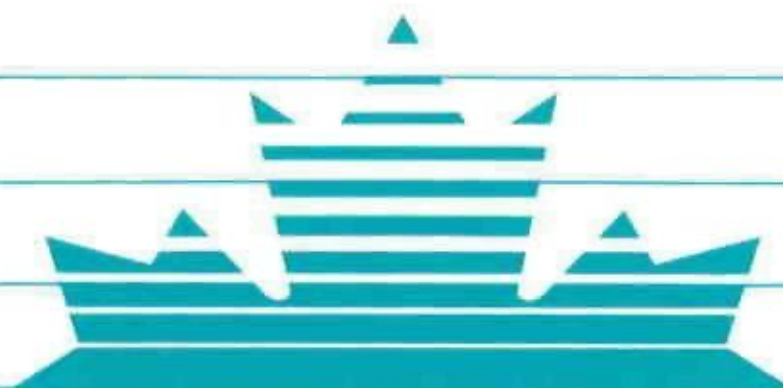


# 61800

# Census Commissioner's Manual Mail-back Areas



**1991 CENSUS OF CANADA**

**LINE OF COMMUNICATION**

**Regional Field Operations Manager (RFOM)**

**Census District Manager (CDM)**

**Census Area Manager (CAM)**

**Census Commissioner (CC)**

**Census Representative (CR)**

**Regional Field  
Operations Manager  
(RFOM)**

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**Census Area  
Manager  
(CAM)**

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\_\_\_\_\_

**Tel. No.** \_\_\_\_\_

**1991 CENSUS OF CANADA**

**CENSUS COMMISSIONER'S MANUAL**  
(Mail-back)

**Statistics Canada**



## **FOREWORD**

**This manual is provided as a general reference document and contains information and guidelines on all aspects of your job. You are also provided with the detailed Procedures Manual which describes the various procedures the Census Representative must follow and which you, in turn, must supervise.**

**In addition to these manuals, you will receive training on technical and administrative matters as well as on the techniques of training others. The manuals and the training provided are designed to complement one another and to enable you to select, train and supervise competent census representatives.**

**The success of the census in your area depends primarily on your ability to organize, co-ordinate and manage your census representatives in the effective performance of their duties. I wish you complete success in this critically important operation.**

**The Chief Statistician of Canada**



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**1. INTRODUCTION**

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**1. INTRODUCTION****A. Line of Communication**

The chart on the inside front cover of this manual shows the line of communication you are to follow for the 1991 Census of Canada. It shows that you are responsible directly to the Census Area Manager (CAM). Although you may receive communication from other levels, the CAM is the person to whom you will refer when you have a problem or need advice.

**B. Census Commissioner's Terms and Conditions of Employment and Oath or Affirmation of Office and Secrecy**

Before you assumed your duties as a census commissioner, you read and signed the Census Commissioner's Terms and Conditions of Employment (Form 24B). This included the swearing and subscribing to an Oath or Affirmation of Office and Secrecy (Form 24). By signing the terms and conditions of employment, you were bound to carry out, to the best of your ability, the terms stipulated therein. By subscribing to the oath, you were sworn to secrecy and to the faithful and honest performance of your duties.

**C. Delegation of Authority Not Permitted**

1. Census representatives and census commissioners are not permitted to delegate their authority to any other persons (including members of their own family). Duties must be performed by the appointed employee.
2. The only exception to this is your Administrative Assistant to whom you must delegate sufficient authority to do assigned tasks.

**D. Identification Card**

You have been issued an identification card which you signed. Keep it with you at all times. This is proof that you are a sworn employee of Statistics Canada. Loss of this card must be reported at once to your CAM.

## 1. INTRODUCTION

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### **E. Security**

Canadians expect the federal government to keep personal information strictly confidential.

Completed census questionnaires are confidential and it is your responsibility to ensure this confidentiality when the questionnaires are in your hands.

In order to ensure that confidentiality is maintained, you must follow the security instructions contained in this manual exactly. This includes meeting office space and shipping requirements.

If, during enumeration, an EA box is lost or stolen, document the details and advise your CAM immediately.

**2. CENSUS COMMISSIONER'S PAY AND ALLOWANCE**

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**2. CENSUS COMMISSIONER'S PAY AND ALLOWANCE****A. Period of Employment**

Your period of employment is in accordance with the terms indicated on the Form 24B. It will continue until the enumeration of your district is completed to the satisfaction of your Census Area Manager. The closing date of your office is July 19; however, you will be advised by your CAM as to when your responsibilities will terminate.

**B. Illness or Accident**

1. If you are ill on any working day, call your CAM. This will alert him/her to the possibility that you may need help.
2. In the event of injury or accident on the job, advise your CAM as soon as possible. You may be entitled to compensation benefits as provided for by the province or territory in which you are working.
3. During your period of employment you may encounter situations which present potential risks to your safety (e.g., dogs). Be aware of potential risk situations and take precautions to avoid personal harm. (See the pamphlet "Safety", Form 28I).

**C. Payment**

As a census commissioner, you will be paid for your services as follows:

1. For the performance of your duties, \$7,000. Included in this is an amount of 4% in lieu of vacation leave (i.e. \$6,730 plus \$270 vacation pay). This will be paid in four instalments:
  - (a) a first instalment of \$1,500 on or about April 30;
  - (b) a second instalment of \$1,500 on or about May 31;
  - (c) a third instalment of \$1,500 on or about June 28;
  - (d) a "final payment" of \$2,500, when the enumeration of your district is completed to the satisfaction of your Census Area Manager.

Census commissioners who do not file a TD1 (and a TPD-1V/TPD-1 in Quebec) CLAIMING TOTAL EXEMPTION will have income tax deducted from each payment.

## 2. CENSUS COMMISSIONER'S PAY AND ALLOWANCE

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Census commissioners residing **OUTSIDE** the province of Quebec will have income tax withheld at the rate of 10% (calculated on their total remuneration). Census commissioners residing **IN** the province of Quebec will have income tax withheld from their remuneration at the rate of 25%. In all cases, appropriate deductions will be made for Unemployment Insurance and Canada/Quebec Pension Plan.

Your CAM will submit the Census Commissioner's Account (Form 30) on your behalf for the first three payments.

You will submit the claim for final payment at the completion of your duties.

2. For the use of approved office space in your home for an approximate three-month period (mid-April to mid-July), \$500, claimed at the completion of your duties.
3. For the use of approved training space in your home (\$15 per half-day of use).
4. For the use of your own video cassette recorder and/or television monitor for training purposes (\$10 per piece of equipment per day of use).

### D. Completion of Census Commissioner's Account (Form 30)

1. Complete the Census Commissioner's Account (Form 30) at the termination of your employment.
2. Print clearly all required identification entries at the top of the form. Ensure that your Social Insurance Number is accurately entered.
3. Mark "X" in the "Balance of salary" box, box 6, number 4.
4. Enter \$2,500 in the "Amount" box, box 7.
5. If you are entitled to the "Allowance for office in home", enter \$500 in the applicable "Amount" box, box 8 and attach copy 1 of the Authorization Form (Form 31).
6. If you are entitled to the "Allowance for training space in home", enter the amount in the "Amount" box, box 9 and attach copy 1 of the Authorization Form (Form 31).

## 2. CENSUS COMMISSIONER'S PAY AND ALLOWANCE

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7. If you are entitled to the "Allowance for the use of personal video cassette recorder for training purposes", enter the amount in the "Amount" box, box 10 and attach copy 1 of the Authorization Form (Form 31).
8. If you are entitled to the "Allowance for the use of personal television monitor for training purposes", enter the amount in the "Amount" box, box 11 and attach copy 1 of the Authorization Form (Form 31).
9. Be sure to sign and date the Form 30.
10. Do not remove the carbons from the form.
11. Submit copies 1 and 2 to your CAM for approval and keep copy 3 for your records.

### E. Treasury Board Travel Directive

Appendix B of this manual is a summation of the Treasury Board Travel Directive describing in detail the regulations which govern reimbursement for travel expenses other than kilometrage (e.g., accommodations and meals). If there are any questions, consult your CAM. If you incur an expense which is not allowable, you must assume the cost.

### F. Travel Expenses

#### 1. For Training

If you are required to travel to your training classes, you will receive kilometrage reimbursements (if applicable) based on the provincial rates listed in the latest Treasury Board Travel Directive. You will be reimbursed for other travel expenses up to the maximum allowable in the Treasury Board Travel Directive. (See Appendix B of this manual.) Your CAM must authorize travel and will discuss reimbursement with you at that time.

#### 2. For Job Related Kilometrage and Expenses

Kilometrage may be claimed as described in item 1 above and reimbursement for other travel expenses will be made up to the maximum allowable in the Treasury Board Travel Directive. (See Appendix B of this manual.) When entering expenses on the Expense Account (Form 35) you are required to:

## 2. CENSUS COMMISSIONER'S PAY AND ALLOWANCE

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- (a) record the time of departure and arrival for each trip;
- (b) record the exact kilometrage for each trip;
- (c) record the particulars of the trip.

### G. Private Motor Vehicle Insurance - Coverage Responsibility

Kilometrage rates cover all costs related to the operation of a private motor vehicle while conducting government business. Statistics Canada will assume no responsibility for accidents, damage, repair or any other loss involving the use of your vehicle on government business.

You must check with your insurance agent to ensure that there is a valid "basic insurance" policy applicable to the vehicle being used. Basic insurance must include: at least \$1,000,000 Public Liability and Property Damage (PLPD) and the coverage to drive to and from work, generally referred to as level 02 or 03 coverage depending on the distance between home and the work place. The basic insurance costs are reimbursed as a component of the kilometrage rate you will be paid when using your vehicle on government business.

### H. Telephone Expenses

You will be reimbursed for long-distance telephone calls made by you in the course of your duties. For reimbursements, attach your telephone bill to the Form 35 indicating applicable calls. There is no reimbursement for the expense of installing or renting a telephone in an office located in your home.

### I. Office Supply Expenses

Occasionally, you will have to make small purchases of essential office supplies such as postage stamps. You will be reimbursed for these items. Obtain a receipt for each purchase and attach it to the Form 35.

### J. Meal Expenses

If you are required, in the course of your duties, to be more than 16 kilometres from your office during the meal hour, you are eligible to claim for that meal up to the maximum allowable in the Treasury Board Travel Directive. (See Appendix B of this manual.)

**NOTE:** You will not be reimbursed for meals at the beginning or at the end of your journey.



2. CENSUS COMMISSIONER'S PAY AND ALLOWANCE

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**K. Unclaimed Expenses**

Make a note of any unclaimed expenses (e.g., a telephone bill) and attach the note to the Form 35 that you submit on July 19. As you receive the bills for these expenses, submit them with a Form 35 to your CAM for approval. Your CAM should be made aware of any unclaimed expenses as of July 19. Be sure to keep a blank Form 35 if you have unclaimed expenses.

**L. Submission of the Expense Account (Form 35)**

1. Submit copies 1 to 3 of your Expense Account (Form 35) to your CAM on the following Fridays: April 12, April 26, May 10, May 24, June 7, June 21, July 5 and July 19.

**NOTE:** If you have unclaimed expenses as of July 19, see Section K.

2. Keep copy 4 for your records.
3. You must submit an Expense Account on the dates indicated in item 1 even if it is a "NIL" report. In this case, mark it as such.



### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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#### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

##### A. Definition of Census Commissioner District

The area for which you are responsible as a census commissioner is called a census commissioner district (CCD). It comprises a group of enumeration areas (EAs) within a federal electoral district (FED).

##### B. General Familiarization Responsibilities

Between April 10 and April 26 you are to:

1. familiarize yourself with your map package and the List of Enumeration Areas (Form G-13); (See Sections C and D.)
2. do a map check of all the enumeration areas within your CCD; (See Section F.)
3. identify EAs where there may be new growth (new dwellings) in your CCD; (See Section J.)
4. familiarize yourself with the List of Collective Dwellings in CCD (Form 7); (See Section K.)
5. conduct field visits to:
  - (a) resolve mapping problems discovered during the map check (e.g., boundary lines in question);
  - (b) check for growth;
  - (c) check for areas with a large number of cottages, ski chalets or cabins - dwellings which could be marginal;
  - (d) verify and update the List of Collective Dwellings in CCD (Form 7);
  - (e) check any special situations present in your CCD as explained in Sections L to T;
6. continually document, in the appropriate EA records of the CCD Record, mapping problems or information which may be useful to census representatives during enumeration;
7. keep your CAM informed of the progress you are making and any problems you discover.

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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#### C. Map Package

The following items are included in your map package.

1. **FED/CCD/EA map**

- small scale map showing all of the EAs within your census commissioner district.

**NOTE: The EA numbers will not necessarily be consecutive.**

2. **CCD/EA maps**

- Rural - large scale maps showing groups of EAs within the CCD.

- a map composed of a decoupage of base maps of all the EAs in a single CCD.

- Urban - (populations of 50,000 or more) census tract maps showing EAs within census tracts.

- (populations of less than 50,000) place maps showing EAs within the urban area.

- duplicate EA maps.

3. **EA maps**

- enumeration maps distributed to census representatives. They show each EA on a larger scale. In the rural areas of the Western provinces, township plans may also be provided.
- if you receive two maps, keep one for your use.

4. **Form G-13, List of Enumeration Areas**

- provides key operational data concerning each enumeration area within the CCD.

#### D. Explanation and Use of the List of Enumeration Areas (Form G-13)

The Form G-13 lists each enumeration area in your census commissioner district and gives numeric data and other information about each one.

1. **Explanation**

The List of Enumeration Areas (Form G-13) contains the following information:

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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- (a) Column 1 identifies the census division and subdivision. This can be a county, township, city, town, etc. This column is for head office use.
- (b) Column 2 identifies the EA number for 1991.
- (c) Column 3 identifies the number of dwellings either from the 1986 Census or from the Regional Field Check Program.
- (d) Column 4 identifies the number of farm operators counted in 1986.
- (e) Column 5 identifies the EA type. The EA type is used to determine the piece-rate payment of census representatives. (Types A, B, C, D, E, F, S. For no population EAs - letter X.) The EA type is based upon several factors including the dwelling density.
- (f) Column 6 identifies the methodology. (Method 1, 2, 3 or 4 for mail-back, canvasser, collective EA or Indian reserve, respectively.)
- (g) Column 7 shows the percentage of households that will be enumerated using the Form 2B (in mail-back areas) or the Form 2D (in canvasser areas). The number 1 is used in mail-back areas and means that 1 in 5 households (20%) receive the 2B questionnaire. The number 2 is used for canvasser areas, collective EAs and Indian reserves and indicates that every household (100%) in the EA will receive or be enumerated on the Form 2D.  
**NOTE:** Some mail-back EAs require use of 2Bs only.
- (h) Column 8 identifies the language designation of EAs. (Language 1 = Bilingual, 2 = English, 3 = French.)
- (i) Column 9 identifies the percentage of the population that speak English as their mother tongue.
- (j) Column 10 identifies the percentage of the population that speak French as their mother tongue.
- (k) Column 11 gives the land area of the EA if it is available or necessary. For example, it is not necessary to give the land area in an urban EA because it is usually a very small densely populated area. The entry in Column 11 for urban EAs is "0".

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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- (l) Column 12 identifies the population density per EA, that is the number of dwellings per square kilometre. In urban EAs, as is the case for Column 11, the entry is "0".
- (m) Columns 13 and 14 are used at the regional office level. They provide additional information on the corresponding 1986 EAs.
- (n) Column 15 is used for remarks which help identify the EA. For example, identifying collective EAs, Indian reserves, addresses of apartment buildings.

#### 2. Use

Using the List of Enumeration Areas (Form G-13) as a reference document will enable you to:

- (a) familiarize yourself with the EAs within your CCD;
- (b) assess the work-load of each census representative's assignment (i.e. number of dwellings and farms);
- (c) determine factors which must be considered when hiring census representatives (e.g., language designation of the EA, work-load within the EA, number of dwellings and farms);
- (d) determine the piece-rate payment. The piece-rate payment is based on the EA type and the method of enumeration. (Refer to Chapter 29, Section P, page 29-17.)

#### E. EA Type and Size

##### 1. General

EAs have been assigned a type and size based on several factors, including the number of dwellings and farms per EA and the method of enumeration to be used. The EAs as outlined for your district should be of a size that can be covered easily by one census representative. A census representative's assignment, which might include more than one EA, should not significantly exceed the number indicated in point 2 below. If it does, consult your CAM.

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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#### 2. Recommended assignment sizes by EA type

Type A: 375 units (dwellings plus farms)  
 Type B: 350 units (dwellings plus farms)  
 Type C: 300 units (dwellings plus farms)  
 Type D: 250 units (dwellings plus farms)  
 Type E: 225 units (dwellings plus farms)  
 Type F: fewer than 225 units (dwellings plus farms)  
 Type S: 225 dwellings, "designated areas"

Apartment  
 buildings: All areas: 350 apartments

Constraints such as the requirement to respect legal boundaries may result in the number of dwellings per EA being less than the criteria. In such cases you should attempt to group EAs to create work assignments which reflect the work-loads described above.

If you find that the number of dwellings and farms in an EA significantly exceeds the guidelines provided, consult your CAM.

#### F. **Map Check**

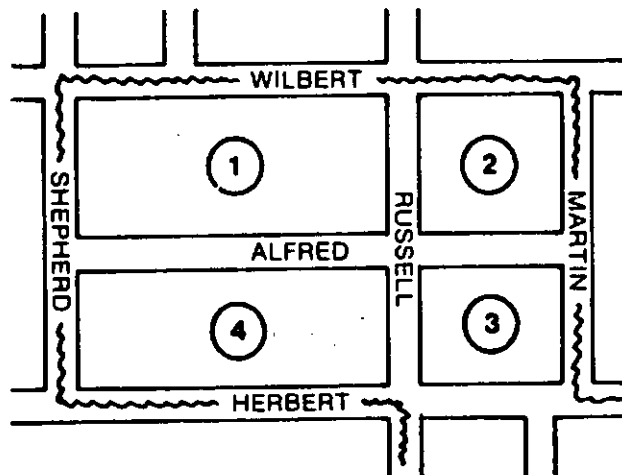
Using the CCD/EA map(s) for your district, and the individual EA maps, do the following:

1. Compare the EA boundaries identified on the EA maps to those on the CCD/EA maps. Ensure they are the same and that all land is accounted for.
2. On individual EA maps, compare the boundaries of neighbouring EAs to ensure they are the same and that there is no overlap.
3. Determine whether the EA should be considered an urban or rural area to ensure that the census representatives follow the correct mapping procedures. Write "urban" or "rural" on each EA map.
  - (a) An urban area is a settlement or region with a collection of dwellings constituting a city, town, village or a large unincorporated place. The dwellings are located on lots organized in a system of streets and blocks. (See page 50 of the Procedures Manual, Form 41.)
    - (i) Assign block numbers on EA maps designated urban, which have no block numbers entered.

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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- (ii) Assign the block numbers beginning at the north-west corner of the EA.



- (b) Rural areas are all other areas not fitting the description of an urban area and are usually associated with a low population density. (See page 52 of the Procedures Manual, Form 41.)
4. Check the EA maps for high-rise apartment buildings to ensure that the location of each building is correct. If there are any other buildings near the high-rise, be sure that the map clearly shows whether they are included or excluded.
  5. Check all collective EAs which fall within the boundaries of a regular EA. Compare the location of the collective EA on the EA map to the actual location to ensure the maps are correct.
  6. Attempt to identify any areas where census representatives may have problems gaining access to do enumeration. Special transportation may be needed to do the enumeration in these areas. Therefore, it is important that these areas be identified early.
  7. Visit EAs for which you have identified potential boundary problems.
  8. Enter any observations, problems or comments in the EA Record (Part I, Section 2) of your CCD Record (Form 29).



### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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9. Inform your CAM immediately if you discover a problem, and advise him/her of the results of your map check.

**NOTE:** Under no circumstances are you to make any changes to EA boundaries without the approval of your CAM.

#### G. EAs Without Maps

If your CAM advises you that a map is not available for an EA:

1. Study the geographic data and description of the EA given on the List of Enumeration Areas (Form G-13) and compare this information to your CCD map (on location if necessary).
2. Using these data, prepare a written description of the area noting the key characteristics of the EA, in the CCD Record (Form 29).
3. Try to obtain a map from a local provincial office such as the Department of Highways, or from sources such as the Chamber of Commerce, Tourist Bureau or Township Office. Using your CCD/EA map, draw on the boundaries of the EA and identify the map or diagram with the PROV, FED and EA numbers. If you must purchase a map, obtain a receipt and claim the cost on your next expense claim. Ensure that the map is returned with the Census Representative's completed EAs.
4. During your on-location checks, note on the EA map you prepare any landscape features and dwellings which will assist the Census Representative in determining correct EA boundaries.
5. Note these landscape features and dwellings in the appropriate EA Record (Part I, Section 2) of your CCD Record (Form 29).
6. Advise the Census Representative responsible for the EA of all instructions and descriptions to avoid duplication or omission of an area.

#### H. Discovery of More Detailed Maps

If you discover that a more detailed map is available for an area, e.g., town, rural area, growth area, military base, Indian reserve:

1. obtain the map (if you must purchase the map, obtain a receipt and claim the cost on your next expense claim);
2. ensure that the additional detailed information for enumeration is added to the EA map(s) (e.g., new roads, bridges);

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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3. return the purchased map to the regional census office with an explanatory note at the end of your term of employment.

#### I. Grouping of Small EAs

Small EAs are to be grouped into census representative assignments. Information related to the grouping of small EAs will be given to you by your CAM.

1. Assign groups of small EAs to census representatives, according to information obtained in discussions with your CAM.
2. Forms and supplies for each EA must be kept separate.
3. Small EAs can be identified by comparing the number of dwellings listed on the Form G-13 to the recommended number of dwellings by EA type in Section E of this chapter.

#### J. Identification of Growth Areas in EAs

A growth area is one where there has been an increase in dwellings, since the 1986 Census, which may have an impact on the Census Representative's work-load. New growth in an EA, such as the addition of an apartment building or a significant increase in the number of dwellings, may necessitate the division of an EA into more than one part and may necessitate the hiring of additional census representatives.

To identify a growth area:

1. Study your CCD by using the Form G-13 and your CCD/EA maps.
2. Identify those EAs where dwellings are being built or where new growth is possible (e.g., fringe areas of municipalities). Check newspapers to identify where new housing projects are located.
3. When travelling throughout your CCD, pay particular attention to any new construction.
4. Note potential growth areas in the EA records of your CCD Record.
5. Visit those areas which you have noted as potential growth areas and assess the impact of growth in relation to planned census representative assignments and to EA types.

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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6. Advise your CAM of any new growth and your assessment of the need to split EAs based on your visits to these areas.

**NOTE:** Your CAM will have informed you of any new growth areas discovered during his/her familiarization or during the regional office field check.

#### K. Verifying and Updating the List of Collective Dwellings in CCD (Form 7)

1. Purpose of the Form 7

This form, when updated, will enable you to ensure the complete coverage of all collective dwellings within your CCD.

2. Use of the Form 7

You will use the Form 7 to identify and visit all collective dwellings in your CCD and to create individual lists of collective dwellings in EA (Form 7A).

3. Familiarization Responsibilities

Although every effort has been made to provide the most accurate lists possible, revisions will be required. During your CCD familiarization:

- (a) Determine whether the collective dwellings listed on the Form 7 are in your CCD and inform your CAM of any which should not be included.
- (b) Cancel from the list those collective dwellings which either no longer exist or no longer meet the definition of a collective dwelling (Procedures Manual, Form 41, Chapter XI, B.12 (b), page 197).
- (c) Add to the list those collective dwellings in your CCD which have not been listed.

**NOTE:** RCMP detachments and municipal jails have often been missed in the past. Pay particular attention to these.

- (d) Verify the spelling of the name and address of the collective dwelling.

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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- (e) Verify or assign the collective dwelling code (Column 3) by referring to **Appendix A** of this manual. Make sure that the type code listed accurately represents the type of collective dwelling.

**NOTE:** If you have problems determining the type code of any collective, contact your CAM.

- (f) Verify in which EA each collective dwelling is located. If there is no EA number on the Form 7 for a collective dwelling, determine in which EA it is located and enter the EA number on the Form 7.

#### **L. Large Collective Dwellings Not Designated as Separate EAs**

1. Determine if the collective dwelling is large enough to be made a separate EA by using the following criteria:

- (a) hotels, motels, YM/YWCAs and missions of 200 units or more (Codes 10 and 13);
- (b) health care and welfare institutions with 75 or more beds (Codes 40, 50, 51, 52, 60, 61 and 62);
- (c) religious and educational institutions and work camps with 150 or more beds or a sleeping capacity of 150 or more (Codes 12, 20 and 30);
- (d) correctional or penal institutions with 75 or more beds (Codes 80, 81 and 82);
- (e) single quarters, guardhouses and base hospitals, etc., of military camps (Code 90).

**NOTE:** Collective dwellings designated as separate EAs are identified by an asterisk (\*) in Column 5 of the Form 7.

2. Inform your CAM of any collective dwellings which should be collective EAs and whether or not the Census Representative in the EA can enumerate the dwelling.

#### **M. Apartment Buildings**

1. Buildings where the Census Representative may encounter problems gaining access or conducting Drop-off

- (a) Visit all apartment buildings in your CCD and assess whether the Census Representative will encounter

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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problems gaining access or conducting Drop-off (i.e. buildings with tight security regulations and access procedures).

**NOTE:** In some cases the regional census office will have made previous contact with the management. Your CAM will give you information collected.

- (b) Make a note of any of these apartment buildings in the appropriate EA Record (Part I, Section 2) of your CCD Record. A pre-drop-off visit must be made by the Census Representative to these buildings to make the necessary arrangements for enumeration. You are to accompany the Census Representative if possible.

Be sure that the EA maps for apartments show the correct location of the buildings. If there is more than one building, for example, town houses, the map must show whether these are included.

2. Buildings that are to be enumerated by more than one census representative

Note these buildings in the appropriate EA records (Part I, Section 2) of your CCD Record. Each census representative must know exactly which units he/she is to list and enumerate in the building.

#### **N. Dwellings Difficult to Find**

When you are conducting your CCD familiarization:

1. Note dwellings which census representatives may have difficulty finding or are apt to overlook. These may be homes in new areas, shacktowns, dwellings in out-of-the-way places (behind or above stores), or dwellings which cannot be seen from the road (hidden by bushes, basement apartments, granny suites, etc.).
2. Enter the location of "difficult-to-find" dwellings in the appropriate EA Record (Part I, Section 2). Notify the Census Representative concerned during the pre-drop-off visit. (See Chapter 13, Section E, page 13-2.)

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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#### O. Areas With a Large Number of Recreational Dwellings

During your CCD familiarization, check those areas where there are a large number of dwellings used primarily for recreational purposes. Make an assessment to determine if the dwellings are suitable for year-round occupancy or if they are marginal dwellings. Be certain to advise census representatives that this distinction must be made during enumeration. During your supervisory visits to census representatives, ensure that definitions (found in the **Procedures Manual, Form 41, Chapter XI, B.12 (a) and (c), page 197**) are being applied properly.

#### P. Zero Population, Zero Dwellings

There is a possibility that some EAs will have zero dwellings indicated on the List of Enumeration Areas (Form G-13). This will be indicated by an "X" in the EA "Type" column. If you have such an EA:

1. Verify that the population is zero.
2. Create a VR for the EA.
3. List any unoccupied dwellings. If there are no unoccupied dwellings, indicate this fact in the "Remarks" column in Section II of the VR.

**NOTE:** Unoccupied marginal dwellings or unoccupied dwellings under construction, renovation or conversion are not to be listed in Section II of the VR.

4. Return, after Census Day, to any unoccupied dwellings that were listed to verify that they were not occupied on Census Day.
5. Complete a Form 2A for each unoccupied dwelling according to the instructions in the **Procedures Manual, Form 41, Chapter V, C.3, page 81**.
6. Write "No-population EA" across the front cover of the VR.
7. Sign the VR after Census Day.

**NOTE:** In this case, a census representative would not be required for the EA.

There will be a Quality Control check on all EAs which have zero population.

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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#### **Q. Change in Municipal Boundaries**

Municipal boundaries may change between the time the EAs are drawn up and the time you do your CCD familiarization. If you are aware or become aware of a change, advise your CAM immediately.

#### **R. Unincorporated Places**

Unincorporated places will be listed on every EA map. Review the list to determine if it is complete. Based on your knowledge of the area and any discoveries made during your familiarization, you will make additions or deletions to the lists as necessary.

**NOTE:** Any cancellations made to the lists must be identified and a reason for the cancellation given (e.g., no longer exists).

During the enumeration process, you must ensure that the census representatives apply the procedures for unincorporated places correctly.

#### **S. Military Bases and Establishments**

1. You are responsible for the enumeration of all military establishments in your CCD. The CAM will accompany you on your initial visit to the military base to establish contact with the liaison officer.
2. Familiarize yourself with the base boundaries and the EAs within. Any discrepancies should be brought to the attention of your CAM.
3. Method of enumeration:
  - (a) Single quarters, base hospitals, guardhouses, etc., will be enumerated as a collective EA.
  - (b) Private married quarters will be enumerated in the same way as private dwellings in regular EAs.

#### **T. Indian Reserves**

Each Indian reserve should be designated as one or more separate EAs.

1. Ensure that the boundaries are clear to the census representatives so there will be no loss of coverage or duplication of enumeration.
2. Discuss these boundaries with your CAM.

### 3. CENSUS COMMISSIONER DISTRICT FAMILIARIZATION

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#### U. Census of Agriculture - Familiarization Activities

##### 1. Institutional Farms

While travelling in your CCD, identify any institutional agricultural holdings in your CCD (e.g., correctional institution farms, university research stations). Contact these institutions to identify land associated with them and to determine who the Census Representative should contact during Drop-off. Make notes in your CCD Record and discuss enumeration with the Census Representative prior to Drop-off.

##### 2. Difficult to Identify Agricultural Holdings

As you perform your CCD familiarization, note in your CCD Record any agricultural operations which could be missed by census representatives (e.g., mushroom houses, alfalfa sprout operations, nurseries). Discuss the enumeration of these agricultural holdings with your census representatives.

##### 3. Review of Form 6B - Urban Areas Only

In urban areas with populations of more than 10,000, you will receive a List of 1986 Agricultural Operators (Form 6B) for each EA in which operators were enumerated in 1986. The information is five years old and, therefore, is subject to change. As well, it may be in error or incomplete because of respondent error in registering information in 1986. You must review each Form 6B and correct it, if necessary, as specified below.

- (a) Determine if the addresses listed in Columns 2 and 3 are in the EA which is indicated in the top right corner of the Form 6B. Use maps, if necessary.
- (b) If an invalid address is valid for another EA in your CCD, delete it and add it to the appropriate Form 6B.

**NOTE:** If there is no Form 6B for the correct EA, copy the information on a blank Form 6B and give this list to the correct Census Representative.

- (c) If the address is invalid and is not in your CCD, draw a line through the listing and make a note of the operator's name and address. Give this information to your CAM as soon as possible.



## 4. CENSUS PUBLIC COMMUNICATIONS

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### 4. CENSUS PUBLIC COMMUNICATIONS

#### A. Overview of Public Communications

The public communications message for the 1991 Census is simple: we want all residents of Canada to complete and mail back a census form - everyone counts in the census.

The communications program tells respondents that the census is taking place and why their co-operation is important. The program is being conducted at two levels - national and local. While the national campaign provides a general overview of the purpose and importance of the census, it is the local campaign that brings the census message home to respondents in your own areas.

#### B. Your Role in the Public Communications Program

You will be a focal point and liaison officer for public communications in your area. Although the duties associated with this role will vary from region to region and will be influenced by individual work-loads, you should keep a file on census publicity. Talk to your CAM to find out whether you will be directly involved in giving speeches and being interviewed by the press.

The Public Communications Program will help your team of census representatives count everyone in. The more the public knows about the purpose and importance of the census, the more willing they will be to co-operate with the Census Representative. In this way, the communications program will make the job easier for your census representatives.

Messages sent to the public through the communications program will also be seen and heard by your own census representatives. This will reinforce the importance of their role and should foster a greater enthusiasm and commitment for their job.

#### C. What to Expect and How You Can Help

- o **Businesses and community organizations will help spread the word.** Because companies, organizations and all levels of government depend on census information to make sound decisions, they have been asked to help us spread the census message. Most offer to use their existing communications vehicles to help us reach their clients and employees.

#### 4. CENSUS PUBLIC COMMUNICATIONS

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The regional office will have already made contact with executives of some Chambers of Commerce, Rotary Clubs, farm organizations, service clubs, church groups, women's groups and small businesses.

You might be asked to distribute publicity material (tent cards, posters, information kits, etc.) to the groups and organizations that were contacted in your area. Ask them to display the material in prominent places such as banks, store windows, government offices and post offices.

If you are aware of local groups or businesses that have not been contacted, discuss them with your CAM.

Do not make any commitment on behalf of Statistics Canada to pay for advertising on radio, television and in newspapers, or for other publicity where a direct expenditure is involved. You will be reimbursed for indirect expenditures such as travel when they fall within the guidelines set down for your normal census commissioner duties. Refer any questions you may have on this subject to your CAM.

- o **We are keeping the media informed.** As Census Day draws closer, you will see increased media coverage of the census. Regional offices are mailing a series of releases on the census to daily and weekly newspapers at regular intervals. Other media coverage can include interviews, hot-line shows, editorial columns, feature articles, testimonials from community leaders or proclamations from town and city mayors.

Do not call on the news media (television, radio, daily or weekly newspapers) unless you have your CAM's approval. If the media contacts you for information about the census operation, either refer them directly to your CAM or tell them you will call them back. Consult with your CAM before giving any information to the media. Let your CAM know each time you are approached for an interview.

Keep in touch with what the media is saying about the census. Notify your CAM immediately if you encounter any negative publicity, including complaints made by known vocal citizens and interviews that cast an unfavourable light on Statistics Canada or the census. Bad publicity and misinformation often spread like wildfire, and the sooner CAMs are informed, the sooner they can stomp out the blaze.

- o **Keep in touch with the members of your team.** During drop-off, the Public Communications Program will be placed in the hands of your census representatives. Encourage them to make contact with their respondents. Ensure they know the answers

#### 4. CENSUS PUBLIC COMMUNICATIONS

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to commonly asked questions, and that they keep you informed of the reception they are receiving from the public. Remember to pass this information along to your CAM. This kind of teamwork is vital to the success of the census.

- o **National advertising will remind respondents to fill out their forms.** Just before June 4, while census representatives are completing their drop-off responsibilities, a national advertising campaign will remind all residents of Canada to count themselves in.
- o **We will keep respondents informed of the status of the census.** After Census Day, regional offices will step in with a series of local advertisements that will reflect the status of the census in various areas. Messages will range from "It's not too late to return your questionnaire" to "Thank you for making it work".

Your role in the communications program will not be over until all the completed questionnaires for your area are received in the regional census office. Until then, keep your publicity file open and continue to keep abreast of any communications issues in your area. Be aware of any problems that arise in your area and keep your CAM informed.

#### D. "DAILY"

Among your supplies is a booklet entitled "Daily" produced by the Public Communications Division. This booklet shows the "end product" of the 1986 Census. This information is provided to enhance your appreciation for the census. Use this booklet when explaining the census to census representatives or others who are interested.



## 5. SPACE AND SPECIAL ENUMERATION COSTS

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### 5. SPACE FOR TESTING, TRAINING AND OFFICE AND SPECIAL ENUMERATION COSTS

#### A. Space - General

You are responsible for obtaining space to:

1. test your census representative candidates,
2. train your census representatives,
3. use as an office.

If suitable federal government or non-government space is available free of charge for **testing and training**, it must be used. In some cases, the CAM will identify suitable federal government space; in other cases, ask at post offices, other federal buildings, etc. If federal government space cannot be obtained, churches, schools, community halls, etc., usually have good accommodation for these purposes.

It is preferable that you use a room of your home as an **office**: you will be paid accordingly.

All space must be approved by the CAM for both cost and suitability. Approval of the space to be rented and the terms of payment will be covered by completion of an Authorization Form (Form 31). The procedures for completing the Form 31 are found in **Section F** of this chapter.

#### B. Space for Testing

1. Space for testing of census representative candidates will be required the week of April 22-26. To accommodate the availability of candidates, testing space may be required on more than one day.
2. Choose a centralized location to minimize travel, as candidates must report for testing at their own expense. If your district is very large, more than one location may be required for testing.
3. Testing space requirements:
  - (a) big enough to accommodate the census representative candidates;

**NOTE:** It is not necessary to test all candidates at one time.

## 5. SPACE AND SPECIAL ENUMERATION COSTS

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- (b) a table and chair for each candidate;
- (c) adequate lighting and ventilation.

### C. Space for Training

1. Space will be required for both the morning and afternoon of the dates on which you are training. Refer to the training schedule in **Chapter 12, Section K, page 12-6.**
  2. Space requirements:
    - (a) a blackboard;
    - (b) adequate lighting and ventilation;
    - (c) a table and chair for the instructor and each trainee. Each table must be of sufficient size so that the instructor and each trainee can work and refer to their reference material easily;
    - (d) wash-room facilities.
- NOTE: If the lessor has a TV monitor and VCR, include use of them in the rental agreement.**
3. If you use space in your own home, your personal VCR and/or your personal television monitor for training, indicate this in item 9 (Details) of the Authorization Form (Form 31). (See **Section F** of this chapter.)

### D. Office Space

1. A private office will be required from April 15 to July 19 and should be located in your own home, if possible. Finalize the location of your office space by April 12.
2. Office space requirements:
  - (a) The office must be approximately 150-200 square feet in area (14 - 18.6 square metres).
  - (b) It must contain two tables and three chairs.
  - (c) Access to a private telephone line will be required. Any variance from this will have to be approved by your CAM.

## 5. SPACE AND SPECIAL ENUMERATION COSTS

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- (d) Adequate space must be available within your office to perform the Quality Control operation.
  - (e) The office door must have a functional lock or there must be a lockable space, which could be a filing cabinet or closet, to store confidential material.
  - (f) If the office is on the ground floor, windows must be locked or latched.
  - (g) It is desirable that there be a smoke detector.
3. The use of an existing business office is prohibited unless it has a separate room (with a lock) and is not open to any of the office staff or the public.

### E. Use of the Authorization Form (Form 31) for Rental of Space

Statistics Canada will assume responsibility for any reasonable rental charges. An Authorization Form (Form 31) is to be used for registering rental details.

1. Complete a Form 31 every time you apply for authorization to rent space. This includes office space, whether or not it is in your home, as well as testing and training space, even if the space is available at no charge.
2. Use a separate Form 31 for each area rented from each lessor. Also ensure that the name entered as lessor is the name of the individual or organization to whom payment will be made.
3. You must not enter into any rental agreement until the space has been authorized and approved.

**NOTE:** Do not sign any rental agreement or give the lessor his/her copy of the Form 31 until all signatures have been obtained.

4. Carefully follow the instructions in **Section F**.

### F. Completion of Form 31 for Rental Authorization

1. A Form 31 must be completed for each rental authorization request.
2. Print all required information clearly in ink.
3. Enter the geographic identification codes (PROV, FED, CCD).

5. SPACE AND SPECIAL ENUMERATION COSTS

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4. Item 1 - Type of area

Mark "X" in the appropriate box.

5. Item 2 - Applicant

Mark "X" in the box for census commissioners (CC).

6. Item 3 - Space rental

(a) Mark "X" in the appropriate box.

(b) If you mark "Other", please specify the type of space.

7. Item 4 - Transportation

Not applicable to rental of space.

8. Item 5 - Personnel

Not applicable to rental of space.

9. Item 6 - Period required

Applicable only for rental of office space. For rental of testing and training space, enter the dates in item 9 - Details.

10. Item 7 - Space rental cost

(a) Ask the lessor for the applicable rental rate, calculate and enter the space rental cost.

**NOTE:** If space is obtained free of charge, enter "NIL".

(b) Enter the breakdown of this cost in item 9 - Details (e.g., 3 days @ \$25 per day = \$75).

11. Item 8 - Additional requirements

After discussing your needs with the lessor, indicate which services are included in the rental amount stated in item 7. Mark "X" in the appropriate boxes. Failure to clarify these needs with the lessor may result in unanticipated additional charges later. If any of the required services are not included in the rental rate, mark "X" in the "Not included" column and indicate in the "Additional charges" column the cost, if any, associated with obtaining the service. Total these charges.



5. SPACE AND SPECIAL ENUMERATION COSTS

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12. Item 9 - Details

Provide any other relevant information in this space, for example, the number of chairs and desks. If rental costs do not include services listed in item 8, describe the arrangements made to obtain them.

**NOTE:** If you plan to use space in your home, your personal VCR and/or personal television monitor for training, be sure to list these details in item 9 (on the Form 31 for rental of training space).

13. Item 10 - Breakdown of expenses (estimated) for special enumeration costs only.

Not applicable to rental of space; reserved for special enumeration costs.

14. Item 11 - EA data

Not applicable to rental of space.

15. Item 12 - Total cost

Enter the total rental cost. This amount is obtained by adding item 7 and item 8.

16. Item 13 - Applicant

Print your name. Sign and date the form.

17. Item 14 - Lessor/Supplier

(a) Print the lessor's name.

(b) Have the lessor sign and date the form.

(c) Enter the business address of the lessor.

(d) Enter the address of the rented space in the "Location" section.

18. Item 15 - Supervisor

Your CAM will sign here.

19. Item 16 - Delegated Officer

Your CAM will ensure that the Form 31 is signed at the appropriate level. This signature must be obtained before space can be finalized.

## 5. SPACE AND SPECIAL ENUMERATION COSTS

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### G. Submission and Approval of Authorization Form (Form 31) for Rental of Space

1. After completing the Form 31 according to the instructions in Section F, remove the last copy (copy 4) and keep it for your own records.
2. Submit the remaining copies (copies 1 to 3) of Form 31 to your CAM for authorization.
3. If approval is granted, your CAM will return copies 1 and 2 to you with the appropriate signatures to indicate authorization.

**NOTE:** Ensure that the authorization sections of the Form 31 (items 15 and 16), have been signed before you finalize any rental agreement (even if you are able to obtain space free of charge).

4. Contact the lessor to confirm rental arrangements.
5. Provide the lessor with copy 2 of the Form 31.
6. Process the Form 31 according to the applicable instructions in Section H or J.

### H. Methods of Payment for Rental of Testing and Training Space

Rental charges for testing and training space may be paid in one of two ways.

1. The preferred method is for Statistics Canada to pay the rental charges directly. If this is the case:
  - (a) obtain an invoice in duplicate from the lessor;
  - (b) print the five-digit serial number, located in the top right-hand corner of the Form 31, on the invoices;
  - (c) print "Services rendered - Payment recommended" on the invoices;
  - (d) sign each copy of the invoice;
  - (e) attach both copies of the invoice to copy 1 of the Form 31 and submit the invoices to your CAM for payment. Later, if you receive additional invoices relating to the services listed on the Form 31, follow the procedures in (b), (c) and (d) above and give them to your CAM. They will be matched up with copy 1 of the Form 31 in the regional census office.

