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Indian Reserve Census Representative Training Guide for Canvasser Reserve Areas and Canvasser Indian Settlements

Trainer: Census Commissioner Trainee: Census Representative

# Indian Reserve Census Representative Training Guide for Canvasser Reserve Areas and Canvasser Indian Settlements 

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## FOREWORD

This training guide is to be used to train census representatives for canvasser Indian reserves and canvasser Indian settlements.

The training guide consists of a training text, a self-study exercise and four role-play exercises.

The training text takes the Census Commissioner and Census Representative through the procedures in the Aboriginal Peoples Procedures Manual for Canvasser Reserve Areas and Indian Settlements, Form 42A. Each page lists references to the Form 42A.

The self-study exercise familiarizes the Census Representative with the content and explanations in the Form 42A, Chapter VIII, Additional Questionnaire Content Explanations.

The role-play exercises familiarize the Census Representative with several interview situations. Role-play No. 1 presents a simple occupied private dwelling situation. Roleplay No. 2 practices the occupied private dwelling procedures and introduces a temporary resident. Role-play No. 3 covers the enumeration of the temporary resident and Role-Play No. 4 sets forth an unoccupied private dwelling situation.

## IN SASKATCHEWAN ONLY

On specified reserves and settlements in Saskatchewan, the Housing Needs Assessment Survey will be conducted for the Federation of Saskatchewan Indian Nations (FSIN). Census Representatives will complete the FSIN Housing Needs Assessment Questionnaire by interview at each household immediately after the interview for the census questionnaire.

If your trainees are involved in the FSIN Housing Needs Assessment Survey:
(i) Ensure that you have a copy of the FSIN Housing Needs Assessment Survey Training Guide. You will begin the training for the FSIN Housing Needs Assessment Survey immediately following the Indian Reserve Census Representative training session.
(ii) Please see the FSIN Housing Needs Assessment Survey Training Guide for the materials required.

## NOTES TO THE TRAINER

The text of this training guide consists of instructions to the trainer and portions of text to be read verbatim to the trainees.

The text that you are to read aloud is printed in bold letters.
Instructions to the trainer are printed in light (ordinary) letters. Text printed this way is for the trainer only and should not be read to the trainees.

Text printed in CAPITAL LETTERS gives you precise instructions on actions you must take.

The word "show" appears in brackets (SHOW) when you should hold up a copy of a form for the class to see.

Three stars (***) indicate that you should pause briefly.
Six stars ( $\mathbf{*}^{* * * * *) ~ i n d i c a t e ~ t h a t ~ y o u ~ a r e ~ t o ~ a l l o w ~ t i m e ~ f o r ~ t h e ~ t r a i n e e s ~ t o ~ f i n d ~ a ~}$ particular passage or page in their manuals.

Question marks (? ? ?) indicate that you should ask if there are any questions.
The training guide frequently directs you to have the trainee(s) read passages from the manual aloud. You may, at your discretion, read these passages yourself.

Many of the census terms and definitions may not be easily understood by the Census Representative. If this occurs, try to explain using terminology that the Census Representative can understand and try to give examples that are pertinent to the reserve/settlement.

Make a note of the time at the start and finish of each session. At the end of the training, you will be required to tell the trainees how many hours may be claimed for training.

Training is scheduled to last approximately 10.5 hours. If the classroom sessions take slightly longer or shorter than this estimate, you may make minor changes to the hours.

Breaks are at the trainer's discretion since there are no formal periods of training. A 10 minute break is recommended for each 45 minutes of training.

IMPORTANT: Five copies of attachments 1,2 and 3 are provided at the back of this training guide for distribution to the trainees. Ensure that you have enough copies for your class.

## MATERIALS REQUIRED

A. The following materials will be required by the Census Commissioner for this program:
1 Visitation Record (VR)
Form 1

1 Notice of Census Representative's Call Form 1B

1 Population Questionnaire (canvasser enumeration)
Form 2D
1 Individual Census Questionnaire
Form 3
3 Missing Questionnaire Card
Form 4A
2 Incomplete Questionnaire Card Form 4B
1 Agriculture Questionnaire Form 6
1 List of Collective Dwellings in EA Form 7A
11991 Census Guide Form 9B
1 Aboriginal Peoples Procedures Manual for Canvasser Reserve Form 42A Areas and Indian Settlements

- Sufficient copies of attachments 1,2 and 3 of this training guide for the number of trainees in the class
- Black pens, pencils, eraser, paper.
B. The following materials will be required by the Census Representative for this program:
1 Copy of Self-study Exercise Attachment No. 1
1 Copy of Interview Check List
1 Copy of Blank VR Pages for Role-plays
2 Population Questionnaire (canvasser enumeration)
1 Individual Census Questionnaire1 Missing Questionnaire Card
Attachment No. 2
Attachment No. 3
Form 2D
Form 3
Form 4A
1 Incomplete Questionnaire Card Form 4B
1 List of Collective Dwellings in EA Form 7A
11991 Census Guide Form 9B
1 Census Identification Card (and plastic holder) Form 12
2 Expense Account Form 35
1 Census Hourly Employee Account ..... Form 34
1 EA Stamp
1 EA Map1 Aboriginal Peoples Procedures Manual for Canvasser Reserve Form 42AAreas and Indian Settlements- Black pens, pencils, eraser, paper.

COMPLETE THE CENSUS REPRESENTATIVE TRAINING REPORT IN YOUR CC MIS SUPPLEMENT, FORM 29 I.

Introductions Good morning. I would like to welcome each of you to the census organization of Statistics Canada. As we will be working and studying together for a period of time, we will begin by introducing ourselves.

My name is $\qquad$

Have each trainee state his/her name to the class.

Today we will study some of the general concepts relating to the census and we will practise the procedures that you must follow for the census of population.

Basic Documents

VR
This is the Visitation Record, or "VR" (SHOW). Its purpose is to keep a record of the enumeration of your area. In it, you will list every dwelling that you visit. Inside are Sections for occupied private dwellings (SHOW SECTION I) and unoccupied private dwellings (SHOW SECTION II). It also has a page for the report you will make to me on the progress of your enumeration and, on the back cover, it has a description of dwelling type codes. (SHOW BACK COVER)

Think of this book as a diary of your work. If you complete it well, you will always know what you did. If you complete it poorly, you will forget what happened at each house and you will have to return to get the missing information. Completing it well will make your work much easier.

Questionnaire 2D Now let's look at the questionnaire.

Questionnaire 2D (Cont'd)

ALLOW SEVERAL MINUTES FOR THE TRAINEES TO LOOK THROUGH THE QUESTIONNAIRE.

Now let's take a closer look at the different parts of the questionnaire and their purpose. Please turn to the cover page of the questionnaire.

At the top of the front cover, there is an identification Section (SHOW) that you must fill out for every questionnaire that you use. This is done to show that the questionnaire corresponds to a particular dwelling and to make sure that every dwelling you find is counted once and only once.

Remember that the census doesn't just count people: it is a count of Canada's housing and agriculture as well. Agriculture is enumerated on a separate questionnaire. For the count of housing, these boxes are important. (SHOW the TD, M, UD and DC boxes.)

When you mark the TD box (SHOW), it will indicate the type of dwelling and show that this dwelling should be counted as part of Canada's housing stock. When you mark the M, UD or DC box (SHOW) it will indicate that the dwelling should not be considered part of Canada's housing stock and the reason why. We will discuss this in more detail later today.

The entire questionnaire is divided into a series of steps. Step 1 , lower down on the front cover, has spaces for the complete address and telephone number of the dwelling.

Steps 2 to 5 are on page 2.

Step 5 is where you list the names of everyone in the household. You will then continue with the Steps on page 3.

Step 9 tells you to turn the page and copy the names across the top of the page, in the same order as you listed then in Step 5. (TURN PAGE AND SHOW.) There is room for six people on each questionnaire, so whenever there are seven or more people in one dwelling, you will use two or more questionnaires.

From here on throughout the questionnaire, the questions are all on the left-hand side and the answers for each person are recorded on the right, in the Column under the person's name.

In the questions, for example in Question 3, the words printed in black are the the words that you should read aloud. The words printed in red are instructions for you, the Interviewer, and are not read aloud.

In the answer Columns, the answers are recorded in several ways. Where circles are provided, as in Question 4, mark the answer with an "X". Where boxes are provided, as in Question 8, print the answer clearly.

Please turn to Question 13.

Notice that in the answer Columns, some words are in bold print. These words tell you where to go next. As you progress through the interview, you will find that you don't ask all the questions for all the people. This is referred to as a "skip pattern". A good example is the question on education: if the person never went to school, the instruction will tell you to skip the rest of the questions on education.

Please turn to Question 19 on page 10 of the questionnaire.

All the questions up to Question 19 are part of Step 9. Notice that Step 10 says "Answer Questions 20 to 45 for each person aged 15 and over". Questions 20 to 45 are all part of Step 10, and these questions only apply to persons who are 15 years old or older. In other words, if a person is younger than 15, you stop here for that person.

You will ask each question that applies for each person in the household, one person at a time.

Now please turn to Step 11 on page 26 of the questionnaire.

Questionnaire 2D (Concluded)

In Step 11, Questions H1 to H8 are about the dwelling, and you will ask them only once.

On the last page is the "Comments" Section. (SHOW) You can use this space whenever:

- you need to explain an answer, or
- there wasn't enough room for the answer in the questionnaire, or
- the respondent wants to make a comment, or
- you need space to record any additional information.

Also, if a person can't or won't answer a question, this is where you should record which question it was and why it wasn't answered.

Are there any questions about the questionnaire?
???

Introduction to
Form 42A

Please take out your procedures manual, Form 42A. (SHOW)

Your manual has all the information and instructions you need to do the work of enumerating your area. It contains the procedures to follow, definitions of census terms and explanations of the questions.

Please turn to the table of contents.

Your responsibilities have been organized in the manual in this in this way:

- Chapter I is the basic introduction;
- Chapter II gives the definitions of census terms and describes the forms you will use.

The census duties and procedures are described in Chapters III to V.

- Chapter III is a summary of your duties;

Introduction to Form 42A (Cont'd)

- Chapter IV describes your general duties; and
- Chapter V describes the enumeration procedures for private dwellings in detail;
- Chapter VI gives you information about how to claim your payment;
- Chapter VII describes how to finish your work and get it ready to return to me; and
- Chapter VIII contains extra explanations for some of the questions. This chapter will be useful whenever you or the respondent need help answering a question.
- Chapter IX does not apply to you;
- Appendices A to D contain information you may need in special circumstances.

Now please turn to page 1.

Please read Section A, (NAME TRAINEE).

Please read Section B, (NAME TRAINEE).

Thank you.

Give an example of:

- a private dwelling;
and, if there are agricultural holdings and/or collective dwellings in the EA, give an example for:
- an agricultural operator;
- a collective dwelling.

Introduction to
Form 42A
(Concluded)

As we study today's material, you will become more familiar with these and other census terms.

Read Section C, paragraph 2 aloud.

Very briefly, this is what you will be expected to do during the census.

Using a map that shows the area you must enumerate, you will find every dwelling and agricultural holding in your enumeration area, list them in the Visitation Record, (SHOW) and conduct an interview at each dwelling to complete a Population Questionnaire, Form 2D. After conducting the interview, you will check the completed questionnaire to ensure that all questions requiring an answer have been answered.

Have the trainee(s) read Sections D to F aloud.

Please read Section G, (NAME TRAINEE).

Thank you.

| Statistics Act | Every person who provides personal information to Statistics <br> Canada has a right to privacy. They expect that their personal <br> information will be kept strictly confidential. This makes your job <br> that much more important. |
| :--- | :--- |

Statistics Act (Concluded)

How do you maintain the respondent's trust, and ensure the confidentiality of information when collecting information?

Please refer to the back cover of your manual. (SHOW)

These are the precautions you must take to ensure that information is kept confidential.

Please read the list of things you should do, (NAME TRAINEE).

Please read the list of things you should NOT do, (NAME TRAINEE).

By law, Statistics Canada cannot reveal any information about an individual to any person, business or other government department. As an employee of Statistics Canada, THIS ALSO APPLIES DIRECTLY TO YOU.

Statistics Canada uses the answers on census questionnaires ONLY for statistical purposes. The statistics are published only after the information has been grouped with similar information obtained from other respondents.

Other agencies, for example, Indian and Northern Afffairs Canada, Revenue Canada - Taxation or the RCMP CANNOT obtain or be supplied with any personal information from the census.

Are there any questions about confidentiality?
A. Basic Procedural Definitions (pages 7 to 10)

Please turn to Chapter II on page 7 of your manual.

Chapter II of the Form 42A contains the definitions of census terms. We will discuss the most important ones now. While we do, you may wish to make extra notes in the manual about anything you want to remember.

Have the Census Representative read the definitions of the following terms:

- A.1, Absent Household;
- A.2, Absent Individual.

Give examples.

Have the Census Representative read the definitions of:

- A.3, Agricultural Holding;
- A.4, Agricultural Products;

Point out whether there were any holdings on the reserve/ settlement during the last census (1986).

IF THE CR IS NOT RESPONSIBLE FOR THE ENUMERATION OF AGRICULTURE, EXPLAIN THAT:

- the CR is not responsible for enumerating agricultural holdings, however,
- the CR must report to you (the CC) any agricultural holdings or persons who operate holdings that he/she discovers in the EA during enumeration.
A. Basic Procedural Definitions (pages 7 to 10) (Cont'd)

Read or have the Census Representative read the definition of:

- Census Day, A.8;
- Dwelling, A. 9 and Private Dwelling, A.9(a).

All dwellings on the reserve (settlement) that have people living in them are to be considered as private dwellings except for collective dwellings. Please read the definition of a collective dwelling on page 8, (NAME TRAINEE).

Give examples of collective dwellings pertinent to the reserve/settlement.

Inform the Census Representative if there were any collective dwellings on the reserve/settlement during the last census.

IF THE CR IS NOT RESPONSIBLE FOR THE ENUMERATION OF COLLECTIVE DWELLINGS, EXPLAIN THAT:

- the CR is not responsible for enumerating collective dwellings, however,
- the CR must report to you (the CC) any collective dwellings that he/she discovers in the EA during enumeration. Show the CR what he/she must enter on the Form 7A, List of Collective Dwellings in EA.

CONTINUE HERE FOR ALL TRAINEES.
Please read point A.10, the definition of an Enumeration Area, (NAME TRAINEE).

[^0]CHAPTER II
A. Basic
Procedural

- A.12, Foreign Resident;
Definitions
- A.13, Household; (pages 7 to 10) (Cont'd)

Show the trainees where the household number is found (Column 2 of the Visitation Record) and where it must be entered on the questionnaire.

Please read point A.20, the definition of Person 1, (NAME TRAINEE).

Show the trainees how Person 1 is to be entered in Column 4 of Section I of the Visitation Record and on the Population Questionnaire, Form 2D.

Please read point A.21, the definition of a Refusal, (NAME TRAINEE).

Let's be sure of what a refusal is. A refusal is when a person clearly tells you that he or she will not give you the information to complete a questionnaire. The person may refuse to give you any information at all beyond Question 1, or the person may refuse to answer just a few of the questions.

Be careful not to confuse "refusal" with a case where the person can't do the interview at the time when you call, or a person who can't answer the questions because he or she doesn't know the answers or doesn't understand English or French.

For example, imagine these situations:
A. Basic

Procedural
Definitions (pages 7 to 10) (Cont'd)

A respondent is answering most of the questions. She will answer everything except Questions 15 and 16.

What type of refusal is this?
Answer: partial refusal.

The respondent is leaving in a few minutes. He will be away for most of the day. He is willing to do the interview, but he must leave right away.

Is this a refusal?
Answer: not a refusal. The interview will be done at another time.

A respondent is answering most of the questions. She will answer the income questions for herself, but she tells you she will not give these answers for her husband.

Is this a refusal?
Answer: not a refusal. The husband might be willing to answer for himself.

The respondent isn't at all interested in doing the interview. He firmly refuses to give you any information whatsoever.

What type of refusal is this?
Answer: total refusal.

Two people who live in the house are answering the questions. They can't give you the answers to some of the questions because they don't know the answers.

Is this a refusal?
Answer: not a refusal.
A. Basic Now, to continue with the census definitions, please read point Procedural Definitions (pages 7 to 10) (Concluded) A.22, the definition of a Respondent, (NAME TRAINEE).

The term "Respondent" refers to any and all people who answer questions to complete a census questionnaire.

Please read point A.23, the definition of a Temporary Resident, (NAME TRAINEE).

Give examples of possible temporary residents on the reserve/settlement, e.g., visiting relatives.

Please read point A.25, the definition of a Usual Resident, (NAME TRAINEE).

All residents of a reserve (settlement) should be considered usual residents unless it is determined that they are temporary or foreign residents.
B. Enumeration Read the descriptions of each form and show a sample of the form

Forms and Their Purpose (page 11)
while you are doing so.

DO NOT MENTION THE FORM 6 IF THERE ARE NO AGRICULTURAL HOLDINGS.

## CHAPTER IV

Duties at
Home (page 13)

Read and explain the duties to be performed at home.

Show the Census Representative the forms that are to be included in the carrying case.

Stamp a few Forms 2D and Forms 3 with a PROV FED EA VN stamp to show how the questionnaires must be prepared. Stress the importance of including these numbers on each questionnaire.

## CHAPTER IV

How to Read the EA Map (page 16)

Using the Census Representative's EA map, show him/her how to read the map. Explain if necessary:

- the direction north;
- the landscape symbols;
- the map legend;
- how to measure distances;
- the type of map (i.e. urban or rural)

How to You may need to make some corrections to your map. Please turn Correct and Make Map Entries
(page 19)
to page 19 in your manual and read part B.3, (NAME TRAINEE).

Ensure that the trainee understands the entries that he/she should make. Emphasize entering in the household number from the VR on the map next to the location of each dwelling.

## ? ? ?

## FOR INDIAN SETTLEMENTS THAT ARE IDENTIFIED AS UNINCORPORATED PLACES:

Instruct the Census Representative to follow any instructions for these places given on his/her EA map and on the inside front cover of the Visitation Record. Show him/her where these instructions are found.

CHAPTER IV
Planning Your
Enumeration
Route
(page 17)

## CHAPTER IV

Sections C to F (pages 22 and 23)

Using the Census Representative's EA map and any information you learned from the band council, plan, with the Census Representative, an enumeration route he/she is to follow that will ensure the complete coverage of all dwellings within his/her enumeration area(s).

Please turn to page 22 and read point C.1, (NAME TRAINEE).

The census definition of a dwelling is "a separate set of living quarters in which a person could reside". Private dwellings are separate living quarters that have a private entrance from the outside or from a common hallway or stairway inside the building.

Since it is possible that more than one set of living quarters can be found inside one building, it is important that you do what is outlined in the next points. Please continue reading part C.2,. 3 and 4, (NAME TRAINEE).

Give examples.
G. Visitation Record, Form 1 (page 23)

DISTRIBUTE A VR, FORM 1. (IF A CENSUS REPRESENTATIVE HAS MORE THAN ONE EA, DISTRIBUTE A VR FOR EACH EA.)

Have the Census Representative complete the identification entries on the front cover of the VR. Use the EA stamp for the PROV, FED, EA and VN numbers. Ensure that each CR clearly prints the name of the reserve/settlement in the space marked "Municipality".

Read Section G. Have the Census Representative refer to a VR as you do so.

In Section I of the VR, have the trainees cross out " 2 A " and " 2 B " in Columns 15, 16, 18 and 19 and enter " 2 D " instead.

In Section II of the VR, have the trainees do the following:

- delete Column 4 by drawing a vertical line through the Column;
- above Columns 5 and 6, change the word "Follow-up" to "Enumeration";


## CHAPTER IV

G. Visitation

- in Column 5, change "2" to "2D". Record, Form 1
(page 23)
(Concluded)
H. Completion Read Section H aloud. Have the trainees refer to the report on Status Reports (page 24)
- delete Column 6 by drawing a vertical line through the Column.

Verify that the trainees have made these changes correctly. pages 48 and 49 of the VR.

On page 48 , have the trainees cross out " 2 A " and " 2 B " and enter "2D":

- in the instructions for Column 1 and Column 3; and
- in Columns 1 and 3 below the dates June 10, 17, 24 and 27, and July 1 and 4.

On page 49, for Section II, have the trainees change " 2 " to " 2 D " below the dates June 10, 17, 24 and 27, and July 1 and 4. Have them cross out the Columns for $2 / 4 \mathrm{~B}$.

Explain how to complete the report.

