included are lodging- or rooming-houses, campgrounds, hotels, motels, tourist homes, nursing homes, hospitals, staff residences, work camps, jails, missions, group homes, and so on.

(c) **Marginal dwelling** is a private dwelling which, because it was not built, maintained or converted for year-round use, does not meet all three of the conditions necessary for year-round occupancy: a source of heat or power, year-round access to drinking water, and shelter from the elements. Structures such as non-winterized cottages, cabins, tents, and garages are considered marginal dwellings. Also included is any occupied structure or building which was not built for or converted for year-round occupancy (e.g., unconverted barns or garages). Marginal dwellings must be occupied on Census Day in order to be included in the census.

(d) **Dwelling under construction** is a new dwelling which, because it is not yet complete, does not meet all three of the conditions necessary for year-round occupancy: a source of heat or power, year-round access to drinking water, and shelter from the elements. Dwellings under construction must be occupied on Census Day in order to be included in the census.

Note: A dwelling is considered complete when services such as electricity, plumbing and water have been connected and the structural parts such as doors, windows, roof and walls have been installed.

(e) **Dwelling under renovation or conversion** is a dwelling which, because it is undergoing extensive renovation or conversion work (an example of conversion would be from a trailer to a permanent single dwelling), does not meet all three of the conditions necessary for year-round occupancy: a source of heat or power, year-round access to drinking water, and shelter from the elements.

**A. Basic
Procedural
Definitions -
Continued**

Dwellings under renovation or conversion must be occupied on Census Day in order to be included in the census.

Note: A dwelling should not be regarded as under renovation or conversion if it is unsuitable for only a few days, for example, while new windows are being installed or while awaiting approval for new electrical wiring prior to its hook-up.

(f) **Unoccupied private dwelling** is a private dwelling which meets all of the three conditions necessary for year-round occupancy (a source of heat or power, year-round access to drinking water, and shelter from the elements), but in which no person or group of persons is determined to have been residing on Census Day.

10. **Enumeration Area (EA)** is a geographic area for which a census representative is responsible.
11. **Federal Electoral District (FED)** is a geographic area defined by an act of the federal Parliament to elect one representative to the House of Commons; the census uses it for field administrative purposes. It is subdivided into census commissioner districts for field collection of census data.
12. **Foreign Resident** is a resident of another country visiting in Canada temporarily.

Note: Do not confuse foreign residents with persons who have Canadian landed immigrant status, persons who hold a student authorization, employment authorization, or Minister's permit, or persons who are refugee claimants. These persons are to be considered usual residents of Canada.

13. **Household** consists of a person or group of persons occupying one dwelling. It 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.
14. **Household Number** is a three-digit identification number (obtained from Column 2 of the Visitation Record) which is assigned to each dwelling in an EA.
15. **Indian Band or First Nation** refers to the name of the Indian Band or First Nation to which a person belongs. In most cases, it will be the name of the Indian Band on whose reserve or settlement the person is living.
16. **Indian Reserve** refers to land set aside for the use and benefit of an Indian band and subject to the terms of the Indian Act. It is excluded from local jurisdiction and is administered by Indian and Northern Affairs Canada.

**A. Basic
Procedural
Definitions -
Concluded**

17. **Indian Settlement** refers to a place where a self-contained group of a least 10 Indian people reside more or less permanently. Indian settlements are usually located on Crown lands and are under federal or provincial jurisdiction.
18. **Municipality** is an area which has a legal name, legal boundaries and is incorporated under a provincial act.
19. **Operators** are those persons responsible for the day-to-day decisions made in the operation of an agricultural holding.
20. **Person 1** is one of the following persons:
 - (a) either the husband or the wife or the common-law partner of a couple living together; or
 - (b) the parent, where one parent only lives with his or her never-married son(s) or daughter(s); or
 - (c) if neither of the above applies, any adult living in the dwelling.
21. **Refusal** is any **face-to-face** indication of non-co-operation on the part of a householder to supply information required to complete the questionnaire (Form 2D).
 - (a) **Total refusal for Population Questionnaire (Form 2D)** is any face-to-face situation in which the householder will not supply the information required to complete the questionnaire beyond Question 1.
 - (b) **Partial refusal** is any face-to-face situation in which the householder refuses to provide some of the information required to complete the questionnaire beyond Question 1.
22. **Respondent** is the person who provides the information to the Census Representative to complete the questionnaire.
23. **Temporary Resident** is a person who stayed in a dwelling in your EA overnight June 3/June 4, and who has a usual place of residence elsewhere in Canada.
24. **Unincorporated Place** is a cluster of five or more permanently occupied dwellings locally known by a specific name, but not having a local government.
25. **Usual Resident** is any person who usually lives in a dwelling in your EA, including anyone temporarily away. Also included is any person staying or visiting in your EA who does not have a usual place of residence elsewhere in Canada. Foreign residents are not included as usual residents.
26. **Verification Number (VN)** is a single digit that is used to validate the capture of the PROV, FED and EA numbers in the processing operation.

**B. Enumeration
Forms and
Their Purpose**

1. **Form 1 - Visitation Record (VR)** is used to list every private dwelling (occupied and unoccupied) in your enumeration area. Its purposes are: to establish an address listing for your control purposes and to maintain a check for you and your Census Commissioner.
2. **Form 1B - Notice of Census Representative's Call** is used to notify the householder of your visit in his/her absence and to indicate the date and time of your next visit. Its purpose is to reduce the number of return visits.
3. **Form 2D - Population Questionnaire** is used to enumerate all households in your enumeration area. This form is also used for the enumeration of collective dwellings and to identify all unoccupied dwellings within your enumeration area.
4. **Form 3 - Individual Census Questionnaire** is used to enumerate all temporary residents, as well as usual residents who cannot be contacted personally when you call. It is also used to enumerate usual and temporary residents of some collective dwellings.
5. **Form 4A - Missing Questionnaire Card** is used to identify those households or operators of agricultural holdings who:
 - (a) were not at home for the duration of the census period;
 - (b) moved on or after Census Day without being enumerated;
 - (c) refused to supply information to complete their questionnaire (Form 2D);
 - (d) wish to return the questionnaire by mail.
6. **Form 4B - Incomplete Questionnaire Card** is used to identify partial refusal cases (for the enumeration of Indian reserves).
7. **Form 6 - Agriculture Questionnaire** is used to identify and enumerate the operator of every agricultural holding and all his/her associated land.
8. **Form 7A - List of Collective Dwellings in EA** is used to identify each collective dwelling by name, address and code.
9. **Form 9B - 1991 Census Guide** has been prepared to help fill out the general population questionnaire (Form 2B). This guide may also be used in some cases to provide answers to questions regarding the Form 2D questionnaire and to answer questions that may be asked about the census.

III. SUMMARY OF DUTIES AND PROCEDURES

- A. Duties at Home**
 - 1. Familiarize yourself with the Procedures Manual and learn to use it as a reference manual.
 - 2. Stamp (PROV, FED, EA and VN numbers) and prepare sufficient population questionnaires for each day's work according to the instructions on page 15, Section A.
 - 3. Prepare your carrying case as instructed on page 16, Section A.
- B. Mapping**
 - 4. Familiarize yourself with your enumeration area map. Learn how to read it and complete it according to the instructions on pages 16 to 21. Discuss the procedures you are to follow with your Census Commissioner.
 - 5. Plan with your Census Commissioner a route to follow for enumeration following the guidelines on page 17.
- C. Canvassing Your Enumeration Area**
 - 6. Look for signs of a dwelling, e.g., telephone wires, trails, mailboxes. Examine every building carefully for signs of more dwellings within according to the instructions on page 22, Section C.
 - 7. Verify and update the List of Collective Dwellings in EA, Form 7A, and inform your Census Commissioner of the results.
- D. Private Dwelling Procedures**
 - 8. List in Section I of the Visitation Record all occupied private dwellings. Complete Columns 1 to 7.
 - 9. Determine if there are any agricultural operators in your EA by asking the question in Column 9 of Section I of the Visitation Record (you may also discover agricultural operators when you complete Step 8 of the 2D questionnaire).

Identify and list in the Census Representative's Notes section of the VR any agricultural land in your EA.
 - 10. Determine and enter in the "TD" box on the front cover of the questionnaire, Form 2D, the dwelling type code by referring to the back cover of the Visitation Record.
 - 11. Enumerate each dwelling following the procedures on pages 27 to 29.
 - 12. Check the questionnaire following the instructions on page 29, Section A.7.
 - 13. List in Section II of the Visitation Record all unoccupied private dwellings by following the procedures on page 30.

- | | |
|--|---|
| E. Completion
Status
Report | <ul style="list-style-type: none">14. Complete the Completion Status Report on pages 48 to 50 of the Visitation Record as required, following the instructions on pages 24 and 25 of this manual.15. Help the Census Commissioner or another census representative enumerate collective dwellings, agricultural holdings, or do follow-up if required. |
| F. Finalization
of
Assignment | <ul style="list-style-type: none">16. Finalize your assignment by following the instructions on page 47. |

IV. GENERAL DUTIES AND PROCEDURES

A. Duties at Home Before Enumeration

These are the duties you will perform at home.

1. Familiarize yourself with your Procedures Manual and learn where to look to find the answers you will need. Study the procedures you must follow for occupied and unoccupied private dwellings.
2. STAMP the province (PROV), federal electoral district (FED), enumeration area (EA) and verification number (VN) on each Form 2D in the spaces provided on the front of the questionnaire.

OFFICE USE ONLY				Prov.	FED No.	EA No.	VN	2D		1.	
				46	002	103	3				
				Hind No.	Form type	No. of persons	Quest. No.	of			2.
					7						
								<input type="checkbox"/> TD <input type="checkbox"/> M <input type="checkbox"/> FR <input type="checkbox"/> UD <input type="checkbox"/> DC <input type="checkbox"/> TR			

3. STAMP the PROV, FED, EA and VN numbers on six individual census questionnaires (Forms 3) and on the Form 3E envelopes for use when necessary at private dwellings.

OFFICE USE ONLY				Prov.	FED No.	EA No.	VN	Hind No.	Coll. type		Person No.	<input type="checkbox"/> TR
3				46	002	103	3					
								<input type="checkbox"/> P/C <input type="checkbox"/> JC		<input type="checkbox"/> CMA <input type="checkbox"/> CR <input type="checkbox"/> UR		

3E



This envelope contains your census questionnaire for completion on Tuesday, June 4.

Please return the completed questionnaire in this envelope. Seal the envelope to ensure confidentiality and follow the instruction as indicated in the box marked below.

Leave at reception desk
Return to office
Mail with the household's questionnaire

The information sought in this questionnaire is collected under the authority of the Statistics Act. Everyone is required to provide the information.

Cette enveloppe renferme le questionnaire de recensement que vous devrez remplir le mardi 4 juin.

Veuillez renvoyer le questionnaire rempli dans cette enveloppe, cachez-le afin que la confidentialité des données soit préservée et suivez les instructions correspondant à la case cochée ci-dessous.

☐ À remettre à la réception
☐ À renvoyer au bureau
☐ À poster avec le questionnaire du membre responsable du ménage

Les renseignements relatifs à ce questionnaire sont recueillis en vertu de la Loi sur la statistique. Tout le monde est tenu de fournir ces renseignements.

Prov.	FED-CEP	EA-SD	VN-NV	Hind-Ménage
46	002	103	3	

Statistics Canada Statistique Canada

Canada

A. Duties at Home Before Enumeration - Concluded

4. Ensure that your carrying case contains the following:

- (a) Aboriginal Peoples Procedures Manual, Form 42A;
- (b) Visitation Record (VR), Form 1, and a black pen;
- (c) notices of Census Representative's call, Forms 1B;
- (d) EA map (and township plan if applicable);
- (e) population questionnaires, Forms 2D;
- (f) individual census questionnaires, Forms 3;
- (g) missing questionnaire cards, Forms 4A;
- (h) incomplete questionnaire cards, Forms 4B; and
- (i) 1991 Census Guide, Form 9B.

B. Mapping Instructions











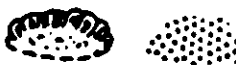


1. How to Read Your Map

(a) Direction - North

The top of your map always points north unless otherwise indicated.

(b) Landscape Symbols

- (i) The main landscape features are indicated by symbols on most maps. If you use these symbols, you can determine your location within your EA by picking out landmarks (railways, churches, schools) along a road and comparing those landmarks to the symbols on your map. The most important symbols are:

Roads		Cemetery	
Railways		Buildings	
Stream, ditch		House	
Power line		Barn	
Telephone lines		School	 S
Quarry, sand pit		Church	 +
		Post Office	 P

B. Mapping Instructions - Continued

(c) Map Legend

The following map legend symbols will appear on your EA map.

 EA NUMBER

 BLOCK NUMBER

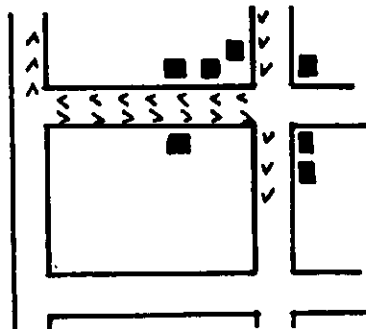
Note: Block numbers are not common but numbered blocks may appear on your map. If your map has block numbers, follow the instructions in Section I of the VR.

2. Planning Your Enumeration Route

Ensure you understand the boundaries of your EA.

(a) General

- (i) The boundary of your EA is outlined on your map with a purple line. Never change your boundaries or enumerate outside the purple line.
- (ii) Where a road or street forms the boundary between two EAs, only the dwellings on the side of the road or street within the boundary of your EA are your responsibility.
- (iii) Indicate by arrowheads (>>>) the route you plan to follow, obeying the rules that follow.



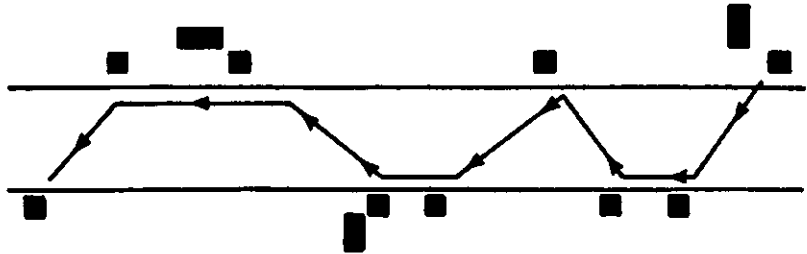
(b) Route Plan

Plan your route to cover all roads without excessive travel.