**5. SPACE AND SPECIAL ENUMERATION COSTS**

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2. If you pay the lessor directly:
  - (a) obtain a receipt;
  - (b) print the five-digit serial number, located in the top right-hand corner of the Form 31, on the receipt; and
  - (c) attach the receipt and copy 1 of the Form 31 to the next Form 35, Expense Account, that you submit to your CAM for payment. Refer to **Chapter 2, Section L, page 2-5, Submission of the Expense Account (Form 35).**

**I. Payment for Rental of Training Space in Your Home**

If you use space in your home, your personal VCR and/or your personal television monitor for training:

1. You will be paid \$15 per half-day for training space in your home, \$10 per day for the use of your personal VCR and \$10 per day for the use of your personal television monitor.
2. Complete an Authorization Form (Form 31) as described in **Section F.**
3. Follow the procedures in **Section G** for submission and approval of the Form 31.
4. Follow the procedures in **Section J, item 1(c) to (h)**, for payment of these allowances.

**J. Payment for Rental of Office Space**

Payment for rental of office space depends upon whether or not the space is located in your own home. Because payment received for office space in your home is taxable, we recommend that you retain receipts for expenses incurred.

1. In Your Own Home
  - (a) You will be paid \$500 for the use of office space in your own home, from April 15 to July 19.
  - (b) Complete an Authorization Form (Form 31) as described in **Section F.**
  - (c) Keep copy 4 for your records.
  - (d) Submit copies 1 to 3 of the Form 31 to your CAM.

## 5. SPACE AND SPECIAL ENUMERATION COSTS

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- (e) Your CAM will review the form and if he/she approves of the space, will sign the Form 31 and return copies 1 and 2 to you.
- (f) Claim the approved amount on the final Census Commissioner's Account (Form 30) at the completion of your duties.
- (g) Keep copy 2 of the approved Form 31, as in this case you are the lessor and the lessee.
- (h) Attach copy 1 of the Authorization Form (Form 31) to the Form 30 when you submit it to your CAM for payment.

### 2. Outside Your Home

- (a) If you rent approved office space outside your home, Statistics Canada will pay a reasonable amount for a period of three months, from April 15 to July 19.
- (b) Complete a Form 31.
- (c) Follow the procedures in Section G for submission and approval of the Form 31.
- (d) For methods of payment, follow the same procedures as indicated in Section H.

### K. Special Enumeration Costs - General

An Authorization Form (Form 31) must be completed when significantly increased costs will be incurred to enumerate an area (e.g., numerous hours of interpreter or guide time, special means of transportation such as aircraft or boat). Your CAM will discuss with you the various EAs in your district and will advise you if a Form 31 needs to be completed. In those cases, your CAM will provide you with the appropriate instructions for completion of the Form 31 for special enumeration costs.

**NOTE:** Special enumeration costs require prior authorization. Costs incurred without the necessary approval may not be accepted by Statistics Canada and you may be required to assume the cost.

## 6. RECRUITMENT OF CENSUS REPRESENTATIVE CANDIDATES

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### 6. RECRUITMENT OF CENSUS REPRESENTATIVE CANDIDATES

The 1991 Census of Canada has been designated, in part, a student/youth employment program and as such Statistics Canada is committed to filling a number of these positions with students/youths.

For the purposes of the census representative position, students/youths have been defined as follows:

- (a) Student - Persons who are attending a high school or postsecondary institution and planning to return to school within a year and who are 18 years of age or over and looking for employment.
- (b) Youth - Persons 18-24 years of age who are looking for employment.

Your Census Area Manager will indicate a target for the minimum number of positions in your census commissioner district which are to be filled with student/youth applicants.

#### A. Importance of Obtaining Suitable Candidates

In your capacity as a hiring officer for Statistics Canada, you must adhere to the policies and standards of Statistics Canada for personnel screening as set forth in the procedures contained in this manual.

Statistics Canada complies with the Canadian Human Rights Act, which entitles all individuals to equal employment opportunities without regard to race or colour, national/ethnic origin, religion, age, family/marital status, sex, pardoned conviction or disability. Further, Statistics Canada supports employment equity for disabled persons, visible minority groups, women and aboriginal peoples, and may undertake programs in support of a group that is identified as being disadvantaged in terms of employment.

When assessing each candidate's qualifications, you must focus on the candidate's actual abilities in relation to the job requirements. Be careful not to pre-judge a situation. Avoid making insensitive comments.

1. You are responsible for the satisfactory completion of the census in your district. Efficient and reliable census representatives will require less supervision and will make your job much easier. If you choose unqualified people, your job will be more difficult.
2. Recruit your candidates between April 10 and April 26.

## 6. RECRUITMENT OF CENSUS REPRESENTATIVE CANDIDATES

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### B. Sources of Candidates

1. Attempt to identify student/youth as well as non-student/non-youth candidates who you already know and believe would make good census representatives.
2. Circulate census application for employment forms (Forms 26) and brochures including a description of the Census Representative's job (Census Representative: The Job for You? (Form 25)) throughout various organizations in your area (e.g., churches, social clubs and student/youth organizations). These are often sources of good census representatives, but they are by no means the only ones. These application forms and brochures are provided in your recruitment kit for distribution to applicants.
3. Names of candidates who have contacted Statistics Canada directly or who have been referred to Statistics Canada and live in your census commissioner district will be forwarded to you for consideration.
4. Canada Employment Centres (CEC) and student employment centres in your area may be used to identify candidates or to supplement your list of candidates. If you do not feel you can recruit sufficient student/youth candidates to meet your target, or sufficient candidates to staff positions in your area, assistance is to be requested from your local employment centres. This should be determined very early in the recruitment process to allow employment centres sufficient time to identify potential candidates. Discuss this approach with your CAM. He/she will instruct you on how to proceed.

In all cases, candidates must meet the requirements of Statistics Canada to be considered.

### C. Qualifications of Census Representative Candidates

To qualify as a census representative, an applicant must:

1. be industrious, tactful, neat, conscientious, reliable, energetic, capable of exercising good judgement and conducting successful interviews;
2. have sufficient education and ability to pass the written test;
3. be bilingual in those areas designated bilingual;
4. have legible handwriting;

## 6. RECRUITMENT OF CENSUS REPRESENTATIVE CANDIDATES

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5. be 18 years of age or older prior to commencement of duties;
6. be able to work the time required, including evening and Saturday work when necessary;
7. be a resident of the locality where the duties are performed, when possible;
8. have the use of a private telephone line;

**NOTE: Your CAM will discuss alternatives for areas where a candidate with a private line cannot be hired.**

9. have full-time use of a car and a valid driver's licence in rural areas and in some urban areas;
10. not be connected in any way with the levying or collecting of municipal or other taxes.

**NOTE: Federal government employees may not be hired as census representatives.**

### D. Types of Suitable Candidates

1. Persons with previous experience in the census or interviewer activities, office work, or in teaching, nursing, or other professions make excellent candidates for census representatives. These people, generally, have developed accuracy, neatness and attention to detail.
2. Selected candidates for difficult areas must be comfortable and feel secure in the assigned area (e.g., slum areas, run-down neighbourhoods).
3. In unilingual areas, at least one census representative should be able to speak both official languages (English and French).
4. In all other areas where there is more than one ethnic or language group and where the population of the second or third group is substantial, a candidate who is capable of communicating effectively in the required languages should be hired, if possible.
5. Census representatives selected for EAs with five or more agricultural operators (see Form G-13) should have a knowledge of agriculture.

**NOTE: Be cautioned that some people leave this employment for a permanent job or a job of a longer duration.**

## 6. RECRUITMENT OF CENSUS REPRESENTATIVE CANDIDATES

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### E. Census Representatives for Indian Reserves

1. The regional co-ordinator for Indian reserve enumeration will make contact with all reserves and will identify census representative candidates acceptable to the band.
2. An Indian reserve may require more than one census representative.
3. It should be stressed that those nominated must pass the Selection Test for census representatives.
4. Test the candidates as you would any other prospective census representative and hire, after consultation with the CAM, those who are successful.

### F. Census Representatives for Military Camps (Regular EA Portion)

1. Contact the liaison officer (the contact) to obtain a list of recommended candidates as possible census representatives.

**NOTE: Armed Forces personnel cannot be recommended.**

2. For permanent married quarters (regular EA):
  - (a) suggest that relatives of Armed Forces personnel are suitable candidates for these areas;
  - (b) candidates must be tested and selected in the same manner as in all other EAs;
  - (c) if you are unable to hire from within the base, recruit census representatives from your CCD;
  - (d) if the number of permanent married quarters does not justify the hiring of a census representative, enumerate the permanent married quarters yourself during the enumeration phase.
3. In early May you will return with your CAM to arrange the hiring of a collective EA census representative for the collective EA portion of the military camp.

### G. Census Representatives for Collective EAs

For information regarding the recruitment of census representatives for collective EAs, refer to **Chapter 18, Section C, item 7, page 18-4**. For information regarding the recruitment of census representatives for the collective EA portion of military camps, refer to **Chapter 18, Section D, page 18-5**.



**7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES**

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**7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVE CANDIDATES****A. Selection Test Booklet - Census Representative (Form 27B)**

1. Every candidate applying for the position of census representative (except those for collective EAs) is required to pass the Selection Test for census representatives (using the Selection Test Booklet - Census Representative (Form 27B)) before appointment. In designated bilingual areas, all candidates who passed the Selection Test are also required to pass an oral test for bilingualism, the Language Proficiency Test (Form 17C or 17D).
2. Complete Columns 1 to 6 of the List of Candidates and Census Representatives (Form 28) listing the names and addresses of all census representative candidates.
3. Administer the tests, mark the papers, and enter the results in Column 7 (and Column 8 if in a designated bilingual area) of the Form 28.
4. Census representative testing is scheduled the week of April 22-26.
5. Test more than the minimum number of candidates that you will require. Where possible, test at least two candidates for each position so that there is a reserve of qualified candidates, should some of the candidates fail to report for duty or have to resign. Ensure that sufficient student/youth applicants are tested.

**B. Notice of Examination (Form 26A)**

1. Use the Notice of Examination (Form 26A) to notify each candidate of the day selected for the test and the location of the test site.
2. Candidates must report at their own expense.

**C. Confidential Nature of the Test**

1. The Selection Test Booklet - Census Representative and the Answer Sheet are **strictly confidential**.
2. All copies distributed to candidates must be collected as soon as the test is completed.

## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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3. Used or unused copies must not be allowed into the hands of unauthorized persons.
4. No candidate is to make a copy of this test, or any portion of it.
5. Collect all extra sheets of paper given to the candidates for calculations.

### D. Accommodations and Seating Arrangements

1. For specifications on accommodation for testing, see "Space for Testing", Chapter 5, Section B, page 5-1.
2. Seating arrangements should be organized so that candidates cannot communicate with one another.
3. Exercise close supervision during the test.

### E. Sufficient Test Papers

1. Spare copies of the test should be available when candidates are writing the test.
2. A candidate may obtain the test questions in either English or French; therefore, you will need a supply in both languages.
3. In rare circumstances, there may be a need to give a candidate a second test booklet (Form 27B) or a second Answer Sheet (Form 27C). These may be given but no extension in time is to be granted, and you must be sure to collect all test booklets and answer sheets when the test is completed.
4. All test booklets and answer sheets, and all paper supplied for calculations (used and unused) must be collected from the candidates.

### F. Rules for Presiding over the Test

Adhere to the following rules for presiding over the test:

1. After distributing the Answer Sheet (Form 27C), instruct the candidates to enter the date, the name of the regional office and your PROV, FED and CCD numbers. Then have each candidate enter his/her name, address and telephone number.
2. Allow 40 minutes for completing the test.

## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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3. Be sure that every candidate understands the rules before beginning the test.
4. Calculators are not to be used to complete the test. Give each candidate a sufficient number of extra sheets of paper for calculations.
5. Do not answer any questions pertaining to the test after it has started.
6. Candidates completing the test in less than 40 minutes may hand in their paper and leave.
7. When a candidate has finished the test, ensure that you collect all test materials, including the test booklet, the answer sheet and all the paper used for calculations.

### G. General Instructions for Marking the Test

1. Use the Answer Key - CR Selection Test (Form 27D) to correct the tests.
2. Compare the candidate's answers to the answer key.
3. Mark each correct answer with a check mark (✓). Mark each incorrect answer with an "X".
4. On the candidate's Answer Sheet:
  - (a) Count the number of correct answers and enter this number in the space provided.
  - (b) Refer to the score conversion chart on the answer key to obtain the final score and enter this percentage in the space provided.
5. Transcribe the number of correct answers and the final score to the spaces provided for test results on the other side of the candidate's Answer Sheet.
6. Refer to **Section H** of this chapter for information on the use of the test in assessing candidates.

### H. Use of Test in Assessing Candidates

A candidate who has a final score of less than 60% is unlikely to be able to perform satisfactorily. A higher score is desirable; however, a very high score does not necessarily indicate that the candidate is

## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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the best person for the job. The Selection Test must be considered in conjunction with the candidate's interview performance.

1. Section 1 tests the candidate's ability to solve arithmetic problems. Census representatives must be able to add, subtract and multiply in order to complete enumeration records.

A census representative who is weak in this section will require your help and supervision when the job involves arithmetic.

2. Sections 2 and 3 test the candidate's ability to follow detailed maps.

A candidate experiencing difficulty with these sections will require extra supervision to ensure that established EA boundaries are respected.

3. Section 4 tests the candidate's ability to follow written instructions and to apply procedures.

A candidate who is weak in this section may be unable to cope with training instructions or to understand and apply directions as outlined in the procedures.

4. Section 5 tests the candidate's ability to follow directions given in the form of an example, to sort information and to apply codes.

A candidate who makes errors in this section may be unable to sort information logically and may experience difficulty with editing tasks or in assisting respondents during the follow-up phase of enumeration. His/her work will require careful review.

### I. Interview Procedures

1. After the candidates have taken the written test, arrange to interview the successful candidates.
2. Plan carefully and completely BEFORE the interview. Know what points you want to cover.
3. Ensure that you have adequate supplies of all forms, pamphlets, envelopes, etc., needed to conduct the interviews.

The following forms are included in the census representative recruitment kit, for the interviews:

17C Language Proficiency Test - Census Representative (E)

## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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- 17D Language Proficiency Test - Census Representative (F)
- 17F Language Proficiency Test for Census Representative - Interviewer's Guide
- 25 Census Representative: The Job for You?
- 26 Census Application for Employment
  - Consent to the Disclosure of Personal Information
  - Declaration Regarding Criminal Convictions

In addition, ensure that you have with you:

- the candidate's Census Application for Employment (Form 26)
- the candidate's Answer Sheet (Form 27C).

4. During the interview, which will last approximately 15 to 20 minutes, you will advise all candidates of their:

(a) Duties

Describe the basic terms of employment and nature of the job responsibilities, noting such items as leaving the appropriate census questionnaire at each household in the EA and retrieving and editing these questionnaires. Refer to the "The Job for You?" pamphlet for additional details.

(b) Hours of work

Inform all candidates that they must be available to work the time required to get the job done. This would include evening and Saturday work, when necessary. The crucial period will be between May 27 and June 14. The completion date for census representatives will be between June 21 and June 28. Make sure they understand this and will be available to complete the job before considering them for census representative positions.

(c) Pay

Explain that census representatives will be paid the following:

(i) For training

\$43.75 for completion of the Drop-off Home Study Program.

\$35.00 for completion of the Edit and Follow-up Home Study Program.

\$30.50 for completion of each class-room training session.

## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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\$8.75 for completion of the Agriculture Home Study Program in rural areas.

**NOTE:** For payment of special agricultural census representatives in urban areas, see Chapter 20, Section C. 3, page 20-4.

(ii) For enumeration

Payment for enumeration is based on established piece-rates according to the type of area for which they are responsible. These piece-rates can be found in Chapter 29, Section P, page 29-17 of this manual.

**NOTE:** For census representatives in Type F EAs, see Chapter 29, Section L, page 29-13.

(iii) For Address Register

Census representatives will be paid \$60 for Address Register training and reconciliation.

(iv) For other duties (except in Type F areas)

During the course of enumeration, census representatives are required to do a variety of tasks which are not specifically covered by the piece-rates (e.g., return of materials to the Census Commissioner, completion of progress reports). They will receive a supplementary payment of \$55 to cover these duties. This payment will be paid once per assignment even if a census representative's assignment is made up of more than one EA.

**NOTE:** Census representatives in Type F EAs receive an hourly payment for enumeration, which will cover these extra tasks, so they will not receive the supplementary payment.

5. The importance of the interview should not be underestimated. Personality is a critical factor, and a good attitude is essential. Unqualified census representatives will make your job extremely difficult.
6. At the beginning of the interview, ask a general or open-ended question. Such a question will allow a candidate greater freedom to talk about him/herself. After giving the candidate

## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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an opportunity to talk, you are then free to direct the interview into areas you wish to explore by relating to the details the candidate has already revealed to you on the application form and in verbal statements.

7. During the interview, look for the following characteristics:

(a) Reliability

The candidate must demonstrate commitment to the job he/she is undertaking. Census representatives must perform their duties at **whatever time it is required** during their period of employment. A candidate who has other commitments or other priorities (for example, another job or scheduled activity) may not be available when he/she is needed and may not accomplish enough work on time.

During the interview, you can assess the candidate's degree of commitment by asking about his/her current activities, by informing the candidate of the need for a census representative to be available to work when needed, and by taking note of his/her attitude toward this requirement.

(b) Ability to present him/herself well

The Census Representative is, in most cases, the only contact between Statistics Canada and the public. The candidate must have the ability to gain the respondent's willing co-operation. To do this, the candidate must demonstrate:

- (i) appropriate personal appearance,
- (ii) tact, and
- (iii) a pleasant yet businesslike manner.

Qualities such as neatness and personal appearance can be assessed by observation during the interview.

The candidate's general manner will become apparent as the interview progresses. In general, assure yourself that the candidate will conduct him/herself in a manner that will promote a good response from members of the public.

(c) Interest in the job

A candidate who is motivated and interested in performing well will demonstrate an interest in the job. He/she will ask appropriate questions and show an interest in what he/she will be required to do.

## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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If the candidate has received the Census Representative: The Job for You? (Form 25) he/she should demonstrate that he/she has read and understood it.

8. Administer the Language Proficiency Test (Form 17C or 17D, as appropriate) to candidates for bilingual EAs. To be considered for a bilingual EA, a candidate must qualify as being bilingual.

- (a) The test is administered orally during the interview.
- (b) You have received, as part of your recruitment materials, instructions (Form 17F) on how to administer the Language Proficiency Test.

If you are unilingual and are required to test for bilingualism, contact your CAM and he/she will provide someone who can administer the test.

9. Before the End of the Interview:

- (a) Ensure that you obtain a signed Consent to the Disclosure of Personal Information and a signed Declaration Regarding Criminal Convictions.

If the candidate is unwilling to complete and sign one or both of these forms, inform him/her that he/she cannot be considered for employment.

- (b) On the Consent to the Disclosure of Personal Information:
  - (i) In Part A, mark "X" in the "Basic reliability check" box.
  - (ii) In Part B, mark "X" in the "Other" box and write "Personal identification" in the space provided.
  - (iii) Have the candidate read the form and complete Part C. Have him/her:
    - print his/her surname;
    - print **all given names in full**;
    - enter his/her sex and date of birth (**year, month, day**);
    - print his/her family name at birth;
    - print his/her present address.



## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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Have the candidate sign and date the form.

- (iv) You are to complete Part D.
  - Under "Name of authorized officer", print your name.
  - Under "Title", enter "Census Commissioner".
  - Sign and date the form in the spaces provided.
- (v) Ask the candidate to present some form of personal identification that includes the person's:
  - name,
  - address **OR** photograph, and
  - signature.

### Acceptable forms of personal identification:

The most common documents bearing the individual's name and signature together with his/her address or photograph are a driver's license or a passport. If the candidate presents a driver's license, ensure that it is valid.

If the candidate does not have a document bearing his/her name, signature and address or photograph, accept two pieces of identification such as:

- (a) Social Insurance Number card;
- (b) birth certificate; and/or
- (c) major credit cards.

### Unacceptable forms of personal identification:

Examples of **unacceptable** forms of personal ID are library cards, bus or transportation passes, club memberships and other documents that can be obtained without meeting stringent criteria.

- (vi) When you have verified the personal identification, write "personal identification check completed" and your initials in the blank area below the "Other" box in Part B.
- (vii) Give the candidate the top (**white**) copy of the Consent to the Disclosure of Personal Information.

## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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(viii) Retain copies 2, 3 and 4 in a secure place until you return them.

(c) On the Declaration Regarding Criminal Convictions:

- (i) Ask the candidate to complete and sign the form.
- (ii) If the candidate answers "Yes" to the question regarding criminal convictions, you must inform the candidate that:

- the form will be referred to your CAM;
- authorization to employ the candidate will be a joint decision between you, the CAM, and if necessary, a manager at a higher level;
- the candidate may be contacted by you, the CAM, or a superior manager for more information.

**NOTE: Consult your CAM before considering this candidate for a position.**

- 10. At the end of the interview, enter all relevant information promptly and thoroughly.
- 11. Mark "X" in the appropriate description of the interview results on the candidate's Answer Sheet - Census Representative (Form 27C).

### J. Handling and Disposal of Recruitment Papers

**All forms containing personal information are strictly confidential. Keep all administrative materials compiled for candidates under cover and in a secure area. Ensure that all forms containing personal information are not accessible to anyone but yourself or your Administrative Assistant and are not exposed to view.**

#### 1. Administrative Forms

- (a) All census applications for employment (Forms 26) are to be returned to the regional census office on May 10 and May 17 for the census representatives you have appointed. After May 17, return Forms 26 immediately after appointing a census representative. Keep all Forms 26 in

## 7. TESTING AND INTERVIEWING CENSUS REPRESENTATIVES

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file folders or envelopes and hold them in a secure place until you return them. (See **Chapter 30, Section B page 30-1.**)

**NOTE:** In the province of Quebec, if the Census Representative has completed a Form TPD-1V/TPD-1, ensure that it is attached to the Form 26.

(b) All copies of:

(i) the Consent to the Disclosure of Personal Information and

(ii) the Declaration Regarding Criminal Convictions

are to be returned when you have appointed your census representatives. Keep all these forms in file folders or envelopes until you return them. (See **Chapter 30, Section B, page 30-1.**)

### 2. Test Papers

(a) Keep all completed answer sheets (Forms 27C) in an envelope labelled "Answer Sheets". Identify it with the PROV, FED and CCD numbers. Completed answer sheets are confidential. Hold them in a secure place until you return them. (See **Chapter 30, Section B, page 30-1.**)

(b) All answer sheets and language proficiency test papers completed by candidates (Forms 27C, 17C and 17D) are to be returned to the regional census office, when you have appointed your census representatives. (See **Chapter 30, Section B, page 30-1.**)

(c) Keep all copies of the Test Booklet (Forms 27B), unused answer sheets (Forms 27C), unused language proficiency tests (Forms 17C and 17D) and answer keys (Forms 27D and 17F) in an envelope (other than the answer sheets envelope) until you return them. (See **Chapter 30, Section D, page 30-5.**)



## 8. SELECTION OF CENSUS REPRESENTATIVES

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### 8. SELECTION OF CENSUS REPRESENTATIVES

#### A. Selection of Candidates for Recommendation

1. Select the candidates you wish to recommend for the positions after you have tested and interviewed them.
2. Select your census representatives on the basis of their test scores and the personal interviews. The test score is an indicator of a candidate's intelligence and skill level, but the personal interview gives insight into the candidate's character and suitability for the job.
3. In designated bilingual areas, the candidate must be qualified in both official languages before being hired. Be aware that a candidate who qualifies but has a low score on the Language Proficiency Test may have difficulty performing his/her duties when the second language is required.
4. Be careful about selecting candidates with selection test scores lower than 60%. These candidates will require more supervision than those who received higher test scores.
5. Although this is a non-mandatory requirement, where possible try to hire a Canadian citizen.
6. Take all components, i.e. Selection Test, Language Proficiency Test (if applicable) and interview results into consideration. Recommend the person who, in your judgement, is the best person for the job.

As this is a designated student/youth employment program, you are required to staff a minimum number of positions with qualified student/youth candidates. The intent of the program is to provide employment opportunities for students and unemployed youth. This program was developed in conjunction with Employment and Immigration Canada under Section 16.1 of the Canadian Human Rights Act. It is not Statistics Canada's intent to discriminate against non-student/youth candidates. In each census commissioner district, a number of positions are available to non-student youth candidates.

#### B. Spare Census Representatives

1. Your CAM will tell you if you are to hire a spare census representative. If possible, this person should be selected from a central location to facilitate his/her use in any EA, as required. Spare census representatives should also be aware that they might be requested to work in adjacent census commissioner districts.

## 8. SELECTION OF CENSUS REPRESENTATIVES

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2. If you are to hire a spare census representative, ensure that he/she completes all home study programs, attends all regular training classes, and is paid accordingly.
3. In unilingual areas, you may find it helpful to hire a bilingual spare census representative, as you may have to provide bilingual service to some households in your district.
4. In designated bilingual areas, spare census representatives must be bilingual.

### C. Assignment of EAs to Census Representatives

1. **Rural EAs** should be assigned to census representatives who reside in the EA, if possible, so that their knowledge of the area can be used and travel can be minimized.
2. **Urban EAs** should be assigned to census representatives who live in a neighbouring EA rather than in the EA in which they reside.
3. **On the List of Candidates and Census Representatives (Form 28):**
  - (a) Enter the candidate's Selection Test score in Column 7. Ensure that you enter the final score (%) and not the number of correct answers.
  - (b) If applicable, enter the candidate's language test score in Column 8.
  - (c) Mark "X" in Column 9 if the candidate was found to be qualified as a result of the Selection Test and the interview. If the candidate was not qualified, this column is to be left blank.
  - (d) Mark "X" in Column 10, 11 or 12 to indicate the language designation of the assignment (obtained from the Form G-13, Column 8; 1 = bilingual, 2 = unilingual English and 3 = unilingual French).  
  
Do not assign an EA requiring a bilingual census representative to a candidate who did not pass the Language Proficiency Test.
  - (e) Enter in Column 13 the EA number(s) assigned to the Census Representative.

## 8. SELECTION OF CENSUS REPRESENTATIVES

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**NOTE:** For the spare Census Representative, write "spare" in Column 13.

4. When all selected census representatives have an "X" marked in Column 9, and in Column 10, 11 or 12 on the Forms 28:
  - (a) Certify your recommendations for appointment by signing the bottom left corner of the Forms 28.
  - (b) Submit copies 1 to 3 of the Forms 28 to your CAM.  
  
If you have not forwarded the Forms 28 prior to your first Stage II training class, your CAM will collect the forms in class.
  - (c) Remember to inform your CAM, in writing, of any changes required to the Forms 28, after they have been submitted.
  - (d) Prepare your MIS Report on CR Pre-hiring and submit it to your CAM at the same time as you submit your Forms 28.
5. Do not notify any candidates (successful or unsuccessful) until your CAM has approved and returned to you the Forms 28.





**9. APPOINTMENT OF CENSUS REPRESENTATIVES**

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**9. APPOINTMENT OF CENSUS REPRESENTATIVES****A. Notification of Successful Census Representative Candidates**

After the CAM has returned the approved copy 3 of the Form 28 to you, notify successful candidates by telephone. Form 28 must be approved by May 3. Ensure that the application forms (Form 26) for the successful candidates are returned to the regional census office on May 10 and May 17. You must appoint all successful candidates by May 15.

**B. Notification of Unsuccessful Census Representative Candidates**

After the CAM has approved the Form 28 and returned copy 3 to you, notify unsuccessful candidates by mail, using the Notice to Candidates (Form 28A).

**C. Social Insurance Number (for successful candidates)**

(See Census Application for Employment (Form 26))

Tell census representatives who do not have Social Insurance Numbers or who have lost their cards to contact their local Canada Employment Centre or Post Office to correct the problem. Mentioning their employment with the census should ensure faster service.

Instruct the Census Representative to notify you of the number when it is issued. If it is issued after you have submitted the Form 26, notify your CAM who will ensure that this number is given to the regional census office.

**D. Responsibilities when Appointing Census Representatives**

1. Explain the rates and method of pay to each census representative candidate using the Census Representative's Instruction Sheet (Form 28B) and the detailed instructions found in **Chapter 29, Sections B to G, starting on page 29-1**. The Form 28B can be found in the appointment kit.
2. Administer the Terms and Conditions of Employment (Form 24A) and the Oath or Affirmation of Office and Secrecy (Form 24) to each census representative candidate. (See **Sections E and F** of this chapter.) Forms 24 and 24A can be found in the appointment kit.

## 9. APPOINTMENT OF CENSUS REPRESENTATIVES

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3. Issue a Census Identification Card (Form 12) and card holder. (See **Section G** of this chapter.) Form 12 can be found in the appointment kit.
4. Complete Parts 3 and 4 of the Census Application for Employment (Form 26). (See **Section H** of this chapter.)
  - (a) Complete Part 3, items 13 to 26.
  - (b) Ask the Census Representative to provide answers to Part 4, items 27 to 29. Accept whatever information the Census Representative is willing to provide.
5. Return the Forms 26 following the procedures in **Section I** of this chapter.
6. Tell the Census Representative to read the Safety pamphlet (Form 28I).
7. Give the Census Representative a carrying case containing the pre-training kit.
8. Ensure that the selected Census Representative is aware of the exact boundaries of the EA to avoid duplication or omissions.
9. Explain the remaining items on the Census Representative's Instruction Sheet (Form 28B). (See **Section J** of this chapter.)
10. Distribute the enumeration material required for the EA as per the Form 14B.
11. Give each census representative who does not live in the city, town or village where training takes place an Expense Account (Form 35) to enter his/her kilometrage for travel to training. Inform the Census Representative that you will request this information at the training class. Ensure that the Census Representative understands that kilometrage is to be entered on the Form 35 for each trip.
12. **In the province of Quebec:**

Inform each census representative that provincial income tax deductions will be made unless the Census Representative completes and submits a Form TPD-1V/TPD-1 claiming total exemption from tax deductions. Partial exemption is not permitted.

Forms TPD-1V/TPD-1 are found in the census representative recruitment kits. Instruct those census representatives who wish to complete a Form TPD-1V/TPD-1 to do so, and to return the completed form to you no later than May 15.

**9. APPOINTMENT OF CENSUS REPRESENTATIVES**

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When you receive a completed Form TPD-1V/TPD-1, ensure that you:

- (a) attach the completed Form TPD-1V/TPD-1 to the Form 26;
- (b) mark "yes" in item 23(c) (i.e. TPD-1V/TPD-1 attached) on the Census Representative's Census Application for Employment (Form 26);
- (c) register the receipt of Forms TPD-1V/TPD-1 in the Record of Forms TPD-1V/TPD-1 Received which is in the back of your CCD Record.

**E. Administer the Terms and Conditions of Employment (Form 24A)**

1. Explain the Terms and Conditions of Employment (Form 24A).
2. Ensure that all candidates understand the obligations they are assuming and the penalties for violating these obligations. (For information on penalties, refer to **Appendix A of the Procedures Manual - Section 30 of the Statistics Act.**)
3. Two copies of the Terms and Conditions of Employment are to be signed by the Census Representative and you.
4. Give one copy of the Terms and Conditions of Employment to the Census Representative and keep the other for your own records. Return your copy after you have appointed your census representatives. (See **Chapter 30, Section B, page 30-1.**)

**F. Administer the Oath or Affirmation of Office and Secrecy (Form 24)**

1. Administer the Oath or Affirmation of Office and Secrecy to each census representative candidate. You will require a Bible to administer the oath. Those persons who do not recognize the Bible must affirm the Oath or Affirmation of Office and Secrecy as binding them to the stipulations of the Statistics Act.
2. Ensure that each census representative signs the Oath or Affirmation of Office and Secrecy.
3. Keep each signed Oath or Affirmation of Office and Secrecy until you have appointed all your census representatives. (See **Chapter 30, Section B, page 30-1.**)

## 9. APPOINTMENT OF CENSUS REPRESENTATIVES

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### G. Identification Cards

Issue each census representative an identification card as follows:

1. Enter the name of each census representative to whom you issue an identification card, in the Identification Card Record of your CCD Record.
2. Sign the identification card yourself.
3. Have the Census Representative sign the card in your presence.
4. Instruct the Census Representative to return the card along with his/her completed assignment. Lost identification cards must be reported to you at once.

### H. Census Application for Employment (Form 26)

At the time of appointment, complete Parts 3 and 4 of the Census Application for Employment (Form 26).

1. To complete Part 3:
  - (a) **Items 13 to 18** - Enter the PROV, FED, CCD and EA numbers.
  - (b) **Item 19** - Enter the applicant's Social Insurance Number.
  - (c) **Item 20** - Enter the applicant's date of birth.
  - (d) **Item 21** - Indicate the applicant's sex.
  - (e) **Item 22** - Enter the applicant's selection test score. Ensure that you enter the final score (%) and not the number of correct answers.
  - (f) **Item 23(a)** - Mark "X" in the "Yes" or "No" box as applicable.
  - (g) **Item 23(b)** - Form TD1 is not allowed for census representatives. Mark "X" in the "No" box.
  - (h) **Item 23(c)** - In the province of Quebec, indicate whether a Form TPD-1V/TPD-1 is attached.
  - (i) **Item 24** - Mark "X" in the census representative box under "Appointed position". If a spare census representative is hired, mark "X" in box number "7", Other.

## 9. APPOINTMENT OF CENSUS REPRESENTATIVES

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- (j) **Item 25** - Mark "X" in the language designation of the assignment.
  - (k) **Item 26** - Mark "X" in one box only for applicant's language ability.
2. To complete Part 4, ask the Census Representative to provide answers to items 27 to 29.
- (a) **Item 27** - Indicate the applicant's major activity preceding the appointment.
  - (b) **Item 28** - Mark "X" in only one box for each applicant.
  - (c) **Item 29** - Indicate whether the applicant has any long-term disabilities or handicaps.

**NOTE:** If the Census Representative is unwilling to provide any of this information, complete those items you can.

### I. Return of Census Application for Employment (Form 26)

#### 1. On May 10:

- (a) Complete the MIS Report on CR Hiring for those census representatives whom you have appointed so far. You will complete the remainder of this report on May 17.
- (b) Return the completed Census Application for Employment (Form 26) for each of the census representatives whom you have appointed so far.

- (i) Ensure that all applicable sections are completed.
- (ii) Verify that there is an entry for the following items:
  - item 19, Social Insurance Number;
  - item 20, Date of birth.

In the province of Quebec:

- item 23(c), (Form TPD-1V/TPD-1 attached), "Yes" or "No".

If the Census Representative has completed a Form TPD-1V/TPD-1, ensure that item 23(c) is marked "Yes" and the Form TPD-1V/TPD-1 is attached to the Form 26.

## 9. APPOINTMENT OF CENSUS REPRESENTATIVES

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(iii) See **Chapter 30, Section B, page 30-1** for specific requirements for the handling and return of Forms 26.

2. On May 17:
  - (a) Complete the MIS Report on CR Hiring.
  - (b) Return the completed Census Application for Employment (Form 26) for the census representatives whom you have appointed since May 10. Verify the entries as in 1(b)(ii) above and refer to **Chapter 30, Section B, page 30-1**.
3. After May 17:
  - (a) Return the completed Form 26 for any additional census representatives (e.g., remaining appointments, late hiring or replacements) immediately after you appoint them. Verify the entries as in 1(b)(ii) above and refer to **Chapter 30, Section B, page 30-1**.
  - (b) Instruct your Administrative Assistant to prepare and return all used recruitment material between May 27 and May 29. Refer to **Chapter 30, Section B, page 30-1** for specific requirements for the handling and return of other recruitment materials.

### J. Census Representative's Instruction Sheet (Form 28B)

Explain to each census representative the items on the Form 28B which have yet to be covered:

1. the VR;
2. the home study programs to be completed;
3. which chapter (VII or VIII) of the Procedures Manual to refer to when completing the agriculture portion of the Drop-off Home Study Program;
4. the time and location of the first training class and the materials required for the class; and
5. the completion of the Expense Account (Form 35) to register travel to training.

### K. Resignation and Dismissal of Census Representatives

1. The Statistics Act provides that, after having taken the oath, a census representative who deserts from his/her duty is guilty of an offence and is liable to the penalty of a fine up to \$1,000 or

## 9. APPOINTMENT OF CENSUS REPRESENTATIVES

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to a prison term of up to six months or to both (**Section 30 of the Statistics Act**).

2. You may dismiss census representatives for misconduct or failure to perform their duties, but they must be paid for the work done up to the time of dismissal.

Consult your CAM before you take this action.

3. Advise any census representatives that they have been released, and claim payment on their behalf on a Partial Payment Account (Form 36). (See **Chapter 29, Section J, page 29-12.**) Submit the account to the regional census office, "Attention RCA Census", once it has been completed.

Use your spare Census Representative (if hired), a census representative who has completed his/her assignment, or hire a replacement if necessary, to complete the enumeration of these EAs.

4. Enter the details of every staff turnover case in the Census Commissioner Report on Staff Turnover located in the CCD Record.

### **L. Replacement of Census Representatives Before the Start of Enumeration**

1. If a census representative resigns before enumeration begins, use your spare Census Representative (if hired); use another candidate who passed the test; or test a new candidate to fill this vacancy.
2. You are responsible for training new staff. They will be paid accordingly for any training received (e.g., if they receive training equivalent to one class-room session, they are paid for one class-room session).
3. Ensure that the replacement:
  - (a) understands the rate of pay for the assignment,
  - (b) has been administered the Terms and Conditions of Employment and Oath or Affirmation of Office and Secrecy,
  - (c) has signed a Consent to the Disclosure of Personal Information and a Declaration Regarding Criminal Convictions, and
  - (d) has been issued an identification card.

## 9. APPOINTMENT OF CENSUS REPRESENTATIVES

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4. Return the completed Forms 26 for replacement census representatives to the regional office immediately after you appoint them. Verify the entries as in Section I, item 1(b)(ii) on page 9-6 and refer to **Chapter 30, Section B, page 30-1**.
5. Partial payment instructions are found in **Chapter 29, Section J, page 29-12**.

### M. Collective EA Census Representatives

Refer to **Chapter 18, Section C, item 7, page 18-4** for instructions on how and when to appoint collective EA census representatives.

### N. Clean-up Census Representatives

1. It may be necessary to use a clean-up census representative for the following:
  - (a) to follow up on missing and incomplete questionnaire cards (Forms 4A and 4B) created by census representatives;
  - (b) to clean up EAs which failed Quality Control at second review;
  - (c) to perform follow-up in EAs which failed the Quality Control Check of cancelled lines.
2. A census representative who has completed his/her work, or the spare, could be used as a clean-up census representative.
3. Always select the most qualified person available. (The use of a census representative who has already successfully completed an assignment is preferable to using a spare who has not worked during the regular enumeration.)
4. CAM approval must be obtained before any census representative can be appointed to do clean-up.

### O. Interpreters

1. For languages other than the official languages (English and French):
  - (a) Try to hire census representatives who can enumerate their areas without an interpreter.



## 9. APPOINTMENT OF CENSUS REPRESENTATIVES

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- (b) If a census representative needs an interpreter, first check whether a member of the respondent's household can assist in collecting the information.
  - (c) Suggest that the Census Representative return in the evening when other members of the family or school-age children are at home. Use these people as interpreters to enumerate the household, if possible.
  - (d) If a census representative still needs an interpreter, advise your CAM. He/she will give you instructions concerning the hiring of interpreters.
2. For the English and French languages:
- (a) All households that complete a questionnaire in an official language other than the language the Census Representative speaks must have Telephone Follow-up and Field Follow-up conducted in that language. There are to be no exceptions.
  - (b) If cases occur where there is no census representative in your census commissioner district who can deal with a household in the official language of its choice, inform your CAM. He/she will provide a bilingual census representative.



10. CENSUS COMMISSIONER'S ADMINISTRATIVE ASSISTANT

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**10. CENSUS COMMISSIONER'S ADMINISTRATIVE ASSISTANT**

**A. Role of the Administrative Assistant**

As a census commissioner, you are responsible for the performance of numerous clerical and administrative functions in the course of your duties.

Since your most important duties are to train and supervise your census representatives, you will have an administrative assistant to ASSIST you with your clerical and administrative work. This will result in your having more time to spend on your supervisory responsibilities. Recruit candidates for this position in the same way as you recruited census representatives.

**B. Qualifications**

A well qualified administrative assistant will mean greater freedom and flexibility for you in the performance of your duties. However, your Administrative Assistant is not to make decisions for you or solve problems. He/she will register and notify you of calls received from census representatives.

1. Look for such qualities as initiative and reliability. Your Administrative Assistant must be capable of performing his/her duties with minimal supervision.
2. Choose a person who writes neatly. He/she will complete a number of reports which you will use to control the enumeration process.
3. Choose a tactful person. Your Administrative Assistant will have to converse with your census representatives, your CAM, TAS personnel and, possibly, with the general public.
4. Look for a candidate who resides in an area close to your office to minimize travel.

**C. Testing Candidates**

The candidates must complete the same test as the census representatives (Selection Test Booklet - Census Representative (Form 27B)).

**D. Interviewing Candidates**

Interview candidates who passed the Selection Test. Advise all candidates during the interview of their:

10. CENSUS COMMISSIONER'S ADMINISTRATIVE ASSISTANT

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1. Duties

- (a) collecting, compiling and completing Management Information System reports (e.g., Report on Drop-off, Report on Mail Receipts, Report on Completion Status);
- (b) sorting and distributing mail receipts;
- (c) registering messages and queries from census representatives;
- (d) completing action cards (Forms 81);
- (e) registering Forms 6D in the Control Record (rural areas only);
- (f) distributing additional supplies to census representatives;
- (g) assisting the Census Commissioner in applying EA quality checks after Drop-off and at the end of enumeration;
- (h) preparing completed EAs for shipment to the regional census office;
- (i) performing other duties as identified by the Census Commissioner.

2. Hours of Work

- (a) The Administrative Assistant is to work for a period not to exceed 90 hours during the entire census operation. This includes time to conduct the Post-Drop-off Coverage Check.

The Administrative Assistant must work a minimum of two working hours each day and one additional hour on the days when reports on completion status are collected.

The Administrative Assistant must be available to complete the Post-Drop-off Coverage Check before or during the June 7 training class.

- (b) If you are in a rural area, the regional census office may allot an additional 10 hours of administrative assistant time for mail distribution.
- (c) If you are in a rural area with township plans, you will be allotted an additional 10 hours of administrative assistant time for registering Forms 6D in the Control Record.