Ask a trainee to which line would he/she transfer the totals from page 5 of the VR. (Answer: line 5.)

## CHAPTER V

A. Occupied

Private
Dwelling
Procedures
(pages 27
to 29)
Read Sections A.1, A.2, and A.3.

Show the trainee what entries are to be completed in Section I of the VR for each occupied dwelling.

Have one trainee refer to a VR and tell you how to complete Columns 1 to 10 for his/her own dwelling.

Read Section A.4. Show the trainees what identification entries must be made on the front of the Form 2D questionnaire.

USE A VR AND A BLANK QUESTIONNAIRE TO DEMONSTRATE THE FOLLOWING:

- Show where the household number is found in Column 2 of Section I of the VR.


## CHAPTER V

A. Occupied Private
Dwelling
Procedures
(pages 27
to 29)
(Cont'd)

- Explain that a different household number is assigned to each dwelling so that it is clear which questionnaire belongs to each dwelling and which line in the VR corresponds to the dwelling.
- Explain the dwelling type codes to be entered in the "TD" (type of dwelling) box. Refer to the back cover of the VR (SHOW) to explain the codes. Also inform the Census Representative of the dwelling type codes that are to be used for his/her EA. Identify them on the VR for him/her.

The questionnaire has room for information for up to six people. In some cases, you will find that there are more than six people in the household and you will have to use more than one questionnaire to record the information for all of them. When this happens, there are some changes you have to make to the extra questionnaires for that household.

Appendix D shows you how to make the changes on the extra questionnaires. Please turn to Appendix D on page 77 of your manual.

Demonstrate the steps in Appendix D using a blank questionnaire. Read or have a trainee read the steps as you demonstrate.

When you have finished, have a trainee tell you what he/she would do for a household with 7 persons.
???

Please turn to page 29.

Read Sections A. 5 and A. 6.

SHOW the inside back cover of the manual.
A. Occupied Private Dwelling Procedures (pages 27 to 29) (Cont'd)

Please turn to the inside back cover of the manual and read the "Guidelines for Interviewing", (NAME TRAINEE).

It is important that you record the answers that the respondent gives, even if you think it isn't the right answer. If you think that it is simply a case of the person not understanding the question, you may repeat the question.

Please read the "Points to Remember" (NAME TRAINEE).

The 1991 Census Guide, 9B (SHOW) and Chapter VIII of the manual give extra explanations for many of the questions. If you need help or the respondent needs help understanding the question, look in Chapter VIII and the guide to see if there is any more information that will help you.

Because the census guide was not designed for the 2D questionnaire, you may notice a few differences in the wording of questions. The information in it will still be useful to you.

Chapter VIII was written specifically for the 2D questionnaire and it contains additional information that is not found in the guide. We will cover the points in Chapter VII in a self-study exercise later.

Please return to page 29.

Please read Section A.7, (NAME TRAINEE).

Be sure to take a few minutes to check the questionnaire before you leave the dwelling. This will save you and the respondent the trouble of a return visit to obtain any missing information.

CHAPTER V
A. Occupied

If, as you do these checks, you discover that an answer is missing, Private
Dwelling Procedures (pages 27 to 29) (Cont'd) try to obtain the information before you leave.

Look through the questionnaire page by page to make sure that you have asked every applicable question.

Look at the answer to Step 7. If there were any temporary residents (that is, persons who have a usual place of residence elsewhere in Canada) in the dwelling on Census Day, make sure that you complete a Form 3 (SHOW) for each temporary resident. These forms are needed to check that these people were enumerated at their usual residences and were not missed by the census.

Wherever it was impossible to obtain an answer, be sure that you have made a note of the person number, the question number and the reason why a question was not answered in the "COMMENTS" Section of the questionnaire. (SHOW)

This is important because, if information is missing, you will have to decide whether or not it is a case of partial refusal. You will need to be able to tell the difference between a case where the respondent didn't know the answer and a case where the respondent refused to answer. We will cover this in more detail later on.

Please read Section A.8, (NAME TRAINEE).

DEMONSTRATE IN A VR AS YOU READ:

If there were any temporary residents in the dwelling on Census Day, enter the number of temporary residents in Column 14.

When you have completed the questionnaires, mark an " X " in Column 15 or 16.

If you encounter a total refusal, you will make an " $X^{\prime \prime}$ in Column 17. If it is a case of partial refusal, you will mark Column 18 or 19. We will discuss this again later.

Please read Sections A. 9 and A.10, (NAME TRAINEE).
A. Occupied Private Dwelling Procedures (pages 27 to 29) (Concluded)

These are the procedures you will follow when you make contact with the respondent. However, sometimes you will find that there's no one at home. Points A. 11 and A. 12 tell you what to do when you do not make contact. Please read points A. 11 and A.12, (NAME TRAINEE).

Give an example of an absent household. Show the trainees where to make the entries in the VR.

For an absent household, this is what you do:

- try to find out from neighbours when the people who live there are expected to return and make a note of this in Column 20 of Section I of the VR; (SHOW COLUMN 20)
- leave a Form 1B (Notice of Census Representative's Call) (SHOW) indicating the time you will return. If the respondent contacts you as a result, arrange a convenient time to do the interview;
- make up to three visits during the enumeration period, at different times on different days. Make a note of the times you called in Column 20, Section I of the VR;
- if you determine that the household will not return before you have completed enumeration of the EA, or if you have made three visits without making contact, you will follow procedures for a missing questionnaire. We will look at these procedures in a few minutes.


## ? ? ?

 Private Dwelling Procedures (page 30)B. Unoccupied Up to now, we have been talking about procedures for occupied private dwellings, that is, dwellings that have people living in them on Census Day, June 4. All dwellings with people living in them on Census Day are listed in Section I of the VR.

From time to time, you may encounter an unoccupied private dwelling.

Procedures for unoccupied private dwellings are found in Section B on page 30.

## CHAPTER V

B. Unoccupied Private Dwelling Procedures (page 30) (Cont'd)

Read Section B up to and including Section B.1.
Section II of the VR is where you list unoccupied private dwellings. (SHOW)

A dwelling must meet three conditions before you consider it suitable for year-round occupancy. It must:

- have a source of heat or power;
- have year-round access to drinking water; and
- it must provide shelter from the elements, for example, it must be enclosed on all sides, with its walls, doors, windows and roof in place.

Dwellings that aren't occupied because they are marginal, that is, they were never built, maintained or converted for year-round occupancy should not be entered in Section II.

Dwellings that aren't occupied because they are under construction or because they are undergoing renovation or conversion should not be entered in Section II.

Dwellings where the residents were away temporarily should not be entered in Section II.

To be listed in Section II, a dwelling must:

- be suitable for year-round occupancy; and
- have no one living in it on Census Day, June 4.

Give examples.

## ?? ?

Read Section B.2. Show the trainees what entries must be made for an unoccupied private dwelling on the Form 2D questionnaire and in Section II of the Visitation Record.
B. Unoccupied Private Dwelling Procedures (page 30) (Concluded)

It is possible that you could find a dwelling that is unoccupied when you call but in which someone was living on Census Day. Remember that your enumeration must show the dwellings as they were on Census Day. If there was someone living there on Census Day, the dwelling belongs in Section I of the VR.

Read Section B.3.

Show the trainees what entries must be made in the VR.

Missing Questionnaires

We have mentioned a "missing questionnaire" several times today.
The main purpose of your enumeration is:

- to obtain a completed questionnaire for every private dwelling that was occupied on Census Day; and
- to represent every unoccupied private dwelling.

Already we have mentioned some instances where this will not be possible, for example:

- a case of total refusal,
- a household that is absent for the entire enumeration period, or
- a dwelling that was occupied on Census Day but is unoccupied when you call.

In each case, when you finish your assignment, there won't be a completed questionnaire for these households. When you pack your EA box and when you complete your VR, you must be able to show why there is no completed questionnaire.

To do this, you will complete a special form and make certain entries in the VR. The form will be placed in the EA box where the questionnaire should be.

The form that goes in your EA box instead of the missing questionnaire is a Form 4A. (SHOW)

Procedures for completing a Form 4A are found in Appendix B on page 73 of your manual. Please turn to page 73 now.

Missing Appendix B has directions for what to do in cases of missing or

Questionnaires (Concluded) incomplete questionnaires. Please read the directions for missing questionnaires on the left side of Appendix B, (NAME TRAINEE).

Imagine that you are enumerating on June 7, three days after Census Day. You come to a dwelling that is unoccupied. You find out from neighbours that the family was living there right up until yesterday, June 6, and now they have moved to another province. This means that the dwelling was occupied on Census Day, but it is impossible for you to obtain a completed questionnaire for the dwelling.

Show the trainees what entries are required for this case on a blank Form 4A.

Remember that you must complete a Form 4A for all "missing questionnaires", that is, for all situations where you have not been able to obtain any information from a respondent beyond Question 1 for a dwelling. These cases are:

## - a case of total refusal,

- a household that is absent for the entire enumeration period, or
- a dwelling that was occupied on Census Day but is unoccupied when you call.


## CHAPTER V

? ? ?
C. $\underset{\text { Special Cases }}{\text { (page 31) }}$ Please return to page 31 in your manual.

Section C contains instructions for what to do in special cases. These are situations which don't happen very often. The manual covers all types of situations, but you may find only one or very few in your area. What is important is that you do two things:

- learn to recognize the special cases; and
- know where to find the instructions in your manual if the case arises in your area.

1. Absent

Household (page 31)

Section C. 1 gives the procedures to follow for an absent household. Please read Section C.1, (NAME TRAINEE).

Give an example of an absent household.

Show the trainees what entries must be made on the Form 4A and in the VR, Section I, Column 17.

## ? ? ?

2. Absent $\quad$ Please read Section C.2, (NAME TRAINEE).
Individual
(page 32)

Show the trainees what entries need to be made on a Form 2D and in Section I of the VR.

Give examples.
3. Dwelling Read Section C.3, paragraphs 1 and 2. Under Construction (page 32)

Mention the likelihood of this situation occurring on the reserve/settlement. If this situation is likely to occur only: show the trainees what entries must be made in the VR and on the questionnaire.

| 4. Dwelling | Read Section C.4, paragraphs 1 and 2. |
| :--- | :--- |
| Under |  |
| Renovation |  |
| or Conver-  <br> sion (page Mention the likelihood of this situation occurring. If it is likely to <br> 33 ) occur only: show the trainees what entries must be made in the VR |  |
| and on the questionnaire. |  |


| 5.Dwelling <br> Considered <br> Marginal <br> (page 34) | Read Section C.5. |
| :--- | :--- |
|  | Show the Census Representative what entries must be made in the <br> VR and on the questionnaire for each situation given in the chart in <br> Section C.5. Give examples of possible situations on the <br> reserve/settlement. |

5. Dwelling Emphasize that unoccupied marginal dwellings are not listed in Considered Section II of the VR because they are not suitable for year-round Marginal (page 34) (Concluded)
6. Foreign Please turn to page 35, Section C.6.

Resident
(page 35)

Read Section C.6, paragraph 1 and note.

This means that any person (native or non-native) who has a usual place of residence outside Canada must be considered a foreign resident, with the following exceptions: persons who hold a student authorization, an employment authorization, or a minister's permit, or persons claiming refugee status.

If you discover a foreign resident, follow the procedures in this Section.
7. Language

Problems
(page 36)
8. Missed

Dwelling (page 37)

Please read Section C.7, (NAME TRAINEE).

Explain that if a dwelling is missed:

- the Census Representative is to enumerate it;
- the Census Representative is to follow the procedures in this Section.

9. Refusal
(pages 37 and 38)
10. Refusal
(pages 37 and 38)
(Concluded)
11. Request to Mail the Questionnaire (page 39)
12. Temporary Resident or Visitor (pages 39 and 40)

Review the difference between a total and partial refusal. Check that the trainees understand:

- it is considered a refusal only if the person clearly indicates to the CR (face-to-face) that he/she will not supply the information;
- it is a total refusal if the CR does not obtain any information beyond Question 1;
- it is a partial refusal if the CR obtains some but not all of the information beyond Question 1.

Have the trainees give examples.
Please continue reading, (NAME TRAINEE).

Using a Form 4A, show the trainees what information must be entered for a total refusal, and in the VR, Section 1, Column 17.

Using a Form 4B, show the trainees what information must be entered for a partial refusal and in the VR, Section 1, Column 18 or 19.

## ???

Please read Section C. 10 on page 39, (NAME TRAINEE).

Show the Census Representative what has to be done if a member of a household is a temporary resident or if all members of a household are temporary residents. Refer to Sections C.11(a) and C.11(b).

Give examples where the temporary resident(s) clearly have another usual residence in Canada.

If you encounter someone staying in the dwelling temporarily who isn't a foreign resident and doesn't have a usual residence elsewhere in Canada, consider him/her to be a usual resident.

## CHAPTER VII

| A. Checking of Please turn to Chapter VII on page 47. |  |
| :--- | :--- |
| Your |  |
| Completed |  |
| Work |  |
| (page 47) | $* * * * * *$ |

Chapter VII explains what you must do when you have finished enumerating your area. Today, we will go through this chapter very quickly. However, please be sure to review it when you are preparing your completed assignment to be returned to me.

Please read part A, (NAME TRAINEE).

It is very important that the questionnaires and forms are complete and accurate and are filed in the right order. The steps in this chapter will be your means of checking that you have enumerated your area completely and that all questionnaires and forms are accounted for.
B. VR Entries Please read part B, (NAME TRAINEE). (page 47)

SHOW THE COMPLETION STATUS REPORT ON PAGES 48 AND 49 OF THE VR.

Earlier today, we discussed how to complete the Completion Status Report.

SHOW THE WORK SHEET ON PAGES 52 AND 53 OF THE VR.
There is no need for you to complete the work sheet on page 53, because you are paid at an hourly rate.

HAVE THE TRAINEE(S) DRAW A LARGE "X" THROUGH THE WORK SHEET.

SHOW THE EA SUMMARY ON PAGES 54 AND 55 OF THE VR.
B. VR entries (page 47) (Concluded)

You are to complete the EA Summary on page 55 of the VR. The instructions are on page 54. (SHOW) You are to complete this report only after you have finished the enumeration of your EA.

Read the instructions for the EA Summary and demonstrate each insruction on a blank VR.

## ? ? ?

Sections C When you are preparing your completed assignment, please pay and D (pages 47 and 48) careful attention to the directions for assembling the materials and packing your EA box. Please turn to Section C on page 47 of your manual.

Show the trainees how the EA box is to be assembled and packaged. Use an EA box and the applicable sample forms. Follow the directions in Sections C and D on pages 47 and 48.
? ? ?

Sections E and $F$ (page 49)

Please read Section F, (NAME TRAINEE).

Tell the trainees how you wish them to return their completed assignments and unused materials to you.

## CHAPTER VIII

Self-study
DISTRIBUTE THE SELF-STUDY EXERCISE, ATTACHMENT NO. 1 OF THIS TRAINING GUIDE.

This exercise is designed to help you become familiar with Chapter VIII in your manual. This is the chapter that gives extra explanations for many of the questions on the questionnaire. You will find it useful whenever you or the respondent need help with a question.

## CHAPTER VIII

Self-study Exercise (pages 51 to 59) (Concluded)

Have the trainees complete the exercise following the instructions given at the beginning of the exercise. Allow the trainees about 20 minutes to do the exercise.

Refer to the Self-study Exercise Answer Key found in Attachment No 1. Take up the answers. Help the trainees to find any missed answers by referring to Chapter VIII.
? ? ?

CHAPTER III
Summary (page 13)
ole-play
Exercises

Read the Summary of Duties and Procedures on page 13, Sections A to F, to give the Census Representative an overview of all the procedures.

DISTRIBUTE ATTACHMENT NO. 2, INTERVIEW CHECK LIST.
HAVE THE TRAINEES TAKE TURNS READING THE INTERVIEW STEPS AND THE POINTS TO REMEMBER ALOUD.

DISTRIBUTE:

- ATTACHMENT NO. 3 (BLANK VR PAGES FOR ROLE-PLAYS, SECTIONS I AND II),
- BLANK 2D QUESTIONNAIRES.

HAVE EACH TRAINEE STAMP THREE FORM 2D QUESTIONNAIRES AND ONE FORM 3 QUESTIONNAIRE WITH HIS/HER OWN EA STAMP.

Role-play
No. 1
Occupied Private Dwelling

We are now going to conduct an interview for practice. To do this, you will need the following things:

- your census identification card,
- a blank 2D questionnaire stamped with your EA numbers; (SHOW)
- copies of blank VR pages. (SHOW attachment No. 3.)

IF THERE IS MORE THAN ONE TRAINEE:
As we do this interview, I want all of you to record the answers the respondent gives in your own questionnaire and the copies of VR pages. You may want to follow the interview check list that we discussed a few minutes ago. (SHOW)

## IF THERE IS ONE TRAINEE ONLY:

As we do this interview, record the answers the respondent gives in your own questionnaire and the copies of the VR pages. You may want to follow the interview check list that we discussed a few minutes ago. (SHOW)

CONTINUE HERE FOR ALL TRAINEES
...(NAME TRAINEE)..., will you please be the Census Representative while I act as the respondent?

READ ALOUD THE BACKGROUND INFORMATION AND THE RESPONDENT'S ANSWERS FROM THE FOLLOWING PAGES.

## BACKGROUND

It is the morning of June 4 when you call at the first dwelling in your EA. This is the home of Mary Duncan on ___ (name of local road)_. She lives in a mobile home.

The CR should:

- introduce him/herself;
- show the census ID card;
- explain the purpose of the visit.


## Mary Duncan:

Yes, I heard you would be coming. Come in.

The CR should:

- complete Section I of the role-play VR, Columns 1 to 9 ;
- on the front cover of the Form 2D:
- enter the Hhld number (001) from Col. 1 of the VR;
. enter the dwelling type code (8) in the "TD" box (refer to the back of the VR for codes if necessary);
- offer Mary Duncan a questionnaire to follow along;
- begin the interview with Step 1.


## MARY DUNCAN'S HOUSEHOLD CONSISTS OF

- Mary Duncan and
- her grandson, James Moore.

GIVE THE INFORMATION SHOWN IN THE QUESTIONNAIRE ON THE FOLLOWING PAGES.


TRAINER: if the trainees ask, you may explain:

- the CR does not complete the "No. of persons" box. This is done during processing;
- it isn't necessary to complete "Quest. no. $\qquad$ of $\qquad$ " when there is only one questionnaire. However, this must be done when more than one questionnaire is needed for the dwelling.



TRAINER: due to a printing error, an interviewer instruction was omitted from Step 6. Stress that in Step 6, if the respondent gives additional names of usual residents, the $C R$ must:

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

## 

STEP 6 Did I miss anybody who usually lives here, for example:
[00. chiden, relatives, room-mates, boarders and ive-in employees; (PAUSE)

- emyene temporarily away on June 4, including students away at school, persons on a hunting trip, or a husband, wift or athers working away from home; (PAUSE)
- anyone who stayed here overnight between June 3 and June 4, who has ne usual home somewhere else; (PAUSE)
- anyone who is now in an Institution, such as a hospital, a lome for the aged or a prison, but only $h i$ that person was admitted atter December 4, 1990. (PAUSE)


How many persons who have a usual home somewhere else in Canada stayed here overnight between June 3 and 4, 1991 ?

> None
> OR

02 $\square$ 4 Number of persons


Does anyone in this household OPERATE a farm, ranch or other agricutural holding?

03 No
Other agriculturad holdings meclude, for example: feediots; greenhouses;
w O Yes mushroom bouses; nurseries; fur farms; and beekeeping, soc, berry and maple syrup aperations.

Tum the page and copy the names from Step 5 into the spaces across the top of the page.

Note It there are more than six persons in this househokd, antor the first six on this questionnaire and continue on a second questionnaire. Remember to list the 7th person in the column marked "PERSON 2".

Role-play
No. 1 Occupied Private Dwelling (Cont'd)

The CR should:

- complete Steps 1 to 9,
- copy the names across the top of the questionnaire in the same order as in Step 5;
- ask all appropriate questions for Mary Duncan; then
- ask all appropriate questions for James Moore;
- ask the appropriate questions on housing (H1 to H8).