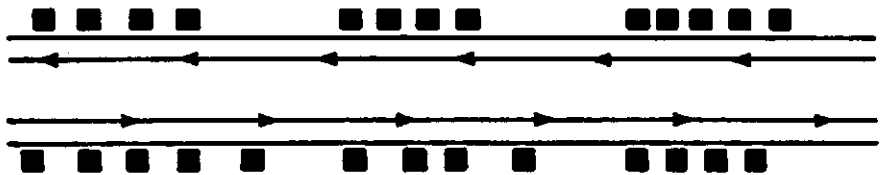
- (i) Start your route at one corner of your EA, if possible.

**B. Mapping
Instructions -
Continued**

- (ii) In typical rural areas, canvass both sides of each road, crossing back and forth as you come to each dwelling, but remain within your EA.



- (iii) In built-up rural areas, canvass one side of the road, then the other.

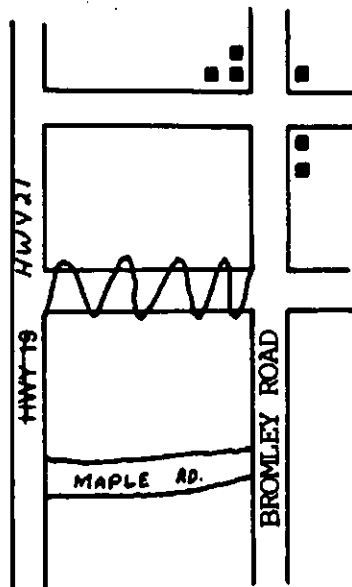


B. Mapping Instructions - Continued

3. How to Complete Your Map

One of your major responsibilities during enumeration is to complete your map. When an error, omission or deletion is discovered, correct your map.

The following diagram illustrates how you are to correct your map and shows examples of the entries you are to make:



- (a) If there is a new road or highway not shown on your map, draw it in and enter its name (e.g., Maple Rd).
- (b) If a road or highway no longer exists, draw a wavy line through it.
- (c) Cross out with a straight line, names of roads or highways which have changed and enter the new names (e.g., Hwy 19 to Hwy 21).
- (d) If you are required to make too many changes to your map, redraw it.

When redrawing your map, show the most important features, that is roads, rivers, railways, etc., and enter the PROV, FED and EA numbers.

Please return your redrawn map with the original map in the pocket of the Visitation Record.

4. Map Entries

- (a) Make any necessary corrections according to the instructions in point 3 above.
- (b) Enter the household number (the number from Column 2 of Section I of the Visitation Record) as close to the location of each dwelling as possible.

Note: Household numbers need not be entered for urban area maps.

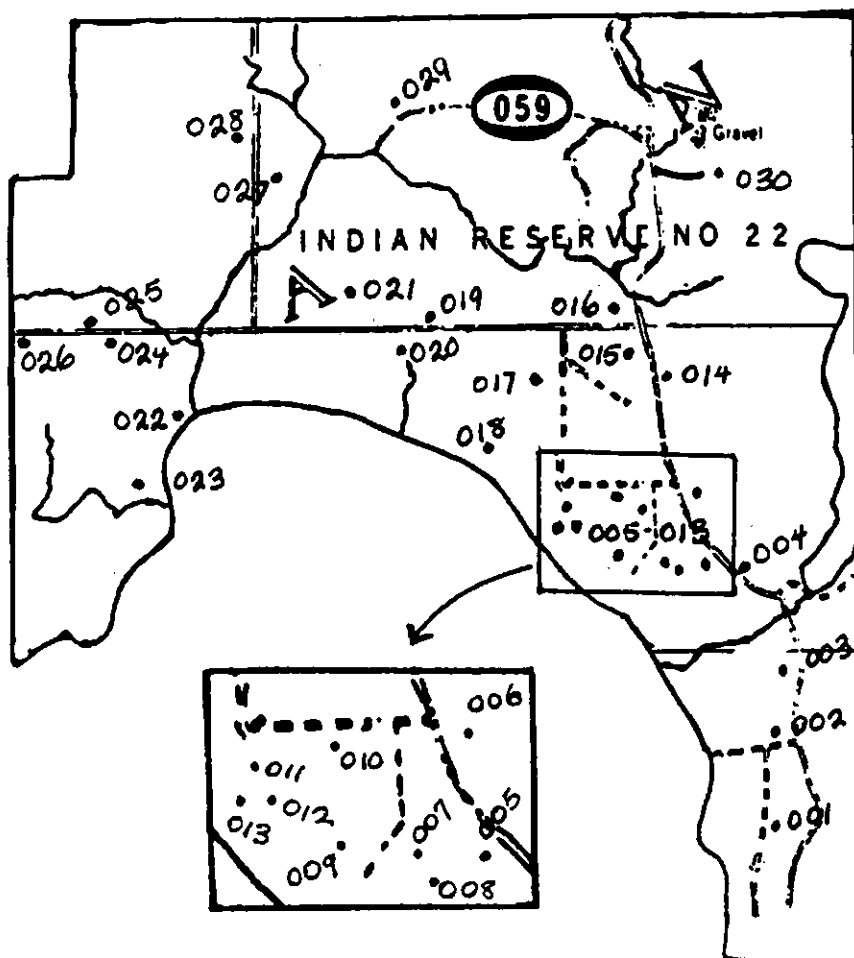
B. Mapping Instructions - Continued

(c) If you have a group of dwellings together and there is not enough room to enter all household numbers:

- (i) enter the household number of the first and last households in the group;
- (ii) enclose the group of households within a square on the map;
- (iii) sketch at the bottom of the map, a map of the area identifying each household by its household number.

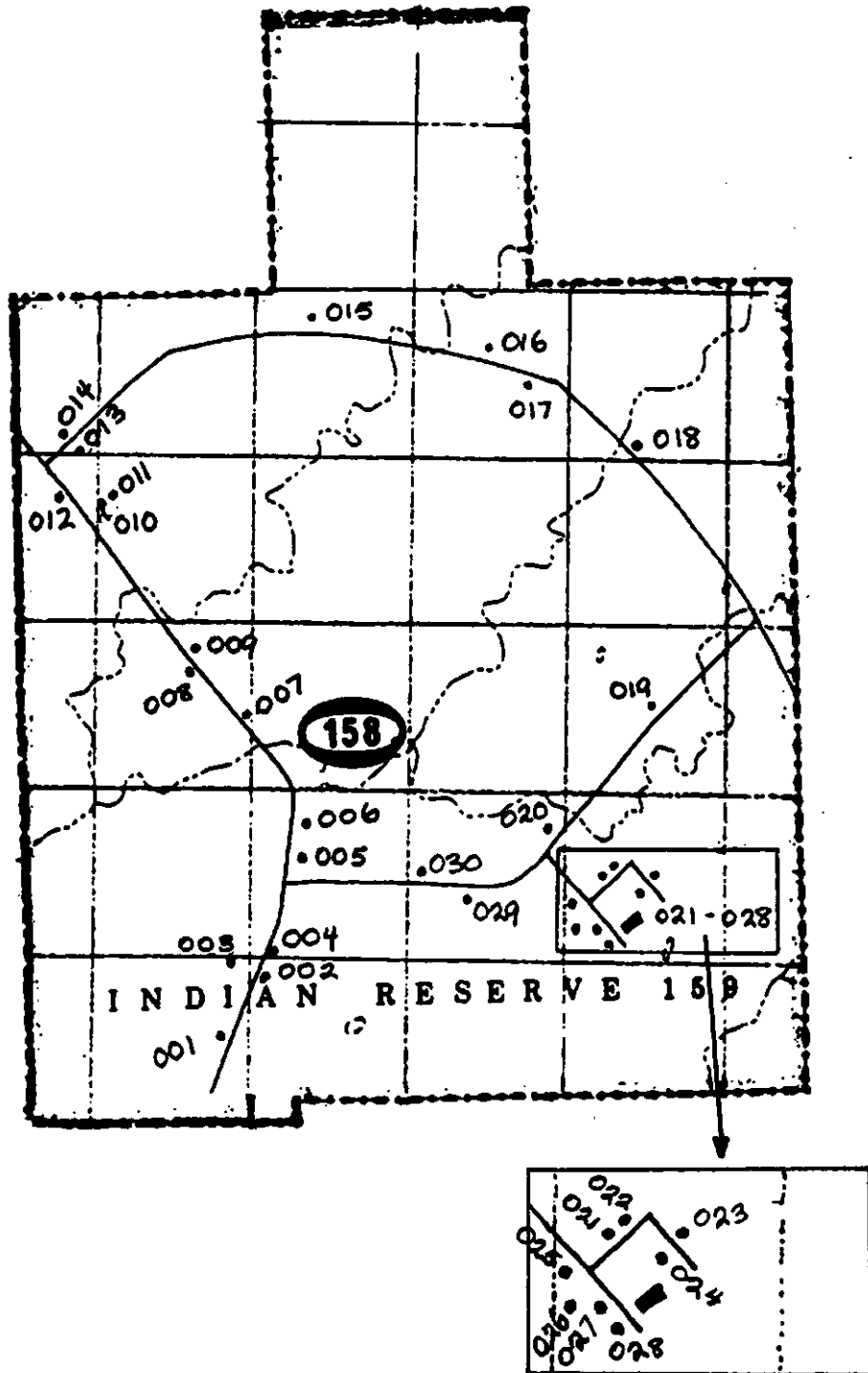
Illustration 1 - Example of Map Entries

In All Areas Except the Prairie Provinces and the Peace River District of British Columbia



B. Mapping
Instructions -
Concluded

Illustration 2 - Example of Map Entries
In the Prairie Provinces and the Peace River
District of British Columbia



**C. Procedures
for
Canvassing
Your EA**

1. Use your planned enumeration route to find and visit every dwelling in your enumeration area. If you have difficulty determining your EA boundaries, contact your Census Commissioner.
2. Examine every building from the outside for signs of more dwellings within (e.g., electrical wires, side entrances, stairs at rear). By following this procedure, you can help reduce the possibility of people or dwellings being missed.
3. Ask at the band office, community hall, stores, garages, restaurants, schools, churches, etc., to determine whether there might be living quarters within, above or behind.
4. Look for telephone wires, trails, mailboxes, etc., which may lead you to a dwelling not visible from the road.

**D. Procedures
for
Approaching
a Household**

The people in your enumeration area may or may not know about the census. The success of your visit may depend upon how you approach each household.

1. Be polite and friendly.
2. Introduce yourself as the Census Representative and show your identification card.
3. Inform the householder that the purpose of your visit is to obtain a completed census questionnaire and that it will not take very long.
4. If the householder indicates it is not possible at the time of your visit (e.g., mealtime or when there are visitors present):
 - (a) arrange to return at another time;
 - (b) enter the name and address of the householder in your Visitation Record and note the time to call back in Column 20 (Remarks) of Section I of the VR;
 - (c) return at the time noted to complete the questionnaire.

**E. Collective
Dwellings**

Refer to the definition of a collective dwelling on page 8, Item 9(b).

1. List of Collective Dwellings in EA, Form 7A

When enumerating your EA, determine if additional collective dwellings exist within your enumeration area that are not listed on the Form 7A. If you discover new collective dwellings, add them to your list and tell your Census Commissioner.

E. Collective Dwellings - Continued

2. Enumeration

- (a) Your Census Commissioner will inform you whether you will do the enumeration of collective dwellings and what procedures to follow or whether you will accompany someone else who will do the enumeration.
- (b) If you do NOT have any collective dwellings in your EA, write "no collective dwellings in EA" on the Form 7A and place it in the pocket of your Visitation Record.

F. Agricultural Operators and Agricultural Holdings

An **operator** is the person responsible for the day-to-day decisions made in the operation of an agricultural holding.

Agricultural holding is defined as a farm, ranch or other agricultural holding (other agricultural holdings include, for example, feedlots, greenhouses, mushroom houses, nurseries, fur farms and beekeeping, sod, berry and maple syrup operations). There do not have to be sales in the past 12 months but there must be the intent of sales in the next 12 months.

1. Entries in the Visitation Record

- (a) Identify agricultural operators in your EA by completing Column 9 of Section I of the Visitation Record.
- (b) Enter in the Census Representative's Notes section at the back of the Visitation Record the location of any agricultural land in your EA on which no operator lives.
- (c) Inform your Census Commissioner of any agricultural operators or agricultural land in your EA.

2. Enumeration

Your Census Commissioner will inform you if you will be required to assist.

G. Procedures for the Completion of the Visitation Record

The instructions for completing the Visitation Record are found on its inside front cover and first page.

1. There are five sections in the Visitation Record:

- (a) Section I is used to list occupied private dwellings and each operator of an agricultural holding who lives in your EA.
- (b) Section II is used to list unoccupied private dwellings.

**G. Procedures
for the
Completion
of the
Visitation
Record -
Concluded**

(c) Sections III to V are used for the enumeration of collective dwellings and agricultural holdings (you are not to make entries into these sections unless you are instructed to do so by your Census Commissioner).

Private dwellings are to be listed in the Visitation Record as you find them while following your enumeration route plan. Even if no one is at home when you call, list the dwelling. You will return later to interview the people.

2. If you have to delete a line or part of a line in the VR because of an error, draw a line through the incorrect information and correct it as neatly as possible on the same line.
3. When making entries in the VR, a black pen is to be used. Ensure that your entries are legible.
4. If your map has block numbers, e.g.,

①

④①

be sure to enter them in Column 1 of the VR for each dwelling in the block.

5. If your map is for an Indian settlement which is an unincorporated place, be sure to enter the name of the unincorporated place in Column I of the VR.

Note: If confusion exists as to whether you are to list the dwelling or in what section to list the dwelling, consult your Census Commissioner.

**H. Completion
Status
Reports**

1. Purpose of the Reports

The completion status reports keep your Census Commissioner and census management up to date on your progress. In order for these reports to be useful, you must complete them accurately and at the times specified.