**NOTE:** If you are unsure whether or not points (b) and/or (c) above apply to you, ask your CAM.

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### 3. Payment

The Administrative Assistant will be paid an hourly rate of \$8.75. This hourly rate contains an amount of 4% in lieu of vacation leave.

### 4. Before the End of the Interview

All candidates must sign a Consent to the Disclosure of Personal Information and a Declaration Regarding Criminal Convictions. Follow the procedures in **Chapter 7, Section I, item 9, page 7-8.**

## E. Appointment of Administrative Assistant

Hire on the basis of the best selection test score and the personal interview. If you are working in a bilingual CCD, your Administrative Assistant **MUST** pass the oral test for bilingualism (Language Proficiency Test, Form 17C or 17D).

When you have decided who the successful candidate is:

1. Administer the Oath or Affirmation of Office and Secrecy (Form 24). (Follow the same procedure as you did for census representatives. **See Chapter 9, Section F, page 9-3.**)
2. Issue an identification card. (Follow the same procedure as in **Chapter 9, Section G, page 9-4.**)
3. Complete Parts 3 and 4 of the Form 26 for the Administrative Assistant. (Follow the same instructions for completion of the form as you did in **Chapter 9, Section H, page 9-4.**)
4. Give the Administrative Assistant a Census Hourly Employee Account (Form 34) on which he/she is to enter the hours worked, on a daily basis. You will be responsible for completing the remainder of the entries on the form. (**See Chapter 29, Section M, page 29-14, "Payment of Hourly Rate Employees"** for specific instructions.)
5. If your Administrative Assistant does not have a Social Insurance Number or has lost his/her card, tell him/her to contact the local Canada Employment Centre or Post Office to correct the problem. Mentioning employment with the census should ensure faster service.
6. Province of Quebec: Inform your Administrative Assistant of the provincial income tax deductions. (Follow the same procedures found in **Chapter 9, Section D, item 12, page 9-2.**)

**10. CENSUS COMMISSIONER'S ADMINISTRATIVE ASSISTANT**

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**F. Training**

There is a structured training program (Form 55A) prepared for the Administrative Assistant. You must supplement this training with on-the-job training. The Census Commissioner's Administrative Assistant Self-instruction Program (Form 55A) is divided into six sections:

1. Section I introduces the Administrative Assistant to the job. It provides an overview of Statistics Canada and the census and of the census data collection process.
2. Section II instructs the Administrative Assistant on the MIS Report Book.
3. Sections III and IV instruct the Administrative Assistant on the Post-drop-off Coverage Check and on the quality checks to be carried out (e.g., coverage checks, map checks, VR checks, and Forms 4A and 4B checks).
4. Section V provides instruction on the creation of action cards.
5. Section VI instructs the Administrative Assistant (in areas with township plans) on the completion of the CC Form 6D Control Record.

**G. Use of Administrative Assistant**

1. The following is a proposed work schedule that will assist you in planning work for your Administrative Assistant.

<b>Dates</b>	<b>Total hours</b>	<b>Activity</b>
May 27-June 1 (6 days)	12 (2 hours per Drop-off day)	- completing Sections I, III and V of the Census Commissioner's Administrative Assistant Self-instruction Program (Form 55A) - general administration - completing Forms 81 - registering messages from census representatives and distributing miscellaneous supplies
June 3	2 (required only if there is a large number of collective dwellings to be visited by CRs)	- registering messages

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Dates	Total hours	Activity
June 4-6	9 (3 hours per day)	<ul style="list-style-type: none"> <li>- completing Section II of the Census Commissioner's Administrative Assistant Self-instruction Program (Form 55A)</li> <li>- registering messages</li> <li>- receiving and sorting mail</li> <li>- completing and transmitting reports on mail receipts daily</li> <li>- completing Forms 81</li> </ul>
June 5		<ul style="list-style-type: none"> <li>- transmitting drop-off total reports</li> </ul>
June 7	7	<ul style="list-style-type: none"> <li>- completing Section VI of the Census Commissioner's Administrative Assistant Self-instruction Program (Form 55A)</li> <li>- completing the Post-Drop-off Check (before or during Edit and Follow-up training)</li> </ul>
June 10	2	<ul style="list-style-type: none"> <li>- receiving and sorting mail</li> <li>- completing CR Training Report</li> <li>- completing and transmitting reports on mail receipts</li> <li>- registering messages</li> </ul>
June 11	3	<ul style="list-style-type: none"> <li>- receiving and sorting mail</li> <li>- completing and transmitting CR Training Report, reports on mail receipts and on completion status and (if applicable) Report on Progress for Special Agricultural CRs</li> <li>- registering messages</li> </ul>
June 12	2	<ul style="list-style-type: none"> <li>- receiving and sorting mail</li> <li>- completing and transmitting Report on Mail Receipts</li> <li>- registering messages</li> </ul>
June 13	3	<ul style="list-style-type: none"> <li>- receiving and sorting mail</li> <li>- completing and transmitting reports on mail receipts</li> <li>- completing Section IV of the Census Commissioner's Administrative Assistant Self-instruction Program (Form 55A)</li> <li>- registering messages</li> </ul>

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<b>Dates</b>	<b>Total hours</b>	<b>Activity</b>
June 14	3	<ul style="list-style-type: none"> <li>- receiving and sorting mail</li> <li>- completing and transmitting Report on Mail Receipts</li> <li>- registering messages</li> <li>- applying quality checks to EAs</li> </ul>
June 17	2	<ul style="list-style-type: none"> <li>- registering messages</li> <li>- receiving and sorting late mail returns</li> <li>- completing and transmitting Report on Mail Receipts</li> <li>- applying quality checks to EAs</li> </ul>
June 18	4	<ul style="list-style-type: none"> <li>- registering messages</li> <li>- receiving and sorting late mail returns</li> <li>- completing and transmitting Report on Completion Status, Mail Receipts Tally Sheet for final Report on Mail Receipts and (if applicable) Report on Progress for Special Agricultural CRs</li> <li>- applying quality checks to EAs</li> </ul>
June 19- July 5	41 (approximately 3 hours per day)	<ul style="list-style-type: none"> <li>- assisting in the application of quality checks to completed EAs</li> <li>- sorting and packing completed EAs</li> <li>- completing Mail Receipts Tally Sheet to June 28</li> </ul>
June 25		<ul style="list-style-type: none"> <li>- completing and transmitting Report on Completion Status, and (if applicable) Report on Progress for Special Agricultural CRs</li> </ul>
July 2 and 5		<ul style="list-style-type: none"> <li>- completing and transmitting Report on Completion Status, and (if applicable) Report on Progress for Special Agricultural CRs</li> <li>- transmitting final Report on Mail Receipts (July 2 only)</li> </ul>



10. CENSUS COMMISSIONER'S ADMINISTRATIVE ASSISTANT

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2. You must ensure that your Administrative Assistant is available:
  - (a) to receive and sort questionnaires returned by mail and complete reports on mail receipts, June 4 to 17;
  - (b) on dates when you are collecting reports from your census representatives and transmitting results to your CAM;
  - (c) to complete the Post-Drop-off Coverage Check before or during the Edit and Follow-up training class;
  - (d) to assist you in the quality check of the EA prior to the Quality Control performed by the Quality Control Technician;
  - (e) for sorting and packing completed EAs for return to the regional census office (June 19 to July 5).
3. You determine and control the extent and duration of the Administrative Assistant's job. This will vary according to the nature of the work assigned and the competence of your Administrative Assistant.
4. Make sure your census representatives know who your Administrative Assistant is and what he/she will be doing on your behalf. Inform them of the hours that the Administrative Assistant will be working so they can make their calls during these periods.



## 11. RECEIPT AND DISTRIBUTION OF SUPPLIES

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### 11. RECEIPT AND DISTRIBUTION OF ENUMERATION FORMS AND SUPPLIES

#### A. Introduction

Enumeration forms and supplies will be shipped to you from the regional census office in three shipments. This chapter describes the procedures related to the receipt of material from the regional census office, the contents of the shipments and the procedures for distributing material to the census representatives.

#### B. Advance Notification of Shipments

You will receive advance notification of incoming shipments from the regional census office Logistics Unit, by either mail or telephone. This notice will indicate the "Estimated Time of Arrival" of a shipment.

##### 1. Notification by Telephone

Notification by telephone will be made whenever the mail service may be slower than the actual delivery of material (e.g., one-day road carrier service). When notification is made by telephone, the canary copy of the Packing Slip (Form X-204) will be included with the white copy, within the shipment.

##### 2. Notification by Mail

When shipping will take a number of days, the canary copy of the Packing Slip (Form X-204) will be mailed to you in advance.

##### 3. Non-receipt of Shipments

If a shipment does not arrive according to the "Estimated Time of Arrival", notify your CAM immediately so follow-up action can be taken.

#### C. Receipt of Material

##### 1. Receiving the Shipment

You should be present to receive shipments. If this is not possible, arrange for someone to be present when the shipments are scheduled to arrive.

## 11. RECEIPT AND DISTRIBUTION OF SUPPLIES

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### 2. Locate Packing Slip

Upon receipt of a shipment, open the box marked "Packing Slip enclosed" and locate the Form X-204 and Form 14A for shipment number 1, the Form X-204 and Forms 14B and 14C for shipment number 2, or the Form X-204 for shipment number 3.

### 3. Verification of Shipment Contents

(a) Before the carrier leaves, compare the number of boxes received to the last number indicated in the first column of the Form X-204 to ensure that all boxes have been received.

(b) Any discrepancy in the number of boxes and any damage to the shipment is to be noted on the carrier's receipt document.

(c) Sign the carrier's receipt document.

(d) Verify that all the material listed has been included. Refer to **Section D** of this chapter for specific instructions related to shipments number 1, 2 and 3.

#### (e) If no material is missing

(i) date and sign both copies (white and canary) of the Form X-204;

(ii) keep the white copy for your own records;

(iii) forward the canary copy to the regional census office. (Use a supplied brown envelope and a regional census office sticker and indicate on the envelope "Form X-204 enclosed".)

#### (f) If material is missing

(i) identify and note what material is missing on both copies of the Form X-204 (white and canary);

(ii) contact your CAM immediately so the missing boxes or material can be delivered to you as soon as possible;

**NOTE:** If your CAM replaces the missing material using his/her supplies, note this in the "Remarks" column of the Form X-204.

## 11. RECEIPT AND DISTRIBUTION OF SUPPLIES

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- (iii) date and sign both copies of the Form X-204;
- (iv) keep the white copy for your own records;
- (v) forward the canary copy to the regional census office. (Use a supplied brown envelope and a regional census office sticker and indicate on the envelope "Form X-204 enclosed".)

### D. Shipments

#### 1. Shipment Number 1

The first shipment contains the administration, recruitment, appointment and pre-training forms which you require. This shipment is sent to your home and should arrive between March 26 and April 9. The appointment and pre-training supplies are listed on the Form 14A. The contents of the administration kit and recruitment kit are listed below:

#### (a) Administration kit (listed on Form X-204)

Form No.	Kit item
7A	List of Collective Dwellings in EA
10	Census Commissioner's Preliminary Report on Population and Dwellings
15	EA Return Shipping Invoice
30	Census Commissioner's Account
31	Authorization Form
32	Census Representative's Interim Payment
33	Census Representative's Account
33A	Daily Register of Employment
34	Census Hourly Employee Account
35	Expense Account
36	Partial Payment Account
81	Action Card
-	Miscellaneous supplies (EA stamps, envelopes, regional census office stickers, pens, pencils, etc.)
-	Collective EA stickers
-	"Form 15 enclosed" stickers

#### (b) Recruitment kit (listed on Form X-204)

Form No.	Kit item
17C	Language Proficiency Test - Census Representative (E)

## 11. RECEIPT AND DISTRIBUTION OF SUPPLIES

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17D	Language Proficiency Test - Census Representative (F)
17F	Language Proficiency Test for Census Representative - Interviewer's Guide
25	Census Representative: The Job for You?
26	Census Application for Employment
26A	Notice of Examination
27B	Selection Test Booklet - Census Representative
27C	Answer Sheet - Census Representative
27D	Answer Key - CR Selection Test
28	List of Candidates and Census Representatives
28A	Notice to Candidates
-	Consent to the Disclosure of Personal Information
-	Declaration Regarding Criminal Convictions
TPD-1V/TPD-1	Source Deductions Return (Quebec)

### (c) Verification of contents

- (i) Sort all the material received by form number and language.
- (ii) Check the quantity and language of each form, contained in shipment number 1, against the information shown on the Form 14A and Form X-204.
- (iii) Check the quantity of other items (e.g., pens, file folders) against the quantities shown on the Form X-204.
- (iv) Follow the instructions in **Section C, item 3(e) or (f)** when you have completed your check.

### (d) Storage of appointment and pre-training material

You must store this material until you assemble the census representative supplies. (See **Section G** of this chapter.)

## 2. Shipment Number 2

This shipment includes all the enumeration forms and supplies required to train census representatives and to carry out the enumeration of your census commissioner district by your census representatives. This shipment is scheduled to arrive in your office between April 15 and April 26. The contents of shipment number 2 are outlined below:

## 11. RECEIPT AND DISTRIBUTION OF SUPPLIES

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### (a) Census Commissioner training kit (listed on Form X-204)

- Form 50B - Drop-off Training Guide - Mail-back Areas
- Form 50D - Edit and Follow-up Training Guide  
(Population) -Mail-back Areas
- Form 50E - Flip Chart - CR Training (Population) - Mail-  
back Areas
- Form 50F - Edit and Follow-up Training  
Guide (Agriculture) -Mail-back Areas
- Form 50G - Flip Chart - CR Training (Agriculture) -  
Mail-back Areas
- Form 53A - Collective Dwellings Training Guide
- Form 53C - Collective EA Training Guide.
- Form 55A - Census Commissioner's Administrative  
Assistant Self-instruction Program
- Form 50J - Address Register Training Guide, if  
applicable
- Census Training Videocassette

### (b) Bulk enumeration forms and supplies

This encompasses all of the enumeration forms and supplies which you will distribute to census representatives in your district, plus your spare enumeration supplies.

### (c) Verification of quantities

The quantities (and language, if applicable) of all material contained in shipment number 2 will be listed on the Forms 14B, 14C and Form X-204. The forms can be located in the shipping package marked "Packing Slip enclosed". Verify that the correct quantities and languages have been shipped to you. Follow the instructions in **Section C, item 3(e) or (f)** of this chapter when you have completed your check.

#### (i) Census Commissioner's List of Forms and Supplies (Forms 14B and 14C) list, by enumeration area:

- the enumeration material to be distributed when you appoint your census representatives;
- the enumeration material to be distributed in training.

#### (ii) Sorting and checking of material received against the Forms 14B and 14C:

- Sort all the material received by form number and language.

## 11. RECEIPT AND DISTRIBUTION OF SUPPLIES

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- Compare the total quantities of material received against the CCD total on Forms 14B and 14C to ensure that you have received the correct quantity of material in the correct language for your census commissioner district.

**NOTE:** You will not be able to check the quantities and language of training guides against Forms 14B and 14C (these quantities can be checked against the Form X-204). If you are in a unilingual district, you will receive a copy of each training guide in the language of your district. If you are in a designated bilingual district, you will receive a copy of each training guide in each official language. (See Section D, item 2(a) of this chapter for the list of training guides.)

- In urban areas, compare the number of Forms 6 and 6E on the Form 14B to the number of listings on the Forms 6B (List of 1986 Agricultural Operators). There must be one Form 6 and Form 6E for each name on the Form 6B plus two extra for new operators who may now live in the EA.

(iii) **Checking material received against the Form X- 204**

Refer to the Form X-204 to verify the quantities and language (if applicable) of the material which is not listed on the Forms 14B or 14C.

3. **Shipment Number 3**

This shipment contains address registers. You will receive this shipment only if you are involved in address register training and reconciliation. This shipment should arrive sometime in mid-May. Verify that all the address registers listed on the Form X-204 are contained in the shipment.



## 11. RECEIPT AND DISTRIBUTION OF SUPPLIES

**E. Use of Shipping Cartons**

The supplies which you receive will be packaged in shipping boxes (Carton No. 2) and/or in EA boxes.

1. You will use the EA boxes you receive to hold the supplies for each census representative. During the appointment process you will give the box of supplies to the Census Representative.
2. Keep the Cartons No. 2 which you receive. These cartons will be used when you return completed EA assignments to the regional census office.

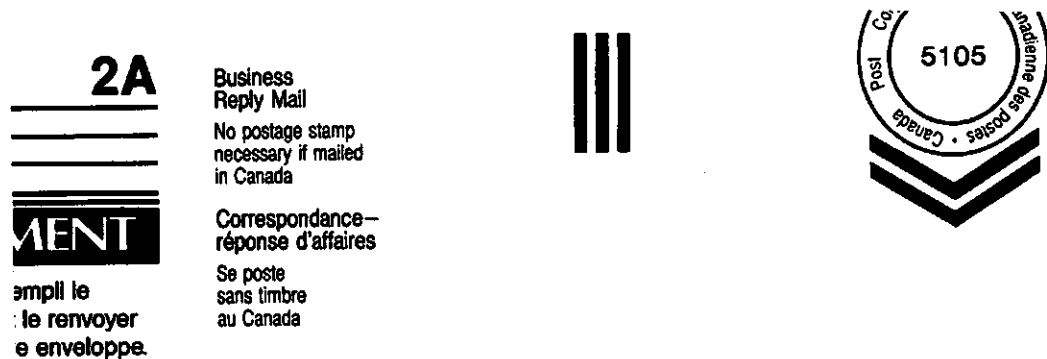
**F. Preparation of Mail-back Envelopes**

Stamp all mail-back envelopes for Forms 2A, 2B and 6 with your return mailing address. Your CAM will provide you with a rubber stamp for this purpose. Allocate the stamped mail-back envelopes according to the quantities listed on the Form 14B.

When stamping the envelopes, ensure that the address is straight and that the imprint is dark. Re-ink the stamp after each envelope to ensure consistency. Do not try to stamp an envelope more than once as this will blur the postal code which is very important to Canada Post. Position the imprint inside the designated box as close to the centre of the box as possible.

**NOTE:** If the Forms 6 are to be mailed back to a different address, that address will already appear on the envelope, or your CAM will give you address stickers to put on the envelopes.

Example:



T - 35 - 064 - 04      32  
Toronto, Ont.

M4T 1M4

11. RECEIPT AND DISTRIBUTION OF SUPPLIES

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**G. Preparation and Distribution of Census Representative Supplies  
(Prior to Training) Between May 6 and 15**

1. Assemble and deliver the following to each census representative, prior to training:
  - (a) an appointment kit;
  - (b) a pre-training kit in the language in which the Census Representative will be trained;
  - (c) all the enumeration material required for the enumeration area as per the quantities listed on Form 14B.
2. The contents of the **appointment kit** are outlined below. Insert the contents into a brown envelope. Place the brown envelope in the carrying case for ease of reference when appointing the Census Representative.

**APPOINTMENT KIT**

<b>Form No.</b>	<b>Kit item</b>
12	Census Identification Card
24	Oath or Affirmation of Office and Secrecy
24A (2 copies)	Census Representative's Terms and Conditions of Employment
28B	Census Representative's Instruction Sheet (completed)
TPD-1V/TPD-1	Source Deductions Return (province of Quebec only)
28I	Safety pamphlet

3. The contents of the **pre-training kit** are outlined in item 4 below. Remember to:
  - (a) Assemble the census representative's kit in the language he/she will be trained in.
  - (b) Perform VR cancellations according to procedures described in **Chapter 14**. Refer to the EA stamp for the VN (verification number).
  - (c) Place the kit contents in a carrying case.
4. Pre-training Kit

<b>Form No.</b>	<b>Kit item</b>
1	Visitation Record

## 11. RECEIPT AND DISTRIBUTION OF SUPPLIES

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6B	List of 1986 Agricultural Operators (if applicable)
35	Expense Account (if applicable)
41	Procedures Manual - Mail-back Areas
50A	Drop-off Home Study Program for Mail-back CRs
59C	Agriculture Home Study Program (if applicable)
59D	Agriculture Training Work Book (if applicable)
-	EA map (township plan, if applicable)
-	Miscellaneous supplies (e.g., black pens, pencils, elastic bands)

5. Complete the **Census Representative's Instruction Sheet (Form 28B)** for each appointed census representative:
  - (a) Enter the Census Representative's EA number and name.
  - (b) Mark "X" in the characteristics of each census representative's EA.
  - (c) Mark "X" in the space provided for each item you inserted into the carrying case.
  - (d) Enter either VII or VIII in number 3.
  - (e) Enter the place, date and time of the first training class the Census Representative is to attend.
  - (f) Enter your name, address, and telephone number in the space provided.
  - (g) Enter under "Private Dwellings" the piece-rate payment for Forms 2A, 2B and 4A. (See Chapter 29, Section P, page 29-17 for the rates.)
6. Sort and assemble into an EA box or boxes the enumeration material required for each EA, according to the quantities shown on Form 14B.
7. Write the PROV, FED, EA and VN numbers in large numerals in the space provided on the EA box for each EA in your district.

**NOTE:** Print "Box \_\_\_ of \_\_\_" (or "Boîte \_\_\_ de \_\_\_") if it is missing in the bottom left corner of the EA box under the identification numbers. There was a printing error on the boxes. In some cases the French is missing; in others, both French and English are missing.

**11. RECEIPT AND DISTRIBUTION OF SUPPLIES**

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In the case of an EA split, identify the new EAs and the number of new EAs created by the split.

**Example:**

If EA 001 is split into three EAs, the new EAs must be identified as follows: A of C, B of C and C of C.

PROV 35      FED 021    EA 001A    VN 2  
 Box 1 of 1    A of C

The remaining boxes would be labelled:

Box 1 of 1    B of C  
 Box 1 of 1    C of C

8. Individual EA maps and a List of Enumeration Areas (Form G- 13) will be given to you by your CAM during the first stage of census commissioner training. Be sure to include the EA maps in the census representatives' pre-training kits.
9. Using the Form 14B, check with each census representative the quantities of all the enumeration material you deliver. If any shortages are discovered, replace them with some of the spare supplies you have brought with you.

**H. Distribution of Supplies During Training Class**

1. Distribute the balance of enumeration supplies during the training sessions, as shown in the schedule in **Section I** of this chapter.
2. Ensure that the material is ready a day in advance for distribution on each specified date.

**I. Schedule for Distribution of Supplies**

<b>Activity</b>	<b>Date of distribution</b>	<b>Materials distributed</b>
Appointing census representatives	May 6 - May 15	- carrying case - pre-training kit - appointment kit - bulk enumeration material as per Form 14B - EA map
Drop-off training	May 23	- Form 7A, List of Collective Dwellings in EA

## 11. RECEIPT AND DISTRIBUTION OF SUPPLIES

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		- Form 50C, Edit and Follow-up Home Study Program for Mail-back CRs
Collective dwelling training	May 31	- Form 3, Individual Census Questionnaire - Form 1A, Collective Dwelling Record - Form 53B, Collective Dwellings Self-instruction Program - Forms 2B
Address register training	June 5	- Form 41AR, Procedures Manual - Address Register  - Form 8, Address Register
Edit and Follow-up Training (population)	June 7	- Form 1B, Notice of Census Representative's Call  - Forms 4A and 4B, Missing and Incomplete Questionnaire Cards
Edit and Follow-up Training (agriculture)	June 10	- Forms 4A and 4B, Missing and Incomplete Questionnaire Cards



## 12. TRAINING OF CENSUS REPRESENTATIVES

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### 12. TRAINING OF CENSUS REPRESENTATIVES

#### A. Importance of Training

Proper training of census representatives is important. The success of the census depends largely on how well they do the job. Training is your responsibility and your total dedication to this operation will be reflected in the quality of the census representatives' completed assignments.

#### B. Training Methods

Various methods will be used to train your census representatives.

1. The home study programs have been designed to enable your census representatives to train themselves, while at the same time learning to use the reference material.
2. The verbatim training guides have been prepared to ensure that class-room training is standardized across Canada. Read these guides exactly as written.
3. The role-plays conducted during class-room sessions allow your census representatives to practise what they have learned at home and in class. They will help you evaluate the level of learning of your census representatives.
4. The video cassettes are used to provide variety and visual stimuli, to de-mystify the Census Representative's job and to increase the trainees' confidence in being able to do the job.

#### C. Completion of Home Study Programs

1. The home study programs must be completed by your census representatives prior to the appropriate training class. It is your responsibility to ensure completion in order that census representatives are able to participate in and understand the class-room sessions.
2. At the time of appointment, distribute the Drop-off Home Study Program (Form 50A) to the census representatives. Advise each census representative that the program is to be completed by May 21 and that you will phone each of them on that date to discuss any problems.

Telephone each census representative on May 21 to verify that the home study program has been completed. Ask the census representatives the questions from the last exercise in

## 12. TRAINING OF CENSUS REPRESENTATIVES

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Form 50A. Refer to Appendix A in your Drop-off Training Guide (Form 50B) for the answers.

If you determine that the Census Representative had problems with the home studies, arrange to visit him/her to discuss the census procedures and definitions.

3. At the end of the Drop-off training class, distribute the second home study program, Edit and Follow-up Home Study Program (Population) (Form 50C). Advise all census representatives that this program must be completed during the period May 30-June 6. Call your census representatives at the end of this period to verify that the program has been completed and to discuss any problems.

### D. Use of Videocassette

The video programs were designed to increase the effectiveness of the training given to census representatives. It is therefore to your advantage to make every possible effort to obtain the required video equipment (i.e. VCR and television) and to show the videos in class.

If you have your own equipment and it is portable, it is recommended that you use it as you are more familiar with its operation.

If you cannot use your own equipment, rent it for each day it is required. Your rental expenses will be reimbursed. Be sure to have someone explain to you how to make the connections and how to operate it.

Equipment required:

- 1 video cassette recorder (VCR) - VHS format
- 1 colour television - 21 inches recommended

Viewing/Rental Schedule

You will require the equipment on the following days:

- May 23 Drop-off class-room training
- June 7 Edit and Follow-up class-room training (population)

**NOTE:** If, after making every possible effort, you cannot obtain the required equipment, use the written script provided with each video to review the content of the video with your trainees. Do this in class at the time scheduled to show the videos.



## 12. TRAINING OF CENSUS REPRESENTATIVES

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**You might want to pass the video among the census representatives so they can view it at home if it is not possible to view it in class.**

### **E. Use of Flip Charts**

You have been provided with one or more flip chart packages to improve the effectiveness of training (see list below). These flip charts were designed to help you introduce and summarize topics and to stress important points. If used properly, the flip charts will help you conduct your training and increase the learning by your trainees.

#### **Flip Chart Packages**

Form 50E - CR Training (Population) - Mail-back Areas  
Form 50G - CR Training (Agriculture) - Mail-back Areas  
Form 50I - Special Agricultural CR Training - Mail-back Areas

### **F. Language of Training**

If you have any questions or problems related to the language in which you plan to give your training, consult your CAM.

### **G. Preparation for Training**

1. Follow the instructions describing the preparation for training classes and the techniques of training, as outlined in the training guide.
2. Study all your training materials thoroughly so you can conduct classes with ease and confidence.
3. The night before a class, do the following:
  - (a) Read through each day's training to familiarize yourself with the material.
  - (b) Prepare the forms, other supplies and video equipment to be used in the next day's training class. All the required forms and supplies are listed at the beginning of each day of training in each training guide. See the schedule in **Chapter 11, Section I, page 11-10** for information regarding the distribution of forms and supplies during training sessions.
  - (c) If you are to show a training video, ensure the video cassette recorder and the television monitor are available

## 12. TRAINING OF CENSUS REPRESENTATIVES

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and functioning properly. Set them up and test their operation ahead of time, if possible.

### H. The Census Representative Training Report, Census Commissioner MIS Report Book (Form 29C)

In this report you will enter details of census representative training, such as the number of census representatives trained, the number of training classes each attended, the number of home study programs each completed. Complete the required entries at the beginning of each half-day training session.

### I. Size of Training Classes

Experience shows that best results are achieved in training classes of 8 to 12 trainees. Since you are responsible for approximately 14 trainees, divide them into two groups and conduct two training classes of approximately the same number.

### J. Organization of Training Classes

#### 1. Train your census representatives in half-day sessions:

- (a) one group in the morning - 8:30 a.m. to 12:00 noon;
- (b) one group in the afternoon - 1:30 p.m. to 5:00 p.m.

**NOTE:** Ensure that all trainees realize that training classes are to start punctually at 8:30 a.m. and 1:30 p.m.

#### 2. Exceptions to this routine are listed below:

##### (a) Collective EA training

Census representatives enumerating **collective EAs** are to be trained at a time convenient to both you and the trainee; this may be during the day or evening. The training is to take place the days or evenings of May 29 to June 3. Use the Collective EA Training Guide (Form 53C) to give the verbatim training. These trainees will also complete an exercise that is attached to the applicable collective EA instructions. Special instructions have been prepared for each collective EA type.

**NOTE:** Train collective EA census representatives separately from census representatives with collective dwellings in their EAs. Attempt to

**12. TRAINING OF CENSUS REPRESENTATIVES**

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**train the census representatives for each collective EA separately. If this is not possible, train the census representatives in collective EAs in the following groups:**

- Group I: Codes 10, 12, 13, 14, 20, 30, 70 and 90**
- Group II: Codes 80, 81 and 82**
- Group III: Codes 40, 50, 51, 52, 60, 61 and 62**

**(b) Agriculture training**

- (i) The special census representatives who are to receive agriculture edit and follow-up training will be trained in a class-room session by you, another census commissioner or your CAM. If you have any agricultural holdings in your CCD, consult your CAM to determine who will be responsible for the enumeration of these holdings. If you are to give the training, ensure that your trainees complete the appropriate parts of the Agriculture Home Study Program (Form 59C) before you train them. The training guide to be used is the Special Agricultural CR Training Guide -Mail-back Areas (Form 50H). It will be supplied by your CAM. This training must be completed before June 6. If you are not involved in the Address Register, June 5 or 6 may be the best day for this training.**
- (ii) Where only some of your census representatives must be trained in the Edit and Follow-up of agricultural questionnaires, group them in the morning session. Ensure that the trainees complete the appropriate parts of the Agriculture Home Study Program (Form 59C) before you train them. Do not give Edit and Follow-up agriculture training to census representatives if they have fewer than five agricultural holdings. Have a census representative from another EA enumerate these holdings, or enumerate them yourself. Census representatives who do not require agriculture training will not attend the training session on June 10.**
- (iii) In rural areas other than the Prairie provinces and the Peace River District of British Columbia**  
  
**Rural census representatives outside of the Prairie provinces and the Peace River District of British Columbia will not be responsible for Follow-up of**

**12. TRAINING OF CENSUS REPRESENTATIVES**

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**Forms 6D.** Either you or a census representative trained in Form 6D Follow-up will conduct the Follow-up.

If you delegate the responsibility to a census representative, you must train this person prior to June 10. Refer to the portion of the Edit and Follow-up Training Guide - Agriculture (Form 50F) that deals with the Follow-up of Forms 6D. Use this portion when explaining the Follow-up of Forms 6D.

(c) Indian reserve enumeration training

If you are responsible for enumerating Indian reserves, train census representatives in a special session separately from other census representatives. Your CAM will also provide you with a training plan and all necessary materials.

**K. Training Schedule**

1. The training schedule is divided into two stages. The stages represent a breakdown of the census representative training into its major activities.

**Class-room Training Schedule**

Stage	Topic of training	Date	Training guides, flip charts and home study programs to be used
I	Drop-off (1 half-day)	May 23	Drop-off Training Guide - Mail-back Areas (Form 50B)  Flip Chart - CR Training (Population) -Mail-back Areas (Form 50E)  Drop-off Home Study Program for Mail-back CRs (Form 50A)
	Agriculture (special) (1 half-day)	May 29 - June 6	Special Agricultural CR Training Guide - Mail-back Areas (Form 50H)

## 12. TRAINING OF CENSUS REPRESENTATIVES

Stage	Topic of training	Date	Training guides, flip charts and home study programs to be used
			<p data-bbox="873 401 1333 495">Flip Chart - Special Agricultural CR Training - Mail-back Areas (Form 50I)</p> <p data-bbox="873 531 1341 594">Agriculture Home Study Program (Form 59C)</p>
	Collective dwelling (1 half-day)	May 31	<p data-bbox="873 632 1252 688">Collective Dwellings Training Guide (Form 53A)</p> <p data-bbox="873 724 1321 781">Collective Dwellings Self-instruction Program (Form 53B)</p>
II	Address Register (1 half-day)	June 5/6	Address Register Training Guide (Form 50J)
	Edit and Follow-up (1 half-day)	June 7	<p data-bbox="873 982 1308 1071">Edit and Follow-up Training Guide (Population) - Mail-back Areas (Form 50D)</p> <p data-bbox="873 1106 1300 1201">Flip Chart - CR Training (Population) - Mail-back Areas (Form 50E)</p> <p data-bbox="873 1236 1325 1331">Flip Chart - CR Training (Agriculture) - Mail-back Areas (Form 50G)</p> <p data-bbox="873 1367 1382 1461">Edit and Follow-up Home Study Program (Population) for Mail-back CRs (Form 50C)</p>
	Agriculture (CRs responsible for agriculture Edit and Follow-up) (1 half-day)	June 10	<p data-bbox="873 1497 1276 1591">Edit and Follow-up Training Guide (Agriculture) - Mail-back Areas (Form 50F)</p> <p data-bbox="873 1627 1235 1722">Flip Chart - CR Training (Agriculture) - Mail-back Areas (Form 50G)</p> <p data-bbox="873 1757 1349 1814">Agriculture Home Study Program (Form 59C)</p>



**13. SUPERVISION OF CENSUS REPRESENTATIVES**

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**13. SUPERVISION OF CENSUS REPRESENTATIVES****A. General**

**Supervision of enumeration is your major function.** It is essential that you spend as much time as possible talking to and observing your census representatives. The more contact you have with your census representatives, the fewer errors you will have to correct.

This chapter describes:

1. the use of the telephone and the MIS reports as supervisory aids;
2. the checks you are to perform during supervisory visits;
3. your responsibility for maintaining census representative morale.

**B. Use of the Telephone**

The telephone will allow you to maintain close contact with all your census representatives. Use of the telephone can reduce the amount of time you must spend in the field resolving problems and will allow you to be more accessible to all your census representatives.

1. Advise your census representatives of the hours your Administrative Assistant will be on duty.
2. Have them call collect if long-distance charges are involved.
3. Caution your census representatives not to discuss sensitive issues or confidential matters over a party line telephone. Arrange to meet them while they are enumerating.

If this system is adhered to, everyone will be able to operate more effectively.

**C. Utilization of the Management Information System as an Aid for Supervision**

The reports given to you by your census representatives are intended to enable you to identify census representatives who may require closer supervision and to aid you in identifying areas which may cause difficulties.

Refer to **Chapter 25** and your Census Commissioner MIS Report Book (Form 29C) for information on how to use each MIS report.

## 13. SUPERVISION OF CENSUS REPRESENTATIVES

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### D. Visits to Census Representatives

1. You will be required to spend time in the field observing census representatives, resolving problems encountered by census representatives and performing supervisory checks.

The following list indicates the times when you will be visiting your census representatives in the field:

- (a) once, before Drop-off (time permitting);
  - (b) at least once during Drop-off;
  - (c) at least once during Edit and Telephone Follow-up;
  - (d) at least once during Field Follow-up.
2. On the first day of each phase, visit those census representatives who are likely to require assistance. The visit should be made while the Census Representative is enumerating.
  3. Make as many return visits to these weaker census representatives as time permits.
  4. Arrange your timetable so that you can observe at least four census representatives each day for approximately one hour each. On the evening before the observation, telephone the census representatives and arrange a convenient meeting place. Note the time in your calendar.
  5. Enter the results of your visits to each census representative in Part I, Section 3, 5 or 6 of the EA Record. It is essential that you complete an EA Record for each census representative so you can control the rate of progress and the quality of work of each one. Your CAM will be examining the EA records so he/she can also monitor these areas.

### E. Supervision Before Drop-off

1. Visit your census representatives between Drop-off training and Drop-off. The visit should last 10 to 15 minutes.
2. If time does not permit you to visit all your census representatives, visit those whom you feel are most likely to have problems (e.g., did not grasp training, or have difficult boundaries to interpret).



**13. SUPERVISION OF CENSUS REPRESENTATIVES**

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- 3. During the course of these visits:**
- (a) Ensure that your census representatives have a complete understanding of the Drop-off procedures.**
  - (b) Solve any individual problems they have.**
  - (c) Point out any dwellings or agricultural holdings in the EA which may be difficult to find and make the Census Representative aware of any institutional farms located in the EA.**
  - (d) Inform your census representatives of any boundaries that are difficult to locate. Identify the following:**
    - (i) the boundary lines;**
    - (ii) any landscape feature such as a hill, a store or a dwelling which will help the Census Representative to accurately determine his/her boundary lines;**
  - (e) Discuss their planned starting point and their planned route:**
    - (i) In urban areas, they should start at the north-west corner of the EA and enumerate each block in a clockwise direction in ascending numerical order.**
    - (ii) In rural areas, the route should eliminate excessive travel and should follow a logical pattern to decrease the likelihood of missing dwellings or agricultural holdings.**
  - (f) Ensure that the Census Representative has a full understanding of definitions (e.g., marginal dwellings, dwelling under construction).**
  - (g) Discuss any responsibilities related to enumeration of apartment buildings. (See Section K of this chapter.)**
  - (h) Discuss the Collective Dwelling Drop-off responsibilities.**
  - (i) Discuss the enumeration procedures for unincorporated places if there are any in the EA.**
  - (j) Emphasize the importance of complete coverage.**

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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#### F. Supervision During Drop-off

Conduct the following checks and mark "X" in the appropriate column in Part I, Section 3 of the EA Record (Drop-off Check).

If any check is not applicable to a particular EA, enter N/A in the "OK" column.

##### 1. Drop-off Technique

- (a) Observe your census representatives while they are actually dropping off questionnaires:
  - (i) Ensure that the job is being done as instructed.
  - (ii) Be certain that the census representatives are following the double drop-off procedures at all households where no contact is made.
- (b) Ensure that the census representatives have carried out their collective dwelling duties.
- (c) If you discover that a census representative has not followed a procedure or has tampered with the sample selection:
  - (i) indicate the problem(s) in Part I, Section 3 of the EA Record;
  - (ii) discuss the problem with the Census Representative;
  - (iii) observe the offending Census Representative carefully for the balance of the census.

##### 2. Visitation Record Entries

- (a) Check each section of the VR to ensure that the Census Representative is completing it properly (e.g., no lines should be skipped, cancelled entries should be made properly, all handwriting should be legible and in BLACK PEN).
- (b) Check Section I of the VR to determine if the households are listed in a logical sequence.

If the Census Representative is not listing the households as instructed, the sample will be affected. However, if a problem is discovered, the Census Representative is NOT to relist those households already in the VR, but must continue the job in the correct manner.

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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- (i) In EAs with civic numbers, the households should be listed with the civic numbers in ascending or descending order for each block-face.
  - (ii) In EAs where the household numbers are plotted on the EA maps, check that each household is listed in sequence.
  - (iii) Ensure that block numbers are being entered in Column 1 of the VR if the EA map has block numbers. They should be in ascending numerical order.
  - (iv) Ensure that census representatives enumerating apartment buildings have listed the dwellings for which they are responsible, as identified by the EA map and the Form G-13.
  - (v) Ensure that the name of any unincorporated place is entered in Column 1 of the VR.
- (c) Check Section II of the VR to assess whether the Census Representative is taking the proper steps to verify that any unoccupied private dwellings listed are actually unoccupied, particularly if the Census Representative is enumerating in a construction area or an area where there may be marginal dwellings (e.g., cottage areas).
- (d) Check entries in Sections I and IV for agricultural operators to ensure that the Census Representative is listing them in accordance with the **Procedures Manual, Form 41**. Each Form 6 identified in Section I, Column 9, must be listed in Section IV using one line per Form 6.

#### 3. Map Entries

##### (a) EA maps

Check EA maps to ensure that required entries are being made.

##### (b) Township plans (where applicable)

Ensure that census representatives have been completing the township plans during Drop-off.

**NOTE:** For EAs with township plans, make sure that the Census Representative is not making EA map entries on the township plan and vice versa.

## 13. SUPERVISION OF CENSUS REPRESENTATIVES

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### 4. Agriculture Checks

#### (a) Completion of Form 6D, Part I

Check Part I of a number of Forms 6D to ensure that the identification entries and location entries are complete.

#### (b) Urban area checks

- (i) Ensure that the census representatives do not rely solely on the Form 6B to identify agricultural operators. Stress the use of the question in Column 9 of the VR.
- (ii) Ensure that your census representatives do not show the Forms 6B to anyone or make statements such as: "According to the 1986 Census, John Doe operates an agricultural holding".
- (iii) Ensure that all entries in Section IV of the VR and on the Forms 6 are completed properly.

### 5. Rate of Progress

- (a) Check the rate of progress of each census representative and determine whether Drop-off will be completed within the time allotted.
- (b) Compare each census representative's rate of progress to that of other census representatives. Calculate the average number of questionnaires dropped off per day and multiply by the days remaining to determine if Drop-off will be completed within the time allotted. If you feel that a census representative will not be able to complete Drop-off within the time allotted, advise your CAM. He/she will determine the corrective action to take.

## G. Post-Drop-off Coverage Check

### 1. Coverage Check Procedures

The Post-Drop-off Coverage Check will be conducted by your Administrative Assistant while you are conducting Edit and Follow-up training. Any information which can be completed the day before the training class (e.g., number of dwellings on the Form G-13) should be entered in the EA Record of the CCD Record. If you are in an area where VRs could easily be collected before the training class and if collection of the VRs

**13. SUPERVISION OF CENSUS REPRESENTATIVES**

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will not affect collective dwelling enumeration, this check should be done between the end of Drop-off and the June 7 class.

Have your Administrative Assistant complete the following checks and enter the results on the EA Record, Part I, Section 4, in the CCD Record.

Explain to your Administrative Assistant that any check that is determined to be acceptable requires a mark (X) in the "OK" box. Any check that is determined to be unacceptable requires a mark (X) in the "Problem" box as well as an explanation in the "Remarks" column.

You are responsible for following up on any checks which the Administrative Assistant marked as a problem. See point 2 of this section.

(a) Before beginning the checks

Have your Administrative Assistant:

- (i) collect the VRs;
- (ii) complete the Drop-off Report on page 47 of the VR, if necessary;
- (iii) enter the number of unoccupied dwellings, from the Drop-off Report, in Section 4 of the EA Record;
- (iv) enter in the EA Record, the total number of dwellings from the Drop-off Report in the VR (i.e. occupied + unoccupied + collectives) and the Form G-13 dwelling estimates.

(b) Visitation Record entries

- (i) Check each section of the VR to ensure that it is legible.