GIVE THE INFORMATION SHOWN IN THE QUESTIONNAIRE ON THE FOLLOWING PAGES.


| Entor name of PERSON 1 <br> 2. How is thas person related to MARY DUNCAN 1 <br> Mark one circte only. <br> "you mark the circle "Other", use the box provided to indicate this person's relationsthip to Person 1. <br> Examples of "Other" persons muluted to Person 1: - cousin <br> - prandiather/prandmother <br> - son's commontaw partner <br> - nephew/niece <br> Examples of "Other" persons not related to Person 1: <br> - bodger's husband/wife or common.law partner <br> - boger's son/daughter <br> - room-mate's son/daughter <br> - employee | 0. <br> O1 Person 1 | 02. <br> 02 O Hustand/withe of Person 1 <br> o3 O common-tzw partner of Person 1 <br> on O Son/aungiter of Person 1 <br> os O $\begin{gathered}\text { sonithtrw } \\ \text { person } \\ 1\end{gathered}$ daughter-in.law of <br> os 8 X Graxcculic of Person 1 <br> or $O$ Fanter/mothee of Person 1 <br> os $O$ Farther in. daw/mother in. 1 aw of Parson 1 <br> -O Brotret/sisser ol Parion 1 <br>  Person 1 <br> "O Ladper/barrider <br> $12 \bigcirc$ Rocon-mate <br> Oother - Specity $\square$ <br> 13 $\square$ 10ロa |
| :---: | :---: | :---: |
| 2. What it this person's date of drth? Example: <br> "this person was bom on the 10th of february 1945, enter <br> $\#$ exact date is not known, enter best estimate. <br> $\Delta$ som before June 4, 1976, mark "X" in the age box which is below each person's name. |  |  |
| 4. Is tuls person mate or temale? | 10 O mile 10 $\$ 8$ framet | 1188 max 10 O femane |
| 5. Etuis person... | 20 O Legally marred fand am separgted)? <br> 11 O Legathy married and sepparated? <br> 22 O Drumeed? <br> 23 YX Whawed? <br> 24 O Never married (stingle)? | 20 O Leqally martied (and bet ceparated)? <br> 21 Leqatly married and separated? <br> 22 Divarced? <br> 23 Whowed <br> 24 Kid Kevet married (shgle)? |
| 6. Is this person currently diving with a commontaw partnerf | ${ }^{25} \mathrm{O}$ yes $208{ }^{40}$ | $\\|_{20}^{20} \mathrm{O} \mathrm{Ves}$ |

TRAINER: ensure
that the CR enters Person 1's name in the box.

Person 1, Question 3

TRAINER: ensure that the $C R$ marks "X" in the age box. Point out that this will show who is over 15 years of age.

Pape 4


|  | PERSON 1 | PERSON 2 |
| :---: | :---: | :---: |
| 1. MAME | Funily neme DUNCAN | MOORII neme |
| copy the names in the same order as your ist $h$ step 5. | MARY L | JAMES A |


| 7. Can thls person speak Engifish or Frencb well enough - to conduct a conversation? Mark one circle only. | 007. <br> O1 Engish only <br> $102 \bigcirc$ French only <br> O2O Bath Enolish mad french <br> of O Neithee Englesh no fremen | 08. <br> 01 English only <br> $02 O$ Freach only <br> os O Bath English and french <br> os O werther English nor Fromen |
| :---: | :---: | :---: |
| 8. What language(s), other than English or French, can <br> - this person speak well enough to conduct a conversation? | $\theta 8$ Nane OR $\qquad$ Sopecily otho ungurepos) <br> 06 <br> SWAMPY CREE <br> 07 $\qquad$ <br> 08 $\qquad$ | OS $\$$ mare or <br> 06 <br> Specily other languagers) $\qquad$ <br> 07 $\qquad$ <br> 00 $\qquad$ |
| 9. What language does this person speak most otten - at home? | ```os E Engish Native language - Spocity \\ 11``` $\qquad$ ```Other - Specily``` |  |
| 10. What is the language that this person first learned at bome in childhood and still understands? II this person no longer understands the first language kearned, indicate the second language leamed. | $12 \bigcirc$ English $13 \bigcirc$ French <br> Native lanpupe - Spocity <br> 14 <br> SWAMPY CREE <br> Other - Specity | $12 \%$ Enclish <br> 13 O Fench $\qquad$ <br> 14 Other - Spocily |
| 11. Where was this person bom? <br> - Mark or specify one only, according to present boundaries. |  |  |


| PERSON 3 | PERSON 4 |  | PERSON 5 |  | $\therefore \therefore$ PERSON 6 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fonity neme | Fenily name |  | Ferily neme |  | Femily nome |  |
| Gron nume nix | Gran neme | artiver | aiven neme | Orisior | civen neme | Thised |



## 1. MAME

> Copy the names in the same order as your list in step 5 .


Hy you are on an indian reserve, go to Question 15.
12. Of what country is this person is etizizen?

- Mark more than one circle, if applicable.

13. Is thls person now, or has this person ever been, a

- landed Immigrant?

14. In what year did this person first become a landed mmigrant in Canada
If exact year is not known, enter best ostimate.
15. To which cultural group(s) did this person's ancestors - belong, for example, North Amercan Indian, Métis, touth, English, French?
More than one answer is acceptable.
Note:
While most people of Canada view themselves as Canadian, information about their ancestral origits has been collected since the 1901 Census to reflect the changing composition of the Canadian population and is needed to ensure that everyone, regardless of his/her ethnic or cultural background, has equal oppontunity to share fully in the economic, social, cultural and political life of Canada.
Therefore, this question refers to the origins of this person's ancestors.
16. (a) Is thls person a registered lndian as defined by the Indian Act of Canada?
(b) is thls person a member of an Indian Band?


| 13. <br> 01 Conada by birth <br> 02 Canada by naluraliantion <br> 05 Same as country of birth (other than Conada) <br> 04 ouser country | 14. Canada, by birth <br> 02 Canada, by naturalization <br> 05 Same ts counity of birth (Other than Canada) <br> 04 Other country |
| :---: | :---: |
| 05 No - 65 gustion 95 06 Yes - Cratage mily Questige 14 | os No - Gs as duestion 15 <br> os Yes - Contrue wit avestion 14 |
|  |  |
| 20 8. North Amarican indian <br> 21 Métis <br> 22 murt <br> 08 English <br> 01 French <br> 12 hish <br> 11 Scotish <br> 10 German <br> 180 <br> Dutch Netheriands) <br> Other ethnic or culturd group(s) - Specily <br> 23 $\square$ <br> 24 $\square$ | 20 \& North American madian <br> 21 metis <br> 22 thut <br> 09 English <br> 09 French <br> 12 rish <br> 11 Scottish <br> 10 German <br> 18 Dutch (Netherlands) <br> Other ethnic or cullural group(s) - Spocity <br> 23 $\square$ <br> 24 $\square$ |
| $\begin{aligned} & 28 \bigcirc \text { No } \\ & 28 \& \text { Yes, repistered indian } \end{aligned}$ | 25 No 28 K Yes, repistered indian |
| $\qquad$ No | Yes - Which me? Spacily hdian sand ar First Nation <br> 27 $\square$ No |

TRAINER: IF YOU ARE IN AN INDIAN SETTLEMENT: instruct the $C R$ to follow all "If you are on an Indian reserve" instructions such as the one in Question 12.

Person 2,
Question 16 (b)
MARY DUNCAN: We don't know. My daughter adopted
him when he was two years old.

THE CR SHOULD write the person number, question number and reason for no answer in the "Comments" section on the back of the questionnaire.

| PERSON 3 | PERSON 4 | $\therefore$ PERSON 5 | PERSON 6 |
| :---: | :---: | :---: | :---: |
| Fonily neme | Famdy name | Fermuly name | Fandy nome |
| axen nema min | Given neme matice | Given neme brice | Orven neme Intel |



|  | PERSON 1 | PERSON 2 |
| :---: | :---: | :---: |
| 1. WMME | DUNCAN | $\begin{aligned} & \text { Fomily neme } \\ & \text { MOORE } \end{aligned}$ |
| copy ine names in the same order as your ist on step 5 . | MARY L | JAMES A A |

17. What is this person's religlon?
madicate a specitic denomination or religion even H thls person ts aet currently a practising member of that group.
For example, Roman Catholic, Ukralalan Catholic, United Cuurch, Anglican, Presbyterian, Lutheran, Baptist, Pentecostal, Greek Orthodox, Jewish, Mennonite, tehovah's Witnesses, Salvation Army, Isiam, Buddulst, Uindu, Sikh, Longhouse, Stamantst, Mantou.
18. Because of a tong.term physical condition or health problem, that $t$, one that is expected to last six months ar more, is this person limited in the kind or amount of ectivity be/she can do...
(a) at home?
(b) at school, at work or supporting himseth/hersell by such activities as fishing, trapping or cratts?
(c) in other activities such as travel, sports or keisure?
19. Does this person have any long-lerm disabilties or mendicaps?


THE CR SHOULD check the age box to see if he/she should continue and END HERE for Person 2.



Page 11

21. Dad this person live in this house 5 years ago, that is, en June 4, 19867
22. Where dye this person live 5 years ago, that b , on dune 4, 19869
The following instruction should be read only it "different cify, town, village, etc." is checked off.
Some large cifies are made up of smaller cities or towns called municipalities. Where applicable, distinguish between the municipality and the large city, such as Anjou and Montréal, Scarborough and Toronto, Bumaby and Vancouver, Saanich and Victoria.
Mark one circle only.
23. For WOMEN only:

How many children were ever born to this person?
Count all children Incluting those who may have died since birth or who may naw be living elsewhere. Do not include stillbirths.
24. What is the highest grade of elementary or high sechool

- that this person ever went to?

Enter highest number (1 to 13) of grades or years, excluding kindergarten.
25. (a) Has this person ever been to unlversity?
-
(D) How many years did this person complete at universty?


Pape 12

| - P | PERSON 4 |  | CPEASON 5 |  | PEPSON6 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fomity nema | Feniy name |  | Fomiy neme |  | family neme |  |
| armen neme | Given neme | minis | aiven neme | Into | anon neme | Intal |




|  | 0. Yes - Ce monestion 25 $\mathrm{MO}_{0}$ |
| :---: | :---: |
| 03 O Lived th the sume chy, town, vilage, townshiq, municiparity o maian leserve <br> OR <br> on $\bigcirc$ Lived in a afferemt city, town. villege, townshit, municppality o ndian resorve in canada Atint below. <br> Chy, bown, villege, lownatip. municipatity or indion reseme |  |
| 06 County (If known) |  |
| Prounco/toritory |  |
| OR <br> os $\bigcirc$ Lives outsice canaca Print name of country. |  |
| 08 None OR <br> 09 $\square$ - Number of children |  |
|  |  |
| 10 $\square$ - Enter number (9) to 13) of grades aryears of sec andary and $\alpha$ estecmentan ORNever wem to school a tanded kindergaten only |  |
| 12 O Mo - 40 maversion 26res |  |
| Lass than 1 year (of completed courses) <br> 14 $\square$ - Number of compioted years an unversity |  |
|  |  |

## 1. MAME

Copy the names in the same order as your list $h$ step 5.

26. (a) Has this person ever been to a school such as a - trade school, a school of nursing, a school of tuindressing or a community colliege?
(D) How many years has this person completed there?
27. Lo the past nine months (that is, since last September), was this person attending a school, college or universtiy?
Include attendance at elementary or secondary schools, business of trade schools, communlty colleges, institutes of technology, CEGEPs, etc., for courses which can be used as credits towards a certificate, diploma or degree.
Mark ane circle only.
28. (a) Does this person have a bigh school certificate or diploma?
(B) Has this person obtained any other certificates or điplomas?
(c) What would they be?

Mark as many circles as applicable.

| 31. |  |
| :---: | :---: |
| 018 SNO - St mavertion 27 |  |
| O Yes |  |
|  | Less than 1 year (of completed courses) |
|  | $n$ community col trade schoots, CEGEP |


| 32. |  |
| :---: | :---: |
| 01 Ono - co mo overtion 27 |  |
|  | Oras |
|  | $\begin{aligned} & 22 \text { Less than } 1 \text { yoar } \\ & \text { (or completor courses) } \end{aligned}$ |
| 03 | $\square$ Mimber of comple at community trate schoot CEG |

04 No, did not stlend in past nine months


| $07 O$ Mo |
| :--- |
| 00 Yes |

O No - co to duection 30 $O$ yos os O inses ceriticazte or diploma
10 Other non universily cerificate as diplona doblained za commutecmnology, ecc.)
11 O University carliticate or diploma wave bachelor level
12 Bachetor's degrees() (e.9., B. A. 8.5c., L.8.)
1s O Universtly certitione or diploma mave bachelor level
14 O Master's degreas) (e.e. m.A. M.Sc., M.Ed.)
Depree in medicine, denlistry.
veleinary modicine ocroctomety M.O., D.D.S. OM D. O.V.M. 0.0.)
16 O Eames doctorate (e.g., Ph.D., 0.SC., 0.E0.)


\begin{tabular}{|c|c|c|c|}
\hline \begin{tabular}{l}
33. \\
01  \\

Yes
\end{tabular} \& \begin{tabular}{l}
34. \\
010 \\
No - 6s at Avertlas 27
Yes
\end{tabular} \& \begin{tabular}{l}
35. \\
01 NO - 80 to arestlon 27
Yes
\end{tabular} \& \begin{tabular}{l}
30. \\
010 MO - 60 皃 arestion 27
Yes
\end{tabular} \\
\hline \begin{tabular}{l}
02 (of completod courses) \\
03 \(\square\) - Number of complest years at communty colleges, trade schoots, deficips, etc.
\end{tabular} \& \begin{tabular}{l}
02 Less than 1 yeat (of completed courses) \\
a) \(\square\) 4 Mumber of completed yours at community colleges, trade schooks. CEGEPs, etc.
\end{tabular} \& \begin{tabular}{l}
02 Less than 1 yaur (or completor courres) \\
03 \(\square\) - Murnber of compleces years \({ }^{2 t}\) community colleges. trade schoots, ELEESF, otc.
\end{tabular} \& \begin{tabular}{l}
Less than 1 year (of completed courses) \\
09 \(\square\) Number of completed years at community colleges, trade schook, CEGEPs, otc.
\end{tabular} \\
\hline \begin{tabular}{l}
04 Mo. did not attend in past nine months \\
os Yes, tufl time

Yes. part time, day ar evening

 \& 

40 No. did not ateend in past nine months <br>
os Yes. tull ume
Yes, part lime, day or evening

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No. did not thend in past nine months <br>
05 Yes. toll time
Yes, pant time, day or ovening

 \& 

04 No, dic not attend in past nine months <br>
08 Yes, thal time

Yes, part time, day or ovening
\end{tabular} <br>

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& 0 s \text { O Yes }
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\|_{08}^{\circ} \bigcirc No

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Yes \& No - Co is avestlad 80
Yes \& No - Ao to Ouestlon 30
Yes \& No - fet avestan 30
Yes <br>
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Ohet non-university certificate or diploma (dotained at community coliege. CEGEP, institute of tochnology. ecc.) \& 00
Trades certificale or diploma

Other non-university centificale ox diploma (obtainod at commur nity conlioge. CEGEP, insititute of lecinology, etc.) \& | 09 O Trudes cartilicate or diploma |
| :--- |
| 10 Other non-university certilicute or dipterna (oblained at community coliege. CEGEP, institute of techrowgy, act.) | <br>

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& \text { M.S., M.Ed.) }
\end{aligned}
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\hline Depree in medicine, dentistry, velerinay modicine ax atomery O.D.D. D.O.S., D.M.D., D.VA., \& $16 \bigcirc$ Degree in medicine, dentistry, veieinary meditine of colometry (M.D.) D.D.S., O.M.D., D.V.M., \& 15 Degree in medicine. dentistry, velecinary medicine or optomety O.D.D. $^{\text {M.D.D.S., D.M.D., D.V.E., }}$ \& 13 O Degree in mesicine. dentistry. veternary medicine or optometry (O.D.) D.D.S., D.M.D., D.V.M.. <br>
\hline is O Eaned doctorste fe.f. M.D., D.SC., D.E.) \& 30 Eamed doctorate (e.g., Ph.O., D.SC., D.Ed.) \& 13 Eamed doctorite (e.g., Ph.D., D.SC., D.E.S.) \& 13 Eamed doclorate (e.g., Ph.D., D.S.. 0.Ed.) <br>
\hline
\end{tabular}

## 1. WLME

Copy the names in the same order as your list $n$ step 5.

29. What was the major field of study or training of this person's blghest degree, centricate or siploma (excluding secondary ar tigh school graduation certificates)?
For example, bursing assistant, native studies, handresser, heavy equipment operator, mechanic. scounting, civl englaeering, welding.

In the next few questions, when talking about work, we mean:

- working for pay, tips or commission;
- making, selling or trading arts and crafts;
- running a business or working in a tamily business;
- trapping, bunling and fisthing (except as a sport);
- fixlng nets, guns and other gear used to hunt, fish or trap;
- workling as a guide.

Don't include valunteet work, unpaid housework or maintenance on your own home.
30. Last week, how many hours did this person work?
31. Last week, was this person on temporary lay-off of absent from bis/ber fob or business?
mark one circle only.
32. Last week, did this person have definite amangements to start a new job withla the next four weeks?
33. Dic thls person look for work during the past four weeks?

- For example, did this person contact a Canada Employment Centre, check with empioyers, place or answer newspaper cds?
Mark one circte only.


THE CR SHOULD read the definition of work aloud, then ask question 30.



OR

$04 \bigcirc$| None |
| :--- |
| Centinue with the ent <br> (questian |

$\left\{\begin{array}{l}\text { os } \bigcirc \mathrm{No} \\ 0 \text { O Yes on temporary by-of fion }\end{array}\right.$ - jo to which this person expects to return
or $\begin{aligned} & \text { Yes, on vacation, 战, on strike } \\ & \text { or beked ouk, or sinsont tor ather }\end{aligned}$ ar becked
reasons

|  |
| :---: |
| 10 No ct as avestion 35 <br> 11 Yes. looked tor tulf-time work <br> 12 Yes, wooked for part.time work (less than 30 hours per week) |



08 Yes, on temporary thy-off from - job to which this person oxpects to return
 ressons


00
040 None
Centinue whth the ent - Eastion
${ }^{0} \mathrm{O}$ ${ }^{\text {ne }}$
Yes, on temporary tay-off from - Job to which this person expects to return
07 Yes, on vacation, 垪, on strike or locked oul, or thesent tox ther rexions


## 1. MaME

Copy the names in the same order as your list in siep 5.

34. Could this person have started work last week had a job been avallable?
Mark one cirle only.
35. When did this person last work, aven for a few days (not including volunteer work, housework, maintenance or repalss for his/her own home)?

Questions 36 to $\mathbf{4 2}$ refer to this person's job or business last week. It this person held no lob last week, answer for the job of longest duration since January $1,1990$. If this person held more than one job last week, answef for the job at which he/she worked the most bours.
36. For whom did this person work?
37. What kind of business, industry or service was this? Give full description. For example, house construction, trapping, indian band police, gulce for fishing parties, secondary school.

44.
01
02
02
03
0 Yes. couid have staried work $02 \bigcirc$ No. arteady had a job
03 O Ho temporary itness or disability
os O No. personal or tamity
os O No, going to school
${ }^{06} \mathrm{O}$ Mo. other reasons

Continue what are cest questioa
$01 \bigcirc \ln 1990$ Contloue with be sert guestian
os O Belore 1990 Ge to Questlas 15
10 O Never worked in fietime
Se to dueston 45 co to ovestion is

Depertment, brench, divistion. eaction or plam

Kind of businame, industry
or tanvice




1. MaME

Copy the names in the same order as your list $n$ stip 5.


Person 1, Question 38 (a)
38. (a) Dud this person usually work at home?
" yes, mark "Worked at home" and go to Question 39. Include persons who worked on the lamm where they lived.
(b) Where dio thls person ususlly work?

Give as complete and precise an address as possible (for example, St. Andrew's parish or St. Andrew's town).
It street address is unknown, print the name of the building. or nearest street intersection.
See instuctions in the Procedures Manual for persons who had no usual place of work or who were away temporanily.
39. What kind of work was this person doing?

For example, trapper, hunting gulde, lopper, construction labourer, high school teacher, baby-stitel, haidresser, artist, band administrator.
40. What were this person's most Important duties or activities?
For example, akinning animals, guiding bunting paries, making log booms, teaching history, caring for children, cutting hair, carving soapstone sculptures, managing band attairs.


MARY DUNCAN: No.
THE CR SHOULD continue with Question 38 (b).


2. MAME
cooy the names in the same orser as your list $n$ crep 5.

PERSON 1
m


## PERSON 2

Fomily neme

41. (a) to this pob, was this perssen mainly working for pay, working for blmself/hersell or working without pay tor a relative in a famly farm or business?