2. Instructions for Completion of the Reports

- (a) Instructions on how to complete the completion status reports can be found on pages 48 and 49 of the VR.
- (b) If you have more than one EA, you must complete separate reports for each EA in the appropriate VR.

**H. Completion
Status
Reports -
Concluded**

3. Reporting Dates

A Completion Status Report must be completed each evening on June 10, June 17, June 24, June 27, July 1 and July 4 after you have finished enumeration for that day.

4. Reporting Procedures

Report the totals of this report to your Census Commissioner or his/her Administrative Assistant when you are contacted the next morning.

5. Last Report

When you finish your assignment, complete the Completion Status Report for that week.

V. PRIVATE DWELLING PROCEDURES

A. Occupied Private Dwelling Procedures

An occupied private dwelling is a dwelling in which a person or group of persons resides (e.g., a family or group of individuals). Examples are: a single house, an apartment, a row house, a trailer.

Follow the procedures below when you are enumerating these dwellings.

1. Attempt to make contact at each dwelling.

IF CONTACT IS MADE:

2. Introduce yourself as the Census Representative and show your identification card.
3. List the dwelling in Section I of the Visitation Record. Complete Columns 1 to 9.
4. Complete the identification entries on the front of the questionnaire (see Illustration 3).

Illustration 3 - Example of Completed Form 2D Identification Entries

CONFIDENTIAL WHEN COMPLETED
This information is collected under the authority of the Statistics Act (R.S.C. 1985, c. S19) and must be provided by law.

OFFICE USE ONLY	Prov.	FED No.	EA No.	VN	2D	1. 2.
	46	002	103	3		
	Hhld No.	Form type	No. of persons	Quest. No.		
	135	7		1 of 2	1 <input checked="" type="checkbox"/> TD	2 <input type="checkbox"/> M
					4 <input type="checkbox"/> FR	
					1 <input type="checkbox"/> UD	3 <input type="checkbox"/> DC
					6 <input type="checkbox"/> TR	

1 9 9 1
C E N S U S
O F
C A N A D A

TO BE COMPLETED JUNE 4, 1991

A. Occupied Private Dwelling Procedures - Continued

- (a) Enter the household number from Column 2 of the VR and the address of the householder in the boxes provided.
- (b) Determine the dwelling type code and enter it in the "TD" box on the front of the questionnaire. (Refer to the back of the Visitation Record for the dwelling type code.)

Example: the dwelling type code for a single-detached house is Code 1.

"TD" box

OFFICE USE ONLY				Prov.	FED No.	EA No.	VN	2D				1.
Hhld No.	Form type	No. of persons	Quest. No.	of					1 <input type="checkbox"/> TD	2 <input type="checkbox"/> M	4 <input type="checkbox"/> FR	2.
	7								1 <input type="checkbox"/> UD	3 <input type="checkbox"/> DC	5 <input type="checkbox"/> TR	

Note: If you consider a dwelling to be marginal, enter an "X" in the "M" box. If the dwelling is under construction or renovation, enter an "X" in the "DC" box.

"M" box

"DC" box

OFFICE USE ONLY				Prov.	FED No.	EA No.	VN	2D				1.
Hhld No.	Form type	No. of persons	Quest. No.	of					1 <input type="checkbox"/> TD	2 <input type="checkbox"/> M	4 <input type="checkbox"/> FR	2.
	7								1 <input type="checkbox"/> UD	3 <input type="checkbox"/> DC	5 <input type="checkbox"/> TR	

- (c) Determine if the household contains more than six members. If it does, go to Appendix D of this manual and follow the directions for preparing the additional questionnaires that you will need to complete the interview.

**A. Occupied
Private
Dwelling
Procedures -
Concluded**

5. Offer the respondent a questionnaire to follow as you conduct the interview.
6. Complete the questionnaire by interview. Remember the "Guidelines for Interviewing" and "Points to Remember" found on the inside back cover of this manual.
7. Check the questionnaire before you leave the dwelling.
 - (a) Make sure you have asked each applicable question.
 - (b) Apply the following edits:
 - (i) Ensure that there is an answer for every applicable question;
 - (ii) Step 7 - if there are any temporary residents in the household, you must complete Questions 1 to 10 of an Individual Census Questionnaire, Form 3, for each temporary resident and follow the procedures on pages 39 and 40.
 - (c) List unanswered questions in the "Comments" section of the questionnaire. Indicate the person number (where applicable), the question number and the reason the question is unanswered.
8. When you have completed the questionnaire, enter an "X" in Column 15 or 16 (Completed households) of Section I of the Visitation Record and complete Column 14 of the VR if there are any temporary residents on Census Day, June 4. Complete any remaining columns of the Visitation Record applicable to the household.
9. Determine whether:
 - (a) anyone is likely to be at home at the next dwelling. If not, try to determine the best time to return;
 - (b) there are any dwellings nearby which are difficult to locate that you might miss.
10. Thank the householder and leave.

IF CONTACT IS NOT MADE:

11. List the dwelling in Section I of the Visitation Record. Complete Columns 1 to 9 by referring to neighbours.
12. Follow the absent household procedures on page 31.

B. Unoccupied Private Dwelling Procedures

Definition: An unoccupied private dwelling is a dwelling which meets all three of the conditions necessary for year-round occupancy (a source of heat or power, year-round access to drinking water and shelter from the elements) but in which no person or group of persons is determined to be residing on Census Day, June 4.

Included: All dwellings which meet all three conditions necessary for year-round occupancy where it is determined no one was living on Census Day, June 4.

Excluded:

- All unoccupied dwellings determined to be marginal, under construction or under conversion or renovation. See Section C of this chapter for the procedures concerning these dwellings.
- Dwellings for which the residents are temporarily absent (at work, on holiday, gone fishing, gone hunting). These dwellings are considered occupied private dwellings.

Procedures:

1. Determine if the dwelling was occupied on Census Day by referring to neighbours.
2. If the dwelling is now unoccupied and was unoccupied on Census Day, June 4:
 - (a) list the dwelling in Section II of the VR (complete Columns 1 and 3);
 - (b) complete the identification entries on a blank Form 2D (i.e. PROV, FED, EA, VN and HHLN numbers and complete address);
 - (c) enter the dwelling type code in the "TD" box on the front of the questionnaire (refer to the codes listed on the back cover of the VR);

"TD" box

OFFICE USE ONLY		Prov.	FED No.	EA No.	VN	2D		1.
Hhld No.	Form type 7	No. of persons	Quest. No. of		<input type="checkbox"/> TD 2 <input type="checkbox"/> M 4 <input type="checkbox"/> FR <input type="checkbox"/> UD 3 <input type="checkbox"/> DC 6 <input type="checkbox"/> TR		2.	

1 9 9 1 C E N S U S O F C A N A D A
 TO BE COMPLETED JUNE 4, 1991

B. Unoccupied Private Dwelling Procedures - Concluded

(d) mark "X" in the "UD" box on the front of the questionnaire;

Prov.	FED No.	EA No.	VN	2D	<input type="checkbox"/> TD 2 <input type="checkbox"/> M 4 <input type="checkbox"/> FR <input checked="" type="checkbox"/> UD 3 <input type="checkbox"/> OC 6 <input type="checkbox"/> TR	1.
Wld No.	Form type 7	No. of persons	Quest. No. of			2.

"UD" box

(e) enter the date in Column 5 in Section II of the VR.

(f) enter the source of the information used to confirm the dwelling as unoccupied in Column 7 of Section II of the VR.

3. If the dwelling is now unoccupied but was occupied on Census Day, June 4:

(a) list the dwelling in Section I of the VR on the next available line; complete as many entries as possible by referring to neighbours;

(b) make a note in Column 20 of the VR that the dwelling is now unoccupied;

(c) follow the procedures for a missing questionnaire (on the left side of Appendix B, page 73 of this manual).

C. Special Cases

1. Absent Household

An absent household is a household in which there is no member at home. When you encounter an absent household, do the following:

(a) Determine the expected time of return from neighbours and record it in Column 20 (Remarks) in Section I of your VR.

(b) Leave a Form 1B (Notice of Census Representative's Call) indicating the time you will return. If you are contacted as a result of the Form 1B, arrange a convenient time to interview the respondent.

(c) Make up to three visits during the enumeration period, but make them at different times (morning, afternoon or evening) on different days.

**C. Special
Cases -
Continued**

- (d) Make a note of the date and time of each visit to the household in Column 20 (Remarks) in Section I of your VR.
- (e) After you have determined that the household will not return before you have completed enumeration in your EA, or have made three visits to the household without making contact, follow the procedures for a missing questionnaire as shown on the left side of Appendix B on page 73 of this manual.

2. Absent Individual

An absent individual is a member of the household who is not at home.

Follow the procedures below for an absent individual:

- (a) If the individual is absent on your first visit:
 - (i) attempt to obtain the answers to questions about the individual by asking other household members;
 - (ii) if other household members cannot provide the information, find out when the person will return. (You may leave a Form 3 questionnaire indicating the questions to be answered. On your return visit, check the answers and transfer them in private to the Form 2D for the household.)
- (b) Make up to three visits to complete the questionnaire, but make them at different times (morning, afternoon or evening) on different days.
- (c) Make a note of each return visit to the household to contact the individual, in Column 20 (Remarks) in Section I of your VR.
- (d) If you have been unable to contact the individual concerned after three visits to the household, or have determined that he/she will not return before you have completed enumeration of your EA, indicate in the "Comments" section of the questionnaire that the individual is absent and which questions are unanswered.

3. Dwelling Under Construction

This is any new dwelling which is under construction but is not yet complete.

The dwelling is considered complete when it meets all three of the conditions necessary for year-round occupancy (a source of heat or power, year-round access to drinking water, and shelter from the elements).

**C. Special
Cases -
Continued**

Contact the contractor, owner, neighbours, etc., to determine if the dwelling is completed or occupied and follow the procedures in the chart below:

IF THE DWELLING IS:	THEN:
Unoccupied and under construction	<ul style="list-style-type: none">o Do not list the dwelling in the VR.o Do not enumerate it.
Under construction, but is occupied	<ul style="list-style-type: none">o List it in Section I of the VR. Complete Columns 1 to 9.o Mark "X" in the "DC" box on the front of the Form 2D.o Follow the occupied private dwelling procedures beginning on page 27.
Unoccupied and meets the criteria of a completed dwelling	<ul style="list-style-type: none">o Consider it to be an unoccupied private dwelling.o List it in Section II of the VR.o Follow the unoccupied private dwelling procedures on page 30.

4. Dwelling Under Renovation or Conversion

It is a dwelling which is unsuitable for occupancy because it is undergoing extensive renovation or conversion work (e.g., from a trailer to a permanent single dwelling). That is, it does not meet all three conditions necessary for year-round occupancy: a source of heat or power, year-round access to drinking water and shelter from the elements.

A dwelling that is unsuitable for a few days while new windows are being installed or while awaiting approval for new electrical wiring should not be regarded as under renovation or conversion, but should be treated as a regular occupied private dwelling.

**C. Special
Cases -
Continued**

When you encounter a dwelling under renovation or conversion, follow the procedures in the chart below:

IF THE DWELLING IS UNSUITABLE FOR OCCUPANCY AND IS:	THEN:
Occupied	<ul style="list-style-type: none">o List it in Section I of the VR. Complete Columns 1 to 9.o Mark "X" in the "DC" box on the front of the Form 2D.o Follow the occupied private dwelling procedures beginning on page 27.
Unoccupied	<ul style="list-style-type: none">o Do not list the dwelling in the VR.

5. Dwelling Considered Marginal

A marginal dwelling is a dwelling which, because it was not built, maintained or converted for year-round use, does not meet all three conditions necessary for year-round occupancy: a source of heat or power, year-round access to drinking water and shelter from the elements. Some examples are: non-winterized cottages, cabins or garages.

C. Special Cases - Continued

When you encounter a marginal dwelling, follow the procedures in the chart below:

IF THE DWELLING IS:	THEN:
Unoccupied	<ul style="list-style-type: none">o Do not list the dwelling.
Occupied by usual residents (household has no other usual place of residence in Canada, June 4)	<ul style="list-style-type: none">o Mark "X" in the "M" box on the front of the Form 2D.o Write "Marginal" in Column 20 (Remarks) of Section I of the VR.o Follow the occupied private dwelling procedures beginning on page 27.
Occupied only by temporary or foreign residents	<ul style="list-style-type: none">o Mark "X" in the "M" box on the front of the Form 2D.o Write "Marginal" in Column 20 (Remarks) of Section I of the VR.o Follow the procedures in 6(b) on page 36 for foreign residents and 11(b) on page 40 for temporary residents.

6. Foreign Resident

A foreign resident on an Indian reserve is a person who is a resident of another country visiting in Canada temporarily.

Note: For census purposes, these persons are not foreign residents:

- persons who hold a student authorization,
- persons who hold an employment authorization,
- persons who hold a Minister's permit,
- persons claiming refugee status.

If you encounter a foreign resident, follow the procedures below:

- (a) If some, but not all members of the households are foreign residents, do not enumerate the foreign residents.

**C. Special
Cases -
Continued**

(b) If all members of the household are foreign residents:

- (i) enter the identification numbers (PROV, FED, EA, VN and household numbers) on the front of the questionnaire;
- (ii) enter the dwelling type code on the front cover of the questionnaire in the "TD" box;
- (iii) enter the complete address of the household in Step 1 of the questionnaire;
- (iv) mark "X" in the "yes" circle provided for foreign residents in Step 3 on page 2 of the questionnaire;
- (v) make the following entries in Section I of the VR:
 - Enter "0" in Column 6 (Number of usual residents).
 - Print "foreign residents" in Column 20 (Remarks) to explain the "0" entry in Column 6.
 - Mark "X" in Column 15 or 16 (Completed households).

7. Language Problems

If you are unable to enumerate a household because of a language problem, attempt to gain the householder's approval to use children or friends of the householder as interpreters and follow the procedures in the chart below:

IF:	THEN:
Interpreter is found	<ul style="list-style-type: none">- Follow the occupied private dwelling procedures beginning with point A. 4(c) on page 28.
Completed questionnaire cannot be obtained	<ul style="list-style-type: none">- List the dwelling in your VR. Attempt to complete Columns 1 to 9.- Advise your Census Commissioner.