Ensure that no lines are blank.

Check **Section II** to ensure that Columns 1 to 4 of Section II are completed.

Check **Section IV** to ensure that each entry in Column 9 of Section I appears in Column 5 of Section IV.

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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- (ii) Check **Section I** of the VR to determine if the households are listed in a logical sequence.
  - Ensure that Columns 1 to 10 of Section I are completed.
  - In EAs with civic address numbers, the households should be listed with the civic numbers in ascending or descending order for each block-face.
  - Ensure that all block numbers appear in Column 1 of the VR unless there are no dwellings on the block.
  - In EAs with unincorporated places, ensure that the name of the unincorporated place is entered in Column 1 of the VR.
  - Ensure all streets with dwellings appear in the VR. A dash (-) on the map means there are no dwellings; therefore, there will be no listing in the VR.
- (iii) Enter the number of cancelled lines from Section I of the VR in Section 4 of the EA Record. Ensure there is an explanation for each cancelled line. If there is not, mark "X" in the "Problem" box.

(c) Map entries

(i) Urban areas

- Ensure that the corner civic numbers appear.
- Ensure that the entire route followed during Drop-off is plotted.

(ii) Rural areas

- Ensure that every household number listed in Section I of the VR appears on the EA map.
- Ensure that the entire route followed during Drop-off is plotted. All roads must have the required "arrow" entries to identify the route followed.

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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- In EAs where the household numbers are plotted on the EA maps, check that each household is listed in a logical sequence, i.e. that household numbers on any road are in sequence and that the route followed by the Census Representative can be determined from the household numbers.
- Ensure that all quarter sections of the township plan (if applicable) have been accounted for.

(d) Unoccupied dwellings

The number of unoccupied dwellings listed at Drop-off should have already been entered in Section 4 of the EA Record. If it has not been entered, do so now using the Drop-off Report on page 47 of the VR.

If this number is greater than 20, mark "X" in the "Problem" box. Otherwise, mark "X" in the "OK" box.

(e) Form G-13

The total number of dwellings from the Drop-off Report and the Form G-13 dwelling counts should have already been entered in Section 4 of the EA Record. If they have not been entered, do so now.

If the Drop-off total is less than the Form G-13 total, calculate the percentage difference by applying the formula given in the EA Record. If there is a discrepancy of more than 5%, mark "X" in the "Problem" box. Otherwise, mark "X" in the "OK" box.

2. Follow-up Procedures for the Census Commissioner

- (a) Any of these Post-Drop-off Checks marked as a problem by the Administrative Assistant must be discussed with the Census Representative. Before the census representatives leave the training class, make arrangements to meet with them individually.

(i) Visitation Record entries

- Problems with legibility, skipped lines or incomplete columns must be pointed out to the Census Representative. If the VR is totally illegible, it is to be copied to a new VR. All lines cancelled in the original VR must be cancelled in the new VR so household numbers will not change.

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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- Compare street names on the map to those listed in the VR. Question the Census Representative about any missing streets. Do **NOT** attempt to rearrange the listings. If dwellings are discovered after Drop-off, advise the Census Representative to add them to the bottom of the VR.
- If explanations for cancelled lines are missing, discuss the situation with the Census Representative.

(ii) Map entries

If any map entries are missing, tell the Census Representative to add them during Field Follow-up.

(iii) Unoccupied dwellings

If more than 20 unoccupied dwellings were listed at Drop-off, discuss the situation with the Census Representative to determine what type of area was enumerated. Should the dwellings have been listed, e.g., are they marginal, or dwellings under construction?

(iv) Form G-13

If the number of dwellings listed during Drop-off is less than the number of dwellings listed on the Form G-13, undercoverage may exist. The Census Representative may have missed enumerating some dwellings.

In cases where the difference is more than 5%, you must determine why the number of questionnaires dropped off is less than the number listed on the Form G-13.

Keep in mind that the Form G-13 may be incorrect. If the Census Representative can explain the problem and has not had problems with other areas, assess whether the Form G-13 is wrong. Enter an explanation.

- (b) If the number of unoccupied dwellings, the Form G-13 Check or both are marked as a problem, undercoverage is indicated. Determine whether or not this is the fault of



**13. SUPERVISION OF CENSUS REPRESENTATIVES**

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the Census Representative. If the other Post-Drop-off Checks were also marked as problems, this census representative will have to be monitored closely or replaced.

Problems related to missed roads, more than 20 unoccupied dwellings or failure of the Form G-13 check require that the EA be re-listed by an independent person. Contact your CAM to discuss who should do the listing, payment, etc.

**H. Supervision During Edit and Telephone Follow-up**

Conduct the following checks and mark "X" in the appropriate column in Part I, Section 5 of the EA Record (Edit and Telephone Follow-up Check).

If any check is not applicable to a particular EA, enter N/A in the "OK" column.

**1. Follow-up Techniques**

Observe each census representative as he/she conducts Telephone Follow-up to ensure that the telephone techniques are effective.

**2. Visitation Record Entries**

Check the VR to ensure that the appropriate entries have been made. Discuss any problems related to completeness or neatness.

Ensure the census representatives have corrected any problems listed as a result of the Post-Drop-off Check (Section 4 of the EA Record).

**3. Form 2A/2B Edit Check**

- (a) Observe each census representative as he/she performs edit to ensure that the Edit Steps are being applied correctly.
- (b) Randomly pick from Section I of the VR 2 Forms 2A and 2 Forms 2B which the Census Representative indicated have passed Edit.
- (c) Note the household numbers in Part I, Section 5 of the EA Record (Form 2A/2B Edit Check).

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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- (d) Edit the questionnaires by applying the Form 2A/2B Edit Steps found at the back of the Procedures Manual (Form 41) and enter the results in the EA Record.
- (e) If any questionnaire was not edited correctly, point out the errors to the Census Representative. Be certain that he/she understands the error and tell him/her to re-edit those questionnaires which have already been completed.

**NOTE:** You may wish to check some additional questionnaires to determine if the Census Representative has made any other errors which must be corrected.

#### 4. Agriculture Checks

See Section J of this chapter.

#### I. Supervision During Field Follow-up

Conduct the following checks and mark "X" in the appropriate column in Part I, Section 6 of the EA Record (Field Follow-up Check).

If any check is not applicable to a particular EA, enter N/A in the "OK" column.

##### 1. Follow-up Techniques

Observe each census representative as he/she conducts Follow-up to ensure that his/her techniques are effective.

##### 2. Visitation Record Entries

Check the VR to ensure that the appropriate entries have been made. Discuss any problems related to completeness or neatness.

Ensure the census representatives have corrected any problems listed as a result of the Post-Drop-off Check (Section 4 of the EA Record).

##### 3. Form 2B Edit Check

- (a) Randomly pick from Section I of the VR 2 Forms 2B (exclude those chosen during your first visit) which the Census Representative indicated have passed Edit. Choose Forms 2B which were completed during Field Follow-up. In this case, there must be an entry in Column 13 of the VR.

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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- (b) Note the household numbers in Part I, Section 6 of the EA Record (Form 2B Edit Check).
- (c) Edit the questionnaires and enter the results in the EA Record.
- (d) If either questionnaire was not edited correctly, point out the errors to the Census Representative. Be certain that he/she understands the error and tell him/her to re-edit the questionnaires which have already been completed.

**NOTE:** You may wish to check some additional questionnaires to determine if the Census Representative has made any other errors which must be corrected.

#### 4. Agriculture Checks

See Section J of this chapter.

#### 5. Rate of Progress

- (a) Census representatives should complete their assignments no later than June 28. Satisfy yourself that sufficient progress is being made in relation to both the time available and the progress of other census representatives. The reports on completion status will help you identify problem areas. Refer to your Census Commissioner MIS Report Book (Form 29C).
- (b) If a census representative is experiencing difficulties and is unable to meet the deadline, advise your CAM.

### J. Supervisory Agriculture Checks

During both Edit and Telephone Follow-up, and Field Follow-up supervisory visits, perform the following agriculture checks and enter the results in the EA Record, Part I, Section 5 or 6.

#### 1. Visitation Record Entries - Agriculture

- (a) Check the agricultural entries in Section IV of the VR to ensure that they are being made. Discuss any problems with the census representatives.
- (b) Check Section V of the VR (if applicable) to ensure that the receipt of Forms 6D and the follow-up action taken are entered.

**NOTE:** In urban areas, you will have to check the Forms 6C and 6F.

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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#### 2. Form 6 Identification Entries

Check the "Census Representative Use" section on a number of Forms 6 to ensure that both the "Farm Operator's Residence" and the "Farm Headquarters" identification entries are being completed.

#### 3. Follow-up of Forms 6D

Check a number of Form 6D cases (if applicable) to ensure that:

- (a) all land entered in Part I, Section C of each Form 6D is accounted for in Question 15 of the Form 6;
- (b) the yellow copy of each Form 6D is inserted into the Form 6;
- (c) the Census Representative is making the appropriate entries in Parts II, III and IV of the Forms 6D.

#### 4. Form 6 Edit Check

- (a) Observe each census representative as he/she performs edit to ensure that the Edit Steps are being performed correctly.
- (b) Randomly pick, from Section IV of the VR, 2 Forms 6 which the Census Representative indicated have passed Edit.
- (c) Note the Form 6 numbers in Part I, Section 5 or 6 of the EA Record.
- (d) Edit the questionnaires by applying the Form 6 Edit Steps, found at the back of the **Procedures Manual (Form 41)**, and enter the results in the EA Record.
- (e) If either questionnaire was not edited correctly, point out the errors to the Census Representative. Be certain that he/she understands the errors and tell him/her to re-edit all Forms 6.

**NOTE:** You may wish to check some additional questionnaires to determine if the Census Representative has made any other errors which must be corrected.

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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5. Ask the census representatives if they have encountered any unusual situations. Ensure that the appropriate procedures have been used.

#### K. Supervision of Apartment Building Enumeration

##### 1. Pre-Drop-off Visits to Apartment Buildings

During your CCD familiarization you identified buildings which might present problems to your census representatives (e.g., access problems). Your census representatives, accompanied by you when time permits, are to visit these apartment buildings on May 24 or 25 to discuss enumeration procedures with the superintendent or building manager.

Follow the procedures described in **Chapter II, Section G. 10(a), page 60 of the Procedures Manual (Form 41)**.

##### 2. Buildings Enumerated by More than One Census Representative

- (a) Inform any census representative in your CCD, whose EA includes an apartment block but not the whole building, to report to you at the completion of Drop-off the total number of floors and units within the building listed by him/her as well as the total number of floors and units within the building.
- (b) Enter these facts in Part I, Section 2 of the appropriate EA Record.
- (c) Ensure that all units have been listed and that no units are listed twice. If all units have not been enumerated, determine to which EA they belong and have the appropriate Census Representative enumerate them.
- (d) If any unit is listed twice, see **Chapter 23, Section A, page 23-1**.

#### L. Supervision of Collective Dwelling Enumeration

Ensure that census representatives list in Section I of their VRs any private dwellings located within collective dwellings. Refer to **Chapter 17, Section H, page 17-11** for specific supervisory functions for collective dwelling enumeration.

### 13. SUPERVISION OF CENSUS REPRESENTATIVES

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#### **M. Census Representative Morale**

As with any job, things may not always run as smoothly as they should. It is up to you to maintain a high level of morale and enthusiasm for the census among your census representatives. This is particularly important in situations where householders are uncooperative or in cases where census representatives are required to make many Follow-up visits.

Be aware of any indications of discouragement among your census representatives and attempt to resolve the situation immediately so that their attitudes will not affect the job they do. Sometimes just your personal attention will be sufficient to change their attitude.

## 14. ALLOCATION OF PREDETERMINED STARTING POINTS IN THE VR

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### 14. ALLOCATION OF PREDETERMINED STARTING POINTS IN THE VR

To satisfy the sampling requirements, the first one, two, three or four lines may have to be cancelled from Section I of the VR. This should be done by drawing a straight line through all the columns on pages 2 and 3. The cancellation will depend on the verification number (VN), e.g., if VN = 8, the VR will have households 001 and 002 cancelled as shown for 8 on the chart below.

Verification number	Cancel household number
1 .....	no cancellation
2 .....	001
3 .....	001 & 002
4 .....	001, 002 & 003
5 .....	001, 002, 003 & 004
6 .....	no cancellation
7 .....	001
8 .....	001 & 002
9 .....	001, 002 & 003
0 .....	001, 002, 003 & 004

During preparation of the pre-training kits for census representatives, you must cancel the required number of lines from the VR for each census representative assignment according to the above chart. Write "sample" in the "Comments" column for each of the cancelled lines.

**NOTE:** This procedure is also to be applied to Section I of the VR when there are any occupied private dwellings in collective EAs.

You should receive a list of EA numbers with the package of EA stamps. The VN is on this list. If the list is missing check each stamp to determine the VN.





15. OBSERVERS

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**15. OBSERVERS****A. Objectives**

A great deal of interest is shown in the census of Canada by Statistics Canada officials, by officials in other levels of government and by officials from foreign countries. These people are interested in those phases of the census which relate to their work. An observer program is set up to provide an opportunity for these officials to:

1. see census procedures in actual use;
2. evaluate the effectiveness and impact of these procedures.

**B. Observers**

1. Observers will accompany some census representatives while they are performing various duties. Arrangements will be made through you.
2. They will be interested in observing each facet of the enumeration operation including aspects of your job and those of the Quality Control Technician.
3. They will not participate in any interview and will endeavour to remain as unobtrusive as possible.

**C. Observer Identification Cards**

There will be two types of observers: **STATISTICS CANADA** observers and **NON-STATISTICS CANADA** observers.

Statistics Canada observers will be identified by a valid **STATISTICS CANADA IDENTIFICATION CARD** (with picture) while non-Statistics Canada observers will be identified by a **Census Identification Card**.

**D. Census Commissioner's Role**

1. Ensure that all observers have the proper identification cards.
2. Arrange for census representatives to be accompanied by observers when requested.
3. Ensure that the observers are shown the courtesy and co-operation necessary to do their job.

## 15. OBSERVERS

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4. In training classes, supply each observer with a chair and, if possible, a table.
5. Inform each census representative who will be accompanied by an observer of the following:
  - (a) the type of observer that will accompany him/her (i.e. Statistics Canada or Non-Statistics Canada observer);
  - (b) the applicable procedures he/she is to follow; (See Section E of this chapter.)
  - (c) that observers are not evaluating them but are evaluating the effectiveness of procedures;
  - (d) that observers will not ask or answer questions or interfere with enumeration in any way.
6. Stress the importance of the observer program to your census representatives and make them aware of what is taking place.

### **E. Census Representative's Role**

1. Each census representative accompanied by a STATISTICS CANADA observer is required to:
  - (a) during Drop-off, introduce the observer to the householder;
  - (b) during a Field Follow-up interview, introduce the observer to the householder and ask the householder whether he/she would mind if the observer is present.

**NOTE:** If the householder does object to the observer being present, inform the Census Representative that he/she must ask the observer to leave and wait for the next interview.

2. Your CAM will notify you of the correct procedures the Census Representative is to follow for NON-STATISTICS CANADA observers.

**16. TELEPHONE ASSISTANCE SERVICE**

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**16. TELEPHONE ASSISTANCE SERVICE****A. Introduction**

1. A Telephone Assistance Service (TAS) is available to assist householders in completing their census questionnaires.
2. The numbers to call are shown on the Forms 2A and 2B. The toll-free number on the front of the Form 6 directs all calls to Ottawa.
3. TAS is set up in ten sites. Householders living in the local calling area will use the local number shown; if outside the local calling area, householders will call the toll-free number.
4. For hearing- or speech-impaired respondents who have the use of a keyboard device (Telecommunication Devices for the Deaf/Teletype Machines), there is a special toll-free number identified on the questionnaire.

**B. Availability of the Service**

The service will officially be available from 9:00 a.m. to 9:00 p.m. from Thursday, May 30 through Friday, June 7 (excluding Sunday). Unofficially, the service will start earlier and continue beyond these dates as deemed necessary by the regional census office management.

**C. Creation of Action Cards**

1. TAS will create action cards (Form 81) in four instances only:
  - (a) on or after June 3 when a householder reports that the household has not yet received a questionnaire;
  - (b) when the questionnaire left is defective;
  - (c) if the respondent requests a Form 2B or 6 in the other official language;
  - (d) when a householder informs TAS that he/she will be moving to a new address prior to Census Day.
2. TAS will notify you or your Administrative Assistant immediately by telephone of any action cards they have created for EAs in your CCD. You should notify your CAM before May 24 of the hours it is convenient for TAS operators to call your office (i.e. the hours your Administrative Assistant will be in the office).

**16. TELEPHONE ASSISTANCE SERVICE**

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3. You, in turn, will create a duplicate Action Card from the information received from the TAS operator.
4. Register the creation of the Action Card in the appropriate EA Record (Part I, Section 7).
5. Deliver the Action Card to the responsible Census Representative. Follow-up must be completed within 24 hours of your notification to ensure reasonable service to our respondents.
6. Instruct the Census Representative to follow up on action cards as outlined below:
  - (a) For a household which did not receive a questionnaire, visit the household, leave the appropriate questionnaire(s) and make the applicable VR entries.
  - (b) For a defective questionnaire, visit the household, exchange the questionnaire and forward the defective questionnaire to you.
  - (c) For a wrong language questionnaire, visit the household and exchange the questionnaire for one in the preferred language.
  - (d) For a moved household, visit the new address on Census Day to determine if the household moved in as planned.
  - (e) Enter, on the Action Card, all action taken.
7. All defective questionnaires forwarded to you are to be torn or in some way destroyed to ensure the information on any individual cannot fall into the wrong hands. If there is a large number of defective questionnaires in your CCD, notify your CAM.
8. Remind the census representatives to return action cards with their completed EAs.

**D. Action Cards Which Do Not Belong in Your CCD**

There may be times when TAS will notify you of action card cases for which you determine that the address is not in your CCD.

In these cases, do not telephone the TAS office. Notify your CAM and explain the situation. He/she will determine the appropriate course of action.

16. TELEPHONE ASSISTANCE SERVICE

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**E. Use of TAS**

The Telephone Assistance Service is designed to aid respondents only. It is not to be used by you or your census representatives to seek information pertaining to the questionnaires (Forms 2A and 2B or Form 6) or to any other matter. Encourage your census representatives to bring their questions to you. Take your questions to your CAM.



## 17. COLLECTIVE DWELLINGS

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**17. COLLECTIVE DWELLINGS****A. Introduction**

This chapter describes the procedures you are to follow to prepare for and supervise the enumeration of collective dwellings. For collective EA procedures, see **Chapter 18**.

**B. General Responsibilities**

1. To **prepare** for the enumeration of collective dwellings you must:
  - (a) Verify and update the Form 7 as specified in **Chapter 3, Section K, page 3-9** if you have not already done so.
  - (b) Conduct a liaison visit to all collective dwellings except lodging- and rooming-houses, Code 11.
  - (c) Visit **other** types of collective dwellings, Code 00 and apartment hotels, Code 10, to determine the enumeration procedures to follow.
  - (d) Determine if any EAs in your CCD have too many collective dwellings.
  - (e) Complete a List of Collective Dwellings in EA (Form 7A) for each EA in your CCD.
  - (f) Add to the Form 7 any new collective dwellings discovered by your census representatives during Drop-off.
2. During the enumeration you must:
  - (a) Conduct supervisory checks to ensure the enumeration procedures are being followed.
  - (b) Ensure that all enumeration forms for collective dwellings that have been enumerated by a census representative from another EA are returned to the **original** EA and that the VR entries are complete.

**C. Liaison Visits to Collective Dwellings****1. Purpose**

The purpose of these visits is to prepare the collective dwelling management for the census.

## 17. COLLECTIVE DWELLINGS

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### 2. Scope

All collective dwellings are to be visited except lodging- and rooming-houses (Code 11). These will be visited by the Census Representative during Drop-off.

### 3. When the Visits Are to Be Conducted

Conduct the liaison visits between May 6 and 21.

### 4. Preparation for the Visits

- (a) Study the **general** liaison procedures in this section.
- (b) Study the **specific** enumeration procedures to be followed by the Census Representative.
- (c) Determine if there are any **additional** liaison procedures for the collective you are visiting by referring to the "Additional Liaison Instructions for Certain Types of Collective Dwellings" in **Section D** of this chapter. If there are, study them.
- (d) Study the "List of Duties" to be given to the census contact for the collective dwelling you are visiting. Ensure you have enough lists for all the collective dwellings to be visited. If you do not, contact your CAM.
- (e) Prepare a List of Collective Dwellings in EA (Form 7A) by following the instructions in item 5 below.

### 5. Preparation of the List of Collective Dwellings in EA (Form 7A)

You must complete a Form 7A for each EA in your CCD. This form will be used by the Census Representative to plan for the enumeration of collective dwellings and to ensure the complete coverage of all collective dwellings in the EA.

- (a) If there are no collective dwellings in the EA:
  - (i) Create a Form 7A for the EA by entering the PROV, FED and EA numbers at the top of the form and leave the rest of the form blank.
  - (ii) Ensure that the Census Representative checks his/her area for any collective dwellings during Drop-off.
- (b) If there are lodging- or rooming-houses (Code 11) in the EA:



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- (i) List all lodging- or rooming-houses located in the EA on the Form 7A.
- (ii) Complete Columns 1, 3 and 4 only, using the information provided on the Form 7.
- (c) If there are other types of collective dwellings in the EA:
  - (i) Transcribe to the Form 7A the information for the dwellings (name, address, code and EA number) from the List of Collective Dwellings in CCD (Form 7).
  - (ii) Complete the remaining columns on the Form 7A when you conduct your liaison visit to the collective dwelling.
  - (iii) Follow the instructions in item 6 below, "General liaison procedures (for all visits)".

6. General Liaison Procedures (for all visits)

- (a) Contact the administrator, manager or owner by telephone and identify yourself. Arrange a meeting.
- (b) At the meeting, explain to this person that you have come to make the enumeration arrangements for the census. Follow the procedures below:
  - (i) Explain the census duties to the administrator, manager or owner using the applicable "List of Duties" for the type of collective dwelling you are visiting.
  - (ii) Identify a person who will act as a census contact for the Census Representative and who will ensure the census duties are performed.
  - (iii) Give the "List of Duties" to this person if possible.
  - (iv) Enter this person's name in Column 7 of the Form 7A and tell him/her when the Census Representative will visit.
  - (v) Ensure the census contact understands his/her role and attempt to solve any problems the management foresees. If there is any doubt that the management will co-operate, report the matter to your CAM.

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- (c) Follow any **additional liaison instructions**, found in **Section D** of this chapter, for the type of collective you are visiting (if applicable).
- (d) Complete the following columns on the Form 7A as indicated in the chart below.

<b>Col.</b>	<b>Title</b>	<b>Procedure</b>
2	Number of private dwellings	- Determine if there are any private dwellings in the collective dwelling. If there are, enter the number in this column.
5	Occupancy	- Determine the maximum occupancy and enter it in this column (i.e. the number of persons who will be staying in the collective dwelling or the number who could potentially be staying in the collective dwelling).
9	Remarks	- Enter any pertinent comments concerning the collective dwelling in this column (e.g., includes cancer clinics, cardiovascular units).

- (e) Determine the number of forms required for enumeration using Column 5 (Occupancy) of the Form 7A and the chart below. Enter the number in Column 6 of the Form 7A.

**Number of Forms Required**

<b>Code(s)</b>	<b>Forms 1A</b>	<b>Forms 3</b>	<b>Forms 2B</b>
10 12	1 per 15 residents	2 per resident or anticipated resident	1
13 14	1 per 15 residents	1 per resident or anticipated resident	1
20 30 90	1 per 15 residents	1 per resident	1

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Code(s)	Forms 1A	Forms 3	Forms 2B
40			
50			
51			
52			1 per 5
60			anticipated
61	1 per 15	1 per live-in	usual residents
62	residents	staff member	(children,
80			patients,
81			inmates)
82			
70	1 per 15	5	1 per
	residents		family

- (f) Determine if there is an agricultural holding associated with the collective dwelling (e.g., greenhouse). If there is, it must be enumerated.

If the Census Representative responsible for the collective dwelling has been trained in agriculture, assign the agricultural holding to him/her. If the Census Representative has not been trained in agriculture, enumerate the holding yourself.

- (g) Thank the administrator, manager or owner for his/her time and depart.

**D. Additional Liaison Instructions for Certain Types of Collective Dwellings**

1. Code 12, School Residences and Residences for Training Centres
  - (a) Identify the records that are available to complete the Collective Dwelling Record (Form 1A), Columns 1 to 4.
  - (b) Determine if there are any staff members living in the collective dwelling.
  - (c) Enter the above information in the "Remarks" column of the Form 7A.
2. Code 13, YM/YWCAs, Missions, Hostels and Code 14, Campgrounds and Parks
  - (a) Arrange access to the administrative records so that additional information can be obtained during Follow-up (if needed).

17. COLLECTIVE DWELLINGS

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- (b) Determine:
  - (i) the best time to start the enumeration on the evening of June 3;
  - (ii) how long the Census Representative should remain to guarantee complete enumeration;
  - (iii) the best time and means to distribute questionnaires (e.g., as persons arrive, at mealtime).
- (c) Enter all of the information in step (b) in the "Remarks" column of the Form 7A.

3. Code 20, Work Camps

- (a) Determine the records that are available to complete the Collective Dwelling Record (Form 1A), Columns 1 to 4.
- (b) Determine if the organization has other camps in the area that are spread out from each other and determine if the camps are in the same EA. If this is the case, the camps should be considered as one collective dwelling.
- (c) Enter the above information in the "Remarks" column of the Form 7A.

4. Code 40, Children's Group Homes (Orphanages),  
and  
Code 81, Young Offenders' Facilities

- (a) Arrange for a member of the staff to enumerate all children who are usual institutional residents directly onto the Form 2B questionnaire (using one Form 2B for every six children and completing Questions 1 to 6 and 10 only) using the records of the institution.
- (b) Determine if there are any staff members living in the institution. If there are:
  - (i) identify a secure place where completed questionnaires for staff (Forms 3) can be held until the Census Representative returns;
  - (ii) indicate in the "Remarks" column of the Form 7A if there are staff members living in the institution and identify where the completed Forms 3 can be held securely.

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5. Code 50, Chronic Care Hospitals,  
Code 51, Nursing Homes,  
Code 52, Residences for Senior Citizens,  
and  
Code 62, Treatment Centres and Institutions for the Physically Handicapped

- (a) Arrange access to the administrative records so that the Census Representative can complete Questions 1 to 6 and 10 on a Form 2B for usual residents (patients) and Columns 11 to 14 on a Form 1A for any temporary residents.

**NOTE:** For certain treatment centres there may not be any records. If this is the case, decide with your CAM the best procedure to follow to do the enumeration.

- (b) Obtain permission from the person in charge for the Census Representative to conduct Follow-up interviews with patients if information is missing from the records.
- (c) Determine if there are any apartment units where the occupants receive no care and are completely independent (i.e. not sharing cooking and bathroom facilities). These units are to be enumerated as private dwellings by the Census Representative.
- (d) Determine if there are any staff members who live in the collective. If there are, identify a secure place where staff members can return a completed questionnaire (Form 3) until the Census Representative returns.
- (e) Determine if there is a staff residence attached to the collective or on its property. If there is, instruct the Census Representative to follow the procedures for Code 12, School Residences and Residences for Training Centres, and to consider the residence as a separate collective dwelling.
- (f) Enter the information (in steps (a) to (e)) in the "Remarks" column of the Form 7A.

6. Code 60, Hospitals

- (a) Inform the administrator that the enumeration will be done primarily from the records but that Follow-up interviews with patients may be needed.
- (b) Determine which records are best to use for enumeration (i.e. admission or ward records).

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- (c) Arrange for the Census Representative to have access to these records on the afternoon of June 3.
  - (d) Instruct the administrator to inform the senior nurses who will be on duty on each ward or other area on June 3 that a census representative will be arriving at 1:00 p.m. (if the ward records are used) or 4:00 p.m. (if the administrative records are used) and they may be required to:
    - (i) provide access to the ward records if they are needed;
    - (ii) aid the Census Representative by updating information;
    - (iii) determine which patients are capable of being interviewed.
  - (e) Establish the best time to go to recovery and emergency areas on the morning of June 4.
  - (f) Determine until what time the Census Representative can conveniently remain at the hospital on the evening of June 3 and if further Follow-up is required the next day, June 4, determine what time would be most convenient for Follow-up.
  - (g) Determine if there are any staff members who live in the hospital.
  - (h) Determine if there is a staff residence attached to the hospital or on its grounds. If there is, instruct the Census Representative to follow the procedures for Code 12, School Residences and Residences for Training Centres, and to consider the residence as a separate collective dwelling.
  - (i) Enter the information (in steps (a) to (h)) in the "Remarks" column of the Form 7A.
7. Code 61, Psychiatric Institutions,  
Code 80, Correctional and Penal Institutions,  
and  
Code 82, Jails
- (a) Arrange access to the administrative records so that the Census Representative or a responsible member of the staff can enumerate residents directly from the records (Questions 1 to 6 and 10 on a Form 2B for usual residents (patients, inmates), Columns 11 to 14 on a Form 1A for temporary residents).

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- (b) Determine if there are any members of the staff who live in the collective. If there are, identify a secure place where they can return completed Forms 3 until the Census Representative returns.
- (c) Determine if there is a staff residence attached to the collective or on its property. If there is, instruct the Census Representative to follow the procedures for Code 12, School Residences and Residences for Training Centres, and to consider the residence as a separate collective dwelling.
- (d) Enter the information (in steps (a) to (c)) in the "Remarks" column of the Form 7A.

**E. Special Instructions for Apartment Hotels (Code 10) and Other Types of Collectives (Code 00)**

If you have any of these collectives in your CCD, you must visit them to determine the procedures to be followed.

**1. Code 10, Apartment Hotels**

Determine if the management has designated a definite block of units for use as **apartments** and another block of units as **hotel units**.

- (a) If there are **apartment units**, instruct the Census Representative to enumerate these units as private dwellings.
- (b) If there are **hotel units**, instruct the Census Representative to enumerate these units as one collective dwelling.
- (c) If there are **no units designated**, instruct the Census Representative to enumerate all units as one collective dwelling.

**2. Code 00, Other Types of Collectives (e.g., race-tracks, carnivals, circus camps, outfitter lodges)**

- (a) Determine as best you can the most appropriate procedure to follow.
- (b) Code these collectives as "00" on the Form 7A.
- (c) Contact your CAM for approval of the selected method of enumeration.

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- (d) Contact the Census Representative and instruct him/her regarding the procedures to follow.

**F. Determining if an EA Has Too Many Collective Dwellings**

Assess the number and types of collective dwellings in each EA using the criteria below and take the appropriate action for each case.

1. If an EA has more than one Code 13, 60 or 82, determine if the enumeration time will overlap. If it will, assign another census representative from your CCD to enumerate the additional collective dwelling.
2. If an EA has 7 or more Codes 10, assign one or more census representatives from your CCD to enumerate the additional dwellings.
3. If an EA has more than one other code, take no action. The Census Representative will have sufficient time to enumerate all other types of collectives since the occupancy of these dwellings does not change as much from day to day. Therefore, they can be enumerated over a longer period of time.

**G. New Collective Dwellings Discovered by the Census Representative During Drop-off**

1. If the Census Representative discovers a lodging- or rooming-house:
  - (a) Enter the name, address, collective code and EA number on the Form 7.
  - (b) Advise the Census Representative to add the collective to his/her Form 7A and to follow the procedures for lodging- and rooming-houses in the Drop-off chapter of the Procedures Manual (Form 41).
2. If the Census Representative discovers another type of collective dwelling:
  - (a) Enter the name and address on the Form 7 and advise the Census Representative to add the collective to his/her Form 7A.



17. COLLECTIVE DWELLINGS

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- (b) Inform the Census Representative that you will visit the collective dwelling as soon as possible to conduct a liaison visit. When you visit the collective dwelling, follow the liaison instructions in **Sections C and D** of this chapter (if applicable).
- (c) Determine if the Census Representative (where the collective dwelling is located) will have sufficient time to enumerate the dwelling.
  - (i) **If Yes**, have him/her enter on the Form 7A the collective code and his/her name as the person responsible for the enumeration.
  - (ii) **If No**, have him/her enter on the Form 7A the collective code and the name of the person you assigned to do the enumeration.

**NOTE:** In extreme circumstances where you do not have time to make a personal visit, explain the liaison visit duties to the Census Representative responsible for the enumeration and have him/her represent you.

#### H. Supervisory Visits During Enumeration

To ensure that the correct procedures are being followed, you must conduct supervisory visits as stated below.

1. **For Hospitals (Code 60) being enumerated by more than one census representative**

Accompany your census representatives to the hospital and do the following:

- (a) Ensure they have access to the records that are to be used for the enumeration.
- (b) Organize them for the completion of the Form 1A. Ensure they understand the information that is to be collected for temporary and usual residents and that one line on the Form 1A is to be used for each resident.
- (c) Assign one census representative the responsibility of enumerating the staff or student residence (if applicable). Have this person follow the procedures for Code 12, School Residences and Residences for Training Centres.

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- (d) When the enumeration from the records is complete:
  - (i) Check to see that all wards or floors have been accounted for on the completed Forms 1A.
  - (ii) Check to see that one line on the Form 1A has been used for each resident.
  - (iii) Ensure that Columns 11 to 14 have been completed for each patient who is a **temporary** resident.
  - (iv) Ensure that Columns 1 to 5 of the Form 1A have been completed for each **usual** resident and that each patient who is a usual resident has been enumerated on a Form 2B (Questions 1 to 6 and 10) and each live-in staff member has been enumerated on a Form 3.
- (e) If information is missing, ensure the census representatives conduct Follow-up as instructed. (If the admission records were used for the enumeration, assign specific wards or floors for Follow-up.)
- (f) Assign one census representative the responsibility of enumerating recovery and emergency areas on the morning of June 4 and give him/her all of the Forms 1A for the hospital.
- (g) When you are satisfied the enumeration is complete:
  - (i) Check the Forms 1A to see if any patients who are usual residents have been deleted. If any have, ensure they are also removed from the Forms 2B and adjust the Form 1A and VR entries accordingly.
  - (ii) Complete the entries in Section III of the VR: enter the number of usual residents (patients) enumerated directly on a Form 2B in Column 8; enter the number of usual residents (staff) enumerated on Forms 3 in Column 9; and enter the number of temporary residents (Columns 11 to 14 on a Form 1A completed) in Column 10 of the VR.
  - (iii) Ensure that the Checking and Editing Procedures in **Chapter VI, D. of the Procedures Manual (Form 41), page 120** have been completed.

## 17. COLLECTIVE DWELLINGS

2. On the evening of June 3 and on Census Day, June 4 (for all collective dwellings where self-enumeration is being used)
  - (a) Ensure that the correct procedures are being followed.
  - (b) Ensure that all required columns have been completed on the Forms 1A.
  - (c) Ensure that the Checking and Editing procedures are being applied correctly by the Census Representative.
  - (d) Ensure that the Follow-up procedures are being applied:
    - (i) for failed-edit questionnaires;
    - (ii) when a questionnaire has not been returned.

3. For all collective dwellings being enumerated from administrative records (except Hospitals, Code 60)

- (a) Ensure that the correct procedures are being followed for the collective.

**NOTE: If there is a staff residence attached to or within the collective dwelling, ensure the Census Representative follows the procedures for Code 12, School Residences and Residences for Training Centres, and considers the residence as a separate collective dwelling.**

- (b) Ensure that all required columns have been completed on the Forms 1A and that all temporary and usual residents are listed.
- (c) Ensure that all usual residents (children, patients and inmates) listed on the Form 1A have been enumerated on the Form 2B (Questions 1 to 6 and 10) and all live-in staff members have been enumerated on a Form 3.

**I. Collective Dwellings That Have Been Enumerated by a Census Representative from Another EA**

When you receive the completed EA you must:

1. Complete the remaining entries in Section III of the VR and make a note in Column 14, "Remarks", to indicate that the collective was enumerated by **another** census representative.
2. Make the applicable changes to the EA Summary.

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**NOTE:** The EA Summary must be completed before the EA is submitted to Quality Control.

Do not adjust the Work Sheet for the Completion of Pay Forms since the dwellings have been enumerated by a census representative from another EA.

**18. COLLECTIVE EAs****A. Introduction**

This chapter describes the procedures you are to follow to prepare for and supervise the enumeration of collective EAs. For collective dwelling procedures, see **Chapter 17**.

**B. General Responsibilities**

1. To **prepare** for the enumeration of collective EAs you must:
  - (a) Verify and update the Form 7 as specified in **Chapter 3, Section K, page 3-9** if you have not already done so.
  - (b) Conduct a liaison visit to each collective EA.
  - (c) Complete a List of Collective Dwellings in EA (Form 7A) for each EA in your CCD.
  - (d) Ensure that any private dwellings and agricultural holdings in collective EAs are enumerated.

**NOTE:** The procedures described in Chapter 14 for allocating the pre-determined starting point in Section I of the VR must be applied.

2. During the enumeration you must:
  - (a) Conduct supervisory checks to ensure the enumeration procedures are being followed.
  - (b) Check the final collective EA assignments to ensure they are complete and ready to be quality controlled.

**C. Liaison Visits to Collective EAs****1. Purpose**

The purpose of these visits is to prepare the collective EA management for the census.

**2. Scope**

All collective EAs are to be visited.

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3. When the Visits Are to Be Conducted

You and your CAM will visit the collective EAs together, between May 6 and 21, on the day and time arranged by the CAM.

4. Preparation for the Visits

- (a) Study the **general** liaison procedures in this section.
- (b) Study the **specific** enumeration procedures to be followed by the collective EA Census Representative.
- (c) Determine if there are any **additional** liaison procedures for the collective you are visiting by referring to the "Additional Liaison Instructions for Certain Types of Collective EAs" in **Section D** of this chapter. If there are, study them.
- (d) Prepare a List of Collective Dwellings in EA (Form 7A) by following the instructions in item 5 below.

5. Preparation of the List of Collective Dwellings in EA (Form 7A)

You must complete a Form 7A for each collective EA in your CCD.

- (a) Transcribe to the Form 7A the information for the dwelling (name, address, code and EA number) from the List of Collective Dwellings in CCD (Form 7).
- (b) Complete the remaining columns on the Form 7A when you conduct your liaison visit to the collective EA.
- (c) Follow the instructions in item 6 below, "General Liaison Procedures (for all visits)".

6. General Liaison Procedures (for all visits)

- (a) Contact the administrator, manager or owner by telephone and identify yourself. Arrange a meeting.
- (b) At the meeting, explain to this person that you have come to make the enumeration arrangements for the census. Follow the procedures below:
  - (i) Explain the enumeration procedures to be followed using the **specific** instructions for the collective EA.

## 18. COLLECTIVE EAs

- (ii) Arrange to hire one or more staff members to enumerate the dwelling. They will be paid \$8.75 per hour for the training session and the enumeration duties.
- (iii) Give the administrator, manager or owner your name and telephone number so that he/she can contact you.
- (iv) Attempt to solve any problems the management foresees.
- (c) Follow any **additional liaison instructions**, found in **Section D** of this chapter, for the type of collective you are visiting (if applicable).
- (d) Complete the following columns on the Form 7A as indicated in the chart below.

Col.	Title	Procedure
2	Number of private dwellings	<ul style="list-style-type: none"> <li>- Determine if there are any private dwellings in the collective EA. If there are, enter the number in this column.</li> <li>- For collective EAs, enumeration of private dwellings is your responsibility.</li> </ul>
5	Occupancy	- Determine the maximum occupancy and enter it in this column (i.e. the number of persons who will be staying in the collective EA or the number who could potentially be staying in the collective EA).
9	Remarks	- Enter any pertinent comments concerning the collective EA in this column (e.g., includes cancer clinics, cardio-vascular units).

- (e) Determine the number of forms required for the enumeration using Column 5 (Occupancy) of the Form 7A and the chart below and enter the number in Column 6 of the Form 7A.

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Code(s)	Number of Forms Required		
	Forms 1A	Forms 3	Forms 2B
10 12	1 per 15 residents	2 per resident or anticipated resident	1
13 14	1 per 15 residents	1 per resident or anticipated resident	1
20 30 90 40 50 51	1 per 15 residents	1 per resident	1
52 60 61 62 80 81 82	1 per 15 residents	1 per live-in staff member	1 per 5 anticipated usual residents (children, patients, inmates)
70	1 per 15 residents	5	1 per family

(f) Determine if there is an agricultural holding associated with the collective EA (e.g., greenhouse). If there is, you must enumerate the holding yourself.

(g) Thank the administrator, manager or owner for his/her time and depart.

7. Appointment of Collective EA Census Representatives

Appoint a well-qualified person for the census representative position. Ask the contact for assistance in making your choice. It is not necessary for these persons to take the selection test for census representatives.

When you have selected a suitable candidate, follow the steps below:

(a) Have the candidate complete:



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- (i) a Census Application for Employment (Form 26),
  - (ii) a Consent to the Disclosure of Personal Information, (See Chapter 7, Section I, item 9, page 7-8.)
  - (iii) a Declaration Regarding Criminal Convictions. (See Chapter 7, Section I, item 9, page 7-8.)
- (b) Obtain the approval of the CAM for the appointment by submitting a Form 28.
- (c) Tell the candidate **when and where** he/she will be trained and that all enumeration supplies will be distributed during the training class.
- (d) During the training session:
- (i) Administer the Oath or Affirmation of Office and Secrecy (Form 24). (See Chapter 9, Section F, page 9-3.)
  - (ii) Issue each census representative a Census Identification Card (Form 12). (See Chapter 9, Section G, page 9-4.)
  - (iii) Complete Parts 3 and 4 of the Form 26. (See Chapter 9, Section H, page 9-4.)
- (e) Submit the completed Form 26 to the regional census office by June 2.

**D. Additional Liaison Instructions for Certain Types of Collective EAs****1. Code 90, Military Camps**

- (a) Obtain a list of possible census representative candidates to enumerate the collective EA portion of the camp (e.g., single quarters, base hospital, guardhouse).

**NOTE: Armed Forces personnel cannot be recommended.**

- (i) Suggest that a person familiar with the camp be recommended.
- (ii) If you are unable to hire from within the camp, recruit a census representative from your CCD.

## 18. COLLECTIVE EAs

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- (iii) When you have obtained a suitable candidate, follow the appointment procedures in **Section C, item 7** of this chapter.
- (b) Ensure that the contact (liaison officer) understands his/her responsibilities are to:
  - (i) provide the Census Representative with the information to complete Columns 1 to 4 of the Form 1A for each person staying at the collective on the night of June 3/June 4. Also to be included are those persons who usually reside at the collective dwelling but who are temporarily away on holidays, field trips, etc.;
  - (ii) arrange distribution of the Forms 3 and Forms 3A to each person or room in the collective EA portion of the military camp.
- (c) Identify a place where completed Form 3 questionnaires can be returned and held for the Census Representative.
- (d) Determine if an escort is required during Follow-up. If an escort is required, obtain the person's name and ensure that the contact understands that Follow-up interviews are to be conducted in private.
- (e) Enter the above information in the "Remarks" column of the Form 7A.