For all persons who were WORKING FOR SELF:
(b) Did this person have any pald help?
42. Was this person's farm or business incorporated?
-

The next few questions are about the weeks worked in 1990. Remember this includes working for pay, bunting, fishing or running a business.
As work done in 1990 should be inciuded.
43. In how many weeks did thls person work in 19907 -
include those weeks in which this person:

- was on vacation or sick leave with pay;
- worked tult time or part time;
- worked for wages, salary, tips or commission;
- was self-employed or an unpald worker la a family tam or buislness.

44. During most of those weeks, did thls person work full

- time ( 30 hours or more per week) or part time fess than 30 hours per week)?

Mark one circle only.


Page 22


\begin{tabular}{|c|c|c|c|}
\hline 53. \& \& \& 60. \\
\hline  \& \begin{tabular}{l}
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Cow avertion is
\end{tabular} \& \begin{tabular}{l}
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\| 01 \bigcirc \text { Pay }
\] \\
En M Oextion 43
\end{tabular} \& \[
01 \bigcirc \text { Pay }
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co to gueston is \\
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co co austion is
\end{tabular} \& 02 Working without pay for a relative Co to avatior 45 \\
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\hline 03 No Contlaue min avestion 42
Yes Centlave will Evestion 42 \& 03 Genthue with Ouection 42

Yes Centinut what Ouestion 42 \& 03 No Continue mita ávestion 12

Yes Continue with auestion 42 \& | 03 No |
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| Cantinue whit avestion 12 |
| 04 yes Contave with aueston 42 | <br>

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& \text { os } \bigcirc \text { no } \\
& \text { Os } \bigcirc \text { Yes }
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\|_{0 s}^{0 \mathrm{O} O}

\] \& | os $O$ no |
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| or O Yes | \& |os O No <br>


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| Co at auertion 45 |
| 0 OR $\square$ - Number of weoks |
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| C) E Aucstion 45 |
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| 08 $\square$ 4 Number of weaks Canbave mith the and crestion | \& | 07 Nane |
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| Co en avestion 45 |
| 0 O |
| 09 $\square$ 4 Number of weeks Contione wite ment quation | <br>


\hline | 08 full time f30 hours or more per week) |
| :--- |
| 10 an lime nas than 30 hours pee woek) | \& Full time ( 30 hours or more per week]

Part time (less than 30 hours per woek) \& \begin{tabular}{l}
00
Full time ( 30 nours or more per week) <br>
10 Par time fless than 30 hours per week)

 \& 

000 Full time ( 30 hours $\propto$ more per week) <br>
10 Part time fesss then 30 hours por week)
\end{tabular} <br>

\hline
\end{tabular}

## 1. WMME

Copy the names in the same order as your dist $n$ siep 5.
motervewer hastruction:
For each individuat, ask all the questions below. for each source:

- "f "Yes", mark "Yes" and ask "How much?" Enter the amount against the appropriate source. II the respondent is unsure of an amount, ask for the best estimate.
- in case of a loss, also mark "Loss".
- II "No", mark "No" and proceed to the next source.

75. (a) Did this person recelve any wapes or salaries in 19907
(b) Did this person make a profit or loss from non.farm self-employment activities in 1990, such as trapping, making bandicratis or running a business?
(c) Did this person make a proft or loss from farm self-employment in 1990?
(d) Did thls persen recelve any old age securtity pension or guaranteed income supplement benefits from the Tederal govemment in 19907
(e) Did this person recelve any benefits from the Canada or Quebec Pension Plan in 19907
(1) Dia this person recelve any unemployment hnsurance benefits io 19907
(0) Did this person recelve any other povernment miocome in 1990, such as welfare payments, provincial meome supptements, veterans' pensions or workers' compensation? ( $D 0$ not include family Allowances and Child Tax Credits)
(in) Did thls person receive any lncome from dividends, interest on bonds, deposths and savings certificates or any other investment income in 19907
(i) Did this person recelve any income fom retirement penslons, superannuation or annuities to 19907
(0) Did this person recelve any other money income in 1990, such as treaty money, alimony of scholarshlps?
(k) What was this person's total heome in 19907

| Person 1 | Person 2 |
| :---: | :---: |
| DUNCAN | MOORE |
| $M^{n-m}{ }^{\text {mam }}$ | ammen min |
| MARY L | JAMES A |



Person 1, Question 45 (i)

MARY DUNCAN: I get part of my husband's pension.






H2. Only ask Question $\mathrm{H2}$ (a) if you are on - an indian reserve. Otherwise, go to Question $\mathrm{H2}$ (b)
(a) Is this dwelling band housing, rented of owned by you or a member of this household?

(b) Is this dweling rented or owned by you or a member of this bousehold?
00 OOwned
OAORented

H3. (a) How many rooms are there in this dwelling?

Include kitchen, bedrooms and Fiving. rooms. Do not count bathrooms, halls and attached sheds.
(b) How many of these rooms are bedrooms?

112 Number of bedrooms

Hh. When was this dwelling originally bullt?
This means when th was completed, not the time of any remodelling, adoltions of conversions. It year is not known, get dest estimate.

| $1820 \times$ betore | 14 O 1971-1980 |
| :---: | :---: |
| 19 O 1921-1945 | 17 O1981.1985 |
| $14 \bigcirc 1846.1860$ | 18 O 1986.1990 |
| 18 1961-1970 | 19 O1991 |

H5. Would you say that this dwelling is in need of major repairs, minor repairs ar only regular maintenance?

20 Only requla maintenance is needed (paimting, chinney cleaning, window washing, utc.)
2180 Minor repalis are needed (missing or roose lioorboards, missing shingles, delective steps, railing of siding, otc.)
22 O Majur repairs are needed (structurat repairs to walls, foors or ceilings, elc.)

Question H 2
TRAINER: If in
an Indian settlement, remind the CR (if necessary) to follow all "If on reserve" instructions.


PERSON 2, QUESTION 16 (b): RESPONDENT DOESN'T KNOW BECAUSE PERSON 2 IS ADOPTED.
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No. 1
Occupied Private Dwelling (Continued)

Role-play Once you have asked all the questions, what must you remember to do?

The CR should:

- check the questionnaire for completeness;
- check the "Comments" Section to see if any questions were refused (none);
- check Step 7 for number of temporary residents (none);
- complete Columns 10 to 20 in Section I of the role-play VR;
- thank the respondent and read the statement in Step 12.
- ask about the next dwelling:
- is anyone likely to be home?
- if not, when?
- any dwellings nearby that are hard to locate or easy to miss?


## Mary Duncan:

That's Ronald Williams' house. It's easy to find. I think Elizabeth's at home today.

The CR should:

- thank the respondent and leave.

Take a few minutes to make any final entries on the questionnaire and in the VR, then we will correct the exercise.

Role-Play
No. 1
Occupied
Private
Dwelling
(Concluded)

REVIEW THE ROLE-PLAY:

- ASK A TRAINEE TO READ THE ENTRIES IN THE VR. (SEE PAGE 64 OF THIS TEXT.)
- ASK THE TRAINEES TO TAKE TURNS READING THE ENTRIES THEY MADE ON THE QUESTIONNAIRE. BEGIN WITH THE COVER PAGE. (SEE PAGE 31 OF THIS TEXT.)
- Point out that it is important that for every applicable question that was not answered, the person number, question number and reason (refused or doesn't know) must be entered in the comments Section. This is the easiest way to tell if a Form 4B for a partial refusal is required.
- ANSWER ANY QUESTIONS.
$\bullet$



Role-play Now we're going to do another practice interview. Again, you No. 2, should record the answer the respondent gives in your copy of the questionnaire and the practice VR. Use the interview check list as much as you wish.
...(NAME TRAINEE)...will you please be the Census Representative while I act as the respondent?

THE RONALD WILLIAMS HOUSEHOLD CONSISTS OF:

- Ronald Williams, who is away guiding a party of tourists;
- Ronald's common-law partner, Elizabeth Raymond, who is at home with their daughter Lucy;
- Elizabeth's aunt, Sarah Taylor, lives here too;
- a cousin, Marianne Raymond, has been visiting for several weeks.


## READ ALOUD THE BACKGROUND INFORMATION AND THE RESPONDENT'S ANSWERS FROM THE FOLLOWING PAGES.

Interview at the Ronald Williams Household

## BACKGROUND

It is the afternoon of June 4 when you call at the second dwelling in your EA. This is the home of Ronald Williams on name of local road . The Williams family lives in a single detached house: it has open space on all sides and no other dwellings are attached to it.

The CR should:

- introduce him/herself;
- show the census ID card;
- explain the purpose of the visit.


## Role-play <br> No. 2, <br> Occupied Private Dwelling (Cont'd) <br> Elizabeth Raymond: <br> Well, Ron's away right now guiding some tourists. They won't be back for about two weeks.

The CR should:

- explain that any adult can answer;
- ask if Elizabeth is willing to do the interview.


## Elizabeth Raymond:

I guess that's OK. I'm not too busy right now.

The CR should:

- complete Section I of the role-play VR, Columns 1 to 9;
- on the front cover of the Form 2D:
- enter the Hhld number (002) from Col. 1 of the VR;
- enter the dwelling type code (1) in the "TD" box (refer to the back of the VR for codes if necessary);
- offer Elizabeth Raymond a questionnaire to follow along;
- begin the interview with Step 1.

PROVIDE ANSWERS TO THE CR'S QUESTIONS FROM THE QUESTIONNAIRE ON THE FOLLOWING PAGES.

COMTDERTIAL WREM COMPLTED




How in complete this questionnaire
To answa the questions:
Mark o circte. $\otimes$
OR Ente a number in a dox 09
or fint in a box.
FAMILY NAME

## Are al persons in this household toreign residents?

Foreven resioents are:

- government representatives of another country atheched to the embassy, high commission or other diplomatic body of that country in Canade, and their tamlies;
\& No - Continue whis Step 4 O Yes - Do not complete this
- members of the Armed Forces of another country who are ctrtioned in Canada, and thed fomilies;
- residents af acocther country wstiting in Canads tomporarify.

Are al persons in this dousehold staying here temporarily?
That bs, twey are staying here temporarify, but have a musul tome somewhere alse in Cambes.


O Yes - How many persons? Do not complete this questionnaire

I need to make a Ist of all persons who were living here on June 4, 1991, even H they were temporarily away. Do not include persons who have been away for six months or more In a home for the aged, hospital or a prison.
Coutd you start by glving me the aames of a couple, that is the busband and wife, or common-law partners, who live bere (PAUSE) OR
a tone parent Giving here whit bis/ter never-married chidiren (PALSE) OR
any other adult. (PAUSE)
Now I wouk 眺e to list the other members of the famlly. (PAUSE)
Can you tell me the names of any othes persons bulng bere as of Tuesday, June 4, 19917

|  | Famiy nome | alone meme | miluel |
| :---: | :---: | :---: | :---: |
| Price 1 | WILLIAMS | RONALD | $G$. |
| Prise 2 | RAYMOND | ELIZABETH |  |
| Prem 1. | WILLIAMS | LUCY | A. |
| Prowe 1 | TAYLOR | SARAH | $J$. |
| Prexe 5 |  |  |  |
| Priseo 6 |  |  |  |
| Pasm 7 |  |  |  |
| Hesm 1 |  |  |  |
| Prisa 9 |  |  |  |
| Pesen 10 |  |  |  |

ELIZABETH: There's my daughter Lucy. And my cousin's here, but she's from Winnipeg.

THE CR SHOULD ask for the names of persons who usually live here.

TRAINER: Do not mention Sarah Taylor until Step 6.

STEP 6:
ELIZABETH: MY aunt lives with us. Her name is Sarah Jane Taylor.

THE CR SHOULD add Sarah Taylor to the list and check to see that Elizabeth Raymond is on the list.

STEP 7:

ELIZABETH: My cousin is staying with us until next month. Her name is Marianne Raymond.

THE CR SHOULD not add Marianne Raymond to the list.

Read list of names back to respondent, then ask:
Did I miss anybody who asually lives here, for example:

- ehldren, relatives, room-mates, boarders and ive-in employees; (PAUSE)
- anyone temporarlly away on June 4, Including students away at school, persons on a hunting trip, or a husband, wife of ethers working away trem home; (PAUSE)
- anyone who stayed here ovemight between June 3 and June 4, who has no usual home somewhere else; (PAUSE)
- anyone who is now in an institution, such as a hospltal, a tome for the aged er a prison, but only it that person was admitted after December 4, 1990. (PAUSE)


## Now many persons who have a usual home somewhere else in Canada stayed bere overnight between June 3 and 4, 19817 <br> STEP ?

NoneOR
02 $\square$ Number of persons


Does anyone in this household OPERATE a farm, ranch or other agriculturai holding?

Other agricultural holdings include, for example: feediots; greenhouses; mushroom bouses; nurseries; fur farms; and beekeeping, sod, berry and maple syrup operations.

0380
$\omega$ O Yes

Turn the page and copy the names from Step 5 into the spaces across the top of the page.

Note: If there are more than six persons $n$ this househokd, enter the first six on this questionsaire and continue on a second questionnaire. Remember to list the 7th person in the column marked "PERSON 2".

| Role-play | The CR should: |
| :---: | :---: |
| No. 2, |  |
| Occupied | - complete Steps 1 to 9; |
| Private |  |
| Dwelling (Cont'd) | - in Step 6, the CR should probe for all residents and |
|  | determine that: |
|  | - the aunt is a usual resident, |
|  | . the cousin is a temporary resident. |

Now that you have discovered that Marianne Raymond is a temporary resident, what questionnaire must you remember to complete for her?

- Form 3, Individual Census Questionnaire.

If you think it will help you to remember, take out a Form 3 questionnaire and have it ready for when you have finished the 2D questionnaire. You can enter the person's name in question 1 on the front cover of the Form 3 if you wish.

CHECK TO SEE THAT, ON THE TRAINEE'S 2D QUESTIONNAIRE, MARIANNE RAYMOND IS INCLUDED IN STEP 7 ONLY.

Let's continue with the interview.

The CR should:

- copy the names across the top of the questionnaire in the same order as in Step 5;
- ask all appropriate questions for each member in turn; then
- ask the appropriate questions on housing (H1 to H 8 ).

GIVE THE INFORMATION SHOWN IN THE QUESTIONNAIRE ON THE FOLLOWING PAGES.

1. mame

Copy the names in the same order as your list h Step 5.


\begin{tabular}{|c|c|c|}
\hline \begin{tabular}{l}
2. How is tuls person related to RONALD WILIAMS? \\
Mark ane circte only. \\
\#you mark the circle "Other", use the Dox provided o indicate this person's relationship to Person 1. \\
Examples of "Other" persons related to Person 9: \\
- cousin \\
- grandlather/grandmother \\
- son's common-law parner \\
- nephew/niece \\
Examples of "Other" persons nol related to Person 1: \\
- bodger's husband/wile or common law parner \\
- bodger's son/daughter \\
- mom-mate's son/daughter \\
- amployee
\end{tabular} \& O1 8 PERSOM 1 \& \begin{tabular}{l}
02 O Mustend/whe of Person 1 \\
os \%\% commentiow partner ol Person 1
Son/angiger of Person 1
\\
 Parson 1
Grandchis of Persen 1 \\
07 \\
Father/mather of Person 1
Father th-law/mother.n.ibw of Person 1
Brother/akaer of Person 1
\\
 Persion 1
Ledget /boardet \\
12 O Roen-mare
Other - Spacity

$\square$ <br>
13 $\square$
$\square$
\end{tabular} <br>

\hline | 3. Wart to this person's date of birth? |
| :--- |
| Example: |
| Ethis person was bom on the 10th of February 1945, anter |
| \# exact date is not known, enter best estimate. |
| \# Dom before June 4, 1976, mark " $X$ " in the age box which is below each person's name. | \&  \&  <br>


\hline 4. 4 this person mate of femate? \& | 18 Exale |
| :--- |
| 10 O fanse | \&  <br>


\hline  \& | 20 Legrity married (and ant sерымас) |
| :--- |
| 21 Lepoly married and separimed |
| 22 Diverces? |
| 23 Whowal |
| 24 X Kevet mariked (tingle)? | \& | 20 Leqally mamiad (and act separstef)? |
| :--- |
| 21 tegally married and sepvined? |
| 22 Diverem? |
| 25 Whowed |
| 24 Neves martied (angle)? | <br>


\hline B. Is tits person currently tiving whit a commontaw partnerf \& | ${ }^{26} \mathbb{Z}$ Yes |
| :--- |
| 20 OMo | \& | ${ }^{24} \& \mathrm{X}$ Y |
| :--- |
| 20 OMo | <br>

\hline
\end{tabular}

Page 4



1. MAME

Copy the names in the same order as your list $n$ step 5 .


PERSON 2

7. Can this person speak English or French well enough

- to conduct a conversation?

Mark one circle only.
8. What lanquage(s), other than English of French, cas

- this person speak well enough to conduct a conversation?
. What language does this person speak most often
- At hame?

10. What is the language that this person first learned at bome in chiidhood and still understands?
II this person no longer understands the first language learned, tondicate the second language learned.
11. Where was this person bom?

- Mark of specity one only, according to present Doundaries:


Pape 6


## 1. MAME

Copy the names in the same order as your list in step 5.


\begin{tabular}{|c|c|c|}
\hline \begin{tabular}{l}
Hyou are on an Indian reserve, go to Ouestion 15. \\
12. of what country is this person a ctizen? \\
- Mark more than one circle, if applicable.
\end{tabular} \& \begin{tabular}{l}
13. \\
01 Coriada, by birth \\
02 Conada. by naturatestion \\
03 Sume as country of birth (other than conata) \\
04 Oiner country
\end{tabular} \& \begin{tabular}{l}
14. \\
01 O cmada, by birth \\
02 camada. by naturajiztion \\
02 Same as country of birth (ather then Cans0a)

other country
\end{tabular} <br>

\hline 13. Is this person now, or has this person ever been, a - landed Immigrant? \& No - 85 to overstae 15

Yes - conlenue oftit avestion 14 \& $$
106 C
$$

No - So be guestion 15

Yes - Continue witu Queston 14 <br>

\hline | 14. Ia what year did this person first become a landed tmmigrant in Canada? |
| :--- |
| Hexact year is not known, enter best estimate. | \&  \&  <br>


\hline | 15. To which culfural group(s) did this person's ancestors |
| :--- |
| - belong, Ior example, Horth American Indian, Métis, Louk, English, French? |
| More than one answer is acceptable. |
| Note: |
| While most people of Canada view themselves as Canadian, information about their ancestral origins has been collected since the 1901 Census to reflect the changing composition of the Canadian population and is needed to ensure that evergone, regardiess of his/her ethnic or cutural background, has equal opportunity to share fully in the economic, social, cuttural and political life of Canada. Therefore, this question refers to the origins of this person's ancestors. | \& | North Amaricen indien |
| :--- |
| 21 Metis |
| 22 nuit |
| 00 English |
| 01 French |
| 18 trish |
| 110 Scottish |
| 10 Gormen |
| 18 Ouch peetheriands) |
| Othes athric or cultury group(s) - Specily |
| 23 $\square$ |
| 24 $\square$ | \& | 2088 North American indian |
| :--- |
| 210 Metis |
| 22 nuit |
| 00 English |
| 08 French |
| 120 lrish |
| 110 Scotish |
| 10 O German |
| 13 Outch (Nelherlands) |
| Other thaic or cultury oroup(s) - Specify |
| 23 $\square$ |
| 24 $\square$ | <br>


\hline 16. (a) Is this person a registered Indian as defined by the Indlan Act of Cansda? \& | 26 \% Mo |
| :--- |
| 24 O Yes. registered indisn | \& | 258 mo |
| :--- |
| ${ }^{24}$ 〇 Yas, resisteres indian | <br>


\hline (0) Is this person a member of an Indian Bandy \& | Yes - Which ane? Spacity hdizn sand or First Nation |
| :--- |
| 2) NOT APPLICABLE |
| $\otimes$ но | \& O Yess - Whict met

Spocily modian Band or First
Nation
27 NOT APPLICA BLE
88 no <br>
\hline
\end{tabular}

TRAINER: If in an Indian settlement, remind the $C R$ (if necessary) to follow all "If on reserve" instructions.

Question 16 (a)
TRAINER: Tell
the $C R$ that there is a special instruction in chapter VIII of the manual.