C. **Special
Cases -
Continued**

8. **Missed Dwelling**

If you discover you have missed a dwelling, determine if it was occupied on Census Day, June 4, then follow the procedures below:

IF DWELLING WAS:	THEN:
Occupied on Census Day, June 4	<ul style="list-style-type: none">o List it in Section I of the VR on the next available line.o Complete Columns 1 to 9.o Print "missed dwelling" in Column 20 (Remarks).o Follow the occupied private dwelling procedures beginning on page 27.
Unoccupied on Census Day, June 4	<ul style="list-style-type: none">o List it in Section II of the VR on the next available line.o Complete Columns 1 to 6.o Print "missed dwelling" in Column 7 (Remarks).o Follow the unoccupied dwelling procedures on page 30.

9. **Refusal**

A **refusal** is any **face-to-face** indication on the part of a householder not to provide the information required to complete the questionnaire, Form 2D.

A **total refusal** is any **face-to-face** situation in which the householder will not supply the information required to complete the questionnaire beyond Question 1.

A **partial refusal** is any **face-to-face** situation in which the householder refuses to provide some of the information required to complete the questionnaire beyond Question 1.

When you encounter a refusal, do the following:

- (a) Confirm that the person to whom you are speaking is a usual resident of the dwelling.

**C. Special
Cases -
Continued**

- (b) Ensure that the respondent knows that the objective of your visit is to obtain a completed census questionnaire.
- (c) If the householder refuses, point out that:
 - (i) the information is kept strictly confidential;
 - (ii) all census representatives are sworn to secrecy and are subject to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding six months or to both if they were to divulge any information and be found guilty under section 30 of the Statistics Act (see Appendix A).
- (d) If this fails, point out the aims of the census and its advantages.
- (e) Let the householder talk. Very often, such a person will be quite co-operative after he/she has had his/her say. Under no circumstances should you threaten a householder or engage in any activity which could be considered as harassment.
- (f) If the householder still refuses:
 - (i) Inform the householder of the legal requirement to respond by referring him/her to the legal statement on the front of the questionnaire.
 - (ii) If the householder requests further details, section 31 of the Act may be read without comment or interpretation (see Appendix A).
 - (iii) If the householder wishes to engage you in a further discussion of the Act, you should inform him/her that you are not qualified to discuss it and that your objective is to obtain his/her willing co-operation.
- (g) If this fails:
 - (i) thank the householder for his/her time and leave;
 - (ii) determine if it is a total or partial refusal;
 - (iii) if it is a total refusal, follow the procedures on the left side of Appendix B, page 73. If it is a partial refusal, follow the procedures on the right side of Appendix B, page 73;
 - (iv) enter an explanation in Column 20 (Remarks) of your VR (e.g., "total refusal" or "partial refusal").

**C. Special
Cases -
Continued**

10. Request to Mail the Questionnaire

This is a situation where a householder wishes to mail his/her questionnaire (a direct response situation).

If you encounter this situation, follow the procedures below:

(a) Point out that:

- (i) the information is kept strictly confidential;
 - (ii) all census representatives are sworn to secrecy and are subject to a fine not exceeding \$1,000 or to imprisonment for a term not exceeding six months, or both, if they were to divulge any information and be found guilty under section 30 of the Statistics Act (see Appendix A);
 - (iii) if this fails, point out the aims of the census and its advantages;
 - (iv) let the householder talk. Very often, such a person will be quite co-operative after he/she has had his/her say. Under no circumstances should you threaten a respondent or engage in any activity which could be considered as harassment.
- (b) If, after you have explained the above, the householder still wants to mail the questionnaire, tell the householder your supervisor will contact him/her to make appropriate arrangements for enumeration.
- (c) After leaving the dwelling, create a Form 4A according to the procedures on the left side of Appendix B, page 73.

11. Temporary Resident or Visitor

A temporary resident or visitor is a person who stayed in a dwelling in your EA overnight June 3/June 4, and who has a usual place of residence elsewhere in Canada.

If you encounter a temporary resident or visitor, follow the procedures below:

(a) If a member of the household is a temporary resident:

- (i) include such a person only in Step 7 on page 3 of the questionnaire (Form 2D) for the household;

**C. Special
Cases -
Concluded**

- (ii) enter the household number for this dwelling from Column 1 of the VR;
- (iii) complete Questions 1 to 10 on page 1 of an Individual Census Questionnaire (Form 3), in private, for each temporary resident;
- (iv) enter the number of temporary residents in Column 14 of Section I of the VR.

(b) If all members of the household are temporary residents:

- (i) enter the dwelling type code on the front cover of the Form 2D questionnaire in the "TD" box;
- (ii) enter the complete address (including postal code) in Step 1 on the front of the Form 2D questionnaire;
- (iii) mark "X" in the "yes" circle and enter the total number of temporary residents in the box in Step 4 on page 2 of the Form 2D questionnaire;
- (iv) complete Questions 1 to 10 of an Individual Census Questionnaire (Form 3), in private, for each member of the household. Complete as much information as possible for any person who cannot be contacted;
- (v) make the following entries in Section I of the VR:
 - Enter "0" in Column 6 (Number of usual residents).
 - Print "temporary residents" in Column 20 (Remarks) to explain the "0" entry in Column 6.
 - Complete Column 14 (Number of temporary residents).
 - Mark "X" in the appropriate column, Column 15 or 16 (Completed households).

Note: Keep all individual census questionnaires (Forms 3) for temporary residents in the Forms 3 in Private Dwellings envelope, Form 3E.1. Do not forget to enter the required identification on the front of the envelope (PROV, FED, EA and VN numbers).

VI. PAYMENT

A. Payment for Your Services

1. Pay Instalments

You will receive payment in two instalments:

- (a) The first instalment, your interim payment cheque of \$250, will be distributed to you by your Census Commissioner early in June.
- (b) The second instalment represents your total and final payment less the \$250 interim payment and any other applicable deductions. Your final payment cheque will be mailed directly to your home address after your assignment has been accepted.

2. Pay Rates and Travel Expenses

You will be paid for:

(a) Training

For rates of pay during training, please ask your Census Commissioner.

(b) Enumeration

Payment will be made on an hourly basis. Your Census Commissioner will inform you of the hourly rate that applies to you. Hourly rates include an amount of 4% in lieu of vacation leave.

(c) Travel expenses

All travel expenses must be authorized by your Census Commissioner. Record all such expenses on Form 35 (Expense Account).

- (i) You will be reimbursed for private motor vehicle use for enumeration according to the provincial rates listed in the latest Treasury Board Travel Directive. Your Census Commissioner will inform you of the rate that applies to you.

If you live outside the city, town or village of the training site, you will be reimbursed for private motor vehicle use for travel to and from training.

- (ii) You may claim expenses for parking, toll-roads, bridges and ferry charges (in accordance with the Treasury Board Travel Directive).

**A. Payment for
Your Services -
Concluded**

- (iii) Your Census Commissioner may authorize other travel expenses up to the maximum specified in the government Treasury Board Travel Directive (e.g., meals, accommodation).
- (iv) In remote or difficult areas, it may be necessary to make unusual expenditures such as renting a boat in order to do a complete enumeration. If such is the case in your area, authorization must be obtained in advance.
- (v) No reimbursement will be made for depreciation, damages, towing charges, or any other expenses arising from the use of an automobile.

(d) Other expenses

- (i) All other expenses (e.g., postage) must be authorized by your Census Commissioner in advance.
- (ii) If long-distance telephone calls are necessary, ensure that you call your Census Commissioner collect. Only the Census Commissioner is reimbursed for long distance calls.

3. Pay Deductions

This income is taxable, however, no federal income tax deductions will be made at source. We recommend that you obtain receipts for expenses incurred (e.g., gasoline) since these may be used as allowable deductions for income tax purposes.

In the province of Quebec, provincial income tax will be deducted unless you complete and submit a form MR-19/ MR-19V claiming total exemption.

You are not scheduled to work more than 24 days, therefore, no deductions will be made for unemployment insurance and Canada or Quebec Pension Plan. These deductions will be made only if you notify your Census Commissioner that you have worked 25 days or more and your employment is determined to be insurable and pensionable under federal or provincial regulations.

**B. Census
Representatives
Claim Forms**

1. Expense Account (Form 35)

Keep a daily record of your kilometrage and any other expenses on a Form 35.

Submit a Form 35 for any expenses you incur up to and including the end of training and a second Form 35 at the end of enumeration. (Attach receipts where required.)

Follow the instructions outlined below when completing the Expense Account, Form 35.

(a) Complete the form in ink.

(b) Identification entries

(i) Enter your social insurance number.

(ii) Enter the PROV, FED, CCD and EA numbers.

(iii) Enter your telephone number, name, mailing address (city, town, village, province and postal code).

(c) Methodology of area

Mark "X" to indicate "Canvasser" in the "Methodology of area" box.

(d) Details of expenditures - Enter in:

(i) **Column A** - the date the expenditure was incurred;

(ii) **Column B** - the time of departure and arrival when claiming for meal expenses;

(iii) **Column C** - the description of the expenditures;

(iv) **Column D** - the number of kilometres travelled in your own car;

(v) **Column E** - the receipt number of the expense incurred; remember to number all expense receipts (no receipt is required for kilometrage or for meal claims);

(vi) **Column F** - the amount of each expense (except kilometrage which is calculated in a lump sum at the bottom of the form).

(e) Add up Column D (Number of kilometres) and enter the total on line 1.

**B. Census
Representatives
Claim Forms -
Continued**

(f) Add up Column F (Expenses - Amount) and enter the total on line 2.

(g) If more than one Form 35 (Expense Account) is required, do the following:

(i) Number the forms (e.g., 1 of 2, 2 of 2) in the top right corner of the form.

(ii) Carry forward to the first line of the next page, the totals in line 1 (Total number of kilometres) and line 2 (Total expenses) to Columns D and F respectively. Do not calculate the total kilometrage expense and total claim until all expenses and kilometrage have been entered on the last Form 35.

(h) **Total kilometrage expense** - multiply the total number of kilometres by the rate per kilometre given to you by your Census Commissioner and enter the result on line 3.

(i) **Gross claim** - calculate the gross claim by adding up lines 2 and 3 and enter the sum on line 4.

(j) **Certification** - sign your name to declare that the information you have given on the form is correct and enter the date in the space provided.

(k) Submission of the Form 35

(i) When submitting a Form 35 at the end of training:

- keep copy 4 of the form;
- submit copies 1 to 3 to the Census Commissioner.

Note: Submit a Form 35 at the end of training even if you have incurred no expenses. Enter "NIL" on line 4.

(ii) When you submit a Form 35 at the end of enumeration:

- keep copy 4 of the form;
- attach copies 1 to 3 of the Form 35 to the Census Hourly Employee Account, Form 34;
- mark ("X") "This claim is attached to account form number 34".

**B. Census
Representatives
Claim Forms -
Continued**

2. Census Hourly Employee Account (Form 34)

You must complete a Form 34, Census Hourly Employee Account, in order to get paid. Since this form serves many purposes, only certain parts apply to you. For the purpose of your pay, complete the form according to the following instructions. Your Census Commissioner will instruct you on the completion of the "Position of employee" box and Part 1 - "Training" section.

(a) Make all entries on the account form in ink.

(b) **Identification entries:** ensure that the following entries are on the account form:

(i) your social insurance number;

(ii) the PROV, FED, CCD and EA numbers;

(iii) your telephone number, name and mailing address (city, town, village, province and postal code).

(c) **Methodology of area:** ensure that "Canvasser" is checked off in the "Methodology of area" box.

(d) **Position of employee:** to be completed as instructed by your Census Commissioner in training.

(e) **Part 1: Training:** to be completed as instructed by your Census Commissioner in training.

(f) **Part 2: Hours and expenses:**

(i) **Record of hours worked - Enter:**

- the date of each day worked;

- the number of hours worked each day. Record the hours in decimals as follows:

15 minutes = 0.25

30 minutes = 0.50

45 minutes = 0.75

1 hour = 1.00

1 hour and 15 minutes = 1.25

- in box 14:

o the **total hours worked** upon the completion of the assignment;

**B. Census
Representatives
Claim Forms -
Concluded**

- on line 6:
 - o the claim for services (found by multiplying the total hours by your hourly rate).
 - (ii) Expenses and kilometrage (from attached Form(s) 35):
 - Enter on line 7 the total expenses excluding kilometrage transferred from line 2 of the Form(s) 35.
 - Enter on line 8 the total claim for kilometrage transferred from line 3 of the Form(s) 35.
 - (g) **Gross claim:** add the amounts on lines 5, 6, 7 and 8 together and enter the sum on line 9.
 - (h) **Interim payment:** enter \$250 on line 10.
 - (i) **Net amount payable:** subtract line 10 from line 9 and enter the result on line 16.
- Note:** If you work 25 days or more, do not enter any amount on line 16. Notify your Census Commissioner. Deductions may apply.
- (j) **Certification:** sign your name to declare that the information shown above is correct and enter the date.
 - (k) **Keep copy 3 of the form (the last copy) and submit the remaining copies and any attached Forms 35 with your completed assignment.**

Note: Your Census Commissioner may contact you to inform you of any required change(s) he/she feels need be made to correct your account form.

VII. FINALIZATION OF YOUR ASSIGNMENT

- A. Checking of Your Completed Work**
1. Make certain that your questionnaires are complete.
 2. Ensure that the PROV, FED, EA, VN and HHLD numbers are entered on the front cover of each questionnaire and that these numbers agree with the corresponding entries in the VR.
 3. Ensure that the type of dwelling code is entered in the "TD" box on the front cover of each questionnaire.
 4. Examine your map carefully, particularly around the boundaries, and compare it with the addresses listed in your VR. Make sure that no streets, roads, etc., have been missed and that the household numbers have been entered when applicable. Household numbers must be entered on all maps except urban area maps.
 5. Sort the Forms 2D and Forms 4A into numerical order by household number (e.g., 001, 002, etc.). Check that you have a Form 2D or a Form 4A for every dwelling listed in your VR.
- B. VR Entries**
1. Complete the Completion Status Report for the week in which you finish your assignment.
 2. Complete the EA Summary on page 55 of the VR according to the instructions on page 54. This will give final totals for dwellings, population counts and the number of agricultural holdings.
 3. Sign and date the front cover of the VR declaring that the figures are an accurate account of enumeration in your area.
- Note:** It is not necessary to complete the Work Sheet for Completion of Pay Forms as you are paid an hourly rate.
- C. Assembly and Packaging of Your Completed EA Assignment**
- Assemble each completed EA separately. Package your completed EA assignment and deliver it to your Census Commissioner.
1. Unfold all questionnaires (8 1/2 x 11 in. for Forms 2D).
 2. Put Forms 2D and any attached Forms 4B, and any Forms 4A for occupied private dwellings in ascending order of household number from top to bottom.