**NOTE:** Co-operation has been requested from Defence Headquarters for base commanders to ensure information from the administrative records is provided if additional information is needed during Follow-up.

### 2. All Other Types of Collective EAs

See the additional liaison instructions for collective dwellings, **Chapter 17, Section D, page 17-5.**

## E. Supervisory Visits During Enumeration

To ensure that the correct procedures are being followed you must conduct supervisory visits. See **Chapter 17, Section H, page 17-11** for detailed procedures.

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**F. Agricultural Responsibilities for Hutterite Colonies That Are Collective EAs**

The Census Representative will return the Agriculture Questionnaire (Form 6) to you and you must:

1. Ensure that the "Farm Operator's Residence" entries and the "Farm Headquarters" entries are recorded on the front cover of the Form 6.
2. Ensure that an "X" is marked in Column 12 (Completed Agricultural Holdings), Section IV of the VR.

**G. Checking the Final Collective EA Assignments**

1. Ensure there is a VR for each collective EA and ensure the entries in Section III are complete.
2. Ensure that any private dwellings and agricultural holdings have been enumerated and listed correctly in the VR.
3. Ensure that a Census Hourly Employee Account (Form 34) has been completed for each census representative.
4. Apply the Census Commissioner Quality Checks found in Chapter 26.



**19. MAIL RECEIPTS PROCEDURES**

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**19. MAIL RECEIPTS PROCEDURES****A. Mail Returns**

Arrangements will be made by your CAM to determine the procedure by which mail returns will be delivered to your office.

**1. Areas With Postal Truck Delivery**

The Post Office will deliver all mail returns to your office daily, by postal truck, from June 4 to June 14 (excluding Saturday and Sunday).

- (a) Arrange to be at your office or have your Administrative Assistant be there to receive the mail. An authorized person must accept delivery of the mail or it will be returned to the Post Office.
- (b) Starting June 17, your CAM will contact the Post Office daily to determine if there are any late mail returns. He/she will notify you accordingly and you must arrange to pick them up. If the CAM has designated you to contact the Post Office, do so every day to determine if there are any mail returns and arrange to pick them up at the Post Office.

**2. Areas Without Postal Delivery**

- (a) You will be required to pick up all mail returns at the Post Office daily from June 4 to June 14 (excluding Saturday and Sunday). It will be your responsibility to arrange for transporting these mail returns to your office.
- (b) Starting June 17, you or your Administrative Assistant will contact the Post Office daily to determine if there are any late mail returns. If there are, arrange to have them picked up.

**B. Sorting and Counting Mail Receipts**

- 1. Each day at your office, your Administrative Assistant must:
  - (a) sort mail returns by EA and by Forms 2A and Forms 2B (and Forms 6, if applicable);
  - (b) count the number of Forms 2A, Forms 2B and Forms 6 by EA and enter the totals on the Report on Mail Receipts;

## 19. MAIL RECEIPTS PROCEDURES

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- (c) bind the questionnaires for each EA with an elastic band, with the exception of Forms 6 to be included in Special Agricultural Assignments;
- (d) bind the agriculture questionnaires for Special Agricultural Assignments with an elastic band;
- (e) if you are not responsible for agricultural enumeration in your CCD, give the returned Forms 6 to your CAM or his/her designate on a daily basis.

### 2. Areas with postal truck delivery only

On June 7, your Administrative Assistant will be with you at the Edit and Follow-up training class. On this day, have your spare Census Representative or a census representative who will be attending the afternoon training class receive the mail. He/she will then follow the instruction above (see **Section B, item 1(a) to (c)**) for sorting the mail. Forms 6 should be kept separate until you determine where they belong.

Have this person complete the Report on Mail Receipts for June 7.

### **C. Completing the Report on Mail Receipts (found in MIS Report Book)**

Complete the Report on Mail Receipts every day between June 4 and 14. Keep track of mail received after June 14 and complete a final Report on Mail Receipts on July 2 or when you complete your assignment, whichever comes first. Refer to **Chapter 25, Section D, item 5, page 25-4** for further instructions.

### **D. Distributing Mail Returns**

- 1. Distribute the first group of mail returns during the training classes on June 7.
- 2. If you are conducting agriculture training, distribute mail returns during the agriculture training class on June 10.
- 3. Distribute on a daily basis during the first few days.
- 4. There are three methods by which you can deliver questionnaires to census representatives.
  - (a) The census representatives can pick up the questionnaires at your office.

19. MAIL RECEIPTS PROCEDURES

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- (b) You can arrange a meeting place and time and have the census representatives meet you or your Administrative Assistant there.
  - (c) You or your Administrative Assistant can deliver the questionnaires to the census representatives' homes.
5. In the later stages, mail returns may be few, in which case you should advise the Census Representative by telephone of the questionnaires you have received in order to avoid any unnecessary Field Follow-up.
  6. In a few very special cases, the regional census office may identify census representatives in remote areas who will have the mail sent directly to them. In these cases, you will **NOT** stamp the return envelopes with your address, but will send unstamped return envelopes and a return address stamp (with the appropriate address) to the census representatives in question. These census representatives will be responsible for stamping the envelopes and registering the mail receipts by day. You will have to contact them daily to complete the Report on Mail Receipts.





## 20. AGRICULTURAL ENUMERATION

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**20. AGRICULTURAL ENUMERATION****A. Introduction**

All census representatives are responsible for identifying agricultural operators and leaving Forms 6 with them during Drop-off. In areas where there are few operators, responsibility for Edit and Follow-up is taken from the regular census representatives and is given to special agricultural census representatives.

The Census District Manager and census area managers identified CCDs where responsibility for Edit and Follow-up of Forms 6 will be assigned to special agricultural census representatives. Generally, this occurs in large urban centres where there are few, if any, agricultural operators. In these areas, supervision of agricultural enumeration is assigned to one person.

In small urban centres and rural areas, there will be some EAs where the number of Forms 6 dropped off does not justify training the census representatives. In these cases, you will arrange for Follow-up by a regular census representative trained in agricultural procedures.

Your CAM will tell you if you are responsible for supervising agricultural enumeration.

**B. Census Commissioners NOT Responsible for Supervising Edit and Follow-up**

These procedures apply to CCDs where Edit and Follow-up of Forms 6 is performed by special agricultural census representatives.

**1. Before Drop-off**

- (a) Review the Forms 6B, if applicable. See **Chapter 3, Section U, page 3-14.**
- (b) Prepare enumeration materials for each census representative. See **Chapter 11, Section D, item 2 on page 11-4 and Sections F and G on page 11-7 and 11-8, respectively.**

**2. Completion of Forms 6C**

Tell the census representatives to complete a Form 6C after Drop-off by transcribing the information from Section IV of the VR. A Form 6C is required even if no holdings or operators were identified.

## 20. AGRICULTURAL ENUMERATION

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### 3. Collection of Forms 6B and 6C

- (a) Collect the Forms 6B and 6C from each census representative immediately after Drop-off, even if there are no listings on the Form 6C.
- (b) Ensure that every listing on the Form 6B is accounted for by a Form 6 number in Column 5, or an "X" in Column 6 with a note in the "Remarks" column.
- (c) Forward all Forms 6B and 6C to your CAM, or to the person responsible for enumeration.

If you are mailing the forms, double wrap them as described in Chapter 30, Section B, item 1, page 30-1.

### 4. Handling Mail Receipts

Completed Forms 6 will be mailed to your address. Complete the Report on Mail Receipts, then forward the Forms 6 to your CAM, or the person responsible for enumeration.

### 5. Insertion of Agricultural Forms into EA Boxes

- (a) Forms 6, 6B and 6C will be returned to you as they must be shipped to the regional census office with the population documents. Do not ship an EA box until you receive these forms.
- (b) Insert the agricultural forms into the EA boxes before Quality Control. Refer to **Chapter X of the Procedures Manual (Form 41)** for the order of insertion.
- (c) At the bottom of the EA Summary of the VR, enter the total number of Forms 6, 4A and 4B from the Form 6C.
- (d) At the bottom of the Work Sheet for Completion of Pay Forms, enter the number of lines completed by the Census Representative during Drop-off. Refer to the green copy of the Form 6C in the pocket of the VR.
- (e) Advise the Quality Control Technician that the Forms 6 were completed by a special agricultural census representative.

### 6. Forms 6 Received After Shipment of the EA Box

Because of the late identification of an operator, you may receive some Forms 6 after you ship an EA to the regional census office.

20. AGRICULTURAL ENUMERATION

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Send these forms to the regional census office by registered mail to ensure that any lost forms can be traced. Double wrap the forms as described in **Chapter 30, Section B, item 1, page 30-1.**

**C. Census Commissioners Responsible for Supervision in Large Urban Centres**

If your CAM makes you responsible for supervising agricultural enumeration, follow these procedures. You may be responsible for CCDs other than your own.

1. Hiring Special Agricultural Census Representatives

- (a) Your CAM will have a plan for enumeration which gives the number of people required to do Edit and Follow-up. It is recommended that one person be hired for every 50 to 75 listings on the Forms 6B.
- (b) Hire and appoint special agricultural census representatives before May 27 so you can train them before June 7. During appointment visits, give them the following materials:

(i) Form 59C - Agriculture Home Study Program

(ii) Form 59D - Agriculture Training Work Book

**NOTE:** The same procedures are applied when hiring special agricultural census representatives as when hiring regular census representatives.

- 1. Special agricultural census representatives must sign the Consent to the Disclosure of Personal Information and the Declaration Regarding Criminal Convictions. (see Chapter 7, Section I, item 9, page 7-8).
- 2. You must administer the Oath or Affirmation of Office and Secrecy, issue a Census Identification Card and complete Parts 3 and 4 of the Census Application for Employment. (see Chapter 9, Sections F, G and H, pages 9-3 to 9-5.)

2. Training for Special Agricultural Census Representatives

- (a) Training must take place between May 29 and June 6, no later. Use the Special Agricultural Census Representative

## 20. AGRICULTURAL ENUMERATION

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Training Guide - Mail-back Areas (Form 50H) and the Flip Chart - Special Agricultural Census Representative Training - Mail-back Areas (Form 50I).

- (b) Ensure each trainee has completed the Agriculture Home Study Program - Mail-back and Canvasser Areas (Form 59C).

### 3. Pay for Special Agricultural Census Representatives

- (a) Payment for training and enumeration must be claimed using Forms 34 and 35.
- (b) \$17.50 is to be claimed for the completion of the Agriculture Home Study Program - Mail-back and Canvasser Areas.
- (c) \$8.75 is to be claimed for each hour of training and enumeration.
- (d) Expenses for kilometrage are to be claimed on the Form 35.

### 4. Distribution of Work Assignments

Distribute the following forms to special agricultural census representatives at the training class.

- (a) Forms 6: returned by mail.
- (b) Forms 6: blank, for use during Follow-up.
- (c) Forms 6B: for each EA, if applicable.
- (d) Forms 6C: completed after Drop-off for each EA.
- (e) Forms 6D: blank, for use during enumeration.
- (f) Forms 6D: created during Drop-off for follow-up by special agricultural census representatives.
- (g) Form 6F: Form 6D Control Record.

### 5. Maps

Ensure that your Special Agricultural Census Representative has access to CCD maps of the areas for which he/she is responsible.

20. AGRICULTURAL ENUMERATION

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6. Enumeration Procedures

Refer to the **Procedures Manual (Form 41), Chapter VII, Sections G to M** for Edit and Follow-up procedures.

7. Completion of MIS Report on Progress for Special Agricultural Census Representatives

Complete this report on the scheduled dates and report the totals to your CAM. The report is in the Census Commissioner MIS Report Book.

8. Census Commissioner Supervisory Checks

Visit the census representatives responsible for agricultural enumeration at least twice and perform the checks described in **Chapter 13, Section J, page 13-13** of this manual. In a blank EA Record, Part I, mark "X" in the "Special Agricultural Assignment" box.

9. Census Commissioner Quality Checks

After the agriculture assignment is completed, apply the quality checks for special agricultural assignments (see **Chapter 26, Section M, page 26-13.**)

- (a) Ensure that the identification entries on the front of the Form 6 are complete. Complete any omissions by referring to the Form 6C and, if necessary, to the Forms 6D.
- (b) Perform the Census Commissioner's quality check on the Forms 6.
- (c) If Forms 6 are rejected by your quality check or by Quality Control, return them to the Census Representative who performed agricultural enumeration in the EA, or correct the errors yourself.
- (d) Once the assignment has passed your quality check and Quality Control, return it to the appropriate person for insertion into the proper EA box (either your CAM or another CC).

**D. Handling of Forms 6D in Areas Where Special Agricultural Census Representatives Perform Follow-up**

Census representatives will give you two copies (**white and yellow**) of all Forms 6D they created for operators living outside their area of responsibility. You will also receive Forms 6D from your CAM.

## 20. AGRICULTURAL ENUMERATION

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1. Determine whether the operator listed on the Form 6D lives within your area of responsibility for the enumeration of agricultural holdings. Identify the EA of the operator's residence by:
  - (a) using your knowledge of the area;
  - (b) using maps;
  - (c) referring to telephone directories if clarification of name and/or location of residence is needed;
  - (d) calling your census representatives so they can refer to their VRs to determine if they have listed the operator in their EA; and
  - (e) referring to records at the municipal office.
2. If the Operator Lives in Your Area of Responsibility:
  - (a) Complete the Form 6D Control Record, according to the instructions in **Section G** of this chapter, **page 20-12**.
  - (b) Forward both copies of each Form 6D to the Special Agricultural Census Representative responsible for agricultural enumeration in that area.
3. If the Operator Lives Outside Your Area of Responsibility:
  - (a) Complete the Form 6D Control Record according to the instructions in **Section G** of this chapter, **page 20-12**.
  - (b) Forward both copies of each Form 6D to your CAM.

**NOTE:** It is not your responsibility to account for land listed on Forms 6D sent to your CAM.
4. If you cannot determine where the operator lives, refer the problem to your CAM.
5. For every Form 6D given to one of your census representatives, ensure that:
  - (a) all land listed on these Forms 6D is accounted for;
  - (b) Part II of the Form 6D is completed; and
  - (c) the white copy is returned to you.
6. Wrong Operator Listed on Form 6D  
Refer to **Section I** on **page 20-14** for instructions.

20. AGRICULTURAL ENUMERATION

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**E. Census Commissioners Responsible for Supervision in Areas Other than Large Urban Centres****1. EA Assignments With Fewer than Five Forms 6**

Census representatives who drop off fewer than five Forms 6 are not to be trained in Edit and Follow-up.

**(a) Identify census representatives who will not be trained:**

(i) Before Drop-off, check the Form G-13 to identify EA assignments with fewer than five farms in Column 4.

(ii) Monitor these EAs during Drop-off to confirm the number of Forms 6.

(iii) Make your final decision when you collect the June 4 Report on Drop-off.

**(b) Complete Form 6C**

For each EA involved, tell the regular Census Representative to create a Form 6C by copying Section IV of the VR.

Collect the Forms 6C on or before June 7.

**(c) Assign a regular census representative**

Assign responsibility for Edit and Follow-up to one of your regular census representatives trained in agricultural enumeration. Remember to collect MIS progress reports from this census representative.

This person will use a Form 6C to control enumeration for EAs other than his/her own EA.

**(d) Pay****(i) Census Representative Who Performs Drop-off**

This person will be paid the rate for listing an operator or holding on the Form 6C.

**(ii) Census Representative Who Performs Edit and Follow-up**

## 20. AGRICULTURAL ENUMERATION

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This person will be paid \$8.75 per hour, plus kilometrage, for enumerating in EAs other than his/her own. Claims are to be made using the Forms 34 and 35.

- (e) Insertion of agricultural forms into the EA box
  - (i) Insert the Forms 6 and 6C into the correct EA box before Quality Control. Refer to Chapter X of the Procedures Manual (Form 41) for the order of insertion.
  - (ii) At the bottom of the EA Summary of the VR, enter the total number of Forms 6, 4A and 4B from Section IV.
  - (iii) At the bottom on the Work Sheet for Completion of Pay Forms, enter the number of lines completed by the Census Representative during Drop-off. Refer to the green copy of the Form 6C in the pocket of the VR.
  - (iv) If the EA fails the Quality Control Agriculture checks, you will have to arrange for Follow-up of the Forms 6.

### F. Handling Forms 6D in Areas Where Regular Census Representatives Perform Follow-up

#### 1. Outside the Prairie Provinces and the Peace River District of British Columbia

The incidence of Form 6D cases outside of the Prairie provinces is such that training every census representative in Form 6D Follow-up is not warranted. Assume responsibilities for Forms 6D by either:

- (i) performing the Follow-up personally; or,
- (ii) training one special agricultural census representative in your CCD.

Discuss the method you will use to follow up Forms 6D with your CAM after you determine the number of Forms 6D created by your census representatives.

- (a) Collect the Forms 6D (white and yellow copies) from your census representatives during your Drop-off supervisory



20. AGRICULTURAL ENUMERATION

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visits and at the Edit and Follow-up training class. Ensure that you have received all Forms 6D from your census representatives.

**NOTE:** Your census representatives will continue to give you Forms 6D they create after Drop-off. Your CAM will also forward Forms 6D to you for Follow-up if the operator lives within your area of responsibility.

- (b) Determine whether the operator lives within your area of responsibility. Identify the EA in which the operator lives by:
- (i) using your knowledge of the area;
  - (ii) using maps;
  - (iii) having the census representatives refer to their VRs, during training class, to determine if they have listed the operator;
  - (iv) referring to records at the municipal or township offices;
  - (v) referring to other sources of information which exist in your region of the country.

**NOTE:** Refer to telephone directories, if clarification of name and/or location of residence is needed.

- (c) The operator lives inside your area of responsibility:

Contact the Census Representative responsible for the EA to determine if a Form 6 was dropped off.

- (i) A Form 6 was dropped off:
- Tell the Census Representative to conduct follow-up.
  - During your next supervisory visit, ensure that the land listed on the Form 6D has been reported on the Form 6. Refer to the **Procedures Manual (Form 41), Chapter VIII, Section I. 6 (b)**.
  - Complete the appropriate Form 6D Control Record according to the instructions in **Section G** of this chapter, **page 20-12**.

## 20. AGRICULTURAL ENUMERATION

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(ii) A Form 6 was not dropped off:

- Give the Census Representative the name, address and land information from the Form 6D and tell him/her to enumerate the operator.
- During your next visit to the Census Representative, ensure that the land identified on the Form 6D is included on the completed Form 6.

Follow the procedures in **Chapter VIII, Section I, 6 (c) of the Procedures Manual** to complete the Forms 6 and 6D.

- Complete the appropriate Form 6D Control Record following the instructions in **Section D** of this chapter.

(d) The operator lives outside your area of responsibility:

(i) Complete the appropriate Form 6D Control Record according to the instructions in **Section G**.

(ii) Forward both the white and yellow copies of each Form 6D to your CAM.

(e) If you cannot determine the EA in which the operator lives, refer the problem to your CAM.

**NOTE:** It is not your responsibility to account for land listed on Forms 6D sent to your CAM.

2. Inside the Prairie Provinces and the Peace River District of British Columbia

(a) Collect the Forms 6D (white and yellow copies) from your census representatives during your Drop-off supervisory visits and at the Edit and Follow-up training class. Ensure that you have received all Forms 6D from your census representatives.

**NOTE:** Your census representatives will continue to give you Forms 6D they create after Drop-off. Your CAM will also forward Forms 6D to you for Follow-up if the operator lives within your area of responsibility.

20. AGRICULTURAL ENUMERATION

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- (b) Determine whether the operator lives within your area of responsibility. Identify the EA in which the operator lives by:
- (i) using your knowledge of the area;
  - (ii) using maps;
  - (iii) having the census representatives refer to their VRs, to determine if they have listed the operator;
  - (iv) referring to records at the municipal or township offices;
  - (v) referring to other sources of information which exist in your region of the country.

**NOTE:** Refer to telephone directories, if clarification of name and/or location of residence is needed.

- (c) If the operator lives inside your area of responsibility:
- (i) Complete the appropriate Form 6D Control Record according to the instructions in **Section G, page 20-12.**
  - (ii) Forward both copies of each Form 6D to the Census Representative responsible for enumeration of the operator.
- (d) If the operator lives outside your area of responsibility:
- (i) Complete the appropriate Form 6D Control Record according to the instructions in **Section G, page 20-12.**
  - (ii) Forward the white and yellow copies of each Form 6D to your CAM.
- (e) If you cannot determine the EA in which the operator lives, refer the problem to your CAM.
- (f) Ensure that all land listed on the Forms 6D referred to YOUR Census Representative(s) is accounted for, that Part II of the Form 6D is completed, and that the white copy of every Form 6D is returned to you.

**NOTE:** It is not your responsibility to account for land listed on Forms 6D sent to your CAM.

## 20. AGRICULTURAL ENUMERATION

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(g) Wrong Operator Listed on Form 6D

Refer to Section I on page 20-14 for instructions.

### G. CC Form 6D Control Record

The Form 6D Control Record is part of your CCD Record (Form 29). It will help you keep track of all Forms 6D received and distributed by you.

Keep one Form 6D Control Record for each census representative. Also keep a Form 6D Control Record for Forms 6D forwarded to your CAM.

#### 1. Set-up of Your Form 6D Control Records

- (a) Enter the name of each census representative in the upper right corner of a Control Record.
- (b) Enter your CAM's name on a Form 6D Control Record because you may be forwarding Forms 6D to your CAM.

#### 2. For Forms 6D Received from One of Your Census Representatives

- (a) If the operator lives inside your area of responsibility:
  - (i) Complete the Form 6D Control Record for the Census Representative to whom you will be forwarding the Form 6D (name in upper right corner of Control Record) as follows:
    - Complete Columns 1, 2 and 3 from the information on the Form 6D.
    - Column 4 is not applicable in this case.
    - In Column 5, enter the date you receive the Form 6D.
    - In Column 6, enter the date you forward the Form 6D to the Census Representative for Follow-up.

**NOTE:** Ensure that the white copy of Forms 6D forwarded to your census representatives is returned to you.

20. AGRICULTURAL ENUMERATION

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(ii) When the Census Representative returns the Form 6D to you, make the following entries in the Form 6D Control Record:

- In Column 7, enter the date if all the land listed on the Form 6D is accounted for.

**NOTE:** If all land is accounted for, only the white copy of the Form 6D will be returned to you. Keep these resolved Forms 6D until enumeration is complete. Return them with your administrative supplies.

- In Column 8, enter the date if some land is not accounted for, and record the reason in Column 10 (e.g., wrong operator).

In this case both copies of the Form 6D will be returned to you. Refer to Section I, item 1 of this chapter for more detailed procedures.

- In Column 9, enter the date if no land is accounted for and record the reason in Column 10.

In this case, both copies of the Form 6D will be returned to you. Refer to Section I, item 2 of this chapter for more detailed instructions.

**NOTE:** There must be an entry in Column 7, 8 or for each Form 6D recorded in the Control Record for Forms 6D forwarded to your census representatives.

(b) If the operator lives outside your area of responsibility:

Complete the Control Record on which you have entered your CAM's name.

(i) Complete Columns 1 to 5 as in point 2(a) above.

(ii) In Column 6, enter the date you forward the Form 6D to your CAM.

**NOTE:** The Forms 6D forwarded to your CAM will not be returned to you unless some of the information is incorrect. Therefore, Column 7, 8 or 9 will not be completed.

## 20. AGRICULTURAL ENUMERATION

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### 3. For Forms 6D Received from Your CAM

Complete the Form 6D Control Record for the Census Representative to whom you forward the Form 6D (name in upper right corner of control record) as follows:

- (a) Complete Columns 1 to 3 and 6 to 10 as described in Section G, item 2.
- (b) In Column 4, enter the date to indicate that the Form 6D was received from your CAM.

**NOTE:** The Census Representative must return the white copy after Follow-up. The yellow copy will be attached if the case is not completely resolved.

- (c) Column 5 is not applicable in this case.
- (d) In Column 11, enter the date you return the white copy to your CAM.

**NOTE:** Return the white copy (and the yellow copy if the case is unresolved) of the Form 6D to your CAM so he/she will know that Follow-up is completed. Always complete Column 11 of the Control Record for these cases.

### H. Receipt of Late Forms 6D

Ensure follow-up is conducted to resolve the Form 6D.

If a Form 6 is completed because of the receipt of a late Form 6D, and the assignment has been through Quality Control, forward the Form 6 to the regional census office by registered mail.

Put the Form 6 in a brown envelope and seal it. Write "Form 6" and your PROV, FED and CCD numbers on this envelope. Write "PROTECTED" on this envelope. Place the envelope inside a second brown envelope and seal it. Put a regional census office sticker on the second envelope. Write "Attention F.C. Unit - Form 6 enclosed". Ensure your return address appears on the second envelope.

### I. Wrong Operator Listed on the Form 6D

One of your census representatives who is doing Follow-up on Forms 6D may inform you that an operator identified on a Form 6D does not operate some or any of the land. Ask him/her to return both copies of the Form 6D (yellow and white) to you.

## 20. AGRICULTURAL ENUMERATION

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1. If Some Land Listed on the Form 6D Is Not Operated by the Person Indicated
- (a) Create a new Form 6D (using the same Form 6D number) listing all tracts of land which were correctly allocated to the operator indicated, and:
    - (i) give the yellow copy back to the Census Representative so it can be put inside the Form 6;
    - (ii) keep the white copy which you will return to the regional census office with your administrative supplies after enumeration is complete.
  - (b) In Column 8 of the 6D Control Record, enter the date to show that some land was not accounted for on the operator's Form 6.
  - (c) On the original Form 6D, draw a straight line through each tract of land which was wrongly allocated to the operator, and list this land in Part III (Remarks).
  - (d) If the Form 6D originated from one of your census representatives, return it and instruct him/her to:
    - (i) Determine the correct operator of the land listed in the "Remarks" section of the Form 6D and either create a new Form 6D or enumerate the operator if he/she lives inside the EA and has not yet been enumerated.
    - (ii) Correct the entry in Section IV of the VR, if applicable.
    - (iii) Destroy the white and yellow copies of the incorrectly created Form 6D to ensure confidentiality (when the Census Representative is certain that the land has been correctly accounted for).
    - (iv) Adjust his/her township plan, if there is one.
  - (e) If the Form 6D was forwarded to you by your CAM, return it to him/her immediately after you complete the Form 6D Control Record as follows:
    - (i) In Column 8, enter the date to show that some land was not accounted for.
    - (ii) In Column 11, enter the date the Form 6D is returned to your CAM.

**20. AGRICULTURAL ENUMERATION**

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**2. If No Land on the Form 6D Is Operated by the Person Identified as the Operator**

- (a) Cross out the name and address on the Form 6D and enter an explanation in the "Remarks" section of Part III of the form.
- (b) In Column 9 of the Form 6D Control Record, enter the date to show that no land is accounted for and write "Wrong operator" in Column 10 (Remarks).
- (c) If the Form 6D originated from one of your census representatives, return it and instruct him/her to determine the correct operator of the land.
  - (i) If the correct operator is a Form 6D case, tell the Census Representative to:
    - enter the name and address on both copies of the same Form 6D;
    - change the name and address listed in Section IV of the VR for that Form 6D;
    - return both copies of the Form 6D to you;
    - make any necessary adjustments to the township plan (if applicable).
  - (ii) If the true operator of the land lives within this census representative's EA, or if the operator is known to live on land which he/she operates outside the EA, instruct the Census Representative to:
    - delete the entry in Section IV of the VR for the Form 6D;
    - destroy both copies of the Form 6D;
    - adjust the township plan (if applicable);
    - complete a Form 6 by interview, if the operator resides in his/her EA and a Form 6 has not been completed.
- (d) If the Form 6D was forwarded to you by your CAM:
  - (i) enter the date in Column 11 of the Form 6D Control Record; and



20. AGRICULTURAL ENUMERATION

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(ii) return the Form 6D to your CAM immediately.

**J. Total and Partial Refusals for Agricultural Holdings**

Refer to **Chapter 22** of this manual for the procedures regarding total and partial refusals for Forms 6.

**K. Operations Not Enumerated by Census Representatives**

Your CAM will give you a List of Agricultural Operations Not Enumerated by Census Representatives (Form 6H). It is your responsibility to notify each census representative of the location of any such holdings.

**1. Provincial and Federal Government Research Stations**

Census representatives are not to enumerate provincial and federal government research stations. They will be enumerated by head office.

**2. Community Pastures (EAs with Township Plans)**

Community pastures identified on township plans are not to be enumerated. Special procedures exist for the enumeration of these pastures by Statistics Canada in Ottawa.

They will not be identified on the list received from your CAM because they are already identified on the township plan.

Community pastures not identified on the township plan must be accounted for on the township plan, and a Form 6 must also be obtained.

**3. Other Operations**

Some large agricultural operations (usually corporations), consisting of more than one agricultural operation, are not to be enumerated by the census representatives. Special enumeration agreements exist between these holdings and Statistics Canada. These agreements require that enumeration be completed according to special procedures.

**L. Operators Identified Through the Form 2 Agriculture Question**

Census representatives not responsible for agricultural enumeration will identify more operators during Edit of Step 8 of the Form 2. They will give you the operator's name, telephone number and location of the holding by telephone.

## 20. AGRICULTURAL ENUMERATION

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1. Record this information in the CCD Record on the report entitled "Agriculture Operators not Identified at Drop-off" as follows:
  - (a) Top right: Enter the EA number.
  - (b) Top right: Enter the Census Representative's name.
  - (c) Column 1: Enter the household number.
  - (d) Column 2: Enter the operator's name.
  - (e) Column 3: Enter the operator's location (home address).
  - (f) Column 4: Enter the operator's telephone number.
2. Give this information to the Census Representative responsible for agricultural enumeration for immediate Follow-up.

On the CCD Record, in Column 5, enter the date you give this information to the Census Representative responsible for Edit and Follow-up.

### **M. Contact With Local Land Tax Offices, Rural Municipality Offices, etc.**

During enumeration, census representatives will encounter problems in identifying the operators of some tracts of land in their EAs. It may become necessary to visit local municipal offices to track down at least the owner's name. Identification of the owner will lead to the identification of the operator.

If one office serves an area which includes a number of EAs, you should not encourage each census representative to seek information independently. Contact the office personally, or delegate the responsibility to your Administrative Assistant to avoid inconveniences to the office staff.

21. LANGUAGE PROBLEMS

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**21. LANGUAGE PROBLEMS****A. Language Problems Other than English and French**

If a census representative reports an inability to enumerate a household because of language problems and has assured you that every effort has been made to enumerate the household (e.g., use of school children in the family, friends or relatives of the family), refer the matter to your CAM. He/she will give you instructions concerning the hiring of an interpreter.

**B. Official Language Problems in Unilingual Areas**

1. Census representatives are not to follow up at households which indicate a preference for the official language which they cannot speak. Census representatives will notify you of any such instances.
2. Before using a bilingual census representative from your CCD to do Follow-up in another EA, you must receive authorization from your CAM because that census representative is to be paid at a specified hourly rate for the Follow-up.
3. If you do not have a bilingual census representative, inform your CAM and you will be provided with someone who has the required bilingual capacity.
4. Have the bilingual Census Representative complete enumeration for such households and return the completed questionnaires to you. Return the questionnaire to the original Census Representative who will make all VR entries.

**NOTE:** A census representative cannot submit his/her EA for Quality Control until all households are accounted for.



**22. REFUSAL AND DIRECT RESPONSE CASES**

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**22. REFUSAL AND DIRECT RESPONSE CASES****A. Introduction**

Census representatives will encounter cases of total refusal, partial refusal and direct response in the performance of their duties. When they encounter one of these cases, they will submit a Form 4A or 4B to you indicating the nature of the problem.

The Missing Questionnaire Card (Form 4A) is completed by the census representatives when they cannot obtain a questionnaire. In the case of a total refusal or direct response, they will submit the white copy of the Form 4A to you.

The Incomplete Questionnaire Card (Form 4B) is completed by the census representatives when they can obtain only a **partially completed** questionnaire. In the case of a partial refusal, they will submit the white copy of the Form 4B and the partially completed questionnaire to you.

You are responsible for following up on all Forms 4A and 4B for refusal and direct response cases in order to obtain a completed questionnaire.

**B. General**

When you receive a Form 4A or 4B:

1. Complete the Refusal Record or the Direct Response Record in the CCD Record. (See Sections C and D of this chapter.)
2. Conduct a personal follow-up visit with the householder/operator as soon as possible. (See Sections G, H and I of this chapter.)
3. Update your CCD Record after follow-up has been completed. (See Sections C and D of this chapter.)

**C. Completion of the Refusal Record**

Complete the Refusal Record of the CCD Record for total and partial refusal cases only. **DO NOT** enter direct response cases on it.

**1. Identification Entries**

Enter the EA number on the Refusal Record in the space provided. Use a separate page for each EA.

## 22. REFUSAL AND DIRECT RESPONSE CASES

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### 2. Receipt Entries

Make the following entries upon receipt of the Form 4A or 4B.

(a) If it is a **total refusal** (Form 4A):

- (i) Enter in **Column 1** the household number (for a Form 2A or 2B) or Form 6 number.
- (ii) Enter in **Column 2, 3 or 4** the date you receive the Form 4A from the Census Representative.

(b) If it is a **partial refusal** (Form 4B):

- (i) Enter in **Column 11** the household number (for a Form 2A or 2B) or Form 6 number.
- (ii) Enter in **Column 12, 13 or 14** the date you receive the incomplete questionnaire and the Form 4B.

### 3. Follow-up Entries

Enter the follow-up results for a refusal case as follows.

(a) If it is a **total refusal** (Form 4A):

- (i) Enter in **Column 5, 6 or 7** the date you resolve the "Total Refusal" case.
- (ii) Enter in **Column 8, 9 or 10** the date you forward any unresolved case to your CAM.

**NOTE:** There must be at least one entry in Columns 5 to 10.

(b) If it is a **partial refusal** (Form 4B):

- (i) Enter in **Column 15, 16 or 17** the date you resolve any "Partial Refusal" case.
- (ii) Enter in **Column 18, 19 or 20** the date you determine you are unable to resolve the "Partial Refusal" case.

**NOTE:** There must be at least one entry in Columns 15 to 20.

**22. REFUSAL AND DIRECT RESPONSE CASES**

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**D. Completion of the Direct Response Record**

Complete the Direct Response Record of the CCD Record for direct response cases only. DO NOT enter refusal cases on it.

**1. Identification Entries**

Enter the EA number on the Direct Response Record in the space provided. Use a separate page for each EA.

**2. Receipt Entries**

(a) Enter in **Column 1** the household number (for a Form 2A or 2B) or Form 6 number.

(b) Enter in **Column 2, 3 or 4** the date you received the **white** copy of the Form 4A.

**3. Follow-up Entries**

(a) If you resolve the case by obtaining a completed questionnaire, enter in **Column 5, 6 or 7** the date you obtained the completed questionnaire.

(b) If you do not resolve the case, enter in **Column 8, 9 or 10** the date you sent the **white** copy of the Form 4A to the Field Collection Unit.

(c) When a questionnaire is received in the regional census office (RCO) as a result of a direct response case, enter in **Column 11, 12 or 13** the date you were notified.

**E. Time Period for Follow-up of Forms 4A and 4B**

Visit the householder/operator as soon as possible and ensure **all** Follow-up is completed within the time frames indicated below.

1. If it is a **total refusal** (Form 4A), complete the Follow-up within **72 hours** of receiving the Form 4A from the Census Representative and submit any **unresolved cases** immediately to your CAM after Follow-up.

2. If it is a **direct response** (Form 4A), complete the Follow-up within **72 hours** to resolve the situation.

3. If it is a **partial refusal** (Form 4B), complete the Follow-up as soon as possible.

## 22. REFUSAL AND DIRECT RESPONSE CASES

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### F. Total Refusal at Drop-off

The census representatives have been instructed to make a note of any **face-to-face** total refusals at Drop-off in Column 20, Remarks, of the VR.

During Follow-up training you are to:

1. Determine if any of your census representatives encountered any **face-to-face** refusals at Drop-off. If any cases were encountered, have the Census Representative follow the procedures for Missing Questionnaires on the left side of **Appendix C of the Procedures Manual (Form 41), page 207.**
2. Enter the receipt of the Form 4A in the Refusal Record of your CCD Record.
3. Follow up on these cases immediately as instructed in **Section G** of this chapter.

### G. Total Refusals (Form 4A)

See the **Procedures Manual** for definitions and instructions to the Census Representative.

1. If you determine that you are dealing with a **direct response** situation, follow the procedures found in **Section I** of this chapter.
2. If you determine that you are dealing with a **total refusal** situation, make every effort to secure the householder's/operator's co-operation to obtain a completed questionnaire.
  - (a) Ensure that you are talking to the person identified by the Census Representative on the Form 4A.
  - (b) Verify that a questionnaire was offered by the Census Representative.
  - (c) Stress the importance of a complete census and the householder's/operator's part in this (refer to **Chapter I of the Procedures Manual**).
  - (d) Stress the fact that all information on the questionnaire is kept confidential.
  - (e) Assure the householder/operator that the Census Representative will not see the information entered on the questionnaire.



**22. REFUSAL AND DIRECT RESPONSE CASES**

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3. Offer the householder/operator the same type of questionnaire (i.e. Form 2A, 2B or 6) and ask him/her to provide you with the information necessary to complete the questionnaire. State that it is a requirement of the Statistics Act to comply. If the householder/operator requests further details concerning the Statistics Act, **Section 31** (found in **Appendix A of the Procedures Manual**) may be read without comment or interpretation. If the householder/operator wishes to engage you in further discussion of the Statistics Act, inform him/her that you are not qualified to discuss it and that your objective is to obtain his/her willing co-operation.

4. Successful - Completed Questionnaire

If you are **successful** in obtaining a completed questionnaire:

- (a) Mark "CC" in box 2 on the front cover of the Population Questionnaire (Form 2A or 2B) to indicate that the questionnaire was completed by you. In the case of an Agriculture Questionnaire (Form 6) enter "CC" in the CC box on the front cover of the form.
- (b) Complete the "Census Commissioner's use only" section of the Form 4A (Section F) by marking "X" in box 1, "Enumeration completed".
- (c) Complete the "Record of action taken" section of the Form 4A (Section G).
- (d) Indicate in the Refusal Record of the CCD Record that the total refusal case has been resolved.
- (e) Hold the questionnaire (Form 2A, 2B or 6) until you have received the completed EA.
- (f) Remove the **green** copy of the Form 4A from the EA box and insert the questionnaire (Form 2A, 2B or 6) in its proper sequence in the EA box.
- (g) Staple and file the **white** and **green** copies of the Form 4A.

5. Successful - Partially Completed Questionnaire

If you are **successful** in obtaining only a partially completed questionnaire, see **Section K**, item 1 of this chapter.

6. Unsuccessful - No Questionnaire

If you are **unsuccessful** in obtaining a completed questionnaire:

## 22. REFUSAL AND DIRECT RESPONSE CASES

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- (a) Ask the householder/operator if he/she would be willing to complete the questionnaire and mail it directly to the regional census office in an envelope provided by you.
- (b) If the householder/operator is willing, follow the procedures described in **Section K, item 2** of this chapter.
- (c) If the householder/operator is unwilling to mail a questionnaire to the regional census office, thank the householder/operator for his/her time and leave.
- (d) Complete the "Census Commissioner's use only" section of the Form 4A (Section F) by marking "X" in box 2, Total refusal.
- (e) Complete the "Record of action taken" Section G of the Form 4A:
  - (i) Enter the date and time and the action you took during your visit.
  - (ii) Identify who refused and the reason why, and describe how the refusal was communicated (i.e. the words used by the person who refused).
  - (iii) Sign the form in the space provided.
- (f) Forward the white copy of the Form 4A with documentation of your visit and the Census Representative's visit to your CAM as soon as possible.  
  
Double wrap the form as described in **Chapter 30, Section B, item 1, page 30-1.**
- (g) Complete Column 8, 9 or 10 of the Refusal Record in the CCD Record.

### H. Partial Refusals (Form 4B)

See the **Procedures Manual** for definitions and instructions to the Census Representative.

1. If you determine that you are dealing with a **partial refusal** situation, make every effort to secure the householder's/operator's co-operation to obtain a completed questionnaire:
  - (a) Ensure that you are talking to the person identified by the Census Representative on the Form 4B.

22. REFUSAL AND DIRECT RESPONSE CASES

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- (b) Stress the importance of a complete census and the householder's/operator's part in this (refer to **Chapter I of the Procedures Manual**).
  - (c) Stress the fact that all information on the questionnaire is kept confidential.
  - (d) Assure the householder/operator that the Census Representative will not see the information entered on the questionnaire.
2. Ask the respondent to provide you with the information necessary to complete the questionnaire. State that it is a requirement of the Statistics Act to comply. If the householder/operator requests further details concerning the Statistics Act, **Section 31** (found in **Appendix A of the Procedures Manual**) may be read without comment or interpretation. If the householder/operator wishes to engage you in further discussion of the Statistics Act, inform him/her that you are not qualified to discuss it and that your objective is to obtain his/her willing co-operation.
3. Successful - Completed Questionnaire

If you are **successful** in completing the questionnaire:

- (a) Mark "CC" in box 2 on the front cover of the Population Questionnaire (Form 2A or 2B) to indicate that the questionnaire was completed by you. In the case of an Agriculture Questionnaire (Form 6) enter "CC" in the CC box on the front cover of the form.
- (b) Complete the "Census Commissioner's use only" section of the Form 4B (Section D) by marking "X" in box 1, "Enumeration completed".
- (c) Complete the "Record of action taken" section of the Form 4B (Section E).
- (d) Indicate in the Refusal Record of the CCD Record that the partial refusal case has been resolved.
- (e) Hold the questionnaire (Form 2A, 2B or 6) until you have received the completed EA.
- (f) Remove the green copy of the Form 4B from the EA box and insert the questionnaire (Form 2A, 2B or 6) in its proper sequence in the EA box.
- (g) Staple and file the white and green copies of the Form 4B.

## 22. REFUSAL AND DIRECT RESPONSE CASES

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### 4. Unsuccessful - Partially Completed Questionnaire

If you are unsuccessful in completing the questionnaire:

- (a) Thank the householder/operator for his/her time and leave.
- (b) Complete the "Census Commissioner's use only" section of the Form 4B (Section D) by marking "X" in box 2, "Partial refusal".
- (c) Complete the "Record of action taken", Section E of the Form 4B:
  - (i) Enter the date and time and the action you took during your visit.
  - (ii) Identify who refused and the reason why, and describe how the refusal was communicated (i.e. the words used by the person who refused).
  - (iii) Sign the form in the space provided.
- (d) Retain the questionnaire until the EA box has been received.
- (e) Attach the questionnaire and the white copy of the Form 4B to the green copy of the Form 4B presently in the box.
- (f) Insert the questionnaire and the Form 4B in the EA box in order by household number.
- (g) Complete Column 18, 19 or 20 of the Refusal Record in the CCD Record.