THE CR SHOULD read Ch . VIII, section $H$ and enter "NOT APPLICABLE" the box as shown.


|  |  | 17.3 |  |
| :---: | :---: | :---: | :---: |
| - $O$ conase by dich <br> oz O consat oy naxuratazion <br> $\infty \bigcirc$ Some $x$ courrit of birth (atere then (chnda) <br> - O Oone camy | -1 O cmase by bith <br> o2 O cmasta, by navuratacion <br> os $O$ Same z country or biath (axiee then (cmasala) <br> a O a mer cantry | 01 Cenda by birth <br> 02 Conads by anturalization <br> 05 Stme socintry of bith (other then Cunda) <br> os O aterer cenntry | 010 Crenta, by birth <br> 02 Congda by naturalization <br> as Seme as country of birth (diher then Canada) <br> 04 other country |
|  <br> * O Yes - comblave wita <br> Evestion 14 | os O No - est at avestion 85 <br> 0 O Yes - Continde mith Gurstion 14 | 05 O No - 80 atarstion 15 <br> os O Yos - continue wim avestion 14 | os O No - es aterstion 15 08 O Yes - Centinue with Geratbon 14 |
|  |  |  |  |
| 20 Worth American maian <br> 21 OMtis <br> 20 O nut <br> $00 \times 2$ Enlish <br> os 8 french <br> 12 Orinh <br> "O Scatisn <br> 10 O comm <br> 1. O oucth meaneritands) <br> aree eminion cunture rapap(s) - Sopetily | 208 Moth Ameicican maian <br> ${ }^{21} O$ metis <br> 22 mun <br> ${ }^{\circ 0} \mathrm{O}$ Enplish <br> os $O$ french <br> ${ }^{13} \mathrm{O}$ mish <br> "O scotish <br> 10 O comman <br> 1. $O$ arich metherimenss) <br> aner elminic of caturas proup(s) - Speciy | 20 Morth Antrerican Indian <br> 210 Métis <br> $22 \bigcirc$ mult <br> 0 Onglish <br> 08 French <br> 130 rish <br> 110 Scontish <br> $10 \bigcirc$ German <br> 18 Duten Netherlynds) <br> Other ethnic or culturs group(s) - spacily | $20-$ Morth American indian <br> $21 \bigcirc$ metis <br> 22 O nut <br> 09 O Engish <br> ou O French <br> 13 O mish <br> 11O Scatish <br> 10 O coman <br> 10 O ouct Netherimats) <br> Orner etmicic a aritural praves - Specity |
| 25) <br> 20 O Ye, roisterex mian | ${ }^{25} \mathrm{O}^{\mathrm{mo}}$ <br> 28 \& Yes, novistered haim | 20 O <br> ${ }^{21} \mathrm{O}$ res, racisterese notim | 25 O mo <br>  |
|  | 8 Yes - Which ene? Specily hoien Bend or Firsy Nation $\qquad$ <br> Ono |  | Yes - Which ene? Spocily moise sand or Fist mation <br> 27 $\square$ <br> O * <br> * |

1. Mame

Copy the names in the same order as your list n Step 5.

17. What is this persoris religion?

Indieate a specific denomination or reifion even It this persen b aot currently a practising member of that group.
For example, Roman Cathollc, Ukrainian Catholle, Ualted Church, Anglican, Presoyterian, Lutheran, Baptist, Pentecostal, Greek Orthodox, jewish, Mennontte, dehovah's Witnesses, Salvation Army, Esam, Buddalst, Hindu, Sikh, Longhouse, Shamanlst, Mantou.
18. Because of a long-term physical condition or tealth probiem, that is, one that is expected to last six months or more, ts this person limited in the kint or amount of activity be/she can do...
(a) at bome?
(D) at schoot, at work or supporting bimself/herseff by such activities as fishing, trapping or crafts?
(c) to ether activities such as travel, sports of helsure?
19. Does this person have any long-term disabllities or bandicaps?


| 20. |
| :--- |
| spectry ane donomination or |
| anigion only |
| 01 |
| AN GLI CAN |
| 02 O Mo ripion |


| OS No. not timited a O Yes. limined | 03 \& Mo. not minitod © $O$ Yes, Unined |
| :---: | :---: |
| Os 区 No, not enned <br> os O Yes, linted <br> 07 O No, not applicable |  |
| 00 $\mathrm{K}_{\mathrm{Z}}$ No. not minitos 010 Yes. limhed | O4 \$8 Mo. net minites <br> 05 Yes, linited |
| $10 \mathrm{gX} \mathrm{No}$ $11 O \text { Yes }$ | $10 \%$ no <br> 11 Ores |



Answer Questions 20 to 45 for each person aged 15 and ever.
20. Where did this person live I year ago, that is, ea June 4, 1990 ?
Mark one cirie only.


THE CR SHOULD refer to the age box.

| PERSON 3 | PERSON 4 | PERSON 5 | PERSON 6 |
| :---: | :---: | :---: | :---: |
| $\begin{aligned} & \text { Faniy neme IAMS } \\ & W \mid L L A M S \end{aligned}$ | TAYLOR | Forsiy neme | Femily neme |
| LUCY A An An |  | aimen neme mial |  |

THE CR SHOULD end here for person 3.

\begin{tabular}{|c|c|c|c|}
\hline 21. \& 22. \& 23. \& 24. \\
\hline specily one denominstion or migion only \& Spacily one denominstion ar revigion only \& specity ane denominstion or resioion anly \& \multirow[t]{3}{*}{\begin{tabular}{l}
Specily ane denominstion or religion anty \\
01 \(\square\) \\
02 Ho religion
\end{tabular}} \\
\hline -1 ANGLICAN \& \multirow[t]{2}{*}{\[
\begin{aligned}
\& \text {-1 UNITED CHURCH } \\
\& \text { on O No religion }
\end{aligned}
\]} \& \multirow[t]{2}{*}{\begin{tabular}{l}
01 \(\square\) \\
02 Omo mipion
\end{tabular}} \& \\
\hline 02 OMom migion \& \& \& \\
\hline 098.2 no. nat minited
Yes, limited \& 03 \$ No, not mimed on O Yes, timites \& \begin{tabular}{l}
03 O No. not limhthed \\
os O Yes, limited
\end{tabular} \& \[
\int \begin{array}{llll}
03 \& \text { Mo. nal imited } \\
04 \& O \& \text { Yes, limited }
\end{array}
\] \\
\hline  \&  \& \(05 \bigcirc\) No, not limited 06 Yes, limited 07 O No. not appliczable \& \[
\begin{aligned}
\& \text { Os O No, nat limines } \\
\& \text { os } \bigcirc \text { Yes, umhed } \\
\& 07 \bigcirc \text { Mo. not moplicable }
\end{aligned}
\] \\
\hline Os X No, not limited
Yes, imineos \& 

Yes, minited \& os O No. not imited

Yes. umhed \& | or O Mo. nol imined |
| :--- |
| of $\bigcirc$ Yes, mited | <br>

\hline $$
\left\{\begin{array}{l}
10 X \mathrm{Xn} \\
11 \bigcirc \mathrm{Yes}
\end{array}\right.
$$ \& 108 No $11 O$ Yes \& \[

\| $$
\begin{array}{ll}
10 \text { O No } \\
11 \bigcirc \text { res }
\end{array}
$$

\] \& \[

$$
\begin{array}{lll}
10 & \bigcirc \mathrm{No} \\
11 & \bigcirc \mathrm{Ves}
\end{array}
$$
\] <br>

\hline \multicolumn{4}{|l|}{STEP 10 Answer Ouestions 20 to 45 for esch person aged 15 and over.} <br>

\hline | 12 Unvo in the seme house Enow |
| :--- |
| 13 O Lurod in the same province feritiory, bed mol If the same house | \& \multirow[t]{2}{*}{| 12 IW Lived in the same house anw |
| :--- |
| 13 O Livod in the tre province/ternitory, but not on the same house |
| 14 O Itrod in a difterent province liertlory in Canada Print nume of province/ terthory. |} \& \multirow[t]{2}{*}{| 12 Lrod in the same house * now |
| :--- |
| 15 Lived in the same province/taritory, bed ned in the same house |
| 14 Uwed h is diferent province/teritory in Conada Print neme of provicel tivitions. |} \& | 12 O Unved in the same house (.) now |
| :--- |
| 12 O Lived in the same province /tertiony, but not In the same house | <br>

\hline 14 O Lured m a aifilerem provinceflerritory in Crame Primf name of province/ matry. \& \& \& s4O Unve in a ditterent province/teritory in Cinsia frim neme of province/ mantions. <br>

\hline $$
18[
$$ \& \& \& 15 <br>

\hline 18 OUver ourside canada Arint nume of country. \& 16 O Lived outside canada Pint neme of contry. \& Inved artside censte Print name of country. \& 14 Uver autside canado Arim neme of country. <br>
\hline 17 \& \& \& <br>
\hline
\end{tabular}

|  | PERSON 1 | - PERSON 2 |
| :---: | :---: | :---: |
|  | $\begin{aligned} & \text { Fomily nete } \\ & W I L I A M S \end{aligned}$ | Fenily neme RAYMOND |
| Cony the names in the same order as your list in Streg 5. | RONALD $\quad$ a | ELIZABETH |

21. Oit gis person five in thls bouse 5 years ago, that is, an dune 4, 1986 ?
22. Whers did this person five 5 years ago, that h, on dane 4, 1986?

The following instruction should be read only if different city, town, village, otc." is checked oft.
Some large cities are made up of smaller cities or towns called municipalities. Where applicable, distinguish between the municipality and the large chty, such as Anjou and Montreial, Scarborough and Toronto, Bumaby and Vancouver, Saanich and Victoria.
Mark one circle only.
23. For WOMEN only:

How many childien were ever born to thls person? Count all children including those who may lave died since birth or who may now be living elsewbert. Do oot haceude stillbirths.
24. What is the highest prade of elementary or high sethool
that this person ever went to?
Enter highest number (1 to 13) of grades or years. excluding kindergarten.
25. (a) Has this person ever been to unlversty?
-
(D) How many years did this person complete an nalverstity

(DO NOT ASK FOR MEN)





OA

0月

| 14 Never went to school or atended kindergation enly |
| :---: |
| $\begin{aligned} & 12 \text { ONo - se mavertion } 26 \\ & \text { Vest } \end{aligned}$ |
| 13 Lass than 1 yate (ol completed courtes) <br> 14 $\square$ - Number of completed yoars if unversty |

## 1. XAME

Copy the names in the same order as your list in step 5.

26. (a) Has this person ever been to s school such as a
trade setiool, \& school of nursing, \& school of
Hairdressing or \& communtiy college?
(0) How many years tas this person completer thare?
27. In the past nine months (that is, stnce last September). was this person attending a school, coliege or untvershy?
tancude attendance at elementary or secondary schools, business or trade schoois, communlity colieges, msilitutes of technology, CEGEPs, etc., for courses which can be used as credits towards a certificate, diploma or degree. Mark one circle only.
28. (a) Does this person tave a bigh school eertificate or diploma?
(0) Has this person obtained any other certificates or diplomas?
(c) What would they be?

Mark as many circies as applicable.


Person 1, Question 28 (c)

ELI2ABETH: He got a certificate from the course on operating heavy equipment.

THE CR SHOULD mark circle 09.

Person 2, Question 28 (c)

ELIZABETH: It's a Nurse's Aide Certificate from (Name of community college).

THE CR SHOULD mark circle 10


| 33. <br>  Yes | 34. <br> or | 35. <br> or O No - se te amertion 27 Yes | 38. Mo = 6 m avestan 27 Yes |
| :---: | :---: | :---: | :---: |
| 08 Less then 1 yerr (of completet carses) <br> 09 $\square$ - Murner of completed years in community coneges. trade schoots. CEGEPs, etc. | 02 Less than 1 year (of comptaded courses) <br> 03 $\square$ Mumber of comptered yars * community colleges. trode schoos, CEGES, etc. | 02 Less than 1 yay (of compteled courses) <br> 03 $\square$ Murnber of cormpleted years at tommurly colleges. tride schools, CECEFS, etc. | 02 Less than 1 year (of completed courses) <br> 03 $\square$ Number of completed years in community colleges, tribe schook, CEGEPs, cte. |
| Mo. did not mend in pust aine months <br> $\propto$ Yes, tull time Yes, patt time, day $\alpha$ vering | 0 No, fid not attend in past sine menths <br> 05 Yes, tull time <br> 0 Yes, part time, day of evening | 04 Mo. did not attend in past aine months <br> os Yes, then time <br> 06 Yes, pant time. day or evening | 04 No. did not aftend in past nine months <br> 08 Yes, toll time <br> $\omega$ Yes. paet time, day or evening |
| $\begin{aligned} & a r \bigcirc m_{0} \\ & s \bigcirc y_{e s} \end{aligned}$ | $\begin{aligned} & \text { of No } \\ & 0: O \text { Yes } \end{aligned}$ | $\left\lvert\, \begin{array}{ll} 07 \bigcirc N_{0} \\ 01 \bigcirc Y e s \end{array}\right.$ | $\begin{aligned} & 07 \bigcirc n_{0} \\ & 01 \bigcirc v_{e s} \end{aligned}$ |
|  Yes | 时 <br> $\mathrm{No}-$ $\qquad$ Yes | No - Ee to Question 50 Yes | No - is to Ouestion 30 Yes |
| Trades cerriticate or diploma <br> 10 Other non- miversity certificate andiploma (collaned at commualy collepe, CEGEP, institute of winology. Aft.) <br> 14 University cenlificze a Giplams reigw bechelor terel <br> 12 Bxatelor's dogrea(s) (e.g., D.A. LSC. L_B.) <br> 13 Universily certificze or diploms atert bachelo twel <br> 14 Master's depreas) (e.g., M.A. M.Sc., M.EO.) <br> 15 Depree in medicine, dentistry. velerinary modire or apometry M.D., D.D.S., OM.D., D.VM., 0.0.) <br> 4 Eames dectorate (e.c. M.D., D.Sc., D.E6.) | 090 <br> Trades certificite or diploma <br> 10 Oither non-university cerlifieats or diploma (dulained st community collegt, CEGEP, lietitute of atemnology, Atc.) <br> 11 Universty certificate ar Cploma wieve bachoder level <br> 12 Bacheior's deprects) (e.0. B.A. B.Sc., 4.8.) <br> 18 Uiverstly cerlificite or diplama bous bacheler bovel <br> 14 Master's degrocks) (1.8., M.A. M.S., M.EC.) <br> 18 Cegree in medicine, denitatry. vererinary medicine ar aptonetry (M.D., D.D.S., D.M.D., D.V.M., d.D.) <br> 10 Eamed doctorate fe.g. Mr.D. D.S.., D.Ef.) | 08 Trades cerlilicale $\alpha$ diploma <br> 10 Other non-university certificate ar oiploma (oblained as community colloge, CESEP, instivite of technology, etc.) <br> 11 Universty centicate or diploma them bachelor ievel <br> 18 Bactelor's degree(s) (e.8., B.A. B.Sc., U.B.) <br> 18 Univershly cenlfictite or ciplorna diave bschelor ioval <br> 14 Master! degree(s) (1.8., M.A., M.Sc., M.E0.) <br> 18 Degree in medicine, dentistry. veterinary medicine or opannetry M.D., D.D.S., D.M.D., D.V.M., 0.D.) <br> 16 Eamed doctornte (0.9., M.D., D.SC., D.Ee.) | 09 Thades carthieste or diploma <br> 10 Other non-universtly cerriticate er diploma codtained ar cornmy aity coliege, CEGEP, institute of technology, te.) <br> 11 University certificate or diphema teipm buchelor levelt <br> 12 Bachelor's degree(s) (e.s., B.A. B.Sc., U. 8.$)$ <br> 13 Universty cervitiente or diplama meve bachoior ieval <br> 14 Master's degreo(s) (0.g., M.A. M.Sc., M.Ed.) <br> 18 Degree in medicine, dentistry. velerinary medicine or optometry M.D., D.D.S., D.M.O., D.V.M., (0.D.) <br> 11 Eamed boctorate (e.p., Ph.D., D.Sc., D.Ed.) |

1. WMME

Copy the names in the same order as your list anstep 5.

29. What was the major field of study or training of this person's bighest degree, centificale of diploma (exeluding secondary or ligh school graduation certificates)?
For example, aursing assistant, aative studies, beidresser, beavy equipment operator, mechanlc, cecounting, dvi englieering, weding.

In the next few questions, when talking about work, we mean:

- working for pay, tps er commission;
- making, selling or trading arts and eratts;
- maning a business or working in a family business;
- trapping, bunting and fishing (except as a sport);
- Axing aets, guns and other gear used to bunt, fish or tap:
- working as a gulde.

Doay melude valunteer work, unpald housework ar mantenance on your own home.
30. Lest week, tow many tours did this person work?
31. Last week, was thls person on temporary lay-oft or

- absent from bis/her job or business?
clark one circle only.

32. Last week, od this person aave definite arrangements to stant saew job whin the next four weeks?
33. Dic this person look for work duing the past four weeks?

- For example, did itis person confact a Canada Employment Centre, check with employers, place or answer newspaper ds?
Mark one circte only.


Pape 16


o2 O This person's hiphest qualifica




0 A 02 This persan's highest qualifica.
tion sa secondary/high behool
graduation certiticate.

© 10 avestion 36
OR
 ar locked ouk, or insent to other masons



So 5 aurstion 88
Yes, booked bre tullime work
Yes. troked tor part.time work (less then 30 hours per week)


08
 tion is a yocondary /high sechool produation cerliticate.
$08 \square$ - Mumber of hours (to the nesrest hous) ce) avertion 36

0 O
0 O Mone
Centinue vill the eaxt - acation

06 O Wo
os Yes, an temporary by- off tram - jat to which this person expects to ritum
of $O$ Yes, on vaction, m, on sarike a becked out, or absent ior ther mesons

04 O
10 O
$11 \bigcirc \mathrm{Y}$
12 O Yes, looked for fult-lime werk (ress than 30 hours per week)


| 45. <br> 01 O Ya, coudd Nove stated work Ma. zuesdy tad a jab No. tenportry Imess or costility <br> 0 No, personal of trmily matonstilities Mo. poing to gethoot Mo, ather reseons In 1991 Amolive mide atery anction <br> 40 m 1990 Continue whit ble sert - meston Betore 1990 Ca et Auestios 45 Never warked in litetime © 6 Guestion 45 |
| :---: |
|  |  |
|  |  |



| 47. |  |
| :---: | :---: |
| 01 Or <br> Yess, could have started work <br> 02 No. arraxty has a pot No. temporary lliness a ciasbility |  |
| os Oo. personal or terilly responsfoilities |  |
| $\begin{aligned} & \text { os O No. podery to setiool } \\ & \text { of } \bigcirc \text { No. other ressons } \end{aligned}$ |  |
|  |  |
| h 1090 Coninue with the ment apestion |  |
|  | Betore 1990 Co - Guestion 45 |
|  | Never workes in Hetime Se to Oustion 45 |


| 48. |  |
| :---: | :---: |
| ${ }^{01}$ O Yes, could have staried work <br> 02 O Mo, areaty had a jot |  |
| os O. Mo. personal or tamily responsibillities |  |
|  Mo. poing to achool <br> 00 No, ather reasons |  |
|  |  |
| Centince mbit ter mant mestion |  |
|  | Before 1990 ce at aurstion 45 |
|  | Never worked in Metime ce to arestion 45 |



Depertment, bremich, aviaion. ceetion a plent


$\square$

$\square$


Kind of burinest. noletiry Or combe

" $\square 17$

## 1. MAME

Copy the names in the same order as your list in Step 5.

38. (a) Did this person usually work at home?
"yes, mark "Worked at home" and go to Question 39. Include persons who worked on the tam where they lived.
(b) Where did this person usually wark?

Give as complete and precise an address as possible (for example, St. Andrew's pantsh or St. Andrew's town).
It street address is unknown, print the name of the building or nearest street intersection.
See instructions in the Procedures Manual for persons who had no usual place of work or who were away temporanily.


Pape 20


Pape 21

## 1. MAME

Copy the names in the same order as your list instep 5 .

41. (a) 的 this pob, was this person malnly working for pay, working for kimseth/berself or working whout pay tor a relative in a tamily farm or business?

For all persans who were WORKING FOR SELF:
(b) Did thls person azve any paid melp?
42. Was this person's farm or business meorporated?
$\cdot$

The bext few questions are about the weeks worked in 1990. Remember this includes working tor pay, bunting, fishing or running a busimess.
All work done la 1990 should be included.
43. In how many weeks did thls person work in 19907
-
melude those weeks in which this person:

- was on vacation or slek leave with pay;
- worked tul time or part time;
- worked for wages, salary, tips or commistion;
- was sell-employed or an unpaid worker ma fambly tam of business.

44. During most of those weeks, did thls person work tull - lime ( 30 hours ot more per week) of part time fess than 30 bours per week)?