C. Assembly and Packaging of Your Completed EA Assignment - Concluded

3. Put all individual census questionnaires (Forms 3) for temporary residents in order by household number.
 - (a) Tear off page 1 and discard the remaining pages of each Form 3.
 - (b) Mark the PROV, FED, EA and VN numbers and the number of Forms 3 on the outside of the Form 3E.1 (Forms 3 in Private Dwellings envelope).
 - (c) List in Column 1 on the front of the envelope, the household number of each household for which there are Forms 3.
 - (d) Enter the number of Forms 3 for each household in Column 2 or Column 3 as appropriate.
 - (e) Put page 1 of the Forms 3 in the envelope (Form 3E.1).
4. Group and bind together in ascending order of household number (e.g., 601, 602, etc.) all Forms 2D completed for unoccupied private dwellings.
5. Ensure that all cancelled Forms 2D are in order by household number and are placed in the Cancelled Forms envelope (Form 4E).
6. Place your EA map or township plan (if applicable) together with any additional maps or sketches which you had made, in the pocket provided on the inside back cover of your Visitation Record.

D. Packing of Your EA Box

Pack neatly in the following order in your EA box (from bottom to top):

1. Cancelled Forms envelope, Form 4E;
2. List of Collective Dwellings in EA, Form 7A;
Note: Return the Form 7A even if there are no collective dwellings in your EA.
3. all completed questionnaires, Forms 2D, for unoccupied private dwellings;
4. Forms 3 in Private Dwellings envelope, Form 3E.1;
5. all completed questionnaires, Forms 2D, for occupied private dwellings (including Forms 4A and 4B);
6. Visitation Record, Form 1, and map;
7. Census Identification Card, Form 12.

**E. Disposal of
Other
Enumeration
Material**

Package your unused supplies and unused forms in a box or container separate from used forms.

1. Ensure that all unused forms are returned to your Census Commissioner when you are returning your completed assignment.
2. Discard the EA stamp and the ink pad. Do not include the ink pad with any returned material as the ink tends to leak.
3. Return your carrying case with your unused supplies.

**F. Return of
Material to
the Census
Commissioner**

1. When your assignment is ready to be turned in, contact your Census Commissioner. He/she will tell you how and when to return your assignment.
2. If your Census Commissioner tells you to mail your assignment:

(i) prepare your assignment for shipping as follows:

- pack each EA assignment in its own EA box as described in Section D of this chapter;
- close the box securely with tape. Tape around the width of the box, NOT around the ends where the identification numbers appear;
- write "PROTECTED" on all sides of the EA box;
- wrap the entire EA box in another cover, e.g., paper or another box;
- write the address to which you are sending the box and your return address on the outer wrapping.

(ii) tell your Census Commissioner the date that you ship the assignment;

(iii) keep any receipts or bills as proof of shipment.

VIII. ADDITIONAL QUESTIONNAIRE CONTENT EXPLANATIONS

This chapter is intended to be used along with the 1991 Census Guide, Form 9B. The chapter contains additional explanations and examples to assist you during enumeration.

**A. Step 5
and Step 6**

Living here means that the person or persons have no other usual place of residence. If persons or families stay at more than one dwelling, they should be counted at the dwelling they stay at the longest.

Include all persons who usually live in the dwelling even if they are temporarily away working, at school, or on holidays. Be sure to include:

- o household members who may be away hunting, fishing, trapping or guiding;
- o children away at boarding school;
- o persons who usually live in the dwelling who have been away in an institution (e.g., a hospital, nursing home, correctional centre), for less than six months, that is, they entered the institution after December 4, 1990.

When in doubt, include a person in a household unless it is likely that the person will be included in another household.

In Step 6, if the respondent gives you additional names:

- Add the additional names to the list in Step 5.
- Make sure that the person being interviewed is on the list.

**B. Question 2,
Relationship**

If the respondent cannot identify the exact relationship of Person 2 or other household members to Person 1, mark the "Other" circle and print the exact response in the write-in space provided. If no exact response can be obtained, print "Unable to determine" in the write-in space.

Note: Stepchildren, adopted children and children of common-law partners are to be considered as sons and daughters.

Foster children, wards and guardianship children who are not related to Person 1 by blood, marriage, adoption or common-law should be listed as lodgers.

- C. **Question 3, Date of Birth** If the respondent cannot provide the month, ask for the season and get the best estimate of month as follow:

Winter (December, January or February)
Spring (March, April or May)
Summer (June, July or August)
Fall (September, October or November)

Record the month as a number starting with:

January 01
February 02
and so on to
December 12

If the respondent does not know the year of birth, ask how old he/she is and follow the applicable instructions below:

IF THE MONTH OF BIRTH IS:	THEN:
------------------------------	-------

January to May	- Subtract the age from 1991 (e.g., 1991 - 60 = 1931).
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June to December	- Subtract the age from 1990 (e.g., 1990 - 60 = 1930).
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- D. **Question 4, Sex** Be sure to ask this question for every member of the household. Certain names can be given to either males or females.

- E. **Question 5, Legal Marital Status** If the respondent is unable to reply, probe to determine a response remembering the following:

- o **legally married (and not separated)** means a certificate from a priest, minister, judge or justice of the peace.
- o **legally married and separated** means currently married, but the husband and wife have stopped living together and have not obtained a divorce certificate;
- o **divorced** means previously married, but the husband and wife have stopped living together and have obtained a divorce certificate;
- o **widowed** means previously married, but the husband or wife has since died.

If none of the above apply, mark "Never married".

F. Question 8, Knowledge of Other Languages Answers such as "Indian", "Native", "Amerindian" or "Native language" must be more specific, for example, "Cree" rather than "Indian". In such cases, determine the specific language.

Question 9, Home Language Also, answers using a language family, e.g., Algonquian or Athapaskan must be more specific as shown in the table below.

Question 10, Language First Learned and Still Understood	IF A RESPONDENT ANSWERS:	THEN:
	Algonquian	o Probe to determine the specific language, such as Blackfoot, Cree, Malecite, Micmac, Montagnais-Naskapi or Ojibway.
	Athapaskan	o Probe to determine the specific language, such as Carrier, Chilcotin, Chipewyan, Dogrib, Loucheux, Slave, Tahltan or Tutchone.

G. Question 15, Cultural Origins If the respondent says he/she is "Indian", including "status Indian", "treaty or non-treaty Indian", "non-status Indian" or "registered Indian", mark circle 20 (North American Indian).

If the respondent gives the name of an Indian tribe (for example, Cree, Chipewyan, Mohawk), enter the respondent's answer in the first write-in space provided, box 23.

If the respondent gives any other answer(s) than the nine groups shown on the questionnaire, enter the answer(s) in the remaining blank write-in spaces.

Examples of other cultural groups include Norwegian, Swedish, Icelandic, Ukrainian, Italian.

If you do not have enough space to write all the answers a person gives, use the "Comments" section at the back of the questionnaire. Be sure to enter the person number and the question number with the additional responses.

H. Question 16(b), Band/First Nation This is a special instruction that applies to you and is different from what appears in the 1991 Census Guide, Form 9B.

If the person is not a member of a band or first nation, mark the "no" circle and print "NOT APPLICABLE" in the write-in space provided for the Band name.

I. Question 21, Same or Different House 5 Years Ago If the respondent is unable to answer because he/she is not sure about the time period, try to calculate the person's age 5 years ago. Then use this age to try to determine where the person lived 5 years ago, when he/she was X years old.

**J. Question 22,
Place of
Residence
5 Years Ago**

If the respondent's address has changed simply because the boundary or name of the municipality or reserve/settlement has changed, mark answer circle 03 (Lived in the same city ... or Indian reserve).

If the respondent has moved to a different municipality or reserve, mark answer circle 04 (Lived in a different city ... or Indian reserve).

You can use the answer categories to help the respondent answer. For example, you can ask:

1. Five years ago, did you live on this reserve/settlement?
If yes, mark 03 (Lived in same city ... or Indian reserve);
2. did you live off the reserve or on a different reserve/settlement?
If yes, mark 04 (Lived in a different city ... or Indian reserve).

For answer circle 04 (Different city... or Indian reserve), follow the instructions below:

**IF RESPONDENT
ANSWERS THAT
HE/SHE LIVED:**

THEN:

**On a different
reserve/settlement**

- o Determine the legal name of the reserve/settlement and the province and enter this information in the space provided.

**Off the reserve/
settlement in
a different city,
town, etc.**

- o Determine the name of the city, town, etc., and the province and enter this information in the space provided.
 - o If necessary, read the instruction in Question 22 (Some large cities...).
 - o Print the name of the place and province according to current names and boundaries.
 - o Street names and numbers are not required.
-

- K. Question 23, Number of Births** Ask this question for **all women aged 15 years and over**, including those who are single (never married).

Include any children born prior to a current marriage.

Stillbirth means an infant who showed no sign of life at birth.

- L. Question 24, Highest Grade** If you are only able to determine the level of schooling, note that:

- o Kindergarten means before Grade 1;
- o Junior Elementary means Grades 1 to 5;
- o Senior Elementary or Junior High means Grades 6 to 8;
- o Secondary or Senior High means Grades 9 to 12 (9 to 13 in Ontario).

Probe to determine if the level was completed and observe the following instructions:

LEVEL IS COMPLETE:	THEN:
YES	<ul style="list-style-type: none">o Enter the number 5 for "Junior Elementary", 8 for "Senior Elementary", 12 for "Secondary" outside Ontario and 13 for "Secondary" in Ontario.
NO and (no specific grade)	<ul style="list-style-type: none">o Enter the number 3 for "Junior Elementary", 7 for "Senior Elementary", 11 for "Secondary" in the space provided next to box 60.

- M. (i) Question 25, University** In questions 25 and 26: some respondents may answer "yes" to part (a), but they may not have completed a course of studies or may have discontinued their studies before completing a course. In these cases, the number "0" should be recorded in part (b) of the question.

- M. (ii) Question 26, Other Non-university - Concluded**
- For Question 26, if a respondent cannot determine whether a particular schooling experience qualifies, explain the following:
- o craft courses or formal training, retraining or upgrading courses related to livelihood or to business should be included;
 - o also included are courses sponsored by Canada Employment and Immigration Commission or provincial or territorial ministries of labour or manpower.

Do not count courses related to leisure or recreation.

- N. Question 30, Hours of Work Last Week**
- Remember that the following count as work:
- working for a pay cheque;
 - running a business, even if it's not making money;
 - hunting, fishing and trapping (except as a sport);
 - fixing nets, guns, etc., used to hunt, fish or trap;
 - native arts and crafts made for selling or trading;
 - working without pay in a family farm or business;
 - working as a guide.

- O. Question 33, Looking for Work in the Last Four Weeks**
- Remember the following also count as looking for work:
- asking friends or relatives if work is available;
 - checking billboard notices in community centres or local stores for jobs;
 - checking newspapers for jobs.

- P. Questions 36 and 37, Industry**
- For persons who report working "for the Band", try to obtain more detail on the kind of business (e.g., school, band police, band administration) and record this in Question 37.

- Q. Question 38(b), Place of Work**
- For persons who reported hunting, trapping, fishing, guiding or logging in Question 37, print "no usual place" in the space provided for street address.

Where these activities are carried out on a reserve, also print the full name of the reserve in the spaces provided.

- R. Questions 39 and 40, Kind of Work** If the respondent reports "Government make work project" or "Labouring", try to obtain more detail as to his/her specific activities, i.e. house construction, digging ditches, building roads.
- If no job is reported, refer to Question 35. Try to find out if the respondent last worked in 1990 or 1991. If yes, try to obtain answers to Questions 39 and 40.
- Note: Seasonal occupations (regular work during some season of the year) or irregular work should be reported even if no money was received (for example, guiding, craft-work).
- If the respondent reports he/she did not work, try to determine if the person maintained his/her family, for example, by hunting, fishing, trapping, trading or farming, and enter the replies in the spaces provided.
- S. Question 41, Class of Worker** For persons who have reported hunting, trapping, fishing or guiding in Questions 37 or 39:
- If the person uses equipment he/she owns or has a share in, mark "working for self" in Question 41(a) and determine in Question 41(b) if he/she had paid help.
- T. Question 42, Legal Status of Business** Refers to the legal status of a business. An INCORPORATED BUSINESS has been formed into a legal corporation, having a legal entity. It usually has a name ending by "Inc.", "Ltd.", or "Co.". An UNINCORPORATED BUSINESS has no separate legal entity, but may be a partnership, family business or owner-operated business.
- On reserves/settlements, persons who report they were "working for self" will usually not be incorporated.
- U. (i) Question 45, Income** Income means money income received during 1990.
- For each part, determine whether the respondent received any income. If so, check the "Yes" circle and enter the amount. If not, mark the "No" circle. Even if the respondent had income from a source but cannot provide the amount, mark the "Yes" circle.
- Do not assume that some income sources are not applicable. For example, an individual may not be working at the time of the census but might have received wages during 1990. Or, an individual might be working at the time of the census but might have received unemployment insurance benefits in the previous year.