### I. **Direct Response (Form 4A)**

**Direct Response** is a situation in which a householder/operator wishes to mail or claims to have mailed his/her questionnaire (Form 2A, 2B or 6) to an address other than the address indicated on the mail-back envelope.

When you receive a Form 4A for cases of direct response, make the applicable entries in the Direct Response Record of the CCD Record. **DO NOT** make any entries in the Refusal Record of the CCD Record.

1. When the Census Representative has indicated on the Form 4A that a situation is one of direct response, you are to visit the householder/operator and:

**22. REFUSAL AND DIRECT RESPONSE CASES**

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- (a) Attempt to have the householder/operator complete a questionnaire (Forms 2A, 2B or 6) by interview.
- (b) Emphasize the fact that all information collected on individuals is kept confidential.
- (c) Advise the householder/operator that the Census Representative will not see the information entered on the questionnaire.
- (d) Stress the importance of a complete census and the householder's/operator's part in this. (See Chapter I, 16 (e), "Uses of Census Data", in the Form 41, page 28.)

**2. Successful - Completed Questionnaire**

If you are **successful** in obtaining a completed questionnaire:

- (a) Mark "CC" in box 2 on the front cover of the Population Questionnaire (Form 2A or 2B) to indicate that the questionnaire was completed by you. In the case of an Agriculture Questionnaire (Form 6) enter "CC" in the CC box on the front cover of the form.
- (b) Complete Section F (Census Commissioner's use only) of the Form 4A by marking "X" in box 1, "Enumeration completed".
- (c) Complete Section G (Record of action taken) of the Form 4A.
- (d) Indicate in Column 5, 6 or 7 of the Direct Response Record that you obtained a completed questionnaire.
- (e) Hold the questionnaire (Form 2A, 2B or 6) until you have received the completed EA box.
- (f) Remove the **green** copy of the Form 4A from the EA box and retain it for shipment to the regional census office when you close your office. (See Chapter 30, Section D, page 30-5.)
- (g) Insert the questionnaire (Form 2A, 2B or 6) in its proper sequence in the EA box.

**3. Successful - Partially Completed Questionnaire**

If you are **successful** in obtaining a partially completed questionnaire, see **Section K**, item 1 of this chapter.

## 22. REFUSAL AND DIRECT RESPONSE CASES

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### 4. Unsuccessful - No Questionnaire

If you are **unsuccessful** in obtaining a completed questionnaire, ask the householder/operator if he/she would be willing to complete a questionnaire and mail it directly to the regional census office in an envelope supplied by you.

(a) If the householder/operator is willing:

- (i) Enter the identification entries on a new questionnaire (Form 2A, 2B or 6). (Refer to the Form 4A for this information.)
- (ii) Give him/her this questionnaire and an envelope (brown envelope addressed to the regional census office) and indicate at the bottom of the envelope "Questionnaire enclosed".
- (iii) Complete Section F of the Form 4A by marking "X" in box 3(a), "Direct response. Mailed in supplied envelope".
- (iv) Complete Section G (Record of action taken) of the Form 4A.
- (v) Indicate in Column 8, 9 or 10 of the Direct Response Record that the case is unresolved.
- (vi) Forward the **white** copy of the Form 4A to the regional census office, "Attention RFOM (and the RFOM's name)".

Double wrap the form as described in **Chapter 30, Section B, item 1, page 30-1.**

**NOTE:** The Form 4A is needed by the regional census office to indicate that a questionnaire is forthcoming. The questionnaire, which the householder/operator has agreed to mail, must be matched with the Form 4A before enumeration is considered complete.

- (vii) Ensure the **green** copy of the Form 4A is in the EA box as an indication to the regional census office that a questionnaire must be inserted.
- (b) If the householder/operator insists that the questionnaire has already been mailed and **will not** complete another one:

**22. REFUSAL AND DIRECT RESPONSE CASES**

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- (i) Mark box (b) or (c) in Section F of the Form 4A and complete Section G.
- (ii) Indicate in Column 8, 9 or 10 of the Direct Response Record that the case is unresolved.
- (iii) Forward the white copy of the Form 4A to the regional census office, "Attention RFOM (and the RFOM's name)".

Double wrap the form as described in Chapter 30, Section B, item 1, page 30-1.

5. Your CAM will notify you of any acceptable questionnaires received at the regional census office for your census commissioner district. When you are notified:
- (a) Discontinue Follow-up for that household or agricultural holding.
  - (b) Write "Notified questionnaire received by the regional census office" in the upper right corner of the Form 4A (green copy) in the EA box, and mark "X" in box (d) in Section F of the Form 4A. Do likewise with the white copy of the Form 4A if you have not forwarded it to the regional census office.
  - (c) If you have not already done so, forward the white copy of the Form 4A to the regional census office, "Attention RFOM (and the RFOM's name)", for matching purposes.

Double wrap the form as described in Chapter 30, Section B, item 1, page 30-1.

- (d) Make the applicable entries in the Direct Response Record and, if the EA has already been quality checked by you and has been rejected due to a 4A/4B rate higher than 2%, complete the required entries of the 4A/4B Summary Sheet.

**J. Receipt of a Large Number of Forms 4A and 4B**

If you feel that you are receiving an unusually large number of Forms 4A and 4B (more than you can effectively follow up on) from your census representatives, notify your CAM. He/she will instruct you on how to proceed.

## 22. REFUSAL AND DIRECT RESPONSE CASES

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### K. Special Cases

1. When a Total Refusal or a Direct Response Case Becomes a Partial Refusal Case
  - (a) Create a Form 4B for the partial refusal situation to replace the original Form 4A.
  - (b) When the EA box arrives in your office:
    - (i) Pull the Form 4A (green copy) and cancel it and the white copy you have in your records.
    - (ii) Attach the questionnaire to the green copy of the Form 4B.
    - (iii) Insert the questionnaire and the Form 4B (green copy) in the EA box in order by household number.
    - (iv) Retain the white copy of the Form 4B for shipment to the regional census office when you close your office. (See Chapter 30, Section D, page 30-5.)
    - (v) Indicate in the Refusal Record or the Direct Response Record in your CCD Record that the total refusal or direct response case is resolved.
    - (vi) Complete the Refusal Record for the partial refusal case:
      - Enter in Column 11 the household number or Form 6 number.
      - Enter in Column 12, 13 or 14 the date you created the Form 4B.
      - Enter in Column 18, 19 or 20 the same date you entered in the "Received" column.
2. When a Total Refusal Case Becomes a Direct Response Case
  - (a) Give the respondent a new questionnaire and an envelope addressed to the regional census office. (See Section I, item 4(a)(i) and (ii).)
  - (b) Complete Section F of the Form 4A, indicating the type of direct response.
  - (c) Enter an explanation in the "Remarks" portion of Section G of the Form 4A.



22. REFUSAL AND DIRECT RESPONSE CASES

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- (d) Forward the **white** copy of the Form 4A to the regional census office, "Attention RFOM (and the RFOM's name)".

Double wrap the form as described in **Chapter 30, Section B, item 1, page 30-1.**

- (e) Cancel the Refusal Record entry made in your CCD Record.
- (f) Enter the case in the Direct Response Record of your CCD Record.
- (g) Advise the Census Representative to indicate on the **green** copy of the Form 4A, in Section G, Remarks, that the case is now one of direct response.



**23. SPECIAL CASES - CENSUS COMMISSIONER**

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**23. SPECIAL CASES - CENSUS COMMISSIONER****A. Enumeration in the Wrong EA**

1. If a census representative reports to you that any households in his/her EA have been listed by another census representative:
  - (a) determine if, in fact, these households have been listed by the wrong Census Representative;
  - (b) determine which census representative made the error;
  - (c) ensure that the Census Representative who was in error understands the boundaries of his/her EA so that no other such errors occur;
  - (d) be sure to advise the other Census Representative affected so that calls are not made to the same households twice;
  - (e) advise your CAM of the problem when it occurs and keep him/her informed on how you are handling it.

2. At completion of Drop-off:

- (a) Transfer the households from the VR of the Census Representative in error to the correct VR.

**NOTE:** To ensure that the sample is not tampered with, transfer 2A households to the next available 2A lines and 2B households to the next available 2B lines. If it is necessary to skip lines to do this, draw a line through those lines to be skipped and enter an explanation for the cancelled lines in Column 20 of the VR.

- (b) Cancel the household entries from the VR of the Census Representative in error by drawing a line through the incorrect listings and entering an explanation for the cancelled lines in Column 20 of the VR.
  - (c) Ensure that the correct identification entries are entered on the questionnaires.
3. Only the Census Representative who actually should have enumerated these households will be paid. The Census Representative who listed the households in error will receive no payment if it was his/her fault. However, if the error was made as a result of poor maps or some other reason for which head office is responsible, payment will be made at the discretion of the CAM.

**23. SPECIAL CASES - CENSUS COMMISSIONER**

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4. Those census representatives who listed households incorrectly will receive the mail returns for the incorrect listings as the mail-back envelope will have been stamped to their EA. Instruct the Census Representative to forward these returns to you and then you, in turn, will forward them to the correct Census Representative.

**B. More than One VR Required**

If a census representative fills any section of the VR and requires a second VR, do the following:

1. Ensure that the VRs are numbered "1 of 2" and "2 of 2" on the covers.
2. Ensure that the household numbers in Section I of the second VR are altered to read 451, 452, 453, etc., and in Section II to read 721, 722, 723, etc.

**NOTE:** A maximum of 599 occupied private dwellings are to be listed for any EA. Similarly, a maximum of 200 unoccupied dwellings are to be listed for any EA. If there are more than 599 occupied or 200 unoccupied dwellings, contact your CAM for instructions on how to perform an EA split.

**C. Trailer Parks**

Trailer parks where trailers are used only as permanent homes are not to be considered a collective. Each trailer is considered a private dwelling.

**D. Persons Who Have Moved to an EA in Your CCD After Census Day, but Have Not Been Enumerated**

1. When a census representative discovers a household which has moved into his/her EA after Census Day, a Form 2A questionnaire must be completed if the household has not been previously enumerated. The questionnaire must reflect details of their address on Census Day. The Census Representative will not list the household in the VR, but will forward the questionnaire to you.

**NOTE:** Ensure that the Census Representative has also enumerated the dwelling this household now occupies according to its status of June 4 (i.e. occupied or unoccupied).

**23. SPECIAL CASES - CENSUS COMMISSIONER**

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2. Forward the questionnaire to the regional census office, "Attention F.C. Unit".

Double wrap the form as described in Chapter 30, Section B, item 1, page 30-1.

**E. Marinas (Non-commercial Vessels Tied up in a Marina), e.g., private yachts, pleasure boats, houseboats**

Marinas are to be enumerated only if there will be persons staying on board boats in the marina overnight June 3/June 4. If there are any marinas in your CCD, instruct the Census Representative in whose area the marina is found to:

1. Visit the marina early in the evening on June 3.
2. Determine from the person in charge or someone else in authority whether anyone will be staying on board a boat overnight.
  - (a) If no one will be staying on board a boat overnight, instruct the Census Representative to take no action.
  - (b) If anyone will be staying on board a boat overnight, instruct the Census Representative to follow the appropriate procedure below:
    - (i) For any occupied houseboat:
      - List the boat in Section I of the VR.
      - Follow the occupied private dwelling procedures and determine if the houseboat is a marginal dwelling.
    - (ii) For any other occupied boat:
      - List the marina in Section III of the VR and assign the type Code 00 in Column 5.
      - Distribute a Form 3 to each person staying overnight June 3/June 4 and ask each person to complete and return the questionnaire to him/her immediately.

**23. SPECIAL CASES - CENSUS COMMISSIONER**

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- Follow the Checking and Editing Procedures in **Chapter VI of the Procedures Manual** to complete the enumeration.

**F. Non-commercial Vessels Tied up, but Not in a Marina, e.g., private yachts, pleasure boats, houseboats**

Instruct census representatives who discover these vessels in their EA to:

1. disregard them if they will not be occupied overnight June 3/June 4;
2. follow the same procedures as for occupied private dwellings and determine if the vessels are marginal dwellings if they are occupied June 3/4.

**G. One-room Apartments in Buildings Where Each Resident Lives in a Single Room but Shares Common Facilities, e.g., kitchen facilities**

The Census Representative will determine if the building should be enumerated as a lodging- or rooming-house or as one private dwelling (rather than as individual private dwellings).

If the Census Representative determines that the building is not a lodging- or rooming-house, he/she will contact you. Instruct him/her to follow the procedures below:

1. Distribute a Form 3 to each resident of the dwelling.
2. List the dwelling in Section I of the VR on the next available line.
3. Transcribe the Forms 3 to a Form 2A if it is a Form 2A household or to a Form 2B if it is a Form 2B household.

**NOTE: Person 1 may be any usual resident of the dwelling.**

4. Complete the identification entries on the questionnaire and the dwelling questions (Questions H1 and H2, Form 2A, or Questions H1 to H8, Form 2B) with the assistance of the person in charge or a resident.

23. SPECIAL CASES - CENSUS COMMISSIONER

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**H. Indian Reserves**

For enumeration of Indian reserves in your CCD, refer to the procedures in the **Aboriginal Peoples Procedures Manual, Form 42A.**





24. CENSUS COMMISSIONER'S DISTRICT RECORD (FORM 29)

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**24. CENSUS COMMISSIONER'S DISTRICT RECORD (FORM 29)**

**A. General**

1. The Census Commissioner's District Record is divided into eleven components:
  - (a) the Identification Card Record,
  - (b) the Census Commissioner's Calendar of Activities,
  - (c) an EA Record for each EA,
  - (d) a Refusal Record for each EA,
  - (e) a Direct Response Record for each EA,
  - (f) a 4A/4B Summary Sheet for each EA,
  - (g) the Agricultural Operators Not Identified at Drop-off,
  - (h) the CC Form 6D Control Record,
  - (i) the CC Report on Staff Turnover,
  - (j) the Record of Forms TPD-1V/TPD-1 Received, and
  - (k) the Census Commissioner's Comments and Suggestions section.
  
2. The Census Commissioner's District Record is designed to help you supervise the enumeration of each EA in your CCD. Accurate entries in this record will result in more efficient supervision and will allow for successful completion of enumeration in your district.
  
3. Carry the record with you for easy reference when discussing problem areas with your census representatives.
  
4. Have the record readily available when your CAM visits you. He/she will review the information which you have entered.

**B. Identification Card Record**

1. Use this section to record all identification cards that you issue. You are responsible for ensuring that all cards are returned at the end of enumeration.
  
2. Enter the name of the person (Census Representative or Administrative Assistant), the date the card was issued and the date it was returned.

**C. Calendar of Activities**

1. The Calendar of Activities will help you organize your work. Use it as described in the instructions on the first page.

24. CENSUS COMMISSIONER'S DISTRICT RECORD (FORM 29)

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2. It is a day-to-day schedule that will assist you in planning each day's work.
3. Refer to it continually, scanning a few days ahead, to prepare for upcoming activities.

**D. EA Record**

Use this section to summarize details for each enumeration area within your assigned district. Basic headings are given for specific information which is required.

**NOTE:** Keep a separate record for each EA, even if two or more EAs are assigned to one census representative.

1. Part I

Complete the identification entries at the top of Part I: enter the PROV, FED and EA numbers, mark "X" in the appropriate language designation of the EA, and mark "X" in the appropriate Urban/Rural box.

(a) Section 1

Enter the full name, postal address, province, and telephone number of the Census Representative assigned to the EA.

(b) Section 2 - Problem Areas

Enter your comments regarding any problem areas you identified during your CCD familiarization and during enumeration.

(c) Section 3 - Drop-off Check

Enter the results of the supervisory checks you perform during Drop-off. Refer to **Chapter 13** for details. The results of these checks identify the problems which the Census Representative is having.

(d) Section 4 - Post-Drop-off Coverage Check

Your Administrative Assistant will enter the results of the Post-Drop-off Coverage Check conducted during Edit and Follow-up training. Refer to **Chapter 13** for details.

**24. CENSUS COMMISSIONER'S DISTRICT RECORD (FORM 29)**

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**(e) Section 5 - Edit and Telephone Follow-up Check**

Enter the results of the supervisory checks you perform during your Edit and Telephone Follow-up visit. Refer to **Chapter 13** for details.

**(f) Section 6 - Field Follow-up Check**

Enter the results of the supervisory checks you perform during your Field Follow-up visit. Refer to **Chapter 13** for details.

**(g) Section 7 - Action Cards**

Enter the number of action cards assigned to each census representative, and upon receipt of the completed assignment, enter the number returned. Ensure that all action cards assigned have been returned and that the appropriate Follow-up action has been taken by the Census Representative.

**(h) Section 8 - Census Representative Rating**

Complete the census representative rating after enumeration is completed, noting whether you feel the Census Representative met, did not meet, or exceeded the requirements. Space is provided for any remarks you may have.

**2. Part II**

Complete Part II when you apply the quality checks to each EA. Follow the instructions in **Chapter 26**.

For Section 8, Quality Control Completed, enter the date and results of Quality Control (by the Quality Control Technician) at first review, and if necessary, at second review and clean-up review.

**E. Refusal Record**

This record is used to document, for each EA in your CCD, the receipt of Forms 4A (for total refusals) and Forms 4B (for partial refusals) for Forms 2A, 2B and 6.

Be sure to keep the total and partial refusals separate. Refer to **Chapter 22, Section C, page 22-1** for details on the completion of the Refusal Record.

24. CENSUS COMMISSIONER'S DISTRICT RECORD (FORM 29)

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**F. Direct Response Record**

This record is used to document, for each EA in your CCD, the creation of Forms 4A (for Forms 2A, 2B or 6) for those cases which are identified as direct response.

Be sure to include all cases of direct response. Refer to **Chapter 22, Section D, page 22-3** for details on completion of the Direct Response Record.

**G. 4A/4B Summary Sheet**

This summary is used to document all unresolved Forms 4A and 4B for population questionnaires (Forms 2A and 2B) for each EA with a percentage of Forms 4A and 4B greater than 2% at the time you do the quality checks. (Refer to **Chapter 26** for details on the completion of the 4A/4B Summary Sheet.) You will use the 4A/4B Summary Sheet to complete the MIS Report on 4A/4B Status.

**H. Agricultural Operators Not Identified at Drop-off**

On this record, you will enter the names, telephone numbers and the locations of holdings of operators identified during Edit of the Form 2. This information will be given to you by census representatives **NOT** responsible for agricultural enumeration. Give the information to the Census Representative responsible for agricultural enumeration in that EA.

**I. CC Form 6D Control Record**

Use this section to document Forms 6D distributed by you to your census representatives or your CAM. Complete the Form 6D Control Record in accordance with instructions in **Chapter 20, Section G, page 20-12**.

**J. CC Report on Staff Turnover**

This report will be used to document information on staff turnover (resignations, dismissals, etc.) of census representatives, spare census representatives and census commissioner administrative assistants. Entries are to be made whenever turnover occurs and the totals reported to your CAM upon completion of your duties. Instructions for completion of this record are found in the CCD Record.

24. CENSUS COMMISSIONER'S DISTRICT RECORD (FORM 29)

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**K. Record of Forms TPD-1V/TPD-1 Received**

You will document, in this record, the receipt of all Forms TPD-1V/TPD-1. (Applicable in Quebec only).

**L. Census Commissioner's Comments and Suggestions**

Your comments and suggestions will assist Statistics Canada in planning for future censuses. Each EA Record gives details of specific problems as they relate to an EA, but there may be general ones as your job progresses. We would like these problems entered in this section of the CCD Record. Please feel free to make any other comments and suggestions. Use additional pages if required.



**25. MANAGEMENT INFORMATION SYSTEM**

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**25. MANAGEMENT INFORMATION SYSTEM****A. Introduction**

The Management Information System (MIS) has been developed to provide you and your CAM with the information necessary to control and monitor the field operations in your CCD. It also provides regional census office managers with the relevant information to measure progress and to make decisions during the 1991 Census.

Because of the short time span of the census activities, it is important that you are aware at all times of the status of the operations in your CCD. The timeliness and accuracy of all reports are vital to the usefulness of the MIS.

Accurate reporting will help you to:

1. assess the work of each census representative,
2. spot problem areas,
3. measure the progress within each EA.

**B. Flow of Information**

A standard reporting procedure has been set up for the collection of reports. You are responsible for collecting, from your census representatives, the information necessary to complete the Report on Drop-off and the Report on Completion Status and for analyzing the data. Have your Administrative Assistant help you collect and tabulate these data. The CAM or the CAM Administrative Assistant will call you to collect the information at the prescribed times.

**C. MIS Reports Schedule**

The following schedule indicates completion dates and submission dates and times for those reports originating at your level.

As a rule, you will contact your census representatives in the morning between 8:00 a.m. and 10:00 a.m. for input to the various reports which you will submit to your CAM or the CAM Administrative Assistant in the afternoon. However, you may wish to arrange with some of your census representatives to contact them in the evening after 6:00 p.m.

## 25. MANAGEMENT INFORMATION SYSTEM

	Report Title	Completion Dates	Submission Dates (To CAM)	Submission Times
1.	PRE-HIRING	Prior to April 30	April 30 or earlier	
2.	CENSUS REPRESENTATIVE HIRING	May 17	May 17	8:00 a.m.- 10:00 a.m.
3.	DROP-OFF	June 3 June 7	June 4 June 10	8:00 a.m.- 10:00 a.m.
4.	CENSUS REPRESENTATIVE TRAINING	At the beginning of each training class	June 11	1:00 p.m.- 3:00 p.m.
5.	MAIL RECEIPTS	June 4 to June 14 and July 2	June 5 to June 17 and July 3	8:00 a.m.- 10:00 a.m. or 1:00 p.m.- 3:00 p.m. *
6.	COMPLETION STATUS	June 11, 18, 25, 28 and July 2, 5	June 11, 18, 25, 28 and July 2, 5	1:00 p.m.- 3:00 p.m.
7.	PROGRESS FOR SPECIAL AGRICULTURAL CRs	June 11, 18, 25, 28 and July 2, 5, 9	June 11, 18, 25, 28 and July 2, 5, 9	1:00 p.m.- 3:00 p.m.
8.	4A/4B STATUS	July 9 and July 16	July 9, 16, 23 and July 30	1:00 p.m.- 3:00 p.m.
9.	STAFF TURNOVER (CCD Record)	As turnover occurs	As turnover occurs	



25. MANAGEMENT INFORMATION SYSTEM

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- \* On June 11, when you will be submitting a Report on Completion Status, you are to submit the Report on Mail Receipts at the same time instead of in the morning.

This schedule is to be used only as a guide. For exact reporting dates you will refer to your Census Commissioner MIS Report Book (Form 29C).

**D. Census Commissioner MIS Report Book (Form 29C)**

Your Census Commissioner MIS Report Book contains all the MIS reports that you will have to complete and use during your period of employment. The book consists of reports relating to the various stages of the census operations. A detailed schedule of reports and reporting dates is included at the front of the book. Instructions and uses are found on the page opposite each report.

If you have a CCD with canvasser EAs you will also be using the Census Commissioner MIS Report Book (Form 29E). You will notice a duplication in the following reports: Census Representative Pre-hiring and 4A/4B Status.

For each of these reports you will list **all** the EAs in your CCD on one report. This will facilitate the calculation of a CCD total for these reports.

If any of your EAs are Indian reserves or Indian settlements, you will be working with a supplemental MIS package, Form 29I. This package contains special reports for registering information on:

- Census Representative Hiring,
- Census Representative Training, and
- Completion Status.

For all other MIS reports, Indian reserve or Indian settlement, EA information is to be recorded on the same reports as the other EAs in your CCD.

**1. MIS Report on Pre-hiring**

This report is used by your CAM to ensure that census representative recruitment is progressing on schedule. It will be completed in conjunction with the Form 28, and given to the CAM at the same time as the Form 28.

## 25. MANAGEMENT INFORMATION SYSTEM

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### 2. CC Report on CR Hiring

This report is used to register details of the hiring process, such as the number of persons taking the test, the number of census representatives appointed. The regional census office will use this information to project training costs for the census.

### 3. CC Report on Drop-off

This report is used to register the number of dwellings (occupied, unoccupied and collective), the number of agricultural holdings and the refusals encountered by the census representatives at Drop-off. The first of these reports will be collected by the CAM on June 4.

The second, will be completed at the training class on June 7 and collected by the CAM on June 10. You will use these reports as the basis for other reports; therefore, it is important that the reports be accurate. Ensure that calculations are correct before reporting the information to your CAM.

### 4. CC Report on CR Training

This report is used in the preparation of census representatives' pay forms and as a detailed record of census representative training (e.g., number of classes attended, home study programs completed). The data allow for a more accurate projection of training costs by regional census office managers.

### 5. CC Report on Mail Receipts

This report is used to register, daily, the number of questionnaires returned through the mail for each EA. The report is to be current to the day preceding the day of the report. Bench-marks will be provided by your CAM as a guide for you to measure the progress of mail receipts in your CCD. If some EAs do not meet the bench-marks for that day, you should contact your CAM immediately to discuss the problem.

On June 7, Administrative Assistant will be with you at the Edit and Follow-up training session. On this day, have your spare Census Representative or a census representative who will be attending the afternoon training class receive the mail and complete the Report on Mail Receipts.

**NOTE:** After June 17, be sure to enter, daily, the number of questionnaires returned through the mail. Enter these returns on the Tally Sheet in your MIS Report Book and report these totals at the completion of your duties or on July 3, whichever is earlier.

**25. MANAGEMENT INFORMATION SYSTEM**

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**6. CC Report on Completion Status**

This report is used to register the progress of each census representative. Using the bench-mark from your CAM and the CCD percentage as standards, study your report to:

- (a) identify census representatives who are not progressing at the same rate as the others;
- (b) identify potential problems (slow census representatives, turnover, etc.);
- (c) contact your CAM to discuss the problems and determine the appropriate remedial actions (replacement of census representatives, clean-up, etc.).

The information contained in this report will also be used to plan for clean-up based on the number of Forms 4A and 4B created.

To use this report effectively, you must compare the completion rate to the reports on mail receipts and drop-off. An EA with high mail receipts, but low completion status could show that the Census Representative is not working or that the quality of the returns is poor and telephone follow-up is not working.

The column in this report for cancelled lines in Section I of the VR is to be used to identify census representatives who either did a poor job during Drop-off, or who are cancelling households to avoid difficult situations. Follow up immediately if the number of cancellations in Section I is increasing. Also, monitor increases in the number of unoccupied dwellings.

**7. CC Report on Progress for Special Agricultural CRs**

If you are responsible for supervising special agricultural census representatives, you will use this report to monitor the progress of agricultural enumeration.

**8. CC Report on 4A/4B Status**

This report is used to measure the success rate of 4A/4B resolution. It will also be used to indicate the number of EAs which have unacceptable numbers of Forms 4A/4B and will enable you to identify EAs requiring additional Follow-up.

25. MANAGEMENT INFORMATION SYSTEM

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You will prepare this report using Part II, Section 2(a) of each EA Record and the 4A/4B Summary Sheet for each EA (both found in your CCD Record).

9. CC Report on Staff Turnover

**NOTE:** For convenience, this report is in the CCD Record, so entries can be made at any time by you.

**26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA**

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**26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA****A. Introduction**

To ensure maximum coverage and uniform quality standards of census data, quality checks are carried out at all levels of the census operation. These checks begin with the Census Representative's requirement to obtain maximum coverage, make appropriate map entries, edit questionnaires and prepare the assignment for the quality check performed by you. Once the assignment has passed your quality check, it is submitted to the quality check performed by the Quality Control Technician who is directly responsible to the CAM (see Chapter 28).

The Census Commissioner's checks, as detailed below, should be carried out in the presence of the Census Representative, if possible, so minor errors or omissions can be corrected on the spot.

**B. Return of Assignment from Census Representatives**

The census representatives may return their completed assignments to you in one of three ways:

1. They may deliver the assignment to you personally.
2. You may pick up the assignments.
3. If the distance warrants it, instruct the census representatives to ship their assignments by Priority Post. Have the census representatives tell you the date when the assignments are shipped.

**NOTE:** If Priority Post is not available, tell the census representatives to ship the EA box by bonded carrier - C.O.D.

Tell the census representatives that EA assignments must be double wrapped as described below:

- (a) Place each EA assignment in its EA box (first wrap).
- (b) Tape around the width of the box, NOT around the ends where the ID numbers appear.
- (c) Write "PROTECTED" on the EA box.
- (d) Wrap the entire EA box with another cover, e.g., paper, another box.

26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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(e) Write the return address on the outer wrapping.

If you have not received the EA box within 5 days, contact the carrier.

**C. Scope of the Census Commissioner's Quality Check**

Check all incoming EA assignments as quickly as possible. Do not allow them to accumulate.

The following quality checks are to be performed by you on the material returned for each EA.

1. Coverage Check

This check is to ensure there is a questionnaire or Form 4A for every occupied private dwelling, unoccupied private dwelling, agricultural holding and collective dwelling within the EA.

It also ensures that, where Forms 3 are used in collective dwellings, there is a Form 3 for each usual and temporary resident, and that in private dwellings there is a Form 3 for each temporary resident.

2. Forms 4A/4B Coverage Check

This check determines if the percentage of Forms 4A/4B in the EA box exceeds the specified tolerance.

3. Forms 4A/4B Edit Check

This edit check ensures that all Forms 4A and 4B contain the minimum amount of information.

4. Edit Check

A check of selected Forms 2A, 2B and Forms 6 ensures that each questionnaire passes Edit.

5. Map Check

This check is to ensure that the EA map and township plan (if applicable) are returned and to ensure complete township plan and unincorporated places coverage (if applicable).

6. VR Check

The VR check ensures that the VR totals agree with the Work Sheet for Completion of Pay Form totals and the EA Summary totals.

26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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**D. Duties Before Beginning Your Quality Checks****1. Follow-up of Forms 4A and 4B**

You must complete your Follow-up on all Forms 4A (for total refusals and direct response cases) and all Forms 4B (for partial refusals) forwarded to you by the census representatives before applying your quality check.

**2. CC Form 6D Control Record**

Before beginning your quality checks, turn to the Form 6D Control Record in your Form 29.

- (a) For each Form 6D entered in the Control Record, there must be an entry in Column 7, 8 or 9 which shows the result of the Follow-up. You cannot consider enumeration to be complete until every Form 6D has been followed up.

**NOTE: This does not apply to Forms 6D forwarded to your CAM.**

- (b) If Follow-up has not been conducted on all Forms 6D, instruct the Census Representative to resolve the situation before you check the EA box.

**3. Problem Areas**

Before beginning your quality check, turn to Part I, Section 2 of the EA Record, where any problem areas within the EA have been identified. When conducting your check, ensure that all problems listed here have been resolved.

**4. Action Cards**

Turn to Part I, Section 7 of the EA Record. Enter in the appropriate space the number of action cards returned.

If the number returned does not equal the number assigned, attempt to locate the missing cards, as it is essential that all cards are returned.

Ensure that the appropriate action has been taken by the Census Representative.

**5. Adjustments to the EAs (if applicable)**

Insert any outstanding material (forms, etc.) as described in **Appendix C** before beginning your quality check.

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**E. Recording Results of Your Quality Checks**

Turn to Part II of the EA Record, the Census Commissioner's Quality Check, and enter the results of each check in the appropriate section. If a particular check is not applicable, enter N/A in the "Accept" box.

**F. Coverage Check**

**1. Occupied Private Dwellings**

Determine if there is a questionnaire (Form 2A or 2B) or a Missing Questionnaire Card (Form 4A) for each household number listed in Section I. Check the VR for cancelled lines if any household is not represented.

- (a) If every household is accounted for, mark "X" in the "Accept" box in Section 1(a).
- (b) If not, enter the household number for each missing questionnaire and mark "X" in the "Reject" box in Section 1(a).

**2. Temporary Residents - Private Dwellings**

- (a) Remove all Forms 3 from the Forms 3 in Private Dwellings envelope (Form 3E.1).
- (b) Count the number of Forms 3 for temporary residents only.
- (c) Compare this number to the total number of temporary residents entered in Column 2 of the EA Summary of the VR (page 55). (You should be looking at the "Total" line for Section I.)
- (d) If they agree, mark "X" in the "Accept" box of Section 1(b) of the EA Record.
- (e) If they do not agree:
  - (i) Compare the number of Forms 3 (for temporary residents) in the Forms 3 in Private Dwellings envelope for each household to the number entered in Section I, Column 14 of the VR to determine where the discrepancy lies.



**26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA**

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- (ii) Enter the household number for which there are temporary residents not accounted for, and the number of temporary residents unaccounted for in each household in Part II, Section 1(b). Mark "X" in the "Reject" box.
- (f) If the total number of Forms 3 for temporary residents is greater than that listed in the VR, correct Section I of the VR and revise the EA Summary.
- (g) Once you have determined the total number of temporary residents, ensure that this number is entered on the Form 3E.1.

**3. Unoccupied Private Dwellings**

Determine if there is a questionnaire (Form 2A) for each household number listed in Section II. Check the VR for cancelled lines if any household is not represented.

- (a) If every household is accounted for, mark "X" in the "Accept" box in Section 1(c).
- (b) If not, enter the household number for each missing questionnaire and mark "X" in the "Reject" box in Section 1(c).

**4. Collective Dwellings**

Determine if there is a Collective Dwelling envelope (Form 3E.2) for each collective dwelling listed in Section III of the VR.

- (a) If there is, mark "X" in the "Accept" box in Section 1(d).
- (b) If not, enter the household number of each missing collective dwelling and mark "X" in the "Reject" box in Section 1(d).

**5. Usual Residents - Collective Dwellings**

For each Collective Dwelling envelope (Form 3E.2), remove all the forms.

Locate the Forms 2B and the Forms 3 for usual residents for each collective dwelling.

- (a) Count the number of entries in Question 1 on the Forms 2B.

**26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA**

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- (b) Count the number of Forms 3 for usual residents.
- (c) Add these two figures together to determine the total number of usual residents in the collective dwelling.
- (d) Compare this total to the total of Columns 8 and 9 of Section III of the VR.
- (e) If the totals agree:
  - (i) Do not mark anything in the EA Record until you have completed this check for ALL collective dwellings in your EA.
  - (ii) If you have completed this check for ALL collective dwellings, and all totals agree, mark "X" in the "Accept" box of Section 1(e) of the EA Record.
- (f) If the total from the VR is greater than the total from the questionnaires:
  - (i) Enter the household number for which there are usual residents not accounted for, and the number of usual residents unaccounted for in Part II, Section 1(e).
  - (ii) Mark "X" in the "Reject" box.
- (g) If the number of usual residents on the Forms 2B and 3 is greater than that listed in the VR for a collective dwelling, revise the VR.
- (h) Add together the total number of usual residents on Forms 2B for each collective dwelling. Ensure that this number appears in Column 1 on the Collective Dwelling envelope (Form 3E.2).
- (i) Add together the total number of usual residents on Forms 3 for each collective dwelling. Ensure that this number appears in Column 2 on the Collective Dwelling envelope (Form 3E.2).

**6. Temporary Residents - Collective Dwellings**

Locate the Forms 3 for temporary residents for each collective dwelling.

- (a) Count the number of Forms 3 for temporary residents and the number of entries on the Form 1A for which Columns 11 to 14 have been completed.

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- (b) Add these two figures together to determine the total number of temporary residents in the collective dwelling.
- (c) Compare this total to Column 10 of Section III of the VR for each collective dwelling.
- (d) If the totals agree:
  - (i) Do not mark anything in the EA Record until you have completed this check for ALL collective dwellings in your EA.
  - (ii) If you have completed this check for ALL collective dwellings, and all totals agree, mark "X" in the "Accept" box of Section 1(f) of the EA Record.
- (e) If the total from the VR is greater than the total from the Forms 3 and 1A:
  - (i) Enter the household number for which there are temporary residents not accounted for, and the number of temporary residents unaccounted for in Part II, Section 1(f).
  - (ii) Mark "X" in the "Reject" box.
- (f) If the number of temporary residents on the Forms 1A and 3 is greater than that listed in the VR for a collective dwelling, revise the VR. Ensure that these numbers appear in Columns 3 and 4 on the Collective Dwelling envelope (Form 3E.2).

7. Agricultural Holdings

(a) Form 6

Determine if there is a Form 6 or a Missing Questionnaire Card (Form 4A) for each numerical entry in Section IV, Column 5 of the VR.

- (i) If there is, mark "X" in the "Accept" box in Section 1(g).
- (ii) If not, enter the Form 6 number for each missing questionnaire and mark "X" in the "Reject" box in Section 1(g).

26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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(b) Identification entries

As you check the EA and Form 6 number entries, ensure that the Farm Operator's Residence and Farm Headquarters entries are recorded on every Form 6. If not, determine what the entries should be and enter them.

**G. Forms 4A and 4B Coverage Check**

1. Population Questionnaires (Forms 2A and 2B)

- (a) Count the number of Forms 4A and 4B in the EA box for population questionnaires (Forms 2A and 2B). Include those Forms 4B for unoccupied private dwellings.

**NOTE:** Do not include Forms 4A marked "Notified Questionnaire Received in Regional Census Office".

- (i) Enter the numbers in Part II, Section 2(a), First Review or Second Review box as applicable, of the EA Record.
- (ii) Enter the total number of occupied and unoccupied private dwellings recorded in Column 3 (boxes 4 and 5) of the EA Summary of the VR in the appropriate space in the EA Record.
- (iii) Use the formula shown in Part II, Section 2(a) of the EA Record and determine the percentage of missing and incomplete questionnaire cards in the EA.
- (b) If the percentage is 2% or lower, mark "X" in the "Accept" box of Section 2(a).
- (c) If the percentage is greater than 2%, mark "X" in the "Reject" box of Section 2(a) and follow these procedures:
- (i) List all unresolved Forms 4A and 4B in the EA box for population questionnaires by household number on the 4A/4B Summary Sheet in the CCD Record.
- (ii) Mark "X" in Column 2 to identify the form type (4A or 4B) that applies to each household.
- (iii) Contact your CAM who will either authorize you to employ a clean-up census representative to lower the

## 26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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number of missing and incomplete questionnaires or advise you to attempt to reduce the number yourself.

- (iv) As each 4A/4B situation is resolved, you will indicate the resolution by a mark "X" in the appropriate column (i.e. 3, 4 or 5) of the 4A/4B Summary Sheet, as well as on the Refusal Record.

**NOTE:** The 4A/4B Summary Sheet will be used to complete the Census Commissioner Report on 4A/4B Status.

### 2. Forms 6

- (a) Determine the total number of Forms 6 recorded in the EA Summary (Summary Total, Column 4) of the VR and enter the number in Part II, Section 2(b) of the EA Record.
- (b) Count the number of Forms 4A in the EA box for Forms 6 and enter it in Section 2(b) of the EA Record.

**NOTE:** Do not include Forms 4A marked "Notified Questionnaire Received in Regional Census Office".

- (c) Use the chart shown in Part II, Section 2(b) of the EA Record and determine if the number of Forms 4A for Forms 6 is within the specified tolerance.
- (d) Mark "X" in the "Accept" or "Reject" box as appropriate.

## H. Forms 4A and 4B Edit Check

### 1. Population Questionnaires (Forms 2A and 2B)

- (a) Verify that a minimum amount of information is provided on ALL Forms 4A and 4B.

#### (i) Forms 4A only

Check the Forms 4A for the following information:

- household identification which includes the province, FED, EA, VN and household numbers;
- reason for creation of the Form 4A;

26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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- type of dwelling code;
- number of usual residents/size unknown.

(ii) Forms 4B only

Check the Forms 4B for the following information:

- household identification which includes the province, FED, EA, VN and household numbers;
  - reason for creation of the Form 4B;
  - type of dwelling code on the questionnaire.
- (b) If all the Forms 4A and 4B pass this edit check, mark "X" in the "Accept" column in Section 3(a) of the EA Record.
- (c) If any Forms 4A or 4B do not pass this edit check, enter the household number in the appropriate area and mark "X" in the "Reject" column in Section 3(a) of the EA Record.

2. Forms 6

- (a) Verify that a minimum amount of information is provided on ALL Forms 4A and 4B:
- (i) household identification which includes the province, FED, EA, VN, household numbers and Form 6 number;
  - (ii) reason for creation of the Form 4A/4B;
  - (iii) operator's name;
  - (iv) type of agricultural holding (Form 4A only).
- (b) If all the Forms 4A/4B pass this edit check, mark "X" in the "Accept" column in Section 3(b) of the EA Record.
- (c) If any Forms 4A/4B do not pass this edit check, enter the Form 6 number in Section 3(b) of the EA Record and mark "X" in the "Reject" column.

I. **Edit Check**

1. Occupied Private Dwellings - Population Questionnaires (Forms 2A/2B)

26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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- (a) Randomly pick from Section I of the VR 2 Forms 2A and 4 Forms 2B which the Census Representative has indicated have passed edit (i.e. Column 15 or 16 is marked).

**NOTE:** Do not select questionnaires with Forms 4B attached or questionnaires which passed your supervisory Edit Check.

- (b) Enter the household numbers in Part II, Section 4(a) of the EA Record.
- (c) Edit each questionnaire by applying the Form 2A and 2B Edit Steps found at the back of the Procedures Manual.
- (i) If the questionnaire passes Edit, mark "X" in the "Accept" box beside the household number.
- (ii) If the questionnaire fails Edit, mark "X" in the "Reject" box beside the household number.

**NOTE:** If any questionnaires are rejected, edit additional questionnaires to determine if the error in this phase of the Census Representative's work is extensive. Do not send the EA box to Quality Control if it is obvious that it will be rejected. Have the Census Representative re-edit and follow up all questionnaires.

2. Unoccupied Private Dwellings - Population Questionnaires (Forms 2A)

Ensure that the Type of Dwelling and UD boxes have been completed for each unoccupied dwelling.

- (a) If both are completed on all questionnaires, mark "X" in the "Accept" boxes in Section 4(b).
- (b) If one (or both) of the boxes is not completed on any questionnaire, mark "X" in the "Reject" box.

3. Forms 6

Randomly select from Section IV of the VR and edit 4 Forms 6 that do not have a Form 4B attached. Enter the result in Section 4(c) of the EA Record.

**NOTE:** Do not choose Forms 6 which passed your supervisory Edit Check.

26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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**J. Map Check**

1. Return of maps

Ensure that the EA map and the township plan (if applicable) are in the VR pocket.

- (a) If the EA map and the township plan (if applicable) are present, mark "X" in the "Accept" box in Part II, Section 5 of the EA Record.
- (b) If the EA map and the township plan (if applicable) are not present, mark "X" in the "Reject" box.