Mark one circle only.


Person 1, Question 43

ELIZABETH: He started work around the lst of August. (23 weeks in 1990)



## 1. MAME

Copy the names in the same order as your list in Step 5.


## meterviewer mstruction:

For each individual, ask all the questions below.
for each source:

- " "Yes", mark "Yes" and ask "How much?" Enter the amount against the appropriate source. It the respondent is unsure of an amount, ask for the best estimate.
- In case of a loss, also mark "Loss".
- M "No", mark 'No" and proceed to the next source.

(0) Oud this person make a proft of loss from aon.farm self-employment activhies in 1990, such as trapping, making bandicratts or running a business?
(c) Dide this person make a proff or loss from farm sell-employment in 19907
(d) Did this person recelve any old age securty penston or guaranteed income supplement beneffis from the federal government in 19907
(e) Did this person recelve any benefits from the Canada or Quebec Pension Pian in 19909
(i) Did this persan recelve any unemployment insurance benefits in 19907
(0) Dis this person recelve any other government income In 1990, such as weliare payments, provincial Income supplements, veterans' pensions or workers' compensation? (Do not include Family Allowances and Chid tax Credits)
(h) Dre this person recelve any iocome from dividends, interest on bonds, deposits and savings certificate: or any other investment income ba 19809
(i) ols this person recefve any income from retirement pensions, superannuation or anaulies to 19907
(1) Did this person recelve any other money fincome is 1990, sutb as treaty money, alimany or scholarships?
(k) What was this person's fotal income in 19907




In the page and answet the questions aboun tals dwaling.
Page 25



Role-play The CR should:

No. 2
Occupied Private Dwelling (Concluded)

- check the questionnaire for completeness;
- check the "Comments" Section to see if any questions were refused (none);
- check Step 7 for number of temporary residents (one);
- complete Columns 10 to 20 in Section I of the role-play VR (verify that the trainees enter " 1 " in Column 14 for temporary resident);
- thank the respondent and read the statement in Step 12;
- remember that the Form 3 must be completed for Marianne Raymond.

If any of these steps are left out, remind the trainees and check to see that they understand the reason for the step.

REVIEW THE ROLE-PLAY:

- ASK A TRAINEE TO READ THE ENTRIES IN THE VR. (SEE PAGE 100 OF THIS TEXT.)
- ASK THE TRAINEES TO TAKE TURNS READING THE ENTRIES THEY MADE ON THE QUESTIONNAIRE. BEGIN WITH THE COVER PAGE. (SEE PAGE 69 OF THIS TEXT.)
- ANSWER ANY QUESTIONS.

|  |  | EXACT LOCATION OF THIS OWELLING . |  |  | NAME OF PERSON I IN THIS HOUSEHOLD |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | (1) For cilles. towns and villages, enter street and civic number <br> Give apt No it any) <br> (2) For other areas give <br> (a) lot. concession and townghip. and rutal route number in Quebec and Ontario. <br> (b) sect. iwp. sange and metidian in the $P$ Panies. <br> (c) parish. two. elc. in other provinces |  |  | Print suiname given name and initials of Person 1 <br> Person ' is one of the totlowing persons <br> - either the nusband or the wile or common-law partnet ol a couple living together or <br> - the darent where one parent onty lives with hisher never-marted son(s) or daughter(s) <br> If nether of the above applies. any adull living in the dwelling may be chosen |  |  |  |  |  |
| 1 | 2 | 3 |  |  | ${ }^{1}$ | $5, \mathrm{x})$ |  | 6 | 7 (x) |  |
|  |  | Civic No | Street | Aot No |  | res | No |  | Eng | FI |
|  | 00: | NAME OF LOCAL ROAD |  |  | DUNCAN, MARY $L$. |  |  | 2 | $X$ |  |
|  | 002 | NAM\& OF LOCAL ROAD |  |  | WILLIAMS RONALDG. |  |  | 4 | $X$ |  |
|  | 003 |  |  |  | - . |  |  |  |  |  |
|  | 004 |  |  |  |  |  |  |  |  |  |
|  | 005 |  |  |  | , |  |  |  |  |  |
|  | 006 |  |  |  |  |  |  |  |  |  |
|  | 007 |  | - |  |  |  |  |  |  |  |
|  | 008 |  | . |  |  |  |  |  |  |  |
|  | 009 |  |  |  |  |  |  |  |  |  |
|  | 010 |  |  |  |  |  |  |  |  |  |
|  | 011 |  |  |  |  |  |  |  |  |  |
|  | 012 |  | - |  |  |  |  |  |  |  |
|  | 013 |  |  |  |  |  |  |  |  |  |
|  | 014 |  |  |  |  |  |  |  |  |  |
|  | 015 |  |  |  |  |  |  |  |  |  |
|  | 016 |  |  |  |  |  |  |  |  |  |
|  | 017 |  |  |  |  |  |  |  |  |  |
|  | 018 |  |  |  |  |  |  |  |  |  |
|  | 019 |  |  |  |  |  |  |  |  |  |



Role-play $\quad$ For our third practice interview we will complete the Form 3 for No. 3, Temporary Resident the temporary resident, Marianne Raymond, who is staying with the Williams family.

First, please turn to page 39 in your manual for the procedures for temporary residents. Please read Section 11, down to the end of part (a)(iv) (NAME TRAINEE).

When enumerating a temporary resident, you should always explain that some information is required to ensure that the person is counted at his or her usual home.
...(NAME TRAINEE)... will you please be the Census Representative while I act as Marianne Raymond?

Interview with Marianne Raymond

## The CR should:

- use the blank Form 3 begun in the former role-play (or obtain a blank Form 3);
- enter the household number (002) from Column 1 of the VR in the space provided on the front cover of the Form 3;
- explain to Marianne Raymond that some information is required to ensure that the census counts her at her usual home;
- complete the Form 3, Questions 1 to 10;

PROVIDE ANSWERS TO THE CR'S QUESTIONS FROM THE QUESTIONNAIRE ON THE FOLLOWING PAGE.



1. What to your azme?

2. What ha your recm or unh aumber (if applicable)?

| 2. |
| :--- |

## 6. What ts your legal marital status?

 Mank one circle only.$20 \bigcirc$ Lepally married (and not separated)
$21 \bigcirc$ Lepally married and separated
$22 \bigcirc$ Divorced
$23 \bigcirc$ Widowed
248 Never married (single)
7. Are you currently illing with a common-law partner?
$25 \bigcirc$ Yes
$28 \%$ No
6
8. Is this your usual bome?

O Yes - ge te Muestion 11
O No. but at the moment, 1 have no other home Go to Duertion 11
X No. A is somewnere else in Canada - Continue wht Questions 9 and 10 enly
2. What is the exact address of your usual home? For rural areas, give the logal land description.

10. Please give the name at anather ocult (f) any) Iving at your usual home.

\% No other aduk
H your usual home is somewhere else in Canada. STOP MERE.

```
Role-play The CR should:
No. 3,
Temporary
Resident
(Concluded)
- ask one of the usual residents about the next dwelling;
```


## Elizabeth Raymond:

There's one house down the road about a half a mile. I don't think you will find anyone there. The family moved out last month and I haven't seen anyone move in yet.

The CR should:

- thank the respondents and leave.

REVIEW THE ROLE-PLAY.
ENSURE THAT ALL THE INFORMATION IS ENTERED ON THE QUESTIONNAIRE AND IN THE VR CORRECTLY. (SEE PAGES 100 AND 101 OF THIS TEXT FOR THE VR ENTRIES.)

| Role-play | It is later on the afternoon of June 4 when you arrive at the |
| :--- | :--- |
| No. 4, | dwelling that Marianne Raymond described. You find a single |
| Unoccupied | detached house that is suitable for occupancy, but appears to be |
| Private | empty. |

For the procedures for an unoccupied private dwelling, please turn to page 30 of your manual.

Direct the trainees' attention to the part of Section B entitled "Procedures" and read parts 1 and 2 aloud.

First, you should make sure that there is nobody living there.
...(NAME TRAINEE)... please show us (me) what you would do to enumerate this dwelling.

## The CR should:

- check that there is in fact nobody living there (knock loudly, call, look in windows, walk around the dwelling, etc.);
- list the dwelling in Section II of the role-play VR:
- complete Column 1 if the EA map has block numbers. (Show the CR how to enter the block number in Col. 1.);
- complete Column 3;
- enter the date (June 4) in Column 5 of the VR;
. enter "neighbour" for the source of information in Column 7;
- take a blank Form 2D stamped with PROV, FED, EA and VN:
- enter the household number (601) from Section II, Column 2 of the VR;
- enter the dwelling type code;
- mark "X" in the "UD" box;
- enter the complete address or location of this dwelling.

| Role-play | CHECK THAT THE CR HAS COMPLETED THE VR AND THE |
| :--- | :--- |
| No. 4, | FORM 2D CORRECTLY. REFER TO THE EXAMPLES ON THE |
| Unoccupied | FOLLOWING PAGES. |
| Private <br> Dwelling <br> (Concluded) | DISCUSS ANY PROBLEMS. |

COMFDENBAL WMEN COMPLETED





WHEN THE ROLE-PLAYS ARE FINISHED, COLLECT ALL COPIES OF THE ROLE-PLAY QUESTIONNAIRES. IF A TRAINEE WISHES TO KEEP ONE OR MORE FOR REFERENCE, ENSURE THAT THE WORDS "FOR TRAINING ONLY" ARE WRITTEN DIAGONALLY ACROSS THE COVER PAGES. ENSURE THAT YOU DESTROY THE COLLECTED COPIES ONCE THE CLASS IS OVER.

## CHAPTER VI

## A. Payment for Your Services <br> (page 41) <br> Now let's a look at payment for your services and the account forms you will have to complete in order to claim payment. <br> Please turn to page 41 in your manual.

Please read Section A.1, (NAME TRAINEE).

## ???

ANSWER ANY QUESTIONS THE TRAINEES HAVE THROUGHOUT THIS CHAPTER.

Please read Section A.2, part (a) and part (b), (NAME TRAINEE).

## ? ? ?

You will receive the same hourly rate for attending the training class and for enumeration. Your hourly rate will be $\qquad$ (ENTER THE RATE AS PER THE INSTRUCTION BELOW.)

- FOR CENSUS REPRESENTATIVES IN CANVASSER AREAS, THE RATE IS \$8.75.
- FOR INDIAN RESERVE CO-ORDINATORS, THE RATE IS \$9.25.

During enumeration, you must keep a daily record of the hours you work.

## CHAPTER VI

A. Payment for
Your
Services
(page 41)
(Concluded)
Please read part (c), (NAME TRAINEE).

```
* * *
```

Please read part (d), (NAME TRAINEE).
? ? ?

Read part A. 3 aloud.

## ? ? ?

B. Census You will have two types of claims: one claim for time spent in Representative Claim Forms

1. Form 35
(pages 43 and 44) training and enumeration, and one claim for travel expenses.

Distribute two Forms 35 to each trainee.

Read Section B. 1 and have the trainee(s) complete one Form 35 for the period up to and including the end of training (even if no expenses have been incurred).

## ???

On the second Form 35, have the trainee(s) complete the identification entries for the Form 35 to be submitted at the end of enumeration.
???

Review the instructions with the trainee(s) and make sure they know how to complete the form.

## CHAPTER VI

1. Form 35 (pages 43 and 44) (concluded)

Today, I will take the Form 35 you filled out for expenses up to the end of training. You will submit the other Form 35 when you have finished enumeration.

Remember to make the entries on the Form 35 every day that you have expenses. This is important for two reasons: first, so that you don't forget any claims and second, because you must occasionally report your total kilometrage to me.

Always double check your entries to be sure they are right. Any errors that are on the form when you send it in will delay your payment.

Collect the completed Forms 35 for training expenses.
2. Form 34 (pages 45 and 46)

The other pay form is the Form 34. (SHOW) This is the form used for claiming your salary for the hours spent in training and enumeration.

Distribute a Form 34 to each trainee.

Read Section B. 2 to the end of part (e) and have the trainee(s) complete the Form 34 to the end of Part 1. Verify that the following items are completed correctly and legibly:

Item 1 - social insurance number;
Items 2
to 5 - identification entries: telephone number, complete name and complete address;
Item 6 - methodology of area: enter " X " in box 2, Canvasser;
Item 7 - position of employee: for CRs, enter "X" in box D, for Co-ordinators, enter "X" in box $N$ and print "INDIAN RESERVE COORDINATOR" in the space provided;
Item 9 - enter $\$ 8.75$ or $\$ 9.25$ as applicable;
Item 12 - enter the total number of hours spent in training;

- enter the hourly rate;
- enter the result on line 4;

Item 13- enter the amount claimed for training on line 5.

## CHAPTER VI

2. Form 34 (pages 45 and 46) (concluded)

Read Section B.2, parts (f) to (k).
Show the Census Representative how hours are to be recorded in Part 2 for days worked during enumeration.

Explain how totals for expenses and kilometrage are to be transferred from the Form 35 and how the total or Gross Claim is to be calculated.

Be sure to record your hours every day, just as you did your kilometrage. This way, you can be sure to be paid for the exact hours that you worked and you will be able to report your hours to me.

Again, always double check your entries to be sure they are right because errors on the form will delay your payment.

When you have finished enumeration, sign and date your Form 35 for expenses and Form 34 for your hours.

## ? ? ?

Tell the trainee(s) how the account forms are to be returned to you.
???

Supplies DISTRIBUTE THE APPLICABLE SUPPLIES AS PER THE FORMS 14B AND 14C.

TRAINERS IN SASKATCHEWAN ONLY:
IF YOUR TRAINEES ARE RESPONSIBLE FOR CONDUCTING THE FSIN HOUSING NEEDS ASSESSMENT SURVEY, BEGIN THE FSIN HOUSING NEEDS ASSESSMENT SURVEY TRAINING GUIDE NOW.

ALL OTHER AREAS:
END OF CR TRAINING

## ATTACHMENT NO. 1

## SELP-STUDY EXERCISE

## SELF-STUDY EXERCISE

## PROCEDURES MANUAL, FORM 42A, CHAPTER VIU,

## ADDITIONAL QUESTIONNAIRE CONTENT EXPLANATIONS

You should become familiar with this Chapter VIII and use it as a reference if you have problems completing the 2D questionnaire when interviewing respondents.

This exercise gives you examples of how to use Chapter VIII.
You will need your manual and a Form 2D questionnaire. Please complete the exercise by referring to the specific Section of Chapter VIII that is given with each question. When you are done, correct your own exercise using the answer key that follows.

1. You are at the Green house. John Green, the father, and David, a son, are away fighting forest fires.

You should list them in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
2. In Step 6, you discover that two more people should be listed on the questionnaire. You should add the a
n to the list in Step $\qquad$ .

SEE SECTION A, PAGE 51.
3. Grandmother Green has been away in a hospital for a year.

She should be listed in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
4. Grandfather Green is not sure of his date of birth. You can estimate this by asking the $s$ $\qquad$ of his birth and how o $\qquad$ he is.

SEE SECTION C, PAGE 52.
5. Jessie Smith lives in the Green house. She is Mrs. Green's daughter from a common-law marriage.

In Question 2, you should mark Jessie's relationship as s or d $\qquad$ of Person 1.

SEE SECTION B, PAGE 51.
6. For Question 10, Mrs. Green tells you the language she first learned and still understands is "Indian".

You should ask her to give a $\underline{s}$ $\qquad$ language.

SEE SECTION F, PAGE 53.
7. For question 15, Mrs. Green says her parents are treaty Indians, and tells you they both belong to the Swiftfoot Band.

You should mark "X" in $\mathrm{c} \quad$ and print " $\mathrm{S} \quad$ "___ in the first write-in space, box 23.

SEE SECTION G, PAGE 53.
8. Joe Martel, a boarder at the Green household, tells you for Question 16(b) that he is not a member of a band or first nation. You should mark the " " circle and print " $\mathrm{N} \quad \mathrm{A} \quad$ " in the write-in space provided for the Band name.

SEE SECTION H, PAGE 53.
9. The oil heating costs for the Green house were $\$ 500$ last year. Mr. and Mrs. Green paid $\$ 100$ and the band council paid $\$ 400$.

You should enter $\$ 100$ in Question H6(b).
Answer: True or False
SEE SECTION X, PAGE 59.
10. For Question H2(a), Mrs. Green has difficulty answering. After you look up Section W on page 59, you read the paragraphs in Section W to Mrs. Green. She thinks more than one category might apply.

You should mark $m$ t o__ circle, as applicable, and write her c_ in the "Comments" Section on the back of the questionnaire.

SEE SECTION W, PAGES 58 and 59.
11. For Question 9, Elizabeth Martin says the language she speaks most often at home is "Athapaskan".

You should ask her to give a specific language such as Ca $\qquad$ Ch .

SEE SECTION F, PAGE 53.
12. Mrs. Green has completed a 6-month academic upgrading course sponsored by Canada Employment and Immigration.

In Question 26(b), you should mark " $L$ (circle __).

SEE SECTION M(ii), PAGE 56.
13. For Question 22, Mrs. Green tells you she lived in the same house as she does now, but the name of the settlement has been changed.

You should mark answer circle $\qquad$ , "Lived in the s $\qquad$ city, town, village, township, municipality or Indian reserve."

SEE SECTION J, PAGE 54.
14. Peter Daniels supports his family by hunting and fishing but he does not get a cash income.
'You should count this as work and get answers for Questions 30 to 44.
Answer: True or False
SEE SECTIONS N TO R, PAGES 56 and 57.
15. Dan Martin works a trapline by himself using only his own equipment. In Question 41(a) you should mark " w
question 41(b), you should mark "

SEE SECTION S, PAGE 57.
16. For Question 45 you should ask each part to find out if the person had income from any of the sources mentioned.

Answer: True or False
SEE SECTION U(i), PAGES 57 AND 58.
17. Dan Martin had $\$ 15,000$ profit from his trapline in 1985.

You should enter $\$ 15,000$ in Question 45, Part $\qquad$ .

SEE SECTION U(iii), PAGE 58.
18. John Green received $\$ 5,000$ from his band trust fund.

You should enter $\$ 5,000$ in Question 45, Part $\qquad$ .

SEE SECTION U(v), PAGE 58.

## SELP-STUDY EXERCISE ANSWER KEY

| Question | Answer | Remarks |
| :---: | :---: | :---: |
| 1. | True | This house is their usual residence. |
| 2. | additional <br> names <br> Step 5 |  |
| 3. | False | Only list family members in institutions if they have been away less than 6 months. |
| 4. | season, old | Section C gives you instructions how to calculate the date of birth of a respondent. |
| 5. | son, daughter |  |
| 6. | specific | Enter the specific language in the write-in space next to box 32. |
| 7. | circle 20, "Swiftfoot" | Enter the Band name if it is given. |
| 8. | "No" circle "NOT <br> APPLICABLE" | This is a special instruction. Be sure to print "Not Applicable". |
| 9. | True | Enter only the amount the householder pays. |
| 10. | more than one, comments | The respondent's comments will be of help to Statistics Canada. |
| 11. | Carrier, Chilcotin Chipewyan | Enter the specific language in the write-in space next to box 48. |
| 12. | Less than 1 year, (circle 02) | This course is related to helping her earn a living. |

13. $\begin{aligned} & \text { circle 03, } \\ & \text { same }\end{aligned}$
14. True

15. true
16. true

For each part:
(1) check "Yes" if income is received and enter the amount if it is known; or
(2) check "No" if no income was received.
17. 45(b)
$18 . \quad 45(\mathrm{~h})$

## ATTACHMENT NO. 1

## SELP-STUDY EXERCISE

## SELF-STUDY EXERCISE

## PROCEDURES MANUAL, FORM 42A, CHAPTER VII,

## ADDITIONAL QUESTIONNAIRE CONTENT EXPLANATIONS

You should become familiar with this Chapter VIII and use it as a reference if you have problems completing the 2D questionnaire when interviewing respondents.

This exercise gives you examples of how to use Chapter VIII.
You will need your manual and a Form 2D questionnaire. Please complete the exercise by referring to the specific Section of Chapter VIII that is given with each question. When you are done, correct your own exercise using the answer key that follows.

1. You are at the Green house. John Green, the father, and David, a son, are away fighting forest fires.

You should list them in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
2. In Step 6, you discover that two more people should be listed on the questionnaire. You should add the a
n to the list in Step $\qquad$ .

SEE SECTION A, PAGE 51.
3. Grandmother Green has been away in a hospital for a year.