- U. (i) **Question 45, Income - Concluded** A respondent can refer to his/her income tax return to provide answers to Question 45. In Appendix C, there is a chart that shows how the information requested in Question 45 corresponds to the entries on the income tax return. You may use this chart when interviewing the respondent, but only when he/she requests your assistance.
- U. (ii) **Question 45(a), Wages and Salaries** Include tips, commissions and bonuses.
- U. (iii) **Question 45(b), Profits from Self-employment** Any profits from self-employment in fishing, hunting or trapping activities should be included in Question 45(b).
- U. (iv) **Question 45(g), Special Assistance Programs** In addition to the various transfer payments available to all Canadians, there are also special assistance programs for the aboriginal population such as "Child-Out-of-Parental Home Allowance" or "Guardian Financial Assistance". Include in 45(g) any monetary payments to individuals from these programs whether received from federal, provincial/territorial or municipal governments or from the band or district council.
- U. (v) **Question 45(h), Band Trust Funds** Income received from band trust funds should be reported in 45(h) as investment income.
- V. **Question H1, Person Responsible for Dwelling Payments** If the respondent reports that payments for the dwelling are made by the band council, mark answer circle 07 in the "NOTE" (no one living here makes such payments) and indicate that payments are made by the band council in the "COMMENTS" section of the questionnaire.
- W. **Question H2(a), Band Housing, Rented or Owned** If the respondent asks for more information, read the following to him/her:
1. Band housing refers to a dwelling on land that belongs to the Band but is provided to one or more band members. If you, or one of the household members, have a Certificate of Occupation (C.O.), or you occupy the land at the pleasure of the band council, you should indicate "Band housing".
 2. If you, or one of the household members, possess a Certificate of Possession (C.P.) or a Location Ticket for this dwelling, or have been allotted this land by tradition or custom, you should indicate "Owned".
 3. If your household is renting the dwelling, whether it is from another band member or from the Band itself, you should indicate "Rented".

W. Question H2(a), If, after you have read these instructions, the respondent thinks
Band Housing, more than one category might apply to his/her situation, mark
Rented or more than one circle, as applicable. Please write any comments
Owned - given by the respondent in the "COMMENTS" section of the
Concluded questionnaire.

X. Questions H6, If the respondent is unable to reply, probe to determine the
H7 and H8, amount of money spent on the categories listed in H6(a), (b)
Dwelling and (c), H7 and H8(a), (c) and (f).
Cost
Payments If the respondent answers "NONE", try to determine if there are
no expenses or if someone else pays for them and record this
information in the "COMMENTS" section of the questionnaire.

Note: For Questions H6 and H8(c) only: if the household has
lived in a dwelling less than one year, determine the
payments up to the date of enumeration; then calculate
the yearly payments. If payments are for six months,
multiply by 2, if payments are every three months,
multiply by 4, if payments are every two months, multiply
by 6, etc. Costs should be for the dwelling in which you
are interviewing.

Where the householder pays only part of the amount (for
example, one part is paid by the band council), enter only the
part paid by the householder.

Where more than one family occupy the same house, the full
amount paid by both families should be entered.

Y. Question This question only applies to persons who own a house or are in
H8(d), Value the process of buying a house.
of Dwelling
Enter the estimated value as reported by the householder (i.e.
the value that could be obtained if the dwelling were sold on the
reserve).

IX. CENSUS COMMISSIONER INSTRUCTIONS

- A. Introduction** All Indian reserve and Indian settlement EAs are to be enumerated using the interview or canvasser method. Complete Form 2D questionnaire information will be collected.
- Census representatives will begin enumeration on or about June 4 and will continue until the enumeration of all of the EA(s) is complete.
- B. Automated Band/Reserve Profile System** The purpose of this automated system is to help census staff to plan, control and evaluate the enumeration of Indian reserves and Indian settlement EAs.
- You will receive printed band and/or reserve profiles for Indian reserves in your CCD.
- You are to ensure that:
1. all information on the profile is complete and accurate;
 2. you update the profile if you are responsible for conducting the pre-enumeration visit;
 3. you return a copy of the profile to the Census Area Manager if you make any updates during the pre-enumeration visit;
 4. you return the original profile to your Census Area Manager after enumeration is complete.
- C. Management Information System (MIS)** You are to complete the reports in the Form 29I for any Indian reserve EAs.
- D. Reserve Co-ordinators** You may receive additional direction from your CAM concerning the appointment of a reserve co-ordinator to oversee the enumeration of one or more Indian reserve EAs. Your CAM will advise you as to the reserve co-ordinator's duties and your responsibilities for the selection, pay and supervision of such a person.
- E. Pre-enumeration Visit** Your Census Area Manager will inform you if you are to undertake this visit. If you are, follow the procedures below:
1. Point out the aims of the census and the importance of co-operation by the Band. Use the information in Chapter I, Section I.4, page 4 of this manual. Also explain that the Aboriginal Postcensal Survey will be conducted on all reserves that participate in the census.

- E. Pre-enumeration Visit - Concluded**
2. Verify the contact information on the band and/or reserve profile. Verify the following:
 - (a) name and correct spelling of the Band and each reserve;
 - (b) name and mailing address (including the chief or band manager).
 3. Discuss the boundaries of all band reserve EAs and ensure they are well defined. Check that all populated band reserve EAs are identified as separate EAs. If you discover a problem, contact the CAM.
 4. Show the boundaries of the enumeration area(s) and identify the number of census representatives required.
 5. Obtain nominations for the position of Census Representative who are acceptable to the Band. Also, point out that candidates will have to pass a written test and that only those who pass can be hired.
 6. Explain how the census will be conducted on band reserve EAs. Make a note of any objections that the band has. Report any objections to your CAM.
 7. Using the census maps, determine or arrange to determine the location of dwellings on the band reserve EAs and plot them on your reference maps. If residents are living just outside of the reserve boundaries, contact your CAM.
 8. Determine whether there will be many residents of the band reserves away at the time of enumeration and the expected date of return. If there will be residents away, make a note of the number of residents and where they will be at the time of enumeration.
 9. Determine what census information is available from band records or other records (school, church, etc.). Request permission to use records at a later date if necessary.
 10. Confirm whether there are any agricultural operators and/or holdings on the reserve.

If there are any, try to determine who operates them (i.e. the band, individual operators or operators who live off the reserve).

If the Band operates the holding(s), make arrangements to complete the Agriculture Questionnaire, Form 6, with the person responsible for the farm operations or a knowledgeable person in the band office.

- E. Pre-enumeration Visit - Concluded** If the Band does not operate the holding(s), try to determine as much information about the individuals who do operate the holdings and enter the information on the profile.
11. Determine or confirm whether there are any collective dwellings on the reserve.
 12. Try to answer any questions asked. If you do not know the answer, note the question and inform the person you will find the answer and get back to him/her.
 13. Determine who will be the main contact for the Band and enter this person's name, address and telephone number in the profile.
 14. Make a note of any problems encountered during the visit.
 15. Make a photocopy of the band and/or reserve profile and pass the photocopy with any updates to your CAM.
 16. Inform your Census Area Manager of the results of your visit.
- F. Recruitment** The selected Census Representative should pass the written test and must be acceptable to the Band (see Chapter 6, Section E of the Census Commissioner's Manual - Form 43 or Form 44). If it is not possible to recruit a native census representative from the Band, attempt to hire a census representative who lives off the band reserve who is acceptable to the Band.
- Note: In this situation, it may be necessary for you to hire an aboriginal person from the reserve as a guide or interpreter to accompany the Census Representative and assist him/her in the enumeration. Discuss this with your Census Area Manager.
- G. Reserve Boundaries** Ensure the reserve boundaries are clear to the Census Representative so there will be no loss of coverage or duplication of enumeration. See Section 3.T of the Census Commissioner's Manual (Mail-back Areas) and Section 3.R of the Census Commissioner's Manual (Canvasser Areas).

H. Agriculture

You are responsible for ensuring that any agricultural holdings on the reserve are enumerated.

Using the information obtained during the pre-enumeration visit and the Indian Band/reserve profile, you will plan the enumeration of any agricultural holdings on the reserve as follows:

IF THERE ARE:	THEN:
Less than five holdings	<ul style="list-style-type: none">o Do the enumeration yourself in consultation with the band manager or individual operators.
Five or more holdings or it is impossible for you to do the enumeration	<ul style="list-style-type: none">o Assign the enumeration to a census representative off the reserve who is trained in agriculture.o Make arrangements for this person to be accompanied by someone from the reserve while on the reserve.

Note: If it is not possible for you to do the enumeration or to assign it to a census representative off the band reserve, train the Census Representative from the reserve.

Census representatives have been instructed to ask the agriculture question in Column 9 of Section I of the VR and to identify agricultural land in the "CENSUS REPRESENTATIVE'S NOTES" section at the back of the VR. If you discover an additional holding or agricultural land that has not been accounted for, ensure the holding is enumerated and the agricultural land is accounted for. When the enumeration is complete, ensure that: the appropriate VR entries are made, the identification entries are made on the Form 6 and the completed questionnaire(s), Form(s) 6, are inserted into the appropriate EA box.

I. Collective Dwellings

You must ensure that all collective dwellings located on the band reserve EAs are enumerated according to the procedures in the regular Procedures Manual, Form 41 or Form 42.

Prior to June 4, Census Day, you are to arrange for the enumeration of all collective dwellings on band reserve EAs. The options available are:

OPTION:	DESCRIPTION:
1.	o Do the enumeration yourself and arrange to be accompanied by someone from the band reserve.
2.	o Have the Census Representative from the EA do the enumeration and provide this person with the necessary instructions and training.
3.	o Have a census representative from another EA off the band reserve do the enumeration and arrange to be accompanied by someone from the band reserve.

Chapter IV, Section E, instructs the Census Representative to update the List of Collective Dwellings in EA, Form 7A, and to identify any new collective dwellings. If any new collective dwelling is discovered, you must arrange for its enumeration.

Remember that whichever option is chosen, you must ensure that:

- (a) you follow the collective dwelling instructions in the Census Commissioner's Manual, Form 43 or Form 44;
- (b) the enumeration is as complete and accurate as possible;
- (c) the VR entries are made and the completed forms are inserted into the appropriate EA box.

J. Training

To train census representatives for Indian reserves you will follow the Form 52F, Indian Reserve Census Representative Training Guide.

K. Supervision

You will be responsible for verifying the work of the census representatives.

When you visit the census representatives you are to:

- edit as many questionnaires as the time permits;
- ensure that the census representatives are made aware of any problems and perform the necessary follow-up.

In addition, you are to carry out the applicable checks in Chapter 13 of your manual plus the guidelines in this section.

Note: Unless you are informed otherwise, all Indian reserves are canvasser EAs. Therefore all references to Forms 2A and 2B should be replaced by Forms 2D where applicable.

1. Prior to Enumeration

Plan a route to follow for the enumeration with the Census Representative (see Chapter IV, Section B.2 of this manual). Obtain as much information as you can from the band council and/or chief concerning the location of dwellings.

Identify the Census Representative's map type (i.e. urban or rural).

2. During Enumeration

Contact the census representatives by telephone daily where possible to ensure the work is progressing at a good pace and to resolve any problems. The enumeration should take no longer than two to three weeks.

Visit the census representatives at least once a week where possible. When you visit, do the following:

(a) Check the VR and the EA map and ensure the Census Representative is following procedures correctly. Refer to the Census Commissioner's Manual, Form 43, Chapter 13, Section G.1(b) and (c) or Form 44, Chapter 13, Section F.2 and 3.

(b) Edit as many questionnaires as time allows.

(i) Ensure that the PROV, FED, EA VN and Hhld numbers, the address and the TD code are entered on the front cover of the questionnaire.

(ii) Ensure that there is an answer for all applicable mandatory questions (i.e. questions with an underlined question number).

**K. Supervision -
Concluded**

- (iii) For all other questions (not underlined), ensure that no more than five questions or part questions are unanswered.
 - (iv) Step 7 - If there are any temporary residents in the household, ensure that the CR has completed Questions 1 to 10 of a Form 3 (Individual Census Questionnaire) for each temporary resident, and entered the number of temporary residents in Column 14 of the VR.
- (c) Instruct the Census Representative to conduct additional follow-up in cases where questions were missed.
- (d) Ensure the Census Representative is entering the person number, the question number and the reason why the question is not answered in the "COMMENTS" section of the questionnaire for all questions where it was impossible to obtain a response.

**L. Quality
Assessment
of EA**

After the Census Representative has completed the enumeration, you must do a quality assessment of the EA. This assessment should be done at the reserve if possible so that corrective action can be taken as soon as possible.

Follow the instructions in this section plus the applicable procedures in your Census Commissioner's Manual concerning quality checks of the EA.

1. Unoccupied Private Dwellings

All unoccupied private dwellings listed in Section II of the VR are to be checked with the band manager or chief to ensure no one is living in them. When it is not possible for you to do this (i.e. remote areas), instruct the CR to do it.

2. Return of Assignment to the Census Representative for Correction

If you identify any errors or omissions, ensure the Census Representative follows up to correct them.

3. Questions for Which Records May Be Used

After enumeration is finished, records may be used to complete questions where it was not possible to obtain a response during enumeration.

Note: Do not use records to do enumeration.

Do not use records to obtain answers for cases of total or partial refusal.

**L. Quality
Assessment
of EA -
Concluded**

Specifically, the questions for which records may be used are:

Q. 2 to Q. 5, Q. 9, Q. 10, Q. 15,
Q. H1, Q. H2(b), Q. H4,
Q. H6(a) to Q. H6(c), Q. H7,
Q. H8(a) to Q. H8(e).

4. Missing Information Available from Records

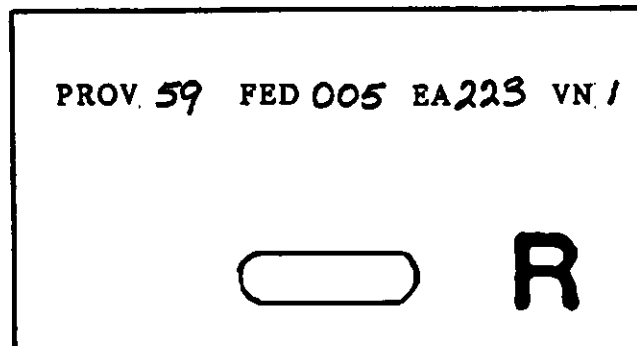
If you determine that some information is available from records to answer unanswered questions on Form 2D, do the following:

- (a) Make the necessary arrangements to have access to the records. Go with the Census Representative if possible.
- (b) Add the missing information.