2. Township Plans (where applicable)

Check the township plans to ensure that every quarter section on the township plan has been accounted for by the Census Representative, according to the instructions outlined in the Procedures Manual.

- (a) Mark "X" in the "Accept" box in Section 5 if you are satisfied that the township plan has been completely covered.
- (b) Mark "X" in the "Reject" box in Section 5 if the township plan has not been completely covered.

3. Unincorporated Places

Check the EA map to determine if the names of any unincorporated places are listed on it. If there are any, perform the following checks:

- (a) Ensure that every unincorporated place is listed in Column 1 of Section I, II or III of the VR or that the Census Representative has indicated on the map that the unincorporated place no longer exists or could not be located in the EA.
- (b) Ensure that the name of the unincorporated place has been entered on the map to show its location.
- (c) Mark "X" in the "Accept" or "Reject" box as appropriate.

**K. VR Check**

Compare the total entries at the bottom of each page of each section of the VR with the Work Sheet for Completion of Pay Forms



## 26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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totals and with the EA Summary totals at the back of the VR. Also verify the addition of the Work Sheet for Completion of Pay Forms and the EA Summary.

1. If the totals agree, mark "X" in the "Totals correct" column in Section 6.
2. If the totals do not agree, correct the Work Sheet for Completion of Pay Forms and/or the EA Summary totals and mark "X" in the "Totals corrected" column in Section 6.

**NOTE:** If you inserted material and were instructed not to update the Work Sheet for Completion of Pay Forms, you must take this into consideration when verifying the totals.

### L. Address Register Check

If the Census Representative was given an Address Register, ensure that it has been returned. Mark "X" in the appropriate box in Section 7 of the EA Record.

### M. Special Agricultural Assignment

If you are responsible for the enumeration of a special agricultural assignment, you must perform the following checks on the assignment before it is submitted to Quality Control:

- coverage check of agricultural holdings and operators;
- edit check of Forms 6;
- Form 4A check for Forms 6.

Enter the results on a separate Part II EA Record in your Form 29.

Mark "X" in the "Special Agricultural Assignment" box in the top right corner. Enter the FED and all EA numbers in the box for EA numbers.

1. Coverage Check of Agricultural Holdings and Operators
  - (a) Form 6

Determine if there is a Form 6 or a Missing Questionnaire Card (Form 4A) for each numerical entry in Columns 5 and 12 to 14 of the Forms 6C (Agricultural Holdings and Operators in EA).

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(i) If there is, mark "X" in the "Accept" box in Part II, Section 1(g) of the EA Record.

(ii) If not, enter the Form 6 number for each missing questionnaire and mark "X" in the "Reject" box in Section 1(g).

(b) Identification entries

As you check the EA and Form 6 number entry, ensure that the Farm Operator's Residence and Farm Headquarters entries are recorded on every Form 6. If not, determine what the entries should be and enter them.

2. Form 4A Coverage Check for Forms 6

(a) Count the number of Forms 4A created for Forms 6 and enter it in Section 2(b) of the EA Record. Do not include Forms 4A marked "Notified Questionnaire Received in Regional Census Office".

(b) Determine the total number of Forms 6 and Forms 4A in the entire Special Agricultural Assignment and enter it in Section 2(b) of the EA Record.

(c) Use the chart shown in Part II, Section 2(b) of the EA Record to determine if the number of Forms 4A for Forms 6 is within the specified tolerance.

(d) Mark "X" in the "Accept" or "Reject" box as appropriate.

3. Forms 4A/4B Edit Check for Forms 6

(a) Verify that a minimum amount of information is provided on ALL Forms 4A/4B:

(i) household identification which includes the province, FED, EA, VN, household numbers and Form 6 number;

(ii) reason for creation of the Form 4A/4B;

(iii) operator's name;

(iv) type of agricultural holding (Form 4A only).

(b) If all the Forms 4A/4B pass this edit check, mark "X" in the "Accept" column in Section 3(b) of the EA Record.

26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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(c) If any Forms 4A/4B do not pass this edit check, enter the Form 6 number in Section 3(b) of the EA Record and mark "X" in the "Reject" column.

4. Edit Check of Forms 6

Randomly select 4 Forms 6 which do not have a Form 4B attached and edit them. Enter the result in Part II, Section 4(c) of the EA Record.

Enter the EA number beside the Form 6 number. This is done because Forms 6 from different EAs may have the same Form 6 number.

**N. Return of Assignment to Census Representative for Correction**

1. Correcting Rejected Entries

Rejected questionnaires and omissions must be corrected before the assignment is submitted to Quality Control. There must be an entry in each applicable "Accept" box other than the Forms 4A/4B Coverage Check (Part II, Section 2).

2. Quality Check Performed in Presence of Census Representative

If your quality check has been performed in the presence of the Census Representative, have the Census Representative make any corrections that are possible without an extensive review or Follow-up visits.

3. Quality Check Not Performed in Presence of Census Representative

If the Census Representative was not present during your quality check, return the EA assignment to the Census Representative and indicate the type of Follow-up that is required.

**O. Clean-up Procedures**

Outlined below are the clean-up procedures for rejected entries:

1. Rejected Entries in Part II, Section 1

If there are any rejected entries for missing questionnaires in Section 1, inform the Census Representative of the households for which questionnaires must be completed.

26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA

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2. Rejected Entries in Part II, Section 2

The assignment is not to be returned to the Census Representative for Follow-up of Forms 4A and 4B unless the number of missing or incomplete questionnaires is more than 2% and you feel the Census Representative can easily reduce them. The usual procedure calls for you or a clean-up census representative to follow up Forms 4A and 4B. Contact your CAM to obtain authorization to hire a clean-up census representative.

You must, whenever possible, lower the number of Forms 4A/4B before the EA is quality controlled by the technician.

3. Rejected Entries in Part II, Section 3

If there are any rejected entries in Section 3, inform the Census Representative that all Forms 4A and 4B must be checked for minimum information and followed up accordingly.

4. Rejected Entries in Part II, Section 4

(a) Occupied Dwellings - Population Questionnaires, Forms 2A and 2B

If there are any rejected entries in the occupied dwelling portion of Section 4, inform the Census Representative that all Forms 2A and 2B must be re-edited and followed up accordingly.

(b) Unoccupied Dwellings - Population Questionnaires, Forms 2A

If this check is rejected, inform the Census Representative that all Forms 2A must be re-edited to ensure that both boxes (TD and UD) are completed on every questionnaire.

(c) Forms 6

If there are any rejected entries in the Form 6 portion of Section 4, inform the Census Representative that all Forms 6 must be re-edited and followed up accordingly.

5. Rejected Entries in Part II, Section 5

If there are any rejected entries in Section 5, instruct the Census Representative on what action to take to ensure that the EA map and township plan (where applicable) are returned;

**26. CENSUS COMMISSIONER'S QUALITY CHECK OF THE EA**

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that every quarter section in the EA (township plan) is accounted for; and that all unincorporated places listed on the EA map are accounted for.

**6. Part II, Section 6**

No action is required by the Census Representative for this section.

**7. Part II, Section 7**

If an Address Register was distributed, it must be returned.

**8. Checking Corrected Entries**

When the Census Representative submits the corrected assignment, check the areas where rejections occurred to ensure that all corrections have been made.

**9. Correcting the "Reject" Entries in Part II of the EA Record**

When you are satisfied that any errors have been corrected, mark "X" in the "Accept" box in the "Second Review" column. When every check is accepted or marked N/A, the assignment is ready for submission to the Quality Control Technician's check.

**P. Procedures for Accepted EAs**

When you are satisfied that the Census Representative has successfully completed the assignment, perform the following duties:

1. Complete the Census Commissioner's Preliminary Report of Population and Dwellings (Form 10). (See Chapter 27.)
2. Notify your CAM that the EA is ready for Quality Control. (See Chapter 28.)
3. Complete the Census Representative's Account (Form 33). (See Chapter 29.)

**Q. Use of Your Administrative Assistant During Quality Checks of an EA**

Your Administrative Assistant may assist you in the application of all checks except for the edit check and the check of unincorporated places, which you must do yourself.



## 27. PRELIMINARY POPULATION AND DWELLING COUNTS

## 27. PRELIMINARY POPULATION AND DWELLING COUNTS

## A. Preparation of the Census Commissioner's Preliminary Report of Population and Dwellings (Form 10)

After you have checked an EA, transfer the final EA totals for dwellings, usual residents and temporary residents from the EA Summary, page 55 of the VR, to the Form 10.

## B. Completion of Form 10

1. Part I: Population and Dwelling Counts

Complete Part I according to the instructions below:

- (a) Enter in Column 1 each EA number in your CCD, in numerical order.
- (b) Using the totals from the EA Summary of the VR for each EA, complete Columns 2 and 3 for population counts and Columns 4 to 6 for dwelling counts. Transfer the totals from the shaded corner boxes provided for this purpose.
- (c) Enter in Column 7 the total number of dwellings enumerated from shaded corner box 7 of the EA Summary.
- (d) Using the Form G-13, Column 3, enter in Column 8 the total number of dwellings expected.

2. Part II: Comments on Dwelling Changes

- (a) Using the figures in Columns 7 and 8, calculate the percentage difference between the actual dwelling counts and the estimate from the Form G-13 as follows:

$$\frac{\text{Column 7 (actual count)} - \text{Column 8 (Form G-13 estimate)}}{\text{Column 8 (Form G-13 estimate)}} \times 100$$

- (b) Enter the percentage in Column 9 for each EA.
- (c) Use the space provided in Part II of the Form 10 to provide an explanation whenever the percentage change (increase or decrease) is 10% or more.

For example, significant changes may occur as the result of the addition of many houses or apartments or the demolition of housing units to make way for new

**27. PRELIMINARY POPULATION AND DWELLING COUNTS**

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construction. If you cannot explain the change based on your knowledge of the area, discuss the situation with the Census Representative. It is important that you ensure that the change is not due to a coverage error such as missing part of an EA or including dwellings which should not have been listed (e.g., unoccupied marginal dwellings, dwellings under construction). Your CAM will review with you any comments entered in this space.

**3. Signing and dating the Form 10**

When you have completed Part I for all EAs in your census commissioner district and Part II (if applicable), sign and date the Form 10.

**C. Submission of the Form 10**

When all the EAs within a CCD have been entered on the Form 10, and it has been verified by the Quality Control Technician, forward both copies to your CAM immediately.

Double wrap the form as described in Chapter 30, Section B, item 1, page 30-1.

**D. Confidentiality of Preliminary Counts**

You must NOT divulge preliminary population and dwelling counts to unauthorized persons (e.g., local officials). Such action is a direct violation of the Oath or Affirmation of Office and Secrecy.



**28. QUALITY CONTROL OF COMPLETED EAs**

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**28. QUALITY CONTROL OF COMPLETED EAs****A. Introduction**

Before an EA can be forwarded to the regional census office, the CAM must confirm that it meets the required standards established for uniform quality of data and maximum coverage.

**B. Quality Control Operation**

1. When a census representative's assignment has passed your quality check, notify your CAM that it has been completed to your satisfaction. The CAM will then send to your office a quality control technician who will check the assignment for both coverage and quality and will validate the Census Representative's account.
2. Provide the technician with the space necessary to perform the check and see that there is no interruption. Do not inform the Quality Control Technician beforehand of the result of your EA quality checks.
3. Quality control technicians are not to discuss any part of their checks of an EA until after all the checks have been completed. You will be notified of the final result. If there are errors and/or omissions requiring correction, they will be identified for you.

**C. Acceptance and Rejection of EAs**

On completion of the check, the technician will give you a copy of the Quality Control Result (Form 75) which will indicate whether the EA has been accepted or rejected. If it is rejected, the portions of the assignment which need to be corrected will be indicated.

If the EA is accepted, the Quality Control Technician will insert the green copy of the Form 75 into the EA box, and will give you the yellow copy for your records.

**1. EA Accepted**

If the EA is accepted by Quality Control:

- (a) Take the Census Representative's identification card out of the EA box and enter the date returned in the Identification Card Record of your CCD Record (Form 29).

## 28. QUALITY CONTROL OF COMPLETED EAa

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It is essential that you retrieve the identification card of each census representative prior to the shipment of the assignment to the regional census office.

- (b) Mail copy 1 of the validated Form 33 to the regional census office.

Double wrap the forms as described in **Chapter 30, Section B, item 1, page 30-1.**

- (c) Give copy 2 of the Form 33 to your CAM.
- (d) File the yellow copy of the Form 75 in your records.
- (e) Pack the completed assignment and ship it to the regional census office. See the instructions in **Chapter 30, Section C, page 30-3.**

### 2. EA Rejected

If the EA is rejected by Quality Control, the technician will also give you a copy of one or more of the following forms:

Form 71, EA Coverage Quality Control Record,  
Form 72, Population Edit Quality Control Record,  
Form 73, Agriculture Edit Quality Control Record,  
Form 74, Collective Dwelling Quality Control Record,

which will indicate exactly which part of the assignment caused the EA to be rejected by Quality Control.

If the EA is rejected for reasons other than the Cancelled Lines Check or the Forms 4A/4B Coverage Check, it must be returned to the Census Representative for correction. When you return the assignment to the Census Representative, explain why the work was rejected by Quality Control and what must be done to make the assignment acceptable.

Once the Census Representative has cleaned up and resubmitted the EA, you must reapply the quality check procedures (**Chapter 27**) to the items which failed the technician's check. Enter the results of your check in the shaded columns of Part II of the EA Record labelled "Second Review".

### D. Clean-up Procedures

Outlined below are the areas which may have caused the assignment to fail the Quality Control Technician's check and the clean-up procedure for each type of rejection.

**28. QUALITY CONTROL OF COMPLETED EAs**

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**1. Coverage Check**

In the case of coverage errors, the Form 71 will:

- (a) identify any missing questionnaires by listing the household number, and/or the Form 6 number, whichever applies;
- (b) identify any unincorporated places which have not been properly accounted for on the EA map or in the VR;
- (c) indicate whether any quarter sections on the township plan (where applicable) have not been accounted for.

You must tell the Census Representative how to correct any errors (i.e. follow up on ALL missing questionnaires, identify unincorporated places according to the procedures or make all applicable township plan entries).

**2. Edit Check - Population Questionnaires**

If this check has been rejected, the Form 72 will indicate which questions on the sample questionnaires reviewed are incomplete or unanswered.

It is mandatory that the Census Representative re-edit ALL Forms 2A and 2B and perform the necessary Follow-up because a new sample of Forms 2A and 2B will be checked upon re-submission of the EA to Quality Control.

**3. Edit Check - Forms 6**

If this check has been rejected, the Form 73 will indicate which Forms 6 have been rejected, and whether all the forms or only some of the forms must be re-edited by the Census Representative and followed up.

**4. Forms 4A/4B Edit Check**

If this check has been rejected on the Form 73 for either population or agriculture questionnaires, return the rejected assignment to the Census Representative with instructions to complete the missing information on the Forms 4A and 4B.

**5. Collective Dwellings and EAs**

If the Collective Dwelling Check of the EA or a collective EA has been rejected, the Form 74 will indicate the reason for rejection. Return the rejected assignment to the Census Representative with instructions to correct the errors and/or omissions identified on the Form 74.

28. QUALITY CONTROL OF COMPLETED EAa

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6. Cancelled Lines Check

If the EA has been rejected because of the Cancelled Lines Check, the assignment is not to be returned to the original Census Representative. Contact your CAM who will either indicate that you are to follow up or authorize the use of a clean-up census representative to follow up on the cancelled lines to confirm that the cancellations are valid.

This check is not applied by the Quality Control Technician if any other check has failed at first review. It is applied at second review regardless of the status of the EA.

See the instructions below for follow-up procedures.

- (a) If an entry in Section I has been cancelled and transferred to Section II:
  - (i) Confirm the occupancy of the dwelling as of June 3/4.
  - (ii) If the dwelling was occupied on June 3/4:
    - enumerate the dwelling;
    - enter the address in Section I on the same line from which it was cancelled and make a note in the "Remarks" column;
    - cancel the entry in Section II.
- (b) If an entry in Section I has been cancelled and has not been transferred to Section II:
  - (i) Determine if the address is a valid dwelling.
  - (ii) If it is a valid dwelling, enumerate it as of June 3/4, i.e. as occupied or unoccupied, and make the appropriate VR entries.
  - (iii) If it is not a valid dwelling, make a note in the "Remarks" column why it is not a valid dwelling, e.g., outside EA, store, and enter your initials.

**28. QUALITY CONTROL OF COMPLETED EAs**

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**7. Forms 4A/4B Coverage Check**

If the EA is rejected because of the Forms 4A/4B Coverage Check, the assignment is not to be returned to the original Census Representative. Contact your CAM who will either indicate that you are to follow up or authorize the use of a clean-up census representative to attempt to lower the number of Forms 4A/4B.

This check is not applied by the Quality Control Technician if any other check has failed at first review. It is applied at second review regardless of the status of the EA.

**(a) Population**

The Form 75 will indicate the percentage of Forms 4A/4B to Forms 2A/2B. If the percentage exceeds 2%, the assignment is rejected and is not to be returned to the Census Representative.

**(b) Agriculture**

The Form 75 will indicate the result of the Form 4A Coverage Check for Forms 6. If the assignment is rejected, do not return it to the Census Representative.

**8. Census Representative's Account (Form 33)**

If the Form 75 indicates that an error was made on the account form, make the necessary corrections, initial the corrections and notify the Census Representative of the changes you have made so that he/she can make the corrections on his/her copy of the Form 33.

**9. No-population EA**

If a no-population EA is rejected, follow the procedures listed in **Chapter 3, Section P, page 3-12.**

**E. EA Rejected at Second Review**

When the EA has been corrected by the Census Representative and reviewed by you, it will be subjected to a second Quality Control check. If an EA is rejected by Quality Control a second time, it will be returned to you with the reasons for rejection indicated on the Quality Control Record forms.

## 28. QUALITY CONTROL OF COMPLETED EAa

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1. Do not return it to the original Census Representative.

Since the original Census Representative is no longer involved with the assignment, remove the Census Representative's identification card from the EA box and enter the date returned in the Identification Card Record of your Census Commissioner's District Record (Form 29).

2. Either you or a clean-up census representative will follow up the incomplete assignment.

Approval must be obtained from your CAM before you hire a clean-up census representative.

3. The Quality Control Technician will instruct you to mail the account form to the regional census office for payment whether or not the EA is accepted.

### **F. Clean-up Review by Quality Control Technician**

The Quality Control Technician will review all clean-up work completed by you or the clean-up Census Representative you employed. It is important to ensure that all errors and/or omissions are corrected before an EA is submitted for the Clean-up Review.

If the EA fails the Quality Control Technician's Clean-up Review, the situation must be discussed with your CAM who will identify the action you are to take.

### **G. Quality Control of Special Agricultural Assignments**

Special agricultural assignments will be quality controlled separately. On completion, the technician will give you a copy of the Form 73A (Agricultural Assignment Quality Control Record) indicating the results of Quality Control. The Form 73A will indicate acceptance or the reasons for rejection: coverage, agriculture edit check, Form 4A coverage check and Form 4A/4B content check. Refer to Section D, Parts 1, 3, 4 and 7 for the specific clean-up instructions.

### **H. Indian Reserves**

If the population portion of an Indian reserve EA has been rejected, the Quality Control Technician will advise the CAM, who will determine if additional Follow-up is to be done. No further action will be taken until you have been advised by your CAM.

29. PAYMENT TO FIELD STAFF

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## 29. PAYMENT TO FIELD STAFF

## A. Introduction

1. In order for payments to be made, the Census Application for Employment (Form 26) must be received in the regional census office. This form will be used to initiate payments for the employee. For this reason, it is imperative that you submit Forms 26 for your census representatives and your Administrative Assistant on the specified dates. (See Chapter 9, Section I, page 9-5.)

**NOTE:** All recruitment forms for any one person will not necessarily be shipped at the same time.

2. You are responsible for approving and submitting account forms on behalf of your census representatives and your Administrative Assistant. You must ensure that each account form is complete and accurate, and that all claims are justified. Ensure that all entries are accurately and legibly recorded as any errors or omissions will delay payment. The Quality Control Technician has been instructed to reject an account form that is incomplete or inaccurate. It is essential that you carefully follow all instructions when reviewing the Census Representatives' account forms.

## B. Payment of Census Representatives - Installments

Inform the census representatives at the time of hiring that they will receive payment in two installments.

1. The first installment, the interim payment of \$250, will be distributed early in June - probably during the Edit and Follow-up training class.
2. The second installment, which represents the total and final payment less the \$250 interim payment and any other applicable deductions, will be mailed directly to the home addresses of the census representatives; therefore, it is essential that census representatives provide current addresses.

Final payment can be made only after the EA assignment has passed Quality Control or if you are instructed by your CAM to submit the account for payment.

Final payment consists of payment for:

- (a) training,
- (b) eligible travel to training,

29. PAYMENT TO FIELD STAFF

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- (c) enumeration,
- (d) address register reconciliation, and
- (e) supplementary duties.

**C. Interim Payment**

1. Census representatives with assigned EAs will receive an interim payment of \$250.
2. Prepare the Census Representative's Interim Payment (Form 32) once you have notified the successful census representative candidates by telephone and they have accepted the job.

Do not list spare census representatives on the Form 32 as they will not have earned \$250 when the interim payment is issued.

3. Print all entries accurately and legibly on the Form 32.

**NOTE:** If a census representative has been assigned to more than one EA, list the Census Representative only once and enter one of the EA numbers in the first column.

Enter the geographic identifiers (PROV, FED, CCD and EA numbers) and complete all columns for each census representative.

**NOTE:** In the case of a split EA (e.g., 015A), enter the letter in the "Alpha" column.

4. Obtain each census representative's Social Insurance Number when you telephone him/her and enter it on the Form 32. If a number is not available, have the Census Representative apply for one. If the number is issued after you have submitted the Form 32, report this number to your CAM.
5. Enter the number of census representatives in box 9, multiply by \$250 and enter the amount in box 10.
6. Print your name and mailing address clearly in the space provided.
7. Sign and date the Form 32 at the bottom.
8. Keep copy 3 of the Form 32 for your records.



29. PAYMENT TO FIELD STAFF

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9. Forward copy 2 of the Form 32 to your CAM.
10. Forward copy 1 of the Form 32 to the regional census office by May 10 in a supplied brown envelope. A second Form 32 may be created for those CRs hired after May 10, but before May 21. Use a regional census office sticker and mark on the envelope "Attention Census Finance Officer - Form 32 enclosed". Refer to the double wrapping procedures in **Chapter 30, Section B, item 1.**
11. The interim payments and a Verification List will be mailed to you from the regional census office in late May or early June.
12. Match the interim payments and the Verification List against your copy of the Form 32. If you received all cheques, sign and date the Verification List. If not, report any discrepancies to your CAM.
13. Distribute the interim payments early in June, preferably during the June 7 training class.
14. **It is imperative that only eligible census representatives receive the interim payment.**

You are to distribute cheques only to those census representatives who have:

- (a) completed the required home study programs;
  - (b) attended the Drop-off training session;
  - (c) completed the Drop-off phase of their assignment.
15. Ensure that all census representatives are aware that this is an interim payment and \$250 will be deducted from their final payment.
  16. Have each census representative who has received the interim payment sign the Verification List indicating receipt of the interim payment. The signed Verification List must be returned to the regional census office immediately after distribution of interim payments. Use a regional census office sticker and mark on the envelope "Attention Census Finance Officer". The list must be returned by June 10.
  17. If any census representative has not completed the required work, the cheque must be returned to the regional census office when you return the Verification List.

## 29. PAYMENT TO FIELD STAFF

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18. Record any returned cheques on your copy of the Form 32 as you will require this information for the completion of final pay forms.
19. If you have hired a replacement census representative and/or are required to use a spare census representative to conduct enumeration:
  - (a) request an interim payment for this census representative if it is prior to May 21;
  - (b) prepare a second Form 32 and follow the instructions that are outlined in Section C, items 3 to 10.

**NOTE:** Census representatives are entitled to only one interim payment even if their assignments are composed of more than one EA.

### D. Payment for Training

Payment for training consists of:

1. \$43.75 for completion of the Drop-off Home Study Program (Form 50A);
2. \$35.00 for completion of the Edit and Follow-up Home Study Program (Form 50C);
3. \$30.50 for completion of each class-room training session (Drop-off training, Edit and Follow-up training - population, Edit and Follow-up training - agriculture and collective dwelling training);
4. \$8.75 for completion of the Agriculture Home Study Program (Form 59C) for regular census representatives who conduct agricultural enumeration in their EAs;
5. \$60.00 for Address Register training and reconciliation (with the exception of census representatives in Type F EAs, who will be paid an hourly rate).

**NOTE:** For payment of special agricultural census representatives, see Chapter 20, Section C, item 3, page 20-4.

### E. Payment for Travel to Training

Inform the census representatives during appointment whether they will be reimbursed for kilometrage expenses incurred in travelling to training classes.

**29. PAYMENT TO FIELD STAFF**

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1. Census representatives who live in the city, town or village where the training takes place will not be reimbursed for travel to training.
2. Census representatives living outside the city, town or village of the training site will receive kilometrage reimbursements based on the provincial rates listed in the latest Treasury Board Travel Directive. (See Appendix B.)
3. Have the eligible census representatives enter their travel to training kilometrage on an Expense Account (Form 35).

**F. Payment for Enumeration**

1. Piece-rates have been established by Statistics Canada based on timing and distance measurements from extensive studies conducted during previous censuses. These piece-rates include payments for almost all enumeration duties (i.e. work completed during Drop-off, Edit, Telephone Follow-up and Field Follow-up). The piece-rate is a payment made on a household basis and includes an amount for households with more than one questionnaire. The piece-rate also includes both travel time and a travel allowance in lieu of expense reimbursement for kilometrage incurred during enumeration. An amount of 4% in lieu of vacation leave is also included in the piece-rates.
2. Payment for enumeration is dependent upon the type of enumeration area, i.e. A, B, C, D, E, F or S.
3. Piece-rates are listed in Section P of this chapter.

**G. Supplementary Payment**

Census representatives (excluding those in Type F EAs) will be paid a supplementary payment of \$55 for duties which are not covered by the piece-rate. The duties include: time spent with the Census Commissioner, packing EA assignments, completing progress reports and other miscellaneous duties. This payment is to be made only once per census representative, even if the Census Representative has more than one EA.

**H. Payment of Census Representatives With More than One EA**

If a census representative enumerates more than one EA:

1. An account form is to be completed for each EA.

## 29. PAYMENT TO FIELD STAFF

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2. The "Training, Address Register, Supplementary Payment and Expenses" section is to be completed on only one account form.
3. The interim payment is to be deducted on only one account form.
4. The supplementary payment is to be claimed on only one account form.

### I. Completion of Census Representative's Account (Form 33)

**NOTE:** This section is to be followed for all areas except type F areas. For type F areas, see Section L.

Complete a Census Representative's Account (Form 33) for each EA. In cases where a census representative carries out enumeration in more than one EA, complete a Form 33 for each EA enumerated.

1. Print all entries clearly in ink.
2. Identification entries

Complete the top four lines.

- (a) Ensure that the Social Insurance Number is accurately recorded.
- (b) If a census representative has worked in a split EA (e.g., 014A), ensure that the "A" is recorded under the "Alpha" heading.

**NOTE:** VN numbers are not recorded on account forms.

- (c) Enter the correct EA type in block 5.
- (d) Enter the mail response rate taken from your June 14 MIS Report on Mail Receipts in block 6A.
- (e) If the Census Representative has a party line telephone, mark "X" in the "Yes" box in block 6B.

**NOTE:** Piece-rated census representatives who do NOT have access to a private line telephone must conduct field follow-up only and will receive additional compensation for the extra travel. Contact your CAM regarding the special party line piece-rates.

## 29. PAYMENT TO FIELD STAFF

3. Part 1 - Training, Address Register, Supplementary Payment and Expenses

Using the MIS Report on training, verify the training completed by the Census Representative.

**NOTE:** If a census representative enumerates more than one EA, the "Training, Address Register, Supplementary Payment and Expenses" section is to be completed on only one account form.

(a) Block 7:

Enter a "1" in block "7" if the Drop-off Home Study Program was completed.

(b) Block 8:

Enter a "1" in block "8" if the Agriculture Home Study Program was completed.

(c) Block 9:

Enter a "1" in block "9" if the Edit and Follow-up Home Study Program was completed.

(d) Block 10:

Enter the number of class-room training sessions completed in block "10".

(e) Block 11:

Enter a "1" in block "11" if the Address Register training and reconciliation were completed.

(f) Block 12:

Enter a "1" in block 12 for the Supplementary Payment.

**NOTE:** If the Census Representative enumerates more than one EA, the supplementary payment is to be claimed on only one account form.

(g) Amount column:

Calculate and enter the amounts in the "Amount" column by multiplying the units entered in blocks 7 to 12 by the pre-printed rates shown on the account form.

29. PAYMENT TO FIELD STAFF

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(h) Block 13:

If any expenses were authorized, transfer the amount from line 2 of the Form 35 completed by the Census Representative to block 13 and attach the Form 35 to the Form 33. (See Verification and Submission of the Census Representative Expense Account (Form 35), Section N.)

(i) Block 14:

If any kilometrage was authorized and claimed to attend training, verify that the correct amounts have been applied and transfer the amounts from line 3 of the Form 35 completed by the Census Representative to block 14 and attach the Form 35 to the Form 33. (See Verification and Submission of the Census Representative Expense Account (Form 35), Section N.)

(j) Block 15: Total - Part 1

Add the amounts in the "Amount" column for lines 1 to 8 and enter the sum on line 9.


4. Part 2 - Enumeration

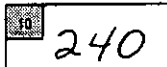
(a) Column C - "Number of units"

To aid you in completing Part 2 of the Census Representative's Account (Form 33), shaded corner boxes appear in the Work Sheet for Completion of Pay Forms (page 53 of the VR), identifying the line numbers on the account form and the specific totals to be inserted.

You will be required to enter the number of units in Column C on the line number that is identified on the VR Work Sheet for Completion of Pay Forms.

Example:

In this example, the shaded corner box  of the Work Sheet for the Completion of Pay Forms identifies line 10 of the Census Representative's Account (Form 33). On line 10, Column C of the account form, you would insert 240 as the total of Form 2A dwellings.



## 29. PAYMENT TO FIELD STAFF

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Using the Work Sheet for Completion of Pay Forms, transfer the following totals to Column C, "Number of Units".

(i) For private dwellings (occupied and unoccupied), enter on:

Line 10 the number of Form 2A dwellings, identified by the shaded corner box 10;

Line 11 the number of Form 2B dwellings, identified by the shaded corner box 11;

Line 12 the number of Forms 3 identified, by the shaded corner box 12;

Line 13 the number of Form 4A dwellings, identified by the shaded corner box 13;

(ii) for collective dwellings, enter on:

Line 14 the number of collective dwellings enumerated, identified by the shaded corner box 14;

Line 15 the number of usual residents enumerated at collective dwellings directly on a Form 2B, identified by the shaded corner box 15;

Line 16 the number of usual residents enumerated at collective dwellings, on a Form 3, identified by the shaded corner box 16;

Line 17 the number of temporary residents enumerated at collective dwellings, identified by the shaded corner box 17;

(iii) for agricultural holdings, enter on:

Line 18 the number of Forms 6 for agricultural holdings, determined by the shaded corner box 18;

Line 19 the number of Forms 4A for agricultural holdings, identified by the shaded corner box 19;

29. PAYMENT TO FIELD STAFF

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- Line 20 (completed if the Census Representative performed **only** Drop-off) the number of completed lines on the Form 6C (green copy) identified by the shaded corner box 20;
- Line 21 the number of Forms 6D (Part I) created, identified by the shaded corner box 21;
- Line 22 the total number of Forms 6D completed (Part II), identified by the shaded corner box 22;
- Line 23 the number of completed lines on the township plan, identified by the shaded corner box 23.

(b) Column D - Rate

Enter in **Column D** of the account form, the piece-rates (for Forms 2A, 2B, 4A and 6) for the applicable type of area. You will find the piece-rates in **Section P** of this chapter.

(c) Column E - Amount

Calculate and enter the amounts for lines 10 to 23 by multiplying the number of units in **Column C** by the rate in **Column D**.

Line 24 - Total - Part 2 - Add lines 10 to 23 and enter the sum on line 24.

5. Part 3 - Summary

Line 25 - Gross Claim

Calculate the gross claim by adding lines 9 and 24 and enter the sum on line 25.

6. Line 26 - Interim Payment

Enter \$250. The interim payment is to be deducted once per census representative. (Refer to your copy of the Form 32 to determine whether the Census Representative received the interim payment cheque.)



29. PAYMENT TO FIELD STAFF

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7. Line 32 - Net Amount Payable

Subtract line 26 from line 25 and enter the result on line 32.

**NOTE: If a census representative requests deductions to be made, see Section O. If he/she has worked 25 days or more, do not make any entry on line 32.**

8. Certification

Have the Census Representative sign and date the Census Representative's Account (Form 33) to declare that the information shown above is correct, then sign and date the form yourself. By signing the account form, you are recommending that payment be made to the Census Representative.

9. Give the Census Representative copy 3 of the form and place copies 1 and 2 in the EA box.

10. After the EA has passed Quality Control, forward copy 2 to your CAM and submit copy 1 to your regional census office. Use a regional census office sticker and mark on the envelope "Attention RCA - Forms 33 enclosed".

Double wrap any forms not delivered by hand as described in Chapter 30, Section B, item 1, page 30-1.

**NOTE: If there are any errors on the account form, it will not be processed until they are corrected.**

11. If a Form 35 is present:

(a) verify, sign and date it (see Section N);

(b) give copy 4 to the claimant;

(c) attach copies 1 to 3 to the Form 33;

(d) after the EA passes Quality Control:

(i) forward copy 3 of the Form 35 and copy 2 of the Form 33 to your CAM (double wrap as described in Chapter 30, Section B, item 1, page 30-1);

(ii) submit copies 1 and 2 of the Form 35 attached to copy 1 of the Form 33 to the regional census office (double wrap as described in Chapter 30, Section B, item 1, page 30-1).

29. PAYMENT TO FIELD STAFF

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**J. Partial Payment of Census Representatives**

1. A partial payment system has been established to cover payment of:
  - (a) spare census representatives who receive training only;
  - (b) census representatives who take over an assignment during enumeration;or
  - (c) census representatives who resign or are dismissed.
2. Claim payment on behalf of the Census Representative using the Partial Payment Account (Form 36). Contact your CAM to obtain the completion instructions and partial piece-rates.

**NOTE:** It is not necessary to contact the CAM in the case of payment to spare census representatives who receive training only.

When you have completed the Form 36, give copy 3 to the Census Representative and forward copies 1 and 2 to your CAM for approval. Double wrap as described in Chapter 30, Section B, item 1, page 30-1.

**K. Payment of Spare Census Representatives (Where Applicable)**

1. If the spare Census Representative receives training only, payment is to be claimed on a Form 36 as follows:
  - (a) Print all entries accurately and legibly in ink.
  - (b) Complete all identification entries (the top four lines).  
Make no entry in "EA" or "EA Type", blocks 4 and 5.
  - (c) Complete Part 1 "Training, Address Register and Supplementary Payment and Expenses" as follows, using the information recorded for the spare Census Representative on the MIS Report on Training:

Line 1:

Enter a "1" in block "7", if the Drop-off Home Study Program was completed.

Line 2:

Enter a "1" in block "8" if the Agriculture Home Study Program was completed.

29. PAYMENT TO FIELD STAFF

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**Line 3:**

Enter a "1" in block "9" if the Edit and Follow-up Home Study Program was completed.

**Line 4:**

Enter in block "10" the number of class-room training sessions completed.

**Line 5:**

Enter a "1" in block "11" if Address Register training and reconciliation were completed.

**Amount Column Entries**

Calculate and enter the amounts for lines 1 to 5 by multiplying the numbers recorded in blocks 7 to 11 by the pre-printed rates shown on the form.

2. If the spare Census Representative receives training and enumerates an entire EA, payment is to be claimed on a Form 33.
3. If the spare Census Representative receives training and only partially enumerates an EA, payment is to be claimed on a Form 36. Follow the completion instructions above. He/she may claim the supplementary payment up to the \$55 maximum (line 6, block 12). Consult your CAM to obtain completion instructions for the remainder of the account forms and partial piece-rates.
4. If the spare Census Representative receives training and is to be paid as an hourly rate employee, payment for training should be claimed on a Form 36 and payment for hours worked and expenses should be claimed on a Form 34.

**NOTE:** For the province of Quebec, see the special note in Section O.

**L. Payment for Type F Areas**

Census representatives in type F areas are to have their training claimed on a Form 36 and their hours worked and expenses claimed on a Form 34. They will be paid the same for training as census representatives in all other areas with the exception of Address Register training and reconciliation and supplementary payment which will be paid for at an hourly rate. They will be paid \$8.75 per hour for enumeration and will receive kilometrage based on the provincial rates listed in the latest Treasury Board Travel Directive.

29. PAYMENT TO FIELD STAFF

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**M. Payment of Hourly Rate Employees (Using Form 34)**

1. Census representatives in type F areas, clean-up census representatives, collective EA census representatives, census commissioner administrative assistants, census representatives who enumerate agricultural holdings in EAs other than their own, special agricultural census representatives and interpreters or guides, are all considered hourly rate employees.
2. All hourly rates include an amount of 4% in lieu of vacation leave. Hourly rate employees will be paid an hourly rate of \$8.75 with the exception of clean-up census representatives who will be paid an hourly rate of \$9.25.

Hourly rate employees will be reimbursed for eligible travel based on the provincial rates listed in the latest Treasury Board Travel Directive. (See Appendix B.)

3. When appointing hourly rate employees:
  - (a) Ensure that you have returned the appointment materials (Forms 26, 27C, 24, Consent to the Disclosure of Personal Information, Declaration Regarding Criminal Convictions, etc.). Payments cannot be made without the Form 26.
  - (b) Give each hourly rate employee a Census Hourly Employee Account (Form 34). A Form 34 must be completed for each new position undertaken.
  - (c) Have the hourly rate employee complete the top four lines of the account form. All entries must be printed accurately and legibly in ink.
  - (d) Instruct the hourly rate employees to enter their daily hours of work in Part 2, Section A. Ensure that your Administrative Assistant is aware of the maximum number of hours for which he/she will be allowed to claim payment. Any fractions of hours must be rounded to the nearest quarter hour and expressed in decimal equivalents (e.g., 1/4 hour or 15 minutes is .25 hours, 1/2 hour or 30 minutes is .50 hours, 3/4 hour or 45 minutes is .75 hours).
  - (e) Inform the hourly rate employee that you will complete all other sections of the Form 34 after the assignment has been completed.

**NOTE:** Collective EA census representatives will complete the "Position of Employee" and "Part 1: Training" sections of their account forms in the training class.

## 29. PAYMENT TO FIELD STAFF

**4. When an hourly rate employee has completed his/her assignment and submitted the Form 34:**

- (a) verify that the appropriate boxes for "Methodology of Area" and "Position of Employee" have been checked, and that only one entry has been made in each section;

**NOTE:** If code "H", Collective EA Census Representative is checked, ensure that the type of collective EA is correctly coded in box "8". (See Appendix A.)

- (b) verify all other entries made by the employee;
- (c) complete all remaining sections (Training, Totals, Expenses);

**NOTE:** Kilometrage or other authorized travel expenses must be detailed by the Census Representative on an Expense Account (Form 35). If a Form 35 is used, follow instructions for the Verification and Submission of the Census Representative Expense Account (Form 35), Section N.

- (d) have the employee review, sign and date the form;
- (e) sign the form yourself;
- (f) give the claimant copy 3 and forward copies 1 and 2 to your CAM for approval. Double wrap as described in Chapter 30, Section B, item 1, page 30-1.

**NOTE:** If you determine that an hourly rate employee has worked 25 days or more, do not make an entry in line 16. See Section O, "Pay Deductions".

For the province of Quebec, see special note in Section O, item 6.

**N. Verification and Submission of the Census Representative Expense Account (Form 35)**

Census representatives who do not live in the same city, town or village as the training site should complete a Form 35 for reimbursement of travel to training costs. Clean-up census representatives or special agricultural census representatives may complete a Form 35 for travel costs. Although extremely rare, special enumeration costs may be incurred by a census representative and request for reimbursement will be made on the Form 35.

29. PAYMENT TO FIELD STAFF

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1. Before signing expense account claims:
    - (a) verify that if travel to training is claimed, the Census Representative lives away from the training site (as described above);
    - (b) check that travel has been correctly recorded in kilometres;
    - (c) ensure that the amount claimed is reasonable and that the calculations are accurate;
    - (d) ensure that any necessary receipts are attached;
    - (e) transfer the amounts to the appropriate pay form according to instructions for the completion of applicable forms;
    - (f) check the appropriate "Attached to" box on the Form 35 if the amount is to be transferred to another account form.
  2. Sign and date the Form 35.
  3. Submit copies 1 to 3 of the Form 35 to the CAM, attached to copies 1 and 2 of the Form 34 or 36, along with any necessary receipts. Double wrap as described in Chapter 30, Section B, item 1, page 30-1.
- NOTE: For Forms 35 attached to a Form 33, see Section I, item 11.**
4. Give copy 4 of the Form 35 and copy 3 of the Form 34 or 36 to the claimant.

**NOTE: If you receive a Form 35 for reimbursement of special enumeration costs, contact your CAM.**

**O. Pay Deductions**

Census representatives and hourly rate employees are not scheduled to work 25 days or more; therefore, no deductions will be made for Unemployment Insurance and Canada/Quebec Pension Plan.

These deductions will be made only if the Census Representative notifies you that he/she has worked 25 days or more and the employment is determined to be insurable and pensionable. An assessment will be made in the regional census office to determine eligibility under federal and provincial regulations.

## 29. PAYMENT TO FIELD STAFF

1. Give each census representative or hourly rate employee who notifies you that he/she has worked 25 days or more a Daily Register of Employment (Form 33A).
2. Instruct the employee to complete all sections of the Form 33A and return it to you immediately.
3. Check the Form 33A for both accuracy (identification entries) and reasonableness (Record of Days Worked).
4. Sign and date the Form 33A.
5. Attach the completed Form 33A to the applicable account form (Form 33, 34 or 36).
6. Special note for the province of Quebec

Census representatives and hourly rate employees in the province of Quebec will have provincial income tax deducted at the rate of 16% unless they have completed and submitted a Form TPD-1V/TPD-1 claiming total exemption from tax deductions. These forms are included in appointment kits.

The procedures for Form TPD-1V/TPD-1 completion and return are contained in Chapter 9, Section D, item 12, page 9-2 of this manual.