She should be listed in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
4. Grandfather Green is not sure of his date of birth. You can estimate this by asking the s
of his birth and how o $\qquad$ he is.

SEE SECTION C, PAGE 52.
5. Jessie Smith lives in the Green house. She is Mrs. Green's daughter from a common-law marriage.

In Question 2, you should mark Jessie's relationship as s or d

SEE SECTION B, PAGE 51.
6. For Question 10, Mrs. Green tells you the language she first learned and still understands is "Indian".

You should ask her to give as $\qquad$ language.

SEE SECTION F, PAGE 53.
7. For question 15, Mrs. Green says her parents are treaty Indians, and tells you they both belong to the Swiftfoot Band.

You should mark "X" in c $\qquad$ and print "S " in the first write-in space, box 23.

SEE SECTION G, PAGE 53.
8. Joe Martel, a boarder at the Green household, tells you for Question 16(b) that he is not a member of a band or first nation. You should mark the " " circle and print "N_U_ In the write-in space provided for the Band name.

SEE SECTION H, PAGE 53.
9. The oil heating costs for the Green house were $\$ 500$ last year. Mr. and Mrs. Green paid $\$ 100$ and the band council paid $\$ 400$.

You should enter $\$ 100$ in Question H6(b).
Answer: True or False
SEE SECTION X, PAGE 59.
10. For Question H2(a), Mrs. Green has difficulty answering. After you look up Section W on page 59, you read the paragraphs in Section W to Mrs. Green. She thinks more than one category might apply.

You should mark m $\qquad$ t 0 circle, as applicable, and write her c__ in the "Comments" Section on the back of the questionnaire.

SEE SECTION W, PAGES 58 and 59.
11. For Question 9, Elizabeth Martin says the language she speaks most often at home is "Athapaskan".

You should ask her to give a specific language such as Ca , Ch Ch -

SEE SECTION F, PAGE 53.
12. Mrs. Green has completed a 6 -month academic upgrading course sponsored by Canada Employment and Immigration.

In Question 26(b), you should mark "L__ t_ (circle $\qquad$
SEE SECTION M(ii), PAGE 56.
13. For Question 22, Mrs. Green tells you she lived in the same house as she does now, but the name of the settlement has been changed.

You should mark answer circle __, "Lived in the s__ city, town, village, township, municipality or Indian reserve."

SEE SECTION J, PAGE 54.
14. Peter Daniels supports his family by hunting and fishing but he does not get a cash income.

You should count this as work and get answers for Questions 30 to 44.
Answer: True or False
SEE SECTIONS N TO R, PAGES 56 and 57.
15. Dan Martin works a trapline by himself using only his own equipment.
 question 41(b), you should mark " ".

SEE SECTION S, PAGE 57.
16. For Question 45 you should ask each part to find out if the person had income from any of the sources mentioned.

Answer: True or False
SEE SECTION U(i), PAGES 57 AND 58.
17. Dan Martin had $\$ 15,000$ profit from his trapline in 1985.

You should enter $\$ 15,000$ in Question 45, Part $\qquad$ -

SEE SECTION U(iii), PAGE 58.
18. John Green received $\$ 5,000$ from his band trust fund.

You should enter $\$ 5,000$ in Question 45, Part $\qquad$ -

SEE SECTION U(v), PAGE 58.

## SELP-STUDY EXERCISE ANSWER KEY

| Question | Answer | Remarks |
| :---: | :---: | :---: |
| 1. | True | This house is their usual residence. |
| 2. | additional <br> names <br> Step 5 | . |
| 3. | False | Only list family members in institutions if they have been away less than 6 months. |
| 4. | season, old | Section C gives you instructions how to calculate the date of birth of a respondent. |
| 5. | son, daughter |  |
| 6. | specific | Enter the specific language in the write-in space next to box 32. |
| 7. | circle 20 , "Swiftfoot" | Enter the Band name if it is given. |
| 8. | "No" circle <br> "NOT <br> APPLICABLE" | This is a special instruction. Be sure to print "Not Applicable". |
| 9. | True | Enter only the amount the householder pays. |
| 10. | more than one, comments | The respondent's comments will be of help to Statistics Canada. |
| 11. | Carrier, Chilcotin Chipewyan | Enter the specific language in the write-in space next to box 48. |
| 12. | Less than 1 year, (circle 02) | This course is related to helping her earn a living. |



## ATTACHMENT NO. 1

SELF-STUDY EXERCISE

## SELF-STUDY EXERCISE

PROCEDURES MANUAL, FORM 42A, CHAPTER VII,

## ADDITIONAL QUESTIONNAIRE CONTENT EXPLANATIONS

You should become familiar with this Chapter VIII and use it as a reference if you have problems completing the 2D questionnaire when interviewing respondents.

This exercise gives you examples of how to use Chapter VIII.
You will need your manual and a Form 2D questionnaire. Please complete the exercise by referring to the specific Section of Chapter VIII that is given with each question. When you are done, correct your own exercise using the answer key that follows.

1. You are at the Green house. John Green, the father, and David, a son, are away fighting forest fires.

You should list them in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
2. In Step 6, you discover that two more people should be listed on the questionnaire. You should add the a n $\qquad$ to the list in Step $\qquad$ .

SEE SECTION A, PAGE 51.
3. Grandmother Green has been away in a hospital for a year.

She should be listed in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
4. Grandfather Green is not sure of his date of birth. You can estimate this by asking the $s$ of his birth and how o $\qquad$ he is.

SEE SECTION C, PAGE 52.
5. Jessie Smith lives in the Green house. She is Mrs. Green's daughter from a common-law marriage.

In Question 2, you should mark Jessie's relationship as $\mathbf{s}$ or d of Person 1.

SEE SECTION B, PAGE 51.
6. For Question 10, Mrs. Green tells you the language she first learned and still understands is "Indian".

You should ask her to give a s language.

SEE SECTION F, PAGE 53.
7. For question 15, Mrs. Green says her parents are treaty Indians, and tells you they both belong to the Swiftfoot Band.

You should mark "X" in $\mathrm{C} \quad$ and print " $\underline{\mathrm{S}} \quad$ "_ in the first write-in space, box 23.

SEE SECTION G, PAGE 53.
8. Joe Martel, a boarder at the Green household, tells you for Question 16(b) that he is not a member of a band or first nation. You should mark the "_ " circle and print "N A " in the write-in space provided for the Band name.

SEE SECTION H, PAGE 53.
9. The oil heating costs for the Green house were $\$ 500$ last year. Mr. and Mrs. Green paid $\$ 100$ and the band council paid $\$ 400$.

You should enter $\$ 100$ in Question H6(b).
Answer: True or False
SEE SECTION X, PAGE 59.
10. For Question H2(a), Mrs. Green has difficulty answering. After you look up Section W on page 59, you read the paragraphs in Section W to Mrs. Green. She thinks more than one category might apply.

You should mark $m \quad t \quad$ o circle, as applicable, and write her c in the "Comments" Section on the back of the questionnaire.

SEE SECTION W, PAGES 58 and 59.
11. For Question 9, Elizabeth Martin says the language she speaks most of at home is "A thapaskan".

You should ask her to give a specific language such as Ca , Ch Ch

SEE SECTION F, PAGE 53.
12. Mrs. Green has completed a 6-month academic upgrading course sponsored by Canada Employment and Immigration.

In Question 26(b), you should mark "L_ (circle $\qquad$ ).

SEE SECTION M(ii), PAGE 56.
13. For Question 22, Mrs. Green tells you she lived in the same house as she does now, but the name of the settlement has been changed.

You should mark answer circle $\qquad$ , "Lived in the s $\qquad$ city, town, village, township, municipality or Indian reserve."

SEE SECTION J, PAGE 54.
14. Peter Daniels supports his family by hunting and fishing but he does not get a cash income.

You should count this as work and get answers for Questions 30 to 44.
Answer: True or False
SEE SECTIONS N TO R, PAGES 56 and 57.
15. Dan Martin works a trapline by himself using only his own equipment. In Question 41(a) you should mark " w _ f s question 41(b), you should mark " "_.
$\qquad$
SEE SECTION S, PAGE 57.
16. For Question 45 you should ask each part to find out if the person had income from any of the sources mentioned.

Answer: True or False
SEE SECTION U(i), PAGES 57 AND 58.
17. Dan Martin had $\$ 15,000$ profit from his trapline in 1985.

You should enter $\$ 15,000$ in Question 45, Part $\qquad$ .

SEE SECTION U(iii), PAGE 58.
18. John Green received $\$ 5,000$ from his band trust fund.

You should enter $\$ 5,000$ in Question 45, Part $\qquad$ -

SEE SECTION U(v), PAGE 58.

# SELF-STUDY EXERCISE ANSWER KEY 

| Question | Answer | Remarks |
| :---: | :---: | :---: |
| 1. | True | This house is their usual residence. |
| 2. | additional <br> names <br> Step 5 |  |
| 3. | False | Only list family members in institutions if they have been away less than 6 months. |
| 4. | season, old | Section C gives you instructions how to calculate the date of birth of a respondent. |
| 5. | son, daughter |  |
| 6. | specific | Enter the specific language in the write-in space next to box 32 . |
| 7. | circle 20, "Swiftfoot" | Enter the Band name if it is given. |
| 8. | "No" circle <br> "NOT <br> APPLICABLE" | This is a special instruction. Be sure to print "Not Applicable". |
| 9. | True | Enter only the amount the householder pays. |
| 10. | more than one, comments | The respondent's comments will be of help to Statistics Canada. |
| 11. | Carrier, Chilcotin Chipewyan | Enter the specific language in the write-in space next to box 48. |
| 12. | Less than 1 year, (circle 02) | This course is related to helping her earn a living. |

13. circle 03, same
14. True
15. "working for self", "No"

This person has not moved, even though the name of the place may be different now.

This counts as work because it is how he supports his family. If hunting or fishing are done only for sport, do not count as work.
16. true

For each part:
(1) check "Yes" if income is received and enter the amount if it is known; or
(2) check "No" if no income was received.
17. 45(b)
18. 45(h)

## ATTACHMENT NO. 1

## SELP-STUDY EXERCISE

## SELF-STUDY EXERCISE

PROCEDURES MANUAL, FORM 42A, CHAPTER VU,

## ADDITIONAL QUESTIONNAIRE CONTENT EXPLANATIONS

You should become familiar with this Chapter VIII and use it as a reference if you have problems completing the 2D questionnaire when interviewing respondents.

This exercise gives you examples of how to use Chapter VIII.
You will need your manual and a Form 2D questionnaire. Please complete the exercise by referring to the specific Section of Chapter VIII that is given with each question. When you are done, correct your own exercise using the answer key that follows.

1. You are at the Green house. John Green, the father, and David, a son, are away fighting forest fires.

You should list them in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
2. In Step 6, you discover that two more people should be listed on the questionnaire. You should add the a n to the list in Step $\qquad$ .

SEE SECTION A, PAGE 51.
3. Grandmother Green has been away in a hospital for a year.

She should be listed in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
4. Grandfather Green is not sure of his date of birth. You can estimate this by asking the s $\qquad$ of his birth and how o $\qquad$ he is.

SEE SECTION C, PAGE 52.
5. Jessie Smith lives in the Green house. She is Mrs. Green's daughter from a common-law marriage.

In Question 2, you should mark Jessie's relationship as $\underline{s}$ or d $\qquad$ of Person 1.

SEE SECTION B, PAGE 51.
6. For Question 10 , Mrs. Green tells you the language she first learned and still understands is "Indian".

You should ask her to give a s language.

SEE SECTION F, PAGE 53.
7. For question 15, Mrs. Green says her parents are treaty Indians, and tells you they both belong to the Swiftfoot Band.

You should mark " X " in C ___ and print " $\mathrm{S} \quad$ in the first write-in space, box 23.

SEE SECTION G, PAGE 53.
8. Joe Martel, a boarder at the Green household, tells you for Question 16(b) that he is not a member of a band or first nation. You should mark the " " circle and print "N_U_ in the write-in space provided for the Band name.

SEE SECTION H, PAGE 53.
9. The oil heating costs for the Green house were $\$ 500$ last year. Mr. and Mrs. Green paid $\$ 100$ and the band council paid $\$ 400$.

You should enter $\$ 100$ in Question H6(b).
Answer: True or False
SEE SECTION X, PAGE 59.
10. For Question H2(a), Mrs. Green has difficulty answering. After you look up Section W on page 59, you read the paragraphs in Section W to Mrs. Green. She thinks more than one category might apply.

You should mark $m \quad t \quad$ circle, as applicable, and write her c in the "Comments" Section on the back of the questionnaire.

SEE SECTION W, PAGES 58 and 59.
11. For Question 9, Elizabeth Martin says the language she speaks most often at home is "Athapaskan".

You should ask her to give a specific language such as Ca $\qquad$ Ch -

SEE SECTION F, PAGE 53.
12. Mrs. Green has completed a 6-month academic upgrading course sponsored by Canada Employment and Immigration.

(circle __).
SEE SECTION M(ii), PAGE 56.
13. For Question 22, Mrs. Green tells you she lived in the same house as she does now, but the name of the settlement has been changed.

You should mark answer circle $\qquad$ , "Lived in the s $\qquad$ city, town, village, township, municipality or Indian reserve."

SEE SECTION J, PAGE 54.
14. Peter Daniels supports his family by hunting and fishing but he does not get a cash income.

You should count this as work and get answers for Questions 30 to 44.
Answer: True or False
SEE SECTIONS N TO R, PAGES 56 and 57.
15. Dan Martin works a trapline by himself using only his own equipment. In Question 41(a) you should mark " $w$ in_ $\quad$, and in question 41 (b), you should mark " ".

SEE SECTION S, PAGE 57.
16. For Question 45 you should ask each part to find out if the person had income from any of the sources mentioned.

Answer: True or False
SEE SECTION U(i), PAGES 57 AND 58.
17. Dan Martin had $\$ 15,000$ profit from his trapline in 1985.

You should enter $\$ 15,000$ in Question 45, Part $\qquad$ .

SEE SECTION U(iii), PAGE 58.
18. John Green received $\$ 5,000$ from his band trust fund.

You should enter $\$ 5,000$ in Question 45, Part $\qquad$ .

SEE SECTION U(v), PAGE 58.

## SELP-STUDY EXERCISE ANSWER KEY

| Question | Answer | Remarks |
| :---: | :---: | :---: |
| 1. | True | This house is their usual residence. |
| 2. | additional <br> names <br> Step 5 |  |
| 3. | False | Only list family members in institutions if they have been away less than 6 months. |
| 4. | season, old | Section $C$ gives you instructions how to calculate the date of birth of a respondent. |
| 5. | son, daughter |  |
| 6. | specific | Enter the specific language in the write-in space next to box 32 . |
| 7. | circle 20, "Swiftfoot" | Enter the Band name if it is given. |
| 8. | "No" circle "NOT <br> APPLICABLE" | This is a special instruction. Be sure to print "Not Applicable". |
| 9. | True | Enter only the amount the householder pays. |
| 10. | more than one, comments | The respondent's comments will be of help to Statistics Canada. |
| 11. | Carrier, Chilcotin Chipewyan | Enter the specific language in the write-in space next to box 48. |
| 12. | Less than 1 year, (circle 02) | This course is related to helping her earn a living. |

13. $\begin{aligned} & \text { circle 03, } \\ & \text { same }\end{aligned}$
14. True

This person has not moved, even though the name of the place may be different now.

This counts as work because it is how he supports his family. If hunting or fishing are done only for sport, do not count as work.
15. $\begin{aligned} & \text { "working for } \\ & \text { self", } \\ & \text { "No" }\end{aligned}$
16. true
17. 45(b)
17. 45(b)
18. 45(h)

For each part:
(1) check "Yes" if income is received and enter the amount if it is known; or
(2) check "No" if no income was received.

ATTACHMENT NO. 1
SELF-STUDY EXERCISE

## SELF-STUDY EXERCISE

PROCEDURES MANUAL, FORM 42A, CHAPTER VII,

## ADDITIONAL QUESTIONNAIRE CONTENT EXPLANATIONS

You should become familiar with this Chapter VIII and use it as a reference if you have problems completing the 2D questionnaire when interviewing respondents.

This exercise gives you examples of how to use Chapter VIII.
You will need your manual and a Form 2D questionnaire. . Please complete the exercise by referring to the specific Section of Chapter VIII that is given with each guestion. When you are done, correct your own exercise using the answer key that follows.

1. You are at the Green house. John Green, the father, and David, a son, are away fighting forest fires.

You should list them in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
2. In Step 6, you discover that two more people should be listed on the questionnaire. You should add the a n $\qquad$ to the list in Step $\qquad$ .

SEE SECTION A, PAGE 51.
3. Grandmother Green has been away in a hospital for a year.

She should be listed in Step 5.
Answer: True or False
SEE SECTION A, PAGE 51.
4. Grandfather Green is not sure of his date of birth. You can estimate this by asking the $s$ of his birth and how o $\qquad$ he is.

SEE SECTION C, PAGE 52.
5. Jessie Smith lives in the Green house. She is Mrs. Green's daughter from a common-law marriage.

In Question 2, you should mark Jessie's relationship as s or $\mathrm{d} \quad$ of Person 1.

SEE SECTION B, PAGE 51.
6. For Question 10, Mrs. Green tells you the language she first learned and still understands is "Indian".

You should ask her to give a s language.

SEE SECTION F, PAGE 53.
7. For question 15, Mrs. Green says her parents are treaty Indians, and tells you they both belong to the Swiftfoot Band.

You should mark "X" in c $\qquad$ and print "S " in the first write-in space, box 23.

SEE SECTION G, PAGE 53.
8. Joe Martel, a boarder at the Green household, tells you for Question 16(b) that he is not a member of a band or first nation. You should mark the " " circle and print "N A $"$ in the write-in space provided for the Band name.

SEE SECTION H, PAGE 53.
9. The oil heating costs for the Green house were $\$ 500$ last year. Mr. and Mrs. Green paid $\$ 100$ and the band council paid $\$ 400$.

You should enter $\$ 100$ in Question H6(b).
Answer: True or False
SEE SECTION X, PAGE 59.
10. For Question $\mathrm{H} 2(\mathrm{a})$, Mrs. Green has difficulty answering. After you look up Section W on page 59, you read the paragraphs in Section W to Mrs. Green. She thinks more than one category might apply.

You should mark m on_ circle, as applicable, and write her c__ in the "Comments" Section on the back of the questionnaire.

SEE SECTION W, PAGES 58 and 59.
11. For Question 9, Elizabeth Martin says the language she speaks most of ten at home is "Athapaskan".

You should ask her to give a specific language such as Ca , Ch
Ch
SEE SECTION F, PAGE 53.
12. Mrs. Green has completed a 6-month academic upgrading course sponsored by Canada Employment and Immigration.

In Question 26(b), you should mark "L_n $\quad \mathrm{t} \quad \mathrm{y}$ ", (circle __).

SEE SECTION M(ii), PAGE 56.
13. For Question 22, Mrs. Green tells you she lived in the same house as she does now, but the name of the settlement has been changed.

You should mark answer circle __, "Lived in the s $\qquad$ city, town, village, township, municipality or Indian reserve."

SEE SECTION J, PAGE 54.
14. Peter Daniels supports his family by hunting and fishing but he does not get a cash income.

You should count this as work and get answers for Questions 30 to 44.
Answer: True or False
SEE SECTIONS N TO R, PAGES 56 and 57.
15. Dan Martin works a trapline by himself using only his own equipment.

16. For Question 45 you should ask each part to find out if the person had income from any of the sources mentioned.

Answer: True or False
SEE SECTION U(i), PAGES 57 AND 58.
17. Dan Martin had $\$ 15,000$ profit from his trapline in 1985.

You should enter $\$ 15,000$ in Question 45, Part $\qquad$ .

SEE SECTION U(iii), PAGE 58.
18. John Green received $\$ 5,000$ from his band trust fund.

You should enter $\$ 5,000$ in Question 45, Part $\qquad$ -

SEE SECTION U(v), PAGE 58.

## SELP-STUDY EXERCISE ANSWER KEY

| Question | Answer | Remarks |
| :---: | :---: | :---: |
| 1. | True | This house is their usual residence. |
| 2. | additional names Step 5 |  |
| 3. | False | Only list family members in institutions if they have been away less than 6 months. |
| 4. | season, old | Section C gives you instructions how to calculate the date of birth of a respondent. |
| 5. | son, daughter |  |
| 6. | specific | Enter the specific language in the write-in space next to box 32. |
| 7. | circle 20, "Swiftfoot" | Enter the Band name if it is given. |
| 8. | "No" circle <br> "NOT <br> APPLICABLE" | This is a special instruction. Be sure to print "Not Applicable". |
| 9. | True | Enter only the amount the householder pays. |
| 10. | more than one, comments | The respondent's comments will be of help to Statistics Canada. |
| 11. | Carrier, Chilcotin Chipewyan | Enter the specific language in the write-in space next to box 48. |
| 12. | Less than 1 year, (circle 02) | This course is related to helping her earn a living. |



ATTACHMENT NO. 2
INTERVIEW CHECK LIST

## INTERVIEW CHECK LIST

. Introduce yourself as the Census Representative.