5. Quality Control

Once you are satisfied that the enumeration is complete and you have exhausted all avenues for follow-up or for obtaining information from the records:

- (a) make sure the contents of the EA boxes are complete;
- (b) mark an "R" in the lower right corner of each end of the EA box as shown in the illustration. ("R" indicates a reserve/settlement EA.);



- (c) telephone the Census Area Manager to request a quality control technician and give him/her your assessment of the quality of the EA;
- (d) submit the EA(s) to Quality Control.

Your Census Area Manager will discuss the action he/she wishes you to take concerning EAs which fail Quality Control.

- M. Refusal Reserves** If the Band refuses to allow the census to be conducted on the reserve EA(s), or if the census representatives are told to stop the enumeration before it is completed, inform your Census Area Manager of the situation.
- (Total and Partial)**

He/she will notify the regional census office and an attempt will be made to solicit the co-operation of the Band.

If all efforts to solicit the co-operation of the Band fail you must do the following:

Document the refusal or partial refusal situation as follows:

- (i) Complete the PROV, FED, EA, and VN numbers and print "Refusal Reserve" on the front cover of the VR;
- (ii) Mark the PROV, FED, EA and VN numbers on a blank EA box;
- (iii) Include the VR and any questionnaires for the EA in the EA box;
- (iv) Mark an "R" in the lower right hand corner of each end of the EA box as shown in the illustration in Section L.5 on page 68.

APPENDIX A

Sections of the Statistics Act Which Apply to Enumeration

- Section 5:** provides authority for the employment of enumerators (census representatives) for the census enumeration.
- Section 6:** requires every person employed under the Statistics Act to take the following oath of office: "I,, do solemnly swear (or affirm) that I will faithfully and honestly fulfil my duties as an employee of Statistics Canada in conformity with the requirements of the Statistics Act, and of all rules and instructions thereunder and that I will not without due authority in that behalf disclose or make known any matter or thing that comes to my knowledge by reason of my employment."
- Section 13:** requires that any person having the custody or charge of any documents or records from which information is sought for census purposes shall grant access to them to authorized Statistics Canada personnel.
- Section 16:** provides authority for the payment of enumerators (census representatives) and other persons employed in the taking of the census. Such payment may take the form of a fixed sum, a rate per diem, or a scale of fees, together with allowance for expenses. The following extract from this section of the Act should be noted particularly: "Full remuneration or allowance shall not be paid to any person...for any service performed in connection with this Act until the service required of such person has been faithfully and entirely performed."
- Section 17:** requires that:
- "(a) no person, other than a person employed or deemed to be employed under this Act, and sworn under section 6, shall be permitted to examine any identifiable individual return made for the purposes of this Act; and
 - (b) no person who has been sworn under section 6 shall disclose or knowingly cause to be disclosed, by any means, any information obtained under this Act in such a manner that it is possible from any such disclosure to relate the particulars obtained from any individual return to any identifiable individual person, business or organization."
- Section 30:** makes it an offence for any person having taken the oath and being employed in the taking of the census to:
- (a) desert from duty or wilfully make a false declaration;
 - (b) obtain or seek to obtain unauthorized information;
 - (c) fail to keep secret the information gathered.

Any person convicted of any of the above-noted offences is liable to a fine of up to \$1,000, or to a prison term of up to six months, or to both fine and imprisonment.

APPENDIX A - Concluded

Section 31: "Every person who, without lawful excuse,

- (a) refuses or neglects to answer, or wilfully answers falsely, any question requisite for obtaining any information sought in respect of the objects of this Act or pertinent thereto that has been asked of him by any person employed or deemed to be employed under this Act, or
- (b) refuses or neglects to furnish any information or to fill in to the best of his knowledge and belief any schedule or form that he has been required to fill in, and to return the same when and as required of him pursuant to this Act, or knowingly gives false or misleading information or practises any other deception thereunder

is, for every such refusal or neglect, or false answer or deception, guilty of an offence and is liable on summary conviction to a fine not exceeding five hundred dollars or to imprisonment for a term not exceeding three months or to both."

Section 32: makes it an offence for any person to refuse or in any way obstruct access to records or documents required for the completion of a census form or schedule.

A person convicted of the above-noted offence is liable to a fine of up to \$1,000, or to prison term of up to six months, or to both fine and imprisonment.

APPENDIX B

Procedures for Missing Population Questionnaires and Partial Refusal Cases

Missing Questionnaire(s)

If you are UNABLE TO OBTAIN A QUESTIONNAIRE or if it is a TOTAL REFUSAL case or DIRECT RESPONSE case:

1. **Complete a Missing Questionnaire Card, Form 4A**

- (a) Print the PROV, FED, EA, VN and Hhld numbers at the top of the form.
- (b) Mark "X" in Section A to indicate the type of questionnaire that is missing (Form 2D).
- (c) Indicate the reason for creating the Form 4A in Section B.
- (d) Enter the name and address of the householder in Section C.
- (e) Complete Section D, Parts 1 to 5.
If you cannot determine the number of usual residents, mark "X" in the "Size unknown" box in Part 1. Parts 4 or 5 may be completed by observation.

Note: Do not refer to neighbours if this is a refusal or direct response case.

If you have determined the dwelling is a marginal dwelling or is under construction, renovation or conversion, enter an "X" in the "M" or "DC" box in Part 5.

Incomplete Questionnaire(s)

(Partial Refusal Case Only, i.e. the householder refuses to provide some of the information required to complete the questionnaire beyond Question 1.)

If it is a PARTIAL REFUSAL case:

1. **Complete an Incomplete Questionnaire Card, Form 4B**

- (a) Print the PROV, FED, EA, VN and Hhld numbers at the top of the form.
- (b) Mark "X" in Section A to indicate the type of questionnaire that the Form 4B will accompany (Form 2D).
- (c) Indicate partial refusal in Section B.
- (d) Enter the name and address of the householder in Section C.
- (e) Complete Section E.
 - (i) Enter the date and time of each visit to this household.
 - (ii) Enter the action you took during each visit.
 - (iii) Identify who refused and the reason why and describe how the refusal was communicated (i.e. the words used by the person who refused).
 - (iv) Sign the form in the space provided.

APPENDIX B - Concluded

- (f) Complete Section G:
- (i) Enter the date and time of each visit to this household.
 - (ii) Enter the action you took during each visit.
 - (iii) If the case is a refusal, identify who refused and the reason why, and describe how the refusal was communicated (i.e. the words used by the person who refused).
 - (iv) Sign the form in the space provided.
2. **Mark "X" in Column 17 (Completed households) in Section I of the VR to indicate a Form 4A has been created for this household.**
3. **Handling of Form 4A copies**
- (a) **For TOTAL REFUSAL or DIRECT RESPONSE cases only:**
- (i) Submit the white copy of the Form 4A to your Census Commissioner the same day.
 - (ii) Place the green copy in the EA box in order by household number where the questionnaire should be.
- (b) **For all other cases:**
- Insert both copies of the Form 4A in the EA box in order by household number.
2. **Ensure the following minimum information is obtained and entered on the partially completed questionnaire for the household.**
- (a) For each household member, complete Questions 1, 2 and 4.
 - (b) For the dwelling, complete Question H1.
- Note: Do not refer to neighbours. Also, if you determine that the dwelling is a marginal dwelling or is under construction, renovation or conversion, enter an "X" in the "M" box or "DC" box on the front of the questionnaire.
3. **Mark "X" in Column 18 or 19 (Completed households) in Section I of the VR to indicate a Form 4B has been created for this household.**
4. **Handling the Form 4B copies**
- (a) Submit the white copy of the Form 4B and the partially completed Form 2D to your Census Commissioner the same day for follow-up by him/her.
 - (b) Place the green copy of the Form 4B in the EA box in order by household number where the questionnaire should be.

APPENDIX C **QUESTION 45 - SUPPLEMENTARY INSTRUCTIONS**

Census question	Line number(s) on Income Tax Return	Procedure
45(a) Wages and salaries	101 + 104	Add the amounts on lines 101 and 104 of the income tax return, deduct from this the allowances shown in boxes 30 to 40 of the T4 slip, and enter the result in Q. 45(a).
45(b) Profit or loss from non-farm self-employment activities in 1990	135 + 137 + 139 + 143	Add the amounts on lines 135, 137, 139 and 143 of the income tax return and enter the total in Q. 45(b).
45(c) Net farm self-employment income	141	Add supplementary payments received from federal and provincial governments to the amount on line 141 of the income tax return and enter the total in Q. 45(c).
45(d) Old age security pension and guaranteed income supplement	113	Add guaranteed income supplement or spouses' allowance received to the amount on line 113 of the income tax return and enter the total in Q. 45(d).
45(e) Benefits from Canada or Quebec Pension Plan	114	Enter the amount on line 114 of the income tax return in Q. 45(e).
45(f) Benefits from unemployment insurance	119	Enter the amount on line 119 of the income tax return in Q. 45(f).
45(g) Other income from government sources	-	The income tax return does not include all sources of government transfers. Any amount received from federal, provincial or municipal governments and not reported in Q. 45(d) to (f) is to be entered in Q. 45(g) (e.g., workers' compensation benefits, welfare payments, refundable federal and provincial tax credits).
45(h) Dividends and interest on bonds, deposits and savings certificates and other investment income	120* (see procedure) 121 + 126	*Instead of the taxable amount on line 120 of the income tax return, add the actual dividends received to the amounts on lines 121 and 126 and enter the total in Q. 45(h).
45(i) Retirement pensions, superannuation and annuities	115	Enter the amount on line 115 of the income tax return in Q. 45(i).
45(j) Other money income	130	Add to the amount on line 130 of the income tax return any other income not included elsewhere and enter the total in Q. 45(j).

APPENDIX D

PREPARING QUESTIONNAIRES FOR A HOUSEHOLD WITH MORE THAN SIX MEMBERS

Use more than one questionnaire if a household has more than six members. This appendix shows an example of how to prepare the additional questionnaires.

1. Number all the questionnaires for the household in the box entitled "Quest. No." on the front of the questionnaires. For a household using 2 questionnaires:

First questionnaire:


OFFICE USE ONLY				Prov. 46	FED No. 002	EA No. 103	VN 3	2D	1. 2.
Hind No.	Form type 7	No. of persons	Quest. No. 1 of 2	<input type="checkbox"/> TD <input type="checkbox"/> M <input type="checkbox"/> FR <input type="checkbox"/> UD <input type="checkbox"/> DC <input type="checkbox"/> TR					

Second questionnaire:

OFFICE USE ONLY				Prov. 46	FED No. 002	EA No. 103	VN 3	2D	1. 2.
Hind No.	Form type 7	No. of persons	Quest. No. 2 of 2	<input type="checkbox"/> TD <input type="checkbox"/> M <input type="checkbox"/> FR <input type="checkbox"/> UD <input type="checkbox"/> DC <input type="checkbox"/> TR					





2. Complete the identification entries and Step 1 on all the additional questionnaires.

OFFICE USE ONLY				Prov. 46	FED No. 002	EA No. 103	VN 3	2D	1. 2.
Hind No. 125	Form type 7	No. of persons	Quest. No. 2 of 2	<input checked="" type="checkbox"/> TD <input type="checkbox"/> M <input type="checkbox"/> FR <input type="checkbox"/> UD <input type="checkbox"/> DC <input type="checkbox"/> TR					






 BEGIN HERE by printing the address			
No. and street or lot and concession		Apt No.	
10 NORTH ROAD		3B	
City, town, village, Indian reserve		Province/territory	
CEDAR LAKE		MANITOBA	
Postal code	Area code	Telephone number	
A1A 2B2	204	557-9876	
Turn page and continue with STEP 2 →			

APPENDIX D - Continued

3. Draw a diagonal line through the response areas for Steps 2 to 9 on pages 2 and 3 of all the additional questionnaires.

 STEP 2	<p><i>How to complete this questionnaire</i></p> <p>To answer the questions:</p> <p>Mark a circle <input checked="" type="radio"/> 09</p> <p>OR Enter a number in a box 09</p> <p>OR Print in a box FAMILY NAME</p>																																												
 STEP 3	<p>Are all persons in this household foreign residents?</p> <p>Foreign residents are:</p> <ul style="list-style-type: none"> • government representatives of another country attached to the embassy, high commission or other diplomatic body of that country in Canada, and their families; • members of the Armed Forces of another country who are stationed in Canada, and their families; • residents of another country visiting in Canada temporarily. <p style="text-align: right;"> <input type="radio"/> No - Continue with Step 4 <input type="radio"/> Yes - Do not complete this questionnaire </p>																																												
 STEP 4	<p>Are all persons in this household staying here temporarily?</p> <p>That is, they are staying here temporarily, but have a usual home somewhere else in Canada.</p> <p style="text-align: right;"> <input type="radio"/> No - Continue with Step 5 <input type="radio"/> Yes - How many persons? Do not complete this questionnaire </p>																																												
 STEP 5	<p>I need to make a list of all persons who were living here on June 4, 1991, even if they were temporarily away. Do not include persons who have been away for six months or more in a home for the aged, hospital or a prison.</p> <p>Could you start by giving me the names of a couple, that is the husband and wife, or common-law partners, who live here (PAUSE)</p> <p>OR</p> <p>a lone parent living here with his/her never-married children (PAUSE)</p> <p>OR</p> <p>any other adult. (PAUSE)</p> <p>Now I would like to list the other members of the family. (PAUSE)</p> <p>Can you tell me the names of any other persons living here as of Tuesday, June 4, 1991?</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 35%;">Family name</th> <th style="width: 35%;">Given name</th> <th style="width: 10%;">Initial</th> </tr> </thead> <tbody> <tr><td>Person 1</td><td></td><td></td><td></td></tr> <tr><td>Person 2</td><td></td><td></td><td></td></tr> <tr><td>Person 3</td><td></td><td></td><td></td></tr> <tr><td>Person 4</td><td></td><td></td><td></td></tr> <tr><td>Person 5</td><td></td><td></td><td></td></tr> <tr><td>Person 6</td><td></td><td></td><td></td></tr> <tr><td>Person 7</td><td></td><td></td><td></td></tr> <tr><td>Person 8</td><td></td><td></td><td></td></tr> <tr><td>Person 9</td><td></td><td></td><td></td></tr> <tr><td>Person 10</td><td></td><td></td><td></td></tr> </tbody> </table>		Family name	Given name	Initial	Person 1				Person 2				Person 3				Person 4				Person 5				Person 6				Person 7				Person 8				Person 9				Person 10			
	Family name	Given name	Initial																																										
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Person 10																																													

APPENDIX D - Continued

 STEP 6 	<p>Read list of names back to respondent, then ask:</p> <p>Did I miss anybody who usually lives here, for example:</p> <ul style="list-style-type: none"> • children, relatives, room-mates, boarders and live-in employees; (PAUSE) • anyone temporarily away on June 4, including students away at school, persons on a hunting trip, or a husband, wife or others working away from home; (PAUSE) • anyone who stayed here overnight between June 3 and June 4, who has no usual home somewhere else; (PAUSE) • anyone who is now in an institution, such as a hospital, a home for the aged or a prison, but only if that person was admitted <u>after December 4, 1990</u>. (PAUSE)
 STEP 7	<p>How many persons who have a usual home somewhere else in Canada stayed here overnight between June 3 and 4, 1991?</p> <p> <input type="radio"/> None OR 02 <input type="text"/> ◀ Number of persons </p>
 STEP 8	<p>Does anyone in this household OPERATE a farm, ranch or other agricultural holding?</p> <p>Other agricultural holdings include, for example: feedlots; greenhouses; mushroom houses; nurseries; fur farms; and beekeeping, sod, berry and maple syrup operations.</p> <p> 03 <input type="radio"/> No 04 <input type="radio"/> Yes </p>
 STEP 9	<p>Turn the page and copy the names from Step 5 into the spaces across the top of the page.</p> <p>Note: If there are more than six persons in this household, enter the first six on this questionnaire and continue on a second questionnaire. Remember to list the 7th person in the column marked "PERSON 2".</p>

APPENDIX D - Continued

4. Delete the answer spaces for Person 1 on all the even-numbered pages from page 4 to page 24 of the additional questionnaires by drawing a diagonal line through the response areas.