**P. Piece-rates**

Type of area	Type of questionnaire	Regular Rate	Party Line Rate
A	2A and 4A	1.75	1.85
	2B	3.00	3.25
	6	5.10	5.25
B	2A and 4A	2.05	2.45
	2B	3.25	3.70
	6	5.20	5.35
C	2A and 4A	2.50	2.90
	2B	3.65	4.20
	6	5.35	5.55

## 29. PAYMENT TO FIELD STAFF

Type of area	Type of questionnaire	Regular Rate	Party Line Rate
D	2A and 4A	3.25	3.75
	2B	4.50	5.20
	6	5.65	6.00
E	2A and 4A	4.60	5.50
	2B	5.90	7.00
	6	6.00	6.60
F		See Section L	
S	2A and 4A	2.35	-
	2B	3.85	-

**Q. Payment for Long-distance Telephone Calls**

If census representatives must make long-distance telephone calls to conduct Telephone Follow-up, they must complete a Form 35. A copy of the telephone bill identifying calls related to the census must be attached to the Form 35.

If the telephone bill has not been received before completion of enumeration, give each census representative a Form 35 and have him/her send it back with the telephone bill when it arrives.

**R. Pay Complaints from Census Representatives**

You may have some census representatives who will complain about remuneration. Explain the remuneration system to the census representatives who have complaints. If the Census Representative is not satisfied with your explanation, do the following:

1. Have the Census Representative document the exact details of his/her complaint.
2. Forward the statement to the regional census office. Use a supplied brown envelope with a regional census office sticker and write at the bottom of the envelope "Attention: Assistant Director - Census".

**NOTE:** All pay complaints will be reviewed after the completion of the census. Only those complaints which have been documented in writing and forwarded to the regional census office will be considered.



**30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE**

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**30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE****A. Introduction**

This chapter deals with the following topics:

1. return of used recruitment forms;
2. return of completed EA assignments;
3. disposal of used field and administrative forms; and
4. disposal of unused field and administrative forms.

**B. Return of Used Recruitment Forms**

The completed recruitment forms contain personal information about the job applicants and employees, and must, therefore, be treated with the same care as a completed census questionnaire. Because these forms are confidential, special packing and shipping procedures must be followed.

**NOTE:** All recruitment forms for any one person will not necessarily be shipped at the same time.

**1. General Wrapping Procedures**

- (a) Put the forms in a brown envelope and seal it.
- (b) Write "Forms (form number)" and your PROV, FED and CCD numbers on the envelope.
- (c) Write "PROTECTED" on the envelope.
- (d) Place the envelope inside a second brown envelope and seal it.
- (e) Write "Attention RCA, CAM or RFOM (and the CAM's or RFOM's name), Forms (form number) enclosed". Do not write any additional information about the contents on the outer envelope.
- (f) Ensure your return address is on the outer envelope.
- (g) Send the envelope to your CAM or to the regional census office, as applicable.

30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE

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2. Census Application for Employment (Form 26)

Return census applications for employment (Forms 26) for **appointed** census representatives on May 10 and May 17. Return Forms 26 for replacement census representatives immediately after appointment.

- (a) Double wrap the forms as described in Section B, item 1 above.

**NOTE:** In the province of Quebec, if the Census Representative has completed a Form TPD-1V/TPD-1, ensure that it is attached to the Form 26.

- (b) Write "Attention RCA, Forms 26 enclosed" on the outer envelope.

- (c) Retain Forms 26 for candidates who were not appointed until you return all other recruitment materials. (See item 3 below.)

3. All Other Recruitment Forms

Return all other recruitment forms between May 27 and May 29. Ensure that you include the following forms:

- Consent to the Disclosure of Personal Information;
- Declaration Regarding Criminal Convictions;
- Form 17C and/or Form 17D - Language Proficiency Test;
- Form 24 - Oath or Affirmation of Office and Secrecy;
- Form 24A - Terms and Conditions of Employment - Census Representatives;
- Form 26 - Census Application for Employment;
- Form 27C - Answer Sheet - Census Representative.

Separate forms for appointed census representatives from those for unappointed candidates.

- (a) Fasten all forms for each person together.

**30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE**

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- (b) Place the forms in a brown envelope and seal it. Use more than one envelope if necessary. Use separate envelopes for appointed census representatives and unappointed candidates.
- (c) Write "Census Employee Recruitment Forms" and your PROV, FED and CCD numbers on the envelopes for appointed census representatives.
- (d) Write "Other Recruitment Forms" and your PROV, FED and CCD numbers on the envelopes for unappointed candidates.
- (e) Write "PROTECTED" on all the envelopes.
- (f) Place the envelopes in an EA box and seal the box securely by taping it completely around the width, NOT around the ends where the ID numbers appear.
- (g) Write your PROV, FED and CCD numbers on the EA box.
- (h) Place a regional census office address sticker on the EA box.
- (i) Ship the box to the regional census office by priority post (Canada Post) or, if this is not possible, by a bonded carrier approved by your CAM.
- (j) Notify your CAM of:
  - (i) the date of shipment; and
  - (ii) the expected arrival date.
- (k) Keep your copy of the shipper's invoice to ensure that a record of the shipment is available.

**C. Return of Completed EAs****1. Preparing EAs for Shipment**

After an EA has passed Quality Control, you must pack it and return it to the regional census office.

- (a) Ensure that each EA box is marked clearly with the PROV, FED, EA and VN numbers, and that each box is marked Box 1 of 1, 1 of 2, 2 of 2, etc.

**NOTE:** If you have not already done so, print "Box \_\_ of \_\_" (or "Boîte \_\_ de \_\_") if it is missing in the bottom left corner of the EA box under the identification numbers.

### 30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE

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In the case of an EA split, you must include an identifier which identifies the new EAs and which indicates the number of new EAs created by the split. For example, if EA 001 was split into 3 EAs, the new EAs must be identified as follows: A of C, B of C and C of C.

**Example:**

**PROV 10 FED 002 EA 001A VN 8  
BOX 1 OF 1 A OF C**

- (b) Apply a collective EA sticker (white on purple) to the EA box, close to but not on the PROV, FED, EA and VN numbers, to indicate a collective EA, if applicable.
- (c) VRs for no-population EAs must be sent in their own boxes. Do not send them inside another EA box.
- (d) Write "PROTECTED" on all sides of the EA boxes excluding the ends where ID numbers appear.
- (e) Seal the EA boxes securely by taping completely around the width, NOT around the ends where the ID numbers appear.
- (f) Ship two EAs together where possible, but do not withhold EAs for any length of time.
- (g) Place two EA boxes in a Carton No. 2 (boxes from original shipment of questionnaires). Ensure that all shipping cartons are closed securely by taping completely around the box. Ensure your return address appears on Carton No. 2.
- (h) For each shipment of returns to the regional census office, complete an EA Return Shipping Invoice (Form 15):
  - (i) Put copy 1 of the EA Return Shipping Invoice inside the last shipping box (Carton No. 2) when you are certain that all EAs for that shipment are packed. Apply a Form 15 sticker (black and orange) on the Carton No. 2 which contains the Form 15.
  - (ii) Mail copy 2 to the regional census office. Use a supplied brown envelope and a regional census office sticker, indicating at the bottom of the envelope "Form 15 Enclosed".

30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE

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(iii) Retain copy 3 for your records to ensure the shipment can be traced if it is lost.

- (i) Each Carton No. 2 in a shipment is to be individually identified by marking the box numbers on two sides (e.g., 1 of 5, 2 of 5).

This will facilitate the receipt operations in the regional census office.

2. Return of Completed EAs to the Regional Census Office

- (a) Ship the EA boxes using the carrier agreed upon with your CAM. Be sure to emphasize to the carrier the confidentiality of the material.
- (b) Keep a copy of the carrier's receipt (shipping invoice).
- (c) When returning completed EAs, notify your CAM by telephone of:
- (i) the date of shipment;
  - (ii) the expected arrival date;
  - (iii) the number of EAs in the shipment.

**NOTE:** You must inform your CAM when you ship the last EAs for your CCD.

D. **Disposal of Field and Administrative Forms**

After enumeration in your district has been completed and all EAs have been returned to the regional census office:

1. Check that all desk drawers, cabinets, etc., do not contain any confidential material.
2. Dispose of all field and administrative forms in your possession according to the procedures below and to the charts at the end of this chapter.

(a) Chart 1

At the close of your office, you should **NOT** have any of the forms (completed or partially completed) listed in Chart 1. However, if you do, you must **RETURN** them **IMMEDIATELY** to the regional census office.

**30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE**

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- (i) Create a Form 15 for the materials to be contained in the envelope.
- (ii) Identify the envelope by entering the PROV, FED and CCD numbers.
- (iii) Ship the envelope to the regional census office in the same manner as you shipped the other protected forms, that is, double wrapped, as described in **Section B, item 1**. Write "Attention RFOM (and the RFOM's name)" on the outer envelope.

(b) Chart 2

You must **RETURN** the used and unused forms listed in Chart 2. For the return of these forms to the regional census office you will:

- (i) create a Form 15 for the materials to be contained in the box;
- (ii) identify the box by entering the PROV, FED and CCD numbers;
- (iii) ship the box in the same manner as you shipped the EAs, that is, double wrapped, as described in **Section C, items 1(d) to (i)**. Write "Census Commissioner's Used Field and Administrative Forms" on the outer box.

(c) Chart 3

You must **FILE** the used forms listed in Chart 3 for record purposes. Keep these forms until the end of August by which time all field staff should have received their cheques. At the end of August, arrange to have these forms destroyed.

3. **DESTROY** all copies of used and unused forms, procedures manuals and training guides **NOT** listed in Chart 1, 2 or 3.

For these forms:

- (a) arrange to have them burned or shredded, if possible; or
- (b) tear them and place the material in a container fastened securely for garbage disposal.

## 30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE

## CHART 1

## Forms to be RETURNED IMMEDIATELY

If you find these completed or partially completed forms when you are closing your office, and they contain any information, return them immediately to the regional census office "Attention RFOM (and the RFOM's name)". Remember to double wrap them as described in Section B, item 1.

FORM NO.	TITLE
2A/2B	Population Questionnaire
3	Individual Census Questionnaire
6	Agriculture Questionnaire
6B	List of 1986 Agricultural Operators
6C	List of Agricultural Holdings and Operators in EA
6D	Agricultural Land Referral Form (white copy)
6F	Form 6D Control Record
6H	List of Agricultural Operators Not Enumerated by Census Representatives
8	Address Register
10	Census Commissioner's Preliminary Report of Population and Dwellings
17C	Language Proficiency Test - Census Representative (Eng.)
17D	Language Proficiency Test - Census Representative (Fr.)
24	Oath or Affirmation of Office and Secrecy
24A	Terms and Conditions of Employment
26	Census Application for Employment
27C	Answer Sheet - Census Representative
-	Consent to the Disclosure of Personal Information
-	Declaration Regarding Criminal Convictions

## 30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE

## CHART 2

## Forms to be RETURNED

Return these **USED** forms when you are closing your office. Remember to double wrap them as described in **Section C, items 1(d) to (i)**.

**FORM NO. TITLE**

4A	Missing Questionnaire Card (resolved cases)
4B	Incomplete Questionnaire Card (resolved cases)
7	List of Collective Dwellings in CCD
12	Census Identification Card
G-13	List of Enumeration Areas
17C	Language Proficiency Test - Census Representative (English)
17D	Language Proficiency Test - Census Representative (French)
17F	Language Proficiency Test for Census Representatives - Interviewer's Guide
27B	Selection Test Booklet - Census Representative
27C	Answer Sheet - Census Representative
27D	Answer Key - CR Selection Test
28	List of Candidates and Census Representatives
29	Census Commissioner's District Record
29C	Census Commissioner MIS Report Book
33	Census Representative's Account
33A	Daily Register of Employment
34	Census Hourly Employee Account
36	Partial Payment Account
81	Action Card
TPD-1V/ TPD-1	Source Deductions Return
-	CCD Maps
-	Census carrying cases
-	All video cassettes

Return these **UNUSED** forms:

17C	Language Proficiency Test - Census Representative (English)
17D	Language Proficiency Test - Census Representative (French)
17F	Language Proficiency Test for Census Representatives - Interviewer's Guide
27B	Selection Test Booklet - Census Representative
27C	Answer Sheet - Census Representative



**30. RETURN OF MATERIAL TO THE REGIONAL CENSUS OFFICE**

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**CHART 3****Used Forms to be FILED**

File these **USED** forms until the end of August 1991, at which time you can arrange to have them destroyed.

<b>FORM NO.</b>	<b>TITLE</b>
24B	Terms and Conditions of Employment - CCs
30	Census Commissioner's Account
31	Authorization Form
32	Census Representative's Interim Payment
35	Expense Account



## APPENDIX A - Collective Dwellings

## APPENDIX A

COLLECTIVE DWELLINGS1. Hotels, Motels and Tourist Homes (Code 10)

A commercial establishment generally purpose-built and intended to provide temporary accommodation for persons on business or pleasure trips.

2. Lodging- and Rooming-houses (Code 11)

A commercial establishment (which may originally have been a private dwelling) having furnished rooms for rent, or a dwelling occupied on Census Day (June 4) by at least 10 persons unrelated to the person designated as Person 1. It may be identified by a sign or by speaking with a person in charge, a resident, a neighbour, etc.

3. School Residences and Residences for Training Centres (Code 12)

One or more buildings which usually accommodate students attending an educational institution or training centre, such as boarding-schools, colleges, universities. These buildings may be located on or off the grounds of the institution and at the time of the census may accommodate non-students.

4. YM/YWCAs, Missions, Hostels (Code 13) and Campgrounds and Parks (Code 14)

A building or other facility providing accommodation to transient persons, persons with no fixed address or temporary accommodation for persons on pleasure trips.

5. Work Camps (Code 20)

Accommodation provided to employees of an industry such as mining, logging or hydro construction, and generally located in a remote area. It usually consists of bunk-houses, tents, trailers, etc.

6. Religious Institutions (Code 30)

An institution such as a convent or a seminary which provides accommodation to members of a religious group.

7. Children's Group Homes (Orphanages) (Code 40)

An institution providing accommodation to orphans or children who are wards of the court.

APPENDIX A - Collective Dwellings

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8. Chronic Care Hospitals (Code 50)

Chronic care hospitals provide continuous medical, nursing and professional health care supervision for long-term patients who are dependent in all activities of daily living and are unable to perform most or all personal care tasks.

9. Nursing Homes (Code 51)

Nursing homes are long-term care facilities which provide moderate assistance and periodic to regular nursing supervision for elderly residents.

10. Residences for Senior Citizens (Code 52)

Residences for senior citizens provide minimal assistance and supervision for elderly residents who are independent in most activities of daily living.

11. Hospitals (Code 60)

An institution providing medical or surgical diagnosis and treatment to the ill or injured. Included are general hospitals, hospitals for children, maternity hospitals, etc.

12. Psychiatric Institutions (Code 61)

An institution providing psychiatric diagnosis or treatment.

13. Treatment Centres and Institutions for the Physically Handicapped (Code 62)

An institution providing care and treatment to the physically handicapped.

14. Hutterite Colonies (Code 70)

A group of people of the Hutterite religion who live in communal dwellings and use their land for agricultural purposes.

15. Correctional and Penal Institutions (Code 80)

Any federal or provincial penal institution where inmates (mostly adults) are confined for an extended period of time and where some form of rehabilitation program exists.

16. Young Offenders Facilities (Code 81)

An institution or home for the secure or open custody of minors who are awaiting trial, are under court order or who have been convicted of an offence.

APPENDIX A - Collective Dwellings

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17. Jails (Code 82)

Any municipal or county institution where inmates (mostly adults) are detained for a short period of time. Jails may be operated by a police force or by a municipality.

18. Military Camps (Code 90)

Any communal building on a military base in Canada belonging to the Canadian Armed Forces.

**NOTE: Permanent married quarters on bases and military vessels are not included.**

19. Other Collectives (Code 00)

A dwelling that meets the criteria of the collective dwelling definition but does not fall into any specified type.

## APPENDIX A - Collective Dwellings

Classification Table

Code	Classification type	What is included	Example(s)	What is excluded
10	Hotels, Motels and Tourist Homes	<ul style="list-style-type: none"> <li>- hotels, motels, tourist homes, tourist lodges</li> <li>- tourist or motor courts (with campgrounds)</li> <li>- housekeeping cabins</li> <li>- motor hotels</li> <li>- bed and breakfast places</li> <li>- campgrounds in combination with motels or cabins</li> <li>- commercial hunting lodges</li> </ul>	<ul style="list-style-type: none"> <li>- Holiday Inn Motor Hotel</li> <li>- King Edward Motel</li> <li>- Centennial Tourist Home</li> </ul>	<ul style="list-style-type: none"> <li>- apartments in an apartment hotel (see Chapter 17, Section E of this manual)</li> </ul>
11	Lodging- and Rooming-houses	<ul style="list-style-type: none"> <li>- lodging- and rooming- and boarding-houses</li> <li>- homes for unwed mothers</li> <li>- privately operated interval and half-way houses</li> </ul>	<ul style="list-style-type: none"> <li>- Mrs. Black's Lodging-house</li> </ul>	<ul style="list-style-type: none"> <li>- private dwellings with roomers (follow the occupied private dwelling procedures)</li> <li>- government operated half-way houses (see Code 62)</li> </ul>
12	School Residences and Residences for Training Centres	<ul style="list-style-type: none"> <li>- school residences</li> <li>- staff residences</li> <li>- residences for training centres (e.g., RCMP, police forces, companies, e.g., Bell Canada, hydro commissions, government)</li> <li>- boarding-school residences</li> <li>- combined staff and student residences</li> </ul>	<ul style="list-style-type: none"> <li>- Shawinigan Lake School for Boys</li> <li>- St. Mary's University Residence</li> <li>- Civic Hospital School of Nursing Residences</li> </ul>	<ul style="list-style-type: none"> <li>- correctional or penal training centres (see Code 80)</li> </ul>

## APPENDIX A - Collective Dwellings

Classification Table - Continued

Code	Classification type	What is included	Example(s)	What is excluded
13	YM/YWCAs, Missions, Hostels	- YM/YWCAs, missions, hostels	- Welcome Hall Mission - Canadian Youth Hostel	
14	Campgrounds and Parks	- campgrounds (public or private) and parks	- Algonquin Provincial Park	- campgrounds in combination with a motel or cabins (see Code 10)
20	Work Camps	- bunk-houses, tents, and trailers of companies	- CN work camp	- institutional (prison) work camps (see Code 80)
30	Religious Institutions	- convents, seminaries, monasteries, religious communes	- Sisters of Providence Mother House - Monastery of Precious Blood	- members of Hutterite colonies (see Code 70) - nursing homes, hospitals, chronic care institutions or children's group homes (orphanages) for or operated by a religious group - presbyteries, rectories and manses - members of the order not living in the institution but in private dwellings

## APPENDIX A - Collective Dwellings

Classification Table - Continued

Code	Classification type	What is included	Example(s)	What is excluded
40	Children's Group Homes (Orphanages)	<ul style="list-style-type: none"> <li>- children's group homes (orphanages)</li> <li>- group homes (operated by the Children's Aid Society or religious institutions)</li> </ul>	<ul style="list-style-type: none"> <li>- St. Patrick's Orphanage</li> <li>- Maplewood Home for Children</li> </ul>	<ul style="list-style-type: none"> <li>- day care centres or nurseries that look after children during the day only</li> <li>- young offenders facilities (see Code 81)</li> <li>- foster homes (in private dwellings)</li> <li>- treatment centres for emotionally disturbed children (see Code 61)</li> <li>- group homes for mentally retarded (see Code 61)</li> </ul>
50	Chronic Care Hospitals	<ul style="list-style-type: none"> <li>- chronic care institutions</li> <li>- hospitals for chronic diseases</li> <li>- convalescent and rehabilitation homes and hospitals for the elderly</li> <li>- extended care hospitals and geriatric hospitals</li> <li>- auxiliary hospitals (Alberta)</li> <li>- veterans' hospitals</li> </ul>	<ul style="list-style-type: none"> <li>- St. Vincent Hospital-</li> <li>- Sandringham Private Hospital</li> </ul>	<ul style="list-style-type: none"> <li>- psychiatric facilities (see Code 61)</li> <li>- self-contained private quarters in a senior citizen development. These quarters are to be enumerated as private dwellings.</li> <li>- government operated rehabilitation centres for alcoholics and drug addicts (see Code 62)</li> </ul>



## APPENDIX A - Collective Dwellings

Classification Table - Continued

Code	Classification type	What is included	Example(s)	What is excluded
51	Nursing Homes	<ul style="list-style-type: none"> <li>- nursing homes</li> <li>- homes for the aged and senile, license approved, funded by government</li> <li>- intermediate care facilities</li> <li>- supervisory care facilities</li> <li>- senior citizens lodges (Alberta)</li> </ul>	<ul style="list-style-type: none"> <li>- Brentwood Nursing Home</li> <li>- Central Park Lodge</li> <li>- Almonte Nursing Home</li> <li>- Extencicare Medex.</li> <li>- Madonna Nursing Home</li> </ul>	<ul style="list-style-type: none"> <li>- self-contained private quarters in a senior citizen development. These quarters are to be enumerated as private dwellings.</li> <li>- government operated rehabilitation centres for alcoholics and drug addicts (see Code 62)</li> </ul>
52	Residences for Senior Citizens	<ul style="list-style-type: none"> <li>- residences for senior citizens</li> </ul>	<ul style="list-style-type: none"> <li>- Bearbrook Court Retirement Residence</li> <li>- Billings Lodge</li> <li>- Blackburn Villa</li> </ul>	<ul style="list-style-type: none"> <li>- self-contained private quarters in a senior citizen development. These quarters are to be enumerated as private dwellings.</li> <li>- government operated rehabilitation centres for alcoholics and drug addicts (see Code 62)</li> </ul>
60	Hospitals	<ul style="list-style-type: none"> <li>- general hospitals</li> <li>- children's hospitals</li> <li>- orthopaedic hospitals</li> <li>- maternity hospitals</li> <li>- cancer hospitals</li> <li>- neurological hospitals</li> </ul>	<ul style="list-style-type: none"> <li>- Civic Hospital</li> <li>- City General Hospital</li> <li>- Grace Maternity Hospital</li> </ul>	<ul style="list-style-type: none"> <li>- chronic care hospitals and hospitals for the aged and elderly (see Code 50)</li> </ul>

## APPENDIX A - Collective Dwellings

Classification Table - Continued

Code	Classification type	What is included	Example(s)	What is excluded
60	Hospitals (Concluded)	<ul style="list-style-type: none"> <li>- miscellaneous hospitals</li> <li>- nursing stations</li> <li>- outpost hospitals</li> <li>- any of the above institutions for or operated by a religious group</li> </ul>		<ul style="list-style-type: none"> <li>- rehabilitation hospitals (see <b>Code 50</b>)</li> <li>- extended care hospitals (see <b>Code 50</b>)</li> <li>- psychiatric hospitals (see <b>Code 61</b>)</li> </ul>
61	Psychiatric Institutions	<ul style="list-style-type: none"> <li>- psychiatric hospitals (long-term and short-term)</li> <li>- institutions for the mentally retarded</li> <li>- treatment centres for the emotionally disturbed</li> <li>- institutions/facilities for psychiatrically disabled</li> </ul>	<ul style="list-style-type: none"> <li>- Lakeshore Psychiatric Hospital</li> <li>- L'Arche Home</li> <li>- Jackson Group Living Home</li> </ul>	<ul style="list-style-type: none"> <li>- psychiatric wards in general hospitals. These special wards are to be enumerated as part of the general hospital.</li> </ul>
62	Treatment Centres and Institutions for the Physically Handicapped	<ul style="list-style-type: none"> <li>- hospitals for drug addicts or alcoholics</li> <li>- institutions for the physically handicapped</li> <li>- homes for the blind</li> <li>- homes for the deaf</li> <li>- detoxification centres</li> <li>- government funded half-way houses for drug addicts and alcoholics</li> </ul>	<ul style="list-style-type: none"> <li>- King's County Detoxification Centre</li> <li>- House of Welcome</li> <li>- Chesire Homes</li> <li>- Canadian National Institute for the Blind</li> </ul>	<ul style="list-style-type: none"> <li>- privately operated half-way houses (see <b>Code 11</b>)</li> <li>- half-way houses for persons released from correctional and penal institutions (see <b>Code 80</b>)</li> <li>- detoxification centres in hospitals (see <b>Codes 60 and 61</b>)</li> <li>- facilities where the majority of patients are 65 and over (see <b>Code 50</b>)</li> </ul>

## APPENDIX A - Collective Dwellings

Classification Table - Continued

Code	Classification type	What is included	Example(s)	What is excluded
70	Hutterite Colonies	- Hutterite colonies	- Felger Hutterite Colony	- all other religious communes, e.g., Mennonite, Amish (unless they meet the private dwelling definition) should be assigned Code 30.
80	Correctional and Penal Institutions	- correctional centres - prisons - training schools for adults - reformatories for adults - penitentiaries - government operated half-way houses or rehabilitation centres (for persons released from penal institutions) - institutional (prison) farms - institutional (prison) work camps - detention centres	- Pinegrave Correctional Institute - Joyceville Prison - Regional Correctional Institute	- jails or young offenders facilities (see Codes 81 and 82)
81	Young Offenders Facilities	- youth centres - correctional - training schools - observation and detention homes	- Pickerel Juvenile Centre	
82	Jails	- all jails	- Gillan Jail	
90	Military Camps	- barracks, base hospitals, guardhouses and single quarters of a military camp	- CFB Petawawa	- permanent married quarters (they are to be enumerated as private dwellings) - military vessels

## APPENDIX A - Collective Dwellings

Classification Table - Concluded

Code	Classification type	What is included	Example(s)	What is excluded
00	Other Collectives	<ul style="list-style-type: none"> <li>- race-tracks</li> <li>- outfitters</li> <li>- carnival/circus camps</li> <li>- non-religious communes</li> <li>- nomadic hunting and fishing camps</li> <li>- Canadian commercial vessels of under 1,000 tons in port</li> <li>- marinas</li> </ul>	<ul style="list-style-type: none"> <li>- Woodbine Race Track</li> <li>- Barnum and Bailey Circus</li> </ul>	

APPENDIX B - Treasury Board Travel Directive

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APPENDIX B

**TREASURY BOARD TRAVEL DIRECTIVE - CHAPTER 370**  
**(Summation)**  
**Accommodation, Meals, Incidental Expenses**  
**and Telephone Calls**

**ACCOMMODATION:**

- .5.1.1 It is the prerogative of the employer to select accommodation for employees. The employee shall be reimbursed the actual and reasonable expenses for commercial accommodation authorized by the employer. Receipts are required for payments over \$13.50 per night. Unless program-related reasons dictate the use of specific accommodation, an employee's request for commercial or non-commercial accommodation shall be considered by the employer. Where available, the employer shall authorize single room accommodation which is conveniently located and comfortably equipped.
- .5.1.3 In areas where commercial accommodation offering government-agreed rates are located, the employer shall not accept claims for accommodation at higher rates without a satisfactory explanation.
- .5.4 Although employees generally stay in commercial accommodation, the employer shall not unreasonably refuse permission to an employee to make arrangements for private, non-commercial sleeping accommodation. An employee who makes such arrangements shall be reimbursed \$13.50 for each occasion this type of accommodation is occupied.

**MEALS AND INCIDENTAL EXPENSES:**

- .6.1.3 For each day or part day in travel status an employee shall be paid a meal allowance for each breakfast, lunch and dinner if the meal was not provided free of cost to the employee, or as part of the transportation cost. When this allowance is paid, no additional amount may be claimed for meals, or for gratuities associated with meals.
- .6.2.1 For travel status of less than one day, when a round-trip journey generally takes place on the same calendar day, the employee shall be paid an allowance based only on meal expenses incurred while away from the headquarters area in question.
- .6.8.1 When sleeping accommodation is authorized and used, an employee shall be paid an incidental expense allowance for each day or part day in travel status.

APPENDIX B - Treasury Board Travel Directive

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**TELEPHONE CALLS:**

- .6.9.1** An employee shall be reimbursed the costs incurred for local and long-distance telephone calls placed as a result of government business. Telephone calls claimed shall be supported by telephone bills and statements indicating who was called.

**RATES AND ALLOWANCES:**

- .1** The rates payable in cents per kilometre (mile) for authorized use of private vehicles within and outside the headquarters area are shown below:
  - .1.1** Kilometrage (mileage) rates:  
  
Based on the provincial rates listed in the latest Treasury Board Travel Directive.
- .3** Meals and allowances - daily rates:  
  
Up to the maximum listed in the latest Treasury Board Travel Directive.

**NOTE:** Your CAM will provide you with the latest applicable rates.

## APPENDIX C - List of Material to be Inserted by Census Commissioner

## APPENDIX C

## LIST OF MATERIAL TO BE INSERTED BY CENSUS COMMISSIONER

ITEM	WHEN	ENTRIES REQUIRED
Forms 2A, 2B and 6 resolved by census commissioner or clean-up census representative for refusal cases and direct response cases	Before census commissioner quality checks	None
Forms 6 completed by census commissioner or another census representative because original census representative not trained in agriculture	Before census commissioner quality checks	Complete Columns 12, 13 and 14 of Section IV of the VR.  Complete Column 4 of the EA Summary.  Do not adjust the Work Sheet for Completion of Pay Forms.
Forms 6 completed as a result of Forms 6D (outside Prairies)	Before census commissioner quality checks	Complete Columns 12, 13 and 14 of Section IV of the VR.  Complete Column 4 of the EA Summary.  Do not adjust the Work Sheet for Completion of Pay Forms.

## APPENDIX C - List of Material to be Inserted by Census Commissioner

ITEM	WHEN	ENTRIES REQUIRED
Forms 1A, 2B, 3 and/or 6 completed for collective dwellings completed by a census representative from another EA	Before census commissioner quality checks	Complete Columns 8 to 14 of Section III and Section IV (for Forms 6) of the VR, as applicable.  Readjust the page 55 entries in the EA Summary, as applicable.  Do not adjust the Work Sheet for Completion of Pay Forms.
Forms 2A, 2B, 6 completed in other official language (unilingual areas only)	Before census commissioner quality checks	If possible, return to original census representative for editing and inserting into EA box.
Forms 2A, 2B,6 completed by interpreters for households speaking non-official languages	Before census commissioner quality checks	If possible, return to original census representative for editing and inserting into EA box.
Special Agricultural Assignment	Before Quality Control by technician	None

**NOTE:** If you receive any more questionnaires after the completion of your quality check, insert them upon receipt.



APPENDIX D - Additional Dwelling Classification Guidelines

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**APPENDIX D**

**ADDITIONAL DWELLING CLASSIFICATION GUIDELINES**

**Reference for the Census Commissioner**

**1. CLASSIFICATION OF TYPE OF DWELLING (TD box on Forms 2)**

During enumeration, the Census Representative is required to classify all private dwellings suitable for year-round or permanent occupancy. The following material is to assist you in dealing with any problem cases encountered by your census representatives during enumeration.

There are two parts to these guidelines: some supplementary notes and a listing of special cases in dwelling type classification that needed clarification in previous censuses.

The special cases are most often found in the core residential areas of larger urban centres. If your CCD contains EAs in the older built-up central areas of a large city, you may want to bring these cases to the attention of your census representatives before the start of enumeration. Otherwise, you may refer to them if a census representative reports a problem in determining the type of dwelling.

A flow chart has been provided on the back of the VR for quick reference.

**2. SUPPLEMENTARY NOTES**

**Residual category for multiple dwellings**

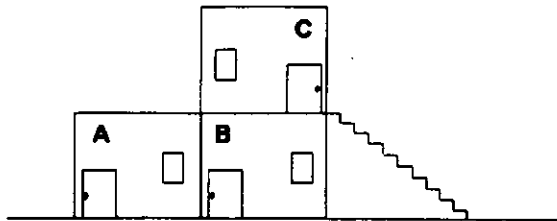
If a multiple-dwelling situation cannot be categorized as (for example) semi-detached, row house, or high-rise apartment, it will be classified as Code 6 "APARTMENT IN A BUILDING THAT HAS FEWER THAN FIVE STOREYS". This will be the residual category for problems in determining the type of multiple dwelling.

A serious error can be the association of the word "apartment" with dwelling units in a high-rise building only. There are many types of dwellings, other than those in a high-rise, that you must classify within the Code 6 "APARTMENT IN A BUILDING THAT HAS FEWER THAN FIVE STOREYS" category. For example, three or more dwellings, one above the other (horizontal division) such as a triplex or quadruplex, must be classified as this type of apartment.

APPENDIX D - Additional Dwelling Classification Guidelines

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A building can also have a combination of both horizontal and vertical divisions, as in the diagram below.



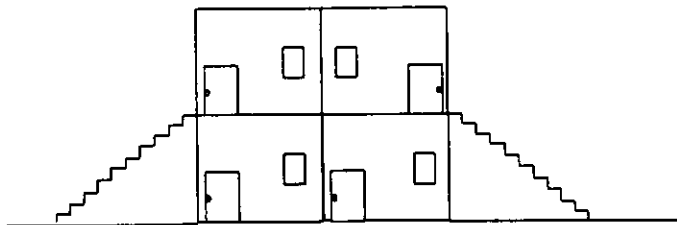
ALL three dwellings in this one building must be classified as Code 6 "APARTMENT IN A BUILDING THAT HAS FEWER THAN FIVE STOREYS".

Remember also that duplexes attached in rows of two or more are considered as apartments in this category. Dwelling units above or within a mostly non-residential building (e.g., school, store) are also apartments although there may be only one. For example, someone may have converted the front or first level of a single-detached house to form a store. The living quarters are either at the back or on the second level. In this case, the living quarters must be classified as an "APARTMENT IN A BUILDING THAT HAS FEWER THAN FIVE STOREYS", and coded accordingly. This type of situation refers to a dwelling unit under the same roof as the non-residential structure. Because it may be difficult to determine whether a store and a dwelling are under the same roof, consider whether the two are connected by a door or passageway. If they are, the correct classification is Code 7 "OTHER SINGLE-ATTACHED HOUSE".

One more situation you must look out for is that people do not often classify their dwellings as apartments, although for census purposes, they do occupy an apartment. The reason for this is that they have a private entrance from outside rather than sharing a common hallway with others. Do not make this same mistake. The method of entry to the dwelling, whether from a private entrance from outside, or from a common hall or lobby, etc., has little to do with the identification of dwellings by type. See diagram on the next page.

## APPENDIX D - Additional Dwelling Classification Guidelines

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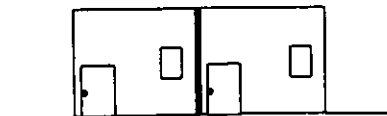
Although all four dwellings have a separate entrance from outside, all four are Code 6 "APARTMENTS IN A BUILDING WITH FEWER THAN FIVE STOREYS".

There is also evidence from earlier censuses that in DETACHED duplexes, only the unit occupied by owners was consistently placed in this category. The rented unit was often wrongly classified as Code 6 "APARTMENT IN A BUILDING THAT HAS FEWER THAN FIVE STOREYS".

### 3. SPECIAL CASES

The following are special cases which may be encountered by your census representatives during enumeration, and how they are to be classified.

- (a) Two single dwellings, not constructed together (not a "double"), but having an adjoining wall.



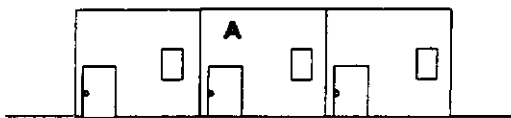
**Answer:** Code as Code 2 "SEMI-DETACHED HOUSE". It is imperative that for a single-detached dwelling, one can walk all the way around the building (i.e. open space on all sides). However, this is not the case here.

APPENDIX D - Additional Dwelling Classification Guidelines

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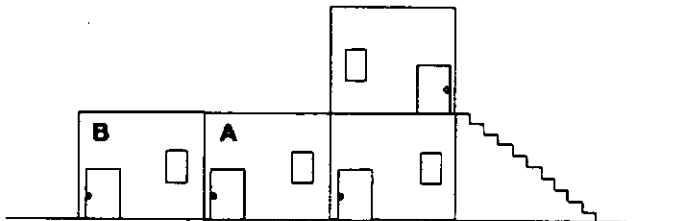
- (b) A single dwelling (A) having common or adjoining walls on two sides with other buildings.

1.



OR

2.

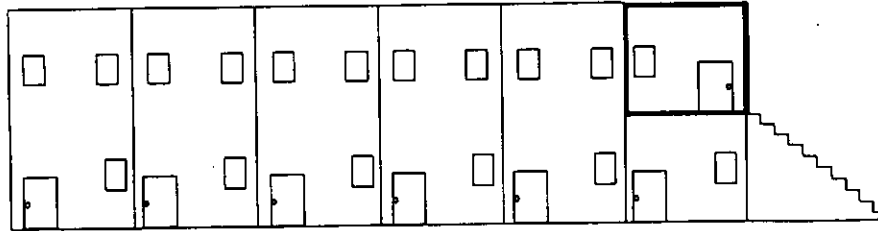


**Answer:** Code the (single) dwelling (A) according to the manner that the "string" of dwellings is attached.

1. If the entire "string" consists of single dwellings, code (A) as Code 3 "ROW HOUSE".
2. If the "string" contains a duplex or apartment building, code the dwelling in question, (A), as Code 7 "OTHER SINGLE-ATTACHED HOUSE". This would apply as well if one or more buildings in the "string" were non-residential. (B) is also Code 7.

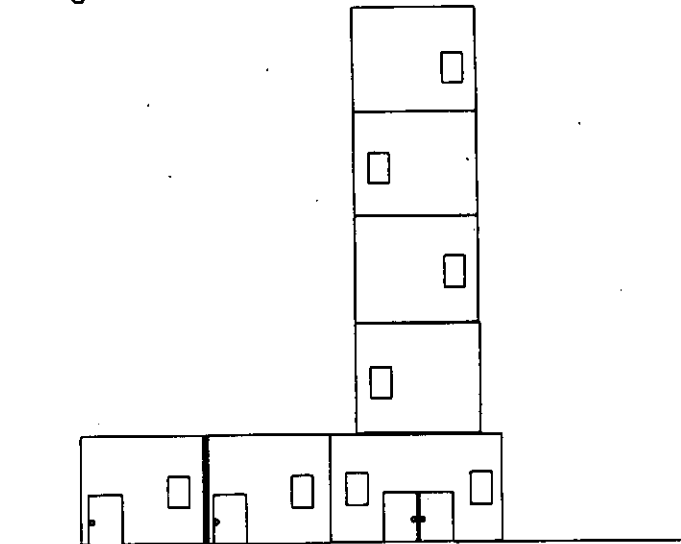
## APPENDIX D - Additional Dwelling Classification Guidelines

- (c) An end unit in a row of six single houses converted to a duplex.



**Answer:** All the units which resulted from the conversion become Code 6 "APARTMENTS IN A BUILDING THAT HAS FEWER THAN FIVE STOREYS". The classification of the remaining row units is not affected by the conversion. (There remain five Codes 3 "ROW HOUSE".)

- (d) A configuration of buildings, constructed independently, consists of the following, from left to right: a single dwelling having an adjoining wall with another single dwelling immediately to the right, which in turn has an adjoining wall with a four-storey apartment building on its right.

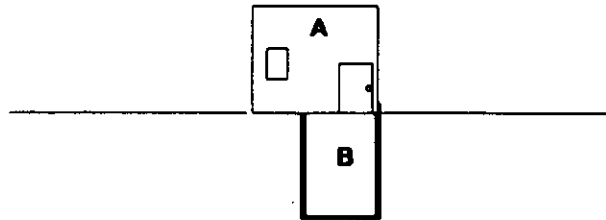


**Answer:** The apartments will each be classified "apartment in a building that has fewer than five storeys", and the two single dwellings (built separately) will be Code 7 "OTHER SINGLE-ATTACHED HOUSE", even though only one of them has an adjoining wall with the apartment building. The latter is the residual category for attached single dwellings which cannot be placed in the first three categories.

APPENDIX D - Additional Dwelling Classification Guidelines

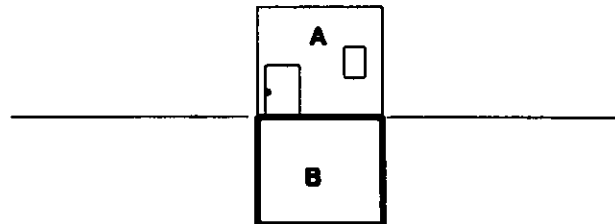
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- (e) A single-detached dwelling has had a part of its basement split off into another suite (i.e. a separate dwelling).



Answer: Both dwelling units are to be classified as Code 4 "APARTMENT OR FLAT IN A DETACHED DUPLEX". The reason is that the division between the units is essentially horizontal (floors/ceilings).

- (f) Same idea as in (e) above, except that the ENTIRE basement is converted into a separate dwelling.



Answer: The coding is the same, i.e. both units are Code 4 "APARTMENT OR FLAT IN A DETACHED DUPLEX", and for the same reason as in (e).

APPENDIX D - Additional Dwelling Classification Guidelines

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- (g) A doctor uses two of the rooms in a large single-detached house for an office and a waiting room. There is no separate entrance - patients pass through the main entrance and the vestibule of the residence.

Answer: The dwelling is a Code 1 "SINGLE-DETACHED HOUSE". The area used for the medical practice is WITHIN the dwelling: it is not a fully separated area, isolated from the rest of the dwelling. There are no separate non-residential premises in that building.

- (h) A corner of a large detached bungalow has been partitioned off to contain a small separate apartment (with its own side entrance).

Answer: Code 2 "SEMI-DETACHED HOUSE". There are now two dwellings in the detached building, which is not a duplex.





## APPENDIX E - Address Register

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**APPENDIX E****ADDRESS REGISTER**

If you are involved in the Address Register reconciliation, you must be aware of the following information:

1. The Address Register Training Guide (Form 50J) will be shipped along with the other training guides in shipment number 2 (between April 15 and 26). Review the guide well in advance of the training class scheduled for June 5.
2. A third shipment of supplies containing the address registers (Forms 8) and the Procedures Manual - Address Register Reconciliation (Form 41AR) will be sent to you in mid-May. Verify the contents of this shipment with the Form X-204.
3. Identify census representatives for whom you receive address registers so you can advise them to be at the June 5 training class. To prepare yourself, review the manual (Form 41AR), particularly the sections on:
  - (a) adding to the VR dwellings on the Address Register, which the Census Representative missed during Drop-off;
  - (b) adding to the Address Register any dwellings the census representatives find that are not in the Address Register;
  - (c) completing the applicable columns in the Address Register;
  - (d) identifying entries in the Address Register which are invalid.
4. VRs and address registers will be compared in class on June 5. Field reconciliation will be done on June 5 and 6.
5. Census representatives will be paid \$60 for training and follow-up.
6. After enumeration in your district has been completed, return the Address Register with the EAs to the regional census office. Destroy all Forms 41AR and Forms 50J.

If any address registers (Forms 8) remain in your office after the EAs have been shipped, ship them, double wrapped, to the regional census office.





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