- Show your identification card.
- Explain the purpose of your visit.
- List the dwelling in Section I of the Visitation Record. Complete Columns 1 to 9.
- Enter the household number from Column 1 of the VR on the front of the 2 D questionnaire.
. Enter the dwelling type code in the "TD" box on the front of the questionnaire. (Dwelling type codes are on the back of the VR.)
- If the household contains more than six members, make the necessary changes to the additional questionnaire(s). (Refer to Appendix D.)
. Offer the respondent a blank questionnaire to follow along.
- Complete the questionnaire by interview.
. Check the questionnaire for completeness.
- Before you go, try to determine:
- Is anyone home at the next dwelling?
- Are there any dwellings nearby that are hard to find or easy to miss?
- Thank the respondent.


## POINTS TO REMEMBER WHEN COMPLETING THE QUESTIONNAIRE

In Step 5: List all usual residents of the household. Do not include any visitors in Step 5.

In Step 7: If there are any temporary residents,

- complete Questions 1 to 10 of a Form 3 questionnaire, and
- enter the number of temporary residents in Column 14 of the VR.

Question 1: Copy the names from Step 5 in the same order as they are listed.
Questions 2
to 45: Complete every question that applies for each usual member turn.
If the person is less than 15 years old, stop at Question 19.
Questions H1
to H8:
Ask the person who is giving the information for the household.
Step 12: Thank the respondent. Read the statement in Step 12.

## ATTACHMENT NO. 2

INTERVIEW CHECK LIST

## INTERVIEW CHECK LIST

. Introduce yourself as the Census Representative.

- Show your identification card.
- Explain the purpose of your visit.
- List the dwelling in Section I of the Visitation Record. Complete Columns 1 to 9.
- Enter the household number from Column 1 of the VR on the front of the 2D questionnaire.
- Enter the dwelling type code in the "TD" box on the front of the questionnaire. (Dwelling type codes are on the back of the VR.)
- If the household contains more than six members, make the necessary changes to the additional questionnaire(s). (Refer to Appendix D.)
- Offer the respondent a blank questionnaire to follow along.
- Complete the questionnaire by interview.
- Check the questionnaire for completeness.
- Before you go, try to determine:
- Is anyone home at the next dwelling?
- Are there any dwellings nearby that are hard to find or easy to miss?
- Thank the respondent.


## POINTS TO REMEMBER WHEN COMPLETING THE QUESTIONNAIRE

In Step 5: List all usual residents of the household. Do not include any visitors in Step 5.

In Step 7: If there are any temporary residents,

- complete Questions 1 to 10 of a Form 3 questionnaire, and
- enter the number of temporary residents in Column 14 of the VR.

Question 1: Copy the names from Step 5 in the same order as they are listed.
Questions 2
to 45:
Complete every question that applies for each usual member turn.
If the person is less than 15 years old, stop at Question 19.
Questions H1 to H8:

Ask the person who is giving the information for the household.
Step 12: Thank the respondent. Read the statement in Step 12.

ATTACHMENT NO. 2 INTERVIEW CHECK LIST

## INTERVIEW CHECK LIST

- Introduce yourself as the Census Representative.
- Show your identification card.
- Explain the purpose of your visit.
- List the dwelling in Section I of the Visitation Record. Complete Columns 1 to 9.
- Enter the household number from Column 1 of the VR on the front of the 2 D questionnaire.
- Enter the dwelling type code in the "TD" box on the front of the questionnaire. (Dwelling type codes are on the back of the VR.)
- If the household contains more than six members, make the necessary changes to the additional questionnaire(s). (Refer to Appendix D.)
- Offer the respondent a blank questionnaire to follow along.
- Complete the questionnaire by interview.
- Check the questionnaire for completeness.
- Before you go, try to determine:
- Is anyone home at the next dwelling?
- Are there any dwellings nearby that are hard to find or easy to miss?
- Thank the respondent.


## POINTS TO REMEMBER WHEN COMPLETING THE QUESTIONNAIRE

In Step 5: List all usual residents of the household. Do not include any visitors in Step 5.

In Step 7: If there are any temporary residents,

- complete Questions 1 to 10 of a Form 3 questionnaire, and
- enter the number of temporary residents in Column 14 of the VR.

Question 1: Copy the names from Step 5 in the same order as they are listed.

Questions 2
to 45:
Complete every question that applies for each usual member turn.
If the person is less than 15 years old, stop at Question 19.
Questions H1 to H8:

Step 12: Thank the respondent. Read the statement in Step 12.

## ATTACHMENT NO. 2

INTERVIEW CHECK LIST

## INTERVIEW CHECK LIST

- Introduce yourself as the Census Representative.
- Show your identification card.
- Explain the purpose of your visit.
. List the dwelling in Section I of the Visitation Record. Complete Columns 1 to 9.
- Enter the household number from Column 1 of the VR on the front of the 2D questionnaire.
. Enter the dwelling type code in the "TD" box on the front of the questionnaire. (Dwelling type codes are on the back of the VR.)
- If the household contains more than six members, make the necessary changes to the additional questionnaire(s). (Refer to Appendix D.)
- Offer the respondent a blank questionnaire to follow along.
- Complete the questionnaire by interview.
- Check the questionnaire for completeness.
- Before you go, try to determine:
- Is anyone home at the next dwelling?
- Are there any dwellings nearby that are hard to find or easy to miss?
. Thank the respondent.


## POINTS TO REMEMBER WHEN COMPLETING THE QUESTIONNAIRE

In Step 5: List all usual residents of the household. Do not include any visitors in Step 5.

In Step 7: If there are any temporary residents,

- complete Questions 1 to 10 of a Form 3 questionnaire, and
- enter the number of temporary residents in Column 14 of the VR.

Question 1: Copy the names from Step 5 in the same order as they are listed.
Questions 2 to 45:

Complete every question that applies for each usual member turn.
If the person is less than 15 years old, stop at Question 19.

## Questions H1

 to $\mathrm{H} 8:$Ask the person who is giving the information for the household.
Step 12: Thank the respondent. Read the statement in Step 12.

## ATTACHMENT NO. 2

## INTERVIEW CHECK LIST

## INTERVIEW CHECK LIST

- Introduce yourself as the Census Representative.
- Show your identification card.
- Explain the purpose of your visit.
- List the dwelling in Section I of the Visitation Record. Complete Columns 1 to 9.
. Enter the household number from Column 1 of the VR on the front of the 2D questionnaire.
- Enter the dwelling type code in the "TD" box on the front of the questionnaire. (Dwelling type codes are on the back of the VR.)
- If the household contains more than six members, make the necessary changes to the additional questionnaire(s). (Refer to Appendix D.)
. Offer the respondent a blank questionnaire to follow along.
- Complete the questionnaire by interview.
- Check the questionnaire for completeness.
- Before you go, try to determine:
- Is anyone home at the next dwelling?
- Are there any dwellings nearby that are hard to find or easy to miss?
- Thank the respondent.


## POINTS TO REMEMBER WHEN COMPLETING THE QUESTIONNAIRE

In Step 5: List all usual residents of the household. Do not include any visitors in Step 5.

In Step 7: If there are any temporary residents,

- complete Questions 1 to 10 of a Form 3 questionnaire, and
- enter the number of temporary residents in Column 14 of the VR.

Question 1: Copy the names from Step 5 in the same order as they are listed.
Questions 2 to 45:

Complete every question that applies for each usual member turn.
If the person is less than 15 years old, stop at Question 19.
Questions H1 to H8:

Ask the person who is giving the information for the household.
Step 12: Thank the respondent. Read the statement in Step 12.

## ATTACHMENT NO. 3

BLANK VR PAGES FOR ROLE-PLAYS


|  |  |  |  | MAAL－BACK ONLY |  |  |  |  | COMPLETED HOUSEHOLDS |  |  |  |  | AEMARKS |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | $\begin{aligned} & \text { NUMBER OF FIELD } \\ & \text { FOLLOW-UP } \\ & \text { ATTEMPTS } \end{aligned}$ |  | 2PLET |  | D HO | SEHOL 2D |  |  |
| 8 | 9 |  |  | 10 | 11 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|  | Yes | No |  | 24 | 28 |  |  | 3 | 36 | 䙺 | 4 A | D＊48 | 2／48 |  |
| 001 |  |  |  |  |  |  |  |  |  |  |  |  | $\vdots$ |  |
| 002 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 003 |  |  |  |  |  |  |  |  |  | 为 |  |  |  |  |
| 004 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 005 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 006 |  |  |  |  |  |  |  |  |  | \％ |  |  |  |  |
| 007 |  |  |  |  |  |  |  | ， |  | ＜！ |  |  |  |  |
| 008 |  |  |  |  |  |  |  |  |  | \％ |  |  |  |  |
| 009 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 010 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 011 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 012 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 013 |  |  |  |  |  |  |  |  |  |  |  |  | $\because$ |  |
| 014 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 015 |  |  |  |  |  |  |  |  | $0$ |  |  |  |  |  |
| 016 |  |  |  |  |  |  |  |  |  | ！ |  |  |  |  |
| 017 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 018 |  |  |  |  |  |  |  |  |  | ： |  |  |  |  |
| 019 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 020 |  |  |  |  |  |  |  |  | 点 |  |  |  |  |  |
| 021 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 022 |  |  |  |  |  |  |  |  |  |  |  |  | ． |  |
| 023 |  |  |  |  |  |  |  |  |  | \％\％ |  |  | $\therefore$ |  |
| 024 |  |  |  |  |  |  |  |  |  | $2$ |  |  |  |  |

$\bullet$

SECTION II


ATTACHMENT NO. 3
BLANK VR PAGES FOR ROLE-PLAYS
$\bigcirc$
$\bigcirc$




## ATTACHMENT NO. 3

## BLANE VR PAGES POR ROLE-PLAYS

O

|  | HOUSEMOLD NUMARER | Exact locailon of this dwellung |  |  | NAME OF PEASON I IN THIS HOUSEMOLD |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | (i) For civic (Give <br> (2) For (a) <br> (b) <br> (c) | and villa <br> any) <br> give <br> an and to in Que ngs and | reat and <br> rural <br> ario. <br> the <br> s. | Print surname, given name and initiais of Person 1 <br> Person i is one of the following persons <br> - ether the husband or the wife or common-ligw partner of couple tiving logether. of <br> - The pareni. where one parent only lives with his/her never-married sonisi of daughter(s) <br> If neather of the above applies. any adutl living in the dwelling may be chosen |  |  |  |  |  |
| 1 | 2 | 3 |  |  | 4 | $5(x)$ |  | 6 | 7 (x) |  |
|  |  | Cavic No | Street | Apt No |  | Yes | No |  | Eng | Fir |
|  | 001 |  | . |  |  |  |  |  |  |  |
|  | 002 |  | - |  |  |  |  |  |  |  |
|  | 003 |  | . |  |  |  |  |  |  |  |
|  | 004 |  | . |  |  |  |  |  |  |  |
|  | 005 |  |  |  |  |  |  |  |  |  |
|  | 006 |  | . |  |  |  |  |  |  |  |
|  | 007 |  | - |  |  |  |  |  |  |  |
|  | 008 |  |  |  |  |  |  |  |  |  |
|  | 009 |  |  |  |  |  |  |  |  |  |
|  | 010 |  |  |  |  |  |  |  |  |  |
|  | 011 |  |  |  |  |  |  |  |  |  |
|  | 012 |  |  |  |  |  |  |  |  |  |
|  | 013 |  |  |  |  |  |  |  |  |  |
|  | 014 |  |  |  |  |  |  |  |  |  |
|  | 015 |  |  |  |  |  |  |  |  |  |
|  | 016 |  |  |  |  |  |  |  |  |  |
|  | 017 |  |  |  |  |  |  |  |  |  |
|  | 0.8 |  |  |  |  |  |  |  |  |  |
|  | 019 |  |  |  |  |  |  |  |  |  |
|  | 020 |  |  |  |  |  |  |  |  |  |
|  | 021 |  |  |  |  |  |  |  |  |  |
|  | 022 |  | - |  |  |  |  |  |  |  |
|  | 023 |  |  |  |  |  |  |  |  |  |
|  | 024 |  |  |  |  |  |  |  |  |  |


|  |  |  |  | MALL - BACK OnLY |  |  |  |  | COMPLETEO HOUSEHOLDS |  |  |  |  | REMARKS |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  | $\begin{aligned} & \text { NUMBEA OF FIELO } \\ & \text { FOLLOW.UP } \\ & \text { ATTEMPTS } \end{aligned}$ |  | APLE |  | O Ho | SEHOL | 08 20 |  |
| 8 | 9 |  |  | 10 | 11 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|  | Yes | No |  | 2A | 28 |  |  | 3 | 34 | 3 | dA |  | 2488 |  |
| 001 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 002 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 003 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 004 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 005 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 006 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 007 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 008 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 009 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 010 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 011 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 012 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 014 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 015 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 016 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 017 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 018 |  |  |  |  |  |  |  |  |  |  |  |  | $\because$ |  |
| 019 |  |  |  |  |  |  |  |  |  |  |  |  | - |  |
| 020 |  |  |  |  |  |  |  |  |  |  |  | $\because$ |  |  |
| 021 |  |  |  |  |  |  |  |  |  |  |  |  | $\therefore$ |  |
| 022 |  |  |  |  |  |  |  |  |  | t |  |  |  |  |
| 023 |  |  |  |  |  |  |  |  |  | : |  |  |  |  |
| 024 |  |  |  |  |  |  |  |  |  | : |  |  | $\cdots$ |  |



ATTACHMENT NO. 3
BLANK VR PAGES FOR ROLE-PLAYS


|  |  | Exact location of this dwelling |  |  | Name of person in this household | 4000006000088 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | For other areas. give <br> a) lot concession and lownshup. and rural route number in Ouebec and Ontario: <br> b) sect. twp. range and meridian in the Praries. <br> c) parish. Iwo. etc.. in other provinces |  | Print surname given name and initials of Person I <br> Person 1 is one of the following persons <br> - Bither the husband ar the wite or common-law partner ol a couple living together. or <br> - Ine parent. where one parient onty lives with hisher never-marred son(s) or daughter(s) <br> If neither of the above applies. any adult tiving in the dwelling may be chosen |  |  |  |  |  |
| 1 | 2 | 3 |  |  | 4 | $5(\mathrm{x})$ |  | 6 | $7(\mathrm{x})$ |  |
|  |  | Civic ${ }^{\text {do }}$ | Street | Apt No. |  | Yes | No |  | Eng | Ft |
|  | 001 |  |  |  |  |  |  |  |  |  |
| : | 002 |  |  |  |  |  |  |  |  |  |
|  | 003 |  |  |  |  |  |  |  |  |  |
|  | 004 |  |  |  |  |  |  |  |  |  |
|  | 005 |  |  |  |  |  |  |  |  |  |
|  | 006 |  |  |  |  |  |  |  |  |  |
|  | 007 |  | . |  |  |  |  |  |  |  |
|  | 008 |  | . |  |  |  |  |  |  |  |
|  | 009 |  |  |  |  |  |  |  |  |  |
|  | 010 |  | . |  |  |  |  |  |  |  |
|  | 011 |  | . |  |  |  |  |  |  |  |
|  | 012 |  |  |  |  |  |  |  |  |  |
|  | 013 |  |  |  |  |  |  |  |  |  |
|  | 014 |  |  |  |  |  |  |  |  |  |
|  | 015 |  | - |  |  |  |  |  |  |  |
|  | 016 |  | . |  |  |  |  |  |  |  |
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|  | 022 |  |  |  |  |  |  |  |  |  |
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|  | 024 |  |  |  |  | : |  |  |  |  |


|  |  |  |  |  |  |  |  |  |  |  | ${ }^{\text {anamasas }}$ |  |  |
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|  | 2 |  |  | som |  |  | \%. |  | \% |  |  |  |  |
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|  | ${ }^{\sim}$ | - |  | . |  |  |  |  |  |  |  |  |  |
|  | $\infty$ | I | 1 | . |  |  | ! |  |  |  |  |  |  |
|  | $\ldots$ | I | 1 | - |  |  | : |  |  |  |  |  |  |
|  | ${ }^{*}$ |  |  |  |  |  |  |  |  |  |  |  |  |
|  | $\cdots$ | 1 | 1 | - |  |  | - |  |  |  |  |  |  |
|  | $\cdots$ |  | 1 |  |  |  |  |  |  |  |  |  |  |
|  | " |  |  |  | I |  |  |  |  |  |  |  |  |
|  | $\cdots$ | - 1 | 1 | . |  |  |  |  |  |  |  |  |  |
|  | $\stackrel{\circ}{0}$ | $\cdots$ |  | . |  |  |  |  |  |  |  |  |  |
|  | " | $\cdots$ | I | - | I |  |  |  |  |  |  |  |  |
|  | $\because$ | \% 1 | 1 |  |  |  |  |  |  |  |  |  |  |
|  | ${ }^{\circ}$ | $\cdots$ | 1 |  |  |  |  |  |  |  |  |  |  |
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|  | , ${ }^{5}$ | - \| | I |  |  |  |  |  |  |  |  |  |  |
|  | ${ }^{\circ}$ | - 1 |  | . |  |  |  |  |  |  |  |  |  |
|  | ${ }^{\circ}$ | I |  | - |  |  |  |  |  |  |  |  |  |
|  | $\cdots$ | - 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | $\cdots$ | - 1 |  |  |  |  |  |  |  |  |  |  |  |
|  | ${ }^{\circ}$ | - I | 1 |  |  |  |  |  |  |  |  |  |  |
|  | ${ }^{*}$ | - | 1 |  |  |  |  |  |  |  |  |  |  |
|  | $\stackrel{\square}{2}$ | 1 | 1 | , | 1 |  |  |  |  |  |  |  |  |
|  | $\cdots$ | $\cdots 1$ | 1 | . |  |  |  |  |  |  |  |  |  |
|  | a | 1 |  |  |  |  |  |  |  |  |  |  |  |

## ATTACHMENT NO. 3

## BLANK VR PAGES FOR ROLE-PLAYS



|  |  |  |  | MAIL－BACK ONLY |  |  |  |  | COMPLETED HOUSEHOLOS |  |  |  |  | REMARKS |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | $2 D$ | $2 D$ |  | 21） |  | $2 D$ |  |
| 8 | 9 |  |  |  | 10 | 11 |  |  | 12 | 13 | 14 | 15 | 18 | 17 | 18 | $19$ | 20 |
|  | Yes | No |  | 2A | 28 |  |  | 3 | 8x | 34 | 4A | \％ 48 | 38／48 |  |
| 001 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 002 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 003 |  |  |  |  |  |  |  |  |  | ？ |  |  |  |  |
| 004 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 005 |  |  |  |  |  |  |  |  | $\alpha$ |  |  | $\because '$ |  |  |
| 006 |  |  |  |  |  |  |  |  |  | $\%$ |  |  |  |  |
| 007 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 008 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 009 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 010 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 011 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 012 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 013 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 014 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 015 |  |  |  |  |  |  |  |  | $6$ |  |  | \% |  |  |
| 016 |  |  |  |  |  |  |  |  |  | $\mathrm{m}_{6} \mathrm{t}$ |  |  |  |  |
| 017 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 018 |  |  |  |  |  |  |  |  |  | 事拄， |  |  | 等 |  |
| 019 |  |  |  |  |  |  |  |  |  | 领 |  |  |  |  |
| 020 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 021 |  |  |  |  |  |  |  |  |  | 湾家； |  |  |  |  |
| 022 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 023 |  |  |  |  |  |  |  |  |  | f |  |  |  |  |
| 024 |  |  |  |  |  |  |  |  |  | 隻 |  |  |  |  |



STATISTICS CANADA IBRARY BIBLIOTHEQUE STATISTIQUE CANADA

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[^0]:    Using each census representative's EA map, review the boundaries of the area that the CR will be responsible for. Ensure that each CR has a clear understanding of the area to be covered. Make a note of any boundaries that the CR finds unclear and be sure to resolve boundary questions before you leave.

    Read or have the Census Representative read the following definitions. Give examples.