	PERSON 1	PERSON 2
1. NAME Copy the names in the same order as your list in Step 5.	Family name Given name Initial	Family name Given name Initial
	<input type="checkbox"/> Age	<input type="checkbox"/> Age
2. How is this person related to <input type="text"/> ? Enter name of PERSON 1 Mark one circle only. If you mark the circle "Other", use the box provided to indicate this person's relationship to Person 1. Examples of "Other" persons related to Person 1: • cousin • grandfather/grandmother • son's common-law partner • nephew/niece Examples of "Other" persons not related to Person 1: • lodger's husband/wife or common-law partner • lodger's son/daughter • room-mate's son/daughter • employee	01. <input checked="" type="radio"/> PERSON 1 14 <input type="checkbox"/> IR 15 <input type="checkbox"/> ER 16 <input type="checkbox"/> A	02. <input type="radio"/> Husband/wife of Person 1 <input type="radio"/> Common-law partner of Person 1 <input type="radio"/> Son/daughter of Person 1 <input type="radio"/> Son-in-law/daughter-in-law of Person 1 <input type="radio"/> Grandchild of Person 1 <input type="radio"/> Father/mother of Person 1 <input type="radio"/> Father-in-law/mother-in-law of Person 1 <input type="radio"/> Brother/sister of Person 1 <input type="radio"/> Brother-in-law/sister-in-law of Person 1 <input type="radio"/> Lodger/boarder <input type="radio"/> Room-mate <input type="radio"/> Other - Specify <input type="text"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> A
3. What is this person's date of birth? Example: If this person was born on the 10th of February 1945, enter Day Month Year <input type="text"/> 10 <input type="text"/> 02 <input type="text"/> 1945 If exact date is not known, enter best estimate. If born before June 4, 1976, mark "X" in the age box which is below each person's name.	Day Month Year 17 <input type="text"/> <input type="text"/> <input type="text"/> 1 <input type="text"/> <input type="text"/> <input type="text"/>	Day Month Year 17 <input type="text"/> <input type="text"/> <input type="text"/> 1 <input type="text"/> <input type="text"/> <input type="text"/>
4. Is this person male or female?	18 <input type="radio"/> Male 19 <input type="radio"/> Female	18 <input type="radio"/> Male 19 <input type="radio"/> Female
5. Is this person ...	20 <input type="radio"/> Legally married (and not separated)? 21 <input type="radio"/> Legally married and separated? 22 <input type="radio"/> Divorced? 23 <input type="radio"/> Widowed? 24 <input type="radio"/> Never married (single)?	20 <input type="radio"/> Legally married (and not separated)? 21 <input type="radio"/> Legally married and separated? 22 <input type="radio"/> Divorced? 23 <input type="radio"/> Widowed? 24 <input type="radio"/> Never married (single)?
6. Is this person currently living with a common-law partner?	25 <input type="radio"/> Yes 26 <input type="radio"/> No	25 <input type="radio"/> Yes 26 <input type="radio"/> No

APPENDIX D - Continued

5. Change the person numbers on the additional questionnaires. For example, on a second questionnaire, person numbers 2 to 6 would be changed to 7 to 11.

Second questionnaire:

PERSON 1		PERSON 2	
Family name		Family name	
Given name	Initial	Given name	Initial

PERSON 8		PERSON 9		PERSON 10		PERSON 11	
Family name		Family name		Family name		Family name	
Given name	Initial	Given name	Initial	Given name	Initial	Given name	Initial

Third questionnaire:

PERSON 1		PERSON 12	
Family name		Family name	
Given name	Initial	Given name	Initial

PERSON 13		PERSON 14		PERSON 15		PERSON 16	
Family name		Family name		Family name		Family name	
Given name	Initial	Given name	Initial	Given name	Initial	Given name	Initial

APPENDIX D - Continued

6. Draw a diagonal line through the response areas for Questions H1 to H8 on pages 26 and 27 of all the additional questionnaires.

<p>STEP 11</p> <p>The following questions are about this dwelling.</p> <p>A dwelling is a separate set of living quarters with a private entrance (that is not through someone else's living quarters) such as a single house, a row house, a trailer.</p> <p>H1. Could you tell me who in this household pays the expenses for this dwelling?</p> <p>Note: If no one living here makes such payments, mark here</p>		<p>Family name</p> <p>Given name</p> <p>01 <input type="checkbox"/> <input type="checkbox"/></p> <p>02 <input type="checkbox"/> <input type="checkbox"/></p> <p>03 <input type="checkbox"/> <input type="checkbox"/></p> <p>04 <input type="checkbox"/> <input type="checkbox"/></p> <p>05 <input type="checkbox"/> <input type="checkbox"/></p> <p>06 <input type="checkbox"/> <input type="checkbox"/></p> <p>07 <input type="checkbox"/></p>
<p>H2. Only ask Question H2 (a) if you are on an Indian reserve. Otherwise, go to Question H2 (b).</p> <p>(a) Is this dwelling band housing, rented or owned by you or a member of this household?</p> <p>(b) Is this dwelling rented or owned by you or a member of this household?</p>		<p>23 <input type="checkbox"/> Band housing — Go to Question H3</p> <p>08 <input type="checkbox"/> Owned — Go to Question H3</p> <p>09 <input type="checkbox"/> Rented — Go to Question H3</p> <p>08 <input type="checkbox"/> Owned</p> <p>09 <input type="checkbox"/> Rented</p>
<p>H3. (a) How many rooms are there in this dwelling?</p> <p>Include kitchen, bedrooms and living-rooms. Do not count bathrooms, halls and attached sheds.</p> <p>(b) How many of these rooms are bedrooms?</p>		<p>10 <input type="checkbox"/> ← Number of rooms</p> <p>11 <input type="checkbox"/> ← Number of bedrooms</p>
<p>H4. When was this dwelling originally built?</p> <p>This means when it was completed, not the time of any remodelling, additions or conversions. If year is not known, get best estimate.</p>		<p>12 <input type="checkbox"/> 1920 or before</p> <p>13 <input type="checkbox"/> 1921-1945</p> <p>14 <input type="checkbox"/> 1946-1960</p> <p>15 <input type="checkbox"/> 1961-1970</p> <p>16 <input type="checkbox"/> 1971-1980</p> <p>17 <input type="checkbox"/> 1981-1985</p> <p>18 <input type="checkbox"/> 1986-1990</p> <p>19 <input type="checkbox"/> 1991</p>
<p>H5. Would you say that this dwelling is in need of major repairs, minor repairs or only regular maintenance?</p>		<p>20 <input type="checkbox"/> Only regular maintenance is needed (painting, chimney cleaning, window washing, etc.)</p> <p>21 <input type="checkbox"/> Minor repairs are needed (missing or loose floorboards, missing shingles, defective steps, railing or siding, etc.)</p> <p>22 <input type="checkbox"/> Major repairs are needed (structural repairs to walls, floors or ceilings, etc.)</p>

APPENDIX D - Concluded

68.	Are you a farm operator living on the farm you operate?	<input type="radio"/> 01 Yes - Go to Step 12 <input type="radio"/> 02 No
H6.	For this dwelling, how much was paid over the last 12 months for:	
(a)	electricity?	<input type="radio"/> 03 Nothing <input type="radio"/> 04 Included in rent or other payments OR 04 Dollars Cents per year
(b)	oil, gas, coal, wood or other fuels?	<input type="radio"/> 05 Nothing <input type="radio"/> 06 Included in rent or other payments OR 07 Dollars Cents per year
(c)	water and other municipal services?	<input type="radio"/> 08 Nothing <input type="radio"/> 09 Included in rent or other payments OR 10 Dollars Cents per year
<p>If "Board housing" was checked in Question H2 (a), Go to Step 12. If "Rented" was checked in Question H2 (a) or H2 (b), Continue with Question H7. If "Owned" was checked in Question H2 (a) or H2 (b), Go to Question H8.</p>		
H7.	For RENTERS only:	
"	What is the monthly cash rent paid for this dwelling?	<input type="radio"/> 11 Rented without payment of cash rent OR 12 Dollars Cents per month <div style="text-align: right; margin-top: -10px;">Go to Step 12</div>
H8.	For OWNERS only, ask parts (a) through (f):	
"	(a) What are the total regular monthly mortgage or loan payments for this dwelling?	<input type="radio"/> 13 None Go to part (c) OR 14 Dollars Cents per month
(b)	Are the property taxes (municipal and school) included in the amount shown in part (a)?	<input type="radio"/> 15 Yes - Go to part (d) <input type="radio"/> 16 No
(c)	What are the estimated yearly property taxes (municipal and school) for this dwelling?	<input type="radio"/> 17 None OR 18 Dollars Cents per year
(d)	If you were to sell this dwelling now, for how much would you expect to sell it?	<input type="radio"/> 19 Dollars
(e)	Is this dwelling part of a registered condominium?	<input type="radio"/> 20 Yes - Continue with part (f) <input type="radio"/> 21 No - Go to Step 12
(f)	What are the monthly condominium fees?	<input type="radio"/> 22 None OR 23 Dollars Cents per month
<p> Thank the respondent for his/her cooperation, then read the statement below.</p> <p>STEP 12 The information you've given will be securely stored at Statistics Canada. It will remain confidential and only you can get a copy of what you've told me. It takes about six months for your questionnaire to be processed. If you want to get a copy, I can tell you where to write.</p> <p>If respondent asks, give the address: Privacy Co-ordinator, Statistics Canada, Ottawa, Ont., K1A 0T6, and give the file number: STC/P-PU-005.</p>		

OFFICE USE ONLY

24 Coll.	25 <input type="checkbox"/> 4A 27 <input type="checkbox"/> OR 26 <input type="checkbox"/> Ref. 28 <input type="checkbox"/> Misc./Other	29 JC-A 30 JC-B
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GUIDELINES FOR INTERVIEWING

1. Introduce yourself as the Census Representative and show your identification card.
2. Interview a responsible member of the household.
3. Do not conduct the interview in front of non-household members. Explain that census information is confidential.
4. Offer the respondent a blank questionnaire to follow.
5. Follow this order when completing the questionnaire:

Question(s)	Complete for:
--------------------	----------------------

Steps 1 through 8 and Question 1	• all members of the household
----------------------------------	--------------------------------

2-45	• Person 1, then other household members
------	--

Steps 11 and 12	• the household
-----------------	-----------------

6. Read each question as worded including the examples and answer categories and respect all "Go to" instructions.
7. Record the answers given by the respondent in the appropriate answer space.
8. Do not interrupt or start recording information until the respondent has finished answering.
9. Make sure the respondent understands the question but be careful not to antagonize the respondent by questioning his/her answer.
10. Thank the respondent, when you have completed the interview.

POINTS TO REMEMBER

1. Refer to the 1991 Census Guide, Form 9B, and the **Additional Questionnaire Content Explanations, Chapter VIII**, to help you complete each question of the questionnaire.
2. For a question divided into parts, all applicable parts are to be asked.
3. Parents (or other adults) can provide answers for persons too young to respond or persons unable to respond.
4. For Questions H1 to H8, if there is more than one questionnaire for a household, these questions are to be answered on the first questionnaire.
5. For Questions 20 to 45, answers are to be obtained for persons 15 years or older only.

CENSUS REPRESENTATIVE'S SECURITY LIST

DO: Wear your identification card whenever you are performing census duties.

Keep completed questionnaires separate from blank questionnaires.

Lock completed questionnaires or other census material in your car while conducting enumeration. Never leave census documents in your car overnight or when it is not being used for census purposes.

Store questionnaires in a secure place at home, preferably under lock and key.

Report any suspected or actual security violations to your Census Commissioner.

Double-wrap any census material you ship to your Census Commissioner.

Report the loss or theft of any census documents to your Census Commissioner immediately.

DO NOT: Share information about respondents with anyone other than census employees who are sworn to confidentiality and have a need to know.

Leave your census bag containing completed questionnaires unattended.

Discuss information about an individual unless you are speaking directly with that person.

Allow anyone, including members of your family, access to completed questionnaires or other census material.

Edit questionnaires in front of non-census employees.

Discuss confidential matters in public places.